



STUDENT INFORMATION HANDBOOK

Asbestos & You Pty Ltd is a South Australian based asbestos training company providing quality VET and Non-VET training to the public and private sector nationally.

34a Smith Street, Walkerville SA 5081
Ph 08 8241 5333
RTO Code: 40322
www.asbestosandyou.com.au
info@asbestosandyou.com.au

Dear Student,

Welcome to Asbestos & You Pty Ltd.

During your time with us we will endeavour to make your learning a *rewarding experience*.

This information booklet will allow you to familiarise yourself with the requirements for the unit of competency you are about to undertake and to become aware of all associated requirements. Please read the following very carefully.

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1. MARKETING

Asbestos & You is committed to ensuring that its marketing and advertising complies with AQF requirements.

- It uses the NRT logo only for qualifications within scope
- When using references or endorsements about its products and services, it ensures it has appropriate permissions.
- All marketing materials are approved by an authorised member of the RTO.
- The RTO identifies training and assessment services leading to AQF qualifications and/or statements of attainment separately from other training services they might provide.

2. PROVISION OF INFORMATION

Asbestos & You supplies accurate, relevant and up-to-date information to prospective students and contractors prior to completing written agreements.

Asbestos & You reviews all information regularly, through its version control policy, to ensure accuracy and relevance. Prior to enrolment, Asbestos & You supplies students with information about:

- Student selection processes
- Course information including vocational outcomes
- Fees and charges
- Provision for forms of assistance where appropriate
- Opportunities for RPL/ credit transfers

3. ENROLMENT

The following process applies to enrolment and selection.

Step 1	Contact Asbestos & You	Phone 08 8241 5333 info@asbestosandyou.com.au www.asbestosandyou.com.au 34a Smith Street, Walkerville SA 5081
Step 2	Contact Point	Asbestos & You will advise on the enrolment process through their website, including Language, Learning & Numeracy (LLN) quick to complete
Step 3	Prior to Training	Students should read the Student Information Handbook, relevant course outline/s and Pre-Test Formative Assessment to gain a full insight into their rights and responsibilities.
Step 4	Enrol	<ul style="list-style-type: none"> • Enrol via website. • Confirmation email is received including full detail of training day ie start/finish times, location, dress code, what to bring etc • Complete the Enrolment Form (AVETMISS) (including USI number) • Complete LLN Quiz • Read through Pre-Test Formative Presentation and complete multiple choice assessment • Students will also need to provide their Whitecard/Site Safety Card. • There could be other forms and requirements by external funding authorities (eg. CITB) that participants may need to complete as part of the enrolment process. • Pay invoice for training via credit card or eft
Step 5	Personal Learning Plan Developed	Asbestos & You will negotiate with you a personal learning plan and schedule that reflects course requirements and your personal circumstances. This will become a 'living document'
Step 6	Start Learning	Read your Pre-test Formative Presentation. Attend your training / unit of competency. Your Training is reviewed in response to your learning and circumstances

4. ACCESS AND EQUITY

At all levels of operation, Asbestos & You is committed to the principles of access and equity. Equity is about justice and fair dealing, not necessarily about treating all people the same way. Access ensures that any disadvantaged persons or groups in our community will have the provision of training services. Asbestos & You Trainers and Assessors will ensure that all course participants have sufficient resources provided to assist them to successfully complete course requirements. Some examples of this might be:

- Literacy and numeracy support
- Flexible delivery of training and/or assessment components of the course
- An accessible venue.

Disability Support

- In keeping with the principles of accessibility and equity, and in accordance with their responsibilities as defined under the Disability Discrimination Act 1992, Asbestos & You is committed to ensuring that all students are supported in achieving their goals. Where barriers exist for students in relation to access, participation and learning outcomes, Asbestos & You will work with the student to ensure fair and equitable access and outcomes are achieved.

Aboriginal and Torres Straight Islanders

- Asbestos & You is committed to ensuring that Aboriginal and Torres Straight Islanders are also given sufficient support to meet their learning needs.

5. LANGUAGE, LITERACY AND NUMERACY (LL&N)

The enrolling process will include a Language, Literacy and Numeracy (LLN) quiz conducted online. It is from this step that we establish how each and every student is travelling so we/the trainer can better meet the individuals needs.

The enrolment form process also offers an opportunity for students to identify any other particular needs they might have. Please discuss any concerns with your trainer.

Asbestos & You is committed to providing fair and equitable access to learning for all students and this will be monitored throughout the day/course.

6. USI NUMBER (UNIQUE STUDENT IDENTIFIER)

As from 1st January 2015 - if you are a new or continuing student undertaking nationally recognised training, you need a USI number in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

To apply for a USI number go to the government website www.usi.gov.au.

It is very simple and takes 2 minutes to apply, just make sure you have a form of ID handy (ie. drivers licence). A USI number is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

Your USI will give you access to an online record of the training you have completed since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

7. RECOGNITION OF PRIOR LEARNING (RPL), What is RPL?

Recognition of prior learning (RPL) takes into account previous studies you may have completed as well as life and work experiences. If these experiences are relevant, you may be granted exemptions for parts of your course. This allows for fairer access to studies by ensuring you are not required to duplicate learning you have already achieved.

Using the RPL procedure is not necessarily an easy way to get a qualification. It is not a matter of time served, or amount of experience, but the specific and relevant learning that is assessed according to the prescribed competency standards. Applicants need to be committed to supporting their case by locating and providing suitable evidence and documentation.

All applicants for RPL are encouraged to discuss this with their trainer prior to commencing the formal application process.

Steps for an evidence based RPL assessment:

Following the receipt of your Personal Learning Plan the RTO will provide you with the resources you will need to collect evidence of your current skills and experience.

- You collect evidence and return to the RTO.
- The assessor evaluates the evidence and notifies you if there are any further pieces of evidence that are required.
- The assessor negotiates an interview time with you, during which your evidence will be discussed as it relates specifically to the Competency Standards for which you are seeking RPL.
- At this point an assessor may also recommend that you complete one or more units of competence in order to satisfy requirements.
- The assessor conducts the assessment of all the evidence, and advises you of the result. This will be recorded in your Dashboard.
- The assessor deems you competent or will ask for further evidence.
- When the evidence meets the Unit of Competency requirements the RTO issues the appropriate statement of attainment or qualification.
- The length of time for this process will depend almost entirely on how much evidence you have and the time taken to collect all of the relevant evidence.
- Because it is possible that you are not aware of what RPL you may be eligible, Asbestos & You conducts an evaluation of this for you as part of its Personal Learning Plan process. Direct Credit: if you have completed some study similar to any units from the qualification in which you are enrolled with Asbestos & You, then it might be possible to award Direct Credit. Your trainer will provide further advice about this.

8. RECOGNITION / DIRECT CREDIT

A key principle of the Standards for Registered Training Organisations is national recognition (formerly known as mutual recognition), which means that all states, territories and registered training organisations will recognise qualifications and statements of attainment issued by other registered training organisations across Australia. If you have completed Units of Competency from other Training Packages, you may be eligible for Direct Credit. You will need to provide copies of qualifications for Direct Credit to be granted.

9. ASSESSMENT

Before starting any training and assessment, you will be advised of the conditions and methods of assessment contained within the relevant unit of competency. In the event that you undertake the assessment and fail to meet the required level of competency, you will be counselled on additional requirements and provided with further opportunity to re-take the assessment as appropriate.

10. PAYMENT OF FEES & OTHER FINANCIAL TRANSACTIONS FEES

Asbestos & You have a couple of payment options.

1. Payment can be made by direct deposit into:
ANZ Bank
BSB: 015-310 Account No: 258115569
Account Name: Asbestos & You Pty Ltd
OR
2. Secure Pay/Credit card (online) via enrolling online

We invite you to contact us directly to discuss any financial hardship or request for delayed/alternate payment options. For further information call Asbestos & You on 08 8241 5333.

Refer to the website for specific course fees. Be aware all course fees include a non-fundable administration fee of \$100.00

Changes to Agreed Services

Where there are any changes to the agreed services that will affect the student, including in the event of Asbestos and You closing down, the RTO will advise the student as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third-party arrangements.

Withdrawal-Refund Policy

Withdrawals with a full refund (except for the non-refundable administration fee) are accepted up to two days before the course commencement date.

Should you wish to withdraw 2 days or on the day of the course, there is no refund.

Transfer Policy

One (1) transfer to another course day is accepted up to one (1) day before the course commencement date at no extra fee. Should you wish to transfer a second time or more, there is an administration fee of \$100.00 for each transfer.

Should you wish to transfer on the day of the course due to sickness, work commitments or other reasons this may be allowed at the discretion of the Director and may incur an additional administration fee of \$100.00

Consumer Guarantee

Asbestos and You guarantee that the services provided by the RTO will be:

- provided with due care and skill
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).

Replacement Documents/Fee

A fee of **\$40** applies to replace / reissue any Statements of Attainment and Evidence Cards. Proof of identity may be required.

11. WORKPLACE HEALTH AND SAFETY

Asbestos & You is committed to establishing, maintaining and enforcing a safe system that focuses on:

- A safe work environment
- A risk management approach to safety
- Preventing injury/illness
- Complying with legislative requirements
- If, at any time during the Asbestos & You training program, you identify hazards in the workplace please notify your trainer immediately. Incident Report Forms are available from the RTO on request. Trainers regularly review venues and assets to identify and mitigate risks. All hazards are reported and are addressed through the RTO's Risk Register and Action Plan.

12. STUDENT SUPPORT SERVICES

Asbestos & You is aware of its responsibilities under SRTTO 2015 to provide adequate protection for the health, safety and welfare of students attending face-to-face training sessions. This includes adequate and appropriate support services in terms of academic mentoring and coaching services.

Asbestos & You is also aware of their obligations towards students with a recognisable disability as defined under the Disability Discrimination Act 1992. They will work with such students to customise their services, including making reasonable adjustment to the provision of assessment services in order to facilitate their successful participation in education, training and employment opportunities.

Asbestos & You Pty Ltd has intervention strategies in place, this includes support services to enable students to complete the qualification within the expected timeframe. Students at risk of not completing within this timeframe are identified as early as possible.

For students failing to achieve a 'satisfactory' result in the progression of units, they could be regarded as needing extra support. Asbestos & You Pty Ltd have identified the following support organisations, used to help students progress through their unit/s (from enrolment to statement of attainment issuance).

Service Providers	What they offer	How to contact	
Language Support Services			
Adult Migrant English Program (AMEP)	Offers free English language tuition to eligible migrants and refugees. Managed by the Department of Home Affairs.	https://immi.homeaffairs.gov.au/settling-in-australia/amep/find-a-class/providers-and-locations	
TAFE English Language Centres	Provide English language courses tailored to international students and migrants. Locations across Australia via TAFE institutes.	Search TAFE English Language Centres for relevant TAFE in your state	
Navitas English	Delivers AMEP and Skills for Education and Employment (SEE) programs. Offers tailored English learning support for both individuals and businesses.	Phone: 1300 798 111 info@navitas-skilled-futures.com.au https://navitas-skilled-futures.com.au/courses-and-programs/	
AMES Australia	Provides English language programs for migrants, refugees, and asylum seekers. Focuses on settlement support alongside language development.	https://www.ames.net.au/ Phone: 13 AMES	
Literacy and Numeracy Assistance:			
The Reading Writing Hotline	A national referral service for adult literacy and numeracy. Offers free and confidential support, along with referrals to training programs.	https://readingwritinghotline.edu.au/ Phone: 1300 655 506	
SEE Program (Skills for Education and Employment)	Provides eligible job seekers with up to 650 hours of free training in literacy and numeracy. Delivered by registered training organisations (RTOs) across Australia.	https://www.dewr.gov.au/skills-education-and-employment https://www.dewr.gov.au/skills-education-and-employment/see-providers	

TAFE Adult Literacy Programs	Offers literacy and numeracy support to adults looking to improve their basic skills. Available through various state TAFE institutes.	Search TAFE Adult Literacy Programs for relevant TAFE in your state	
Personal Counselling Services:			
Lifeline Australia	Provides 24/7 crisis support and suicide prevention services. Offers online chat and phone support.	https://www.lifeline.org.au/ Phone: 13 11 14	
Beyond Blue	Focuses on mental health support, providing counseling and resources for anxiety, depression, and suicide prevention.	https://www.beyondblue.org.au/ Phone: 1300 22 4636	
Headspace	Supports young people aged 12-25 with mental health, physical health, work, and study issues. Offers face-to-face and online counselling services.	https://headspace.org.au/ https://headspace.org.au/online-and-phone-support/	
Relationships Australia	Offers personal counselling, mental health support, family relationship services, and dispute resolution. Available across Australia in various centres.	https://www.relationships.org.au/ Phone: 1300 364 277	
Kids Helpline	Provides free online and phone counselling services for young people aged 5 to 25.	https://kidshelpline.com.au/ Phone: 1800 55 1800	
Drug and Alcohol Abuse Support Services:			
Alcohol and Drug Foundation (ADF)	Provides information, support, and resources for individuals and families dealing with alcohol and drug issues. Offers programs to prevent and reduce alcohol and drug-related harm.	https://adf.org.au/ Phone: 1300 85 85 84	
Counselling Online	A free and confidential online counseling service for people affected by alcohol and other drugs.	https://www.counsellingonline.org.au/ Phone: 1800 888 236	

	Available 24/7, offering online chat, email support, and self-help resources.		
Turning Point	Provides a range of addiction services, including treatment, counselling, and education. Offers online resources, phone support, and referral pathways to specialised services.	https://www.turningpoint.org.au/ Phone: 1800 888 236	
Family Drug Support (FDS)	Focuses on supporting families affected by drug and alcohol dependency. Offers a 24/7 national support line, peer support programs, and online resources.	https://www.fds.org.au/ Phone: 1300 368 186	
DirectLine (Victoria)	A 24/7 confidential alcohol and drug counselling service available to Victorians. Offers over-the-phone counselling, information, and referral to treatment services.	https://www.directline.org.au/ Phone: 1800 888 236	
DrugInfo	A service provided by the Alcohol and Drug Foundation that offers information on drug use, prevention, and treatment. Includes a free national hotline and comprehensive online resources.	https://adf.org.au/ Phone: 1800 250 015	
SMART Recovery Australia	Offers evidence-based group programs for people dealing with addictive behaviours, including alcohol and drugs. Focuses on self-management and peer support in group meetings, both in person and online.	https://smartrecoveryaustralia.com.au/ https://smartrecoveryaustralia.com.au/contact-us	
The Salvation Army – Drug and Alcohol Rehabilitation Services	Provides residential rehabilitation, detox, and outpatient services for individuals struggling with drug and alcohol addiction. Support services are available throughout Australia.	https://www.salvationarmy.org.au/need-help/alcohol-and-other-drug-services/	

Head to Health	A national mental health initiative that connects people to appropriate drug and alcohol support services, including treatment options.	https://www.headtohealth.gov.au/	
ReachOut	Offers online mental health and well-being support for young people, including resources on drug and alcohol abuse. Provides advice and strategies to reduce harm and support individuals in making positive changes.	https://au.reachout.com/	
First Nations Support Services			
Aboriginal Drug and Alcohol Council (ADAC)	Provides culturally appropriate drug and alcohol prevention, education, and treatment programs for Aboriginal people in South Australia. Focuses on reducing harm caused by alcohol and other drug use within Aboriginal communities.	https://adac.org.au/ Phone: 08 8351 9031	
The Healing Foundation	Supports healing for Aboriginal and Torres Strait Islander individuals affected by trauma, including the Stolen Generations. Provides culturally safe programs focused on mental health, well-being, and intergenerational healing.	https://healingfoundation.org.au/ Phone: (02) 6272 7500	
Yarning SafeNStrong	A 24/7 phone crisis line specifically for Aboriginal and Torres Strait Islander people to discuss issues such as mental health, alcohol and drug abuse, and trauma. Provides culturally safe and confidential counselling support.	Phone: 1800 959 563	
WellMob	A digital library of online resources to support the social, emotional, and cultural well-being of Aboriginal and Torres Strait Islander people.	https://wellmob.org.au/	

	Offers resources on mental health, physical health, alcohol and drug issues, and family support.		
Aboriginal Medical Services (AMS)	<p>Located across Australia, AMS centres provide culturally safe healthcare, including drug and alcohol counselling, mental health services, and general medical support for First Nations individuals.</p> <p>▯ Find a local AMS centre through the National Aboriginal Community Controlled Health Organisation (NACCHO)</p>	https://www.naccho.org.au/acchos/	
Guddi for Life	<p>Delivers mental health and well-being programs tailored to First Nations individuals, including support for alcohol and drug use.</p> <p>Focuses on social and emotional well-being through a combination of cultural practices and modern therapy.</p>	https://guddiforlife.com.au/	

13. COUNSELLING AND DISCIPLINE

In striving to have a skilled, competent and caring workforce, unsatisfactory student performance and/or conduct will be addressed in a professional manner to ensure a fair and consistent process in line with natural justice.

Within the framework Asbestos & You is committed to ensuring that inappropriate behaviour that may impair the learning processes or the well-being of individuals is appropriately managed.

Asbestos & You students have a right to:

- Be treated fairly and with respect
- Pursue their learning activities in a supportive and stimulating environment
- Learn in an environment free of discrimination and harassment
- Be assured of privacy of their personal information and records
- Lodge a complaint without fear of victimisation.

Asbestos & You Students have responsibilities to:

- Treat other students and staff with respect and fairness
- Follow any reasonable direction from staff
- Not engage in plagiarism, collusion or cheating in assessment activities
- Submit assessment activities by the due date or seek approval to extend the due
- Return company equipment and materials on time
- Observe normal safety practices

Where a student continually breaches these guidelines or where a single incident is a serious breach of discipline, the following steps will be taken by Asbestos & You staff:

- The student will be invited to participate in a Counselling interview.
- If this is not successful then the student will be issued a first written warning.
- If this is still not successful then the student will be issued with a final written warning.
- If these repeated attempts to manage unsatisfactory student behaviour fail then the student's enrolment will be terminated.

14. COMPLAINTS / APPEALS

Asbestos & You will receive and respond to comments and complaints from any party regarding:

- Asbestos & You as a Registered Training Organisation, our trainers, assessors, or other staff.
- A third party providing services on the RTO's behalf, its trainers, assessors/others or
- A student of the RTO

The process for dealing with comments and complaints is as follows.

If you are a student wanting to make a complaint, the preferred method to resolve it is an informal process of speaking to your trainer and discussing your issues. If you are not satisfied with the outcome, then a formal process will need to be followed:

Formal Process

If you are uncomfortable approaching your trainer directly, or you are unsatisfied with the trainers response through face-to-face discussions or you are not a student,' then please forward your complaint to:

Training Director
Asbestos & You
34a Smith Street, Walkerville SA 5081
Or email – Attn: Training Director to info@asbestosandyou.com.au.

Asbestos & You will –

- Receive the complaint in writing
- Acknowledge the complaint within 3 business days in writing.
- Investigate the complaint. This investigation will involve giving anyone subject to a decision by our RTO, or anyone who has allegations made against them, to tell their side of the story before a decision is made.
- The person undertaking the investigation will not be a person who is part of the allegation.
- Make changes or suggestions to improve the service as required.
- Feedback given to the complainant regarding the outcome of the comment will be given within 60 days. If the investigation and process will take longer than this, there will be regular monthly updates about what is happening concerning the complaint's investigation.
- Complaint forms are filed in a Complaints and Compliments folder and logged in the complaints register. The complaints register will be reviewed as part of our Continuous Improvement Processes.

Appeals Process

A fair and impartial appeals process is available to all participants. If a participant wishes to appeal his/her assessment result, he/she must first discuss the issue with the Trainer/ Assessor. If the participant wishes to proceed with the appeal, then the participant should complete the complaints/appeals form and submit this to

Training Director
Asbestos & You
34a Smith Street, Walkerville SA 5081
Or email Attn: Training Director to info@asbestosandyou.com.au.

If they wish not to complete the form, they can make a formal interview appointment where the discussions will be noted and signed at the end.

The appeal application should be received in writing by the Training Director, no later than 21 days after the completion of the assessment. All appeals are recorded in writing and the result of the appeal process will also be communicated to the participant in writing, including reasons for the decision made within 60 days.

If you are not happy with the outcome of your complaint or appeal, Asbestos and You will make arrangements for an independent third party to review the complaint or appeal. any other costs will be paid jointly. Ask the Compliance Manager about the independent person if you need further information. You may also contact the Department of Education Training and Employment on 1300 369 935 or the National Training Complaints Hotline on 1800 000 674

At all times we will try to resolve appeals and complaints quickly and satisfactorily.

Taking further action/Making a complaint to ASQA

ASQA is responsible for investigating complaints concerning whether a RTO is breaching its legislative requirements.

If you are still not happy with the way your complaint has been handled,

please visit <https://www.asqa.gov.au/about-us/how-asqa-uses-feedback/complaints-about-training-providers>

15. WORKPLACE BULLYING AND HARRASSMENT

Asbestos & You aims to create a working environment which is free from harassment and where all members of staff are treated with dignity, courtesy and respect. Workplace bullying and harassment can be seen as the repeated, less favourable treatment of a person by another that may be considered unreasonable and inappropriate workplace practice. For example:

- Physical
- Verbal
- Non-verbal

Students with complaints concerning bullying and/or harassment should refer to the steps outlined in the Grievance Policy.

If these attempts to settle the grievance are unsuccessful then the student can refer the matter to the Anti-Discrimination Commission South Australia on phone 08 8207 1977 or country callers 1800 188 163.

16. ANTI-DISCRIMINATION

Asbestos & You is committed to providing a safe caring environment where all employees have a right to work free from discrimination, harassment and bullying. Discrimination may be defined as unfair or prejudicial treatment of individuals or groups of individuals based on personal attributes, characteristics, idiosyncrasies or associations. Sexual harassment can be regarded as any form of unwelcome sexual attention that is offensive, intimidating or humiliating.

Racial harassment is defined by harassment on the basis of race, which can vary from relatively minor abuse to actual physical violence.

Students with complaints concerning Discrimination should refer to the steps outlined in the Grievance Policy. If these attempts to settle the grievance are unsuccessful then the student can refer the matter to the Anti-Discrimination Commission South Australia on their statewide number phone 08 8207 1977 or country callers 1800 188 163.

17. FEEDBACK AND CONTINUOUS IMPROVEMENT

At the end of each one day course, we collect student feedback to assist in the continual review and improvement of our training services.

Asbestos & You is committed to the principle of continuous improvement. This is articulated in the Continuous Improvement Plan that is available on request. This Plan aims to support and strengthen compliance with Standards for Registered Training Organisations in a way that reflects the growth of Asbestos & You, encourages innovation and measures and monitors outcomes. Likewise, following on from a training, we also contact the Employer for feedback.

18. PRIVACY POLICY

As a registered training organisation, Asbestos & You is obliged to maintain effective administrative and records management systems. This involves the retention of student records. All staff must be scrupulous in using student information only for the purposes for which it was gathered.

Students must have access to their own training records at all times. Should it be deemed necessary, information about student records can only be divulged to a third party with the written consent of the student.

Once a student graduates they are able to access their records by emailing info@asbestosandyou.com.au

If you have concerns about personal information held by Asbestos & You, you should contact the RTO Manager on 08 8241 5333 or in writing to Manager, Asbestos & You, 34a Smith Street, Walkerville SA 5081, marked *Private & Confidential*.

If you still feel that your concerns have not been resolved, your complaint can be sent direct to the Commonwealth Privacy Commissioner, GPO Box 5218, Sydney NSW 2001 Phone: 1300 363 992 Email: privacy@privacy.gov.au.

19. VERSION CONTROL

Asbestos & You will ensure that all forms and documents used in the delivery of the unit of competencies under their scope will be accurate and up to date. As significant changes or amendments are made to documents then old versions will be recalled and new ones circulated.

At least once a year a complete review of all documents will occur with the date of review added to the Policy Index Checklist

20. VALIDATION STRATEGY

Asbestos & You has a systematic way of ensuring that assessments undertaken are fair and reasonable and consistent with industry best practice. This is articulated in the Validation Strategy that is available upon request. Forms detailing validation processes are also available on request.

21. RISK MANAGEMENT

Risk management is the systematic, positive identification of threats to resources and the development of appropriate strategies which minimize risk.

Asbestos & You has a systematic way of ensuring that all risks associated with the delivery and assessment of qualifications within its scope are minimised.

22. ISSUING UNITS OF COMPETENCIES/STATEMENT OF ATTAINMENTS

Asbestos & You are responsible for issuing statements of attainment that are within its scope of registration. By the Standards for RTOs 2015 requirements. Asbestos & You Pty Ltd will issue a statement of attainment within 30 days of competency being achieved and your **invoice for the course is paid for in full**.

23. CONSENT TO PHOTOGRAPH & VIDEO COLLECTION

On the odd occasion Asbestos & You collects photographic and video evidence of student attendance and assessment. Students must consent to the collection of photographic and video evidence during their participation in a course with Asbestos & You. This evidence shall not be publicly displayed without express permission of the students identified within the image. Should you wish your image NOT be taken, then please notify staff prior to enrolment.