

Trainer Handbook

A Guide for Trainers

St Francis Xavier College

Beaconsfield



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Welcome

Thank you for taking on the role of trainer at St Francis Xavier College (SFXC).

SFXC is committed to delivering quality skills training and education for all learners in a supportive environment, whilst ensuring the highest possible standard of outcomes for students. All trainers are teachers employed by the College who have undertaken their Training and Education qualification (TAE).

This Information Handbook has been designed as a guide to introduce trainers to the processes related to the delivery of VCE VET and VET programs at SFXC

All trainers can also access the most recent versions of all SFXC's documents on the staff SharePoint <https://sfxviceduau.sharepoint.com/sites/SFXStaffResources>

College Overview

St Francis Xavier College was established in 1978. It is a school within the Diocese of Sale and is overseen by the Diocese of Sale, Catholic Education Limited (DOSCEL). The College's aim is to educate young people of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

We are a Registered Training Organisation under the direction of DOSCEL.

Contact Information

Key Staff

College Principal: Vincent Feeney

Deputy Principal – Learning and Growth: Kelly Ryan

VET/RTO Coordinator: Cecilia Beaucasin

DOSCEL Education Officer - Learning and Teaching Secondary Pathways: Sam Franzi

Location

The Senior Campus of St Francis Xavier College is the location of the RTO.

Address: 4 Beaconsfield Avenue, Beaconsfield 3807

Postal Address: as above

Telephone: (03) 9707 3111

eMail: VET@sfx.vic.edu.au

Website: www.sfx.vic.edu.au

Facebook: <https://www.facebook.com/StFrancisXavierCollegeVIC>

LinkedIn: <https://www.linkedin.com/school/st-francis-xavier-college/mycompany/verification/>

Hours of Operation

The office is open Monday to Friday, 8:30am to 4:30pm except public holidays unless otherwise advised.

An answering machine operates at all other times so please leave a message.

The RTO only operates during the school term.

Employment

DOSCEL – St Francis Xavier College is a Registered Training Organisation (RTO). This registration meets the Australian Quality Framework (AQF) this status is of critical importance to the organization and compliance with VET Quality Framework must be observed in all situations.

As a trainer and assessor in nationally recognized training your employment status will depend on the work you are doing within the College. Some trainers are employed as teachers, others on a sessional basis to deliver a specific training package.

As a trainer and assessor in nationally recognized qualifications and units of competence we acknowledge the additional time required for preparation, assessment and completion of documentation required to meet VET Quality Framework.

As a trainer SFXC expects that you will use the most recent version of the Training Package, curriculum and learning resources available.

Current versions of Training Packages can be downloaded from www.training.gov.au

All employment conditions and processes are managed by the College Human Resources team. Send any queries to humanresources@sfx.vic.edu.au

Training and Development

All employees within the organisation are to be given the opportunity to access professional development programs to improve their professional and teaching qualifications.

The Conditions of Employment should clearly state the arrangements and conditions of professional development subsidies, time off and any other entitlement. Trainers are responsible for maintaining their own Professional Development and Training and Assessing currency. SFXC will support this by ensuring the PD opportunities available will be referred to them. SFXC will fund training where relevant.

Guidelines

Trainer Absence or Late Arrival

Please call the College by 7:30am on the day of absence, or to notify of late arrival. Arrangements will be made to supervise students in your absence.

Class Lists

Please note: Only enrolled students can participate. If students are not listed on attendance sheet, please refer them to the office as soon as possible.

Use of Mobile Phones

To avoid distraction in class, it is advisable that students are requested to leave their mobiles switched off, and to check for messages during breaks. It is asked that trainers do the same.

Positive Behaviour Support

Trainers have the right to expect regulated behaviour within their classes. Any incidents should be reported following the SFXC Positive Behaviour Support guidelines.

Resourcing

All staff will be provided with the following resources:

- Lenovo laptop
- School key/fob
- Stationary resources

The fob will provide you with photocopier access and entry to buildings.

Budgets are set when courses are costed and are based on training requirements. Resources can be purchased through the designated purchasing officers for each package.

Should you require anything over and above standard resourcing needs. Please see the VET/RTO Coordinator.

Documentation

Course Documentation

All trainers are required to supply course documentation. You will be provided with the appropriate paperwork before class commences. Trainers are required under AQTF to produce a course overview, session plans, assessment records upon course completion and moderation/validation cover sheets. Please speak to the VET Manager if you do not have a copy of these documents.

Student Satisfaction Surveys

A student satisfaction survey will be conducted at the conclusion of every course. The surveys will be sent electronically to students by the VET/RTO Coordinator. All students are expected to complete the survey.

Certificates

SFXC will produce certificates for all accredited courses.

Student and Trainer Safety

Evacuation Plan

In the event of an emergency, all buildings are to be evacuated. The designated warden will inform all trainers of the situation and students will be asked to move to the assembly area located on the oval or offsite.

Assembly Area

The designated offsite assembly area is the carpark at the Beaconsfield Baptist Church adjacent to the Senior Campus on the Princes Highway. Staff and students will be directed to the safest gate to exit the College and move to this point.

Occupational Health and Safety

SFXC works to ensure, as far as practicable, the health, safety and welfare of all staff, students, and other visitors to the College.

Trainers/ Assessors are required to:

- Be responsible for their own personal property whilst delivering training
- Wear clothing and shoes appropriate to the course and, in some cases, follow the legal requirements regarding protective clothing.
- Ensure all students follow safety directions and request they think about their own actions so as not to endanger the safety of others.
- Be informed of OHS matters and follow OHS requirements and adhere to directions given by staff.
- Ensure the VET/RTO Coordinator is aware of issues relating to OHS regulations or any practices you believe to be unsafe
- Abide by OHS rules
- Ensure you are aware of the location of escape plans, procedures, emergency assembly areas and emergency fire equipment.

SFXC is required to:

- Provide an environment that ensures staff, students and other visitor's health and safety is not affected by anything occurring or not occurring within the college environment.
- Ensure all staff, students and other visitors have access to First Aid equipment within the college environment in accordance with OHS legislation.

Incidents can be reported through the following form: [Safety Incident Report](#)

More information can be found here <https://sfxviceduau.sharepoint.com/sites/OccupationalHealthAndSafety>

Grievance Policy

SFXC will deal with any grievances that arise for employees and participants while participating in our training programs in an efficient and fair manner.

It is the objective of the College to ensure that grievances are resolved by negotiation and discussion between the parties.

All employees and participants will have access to a copy of the Grievance Policy and Procedure document that pertains to them, to ensure:

- all disputes or grievances 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 grievance procedure, and
- students are provided with details of external authorities if required. All grievances are managed fairly and equitably and as efficiently as possible.

Course Delivery

Quality Assurance

St Francis Xavier College is a Registered Training Organisation (RTO) and we are committed to excellence and consistent standards of service. We embrace quality assurance and support the process of continuous improvement. Should you or your students identify an opportunity for improvement we would appreciate your feedback by:

- Recording your feedback on a Satisfaction Survey
- Providing feedback to the VET/RTO Coordinator

Language, Literacy and Numeracy

SFXC recognises that all vocational training includes language, literacy, and numeracy tasks and all SFXC trainers and assessors provide:

- Materials, resources and assessment tools and tasks that do not require clients to have language, literacy, and numeracy skills of more complexity than those used in the workplace for the competencies being taught/assessed.
- Clear models of the language/literacy/numeracy task.
- Opportunities for repeated and supported practice.
- Opportunities for independent practice.
- Accesses to LLN Practitioners to assist the student obtain their learning goals.

Delivery

SFXC ensures that all resources meet the requirements of the relevant endorsed training package(s) and/or accredited course(s), for the delivery, assessment and issuing of qualifications.

SFXC affirms that it has in place and applies the following resources:

- Delivery by Trainers with appropriate qualifications, and experience, including assessor requirements as identified in the relevant Training Package assessment guidelines.
- Delivery and assessment resources appropriate to the methods of delivery and assessment requirements; and
- Relevant Training Package and/or accredited course documents and support materials, with necessary copyright

authorisations.

- Work placement and Training Facilities environments are safe and provide suitable support for all students.

Delivery strategies utilised by SFXC are always selected to best achieve the required elements of competence while considering the learning style of the participant

Assessment Process for VET

St Francis Xavier College undertakes to ensure at all assessments and evaluations of students in accredited VET courses will be completed in accordance with the criteria laid down in the course curriculum, or if a training package, the assessment component of the training package.

All assessment and evaluations will recognise equity issues without compromising the integrity of the assessment or evaluation.

Procedure

Assessment may take place at any time, including at the beginning of a course

Assessment will be undertaken in an environment as close as practical to the normal work environment.

All requirements of the Training Package for assessment will be observed.

Students/clients wishing to appeal any assessment decision have the right to the VET Assessment Appeals Procedure and the Complaints Procedure.

Plagiarism

SFXC regards plagiarism and cheating as serious offences. Students using answers or work other than their own will not be granted competency and may face disciplinary action.

The SFXC Assessment and Reporting policy outlines procedures related to plagiarism

Scope of Registration

SFXC is approved to deliver the following recognised training:

Qualifications

<i>Code Title</i>	<i>Course Title</i>
CUA31020	Certificate III Screen and Media
SIS30115	Certificate III in Sport and Recreation
SIT20322	Certificate II in Hospitality
STI20421	Certificate II in Cookery
CUA30920	Certificate III in Music

Legislative Compliance

SFXC adheres to and abides by all relevant legislation including:

- Age Discrimination Act 2004
- Competition and Consumer Act 2010
- Copyright Act 1968
- Disability Act 2006
- Fair Work Act 2009
- Human Rights and Equal Opportunity Commission Act 1986
- Privacy Act
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Education and Training Reform Act 2006
- Working With Children's Act 2005
- Equal Opportunity Act 2010
- Occupational Health and Safety Act 2004