

Rights and Responsibilities

Purpose

This policy is implemented by ABC Licence Training to promote a learning environment for all its learners which is safe, supportive and also compliant with all legal and ethical responsibilities of the RTO. ABC Licence Training will abide by all its obligations under the Standards for Registered Organisations 2015 as well as the obligations under other Commonwealth and State legislations which include but are not limited to:

- Workplace Health & Safety Act 2011 (Commonwealth)
- Occupational Health & Safety Act 2004 (Victoria)
- Privacy Act 1988 (Commonwealth)
- Information Privacy Act 2000 (Victoria)
- Racial Discrimination Act 1975 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Equal Opportunity Act 2010 (Victoria).

Process

Students at ABC Licence Training are expected to follow our code of conduct and a breach of which may lead to a disciplinary action initiated against the learner. Students are advised of their rights and responsibilities at the time of enrolment with ABC Licence Training. All students have rights and responsibilities which they need to adhere to:

All students have the right to:

- Receive exceptional quality of training, assessment and support that aims to meet the individual requirements and that is in accordance with the SRTOs 2015.
- Be treated with respect at all times by fellow students and staff.
- Receive training in an environment that is free from harassment, discrimination and victimisation.

- Have their personal details records kept securely in accordance with the Privacy Policy.
- Have access to the information ABC Licence Training holds about them.
- Have access to a fair and prompt complaints and appeals system.
- Receive clear and accurate information about their training and assessment arrangements as well as progress.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

All students, throughout their training and involvement with ABC Licence Training, are expected to:

- Treat all staff and students with respect and not to take part in any action that will offend or threaten others.
- In no manner by action or words, discriminate, harass or threaten anyone.
- To refrain from drinking alcohol and/or smoking in the training environment.
- Contribute to the learning environment in a positive manner and complete all assigned tasks on time.
- Always provide true and accurate information.
- Follow all safety policies and procedures as directed by staff and report any perceived safety risks as they become known.
- Provide all requested information to ABC Licence Training via their enrolment form and thereafter which may be required to deliver the program and issue a final statement of attainment.
- Make payments for their training within agreed timeframes, where relevant.

Management Action and Responsibility

The administration team is responsible for the implementation of this policy. The CEO holds the overall authority to approve this policy. All third-party contacts acting on behalf of ABC Licence Training and students will also abide by this policy.

Definitions

- **Legislation:** Legislation consists of Acts of Parliament and the secondary legislation made under them. The term legislation can refer to a single law or to a collection of laws.
- **RTO:** A registered training organisation (RTO) is a training provider registered by ASQA (or state regulator) to deliver VET services. RTOs provide quality training and qualifications that are nationally recognised.

Legislative Context

The legislative base for this policy is as follows:

- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations 2015
- Privacy Act 1988
- National VET Data Policy
- Data Provisions Requirement 2012
- Workplace Health & Safety Act 2011 (Commonwealth)
- Occupational Health & Safety Act 2004 (Victoria)
- Racial Discrimination Act 1975 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Equal Opportunity Act 2010 (Victoria)