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**JKR Training For Business**

**student handbook**

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**Introduction**

This information booklet is designed to provide you with information about the services provided by JKR Training for Business (JKR Training) and our approach to providing you a safe, fair and supported environment to participate in training and assessment. This handbook does not provide you with specific information about a particular course offered by JKR Training. This information is contained in the Course Brochure which is supplied separately.

# About JKR Training for Business

JKR Training is a Registered Training Organisation (RTO) providing high-quality training and assessment to students in Australia. <https://jkrtraining.com.au>

<https://training.gov.au/Organisation/Details/91130>

JKR Training for Business is responsible under its registration with the Australian Skills Quality Authority for the quality of the training and assessment being delivered on your course and is responsible for the issuance of any AQF certificate that may result based on your achievement of the course requirements.

**Our mission**

JKR Training’s mission is to deliver quality training and assessment that meets the needs of students and industry.

**Our objectives**

Our objectives are:

* **People.** We strive to attract, recruit and retain talented, competent and committed trainers and assessors. We promote excellent performance through leadership and professional development.
* **Safety & equality.** We are committed to providing an environment which is safe, equitable and which promotes a confident and productive training and assessment environment.
* **Integrity & ethics**. We conduct ourselves in accordance with shared and agreed standards of behaviour which holds ethical conduct and integrity as our highest priorities.
* **Quality committed.** We aspire to deliver consistent, high quality services and apply quality systems which support training and assessment excellence.
* **Student Focused.** We thrive on providing training and assessment that is student focused and which supports lifelong learning.

We respect our students and strive to attract them time after time through high quality training and assessment experiences.

* **Industry engagement.** We recognise the value of industry engagement as the driving force in shaping our training and assessment strategies. We deliver training and assessment services which are founded on industry needs and expectations.

**Our Trainers/Assessors**

Our Trainers and Assessors are qualified professionals who have current industry experience and qualifications in a range of industries. Their industry experience is continually up to date by participating in professional development activities, therefore giving our students the best practical industry experience.

At JKR Training we deliver a nationally accredited qualification via training face-to-face and in the workplace. When you study with JKR Training, your Trainer Assessor will be always there to assist you throughout your course. You can either attend a classroom training environment, receive job visits and/or phone or email your Trainer Assessor for advice, meaning you get the support you need when you need it.

# Our expectation of you

JKR Training expects you:

* To attend training sessions and contribute to learning in a friendly and positive manner. JKR Training does not condone discrimination.
* To comply with the rules and regulations of JKR Training.
* To let us know if your contact details change (we need to know where to post your qualification)
* To be honest and respectful, which includes submitting your own work and not conducting yourself in any way that may cause injury or offence to others.
* To be responsible for your own learning and development by participating actively and positively and by ensuring that you maintain progress with learning modules.
* To monitor your own progress by ensuring that assessment deadlines are observed.
* To utilise facilities and JKR Training publications with respect and to honour our copyrights and prevent our publication from being distributed to unauthorised persons.
* To respect other students and JKR Training staff members and their right to privacy and confidentiality.

**What you can expect from JKR Training?**

We need to:

* Provide a safe and supportive learning environment free from discrimination.
* Provide you with a training plan that suits both you and your employer and ensure that it is regularly revised and updated.
* Provide your employer with a copy of your training plan,
* Ensure you have the support you need to complete this qualification,
* Provide you with the training and assessment resources you need,
* Maintain an accurate record of your progress,
* Issue your qualification upon successful completion of your training,
* Gather feedback from you and provide feedback to you and your employer to help us improve.
* maintain procedures for protecting personal information

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## **Employer responsibilities…(but not limited to)**

* Under the conditions of your traineeship, your employer is obliged to give you an average of 12 hours per month on the job to allow both training and assessment to be completed.
* Provide you with support in your traineeship through the term.
* You are not required to complete work at home unless you choose to.

# Unique Student Identifier

If you're studying nationally recognised training in Australia, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. These results will be available in your USI account generally within 6 to 12 months after successfully completing your training and assessment.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime. Fact sheets –available to download [Student Information for the USI](http://www.usi.gov.au/Training-Organisations/Documents/FactSheet-Student-Information-for-the-USI.pdf)

It's free and easy to [create your own USI](http://www.usi.gov.au/create-your-USI/Pages/default.aspx) and will only take a few minutes of your time. Alternatively, we can create your USI on your behalf. To do this we will need some additional identification information from you such as your driver’s licence number.

# Your safety

JKR Training is committed to providing you a safe environment in which to participate in training and assessment. We are aware of our responsibilities under the Work Health and Safety Act 2011 to maintain a safe environment.

The following guidelines are provided as a basis for safe practice in the training environment:

* Know and observe details of emergency response and evacuation plans;
* Do not undertake activities which may cause injury to self or others;
* Be responsible for your own actions;
* Smoking is not permitted at the training and assessment facilities or offices;
* Report all potential hazards, accidents and near misses to the RTO staff;
* Consumption of alcohol is not permitted on the training and assessment facilities
* Keep training and assessment areas neat and tidy at all times;
* Seek assistance if you volunteer to lift items e.g. move furniture in a training area; and
* Observe hygiene standards particularly in eating and bathroom areas.

**Electrical equipment**

* Electrical equipment that is not working should be reported to JKR Training staff and not undertaken by non-licensed personnel.

**Fire safety**

* JKR Training will undertake a safety and emergency evacuation induction before each class. This includes the location of exits and firefighting equipment.

**First aid**

* Provision for first aid facilities are available where training and assessment is delivered.
* All accidents must be reported to staff and must be recorded in the injury register.

**Work & study areas**

* Always ensure that all work areas are clean and clear of clutter so as to avoid the danger of accident by tripping or falling over.
* Place all rubbish in the bins provided.
* Ensure that bench spaces are left clean and tidy. This includes lunchrooms and eating areas.
* Do not sit or climb on any desks or tables.

# Your equity

JKR Training is committed to ensuring that the training and assessment environment is free from discrimination and harassment. Discrimination and harassment will not be tolerated under any circumstances. Further information can be found in the JKR Training policies and procedures. Suspected criminal behaviour will be reported to police authorities immediately. Students should expect fair and friendly behaviour from JKR Training staff members and we apply complaint handling procedures advocated by the Australian Human Rights and Equal Opportunity Commission (HREOC).

# Your privacy

JKR Training takes the privacy of students very seriously and complies with all legislative requirements. These include the Privacy Act 1988 and Australian Privacy Principles (effective from 12th March 2014).

Here’s what you need to know:

* JKR Training will retain personal information about you relating to your enrolment with us. This includes your personal details, your ethnicity and individual needs, your education background. We will also retain records of your training activity and are required to do this in accordance with the National Vocational Education and Training Regulator Act 2011.
* Your personal information is retained within our hard copy filling system and our computer systems. You information is collected via the enrolment form and through your completion of administrative related forms and based on your training outcomes. Hard copy files are secured in lockable filing cabinets which are monitored throughout the day and secured in the evening. Electronic data retained on our computer systems is protected via virus protection software, firewall protection and password only access. Our data is backed up continuously to our server which is secure.
* JKR Training is required by the National Vocational Education and Training Regulator Act 2011 to securely retain your personal details for a period of 30 years from the date your enrolment has completed. The purpose of this is to enable your participation in accredited training to be recorded for future reference and to allow you to obtain a record of your outcome if required.
* In some cases we are required by law to make student information available to Government agencies such as the National Centre for Vocational Education and Research or the Australian Skills Quality Authority. In all other cases JKR Training will seek the written permission of the student for such disclosure. JKR Training will not disclose your information to any person or organisation unless we have written instructions from you to do so. If you require your records to be accessed by persons such as your parents, you need to authorise this access otherwise this access will be denied.
* You have the right to access information that JKR Training is retaining that relates to you. Further instructions are provided on how to access records within the section titled “Access to your records”.
* If you have concerns about how JKR Training is managing your personal information, we encourage you to inform our staff and discuss your concerns. Under the Privacy Act 1988 (Privacy Act) you also have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. You can find more information about making a privacy complaint at the website of the OAIC located at: <http://www.oaic.gov.au/privacy/privacy-complaints>.

# Fees and Refunds

JKR Training does not charge students for services. All charges are made to the employer.

**Fees payable**

Fees are payable by the employer when a student has received a confirmation of enrolment. The initial fee payment must be paid prior to commencing training or within 10 days of receiving an invoice from JKR Training. JKR Training may discontinue training if fees are not paid as required. For a full list of current fees and charges please request a copy of JKR Training schedule of fees and charges.

**Student cancellation**

Employers of students who cancel their enrolment part way through a training program must notify JKR Training in writing via email or letter at the soonest opportunity.

Refunds will not be given for students who cancel their enrolment after a training program has commenced. Where possible, employers are to consider suspending students until they are ready to re-commence training.

**Replacement of text & training workbooks**

Students who require replacement of issued text or training workbooks will be liable for additional charges to cover the cost of replacement. For a full list of replacement charges please refer to JKR Training schedule of fees and charges.

**Refunds**

Refunds of student fees will be discussed with the Employers.

**Payment method**

JKR Training accepts payment for fees using:

* Electronic Funds Transfer (account details available on request)
* Payment in cash is discouraged.

**Substitutions**

Requests for substitutions are to be made in writing and can be made at any time up to 2 working days before the program commencement date.

**Transfers**

Requests for transfers to alternate programs can be arranged if JKR Training is advised in writing more than 10 working days prior to the program commencement date and there is availability on the selected program. One transfer will be accepted without charge where JKR Training has been notified in writing at least 10 working days prior to the scheduled commencement date. All subsequent transfers will attract an administration charge of $55.00 (incl. GST).

**Our Guarantee to Clients**

If for any reason JKR Training is unable to fulfil its service agreement with an employer, JKR Training will issue a full refund for any services not provided. The basis for determining “services not provided” is to be based on the units of competency completed by the student and which can be issued in a statement of attainment at the time the service is terminated.

# Access to your records

You are entitled to have access to your student file and learning and assessment records on request. You may require these to monitor your progress with training or simply to go back and confirm something in a previous training module. Whilst these records will be retained by JKR Training, you are welcome to have access anytime - just ask your trainer and it will be organised immediately.

You can access hard copy records and reports from our student management system, but only relating to you personally. You can request this access using the Student Records Request Form. Access to requested records during a workday will be arranged as soon as possible and definitely within 24 hours. Students should note that these records cannot be taken away unless a copy is requested. Where photocopies are requested, JKR Training reserves the right to charge a one-off photocopy fee of $10.00. There is no cost to simply view records at our office.

# Continuous improvement

JKR Training is committed to the continuous improvement of our training and assessment services, student services and management systems. Central to this commitment is our approach to continuous improvement and the procedures we apply to achieve systematic and sustained improvement.

**Suggesting improvements**

The primary method of reporting opportunities for improvement by students is via the continuous improvement reporting procedure. This procedure allows any person to raise a Continuous Improvement Report for consideration by the Continuous Improvement Committee. Often these reports will be generated after an opportunity for improvement has been identified by a staff member or student. The Continuous Improvement Report template is available on request. Students are encouraged to provide feedback to JKR Training so we can improve our services in the future.

**Student satisfaction survey**

At the completion of your training program, you will be issued with a Student Satisfaction Survey. This is a nationally consistent survey tool which is designed to collect feedback from students about their experience with an RTO and in undertaking nationally recognised training. Your completion and return of this survey is important to JKR Training for our ongoing improvement of services and to enable us to report this information to our registering authority. Your assistance in gathering this survey data is greatly appreciated.

# Assessment

At JKR Training assessment is conducted using a range of Written Knowledge Assessment, Case Studies, Work Logbook, Supervisor Feedback and Workplace Observation.

The following provides a brief explanation of the primary assessment methods:

* **Written Knowledge Assessment:** You are required to provide a written response to a range of questions relating to required knowledge of the units of competency. These would generally be short answer response activities and may include other questioning methods including multiple-choice.
* **Case Study Response:**  You may be required to provide a written response to a situation presented in a case study scenario. This will usually require you to consider carefully the situation presented, undertake some research to inform your response and then propose your recommended actions.
* **Workplace Logbook:** You are required to record details of your work activity completed during the work placement, if applicable. These details are recorded against specified tasks which are predesigned for you to complete. This forms an important part of the assessment evidence as it often includes critical evidence that is otherwise difficult for the assessor to observe.
* **Supervisor Feedback:** The assessor will periodically engage with workplace supervisors to seek their feedback about your performance. This is undertaken as an interview with duration of approximately 15 to 20 minutes. This interview can be undertaken over the phone or face to face. Feedback from a supervisor is recorded into the assessment record.
* **Workplace Observation:** You will be observed performing specific tasks in your day-to-day work activities. The assessor will attend the workplace and observe you performing tasks relevant to the units of competency being assessed. You will be briefed on these observation activities and events and ~~is~~ you are required to make arrangements to undertake these activities when the assessor is in attendance at the workplace.

# Re-assessment

Students who are assessed as not yet competent are to be provided with detailed verbal and written feedback to assist them to identify the gaps in their knowledge and skills to be addressed through further training. These students are to be provided with additional training and learning support to target their specific gaps in knowledge and/or skills and prepare them for additional assessment.

It is the policy of JKR Training to provide three opportunities for additional training and re-assessment at no additional cost to the student or employer.

Please notify JKR Training if you feel you may need extra support during your learning and assessment times. In cases such as these, we can carefully monitor progress and ensure the support offered meets your requirements.

# Language, literacy & numeracy skills

Language, literacy and numeracy skills are critical to almost all areas of work. This is particularly true in many vocations where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and comprehending written work instructions.

To support this approach JKR Training will:

* Assess your language, literacy and numeracy skills during the enrolment to ensure you have adequate skills to complete the training;
* Where identified, JKR Training will support students during their study with training and assessment materials and strategies that are easily understood and suitable to the level of the workplace skills being delivered;
* Provide clear information to students about the details of the language, literacy and numeracy assistance available. JKR Training generally recommends the LLN training courses provided by TAFE. These institutes have specialist teachers to support the student’s development.
* Refer students to external language, literacy and numeracy support services that are beyond the support available within JKR Training and where this level of support is assessed as necessary; and
* Negotiate an extension of time to complete training programs if necessary.

# Making complaints & appeals

JKR Training is committed to providing a fair and transparent complaints and appeals process that includes access to an independent external body if necessary.

**What is a complaint?**

A complaint is negative feedback about services or staff which has not been resolved locally. A complaint may be received by JKR Training in any form and does not need to be formally documented by the complainant in order to be acted on. Complaints may be made by any person but are generally made by students and/or employers.

**What is an appeal?**

An appeal is an application by a student for reconsideration of an unfavourable decision or finding during training and/or assessment. An appeal must be made in writing and specify the particulars of the decision or finding in dispute. Appeals must be submitted to JKR Training within 28 days of the student being informed of the assessment decision or finding.

**Early resolution of complaints & appeals**

In all cases, issues that arise during training and assessment that are the source of frustration or are in dispute should be resolved at the time, as they occur between the persons involved, where possible. Sometimes, it will not be possible and in these cases you are encouraged to come forward and inform us of your concerns with the confidence that you will be treated fairly.

**Complaint and appeals handling**

JKR Training applies the following principles to its complaints and appeals handling:

* A written record of all complaints is to be kept by JKR Training including all details of lodgement, response and resolution. JKR Training will maintain a complaints register to be used to record the details of the complaint and to maintain a chronological journal of events during the complaint handling process. Records relating to complaint handling are stored securely to prevent access to unauthorised personnel.
* A complainant is to be provided an opportunity to formally present his or her case at no cost.
* Each complainant may be accompanied and/or assisted by a support person at any relevant meeting.
* The handling of a complaint is to commence within seven (7) working days of the lodgement of the complaint and all reasonable measures are taken to finalise the process as soon as practicable.
* The complainant is to be provided a written response to the complaint, including details of the reasons for the outcome. A written response must be provided to the complainant within fourteen (14) days of the lodgement of the complaint.
* Complaints must be resolved to a final outcome within sixty (60) days of the complaint being initially received. Where JKR Training Chief Executive Officer considers that more than 60 calendar days are required to process and finalise the complaint, the CEO must inform the complainant in writing, including reasons why more than 60 calendar days are required. As a benchmark, JKR Training will attempt to resolve complaints as soon as possible. A timeframe to resolve a complaint within thirty (30) days is considered acceptable and in the best interest of JKR Training and the complainant. A complainant should also be provided with regular updates to inform them of the progress of the complaint handling. Updates should be provided to the complainant at a minimum of four (4) weekly intervals.
* JKR Training shall maintain the enrolment of the complainant during the complaint handling process.
* Decisions or outcomes of the complaint handling process that find in the favour of the student shall be implemented immediately.
* Complaints are to be handled in the strictest of confidence. No JKR Training representative will disclose information to any person without the permission of JKR Training Chief Executive Officer. A decision to release information to third parties can only to be made after the complainant has given permission for this to occur. This permission should be given using the Information Release Form.
* Complaints are to be considered and handled to ensure the principles of natural justice and procedural fairness are applied at every stage of the complaint handling process. This means that the complainant is entitled to be heard with access to all relevant information and with the right of reply. The complainant is entitled to have their complaint heard by a person that is without bias and may not be affected by the decision. Finally, the decision must be made based on logical evidence and the decision-maker must take account of relevant considerations, must act for a proper purpose and must not take into account irrelevant considerations.

**Review by an independent person**

JKR Training provides the opportunity for persons making a complaint or an appeal who are not satisfied with the outcomes of the complaints and appeals handling process to seek a review by an independent person. To facilitate this, JKR Training will engage a suitably qualified and experienced VET consultant to provide this review impartially on behalf of the student.

**Review by external agency**

* Where the complainant or person lodging an appeal is not satisfied with the handling of the matter by JKR Training, they are to have the opportunity for a body that is independent of JKR Training to review his or her complaint or appeal following the internal completion of complaint or appeals process.
* Students who are not satisfied with the process applied by JKR Training may refer their grievance to the following external agencies:
* **Unresolved complaints** may be referred to the Australian Skills Quality Authority - ASQA Online Complaint Form. Students are to be advised that ASQA will require the student to have exhausted all avenues through JKR Training internal complaints handling procedure before taking this option.
* **Unresolved Appeals** in relation to consumer related issues may be referred to the Office of Fair Trading.
* **National Training Complaints Hotline** also provides an opportunity for students to lodge their grievance with an external agency who will follow up and investigate their complaint. This service can be accessed via the following phone number: 13 38 73.

# Recognition of your existing skills & knowledge

In accordance with the requirements of the Standards for NVR Registered Training Organisations, JKR Training provides the opportunity for students to apply to have prior learning recognised toward a qualification or units of competence for which they are enrolled.

**What is recognition?**

Recognition involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. Recognition assesses this unrecognised learning against the requirements of a unit of competence, in respect of both entry requirements and outcomes to be achieved. By removing the need for duplication of learning, recognition encourages an individual to continue upgrading their skills and knowledge through structured education and training towards formal qualifications and improved employment outcomes. This has benefits for the individual and industry. Most importantly, it should be noted that recognition is just another form of assessment.

**Recognition guidelines**

The following guidelines are to be followed when an application for recognition is received:

* Any student is entitled to apply for recognition in a course or qualification in which they are currently enrolled.
* Students may not apply for recognition for units of competence or a qualification which are not included in JKR Training scope of registration.
* Whilst students may apply for recognition at any time, they are encouraged to apply before commencing a training program.
* This will reduce unnecessary training and guide the student down a more efficient path to competence.
* Students who are currently enrolled in a training program are eligible to apply for recognition in that program at no additional charge.
* Assessment via recognition is to apply the principles of assessment and the rules of evidence.
* Recognition may only be awarded for whole units of competence.

**Forms of evidence for recognition**

Recognition acknowledges that workplace skills and knowledge may be gained through a variety of ways including both formal and informal learning or through work-based or life experience.

Like assessment, recognition is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by candidates of the skills and knowledge that they have previously learnt through work, study, life and other experiences, and that they are currently using. It also includes evidence to confirm a candidate’s ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Forms of evidence toward recognition may include:

* Work records;
* Current CV/resume;
* Records of workplace training;
* Assessments of current skills;
* Assessments of current knowledge;
* Third party reports from current and previous supervisors or managers;
* Evidence of relevant unpaid or volunteer experience;
* Examples of work products;
* Observation by an assessor in the workplace;
* Performance appraisal; or
* Duty statements.

Many of these forms of evidence would not be sufficient on their own. When combined together, with a number of evidence items, the candidate will start to provide a strong case for competence. JKR Training reserves the right to require candidates to undertake practical assessment activities of skills and knowledge in order to satisfy itself of a candidate’s current competence.

**What is national recognition?**

National recognition is the recognition of learning achieved through formal education and training. Under the Standards for NVR Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. National recognition allows a student to be awarded a unit of competency/module based on successful completion of the unit which has been previously awarded.

**Evidence requirements**

If you are seeking national recognition you are required to present your statement of attainment or qualification for examination to JKR Training. These documents will provide the detail of what units of competence you have been previously issued. You must provide satisfactory evidence that the statement of attainment or qualification is authentic, is yours and that it has been issued by an Australian RTO. Statements of attainment or qualifications should be in the correct format as outlined in the Australian Qualifications Framework. You are required to submit copies only which are certified as a true copy of the original. Please note: a copy of your USI transcript, if applicable, is acceptable.

**National recognition guidelines**

The following guidelines are to be followed in relation to national recognition:

* Any student is entitled to apply for national recognition in a course or qualification in which they are currently enrolled.
* Students may not apply for national recognition for units of competence or qualification which are not included in JKR Training scope of registration.
* Whilst students may apply for national recognition at any time, they are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide the student down a more efficient path to competence.
* The student does not incur any fees for national recognition and JKR Training does not receive any funding when national recognition is granted.
* National recognition may only be awarded for whole units of competence. Where a mapping guide identifies a partial credit, this will not be considered for national recognition and applicants will be advised to seek recognition.

# Legislative and Regulatory Responsibilities

JKR Training is required to operate in accordance with the law. This means we comply with the requirements of legislative and regulatory requirements. The following legislation is a list of the Acts that JKR Training has recognised it has compliance responsibilities to. They also represent obligations to you as a student whilst training with JKR Training.

During your day-to-day work and when participating in training, you will need to be aware of the relevant legislation that may impact on your conduct and behaviour.

Copies of State and Federal legislation can be found on the Internet at [www.australia.gov.au/state-legislation](http://australia.gov.au/topics/law-and-justice/legislation/state-legislation) (State) and [www.comlaw.gov.au](http://www.comlaw.gov.au) (Federal).

The following is a summary of the legislation that will generally apply to your day-to-day work and training.

**Work Health and Safety Act 2011**

The main object of this Act is to provide for a balanced and nationally consistent framework to secure the health and safety of workers and workplaces. The WHS Act protects workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from work or from particular types of substances or plant.

The WHS Act covers workers by providing a nationally uniform work health and safety laws. This includes employees, contractors, sub-contractors, outworkers, trainees, work experience students, volunteers and employers who perform work.

The WHS Act also provides protection for the general public so that their health and safety is not placed at risk by work activities.

Section 29 of the WHS Act requires that any person at a workplace, including customers and visitors, must take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions.

They must also cooperate with any actions taken by the person conducting business or undertaking to comply with the WHS Act and WHS Regulation.

**Privacy Act 1988**

The Privacy Act is supported by the Australian Privacy Principles which came into effect on 12th March 2014. The object of Australian Privacy Principles is to ensure businesses and government agencies manage personal information in an open and transparent way.

**Disability Discrimination Act 1992**

Sect 5 - Disability Discrimination

(1) For the purposes of this Act, a person (discriminator) discriminates against another person (aggrieved person) on the grounds of a disability of the aggrieved person if, because of the aggrieved person’s disability, the discriminator treats or proposes to treat the aggrieved person less favourably than, in circumstances that are the same or are not materially different, the discriminator treats or would treat a person without the disability.

For the purposes of subsection (1), circumstances in which a person treats or would treat another person with a disability are not materially different because of the fact that different accommodation or services may be required by the person with a disability.

**Sex Discrimination Act 1984**

Objects The objects of this Act are:

* to give effect to certain provisions of the Convention on the Elimination of All Forms of Discrimination Against Women; and
* to eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education, the provision of goods, facilities and services, the disposal of land, the activities of clubs and the administration of Commonwealth laws and programs; and
* to eliminate, so far as possible, discrimination involving dismissal of employees on the ground of family responsibilities; and
* to eliminate, so far as is possible, discrimination involving sexual harassment in the workplace, in educational institutions and in other areas of public activity; and
* to promote recognition and acceptance within the community of the principle of the equality of men and women.

**Age Discrimination Act 2004**

The objects of this Act are:

* to eliminate, as far as possible, discrimination against persons on the ground of age in the areas of work, education, access to premises, the provision of goods, services and facilities, accommodation, the disposal of land, the administration of Commonwealth laws and programs and requests for information; and
* to ensure, as far as practicable, that everyone has the same rights to equality before the law, regardless of age, as the rest of the community; and
* to allow appropriate benefits and other assistance to be given to people of a certain age, particularly younger and older persons, in recognition of their particular circumstances; and
* to promote recognition and acceptance within the community of the principle that people of all ages have the same fundamental rights; and
* to respond to demographic change by:
* removing barriers to older people participating in society, particularly in the workforce; and
* changing negative stereotypes about older people.

**Racial Discrimination Act 1975**

This Act gives effect to Australia's obligations under the International Convention on the Elimination of All Forms of Racial Discrimination. Its major objectives are to:

* promote equality before the law for all persons, regardless of their race, colour or national or ethnic origin, and
* make discrimination against people on the basis of their race, colour, descent or national or ethnic origin unlawful.

**Copyright Act 1968**

Copyright is a type of property that is founded on a person's creative skill and labour. It is designed to prevent the unauthorised use by others of a work, that is, the original form in which an idea or information has been expressed by the creator.

Copyright is not a tangible thing. It is made up of a bundle of exclusive economic rights to do certain acts with an original work or other copyright subject-matter. These rights include the right to copy, publish, communicate (e.g. broadcast, make available online) and publicly perform the copyright material.

There is no general exception that allows a work to be reproduced without infringing copyright. Where a part of a work is copied, the issue is whether a substantial part of that work has been reproduced and thus an infringement has occurred. However, there is a 10% rule which applies in relation to fair dealing copying for the purposes of research or study. A reasonable portion of a work may be copied for that purpose, and a reasonable portion is deemed to be 10% of a book of more than 10 pages or 10% of the words of a work in electronic form.

**Fair Work Act 2009**

The main objectives of this Act are to provide a balanced framework for cooperative and productive workplace relations that promote national economic prosperity and social inclusion for all Australians by:

Providing workplace relations laws that are fair to working Australians, are flexible for businesses, promote productivity and economic growth for Australia's future economic prosperity and take into account Australia’s international labour obligations;

Ensuring a guaranteed safety net of fair, relevant and enforceable minimum terms and conditions through the National Employment Standards, modern awards and national minimum wage orders;

Enabling fairness and representation at work and the prevention of discrimination by recognising the right to freedom of association and the right to be represented, protecting against unfair treatment and discrimination, providing accessible and effective procedures to resolve grievances and disputes and providing effective compliance mechanisms.

**National Vocational Education and Training Regulator Act 2020**

This legislation provides that basis for the regulation of Registered Training Organisations in Australia. The legislation provides the basis for the establishment of the National VET Regulator who are the registration authority for RTOs. A core component of this legislation is that it defines the condition for the registration of an RTO which include:

* compliance with the VET Quality Framework
* satisfying Fit and Proper Person Requirements
* satisfying the Financial Viability Risk Assessment Requirements
* notifying National VET Regulator of important changes
* cooperating with National VET Regulator
* compliance with directions given by the National VET Regulator

# Changes to terms and conditions

JKR Training reserves the right to amend the conditions of the student’s enrolment at any time. If amendments are made that effect the student’s enrolment the student will be informed 7 days prior to changes taking effect.

# NSW Government Smart and Skilled

JKR Training is an approved Smart and Skilled training provider. Training under this program is subsidised by the NSW Government.

Further information on Smart and Skilled training is available on the web site- <http://smartandskilled.nsw.gov.au/home>

You can call their hotline number 1300 772 104 for more information on you rights and options for making a complaint or to provide feedback about the training funded under the NSW Government Smart and Skilled program.

JKR Training has a Consumer Protection Policy as part of our Policies and Procedures a copy of which can be made available on request.

**CONTACT DETAILS**

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