Student information

VET policies and procedures

School RTO approval statement					
School RTO name	Innisfail State College				
Policy start date	2/12/2019	**QCAA school number**	566	**National provider number**	30307

The Principal as Chief Executive Officer (CEO) approves:

- the policy, procedure and implementation requirements
- all identified attachments to this policy and procedure
- all modifications to the policy and procedure prior to implementation
- the delegated Registered Training Organisation (RTO) officer/s to implement the policy and procedure
- the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedure
- the RTO Manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times
- QCAA analysing these documents when conducting audits
- that email addresses provide the same acknowledgment as a signature.

RTO Manager		Principal	
Name	Tanya Martin	**Name**	Kate MacDonald
Email	tmart67@eq.edu.au	**Email**	cmacd80@eq.edu.au
Date	2/12/2019	**Date**	2/12/2019

All additional delegated officers (add additional places to this table as required)			
Delegated officer	Colleen Morrison	**Delegated officer**	
Email	cmorr127@eq.edu.au	**Email**	
Date	2/12/2019	**Date**	[Date]

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: 1.7, 5.1, 5.2, 5.3, 5.4

Student information

Student information policy and procedure		
Policy	**Publicly accessible information**	**Obligations**

• 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.
• Provision of information enables students to make informed decisions about the appropriateness of the training, taking into account their existing skills and competencies.
• Students can be informed through referral to electronic and/or print copies in addition to the senior education and training (SET) plan process.
	The RTO will:
	• provide current and accurate information to prospective students about the VET qualifications it offers, outlining details of the training and assessment as outlined in the relevant TAS
	• ensure that student information is readily available using one or more sources (either electronically or in print), for example:
	  – school website
	  – student handbook
	  – enrolment form
	  – induction information.
		• The RTO will commit to:
		  – training and assessment as outlined in the relevant TAS
		  – informing students of any changes to agreed services
		  – secure retention of personal information and records for verification and reporting reasons.
		• The student will commit to:
		  – providing any materials and equipment requested by the RTO
		  – abiding by any specified requirements of the RTO to enter and successfully complete their chosen qualification
		  – payment of fees (if applicable).

Student information policy and procedure

Minimum requirements	Appropriateness	Related policies and procedures
The minimum information to be provided: • full course code and title • delivery locations • duration of course • modes of delivery and assessment • entry requirements • support services • Unique Student Identifier (USI) information • recognition of prior learning • credit transfer arrangements • work placement arrangements • RTO obligations and communication process to be followed if changes occur to agreed services • student's rights and obligations • third party arrangements (if applicable) • fee information (if applicable).	The RTO will ensure that students' selections are appropriate in meeting their needs through any of the following: • interview with the student • SET planning process • enrolment process • subject selection interviews • subject selection handbooks • student handbooks for vocational training areas (VTAs).	The following policies and procedures must be read in conjunction with this document: • Marketing • Complaints and appeals • Data management and USI • Third party arrangements • Training and assessment strategy • AQF issuance and replacement.