

## STAFF HANDBOOK | 2017/2018

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### 1. STUDENT APPLICATIONS

#### 1.1 Student Selection / Interviews and Auditions

For a student to successfully enroll in a course at Footscray City Films, the student must first apply through VTAC and then undertake an interview to assess their suitability for the respective courses.

In order to obtain an interview, the student must first complete an application form either on line or through the mail. The application form must be sent to:

**Head of the Film and Television School  
Footscray City College  
1 Kinnear Street; Footscray Victoria 3011**

The interview enables the student to present relevant folio material for the representative of the film and television department to make an assessment.

The staff involved in the audition process will keep a record of all relevant documentation in relation to the interview; will make copies of all relevant documents and references. They will also complete a written report on the interview using the pro-forma supplied.

#### 1.2 Student Applications

A formal enrolment letter will be posted to the applicant upon receipt of the registration form.

### 2. STUDENT PAYMENT OF FEES

#### 2.1 VET-FUNDING Allowances and Concessions

We have VET funding for students over the age of 21, and for those students who are enrolled in Certificate 1V only and are over the age of 21, may be eligible for a concession if they meet the criteria.

**The Victorian Training Guarantee** requires evidence of student eligibility and a student declaration, which is authorized by the RTO Manager.

On Registration Day: 28 January 2016, students must supply one of the following documents as proof of citizenship/residency and age:

**One of:** an Australian Birth Certificate (not Birth Extract), a current New Zealand Passport, a current green Medicare Card, a current Australian Passport, a naturalization certificate, a signed declaration by a relevant referee, formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth: a current driver's license, or a current learner permit, or a Proof of Age card, or a 'Keypass' card.

Students who accessed government-funded training may be affected when applying for further government-subsidized training.

#### 2.2 Payment Methods and Process

Fees can be paid in person at reception during business hours in the form of Cash, Cheque, EFTPOS and BPay.

We will not accept payments in person after office hours. Footscray City Films Teaching staff is not permitted to accept payment of fees under any circumstance.

Fees can also be paid via electronic transfer by arrangement.

Student course fees are paid into the Footscray City Films; Footscray City College student fees trust account.

#### 2.3 Late Payment of Fees

All course fees are to be paid in advance. Any student who has failed to make a payment or falls behind in their fees without

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prior negotiations with the Head of the Film and Television School will be sent a written warning after 7 days and will not be permitted to attend class or practical sessions after 14 days.

Any student with outstanding fees of more than \$500.00 will be forwarded to debt collection after 2 written warnings.

### 2.4 Academic Sanctions

If a student is experiencing financial difficulty and has contacted the Head of the Film and Television School about their problem, at the discretion of the Head of the Film and Television School, the student may be allowed to continue study with Footscray City Films with a number of limitations as outlined by the Footscray City Films Academic sanctions policy. These limitations include but are not limited to:

- The student will not be able to use any of the facilities to make their projects
- The Student will no longer receive individual tuition
- The student will not receive any exam results or certificates until all fees are paid in full

Academic sanctions are totally at the discretion of the Head of the Film and Television School and will be assessed on a case-by-case basis.

### 3. OPERATIONAL STRUCTURE

<b>Maria Bawden</b>	Principal, Footscray City College
<b>Timothy Spanos</b>	Head of Film and Television School Trainer Assessor
<b>Sarah Collison</b>	RTO Manager (Responsible for all AQTF compliance)

The RTO will at the request of the Department, on a date and in a format stipulated by the Department, notify which trainers and assessors are both directly employed by the RTO and who are employed through the Department. There is one assessor the RTO Manager, who supervise the delivery of the competencies and assessments. Tim Spanos has a Bachelor of Arts, Advanced Diploma of Video Production, Diploma of Education and the Certificate IV in Training & Assessment and Sally Christie holds a Bachelor of Arts, Certificate IV in Training & Assessment and a Diploma of Education

Two full time employees are paid through the Department, Tim Spanos & Sally Christie hold the Certificate IV in Training & Assessment, which also includes the unit in TAELLN411: Language, Literacy and Numeracy Skills.

Tim Spanos does not supervise the delivery of training and assessment on the Foundations Skills List at the pre enrolment process or the interview process, however does supervise an assessment based on the LLNN's Victorian Skills Council criteria for LNN's.

The RTO pays for 3 casual guest lecturers in 2017. Lecturers are appointed to ensure quality control of the course content and methods of delivery.

All sessional lecturers are Industry Professionals, with a minimum of 10 years professional work SVTS contains information regarding those requests.

Facilities Managers are also employed to assist in general office administration and marketing.

<b>Sally Christie</b>	Trainer Assessor
<b>Andrew Ghiocas</b>	Facilities Manager
<b>Ali Dullard</b>	Facilities Manager Manager of Marketing and Recruiting Liaison Officer for VTAC

### 3.2 ADDITIONAL STAFF

**Keiran Watson-Bonnice** Casual Guest Lecturer

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**Matt Thomas** Casual Guest Lecturer

**Matt Wood** Casual Guest Lecturer

### 3.3 STUDENT RECORDS

#### Processes and Controls

In line with the Public Records Act 1973 FCC ensures that accurate and complete records are created and maintained relating to the Training Services. Records are maintained for each eligible student, as hard copy records and electronic records, so that all information about a student is consolidated. All hard copy files are stored in a lockable cupboard without any access by students.

Student results for projects will be stored on the student administration system located on the computer in the HOD's office. At the end of both semesters the HOD will print off the student's results and forward them in a hard copy. The results would then be entered into the Main Student Administration system and an academic transcript will then be generated and mailed out to the students.

Once the student's study has either been completed or terminated the student's hard copy file will be transferred into the Footscray City Films documents archive room for a period of 10 years. The soft copy of the student's records will be stored for 30 years to enable the re issue of academic transcript and certificates of attainment should it be required at a later date.

A duplicate of all records will also be stored on campus.

The original hard copies of the student results will be filed in the records storage room with the attendance registers for the semester.

Each student will have a file, which while the student is an active student at the college will be stored in the HOD's office. This file will include the registration forms, all relevant RPL and CT documentation, Medical Certificates and additional academic information related to the specific student's program.

The disposal of records is in line with the standards issued under the PR act, (including the General Retention & Disposal Authority for the Records for Higher and Further Education institutions.) and in accordance with any specific instructions provided by the Department from time to time. At FCC we have an area where we store hard copy documents that are labelled until they can be disposed of after 10 years. The School has purchased a shredder for this purpose. The 30-year record keeping for digital copies are transferred to external drives and several back ups are performed. We also have a School server for back ups.

#### Processes and Controls VET FUNDING CONTRACT

The RTO must not dispose of any records

- a) That are required as part of enrolment processes to confirm an individual's eligibility for government subsidized training under the VET Funding Contract, including records required under Schedule 1, and to confirm the application of fees in accordance with the requirements of this VET Funding Contract, for at least 7 years after the Eligible individual has completed or withdrawn from the relevant training in which they are enrolled or
- b) Related to Training Plans for at least 2 years after the Eligible individual has completed or withdrawn from the relevant training in which they are enrolled or
- c) Related to Evidence of Participation requirements under the VET Funding Contract, including but not limited to assessment records, for at least 2 years after the relevant Eligible individual has completed or withdrawn from the relevant unit of competency in which they are enrolled.

### 4. DELIVERY

#### 4.1 On Campus Delivery

The bulk of all courses at Footscray City College are done on campus. The subjects are allocated a room as per the timetable and all lectures should be conducted in that room unless arrangements have been made with either the program manager or the facilities manager.

Should a lecturer require a specific studio or space in order to conduct a class, then that space should be booked in advance and the respective amendments need to be made to the timetable to reflect this change.

#### 4.2 Off Campus Delivery / Excursions

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There are planned off campus delivery by the running of 2 x 1 week Film Camps, as we believe that filming in outside locations can drastically augment the student learning experience.

Any proposed location filming must be negotiated with the lecturer in advance and any student attending the location filming will need to sign a release form for insurance purposes.

It is common practice for students to sign an annual release form, but it is wise to not presume this has been done and to confirm any location filming with the lecturers.

### 4.3 Practical Studio Time and Film Projects

The lecturer is responsible for ensuring all students are booking adequate time to undertake practical filming projects. The TV studio is booked through the Facilities Managers. Please see the student handbook or speak to the head of facilities if you have any questions.

### 4.4 Negotiated Lecturer Credit

It is common for a student to have already obtained skills or be competent in a certain part of a subject. The lecturer has the power to assess that competency as he / she sees fit, provided there is adequate evidence to support the student's claim of competency.

This process can free up the students time by reducing the students workload.

## 5. R.P.L (RECOGNITION OF PRIOR LEARNING)

### 5.1 Credit Transfer / RPL

Footscray City Films will recognise the AQTF qualifications and Statements of Attainment issued by any other RTO. In NTIS Training Packages there are numerous courses that have duplicated units. Where a subject is duplicated and it is a clear duplication i.e.: the subject has the same name and course code. The student can apply for a credit transfer. This is a direct credit for that particular subject.

Candidates must complete the RPL/CT form and will be required to present original documentation to the trainer assessor. A copy will be taken and place on file. The Credit will be entered into the student file.

Where there is no formal academic record of study and the competency cannot be identified easily, and then a process of RPL must take place. Footscray City Films will offer all candidates the opportunity to apply for Recognition of Prior Learning and Recognition of Current Competency (RPL/RCC). RPL is the process by which your prior work history, life experience and previous study are measured against the course that you are undertaking. If what you have learnt is relevant to your course, you may not have to complete certain modules of that course. RCC ensures that your skills are still current (for example, that skills learnt some time ago are not out of date or superseded).

You will need to apply for RPL/RCC on the Credit Transfer Application Form. You will need to provide details of your prior and current experience that may be relevant. You may be asked to attend an interview where you can discuss your application with a designated trainer/assessor. Sometimes you may be required to undertake an assessment, which is designed to assess your present skill level.

The application form will help you to organise your thoughts and prepare the information that is required. It will also enable the people reviewing the value of your learning to understand and assess your request to your best advantage.

If an interview is required, it will be based on the questions that are included on the application. The main purpose of the interview will be to assist you to clearly identify all your relevant learning gained through previous experience.

It may be necessary to check some of the details that you provide; so make sure the information is accurate. It will be necessary to bring to an interview anything that you believe could assist your claim, for example:

- Certified copies of any statements, reference or articles about your employment
- Certified copies of school reports, certificates or statements about your education
- Relevant work samples, such as memos, essay, folios, completed work products
- Outlines of any courses you have undertaken
- Any other information that you feel might aid the assessment of your request.

No fees apply to all RPL applications.

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No fees apply to credit transfer.

### 5.2 Applications

When registering for a course the student must also submit the RPL or CT application form. RPL and CT will not be processed once the programs have commenced.

### 5.3 Fees and Charges

There are no charges for a credit transfer.

### 5.4 Recommendations

At Footscray City Films we recommend that even if the applicant is successful in obtaining RPL for a subject, that they still attend the classes, to ensure consistency in the course and the delivery.

## 6. COMPLAINTS AND DISPUTES

Footscray City Films will deal with customer complaints and appeals in a constructive and timely manner. It is our policy to ensure that each

- (i) Complaint, appeal and its outcome is recorded in writing.
- (ii) Appeal is heard by an independent person or panel.
- (iii) Appellant has an opportunity to formally present his or her case
- (iii) Appellant is given a written statement of the appeal outcomes, including reasons for the decision.
- (iv) Footscray City Films will act upon the subject of any complaint found to be substantiated.

This policy ensures that:

All disputes will be handled professionally and confidentially in order to achieve a speedy resolution All parties have a clear understanding of the steps involved in the complaints policy Students and staff are aware of the policy and procedures for handling complaints and are informed of these in writing at induction.

### 6.1 Complaint Procedures

The first avenue for complaints should be to arrange a meeting with the relevant lecturer to discuss any issues.

### 6.2 Head of Department

If the result is not acceptable, then the next step is to arrange a meeting with the Head of the Film and Television School.

### 6.5 External Mediation

If the issue is still unresolved then the Head of the Film and Television School may opt to bring in an external mediator should internal resolution of the issue not be possible. Any unresolved complaints can be escalated for free to VRQA complaints or Ombudsman

### 6.6 Suggestion Box – Student feedback

If the student has a comment to make in relation to the operation of the Film School or in relation to the delivery and assessment procedures employed by the Film and Television School. A comments form can be completed and placed in the Head of Film and Television office or the form can be mailed.

### 6.7 Open Forum

These suggestions will be put forward at an open forum at the end of each semester. All students are welcome to attend the forum.

### 6.8 Recommendations to Improve Footscray City Films Programs

The open forum will give students and staff the opportunity to discuss any issues related to the college processes and



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procedures. The forum also gives participants the opportunity to discuss options to improve the programs. These recommendations will be presented to the program manager who will then where possible and appropriate to implement these changes in an initial trial period and if successful will augment the Footscray City Films policies and procedures to include the changes.

### 7. STAFF CONDUCT

#### 7.1 Code of Conduct

All staff is required to have read the Code of Conduct.

#### 7.2 Punctuality

Classes at Footscray City Films commence at 9:30AM and 12:30PM. Lecturers should be at the classroom no later than the start time. Classes have a total duration of three hours and a 30 min interval is acceptable.

Additional resources for classes such as textbooks and data projectors should be arranged prior to the commencement of class.

#### 7.3 Dress Code

All staff will dress in a presentable manner. This is loosely defined as neat casual. Staff must wear shoes and shirts at all times and clothing with sexist or racist slogans will not be tolerated.

#### 7.4 Language

All staff should refrain from using profanities as much as possible.

#### 7.5 Assessment Task Sheets

Upon the commencement of a subject the lecturer must have completed a teaching plan (TP) and an assessment task sheet. The Assessment Task Sheet (ATS) must be given to the students as early as possible in the first semester.

The ATS and TP must be completed using the AQTF compliant pro-forma supplied.

#### 7.6 Assessment and Student Results

All projects must be marked and returned to the students within 14 days.

Subject results for the students and all related material should be then forwarded to the Head of the Film and Television School.

Academic transcripts are produced at the end of the second semester and as a result results need to be entered into the student admin computer by the head of the Film and Television Department.

#### 7.7 AQTF Documentation

All AQTF Documentation including subject TP, ATS and any handout material must be forwarded to the HOD prior to commencement of the subject.

The Head of the Film and Television will also require the following items from any staff working directly with any students.

- A current CV
- A police record certificate
- A certified copy of all academic qualifications including academic transcripts.
- A signed employment contract

#### 7.8 Knowledge of Acts

● Staff should have knowledge about the Charter of Human Rights & Responsibilities Act 2006, Disability Act 2006 and the Working With Children Act.

#### 7.9 All Trainers / Assessors must complete a WWCC check before they work with students

- Evidence of WWCC prior to the commencement of employment.



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During the term, the RTO must

a) comply with the requirements of, and pay all fees and bear all costs connected with all applicable laws and regulations, including without limitation all relevant privacy, anti-discrimination and equal opportunity legislation, the Disability Act 2006 and the Working With Children Act 2005;

b) if the RTO is not a Public Authority, comply with the requirements of the Charter of Human Rights and Responsibilities Act 2006 (Vic) and not act in a way that is incompatible with a human right protected by the Charter or when making a decision in relation to the performance of the Services, fail to give proper consideration to such a human right, as though it was a Public Authority within the meaning of s 4 (c) of the Charter.

### 7.10 VET funding

Staff and sub-contractors must be aware of their obligations under the VET Funding Contract not to provide incentives to undertake government - funded training. Students who accessed government-funded training may be affected for further government-subsidized training. All staff is required to read the VET Funding Contract and discuss it with the RTO. The RTO has attended a PD to fully understand the VET Funding Contract. After discussion staff must sign as evidence of participation.

If you are unable to supply any of these items or have any questions about these items, please contact the Head of the Film and Television School.

### 7.11 Attendance Registers

The attendance registers are an auditable document and as a result, they must be completed in an accurate and regimented fashion.

Please see the front of the register for details on how to fill in the registers correctly.

- The staff will collect the register from the sessional staff office prior to the commencement of each class.
- They will take the roll at the start of the class.
- Upon completion of the class, the register must be returned to the filing cabinet in the sessional staff office.
- Under no circumstances should the register leave the Footscray City College premises.

### 7.12 Staff Kitchenette

The Staff Kitchenette is supplied free of charge to staff and is a shared resource. Please keep the area tidy and wash, dry and put away any dishes or utensils you may have used in your food preparation. Also please refrain from leaving leftovers in the fridge for long periods of time.

### 7.13 Teaching Resources

There are a number of reference texts and teaching resources available for loan. Please see the HOD to arrange to borrow any required material.

### 7.14 Annual Staff Performance Evaluations

All staff will be required to complete the PD evaluation form and will have an annual meeting with the Head of the Film and Television School to discuss the performance of the staff member over the previous 12 months. This meeting also gives the staff member the opportunity to discuss PD applications for the coming year.

### 7.15 Governance Policy

Should there be an occurrence of insolvency we would contact the Department immediately after we were told, in writing. As the RTO is a government owned entity, the only 'insolvency event' would be a change of the CEO/Principal or financial viability and any intention or decision to cease operations as an RTO in Victoria.

### 7.16 Quality Indicator Data

The RTO is responsible for ensuring the collection of the quality indicator data and to submit the data as required at the request of the Department. The RTO must, if requested in writing by the Department submit the (2) Quality Indicators for the preceding calendar year in a format to be notified by the Department: a) Competency Completion and (b) Learner engagement.

## 8. ACCOUNTS AND RECORDS

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### Make Records available for Inspection

The RTO must immediately provide access to the Records in the following circumstances:

- a) in accordance with requirements in the PR Act and any other applicable legislation;
- b) to the Victorian Auditor-General or Victorian Ombudsman on request in writing;
- c) to a government representative on request in writing; and
- d) to the Department or an authorised representative of the Department for any purpose connected with this VET Funding Contract.

Without limiting any of the above obligations in this Clause 9, the RTO must:

c) upon request by the Department, make available to the Department, for inspection at a location in Victoria specified by the Department, during business hours, all books, documents or other records in its possession, control or power relating to the Funds or the Training Services;

e) retain, and make available to the Department, or its auditors or reviewers for audit or review purposes, all records relating to the Training Services, including:

- i) Evidence of Eligibility, Evidence of Concession/Waiver/Exemption, Statement of Fees and Evidence of Participation;
- ii) evidence of the Pre-Training Review undertaken in accordance with Clauses 4.6-4.10 of Schedule 1; and
- iii) evidence that the training and assessment provided was appropriate as defined at Clause 4.1(a)(i) and meets the requirements set out at subclauses 3.1(d) and (e)

in respect of each Eligible Individual to whom the RTO provides the Training Services.

FCC ensures that all records relating to participation in training and related to the Services are retained for the periods outlined in this VET Funding contract and complies with the AQTf Information Privacy Act 2000 and Electronic Transactions (Victoria) Act 2000, up to 7 years and Training Plans for 2 years, will provide access to the Records to the Victorian Auditor-General or Victorian Ombudsman on request in writing; to a government representative on request in writing; and to the Department or an authorised representative of the Department for any purpose connected with this VET Funding Contract.

### 9. STUDENT MANAGEMENT SYSTEM AND STUDENT STATISTICAL REPORTS

The RTO Manager is responsible for FCC using VETtrak compliant software to report AVETMISS statistical reporting requirements through the SVTS, as well as the RTO Manager being responsible for its reporting, which occurs no less than once a calendar month, on or before the last day of the month. It is the responsibility of the RTO Manager to ensure that their software is compliant with the Victorian VET Student Statistical Collection Guidelines, and any published changes to these Guidelines. The RTO is responsible for communicating to staff, who is responsible for reporting training delivery understands the requirements for statistical reporting.

### 10. END OF YEAR STATISTICAL DATA COLLECTION REQUIREMENTS

The RTO is responsible for ensuring that all data is included and correct in the final Student Statistical Report for 2015 and is submitted no later than 5pm on 15 January 2016 or one month after the expiration or termination of the VET Funding Contract.

### 11. EMPLOYMENT OUTCOMES

The RTO must, in each calendar year into which the Term extends, collect data on the employment status of each Eligible Individual completing or withdrawing from training. The data must be submitted to the Department in a format, and by a date, to be notified by the Department.

The RTO Manager is responsible for ensuring that the appropriate data is collected and reported as required, through the compliant VETtrak software, which registers student's employment status of completing or withdrawing.

### 12. VICTORIAN STUDENT NUMBER (VSN)

The RTO is responsible for ensuring that it complies with Victorian Student Number (VSN) reporting requirements and includes the VSN as specified in the *Victorian VET Student Statistical Collection Guidelines for students under the age of 25 years*. The VSN number is recorded in the VETtrak software at the time of entering statistical data for students under the age of 25 years.

### 13. ACCURATE AND TIMELY REPORTING

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Payments of Contact Hour Funds to the RTO in respect of an Eligible Individual by the Department under this Schedule 1 will be made monthly in arrears by the Department on the basis of Student Statistical Reports submitted by the RTO to the Department in accordance with the VET Funding Contract and on the understanding that the RTO has Evidence of Participation for each Eligible Individual in respect of which it is claiming payment. The act of lodging a Student Statistical Report by the RTO to the Department is considered a claim for payment.

The RTO routinely confirms and checks monthly through its uploads to SVTS that the data submitted and paid through SVTS is accurate and consistent with actual training delivery and supported by Evidence of Participation, as the VETtrak software has an attendance roll, which is regularly submitted.

The RTO ensures that the module/unit of competency start and end dates are accurate and consistent, and the Scheduled Contact Hours reported are accurate, by adhering to the delivery of each qualification through teaching in Clusters which all have starting and ending dates. The course is not delivered as separate units, but the clusters are delivered holistically and continuously from the beginning of the year until the end of the year.  
The RTO Manager is responsible for ensuring claims made via SVTS reflect actual training delivery.

### 14. FEE CONCESSIONS AND WAIVERS REPORTING

The RTO will correspond with the Department confirming eligibility exemptions that may be granted by the FCC, if any.

The RTO will organise and conduct an audit of government subsidised student files that were granted an eligibility exemption to ensure that documented evidence is available to support the decision.

### 15. ACTIONS IF NON COMPLIANT

If an audit or review conducted by, or on behalf of, the Department concludes that there has been non-compliance by the RTO with the VET Funding Contract, the Department may, in its absolute discretion:

- a) exercise any of its rights under Clauses 16 or 17; or
- b) require the RTO to:
  - i) provide a written response to the Department on any matter relating to the audit or review in accordance with the Department's requirements;
  - ii) take all reasonable steps, to the Department's satisfaction, to prevent future instances of non-compliance with this VET Funding Contract which are identified by an audit or review by implementing a management action plan agreed between the RTO and the Department (or persons acting on behalf of or engaged by the Department); and/or
  - iii) within 6 months of an auditor notifying the RTO in writing of its recommendations or such other timeframe specified in writing by the Department:
    - A. advise the Department in writing of the steps taken by the RTO to comply with and implement the auditor's recommendations, the management action plan and the VET Funding Contract, after receiving notification of the audit findings; and
    - B. provide any documentation required by the Department evidencing compliance with, and implementation of, the auditor's recommendations, the management action plan and the VET Funding Contract.

The RTO is responsible for ensuring that our organisation takes steps to prevent future instances of non-compliance, which are identified in audit, or review

The RTO is responsible for ensuring that within 6 months our organisation advises the Department in writing via SVTS of compliance with and implementation of the auditors' recommendations and or AMAP.

### 16. REQUIREMENTS FOR PROMOTIONAL MATERIAL

The RTO ensures there is a robust marketing policy in place and has provided a checklist to ensure the ongoing compliance of all marketing materials including the website are met.

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The checklist includes the website information, the enrolment documents, the pamphlets, Open Day post cards. Advertising in the VTAC Guide, Newspaper editorials and ads. Our organisation ensures that all promotional material relating to government subsidised training acknowledges the training is delivered with Victorian and Commonwealth Government funding, *"This training is delivered with Victorian and Commonwealth Government funding"*

There are no materials that use the Victorian Government's logo without prior written approval

Our organisation ensures promotional material meets the *Equal Opportunity Act 2010*, including encouraging people with a disability to access government funded subsidised training as it has an equal access and equity policy in place.

Our organisation ensures that all promotional material contains the RTO legal entity and/or trading name and TOID.  
*Promotional material is provided when requested.*

In any promotional publication, report, signage or other material prepared by (or on behalf of) the RTO relating to the Training Services, the RTO:

- a) acknowledges in a prominent way that the Training Services are provided to Eligible Individuals with Funds made available by the Victorian and Commonwealth Governments (or example, by stating *"This training is delivered with Victorian and Commonwealth Government funding"*);
- b) not, without prior written approval of the State or the Department, use any logo or trademarks of the State or the Department.
- c) Ensures that such materials meet the requirements of the *Equal Opportunity Act 2010* and related laws, including the provision of materials encouraging individuals with disabilities to access government subsidised training.
- d) Ensures marketing and advertising of the Training Services to prospective clients is ethical, accurate and consistent with the requirements under this VET Funding Contract and at law; and
- e) identifies the RTO legal entity as Footscray City College and TOID 20306.

### 17. PUBLISHING REGISTRATION AUDIT INFORMATION ON WEBSITE

The RTO is responsible and publishes a summary of its latest registration audit information in a prominent position on its website.

- a) Audit date;
- b) Qualifications audited (list all qualifications audited on the above audit date); and
- c) Audit Outcomes:
  - i) Audit non-compliance identified: Yes
  - ii) A summary of significant non-compliances and actions taken to rectify; and
  - iii) Non-compliances rectified: Yes

*Attachment includes a print out of the relevant web page including URL.*

### 18. PUBLISHING QUALITY INDICATORS ON THE WEBSITE

The RTO is responsible and publishes on its website a copy of its most recent Quality Indicators (or its successor). (Indicators relating to the previous calendar year must be published within one (1) month of the Commencement Date). Indicators relating to the current calendar year must be published by 31 July of each calendar year into which the Term extends. The following Explanatory Notes must be published with the Indicators:

- a) For the Learner Engagement and Employer Satisfaction Surveys:  
'these indicators are based on a survey of 25 students. This sample represents more than 1/4% of this organisation's training delivery in the 2015 calendar year. The students surveyed for these indicators were selected by this organisation in accordance with national guidelines'.
- b) For the Competency Completions Reports:  
'Competency completions, in this case, are a measure of volume'.

Footscray City College publishes its most recent Quality Indicators and associated Explanatory Notes on its website, under "Quality Indicators"

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*Attachment includes a print out of the relevant web page including URL.*

### 19. PUBLISHING FEES INFORMATION ON WEBSITE

The RTO is responsible for publishing in a prominent place on its website:

- a) standard fees for government subsidised training for each course/qualification it offers under this VET Funding Contract. This information must be kept up to date and include the following caveat:  
'The student tuition fees as published are subject to change given individual circumstances at enrolment';  
and
- b) details of any other fees including but not limited to student services, amenities, goods or materials

The RTO ensures that indicative fees for government subsidised training for each course/qualification, and any other relevant fees, can be viewed on the organisation's website

*Attachment includes a print out of the relevant web page including URL.*

### 20. GUIDELINES FOR DETERMINING STUDENT ELIGIBILITY AND SUPPORTING EVIDENCE

The RTO has a clear and documented business process for the determination of eligibility of individuals for government subsidised training (prior to commencement in training) under this Schedule 1. The business process and related documentation demonstrating that appropriate checks have been performed to establish each individual's eligibility must be available to the Department (or persons authorised by the Department) for audit or review purposes.

The RTO complies and is responsible for ensuring that it has clear and documented processes for determining eligibility, based on the *Guidelines for Determining Student Eligibility and Supporting Evidence* as issued by the Department from time to time.

The RTO is responsible for ensuring that staff responsible for assessing and enrolling students correctly applies the eligibility criteria. The eligibility decisions documented are maintained in a file as hard copies as well as being entered into the VETtrak software responsible for entering data to SVTS.

The relevant staff are made aware of the eligibility criteria and kept up to date with any changes or guidelines issued by the Department from time to time, by being given a copy of the *Guidelines for Determining Student Eligibility and Supporting Evidence* as issued by the Department from time to time.

The RTO completes enrolments for all Eligible individuals in accordance with the:

1. Victorian VET Student Statistical Collection Guidelines
2. AQTF Essential Conditions and Standards for Continuing Registration and/or NVR Registered Training Organisations
3. Guidelines about Determining Student Eligibility and Supporting evidence.

The student enrolment form contains the relevant details in the Victorian VET Student Statistical Guidelines. It systematically reviews its enrolment form to ensure compliance with current guidelines.

The RTO ensures that all mandatory standard enrolment questions, based on the Victorian VET Student Statistical Guidelines together with any directions of the Department, are applied during the enrolment process of all Eligible individuals.

The RTO has a standard privacy notice in all enrolment forms, in accordance with the *Victorian VET Student Statistical Collection Guidelines*, which advises students how their data may be supplied to and used by the Department and Commonwealth VET Fee-Help agencies.

It is the RTO's responsibility to ensure that a standard privacy notice at enrolment is included in all enrolment forms in accordance with the *VET Student Statistical Collection Guidelines*

### 21. GUIDELINES ABOUT DETERMINING STUDENT ELIGIBILITY AND SUPPORTING EVIDENCE

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The RTO has Eligibility assessment processes, which involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements of the VET Funding Contract, including any variations to that VET Funding Contract.

The RTO has a policy and is responsible for ensuring this discussion is done consistently for every student.

### Proxy declarations for individuals in exceptional circumstances

The RTO makes all reasonable efforts to assist an individual to demonstrate their citizenship/residency status in the conventional way, with a proxy declaration being used in exceptional and specific circumstances only. Footscray City Films is not eligible to enrol overseas students, however documentation is required to prove Australian residency status to minimise instances of seeking a proxy declaration.

The RTO seeks the approval of the Department for each individual for whom a proxy declaration is being proposed. Cases are presented as robustly as the circumstances allow via the enquiry function of the Skills Victoria Training System (or successor).

If seeking to make a proxy declaration, the RTO needs to collect as much paper evidence as they can, for eg; social security papers, passport, Birth Certificate, Health card, current mailing address for the consideration of the Department.

## 22. CLIENT ENROLMENT REPORTS

### Fee Concession Contribution

The Department will not pay a Fee Concession Contribution to the RTO in relation to individuals who are granted a fee concession and who are also referred Job Seekers. A referred Job Seeker is an individual who holds a standard Job Seeker Referral Form. In these instances, with prior agreement of the referring agency, providers must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker. The RTO must report the correct Fee Concession/Exemption Identifier for this, which may be subject to annual reconciliation with the Commonwealth.

### Fee Concession Contribution

When the RTO is granted a fee concession to an Eligible Individual in accordance with the requirements set out in the Guidelines about Fees, the RTO will receive a contribution from the Department as a result of charging the concession fee to that individual.

The RTO reports to the Department all fee concessions granted by the RTO to Eligible Individuals in accordance with the fee concession reporting requirements outlined in the Victorian VET Student Statistical Collection Guidelines issued by the Department from time to time.

The Fee Concession Contribution paid to the RTO by the Department is on the basis of Student Statistical Reports provided by the RTO taking into account scheduled hours; qualifications for enrolments for which concessions were granted; and data indicating the grounds for the concession granted to an individual.

### Fee Waiver/Exemption Contribution

The RTO reports to the Department all fee waivers/exemptions granted to Eligible Individuals in accordance with the fee waiver/exemption reporting requirements outlined in the Victorian VET Student Statistical Collection Guidelines issued by the Department from time to time.

The RTO did not grant any concessions to students in 2015, as they did not meet the eligibility criteria.

The RTO sights evidence for granting concessions and **retains copies of all evidence required for eligibility as well as the concession cards, on the Student Management System.**

## 23. GUIDELINES ABOUT FEES. GENERAL REQUIREMENTS FOR CALCULATIONS AND LEVYING OF FEES

The RTO sets and publishes in a prominent place on its website the standard fee payable for each enrolment in a course and all other fees associated with government subsidised training including but not limited to those specified in Section 4 of these Guidelines.

Prior to enrolment, the RTO supplies each individual with a Statement of Fees, being a detailed quote for each Eligible Individual, which sets out information required in the SNR and includes the approximate value of the contribution from government towards the qualification(s) in which the Eligible Individual is considering enrolment.

The RTO is responsible for ensuring that the required information regarding fees is published prominently on our website.

The RTO is responsible for updating this website when changes to fees occur.



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The RTO ensures that each individual receives a statement of fees including all required details prior to enrolment by providing a checklist for each applicant.

### 24. GUIDELINES ABOUT FEES. CONCESSION FEES

The RTO must allow concessions on standard fees in accordance with this Section 3 of these Guidelines. The concession fee must be 20 per cent of the RTO's published fee as described in clause 1.1, being the fee that the RTO would have charged a non-concession government subsidised student in the same course at that time. If an individual who was previously eligible for a concession under this Section 3 becomes ineligible for the concession before the completion of the hours for which they have paid tuition fees, this does not affect the tuition fees payable for the enrolment.

Prior to the commencement of training, the RTO must sight and retain (electronically or in hard copy) copies of all documentation demonstrating an individual's eligibility for the fee concession granted by the RTO for audit or review purposes and to meet the record keeping requirements set out in Section 6 of these Guidelines. Where a concession card is presented to the RTO via a Digital Wallet through a Centrelink Express Plus mobile application, the RTO must sight and authenticate the card by viewing the card directly through the Centrelink Express Plus mobile application on the cardholder's mobile device. These cards may not be sighted via a screen shot of the card that is e-mailed or otherwise produced. The RTO must report to the Department all fee concessions granted by the RTO in accordance with the Victorian VET Student Statistical Collection Guidelines as issued by the Department from time to time.

The RTO determines whether individuals are eligible to pay a concession fee based on published guidelines for eligibility for concessions and in the case of the School that they are not Dually enrolled, are Over 21, do not hold a degree and are applying for Certificate 1V only.

The amount of the concession fee calculated is based on 20 per cent of the RTO's published fees. This process is documented through the student Management System and VETtrak which it reports via an upload to SVTS. The RTO is responsible for determining, implementing and reporting concessions and **retains copies of all evidence required for eligibility as well as the concession cards, on the Student Management System.**

### 25. GUIDELINES ABOUT FEES. GENERAL CONCESSIONS

For enrolments in courses at the Certificate IV level and below, the RTO must charge the concession fee to an individual who, prior to the commencement of training, holds a current and valid:

- a. Health Care Card issued by the Commonwealth;
  - b. Pensioner Concession Card; or
  - c. Veteran's Gold Card; or
  - d. an alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines
- The concessions provided for in clause 3.6 (a) and (b) also apply to a dependant spouse or dependant child of a card holder.

The RTO retains a copy of the relevant concession card:

- a. electronically, as produced via a screenshot generated by the cardholder's mobile device where the concession card is presented via a Digital Wallet through a Centrelink Express Plus mobile application;
- b. in hard copy or electronically scanned copy where a physical card is presented; or
- c. its equivalent record as extracted from Centrelink Confirmation eServices.

For individuals entitled to a concession that are also referred Job Seekers with a standard Job Seeker Referral Form; the RTO retains a copy of the original Job Seeker Referral Form and returns the original to the individual. On enrolment, a copy of this form is returned by the RTO to the Job Seeker's referring agency.

The Department will not make a contribution to the RTO toward revenue forgone for referred Job Seekers as a result of charging Job Seekers the concession fee. With the prior agreement of the referring agency, the RTO must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.

The RTO ensures that the dependent spouse or dependent child of a card holder receives the concession rate by being responsible for the issuance of the concession by the Department and maintaining records and copies of Referral forms and concessions, that are retained on file.



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The RTO ensures that a copy of the Referral Form is sent to the relevant referring agency, by maintaining records on file of communication with the Referral agency.

### 26. GUIDELINES ABOUT FEES.INDIGENOUS COMPLETIONS INITIATIVE

The RTO determines whether an individual is eligible under the Indigenous Completions Initiative Under the Indigenous Completions Initiative, for enrolments in a course at any level the RTO charges the concession fee to individuals who self-identify as being of Aboriginal or Torres Strait Islander descent (and are reported as such through the “Indigenous Student Identifier” field of the Student Statistical Report).

The RTO retains a copy of the enrolment form on which the individual self-identified as indigenous.

The amount of the concession fee calculated based on the RTO’s published fees and is documented on the Student Management System and VETtrak and reported to the Department via SVTS uploads.

The RTO is responsible for determining, implementing and reporting concessions.

### 27. GUIDELINES ABOUT FEES. PROCESSES AND CONTROLS

The accounts and records kept by the RTO clearly distinguish income and expenditure for fee-for-service training from government subsidised training.

The accounting of the RTO is maintained by the school accounts department and bursar. There is a separate ledger account, which receipts income from fee for service training and government-subsidised training, and the payment of refund of tuition fees.

### 28. GUIDELINES ABOUT FEES

The RTO ensures that it retains records, including evidence, to support any claim for contribution towards revenues forgone as a result of granting concession or waivers/exemptions by accessing the school accounts, which are controlled by the school accounts department and bursar as well as its VETtrak software, which maintains records of all data.

### 30. EVIDENCE OF STUDENT PARTICIPATION IN TRAINING

Evidence of Participation for each unit of competency/module supports all Training Services delivered by the RTO to an Eligible Individual such that a reasonable judgement regarding an Eligible Individual’s participation in Training Services can be made.

In addition, the following minimum specifications must be met to evidence an Eligible Individual’s engagement in Training Services activity:

- a) One (1) point of Evidence of Participation per unit of competency/module must be provided if the period between the Enrolment Activity Start Date and Enrolment Activity End Date (inclusive) for the unit of competency/module is one month or less;
- b) Two (2) points of Evidence of Participation per unit of competency/module must be provided if the period between the Enrolment Activity Start Date and Enrolment Activity End Date for the unit of competency/module is greater than one month, including one point within the last month of training delivery and/or assessment as identified by the reported Enrolment Activity End Date. An auditor would consider the time elapsed between the start and end date (or withdrawal) of the unit of competency/ module and use discretion as to a reasonable demonstration of ongoing engagement by an individual in learning and/or assessment activity across the unit of competency/module.

Evidence of Participation in respect of each Eligible Individual, for the purpose of payment of Contact Hour Funds by the Department under this Schedule 1, is required and must be in accordance with the types of evidence specified at Clause 10 of this Schedule 1.

The RTO must be able to support the sampled units of competency/modules with Evidence of Participation as prescribed in Clause 10 of this Schedule 1, in respect of each Eligible Individual for which it has made a claim for payment from the Department.

*The RTO performs an audit of government subsidised student files, to ensure evidence of participation is available and retained for audit (including one to two pieces as required).*

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The RTO maintains an attendance roll for all student attendance. The roll includes the students name, a module name, unit of competency identifier and a date. It is a roll recognised by the RTO, and is signed by the trainer/RTO.

The RTOs timetable and session plans are able to be reconciled, and maintain the same naming convention for the modules and the timetable module names and the attendance rolls module names.  
The mapping documents are reconciled with the units that are delivered at each module/session and are up to date and can be easily reconciled to ensure the start dates of each student can be verified by an auditor.

### 31. EVIDENCE OF STUDENT PARTICIPATION IN TRAINING

The RTO maintains an attendance roll for all student attendance. The roll includes the students name, a module name, unit of competency identifier and a date. It is a roll recognised by the RTO, the rolls were signed by the trainer/RTO.

*The RTO conducts an audit of government subsidised student files to ensure evidence of participation is available and retained for audit (including one to two pieces as required).*

Evidence of Participation for each unit of competency/module supports all Training Services delivered by the RTO to an Eligible Individual such that a reasonable judgement regarding an Eligible Individual's participation in Training Services can be made.

In addition, the following minimum specifications must be met to evidence an Eligible Individual's engagement in Training Services activity:

- a) One (1) point of Evidence of Participation per unit of competency/module must be provided if the period between the Enrolment Activity Start Date and Enrolment Activity End Date (inclusive) for the unit of competency/module is one month or less;
- b) Two (2) points of Evidence of Participation per unit of competency/module must be provided if the period between the Enrolment Activity Start Date and Enrolment Activity End Date for the unit of competency/module is greater than one month, including one point within the last month of training delivery and/or assessment as identified by the reported Enrolment Activity End Date. An auditor would consider the time elapsed between the start and end date (or withdrawal) of the unit of competency/ module and use discretion as to a reasonable demonstration of ongoing engagement by an individual in learning and/or assessment activity across the unit of competency/module.

Evidence of Participation in respect of each Eligible Individual, for the purpose of payment of Contact Hour Funds by the Department under this Schedule 1, is required and is in accordance with the types of evidence specified at Clause 10 of this Schedule 1.

The RTO is able to support the sampled units of competency/modules with Evidence of Participation as prescribed in Clause 10 of this Schedule 1, in respect of each Eligible Individual for which it has made a claim for payment from the Department.

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### 32. DOCUMENTATION OF AGREED PROGRAM DELIVERY – TRAINING PLAN

The RTO documents information on training and assessment in a Training Plan and provides all Eligible Individuals in respect of which Funds are paid by the Department under the VET Funding Contract:

a) For non-apprentices/trainees, this may be either as a group of Eligible Individuals or a single Eligible Individual.

The information includes, at least the:

- a) name and contact details of the RTO (and employer, for apprentices/trainees);
- b) title and code of qualification;
- c) unit title and code of competencies/modules to be obtained;
- d) scheduled hours for competencies to be obtained;
- e) timeframe for achieving competencies including the start date and end date of each competency (and actual dates for where training has already occurred, for Apprentices/Trainees);
- f) delivery modes to be used;
- g) assessment details and arrangements;
- h) party or parties responsible for the delivery and/or assessment of each competence; and
- i) record of RPL and Credit Transfer hours granted, as relevant.

Additional Trainee requirements:

- j) signature (including date of signature) of the RTO representative, employer, Trainee. Trainees also require the signature of the school's representative); and
- k) any other specific requirements to be met in accordance with the Training Contract or the Approved Training Scheme.

The information must be consistent with the qualifications or competencies to be attained and customised (as required), for the needs of the Eligible Individual or group of Eligible Individuals, including the needs identified in the Pre-Training Review.

### 33. DOCUMENTATION OF AGREED PROGRAM DELIVERY – TRAINING PLAN

The RTO ensures that the information recorded is **customised** to suit the needs of the group or individual and is consistent with the qualifications or competencies to be attained based on the detail recorded during the Pre-Training Review.

*The RTO conducts an audit of government subsidised student files to ensure that Documentation of Agreed Program Delivery/Training Plans has been updated in line with outcomes of the Pre-Training review.*

### 34. DOCUMENTATION OF AGREED PROGRAM DELIVERY – PRE – TRAINING REVIEW AND PLAN

The information on training and assessment is agreed and endorsed by the RTO and the Eligible Individual or group of Eligible Individuals via a signature or an electronic action equivalent to a signature. A copy of the endorsed (hardcopy or electronic) information is provided to each Eligible Individual. This information ensures that both the RTO and the group of Eligible Individuals or the Eligible Individual are making informed decisions about the Training Services required and the respective obligations in the delivery of these Training Services.

Training Plans should be developed and signed prior to training commencement but no later than four (4) weeks after training commencement.

The RTO keeps records of applicants on file in the Student Management System to ensure agreement and sign off by all Eligible Individuals (either individually or as a group) within the four - week timeframe?

*RTO conducts an audit of government subsidised student files to ensure there has been agreement and sign off of information on training and assessment, and creates a checklist to ensure that there is a cop of the signed information is provided to each Eligible Individual.*

The RTO updates the Training Plan according to any changes mutually agreed and endorsed by the student group or group of students throughout the Training Services. The RTO monitors each Eligible individual's progress in satisfying

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the requirements of the qualification, in line with the Training Plan through classes, attendance and Assessment tasks.

### 35. QUALIFICATIONS POLICY

When the Eligible Individual has completed activity under the Training Plan, the RTO assesses, records and reports qualification completion as soon as possible after successful completion, on our VETtrak software that reports to the Department using SVTS.

The RTO ensures for individuals who have completed activity under the Training plan that an assessment, record and report of qualification completion is completed as soon as possible after successful completion, by providing a timeline for completion.

The RTO issues statements of attainment and certificates to students who have been found competent.

The RTOs complies with the Student Identifiers Act 2014, in that the student identifier is printed on the testamur.

### 36. ISSUING QUALIFICATIONS OR STATEMENTS OF ATTAINMENTS

The RTO issues recognised qualifications or Statements of Attainment to the specifications of the relevant accredited courses, endorsed national Training Packages, as well as any other applicable guidelines, regulations or legislation. The RTO is responsible for issuing recognised qualifications or Statements of Attainment in a timely manner in accordance with compliant Qualification / Statement of Attainment Guidelines, issued by the Department.

### 37. WITHDRAWAL OR DISCONTINUATION OF TRAINING

In the event that an Eligible Individual withdraws from Training Services delivered under this Schedule 1 prior to achieving competency in an individual module or unit of competency, and the RTO has sufficient evidence of the student's participation, the enrolment must be reported by the RTO as a withdrawal in all future Student Statistical Reports for the calendar year in accordance with the current *Victorian VET Student Statistical Collection Guidelines*. In these instances, payment of Contact Hour Funds in respect of the individual by the Department for the individual module or unit of competency from which the individual withdrew will be made in accordance with the reported Hours Attended prior to withdrawal.

In the event that an Eligible Individual withdraws from Training Services delivered under this Schedule 1 without participation, or where the RTO has insufficient evidence of the student's participation, the RTO must either:  
a) exclude that student's unit of competency/module from future Student Statistical Reports for the calendar year; or  
b) report the enrolment as a withdrawal with zero Hours Attended in all future Student Statistical Reports for the collection year in accordance with the current Victorian VET Student Statistical Collection Guidelines.  
No payment is made from Contact Hour Funds in respect of withdrawals with any attendance.  
All withdrawals (Outcome Identifier – National Code "40") must be reported within the year of the scheduled commencement in training and no later than two (2) months from the point of withdrawal, unless extenuating circumstances prevent this from occurring (or by the final data submission date for the collection year as advised by the Department, whichever is earliest).

For the avoidance of doubt, the point of withdrawal is either:

- a) the date of formal withdrawal; or
- b) in the case of no formal withdrawal, the date of the last engagement.

### 38. RISK MANAGEMENT

The OH&S officer at Footscray City College is Gail Anderson. Any possible OH&S issues should be reported to Gail Anderson as soon as possible. A representative of work safe inspects the campus on a regular basis to assist in the prevention of any potential work related health and safety risks. For a more detailed outline of the Footscray City Films AQTF risk management policy, download the Footscray City Films risk management policy from the Footscray City Films website

### 39. VERSION CONTROL

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In order to reduce the circulation of either outdated or obsolete documentation all documentation such as ATS, TP, Student Handouts or handbooks should include a date produced and a version in the footer.  
All relevant staff and student documentation is available from the Footscray City Films website including the detailed Version Control Policy.

Additional documentation on policies and procedures that are of a sensitive nature to the business would be stored securely in the Head of the Film and Television's office.

### 40. INTERNAL AUDITS

Footscray City Films will undertake an internal audit of all AQTF systems and processes on an annual basis, by hiring a consultant who will direct the internal audit. This audit will enable the college to identify any areas of non-compliance that may have occurred in semester one and rectify them in time for delivery in semester two.

This process would also ensure the college would be capable of passing any external audits.

The Head of Footscray City Films would write an annual report on any non-compliance and make recommendations of any amendments that need to be implemented in order for Footscray City Films to return to compliancy.

The audit will be done using the Footscray City Films internal audit checklist, which can be accessed via the Footscray City Films website.

Upon completion of the internal audit, the Head of the Film and Television School will complete the internal audit report form and the report will be emailed to staff with any recommendations.

### 41. STUDENT COMMENTS / OPEN FORUM

At the end of each semester an open forum is held in which any student complaints and suggestions are voiced. It is strongly recommended that all staff attend this forum to provide comment on any comments or recommendations put forward.

If any student wishes to have any items formally added to the agenda and has not completed a complaint / suggestion form, they must contact the Head of the Film and Television School via e-mail no later than 5 working days from the scheduled meeting.

Minutes of the meeting will be taken down and a report will be emailed to all students in attendance and all staff members within 5 working days of the meeting.

### 42. STAFF SATISFACTION / OPEN FORUM

In a similar manner to the student open forum, a staff open forum would be held at the end of each semester in which staff can voice any concerns that they may have about the policies or processes that are currently being implemented at Footscray City Films. It is advisable that all staff attends this forum in the interest of making the college a more enjoyable place to work and a more effective training provider.

If any staff member wishes to have any items formally added to the agenda, they must contact the head of the Film and Television School via e-mail no later than 5 working days from the scheduled meeting.

Minutes of the meeting will be taken down and a report will be emailed to all related staff members within 5 working days of the meeting.

### 43. RECORDS MANAGEMENT

Footscray City Films will be dealing with the management of all records and administrative documents in a manner that is compliant with the AQTF guidelines specified in 4.1 of the RTO provider guidelines.

For more information on the Footscray City Films records management system, please refer to the records management policy on the Footscray City Films website: <http://footscrayfilms.com.au>