



ECEC

Student Handbook



CTAS Education Head Office

Email: admin@ctas.wa.edu.au

Website: www.ctas.wa.edu.au

Office: (08) 9350 9222



Handbook Disclaimer

This handbook contains information that is correct at the time of printing. Changes to legislation and/or CTAS Education policy may impact on the currency of information included. CTAS Education reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from CTAS Education Head Office.

This handbook has been prepared as a resource to assist students to understand their obligations and, those of CTAS Education. Please carefully read through the information contained in this guide. All first aid students need to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook. Any queries can be directed to:

Registered Training Organisation (RTO) Details

Head Office: **CTAS Education**

National Provider Number: 51849

Address: 8A Babel Rd, Welshpool WA 6106

Postal Address: PO Box 353, Cannington, WA 6987

T: (08) 9350 9222 E: admin@ctas.wa.edu.au W: www.ctas.wa.edu.au

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Welcome

Congratulations on your choice to undertake a qualification with CTAS Education. We look forward to supporting you through your learning journey.

Our mission is to inspire and empower Early Childhood educators by sharing our knowledge, skills and expertise through high quality personalised training.

Our vision is to be the pre-eminent training provider for the Education and Care sector.

At CTAS Education, we are all passionate and committed early childhood professionals, who understand what it is like to work within the Early Childhood Education sector. We are delivering training to share our knowledge and experience to our future generation of Educators. We are aware that Early Childhood Education is a “hands on” profession and we have ensured our training focuses on this where possible. We believe that it is more beneficial to endeavour to teach students skills and knowledge, rather than “ticking and flicking”, so that we create amazing and competent Early Childhood Educators who have the skills and knowledge to give children the care they deserve.

Every student is important and an individual in our eyes, and therefore is treated that way. All staff, at all levels, are approachable and can be contacted at any time to discuss any issues or questions you may have.

We hope that you enjoy your training experience with CTAS Education, and we welcome all feedback to help us improve in everything we do.



About Us

As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications/units of competence in:

- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- HLTAID009- Provide cardiopulmonary resuscitation
- HLTAID012- Provide an emergency first aid response in an education and care setting

We have been delivering training in the Education and Care sector since 2007 and First Aid training since 2018.

In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our RTO provider code is 51849.

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Contacting Us

Your first point of contact will be your assigned trainer. Please note that our trainers are on the road visiting students Monday to Friday and may not be able to take your call but if you leave a message, they will call you back. You can also contact your trainer via email or direct message them through the Learning Management System (LMS).

For urgent matters please phone **CTAS Education Head Office (08) 9350 9222**.

Trainer	Email	Phone
Wasantha Abeyweera	w.abeyweera@ctas.wa.edu.au	0410 163 652
Jessica Bedford	j.bedford@ctas.wa.edu.au	0403 761 383
Carina Booth	c.booth@ctas.wa.edu.au	0448 142 382
Jodie Cergogna	j.cergogna@ctas.wa.edu.au	0450539 120
Hannah Dale	h.dale@ctas.wa.edu.au	0477 105 802
Jenny Frigo	j.dyball@ctas.wa.edu.au	0401 827 451
Wendy Fitzpatrick	w.fitzpatrick@ctas.wa.edu.au	0416 052 388
Holly Gibson	h.gibson@ctas.wa.edu.au	0406 908 815
Tully Langton	t.langton@ctas.wa.edu.au	0450 309 450
Tong Tong Leong	t.leong@ctas.wa.edu.au	0432 370 819
Mags Menlove	m.menlove@ctas.wa.edu.au	0426 980 378
Sonali Raikundalia	s.raikundalia@ctas.wa.edu.au	0450 538 439
Julie McAuliffe	j.mcauliffe@ctas.wa.edu.au	
Dani Di Lorenzo	d.dilorenzo@ctas.wa.edu.au	
Melissa Yule (First Aid)	firstaid@ctas.wa.edu.au	9350 9222



Legislation

As an RTO, CTAS Education is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications and courses. This includes:

- *The Standards for Registered Training Organisations (RTOs) 2015*
- *National Vocational Education and Training Regulator Act 2011*

Additionally, CTAS Education abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- Anti-discrimination
- Apprenticeships and Traineeships
- Children and Young People
- Copyright
- Corporations
- Employment and Workplace Relations
- Equal Opportunity
- Fair Work (including harassment and bullying)
- Privacy and Personal Information Protection
- Student Identifiers
- Workplace Health and Safety

CTAS Education is dedicated to following the provisions in the VET Quality Framework.

More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.tac.wa.gov.au which is the website for the regulator of Western Australia's vocational education and training (VET) sector.

Responsibilities within Training Contract (Traineeship): All Parties

The student, employer and RTO must work co-operatively.

Therefore, it is important that all parties are aware of and agree to the traineeship training contract and their responsibilities. The full list of expectations and responsibilities of the trainee, employer and RTO are detailed below. The responsibilities listed for each party are consistent with state legislation, the training contract requirements, and the requirements for quality training.

CTAS Education Responsibilities

As a Registered Training Organisation (RTO) CTAS Education is committed to the provision of high-quality training services to both the student and employer, in accordance with the relevant legislative requirements of under which we operate. These responsibilities include:

- CTAS Education is committed to ensuring that all students are treated fairly, ethically and without discrimination.
- CTAS Education will endeavour to ensure that no student is unfairly disadvantaged. This includes making reasonable adjustments to the training environment, resources, and delivery strategies to accommodate and support individual student's needs.
- CTAS Education will ensure a safe and comfortable learning environment is provided for all students.
- CTAS Education will engage in professionally responsible and ethical training and assessment practices.
- CTAS Education is required to respect the privacy and confidentiality of employer's and student's details and personal information, as described in the Privacy Policy.



- CTAS Education is responsible for ensuring all parties are provided with clear and accurate information about the services we offer.
- CTAS Education will ensure that the employer and the student are regularly updated on training progress.
- CTAS Education will inform the student and employer of any changes made to the training contact (should they occur) throughout the duration of the traineeship.
- CTAS Education is committed to only employing trainers who hold the required training and assessment and vocational qualifications and who can demonstrate industry currency and are considered as experienced subject matter experts.
- CTAS Education is responsible for developing and using high quality training and assessment resources that have been developed in consultation with industry.
- CTAS Education will ensure that training products delivered by their trainers, meet the requirements of the Australian Qualifications Framework (AQF)
- CTAS Education will ensure that Credit Transfer (CT) and Recognition of Prior Learning (RPL) is made available to the learner wherever possible, as outlined in the CTAS Education Assessment Procedure.
- CTAS Education is required to continually review and evaluate systems, products, and services to ensure they are of a high standard.
- CTAS Education will welcome and actively seek client and trainee feedback as the basis for continuous improvement of systems, products, resources, and services provided.
- CTAS Education will notify the employer, the student and the State Training Authority regarding any issues that may affect successful completion of the training contract.
- CTAS Education will provide a fair and equitable grievance and complaints process as outlined in the CTAS Education Grievance and Complaints Policy.
- CTAS Education is committed to upholding legislation and complying with all regulatory requirements relevant to the operation of our RTO.

Student Responsibilities

If you are studying your qualification via a traineeship this means you as a student, and your employer have a legal agreement called a training contract. The training contract is valid for the duration of your qualification and both your trainer, and your employer agree you are competent. A training contract cannot be terminated without the mutual agreement of both you and your employer. Students have certain responsibilities, which are intended to assist with the successful completion of their training with CTAS Education. These responsibilities include:

Attendance for scheduled appointments:

- Students must prepare for, attend, and actively participate in all scheduled appointments.
- Appointments at the service are booked within 8-week intervals, and weekly support sessions are available via Zoom/Microsoft Teams/phone upon request.
- Students must report their inability to attend a scheduled training appointment for any reason, such as illness or annual leave directly to their trainer or CTAS Education head office as soon as possible.
- Any cancelled appointments will be rescheduled, providing ample notice. Please consider that your time is scheduled into a timetable along with all other trainees.

Maintaining satisfactory progress within the enrolled qualification:

- CTAS Education's expectation to maintain satisfactory progress within the qualification is a minimum of one assessment submission every four weeks.

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- Students must make a concerted effort to complete their assessments within applied due dates or the timeframes specified by their trainer or documented within their training plan. If any assistance is required, students are encouraged to contact their trainer directly to discuss this before their next appointment.
- Delays in completing assessments will result in delays in training progression and trainers may not release further units or assessments until outstanding assessments have been completed.
- Students are required to demonstrate appropriate behaviour by working cohesively with their employer, their trainer, CTAS Education staff and any other party involved in their training.
- Students must be open to discussing their progress and working on areas of improvement as identified by trainers and workplace supervisors.
- Students should use their work environment, workplace equipment and all parties involved in their training as a tool to optimise individual learning.
- If there has been no attempt to progress within the enrolled qualification within a 12-week period, a support meeting will be held, and a Student Progress Action Plan implemented to improve on satisfactory progress within the qualification.
- Students are required to discuss any concerns that they may have with their trainer or the Training Coordinator at CTAS Education as soon as possible in order for the issue to be resolved effectively.

Other:

- Where the employer is involved in paying for course fees, students are required to discuss their payment options and sign any relevant contracts or documentation with their employer prior to enrolment.
- Personal details (such as: name, address, phone numbers, email address) may change during the length of the enrolment in the course. Students are required to notify CTAS Education and the Apprenticeship Office (13 19 54) of any changes as they occur.
- First Aid training is a core unit in the CHC30121 Certificate III in Early Childhood Education and Care. CTAS Education will provide this training as part of your traineeship. However, you will be required to book into a relevant first aid training course. Your trainer can assist you with this.

Employer Responsibilities

As the employer of a student, you are committing to a contracted partnership between you, the student and CTAS Education as the nominated RTO. A traineeship is a partnership that ensures that on the job training is provided in the workplace by the employer/supervisor in addition to training provided by the RTO. The employer's responsibilities include:

- Employers are required to work with CTAS Education and the student to support the achievement of competence in required skills.
- Training is arranged with the employer and student at a time convenient for all parties - the trainer, the student and the employer. All efforts will be made to meet the employer's and student's requests, however, please note that your time is scheduled into a timetable along with other students.
- Employers are required to report a student's absence or their inability to attend a scheduled training session/visit/meeting for any reason directly to the assigned trainer or to CTAS Education head office (08 9350 9222) as soon as possible.
- Employers are required to support and accommodate their student's training within the workplace. This includes scheduling the student time off the floor for trainer visits/assessments.
- CTAS Education believes that students should receive regular paid study time within work hours to support their progression through the qualification. When the study time occurs, is at the employer's discretion.



- Employers have an obligation to support, encourage and assist students to complete their assigned tasks and assessments within the specified timeframes to ensure that the training plan is adhered to. Delays in completing assessments will result in delays in training progression and trainers may not release further units or assessments until outstanding assessments tasks have been completed.
- Employers are required to provide on the job skill development by providing workplace tasks that relate to the units of competency within the qualification.
- I grant permission to the student participating in this qualification to utilise relevant documentation about enrolled children and their learning, to complete assessments where required. The student will obtain permission from the Workplace Supervisor at the beginning of each relevant assessment. CTAS Education is committed to ensuring all documentation about children and their learning remains confidential and is utilised to assess the competency of the student only.
- Employers and workplace supervisors are required to mentor students and in doing so, demonstrate and role model appropriate behaviour and workplace practices.
- Employers are required to discuss any concerns that they may have directly with the trainer or the Training Coordinator as soon as possible in order for the issue to be resolved effectively.
- Employers who are not the direct supervisor of the student are required to inform their student's direct supervisor of the training responsibilities they are required to adhere to. This will help to ensure all parties involved in the student's training are working collaboratively and autonomously.
- Workplace Supervisors are required to review students Workplace Assessments undertaken for each relevant unit thoroughly before signing, and in doing so will verify that the student meets the requirements of the course.
- Workplace Supervisors of a student are required to hold a Diploma of Early Childhood Education and Care qualification or higher. This will ensure they are qualified to provide on-the-job training, guidance, and mentoring support.
- In the event that a student resigns from their position of employment or wishes to cancel or transfer their traineeship the employer must notify CTAS Education and the Apprenticeship Office (13 19 54) to arrange the change of employer or the termination of the traineeship contract. Alternatively, some of these variations can be completed through the Western Australian Apprenticeships Management System (WAAMS).
- Where the employer is involved in paying for course fees, arrangements and the signing of any relevant contracts must be completed prior to enrolment.



Policies and Procedures

Whilst some of our policies are accessible in the below links, CTAS Education can provide a copy of specific policies upon request. Please contact CTAS Education Head Office on (08)9350 9222 for more information. Some of our policies and procedures include:

- [Access and Equity Policy V6 042023.pdf](#)
- [Complaints-and-Appeals-policy-V9-032023.pdf \(ctas.wa.edu.au\)](#)
- [Code of Conduct Policy V4 072023.pdf](#)
- [2024-Fees-and-Charges-V1-012024.pdf \(ctas.wa.edu.au\)](#)
- [Privacy Policy V4 122022.pdf](#)
- [Workplace Health and Safety Policy V4 072023.pdf](#)
- [Reasonable Adjustment and Inclusive Training Policy V1 122023.pdf](#)

Privacy

CTAS Education strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988. Certain general, non-specific information such as location, gender, age, and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission unless we are required to do so by law.

Access to Your Records

If you wish to access your student information file, please direct your enquiry to admin@ctas.wa.edu.au

Enrolment

The enrolment process may vary depending on the course you are enrolling in.

During the qualification enrolment process you will be required to complete an enrolment form and a Language, Literacy and Numeracy (LLN) assessment. Information on the fees and charges relating to your prospective course will be provided, including payment terms and methods of payment will be agreed upon.

Once the enrolment process has been completed, your enrolment will be confirmed and a Trainer and Assessor will be assigned to support, mentor and guide you through the course.

Note: Enrolment will not be confirmed until payment option has been provided and you have supplied your USI. (Please refer to the USI section of this handbook for more information)

Enrolment Dates

CTAS Education operates on a system of rolling start dates. This means once your training contract has been approved by the Apprenticeship Office you are able to commence the enrolment process and commence studying.

Entry Requirements

Please contact CTAS Education to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements vary depending on the qualification and may relate to things such as:

- Previous workplace experience
- Previous completion of another qualification that is specified as a pre-requisite for a course.
- Levels of language, literacy, and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced.



Resource Requirements

You will require internet access and a suitable device to access the Learning Management System (LMS). If you do not have either of these, please contact CTAS Education to discuss your options 9350 9222.

Unique Student Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, CTAS Education cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/get-a-usi> for more information, and instructions on how to apply.

Student Support and Services

CTAS Education is committed to ensuring we have sufficient and accessible staff, educational services, support services, learning resources and facilities to support, accommodate and enable students to meet the requirements of their course.

If you require support or reasonable adjustment, please contact CTAS Education directly admin@ctas.wa.edu.au

External support services available to students include:

- *Read Write Now*
Phone: 1800 018 802
Website: www.read-write-now.org.au
- *DSF Literacy and Clinical Services (Dyslexia SPELD Foundation)- Tutoring services*
Phone: 9217 2500
Website: <https://dsf.net.au/>
- *Translating and Interpreting Services- Interpreting service*
Phone: 1300 655 820
Website: www.tisnational.gov.au

Please be advised that there may be additional costs involved in accessing support services.

There are also 'Mentor Services' available through the relevant Australian Apprenticeship Support Network (AASN).

CTAS Education ensures that suitably qualified trainers (RTOs 2015 1.13-1.16) are available for course delivery. We strive to ensure that educational and support services meet the needs of the student. We ensure that the learning resources we provide enable students to meet the requirements for the unit of competency and are accessible to the student regardless of location.

CTAS Education also ensures that facilities and equipment accommodate and support the number of students undertaking training and assessment.

CTAS Education provides equitable access to all required education and support services so that no learner is disadvantaged regardless of their mode of study or location.

CTAS Education is, at all times, concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support, there are several professional organisations well equipped to offer services to help.

Included are:

Lifeline: 13 11 14 or www.lifeline.org.au

Beyond Blue: 1300 22 4636 or www.beyondblue.org.au

Salvation Army: 13 SALVOS (13 72 58) or www.salvos.org.au



Fees

CTAS Education's Fees and Charges Policy is documented clearly on our website [2024-Fees-and-Charges-V1-012024.pdf \(ctas.wa.edu.au\)](#) or can be obtained by contacting CTAS Education. Several factors will determine how much your course will cost. This includes things like:

- Which course you will study?
- Course duration
- Study load and mode (full time, part time, face-to-face etc.)
- Any credits that may be applied through direct credit transfer, recognition of prior learning and/or recognition of current competency
- Your eligibility for subsidies or concessions

Payment Options

Payment of course fees can be made to CTAS Education via:

- Bank Deposit/Electronic funds transfer
- Credit card
- Cheque
- Ezi-Debit

Fees must be paid within 30 days of being issued with an invoice unless prior approval has been given by CTAS Education Management. CTAS Education has flexible payment options such as paying invoices by instalments or direct debit payment plans.

Other Fees

If you are not studying via a traineeship, please contact enrolments@ctas.wa.edu.au for your indicative fee quote.

Recognition of Prior Learning

The fees for RPL are dependent on the timeframe of the training/assessment, the level of qualification and the number of units. A quotation for course fees will be provided once eligibility of RPL has been granted. For RPL students, the balance of their training costs must be paid in full prior to completion of the RPL process. Learning materials (eBooks) are not included in RPL costs but can be purchased upon request.

Replacement of Training Materials

CTAS Education may charge a fee to replace any lost training and/or assessment materials that have been previously issued to you. Please speak with your Trainer or contact us on (08) 9350 9222 if replacement materials are required.

Course Information

The details for each course we offer (unit codes, unit names, nominal hours etc.) can be found on our website at [\(Education and Care Courses - CTAS Education\)](#)

Upon enrolment, you will be able to access your eBooks (learning materials) via the Learning Management System (LMS). You will need to supply your own device and internet connection to access the LMS and stationery materials. Your Trainer will arrange your training visits with you and your employer.

First Aid Training

HLTAID012 - Provide First Aid in an education and care setting is a core unit in CHC30121 Certificate III in Early Childhood Education and Care. Students who have not previously completed this unit are required to book into one of the CTAS Education sessions. We provide public courses at multiple locations across the Perth Metro area, and we can also facilitate group bookings in a service. Our course is contextualised for the Education and Care sector, and we have child and infant specific resources for accurate simulation of emergency scenarios. Your

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Trainer can assist in finding a suitable session. For more information, please visit <https://www.ctas.wa.edu.au/first-aid/>

Duration

The duration of your course will depend on multiple factors; including your own efforts and commitment to submitting assessments regularly and on time, your preparation for training visits, your study load (i.e. full- or part-time) and how many units (if any) are eligible for credit transfer and/or recognition of previous experience and qualifications.

The AQF expresses the time expected to gain a qualification as an equivalent to full-time years. This is known as the 'Volume of Learning'.

Volume of Learning

Volume of Learning statements provide an indication of the amount of time it is expected that a student would need as a full-time student to achieve the qualification. Volume of learning figures assumes none of the competencies identified in a qualification are currently held.

The listed time frames account for **all activities** a student would undertake, including supervised training activities, classroom sessions, online modules and/or workplace learning, as well as individual study, practice, and learning.

The Volume of Learning for qualifications in the VET sector are:

AQF Qualification Level	Typical Volume of Learning
Certificate III	1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements)
Diploma	1 - 2 years

Extracted from: [aqf-2nd-edition-january-2013 \(3\).pdf](#)

More information on Volume of Learning can be accessed at: [volume-of-learning-explanation-v2-2014 \(2\).pdf](#)

Competency Based Training

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and sector.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

How Does Assessment Work in CBT?

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge... or not yet.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements, rather than a fail, competency-based assessment means the student is marked as 'Not Yet Competent', and more training is required to get to the point of being 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified Assessors that you can perform to the required standard and be classed as 'Competent' or 'Satisfactory, include:

- Being observed as you perform the tasks and activities.



- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples
- A combination of the above

CTAS Education has a Training and Assessment Strategy for each of the qualifications we deliver, and we outline our approaches for conducting assessment in those strategies.

Student Participation

Students are expected to make satisfactory progress in their studies for each unit regardless of study mode. If a student is having difficulties in the progress of their study, they are expected to take all possible steps to improve their performance.

If a student is identified as not participating and/or achieving satisfactory academic progression, the first step will be for the Trainer and/or the Training Coordinator is to seek understanding of the reason/s. Formal intervention strategies may be required in order to address the specific issues preventing the student from achieving successful outcomes.

Training and Assessment Strategies

CTAS Education staff are appropriately qualified and have sufficient, relevant sector experience to train and assess the courses delivered by CTAS Education.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Direct Credit Transfer (DCT). All courses are assessed under the competency-based training and assessment criteria established under the AQF.

Flexible Learning and Assessment

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, preferred learning style and that maximise learning outcomes and access to learning activities.

Training Plans

CTAS Education gives all students enrolled in a traineeship a training plan. The plan will be developed between you, your employer, and CTAS Education. It will outline the skills and knowledge you will develop over the duration of the training plan. A new training plan will be developed and agreed upon by all parties for any changes made to the training contract.

Recognition Processes

CTAS Education offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of previous study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will be required to provide relevant evidence, upon which your Assessor can base their judgement. Evidence must be:

- Authentic – it must be your own work.
- Sufficient – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency.



- Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past.
- Valid – it must be relevant to what is being assessed.

You may be eligible to apply for RPL on one or more Units of Competency within your course. Please contact CTAS Education office to discuss further.

Recognition of Current Competencies

Recognition of Current Competencies is a recognition process similar to RPL. It applies if a student has “...previously successfully completed the requirements for a unit of competency...and is now required to be reassessed to ensure the competence is being maintained”.

Credit Transfer

CTAS Education recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a copy of your official documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact CTAS Education Enrolments Officer enrolments@ctas.wa.edu.au

Foundation Skills

All training and assessment delivered by CTAS Education contains Foundation Skills. Foundation Skills are a mandatory component of Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

Foundation Skills are prevalent in the training and assessment of all units of competency.

Superseded or Deleted Training Products

CTAS Education believes that all learners are entitled to complete a qualification that most closely represents the current skill needs of the industry. A qualification being superseded or discontinued is an indication that the industry needs have changed.

CTAS Education will ensure that no students will be enrolled into a training product that has been deleted or removed and that no students will be disadvantaged by these processes.

Superseded Training Products

All students enrolled in a superseded qualification will be transferred to the current qualification within one year of the release of the new qualification.

Students who will complete their qualification within the one-year transition period will not be transferred to the replacement qualification unless they have specifically requested it.

Removed or Deleted Qualifications

There are sometimes instances where an AQF qualification is removed or deleted without being superseded by another. In the event of a deleted or removed qualification CTAS Education may be able to identify a qualification that is closest to meeting the learners needs that the student can transfer to.

Whether it is practical to transfer learners to another suitable qualification will depend on a range of factors.

However, if the best option is for the student to complete the qualification, then CTAS Education will ensure that all training, assessment and issuance of certification is completed within two years of the date the qualification was removed.



Removed or Deleted Skill Sets, Units, Course and Modules

Where a skillset, unit, course or module (not attached to a qualification) is removed or deleted, CTAS Education will ensure that all training, assessment and issuance of certification is completed within one year of the date the skillset, unit, course or module was removed.

Assessment Information

Typical Assessment Types

The typical assessments used in these qualifications are:

Knowledge Assessments: This is the theory component that assesses whether you remember and understand.

Workplace Assessments: This is a combination of theory and practical skills that assess whether you can practically apply the knowledge you have learnt.

Observation Assessment: This is based on your practical skills that your Trainer/Assessor will observe you do in your workplace/regulated early education and care service.

Other assessment methods can be utilised where required.

Submitting Assessments

You will be able to access your assessments via your login for the Learning Management System (LMS). Ensure you talk to your Trainer to clarify anything that is not clear to you.

Resubmissions

If you receive notification that your assessment submission has been deemed 'Not Satisfactory', you will be released an additional attempt with feedback from your Assessor to support you in achieving a Satisfactory outcome. This may involve re-reading highlighted theory questions, providing additional or more relevant information within your answers, or demonstrating an observable practice again. At the Assessor's discretion, you may be required to undertake further training before resubmitting an assessment.

If you require further information, you are advised to correspond with your assigned Assessor. All of the staff at CTAS Education will take every reasonable effort to support your success within the qualification.

Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

Artificial Intelligence (AI)

The use of artificial intelligence technologies is strongly discouraged. All required information for your enrolled course is provided within the learning materials, assessments and within your workplace/regulated early education and care service. Our Trainers screen submitted assessments for the use of AI when marking assessments. If the use of AI has been found within your assessment/s further action will be taken.

Plagiarism

All work that you submit must be your own. You are required to sign an authenticity declaration within each assessment prior to submitting verifying the authenticity of your work.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by CTAS Education. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Cutting and pasting together multiple sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from.



Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action.

Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols. CTAS Education expects that students correctly reference their written assessments to avoid allegations of plagiarism. More information on referencing can be found at:

APA:

<http://libguides.jcu.edu.au/apa>

Harvard:

<http://libguides.library.usyd.edu.au/c.php?g=508212&p=3476130>

Learning Authentication

Throughout the duration of the enrolled qualification, your Trainer/Assessor will authenticate your unsupervised learning by asking verbal questions to confirm that it is genuine and accurately reflects your knowledge and skills.

Where to Get Help

Speak with your Trainer/Assessor if you require further help in understanding how to complete your assessments at your scheduled site visit or via phone/email correspondence. You can reach your assigned Trainer/Assessor via their contact details. Please be advised, that Trainer/Assessors will spend the greater part of their day visiting centres and may not always be contactable with an immediate response. They will, however, get back to you at their earliest availability. You can also contact your Trainer directly through the message function on the LMS. Trainers have regular 'Support Sessions' available if you require additional support and guidance. Please speak to your Trainer about these.

If your request is of an urgent matter, please contact CTAS Education Head Office, and we will endeavour to support your request.

Course Completion and Feedback

Completion of your course is when you have been assessed as meeting all the performance criteria, knowledge, and performance evidence for each unit in your enrolled qualification.

All course fees are to be finalised prior to completing or the issuance of your Qualification and Academic Transcript will be withheld.

Student Feedback

CTAS Education is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time but will also specifically ask for it at the completion of your study via an online completion survey. The AQTF require the learner and the employer to complete a satisfaction survey which will be issued during the completion process.

Issuing Certificates

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements as set for CTAS Education and other RTOs in the Standards for RTOs 2015.

If for some reason CTAS Education ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements.

Re-issue of Certificates

An administration fee of \$20.00, may be charged for a re-issuance of a **digital** Certificate, Academic Transcript or Statement of Attainment. An administration fee of \$50.00 applies for CTAS Education to re-issue a hardcopy of your Certificate, Academic Transcript or Statement of Attainment.



CTAS Education Student Handbook Verification

Please make sure you read and understand all parts of this Student Handbook.

After you have read and understood this handbook, your trainer will ask you to sign an acknowledgement in the Responsibilities Form.

You will be required to sign a declaration of your acknowledgement and agree that you have read and understood all parts of this Student Handbook.

If there is any aspect with which you are unsure, please contact CTAS Education for clarification (08) 9350 9222.