

# Student information

## VET policies and procedures

School RTO approval statement					
<b>School RTO name</b>	INNISFAIL STATE COLLEGE				
<b>Policy start date</b>	25/07/2025	<b>QCAA school number</b>	566	<b>National provider number</b>	30307
<b>The principal as Chief Executive Officer (CEO) approves:</b> <ul style="list-style-type: none"><li>• the policy, procedure and implementation requirements as part of the registered training organisation's (RTO's) quality management systems</li><li>• all identified attachments to this policy and procedure</li><li>• all modifications to the policy and procedure prior to implementation</li><li>• the delegated RTO officer/s to implement the policy and procedure</li><li>• the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in this policy and procedure</li><li>• the RTO manager monitoring, evaluating and reviewing the application of this policy and procedure to inform continuous improvement.</li><li>• that email addresses provide the same acknowledgment as a signature.</li></ul>					
<b>RTO manager</b>			<b>Principal</b>		
<b>Name</b>	Tanya Martin		<b>Name</b>	Tanya Martin	
<b>Email</b>	tmart67@eq.edu.au		<b>Email</b>	tmart67@eq.edu.au	
<b>Date</b>	25/07/2025		<b>Date</b>	25/07/2025	
<b>All additional delegated officers</b> (add additional places to this table as required)					
<b>Delegated officer</b>	Colleen Morrison		<b>Delegated officer</b>		
<b>Email</b>	cmorr127@eq.edu.au		<b>Email</b>		
<b>Date</b>	25/07/2025		<b>Date</b>		

When completed, this form should be managed in accordance with the school's privacy obligations.

# Section 1: Policy and procedure

Section 1 of this policy and procedure addresses: (a) the minimum information requirements provided to students; (b) obligations of the RTO; (c) rights and obligations of the student; (d) accessibility of information; and (e) related policies and procedures.

## Relevant Standards:

- [National Vocational Education and Training Regulator \(Outcome Standards for NVR Registered Training Organisations Instrument 2025](#)  
(see Outcome Standards 2.1, 2.2, 2.3, 2.5, 2.6)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations Fit and Proper Person Requirement\) Instrument 2025](#)  
(see Clauses 7.1a-d, 7.2a-d, 7.3a-b, 8a-c, 20a-b)

## Student information

Student information policy and procedure		
Policy	Publicly accessible information	Obligations
<p>Prospective students are adequately informed about the services they are to receive, their rights and obligations, and the RTO's responsibilities prior to enrolment or on commencement of training.</p> <p>Provision of information enables students to make informed decisions about the appropriateness of the training, taking into account their existing skills and competencies.</p> <p>Students can be informed through referral to electronic and/or print copies in addition to the senior education and training (SET) plan process.</p>	<p>The RTO will:</p> <ul style="list-style-type: none"><li>• provide current and accurate information to prospective students about the VET training product it offers, outlining details of the training and assessment as outlined in the relevant TAS</li><li>• ensure that student information is easily accessible using one or more sources (either electronically or in print), for example<ul style="list-style-type: none"><li>– school website</li><li>– student handbook</li><li>– enrolment form</li><li>– induction information.</li></ul></li></ul>	<p>The RTO will commit to:</p> <ul style="list-style-type: none"><li>• training and assessment as outlined in the relevant TAS</li><li>• informing students of any changes to agreed services</li><li>• secure retention of personal information and records for verification and reporting reasons.</li></ul> <p>The student will commit to:</p> <ul style="list-style-type: none"><li>• providing any materials and equipment requested by the RTO</li><li>• abiding by any specified requirements of the RTO to enter and successfully complete their chosen training product</li><li>• payment of fees (if applicable).</li></ul>

## Student information policy and procedure

Minimum requirements	Suitability	Related policies and procedures
<p>The minimum information to be provided:</p> <ul style="list-style-type: none"> <li>• training product code and title</li> <li>• delivery locations</li> <li>• duration of course</li> <li>• modes of delivery and assessment</li> <li>• entry requirements</li> <li>• support services (including wellbeing)</li> <li>• Unique Student Identifier (USI) information</li> <li>• recognition of prior learning</li> <li>• credit transfer arrangements</li> <li>• work placement arrangements</li> <li>• RTO obligations and communication process to be followed if changes occur to agreed services</li> <li>• student's rights and obligations</li> <li>• third-party arrangements (if applicable)</li> <li>• fee information (if applicable).</li> </ul>	<p>The RTO will ensure the suitability of the training product/s for students, taking into account their skills and competencies, through any of the following:</p> <ul style="list-style-type: none"> <li>• interview with the student</li> <li>• SET planning process</li> <li>• enrolment process</li> <li>• subject selection interviews</li> <li>• subject selection handbooks</li> <li>• student handbooks for vocational training areas (VTAs).</li> </ul>	<p>The following policies and procedures must be read in conjunction with this document:</p> <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Complaints and appeals</li> <li>• Data management and USI</li> <li>• Third-party arrangements</li> <li>• Training and assessment strategy</li> <li>• AQF issuance and replacement.</li> </ul>