TAMINMIN COLLEGE

Inspiring Learning. Empowering Futures.

EDUCATION FOR *life.*

VET STUDENT HANDBOOK

Registered Training Organisation Number 0855

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Introduction

At Taminmin College, we are committed to delivering high-quality education and training that prepares our students for success in their chosen pathway.

As a **Registered Training Organisation (RTO 0855)**, Taminmin College offers a wide range of nationally recognised Vocational Education and Training (VET) programs for students in Years 10–12.

Our VET programs help students develop practical skills that can lead to:

- entry-level employment across a variety of industries
- school based or full-time apprenticeships or traineeships
- further vocational or university study

Training is delivered by suitably qualified industry experts in our industry-standard facilities, including:

- Automotive, Construction, Engineering and Electrotechnology Skills Centres
- Hospitality Skills Centre with a commercial kitchen
- 75ha Mixed Produce Farm
- 150ha Natural Resource Study Area
- Aquaculture Farm
- Business and Information Technology Labs
- Retail coffee enterprise: Taminmin Coffee Club
- Hair and Beauty Salon

Most courses also include structured work placements, giving students hands-on experience in real workplaces and helping them apply the skills learned in their VET course.

All assessment is competency-based, meaning students must demonstrate their ability to perform to the standard required in the workplace. Successful completion of VET units contributes Stage 1 and/or Stage 2 credits towards the **Northern Territory Certificate of Education and Training (NTCET)**.

Qualifications and Statements of Attainment issued by Taminmin College are nationally recognised. We also acknowledge prior learning and credit transfers from other RTOs to help students complete their qualifications efficiently.

This handbook provides information on course requirements, assessment processes, student responsibilities, and the support available to help students.

Welcome

Congratulations on taking this step towards gaining a qualification in your chosen industry.

For you, gaining a qualification means your expertise will be recognised by employers in your industry across Australia. This opens doors for promotion and furthering your skills and experience.

For your employer, having trained and qualified staff underpins the quality process. Any business that wants to be competitive in the future will rely on staff, like you, to play a key role in the process.

Taminmin College is pleased to be working with you to train you in the skills and knowledge required to be an effective part of the work team.

John Harris
CEO Taminmin College RTO

VET Courses offered by Taminmin College RTO in 2027:

Certificate I:

- ACM10121 Certificate I in Animal Care Industry Pathways
- AHC10222 Certificate I in Agriculture
- AHC10124 Certificate I in Conservation and Ecosystem Management
- AUR10120 Certificate I in Automotive Vocational Preparation
- BSB10120 Certificate I in Workplace Skills
- CPC10126 Certificate I in Construction
- MEM10119 Certificate I in Engineering
- RGR10119 Certificate I in Racing (Stablehand)
- SFI10119 Certificate I in Seafood Industry
- SIR10116 Certificate I in Retail Services & Barista Skill Set
- SIT10222 Certificate I in Hospitality
- UEE10120 Certificate I in ElectroComms Skills

Certificate II:

- AHC20122 Certificate II in Agriculture
- AUR20520 Certificate II in Automotive Servicing Technology
- AHC21024 Certificate II in Conservation and Ecosystem Management
- CPC20120 Certificate II in Construction
- MEM20422 Certificate II in Engineering Pathways
- RGR20221 Certificate II in Racing Industry (Stablehand)
- SHB20221 Certificate II in Retail Cosmetics
- SHB20216 Certificate II in Salon Assistant
- SIS20122 Certificate II in Sport and Recreation
- SIT20421 Certificate II in Cookery
- UEE22025 Certificate II in Electrotechnology (Career Start)

Certificate III:

- AHC30122 Certificate III in Agriculture
- BSB30120 Certificate III in Business

Background

The Australian Skills Quality Authority (ASQA) regulates Australia's VET sector, ensuring providers meet national quality standards.

Taminmin College is a Registered Training Organisation (RTO 0855) and complies with the Standards for RTOs.

Taminmin VET programs are supported by Northern Territory Government- VET for Secondary Students (VETfSS) funding.

VET courses are nationally recognised, contribute to your NTCET, and can provide credit toward apprenticeships or traineeships.

Legislative requirements

Taminmin College RTO must comply with *Standards for Registered Training Organisations (RTOs) 2025* and all relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to our operations.

Privacy

When you enrol in a VET course, we collect personal information such as your enrolment details, training activity, assessment results, and Unique Student Identifier (USI). This is required to deliver your training, issue your qualification, and meet government reporting requirements.

Your information may also be used for reporting, research, and improving vocational education and training programs.

Your personal information may be shared, where required or authorised by law, with:

- National Centre for Vocational Education Research (NCVER)
- Unique Student Identifier (USI) Registrar
- Australian Skills Quality Authority (ASQA)
- Northern Territory Department of Education
- Other relevant government departments or agencies
- Your school (where required for administration and student progress)

Your personal information is protected under the Privacy Act 1988 and the Northern Territory Information Act

Your parent/guardian (or you, if you are an independent student or over the age of 18) will need to sign an agreement to allow your personal information to be used or disclosed for the following purposes:

- Collecting statistics, research data and education surveys
- Improving the VET system, including planning and policy development
- Administering VET, including delivery, monitoring, regulation and evaluation

NCVER may use your information for statistical and research purposes and may contact you for optional surveys.

Enrolment

Entry into VET courses is based on a structured application and suitability process. Places in VET courses are competitive. The application process helps ensure that selected students are ready to succeed and can meet the requirements of the course.

The VET Course Application Form is designed to help us understand whether the course is the right fit for you and to support a fair and consistent selection process.

Your responses help assessors consider:

- Your motivation for choosing the course
- Your interests and future career goals
- Any relevant experience or exposure to the industry
- Your understanding of what the course involves
- Your attendance, behaviour, and overall readiness for VET

This information is considered alongside your school records and school endorsement to support fair and consistent decisions about course placement, and to ensure you are well placed to succeed in your chosen pathway.

Interviews are not required as part of the standard suitability assessment process. However, in some cases, an interview may be required as a final step to:

- Clarify or gather additional information from you, and/or
- Assist where multiple applicants are equally competitive for limited places

You will be formally notified of the outcome of your application.

If you are offered a place in your selected course, you will receive further information including:

- Start dates
- Course times
- Location/where to attend on campus,
- Required uniform or personal protective equipment (PPE).

You will also receive a VET enrolment form and a fact sheet on how to create a Unique Student Identifier (USI).

Your enrolment form must be completed in full, including your USI number, and submitted to Taminmin VET Office so you can be formally enrolled into the course prior to commencement.

The enrolment is a contract between yourself and Taminmin College which represents your commitment to complete the qualification or units you have selected.

Recognition of Prior Learning (RPL) and Credit Transfer

Our RTO offers both Recognition of Prior Learning (RPL) and Credit Transfer to ensure students are not required to repeat training where they are already competent.

Recognition of Prior Learning (RPL) is an assessment process that allows you to gain credit for skills and knowledge you already have. These may come from previous training, work experience, volunteering, or everyday life. To be granted RPL, you must provide evidence that shows you meet the requirements of the unit(s) of competency. All RPL is assessed against the national competency standards and follows the principles of assessment and rules of evidence.

Credit Transfer is available when you have already completed the exact same unit(s) of competency in another course or at another Registered Training Organisation (RTO). If the unit codes and titles match, your results can be recognised, and you will not need to repeat the training. To apply for Credit Transfer, you must provide an official Statement of Attainment or Transcript issued by the RTO where you completed the unit(s).

For further information about RPL or credit transfer, please speak with your trainer

Unique Student Identifier (USI)

All students undertaking nationally recognised VET training in Australia must have a Unique Student Identifier (USI). Without a USI, the RTO will be unable to issue any qualifications or statements of attainment to formally recognise your training. Your USI stays with you for life and gives you access to all your training records and results.

If you do not already have a USI, please create your USI through the USI portal: https://www.usi.gov.au

You will need one form of valid identification, such as:

- Driver's licence
- Medicare card
- Passport (Australian or international)
- Birth certificate
- Other forms of accepted ID (listed on the USI website)

RTO and Careers staff are available to assist students with this process – please ask for assistance with this at your interview and ensure you have valid ID.

Fees and Charges

Our VET courses are funded by NT Government- VET for Secondary Students (VETfSS) funding. Some courses may incur additional costs for items such as uniforms, PPE, specific learning resources.

Fees vary by course - any fees payable are identified in the course brochure

If you are experiencing financial difficulty, you may be given time to pay your fees via a payment plan. Please contact administration for further details.

Refunds

If you change your mind and withdraw from a course, you may be eligible for a refund of course fees. Generally, refunds are not available after the **second week of training**. Speak with VET Administration for more details.

Withdrawal

You have the right to change your mind about the course you are enrolled in. If you decide to withdraw, you must speak with the VET and Careers team first. Withdrawing from a course may affect your progress towards the **NTCET**, so it is important to discuss your options before making a final decision.

You are also responsible for making sure that all relevant stakeholders (such as your parents/guardians, school, and the VET Office) are informed of your decision.

A withdrawal form must be completed and signed by your parent/ guardian

Attendance

You are expected to attend all classes, work placements, and scheduled VET excursions and activities. This will ensure you are able to meet all course requirements to gain your accreditation.

VET programs are delivered in a **simulated workplace environment**, which means you must attend dressed for work- wearing the correct uniform or personal protective equipment (PPE). If you are not in the correct uniform or PPE, you will not be able to participate in all VET activities.

Just like in the workplace, if you are going to be absent, you are expected to notify your trainer (supervisor). On your first day or during your VET induction, you will be given the contact number to use if you are absent. Attendance is monitored, recorded and reported, as required by legislation.

Progress of study

At times, you may find it difficult to attend classes or complete course requirements. There are often good reasons for this, and some may be beyond your control. Taminmin College provides learning support to give you every opportunity to complete your qualification. If you are experiencing difficulties, please talk to your trainer or visit the VET Office to discuss your options.

You are expected to make satisfactory progress throughout the duration of your course, to ensure you are on track to achieve your accreditation. If you need help, it is your responsibility to ask for assistance. You can speak with your trainer, RTO Management and Administration staff or the Assistant Principal- VET, for support.

Each term, your parents/guardians will receive a report on your progress. This will include your attendance record and your overall application to the course.

Student Support Services

Students enrolled in VET programs at Taminmin College have access to a range of support services to help them succeed in their studies, including:

- One-on-one sessions with Trainers for additional guidance or support
- Catch-up sessions to assist with missed classes or assessments

- SESA (Special Education Support Assistance) for students on a Taminmin College Educational Adjustment Plan (EAP) who have been formally assessed as requiring in class learning support
- Wellbeing Team for personal or emotional support
- Career Advisors to assist with career planning, apprenticeships, and further training pathways
- Stars and Clontarf programs for Indigenous students
- School Counsellor for personal, social, or academic guidance
- Flexible Learning Centre support- for students on a Taminmin College Educational Adjustment Plan (EAP)

Students are encouraged to access these services whenever they need support. Speak with your Trainer, VET Coordinator, or the VET Office to discuss your needs.

Assessment

To be deemed competent in a nationally accredited unit, you must demonstrate competence in all elements that make up that unit. Competency means you have the skills and knowledge required to perform to the standard expected in the workplace.
Assessments are conducted by qualified assessors and may use a range of methods, including:

- classroom activities
- case studies and role plays
- written and/or verbal questions and answers
- demonstrations or observations of practical tasks
- written assignments
- work experience (where applicable)

You will be assessed as either Competent (C) or Not Yet Competent (NYC):

- If you are Competent, you will receive either a Certificate (for a full qualification) or a Statement of Attainment (for completed units of competency within a qualification).
- If you are Not Yet Competent, you will be told which areas need further development and given additional opportunities to demonstrate competency.

All assessment items are securely kept by Taminmin College for a minimum of 2 years, for audit purposes, as required by the *Standards for RTO's*. After this period, they are destroyed to prevent unauthorised access. If you wish to keep a copy of your assessment items, you must save them in a secure location.

Plagiarism

Plagiarism is when someone presents another person's work as their own and does not properly acknowledge the original source.

Trainers will ensure that your assessment evidence is your own original and genuine work. You must be able to articulate your answers in your own words to demonstrate your knowledge retention and understanding of the content. There is no level of plagiarism that is acceptable in a student's assessment. This includes copying answers from other students, learner guides, the internet or other sources.

If plagiarism is identified the SACE policy on Copyright and Intellectual Property will be applied: https://www.sace.sa.edu.au/about/policies/all-sace-policies

Certification

When you successfully complete all required assessment items, you will be issued with a Statement of Attainment and/or a Certificate, along with a record of results, within 30 days of completion.

To receive your results, you must provide a valid **Unique Student Identifier (USI)**. By law, we cannot issue any qualifications without a valid USI.

Once your trainer has lodged your results with VET Administration, staff will aim to send your Certificate or Statement of Attainment to you within two weeks.

Appeals Process

If you are unhappy with any part of your assessment during your course, you have the right to appeal your trainer's decision. Start by speaking directly to your trainer. Often, issues can be resolved quickly if there has been a misunderstanding or a simple mistake.

If you and your trainer cannot reach an agreement, you can speak to the RTO Manager. They will discuss the issue with you and you will be supported to lodge a formal appeal. You will be advised of the outcome in writing within 60 days.

You also have the right to request a re-assessment and, if available, to ask for an alternative assessor.

Complaints

If you are not happy with any part of your training, start by talking to your trainer or alternatively you can discuss your concerns with the VET Management or Administration staff who will support you to resolve any issues.

Serious complaints will be handled according to the **official policy and procedures**, which are available through the VET Office at Taminmin College.

If you feel you 'do not have a voice' or are not comfortable with talking to your trainer or VET Staff about your concerns, you could:

- Ask your parent or another person that you trust to talk on your behalf
- Put your concerns in writing and send it to: admin.taminmin@education.nt.gov.au

Personal conduct and behaviour

Students have the right to learn and to be treated with respect and dignity. They also have a responsibility to show respect for themselves, others, and the training environment.

Students are expected to:

- Come to VET classes prepared, on time, dressed appropriately, and ready to learn
- Participate actively in their VET program
- Take responsibility for their behaviour and learning
- Cooperate with other students, teachers, and staff
- Use digital technologies respectfully, both online and offline
- Respect the rights and diversity of others, treating everyone fairly and with dignity
- Demonstrate honesty and integrity
- Resolve conflicts in a non-threatening manner
- Respect and comply with Australian law

Trainers are expected to:

- Respect the rights and diversity of others, treating all students fairly and with dignity
- Demonstrate honesty and integrity
- Take appropriate measures to respond to the differing needs and requirements of students
- Resolve conflicts in a non-threatening manner
- Ensure that personal or interpersonal factors do not influence assessment outcomes

- Ensure that student rights are protected during and after the assessment process
- Inform students of assessment outcomes and their right to appeal an assessment decision
- Respect and comply with Australian law

Unacceptable behaviour

Any behaviour that affects the safety of students or trainers, or disrupts learning and assessment, is not acceptable. Learning environments must be free from bullying, aggression, and violence in any form.

The Work Health and Safety (National Uniform Legislation) Act and Regulations define bullying as repeated and unreasonable behaviour directed at a worker or group of workers that creates a risk to health and safety. When you are enrolled in a VET course, workplace rules apply to all participants.

The following student behaviours will not be tolerated and may result in suspension or, where appropriate, involvement of the police:

- Assault
- Verbal abuse, including swearing
- Property offences
- Substance use or possession
- Weapons offences, including possession or use
- Stealing
- Obscene or offensive acts

Environment and resources

Students are expected to help maintain training facilities by:

- Reporting any breakages or faults with equipment to the trainer or administration
- Leaving classrooms, workshops, and labs clean and tidy after classes, ensuring equipment and tools are cleaned and stored correctly
- Turning off all electrical and gas appliances after use

Safety

The Work Health and Safety Act applies to all students. You have a responsibility to ensure that you work safely without risk of injury to yourself and others and follow all safety practices as instructed. You must:

- follow all safety instructions given by your trainer
- use protective equipment and wear clothing required to meet the health and safety requirements of your course
- ensure you are trained to operate equipment safely before use

Vocational Work Placement (VWP)

A key part of your training is the Vocational Work Placement (VWP). VWP is organised by Industry Engagement Officers (IEOs), who act as the link between your school, the host workplace, and the Registered Training Organisation (RTO).

During VWP, you will spend at least one work week (and sometimes two) each semester with a host employer. This gives you hands-on experience and an understanding of the requirements and expectations of workers in the industry. Students are not paid for this experience.

Your trainer will assess your readiness to participate in VWP based on your course application. IEOs will visit your training room to explain the application process and requirements. You will need to complete the VWP Application and Preference Information forms in class.

You are encouraged to identify workplaces where you would like to complete your placement and include these in your VWP application.

Training Guarantee

Taminmin College is committed to providing training and assessment in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2025*. We ensure our training is high quality, highly engaging, industry relevant and ***enables*** every student to attain their qualification

Late Enrolments

Students commencing training after the official start date may have a negotiated training plan. This plan will detail how the delayed commencement may impact the expected duration to complete the qualification.

Feedback

Taminmin College is committed to continuous improvement, you are encouraged to provide feedback about our operations and the quality of training and assessment you receive.

Feedback may be gathered through surveys, forms, one-on-one check-ins, or group discussions. The information collected will be used to improve training and assessment practices. All surveys are anonymous.

You can also provide written feedback at any time by emailing:
vetadmin.taminmin@education.nt.gov.au

Contact Information

Email: vetadmin.taminmin@education.nt.gov.au

RTO Operations Manager
Hayley Parslow
Phone: (08) 8983 7143

RTO Compliance Manager
Helen Mason
Phone: (08) 8983 7155

VET Administration (Compliance)
Laurel Springate
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