



seventyWest

REGISTERED TRAINING ORGANISATION

STUDENT HANDBOOK



RTO Code 32517

Training Australia

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GLOSSARY

Accredited Course is a course that addresses skill requirements for industry, enterprise and the community where these are not covered in nationally endorsed Training Packages.

Accreditation means the formal recognition of a course by a course accrediting body.

AQF certification documentation is the set of official documents that confirms that an AQF qualification or statement of attainment has been issued to an individual.

AQF qualification means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Assessment methods are the methods used to execute assessment which may include observation, written response, calculations and project work.

Australian Qualifications Framework (AQF) means the framework for regulated qualifications in the Australian education and training system, as agreed by the Commonwealth, State and Territory ministerial council with responsibility for higher education.

Certificate is an official document, issued by an awarding body, which records the training achievements of a student following a standard assessment procedure.

Certificate of Participation (for Non-Accredited Training) – is issued for attendance for non-accredited courses. Non-accredited training includes some business courses, personal development courses and workshops.

Competency - means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Completion of a Qualification is when you complete a qualification you will receive a testamur and transcript. If the qualification is graded it will report the grade of award as Distinction, Credit or Pass depending on the results you achieve in those units contributing to the grade of the qualification. If you were studying a qualification which is not graded, your testamur and transcript will not indicate a grade of award.

Credit transfer means the result gained in previous study at a Nationally Recognised Training Organisation of a unit with the same outcomes has been transferred to your current enrolment.

Enrolment is the registration of a person with an education or training provider for the purpose of undertaking a course or unit of competency.

Not yet competent - you have not met the requirements of the unit.

Qualification is formal certification awarded by an accredited authority in recognition of the successful completion of an educational program.

Resources are texts, videos, software and other materials used to assist students to meet the expectations for learning.

Student means a person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation.

Recognition of prior learning (RPL) means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to

determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

- a) formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree);
- b) non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in-house professional development programs conducted by a business); and
- c) informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

RTO means a Registered Training Organisation.

Statement of Attainment is issued when a student has completed one or more nationally recognised units of competency. If a student withdraws from a qualification before completing, they can apply for a Statement of Attainment.

Statement of Competencies Achieved - this statement lists unit(s) of competency that you have achieved by completing seventyWest Training module(s) that align with unit(s) of competency.

Third party means any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.

Training is the process used by an RTO or a third party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration.

Training package is a nationally recognised, integrated set of competency standards, assessment guidelines and Australian Qualification Framework (AQF) qualifications for a specific industry sector or enterprise.

Transcript of Academic Record - the Transcript of Academic Record will be issued with a certificate and lists all results of your training to date.

Unit is used to refer to both modules and units of competency.

Unit of Competency is each unit of competency specifies industry knowledge and skills and application of that knowledge and skill to the standard of performance expected in the workplace.

VET (acronym) means Vocational Education and Training.

VET Regulator means:

- a) the National VET Regulator; and
- b) a body of a non-referring State that is responsible for the kinds of matters dealt with under the VET legislation for that State.

ENQUIRIES ON RESULTS

If you have a valid reason to question your results you should contact your Trainer or Course Coordinator or, if they are not available, the Student Administration Officer at seventyWest Pty Ltd.

If you have any questions about your training, contact the Student Administration Officer at seventyWest Pty Ltd.

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Welcome!

Welcome to **seventyWest**. Education opens the door to new jobs and new careers. Here at **seventyWest**, we are dedicated to offering you the best education to increase your opportunities.

seventyWest is a nationally Registered Training Organisation (RTO) offering specialised training and professional development for rural industries and with a suite of courses tailored for managers and workers in other sectors.

The staff members at **seventyWest** offer you years of experience combined with a fresh outlook. As an organisation, we are committed to providing the best in quality education. As a relatively small RTO, we can offer highly customised programs and deliver exceptional customer satisfaction. Our teachers and staff members are leaders in their fields of expertise and are keen to assist you to achieve your goals.

Quality Management Focus

seventyWest has a commitment to providing quality services and a focus on continuous improvement. We value feedback from students, staff and employers for incorporation into future programs. As a Registered Training Organisation, **seventyWest** follows the Standards set down by the Australian Skills Quality Authority (ASQA), which include the National VET Regulator ACT 2011 and the Standards for Registered Training Organisations (RTOs) 2015.

Access and Equity

seventyWest is committed to integrating the principles of Access and Equity into all our service offerings. Our Access and Equity Policy ensures that student recruitment and selection decisions comply with equal opportunity legislation. Regardless of cultural background, gender, sexuality, disability or age you have the right to learn in an environment that is free from discrimination and harassment.

To this end we will provide training programs and services that are accessible to all people in an inclusive learning environment. You have the right to be treated in a fair and considerate manner while you are studying with us. We will seek to provide opportunities for all people to achieve outcomes that meet their personal goals. **seventyWest** operates on the basis of mutual respect. Should you find yourself discriminated against in any way, please contact a senior staff member or the CEO of **seventyWest**.

All students will be recruited in an ethical and responsible manner and consistent with the requirements of the curriculum and the standards of the relevant Training Package.

Enrolment Procedure

Choose the course you would like to study. Information on courses is available on our website, by e-mail or by phoning **seventyWest**. We require you to complete an enrolment form and provide as much relevant information as possible to ensure we provide training to suit your needs. All information collected is kept confidential and subject to our Privacy Policy as outlined in this Student Handbook. We conduct an induction on the first day of training to ensure that all students understand the information contained in this Student Handbook.

Fax or post your enrolment form, complete the form on-line, or visit our administration centre at 70 West Street, Toowoomba, and complete an enrolment form. You will need to pay a deposit before commencing class (refer to Fees). We will then send to you a confirmation email and a receipt for payment.

As an enrolled student, **seventyWest** guarantees it will provide the assistance required for you to complete your chosen qualification or, if the need should arise, assistance to transition to another Registered Training Organisation.

Credit Transfer

seventyWest recognises Australian Qualifications Framework (AQF) qualifications and Statements of Attainment issued by any other Registered Training Organisation (RTO). Please see your course coordinator upon enrolment regarding Credit Transfer.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the acknowledgement of a student's current skills and knowledge obtained through life experience, education, work experience, or previous training. You can apply for RPL for a whole unit of competency or you may be able to negotiate with your instructor to gain recognition for part of a unit.

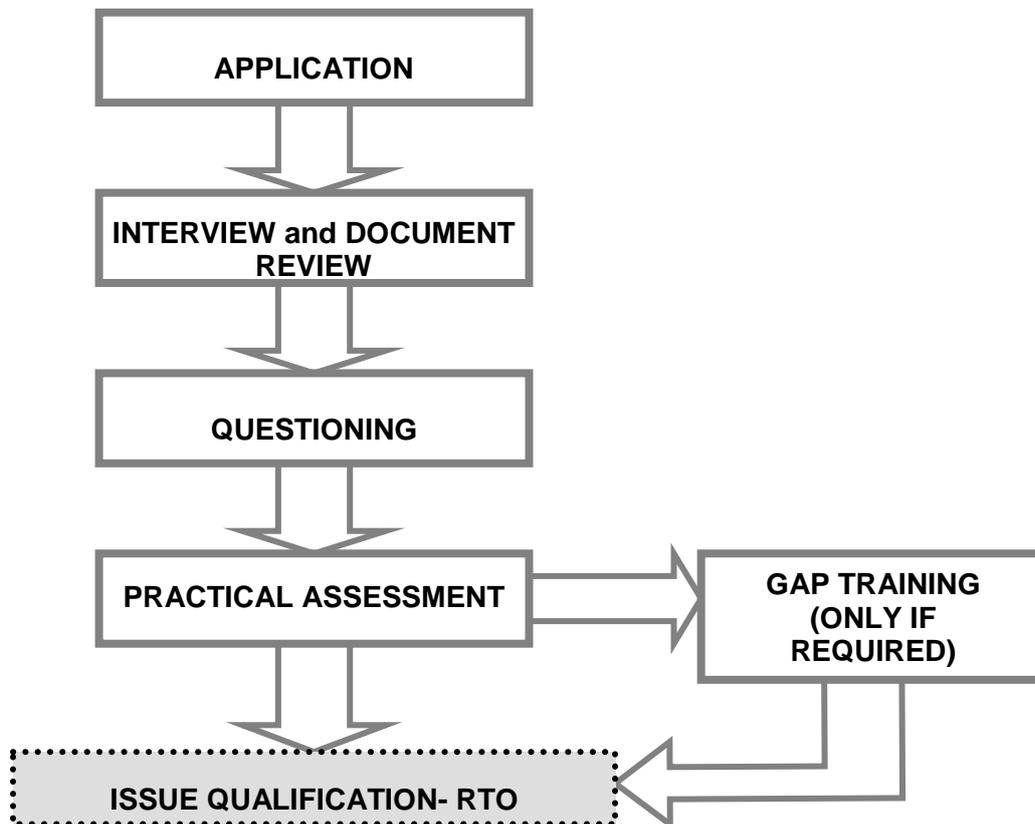
Educational courses offered through **seventyWest** have prerequisites which recognise prior knowledge. Students who show proof of training in the area covered by the course will gain credits for that area. Proof of prior training needs to be verified through a certification card or certificate issued through a nationally or internationally recognised training facility and in accordance with the Australian Quality Framework (AQF) levels and standards. Students with previous experience but no formal qualification may demonstrate competency in the field to gain credit towards a unit of competency.

A flowchart outlining the steps for RPL follows. Students will be required to meet every learning outcome for every performance criteria for each unit of competency. Students have the responsibility for providing evidence. Please attach certified copies. If a Student satisfies only some of the criteria, then they may enrol in the course and discuss accelerated progression within the program of learning with the instructors concerned.

Please enquire for further assistance in this area and an application form.

Overview of the recognition process

This process will assist you to streamline the application for recognition of prior learning.



Fees

All fees and charges will be outlined to students before enrolment for courses offered by **seventyWest**. In addition, Information Sheets for each course provide details of the course fee, deposit required and payment instalments. Fees are to be paid to **seventyWest**.

In accordance with Clause 7.3 of the Standards for Registration Training Organisations (RTO's) 2015, **seventyWest** will never accept initial deposit of prepaid fees greater than \$1,500 for enrolment and tuition material.

Refunds

Should **seventyWest** cancel any course, participants are entitled to a full refund or transfer of funds to a future course. An initial non-refundable deposit of \$450 will apply to all courses, except in those circumstances where the total value of the particular course of study is less than this amount. In this instance, the non-refundable deposit will be the full course fee. Deposits are payable two (2) weeks before course commencement. No refund is available to participants who leave before finalising the course or unit of competency unless they can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis.

All monies received are entered into **seventyWest** accounting system and are not accessed until the course commences. **seventyWest** has a comprehensive record keeping system to track payments and ensure pro-rata refunds for eligible students.

Resources

Students are required to provide access to computing, internet connection and email resources for the purpose of completing online and distance learning. It is recommended up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player be accessible.

Where courses are delivered on-campus, **seventyWest** will provide teaching resources and training materials.

Support Services

Our quality focus includes a commitment to the success of each participant. We currently offer support in:

- Pre-course interviews
- Options in learning
- Recognition of Prior Learning (RPL)
- Guidance on career options
- One-on-one tutoring
- Training needs analysis

seventyWest is committed to flexible learning, customised courses and reasonable adjustment in assessment. Where necessary, arrangements will be made for students requiring literacy and/or numeracy support programs and/or student welfare and guidance services. A list of support services available to students is available on the website.

In some instances, these services may incur an additional fee. We will take every opportunity to ensure that this information is disseminated, understood and valued by those affected.

Assessment In Competency Based Training

Assessment means collecting evidence about your knowledge and skills and comparing it to a set of competency standards. This comparison will result in a “competent” or “not yet competent” result. If you are deemed “not yet competent”, your assessor will talk to you about what you can do. You may need to participate in more training, gain experience or undertake additional assessment tasks.

- **It is your responsibility to either complete any written assessments such as exams and projects within the time specified by the trainer or to make alternative arrangements.**
- You must keep copies and resubmit any assignment if a re-evaluation is required.
- **seventyWest** is under no obligation to accept or process any assessment item if training and student fees are not fully paid. If this occurs, we will discuss the situation with you.
- It is **seventyWest’s** policy to allow a student two (2) attempts only at each assessment item. The repeat assessment item will usually be similar but not the same as the initial assessment.
- You should keep track of your progress by communicating regularly with your trainer.

Certification

seventyWest will issue awards to students who have been assessed as competent in accordance with the requirements of the Training Package, accredited course of study or unit of competency. However, if a financial debt is owed to seventyWest, final assessment will be withheld until the debt is cleared.

Award components may include:

- The Qualification (including Statement of Results)
- A Statement of Attainment, for each unit of competency studied
- A Certificate of Participation (for Non-Accredited Training)
- A Transcript of Academic Records

Awards will be issued within 30 days of course completion.

Replacement Certificates

If a student requests a document replacement where seventyWest has already provided the document, a \$30 replacement fee is applicable for each Statement of Attainment or Qualification (including Transcript). To obtain a replacement document, the student is to complete a ‘Certificate Replacement Form’ (available on the website) and submit their request to the Student Administration Officer.

Replacement certificates will be issued within 10 working days of receipt of request and where payment of fees has been received.

Appeals and Complaints

You are encouraged to highlight any issues that cause you concern in dealing with **seventyWest** without prejudice, or fear of reprisal or victimisation. You have the right to present the complaint or appeal formally and in writing.

Complaints may relate to any learning program elements (i.e. delivery of any learning material or assessment piece); administrative or behavioural aspects of seventyWest service delivery.

Appeals specifically relate to concerns in relation to the assignment of results.

Any complaint about any assessment or violation of the Code of Practice will be treated seriously and investigated thoroughly. Confidentiality will be maintained through the process of making and resolving complaints or appeals. **seventyWest** seeks to protect the rights and privacy of all involved and to facilitate the return to a comfortable and productive learning environment.

Any person wishing to make a complaint against **seventyWest** concerning its conduct as an RTO, whether a complaint, appeal or any other matter, shall have access to the complaints procedure.

Appeals Procedure

Any student seeking to appeal the results of assessment must lodge notification directly to **seventyWest**. All appeals must be submitted using the 'Application for Appeals' form and be lodged within 7 working days of receiving a judgement.

Application to Appeal

- a. You are to provide details of your appeal including;
 - whether you wish to formally present your case;
 - the steps taken to deal with the appeal; and
 - what you would like to happen to fix the problem and prevent it from happening again.
- b. Appeals are directed immediately to the CEO who will review the decision and the evidence used to make the decision.
 - Other staff or seventyWest management may be required to have input into the initial appeals process.
- c. An initial response will be provided to you within 48 hours.
- d. Where clarification or further investigation is required, the staff member will ensure, within 10 working days that a review process is instituted. A response in writing will then be forwarded to you within a further 5 working days notifying you of the result and/or any further action. Time frames may extend where public holidays are involved.

If you are dissatisfied with the outcome of the appeal, or if the matter is not resolved, you may wish to pursue a formal appeal.

Formal Appeal:

Formal appeals may only proceed after the Application to Appeal procedure has been finalised.

- a. You are to notify seventyWest of your intent to seek formal appeal within 7 days of the cessation of the application process.
- b. On receipt of notice, the CEO shall convene an independent panel to hear the appeal; this shall be the 'appeals committee'.
- c. The appeals committee shall meet within 15 working days and may resort to one of the following strategies:
 - stakeholder meeting
 - formal conciliation
 - formal arbitration
- d. The appeals committee shall not have had previous involvement with the appeal and should include representatives of:
 - the CEO or Director of **seventyWest**
 - the teaching staff
 - an independent person
- e. You shall be given an opportunity to present your case to the committee and may be accompanied by one other person as support or as representation.
- f. The relevant staff member shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support or as representation.
- g. The appeals committee will make a decision on the appeal.
- h. The appeals committee will communicate its decision on the appeal to all parties in writing within 5 working days of making its decision.
- i. Should you believe the appeal is not addressed appropriately, you may take your complaint to the VET Regulator.
- j. Costs associated with any third party review, subsequent to this process, will be borne by the complainant.

Complaints Procedure

Should you have a complaint concerning a matter in relation to the delivery of services, or the organisation you may initiate an informal complaint and lodge within 7 working days of the event occurring.

Informal Complaint:

- a. Speak directly with the teacher, assessor, or staff member involved about your concerns and try to resolve it verbally.
- b. If no resolution is reached, submit your concerns in writing, within 7 working days of the event occurring. This may be done using the 'Complaint form'.
- c. You are to provide details of your complaint including;

- whether you wish to formally present your case;
 - steps taken to deal with the complaint; and
 - what you would like to happen to fix the problem and prevent it from happening again.
- d. Complaints are directed immediately to the Student Administration Officer, who investigates them, or arranges for it to be dealt with by a management representative if there is any conflict of interest.
- e. An initial response will be provided to you within 48 hours.
- f. Where clarification or further investigation is required, the staff member will ensure, within 10 working days that a review process is instituted. A response in writing will then be forwarded to you within a further 5 working days notifying you of the result and/or any further action. Time frames may extend where public holidays are involved.
- g. If you are dissatisfied with the outcome of the complaint, you may then complain to the relevant Head of Department (HOD) or equivalent, who will make a decision and record the outcome of the complaint.

If the matter is not resolved, you may wish to pursue a formal complaint.

Formal Complaint:

- a. Formal complaints may only proceed after the informal complaint procedure has been finalised.
- b. A formal complaint form must be lodged within 7 days of cessation of the informal procedures.
- c. The complaint and its outcome shall be recorded in writing.
- d. On receipt of a formal complaint the CEO shall convene an independent panel to hear the complaint; this shall be the 'complaint committee'.
- e. The complaint committee shall meet within 15 working days and may resort to one of the following strategies:
 - stakeholder meeting
 - formal conciliation
 - formal arbitration
- f. The complaint committee shall not have had previous involvement with the complaint and should include representatives of:
 - the CEO or Director of **seventyWest**
 - the teaching staff
 - an independent person
- g. You shall be given an opportunity to present your case to the committee and may be accompanied by one other person as support or as representation.
- h. The relevant staff member shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support or as representation.
- i. The complaint committee will make a decision on the complaint.

- j.* The complaint committee will communicate its decision on the complaint to all parties in writing within 5 working days of making its decision.
- k.* Should you believe the complaint is not addressed appropriately, you may take your complaint to the VET Regulator.
- l.* Costs associated with any third party review, subsequent to this process, will be borne by the complainant.

Where the RTO considers more than 60 calendar days are required to process and finalise the complaint, or appeal, the RTO will:

- a.* inform the complainant or appellant in writing, including reasons why more than 60 calendar days are required, and
- b.* regularly update the complainant or appellant on the progress of the matter.

Student Records

Student's records are managed securely and confidentially. You may have access to your records at any time by submission of an 'Access to Records' request form to the Student Administration Officer. A \$20 fee is applicable for each request.

seventyWest will provide access to your records as soon as possible, but no more than within 10 working days from receipt of request and where payment of fees has been received.

Student Details

While studying with seventyWest, students can undertake administrative actions via the student portal such as updating personal details by selecting to edit your profile. If, however you are changing your name (i.e. due to marriage) a 'Change of Name Form' must be completed.

The Change of Name form is available via the seventyWest website. Completed forms, together with proof of name change (such as a Certificate from Births, Deaths and Marriages) are to be posted to the Student Administration Officer.

All supporting documents must be certified true copies of the originals.

Marketing and Advertising

seventyWest markets our vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. We provide clear information on the qualifications / courses that we offer. This includes the location of training, any required skills or knowledge and any additional training pathways. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. **seventyWest** will endeavour to provide all information needed by students prior to their making their decision to enrol in specific courses.

Sexual Harassment, Workplace Bullying

seventyWest is committed to promoting courtesy, trust and respect and to a working environment that is free from workplace bullying and sexual harassment. This organisation finds harassment of any kind unacceptable and will not tolerate it under any circumstance. Should you find yourself harassed in any way, please contact a Senior Staff member or the CEO of **seventyWest**.

Discipline

seventyWest expects students to abide by **seventyWest** policies and to maintain a level of behaviour that displays an appropriate level of respect for other students, **seventyWest** staff and/or any other people involved in the training/assessment process. **seventyWest** will initiate disciplinary measures against anyone who engages in any activity that could be determined as illegal, immoral, dishonourable or disruptive to the training environment.

Disruptive behaviour may include:

- Continuous interruptions to the trainer whilst delivering the course content
- Being disrespectful to other participants
- Smoking in non-smoking areas
- Harassment by using offensive language
- Sexual harassment
- Acting in an unsafe manner that places themselves and others at risk
- Continued absence at required times

Students must also adhere to scheduled training/assessment times unless otherwise agreed upon by **seventyWest** staff.

Where student behaviour is determined to be inappropriate, **seventyWest** will issue the perpetrator a single warning. If the behaviour recurs or persists, **seventyWest** will request the student to leave the course immediately and cancel the enrolment without a refund.

Legislative Requirements

seventyWest agrees to comply with all legislative requirements of State and Federal Government as are relevant to its operation and its scope of registration. As a Registered Training Organisation, we follow the Standards for Registered Training Organisations (RTOs) 2015 as our quality assurance system. The following legislation affects you and your training.

Work Health and Safety Legislation, 2011

The Work Health and Safety Act provides a nationally consistent framework for managing health and safety risks across Australia. Nationally uniform laws ensure all workers in Australia have the same standard of health and safety protection, regardless of the work they do. The objective of the **seventyWest** is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high risk plant - this is achieved by preventing or minimising exposure to risk. All organisations must comply with this legislation, regardless of the types of services and/or products they provide or sell.

seventyWest has systems in place for managing and minimising risk for the accredited courses and services we provide. Visit the Queensland Government's Workplace Health and Safety Website for more information on this legislation. <http://www.justice.qld.gov.au> or <https://www.worksafe.qld.gov.au/>

Anti-Discrimination Act 1991

The Anti-Discrimination Act aims to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including education and training. The services developed and offered by **seventyWest**, including our administrative practices and assessment processes, must take into account the principles established by this legislation. www.humanrights.gov.au

The Vocational Education and Training (Commonwealth Powers) Bill 2012

The registration of Queensland registered training organisations and the accreditation of vocational education and training courses comes under the jurisdiction of the national VET regulator, the Australian Skills Quality Authority (ASQA). ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

ASQA's vision is that students, employers and governments have full confidence in the quality of vocational education and training outcomes delivered by Australian registered training organisations. www.asqa.gov.au

The Standards for Registered Training Organisations (RTOs) 2015

The Standards are enabled by the *National Vocational Education and Training Regulator Act 2011* (NVR Act). The purpose of the Standards is to:

- describe the requirements that an organisation must meet in order to be an RTO in Australia
- ensure that training delivered by RTOs meets industry requirements (as set out in the training package or accredited course) and has integrity for employment and further study, and
- ensure RTOs operate ethically and consider the needs of both students and industry.

seventyWest has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of all students.

Staff members at **seventyWest** believe in continuous improvement and all staff members adhere to the requirements of the 2015 Standards.

<http://www.comlaw.gov.au/Details/F2014L01377>

Workplace Relations Act 1996, Fair Work Bill 2008

This section provides information on the Workplace Relations, those parts of the social security law and other legislation that is currently administered in the Employment and Workplace Relations Portfolio. www.employment.gov.au

The Fair Work Bill was introduced into Parliament in 2008 to update Work Choices legislation. For up-to-date information on Workplace Relations, visit the following website, <https://www.employment.gov.au/workplace-relations>

Copyright Act 1968

The [Copyright Act](#) relates to copyright and the protection of certain material and performances. Copyright is free and applies automatically when material is created. Generally, one chapter or ten percent of a work can be copied for educational purposes. However, you will need permission if what you are using is important, distinctive or essential part of the original material.

Specific rules apply to creative works such as music and poetry. This is overseen by CAL (Copyright Agency Limited). If someone wants to use copyrighted material beyond the usual allowance, then permission must be obtained from the copyright owner.

www.copyright.org.au

Privacy Act 1988

We at **seventyWest** have earned our customer's respect and trust. You have our assurance that your personal, financial and health information will remain confidential. You may apply to access your student records.

Any information collected is stored safely and securely and is not released to anyone at any time without your permission. The only exception is for government auditing purposes. Publication of information, placing photos on websites, releasing photos to newspapers or related activities requires written permission from the persons involved. Formal complaints regarding release of private information must be in writing and follow the complaints procedures outlined in this document. For information on privacy regulations in Queensland and in other states and territories, visit the website of the Office of the Australian Information Commissioner. www.privacy.gov.au

The Fair Trading Act 1989

The [Fair Trading Act](#) aims to provide an equitable, competitive, informed and safe market place. It makes provisions in respect to certain unfair or undesirable trade practices, and aims at regulating the supply of goods and services. This Act applies to the marketing and advertising policy of this RTO. <http://www.qld.gov.au/law/fair-trading>

Commission for Children and Young People and Child Guardian Act 2000

[Commission for Children and Young People and Child Guardian Act 2000](#) established the Commission for Children and Young People and Child Guardian in order to promote and protect the rights, interests and well-being of children in Queensland. Staff members at **seventyWest** who work with young people under 18 are required to obtain a "Blue Card" in order to verify that they have undergone a criminal history check in relationship to working with children.

Course Offerings

Accredited Courses

10148NAT	Certificate IV Feedlot Production (Feeding Management)		
Course Units	Title	Delivery	Assessment Methods
FPMFPS401	Work within a feedlot Production System	On-line / Distance	<i>Assessment methods for each unit may consist of a combination of: observation, written/oral questions, calculations, project work, simulation role play, case study, testimonial and 3rd party reports</i>
FPMFPN402	Apply feedlot production nutrition	On-line / Distance	
FPMFFP403	Select feedstuffs for use in feedlot production	On-line / Distance	
FPMFQS404	Implement feedstuff quality systems for feedlot production	On-line / Distance	
FPMAGP405	Assess feedlot grain processing systems	On-line / Distance	
FPMOGP406	Operate feedlot grain processing systems	On-line / Distance	
FPMFIM407	Evaluate feed intake and feeding management systems	On-line / Distance	
FPMFBM408	Apply bunk management	On-line / Distance	
FPMRMD409	Check ration manufacture and delivery systems	On-line / Distance	
FPMFEM410	Evaluate effects of environmental management on feedlot production	On-line / Distance	
AHCOHS401A	Maintain occupational health and safety (OHS) processes	On-line / Distance / On-Campus	
BSBLDR403	Lead team Effectiveness	On-line / Distance	

Refer to Course Brochures for further details on course of interest, or contact seventyWest direct.

Course Offerings *continued*

Short Courses

Category	Title	Delivery	Location	Offering
Business Productivity	<i>MYOB Fundamentals</i> <i>MYOB Payroll</i> <i>MYOB Advanced</i>	Classroom	Toowoomba	Refer Training Calendar on website
Rural	<i>Feedlot Software (eLynx)</i> <i>Feedlot Working Induction Training</i> <i>Backgrounding and Pasture Improvement</i>	Classroom Classroom Classroom & On-site	Various Locations - -	<i>Coming Soon</i> <i>Coming Soon</i>
Taking Business Online	<i>Developing Digital Strategy for your business</i> <i>Websites for rural enterprises</i> <i>Writing effective website copy</i>	Classroom	-	<i>Coming Soon</i>

Refer to Course Brochures for further details on course of interest, or contact seventyWest direct.

Contact Details

Physical Address: 70 West Street, Toowoomba, QLD 4350

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