

ENROLMENT TERMS AND CONDITIONS.

VERSION 2022.2

- IMPORTANT INFORMATION - THERE HAS BEEN AN UPDATE ON OUR REFUNDS AND WITHDRAWALS TERMS AND CONDITIONS.

EFFECTIVE 03rd of May 2022

FIRST AID COURSES

If you are unable to attend your course due to illness (including COVID) or a medical emergency, Intelligent Training Solutions will transfer your enrolment at the cost of \$17.50 providing that you supply our administration office with a medical certificate signed by a medical health professional within seven days of your intended course date. Failure to provide a medical certificate will result in your enrolment being cancelled and fees forfeited. Please refer to Clause 4 for all other terms and conditions related to refunds and Clause 5 for transfers.

ALL OTHER COURSES (DEFENSIVE DRIVER COURSES, INDUSTRY COURSES, NON-ACCREDITED COURSES ETC...)

For all other courses, regardless if you are sick (including COVID) or have a medical emergency, your enrolment will be cancelled and fees forfeited.

REASON: Courses such as our defensive driver course, or industry-based courses require Intelligent Training Solutions to secure trainers, training venues, course resources and printed materials for your attendance on the course. The failure to attend these courses, regardless of your reason, requires Intelligent Training Solutions to pay for the trainer's time and for the venues and resources hired. It is for this reason that your course will not be transferred, and any course fees will not be refunded. At the discretion of Intelligent Training Solutions, you may be offered a discount on your next enrolment; however, a medical certificate or evidence of enforced isolation will need to be provided before this can be considered. Please refer to Clause 4 for all other terms and conditions related to refunds and Clause 5 for transfers.

These terms and conditions will apply to all new enrolments submitted on or after the 03rd of May 2022.

PLEASE NOTE: The decision to implement these terms and conditions have not been made lightly. Non-attendance in a course costs businesses like ours time and money, especially when conducting essential training for COVID response workers and high-risk industries regardless of low course participant numbers.

INFORMATION HANDBOOK

Additional information can be found within the Information Handbook. This document is available to download from the [Student Administration](#) section of our website.

CLAUSE 1 – FEES AND CHARGES

COURSES WITH FEES UNDER \$1,500.00

For all courses under \$1,500, Intelligent Training Solutions requires payment in full prior to the commencement of your course.

COURSES WITH FEES OVER \$1,500.00*

Warning – Uncontrolled when printed! The current version of this document is kept on the Morton Server

For all courses over \$1,500.00, Intelligent Training Solutions will provide you with three options to pay your enrolment fees.

Our first option is via a weekly, fortnightly, or monthly direct debit using PayAdvantage, an Australian Direct Debit financial institute. Our second option will be to divide your course enrolment fees into equal instalments, payable over the duration of your course. Our third option is to offer you an interest-free student loan via PayRight. This last option allows you to pay off your course over a 6, 12 or 24 month period with the benefit of receiving your Certificate of Complete once you finish your course.

For a list of course fees, please visit the course webpage.

* When enrolling on a course, you will need to indicate your preferred payment method. For any additional information regarding direct debit schedules or fee statements please contact our administration office. All payments made online or over the phone will incur a 3% surcharge. This is the fee charged by our financial institutions and not kept by Intelligent Training Solutions.

NOTE: Payment instalments and schedules have been available on each course page as of November 2013.

LAST UPDATED: This clause was last updated on the 26th of August 2021.

CLAUSE 2 – DEFERRING FROM AN ACCREDITED COURSE

Before you apply to defer from an accredited course, we strongly recommended that you discuss the matter with your course coordinator. Depending on your date of deferral, you may still be liable for fees related to any non-completed component of your current units.

You cannot defer from your course enrolment to avoid the requirement to show cause for unsatisfactory academic progress in a given academic year. Students may defer from an accredited course for a maximum period of 6 months. If during your deferral period your course code or course criteria is updated or changed by www.training.gov.au, you may be required to pay additional course enrolment fees so that you can be enrolled into the newest or current version of your course.

To defer from your course you will need to complete a deferral application form. This form can be downloaded from <https://www.its.vic.edu.au/student-administration/>

LAST UPDATED: This section was last updated on the 14th of December 2018.

CLAUSE 3 – WITHDRAWING FROM AN ACCREDITED COURSE

Before you apply to withdraw from an accredited course, we strongly recommended that you discuss the matter with your course coordinator. Withdrawing from a course will make you liable for any remaining or outstanding fees relating to your course or any non-completed units of competence as Intelligent Training Solutions has already secured trainers, training venues, course resources and printed materials for you. Your attendance has been included as part of the course and therefore, withdrawing from your course will result in a vacant position within the course and will deprive Intelligent Training Solutions and the course of the revenue it would provide.

You cannot withdraw from your course enrolment to avoid the requirement to show cause for unsatisfactory academic progress in a given academic year.

To withdraw from your course you will need to complete a withdrawal application form. This form can be downloaded from <https://www.its.vic.edu.au/student-administration/>

LAST UPDATED: This section was last updated on the 14th of December 2018.

CLAUSE 4 – REFUND OF ENROLMENT FEES

Eligibility for a refund will be assessed based on the services provided to the student and the costs incurred by Intelligent Training Solutions to provide those services to the student. Applications for refunds must be made by completing the Refund Application Form.

Intelligent Training Solutions will provide students with a full refund of paid course fees within 20 days from the receipt of a refund application form for any course cancelled by Intelligent Training Solutions. This does not include courses postponed by Intelligent Training Solutions due to imposed government restrictions, government lockdowns, or COVID related closures. Courses postponed due to government restrictions, government lockdowns, or COVID related closures will be processed under Clause 4.5.

For courses cancelled by Intelligent Training Solutions, not related to a government directive, restriction or lockdown, Intelligent Training Solutions will provide students with a refund where:

- Intelligent Training Solutions is unable to offer the course and where a suitable alternative cannot be provided;
- Intelligent Training Solutions closes or ceases to deliver any part of the course the student is enrolled in;
- Intelligent Training Solutions refuses the application for enrolment

REFUNDS REQUESTED BY STUDENTS FOR ACTIVE ENROLMENTS

Where a refund is requested by the student, the following terms and conditions will apply:

Once a deposit, instalment payment or full payment has been made, the student's enrolment is then considered active. All refund requests must be in writing using the refund application form, located in the Student Administration section of our website. This form must be signed and dated by the enrolled student and sent to Intelligent Training Solutions using one of the methods listed on the form.

For active enrolments, the following terms and conditions will apply:

Clause 4.1	90% of the course fee or deposit paid by the student, minus any Banking, PayPal or Merchant fees will be refundable if a written application is received within 28 days or more before the course commencement date.
Clause 4.2	Only 50% of the course fee or deposit paid by the student, minus any Banking, PayPal or Merchant fees will be refundable if a written application is received within 8 to 27 days before the course commencement date.
Clause 4.3 *Exceptions may apply. See notes 1, 2.2 and 3	Your course fees or course deposit WILL NOT BE refunded for any refund application received with less than eight (8) days' notice of the course commencement date. Intelligent Training Solutions has already secured the required trainers, training venues, course resources and printed materials for your attendance on the course. Your enrolment has been taken into account during this preparation stage; therefore, course fees WILL NOT be refunded.

	<p>WITHDRAWING FROM THE COURSE AT THIS STAGE WILL RESULT IN A VACANT POSITION WITHIN THE COURSE AND WILL DEPRIVE INTELLIGENT TRAINING SOLUTIONS AND THE COURSE OF THE REVENUE IT WOULD PROVIDE</p>
<p>Clause 4.4</p>	<p>Any student who enrolls into a course less than 8 days from the proposed course commencement date will not receive a refund in accordance with Clause 4.3.</p> <p>NOTE: Please decide carefully when enrolling in a course with less than 8 days between your enrolment and the commencement of the course. Intelligent Training Solutions does not have a cooling-off period unless specifically mentioned in a Product Disclosure Statement (PDS). Not all courses have a PDS. Once your course has commenced, all instalments or direct debit payments must be made and are non-refundable.</p>
<p>Clause 4.5 (COVID-19)</p>	<p>As of 27th of August 2021, Intelligent Training Solutions will NO LONGER provide a refund on courses postponed due to government restrictions or government-issued lockdowns. INSTEAD, students who find their course delayed due to government restrictions or government-directed lockdowns will be automatically issued with a credit note* allowing the student to reschedule their course to another time and date available once the government restrictions or government lockdown has been lifted.</p> <p>These terms and conditions will apply to all new enrolments submitted on or after the 27th of August 2021. This change in conditions does not apply to enrolment received before, and including the 26th of August 2021.</p> <p>PLEASE NOTE: The decision to implement these terms and conditions have not been made lightly. Government restrictions and lockdowns cost businesses like ours time and money, especially considering that we still conduct essential training for COVID response workers and high-risk industries regardless of low course participant numbers.</p> <p>* NOTE 1- All credit notes will be valid for 12-months starting from the date the credit note was issued. After 12 months, providing that Intelligent Training Solutions had the student course available on offer on more than two occasions, the enrolment fees will be forfeited by the student. If Intelligent Training Solutions is unable to make at least two-course offers during this period, the credit note may be extended for a further 12 months.</p>

NOTE 1 - If you can find another person to take over your enrolment, effectively replacing your enrolment with another (1:1), Intelligent Training Solutions, at its discretion, will arrange for you to receive either a refund under Clause 4.1 or a transfer of your enrolment under Clause 5. The decision on which Clause will be implemented will be made by Intelligent Training Solutions.

NOTE 2 - <Deleted>

NOTE 2.1 - <Deleted>

NOTE 2.2 – Effective 03rd of May 2022

FIRST AID COURSES

If you are unable to attend your course due to illness (including COVID) or a medical emergency, Intelligent Training Solutions will transfer your enrolment at the cost of \$17.50 providing that you supply our administration office with a medical certificate signed by a medical health professional within seven days of

your intended course date. Failure to provide a medical certificate will result in your enrolment being cancelled and fees forfeited. Please refer to Clause 5 for all other terms and conditions related to transfers.

ALL OTHER COURSES (DEFENSIVE DRIVER COURSES, INDUSTRY COURSES, NON-ACCREDITED COURSES ETC...)

For all other courses, regardless if you are sick (including COVID) or have a medical emergency, your enrolment will be cancelled, and fees forfeited.

REASON: Courses such as our defensive driver course or industry-based courses require Intelligent Training Solutions to secure trainers, training venues, course resources and print course materials for your attendance on the course. When a student fails to attend their course, regardless of your reason, Intelligent Training Solutions is still required to pay for the trainer's time and for the venue and resources hired. It is for this reason that your course will not be transferred, and any course fees will not be refunded.

At the discretion of Intelligent Training Solutions, you may be offered a discount on your next enrolment; however, a medical certificate or evidence of enforced isolation will need to be provided before this can be considered.

These terms and conditions will apply to all new enrolments submitted on or after the 03rd of May 2022.

PLEASE NOTE: The decision to implement these terms and conditions have not been made lightly. Non-attendance in a course costs businesses like ours time and money, especially when conducting essential training for COVID response workers and high-risk industries regardless of low course participant numbers.

NOTE 3 - If you are unable to attend due to a series injury, a series injury of a family member or due to the death of a family member, a refund will be issued under Clause 4.1, however, you must provide us with a Medical Certificate stating you were unable to attend due to a serious injury. A letter signed by your GP will also be required when seeking a refund due to the death of a family member.

REFUNDS REQUESTED BY STUDENTS FOR NON-ACTIVE ENROLMENTS

Where a student has not yet paid for their course, course deposit, or arranged a PayRight application, the enrolment is considered non-active and therefore not subject to Clause 4.4 or 4.5. A student with a non-active enrolment will not be asked to pay for their intended course as their position on a course has not been confirmed or accepted by Intelligent Training Solutions.

NOTE: These enrolment terms and conditions and the availability of our complaints and appeals processes, do not remove your rights to take action under Australia's consumer protection laws.

LAST UPDATED: This clause was last updated on the 02nd of May 2022.

CLAUSE 5 – STUDENT REQUESTED COURSE TRANSFERS

When a student requests a transfer into another course, the following terms and conditions will apply. Any student requesting a course transfer must do so in writing by completing the Internal Course Transfer Form located in the Student Administration section of this website.

Course transfers will only be considered if received with more than eight days' notice before the course commencement date. Course transfers will incur a **\$17.50** transfer fee.

Any student requesting to have the course transferred within the eight days of their course commencement date will have their request declined. Any request to transfer your course within the eight days of your course's commencement date, due to the reason of 'work commitments' will have their request declined.

NOTE 1 – If you can find another person to take over your enrolment, effectively replacing your enrolment with another (1:1), Intelligent Training Solutions, at its discretion, will arrange for you to receive either a refund under Clause 4.1 or a transfer of your enrolment under this clause. Intelligent Training Solutions will make the decision on which clause will be implemented.

NOTE 3 – If you are unable to attend due to hospitalisation or the death of a family member, a transfer may be considered; however, you must provide us with a Medical Certificate stating that you will be unable to attend. A letter signed by your GP will also be required when seeking a transfer due to the death of a family member or friend.

LAST UPDATED: This clause was last updated on the 03rd of May 2022.

CLAUSE 6 – OVERDUE PAYMENTS

Students who are unable to meet the payment due date listed on their invoice must contact Intelligent Training Solutions for an extension of their course fees before their invoice is due to avoid any late payment fees.

Requests for course fee extensions must be made in writing using the Fee Payment Extension Form located in the [Student Administration and Form](#) section of this website.

Once an invoice is overdue, the following terms and conditions will apply:

- Employers, schools, or students who do not make their payments by the due date listed on their invoice will be excluded from attendance, and have their access to the Learner Portal suspended for 14 days or until the overdue payment has been made.

NOTE: Our accounting software sends students an invoice reminder notice two days from the invoice due date. Our accounting software will also send students an automated overdue invoice reminder notice once a student's invoice is overdue by 7, then 14 and finally 35 days.

- Students will receive an I.T.S issued overdue notice three days from when their invoice became overdue. A student's access to their Learner Portal will also be suspended at this point in time should the student fail to contact Intelligent Training Solutions with a plan for payment of the outstanding invoice.

NOTE: A 10% or \$50 administration late fee, whichever is the lesser amount, will be added to any accounts overdue for more than ten days.

- If the overdue payment has not been rectified within 14 days of the due date, Intelligent Training Solutions will send the student a second overdue notice, informing the student that their enrolment may be cancelled should payment not be received within the next 14 days. The second overdue notice will also inform student's that their account with Intelligent Training Solutions will be sold to our debt recovery agent, Prushka Debt Collections, once their invoice becomes overdue for more than 30 days.

NOTE: A student's account will be handed over to our debt recovery agent in full and will include all overdue and future payments owed to Intelligent Training Solutions. All costs associated with the recovery of the outstanding debt, the costs involved with reporting the debt to Australia's leading credit information company, and any associated administrative costs to be added to the student account

- If the overdue account has not been rectified with 28 days of the original invoice due date, Intelligent Training Solutions will send the student a third and final notice, warning the student that their enrolment will be cancelled within 48 hours and that their account will be sent to our debt recovery agent, and that all costs associated with the recovery of the outstanding debt will be added to the student's account.

PLEASE CALL US: At any stage throughout the process listed above, until the point at which the student's account is sold to the debt recovery agent, students are encouraged to contact our office and make a payment arrangement for their outstanding fees.

Intelligent Training Solutions would prefer to work with you during any financial hardships you are experiencing, however failing to speak with us will result in us recovering course fees through a paid service.

NOTE: These enrolment terms and conditions and the availability of our complaints and appeals processes, do not remove your rights to take action under Australia's consumer protection laws.

LAST UPDATED: This clause was last updated on the 26th of August 2021.

CLAUSE 7 – CHANGES IN COURSE FEES

A course's fees may change without notice, however, once a student's enrolment has been confirmed by Intelligent Training Solutions via text message, your course fees will not be subject to change for the normal duration of the course.

If you are unable to complete your course in the specified time indicated by your enrolment or agreed program delivery form, you will be charged for the additional time and resources required to extend your enrolment. Your program coordinator will monitor your progress throughout the course and will discuss course extension options with you as early as four weeks from your completion date.

LAST UPDATED: This clause was last updated on the 18th of December 2018.

CLAUSE 8 – COURSE EXTENSION

Standard course extensions are available to anyone wishing to extend their course beyond their course end date. If you require additional time to complete your studies, Intelligent Training Solutions offers extensions at a fee of \$125 per month.

In the event of extreme hardship, extenuating circumstances, or a debilitating medical condition you may be eligible to apply for a non-standard extension in order to have your extension fees waived. For more

information visit the Student Administration and Forms page: <https://www.its.vic.edu.au/student-administration/>

Please note: All extensions are applied from the enrolment expiry date without exception.

You are not obligated or required to apply for an extension.

LAST UPDATED: This clause was last updated on the 14th of December 2018.

CLAUSE 9 – CHANGE OF PERSONAL DETAILS

You must notify Intelligent Training Solutions of any changes to your address, telephone numbers, and email addresses within seven days of the change occurring. Intelligent Training Solutions requires your updated information so that you can be contacted with important and relevant information affecting your course or your enrolment.

LAST UPDATED: This clause was last updated on the 14th of December 2018.

CLAUSE 10 – AWARDS – CERTIFICATES, RECORDS OF RESULTS OR STATEMENTS OF ATTAINMENTS

Students are entitled, at no additional cost, to a formal Statement of Attainment (SOA) on course withdrawal, prior to completing the qualification, provided that all fees related to the units of competency shown on the Statement of Attainment are paid in full.

Course credentials (awards, statements of attainments, transcripts) will not be issued to students who are in breach of any part of this agreement. Additional or re-prints of Statements or Certificates will incur a **\$6.50** fee which will need to be paid upfront.

LAST UPDATED: This clause was last updated on the 03rd of December 2021.

CLAUSE 11 – UNIQUE STUDENT IDENTIFIER

To receive a Certificate, Statement of Attainment, or Record of Results, you will need to provide Intelligent Training Solutions with your Unique Student Identifier (USI). Your USI is your individual education number for life. It also creates an online record of your Australian training achievements.

You will need a USI if you are:

- **undertaking Nationally Recognised Training**
- a higher education student seeking Commonwealth financial assistance (eg. a HECS-HELP loan)
- a higher education student graduating in 2023 or beyond

Please note: Any student can enrol in a course without providing us with your USI; however, Intelligent Training Solutions cannot issue you with an award (Certificate, Statement of Attainment, or Record of Results) without your valid USI. Without a USI you can still attend and completed one of our courses. You will gain the knowledge and skills from the enrolled course, you will just not receive an award for your efforts. Your course fees are for attending and participating in a course, not receiving a Certificate.

For more information, please visit the USI website: <https://www.usi.gov.au/students>

LAST UPDATED: This section was last updated on the 22nd of April 2022

CLAUSE 12 – VACCINATION MANDATE FOR STUDENTS AND STAFF

GOVERNMENT VACCINE MANDATE ORDERS FOR TAFE | HIGHER EDUCATION | REGISTERED TRAINING PROVIDERS AND TRAINING SECTORS

STAFF MEMBERS

In line with the Pandemic (Workplace) Order, all higher education workers (paid or Voluntary) must provide evidence to their employer that they are fully vaccinated (minimum two doses) or have a valid medical exemption to work onsite.

A copy of the evidence does not need to be held by the operator. Instead, the training provider must keep a record of having sighted the appropriate evidence.

A record should include:

- the name of the worker or individual accessing the site;
- their vaccination status;
- their vaccine appointment booking (if relevant);
- who sighted the evidence;
- the date the evidence was sighted; and
- the type of evidence sighted (e.g. COVID-19 vaccine digital certificate).

Whilst training provider staff are not currently required to have a third-dose or booster vaccine, it is strongly encouraged where safe to do so.

STUDENTS

Students and other visitors **are not required** to be vaccinated to attend a training provider's premises.

Students, trainees and apprentices who are attending workplaces on site for hands-on, practical learning must follow the vaccination requirements relating to their job or workplace, which may include the requirement of a booster vaccination. Please refer to the worker vaccination requirements for more information.

Checking in via a QR code system is not required for any persons attending onsite. This includes for hospitality venues such as cafes and restaurants that are on campus.

FACE MASKS

Face masks are not required to be worn by students or staff, unless it is a requirement of a workplace they are attending for hands-on, practical learning (for example, a healthcare setting).

LAST UPDATED: This section was last updated on the 03rd of May 2022

CLAUSE 13 – COURSE ASSESSMENTS

Students are entitled to two assessment attempts for each theory unit and one practical assessment attempt*. If a student is unsuccessful after their attempts, they will be required to repeat the unit. A re-enrollment fee will apply to students who are required to repeat a subject.

*Excludes the following courses:

First Aid Courses

Defensive Driver Courses

LAST UPDATED: This section was last updated on the 02nd of May 2022

This document was originally created on Monday 15th January 2018.

If you need any help interpreting our terms and conditions, or for any guidance, please email admin@its.edu.au or call +613 5415 0204, Monday to Friday 8.30 am to 5.00 pm AEST prior to enrolling.

PUBLICATION

This document and the terms and conditions of enrolment within have been approved for publication by the Chief Executive Officer, Alexander Mueller

Signed: 
Alexander Mueller

Date: 03rd of May 2022

HISTORIC RECORD

REMOVED AND REPLACED on 02nd of May 2022

As of the 22nd of March 2022, Intelligent Training Solutions can no longer able to transfer you to another course should you be unable to attend due to sickness or a medical emergency. If you are sick, or you are required to isolate after being tested positive for COVID, or you have been identified as a close contact of someone who is COVID positive, your enrolment will be forfeited. This is because Intelligent Training Solutions has already secured the required trainers, training venues, course resources and printed materials for your attendance on the course. Your enrolment has been taken into account during this preparation stage. The expenses involved in conducting your course or cancelling the trainer due to your non-attendance need to be paid. Therefore your course will not be transferred, and any course fees will not be refunded. At the discretion of Intelligent Training Solutions, you may be offered a discount on your next enrolment; however, a medical certificate or evidence of enforced isolation will need to be provided before this can be considered.

These terms and conditions will apply to all new enrolments submitted on or after the 22nd of March 2022. This change in conditions does not apply to enrolment received before, and including the 21st of March 2022.

PLEASE NOTE: The decision to implement these terms and conditions have not been made lightly. Non-attendance in a course cost businesses like ours time and money, especially when conducting essential training for COVID response workers and high-risk industries regardless of low course participant numbers.

CLAUSE 4

NOTE 2 (this note expired on the 21st of March 2022 and was replaced with NOTE 2.1) - If you are unable to attend due to sickness or a medical emergency, Intelligent Training Solutions will transfer your course, however, you must provide a Medical Certificate issued by your GP before we can transfer your course otherwise your application will not be considered. This includes the need for COVID related tests and isolation. In the event, you are required to isolate after having been tested for COVID or because you are registered as a close contact of an exposure site or positive COVID case, Intelligent Training Solutions will only transfer your course upon evidence provided, no refund will be provided.

CLAUSE 4 - NOTE 2.1 - This note was replaced on the 02nd of May 2022

NOTE 2.1 - Effective as of the 22nd of March 2022, Intelligent Training Solutions is no longer able to transfer your course should you be unable to attend due to sickness or a medical emergency. In the event you are sick, you are required to isolate after having been tested positive for COVID, or you have been identified as a close contact of someone who is COVID positive, your enrolment will be forfeited. This is due to the fact that Intelligent Training Solutions has already secured the required trainers, training venues, course resources and printed materials for your attendance on the course. Your enrolment has been taken into account during this preparation stage and the expenses involved in conducting your course or cancelling the trainers still need to be paid, therefore your course will not be transferred and course fees WILL NOT be refunded. At the discretion of Intelligent Training Solutions, you may be offered a discount on your next enrolment, however, a medical certificate or evidence of enforced isolation will need to be provided before this can be considered.

CLAUSE 5 - GENERIC NOTE REMOVED ON 02nd of May 2022

Warning – Uncontrolled when printed! The current version of this document is kept on the Morton Server

NOTE: These enrolment terms and conditions and the availability of our complaints and appeals processes do not remove your rights to take action under Australia's consumer protection laws.

CLAUSE 12 - AMENDED ON 02nd of May 2022

(ORIGINAL CLAUSE)

GOVERNMENT VACCINE MANDATE ORDERS FOR TAFE | HIGHER EDUCATION | REGISTERED TRAINING PROVIDERS AND TRAINING SECTORS

As of Monday 01st of November 2021, in line with the Public Health Advice, the [Victorian Government together](#) have mandated that all students and staff attending a training venue on-site across any TAFE, Higher Education provider (universities), or Registered Training Organisations (RTOs) throughout Victoria must be fully vaccinated against COVID-19 or have been issued with an approved medical exemption. This includes:

All students over the age of 16 coming on-site to any training venue must be fully vaccinated or have a valid medical exemption;

All students under the age of 16

Students excluded from the fully vaccinated requirement include:

Students who are unvaccinated or have had their first dose only, will not be able to come on-site until they are fully vaccinated or have a valid medical exemption

DENSITY QUOTIENTS

As per the Department of Educations requirements, density quotients do not apply to teaching and learning spaces in adult education. All other public-facing areas are subject to a density quotient of one person per two square meters.

LAST UPDATED: This section was last updated on the 01st of November 2021

CLAUSE 13 - UPDATED ON 02nd of May 2022

(ORIGINAL CLAUSE)

Students are entitled to two assessment attempts for each theory unit and one practical assessment attempt, excluding First Aid courses. If a student is unsuccessful after their attempts, they will be required to repeat the unit. A re-enrollment fee will apply to students who are required to repeat a subject.

LAST UPDATED: This section was last updated on the 14th of December 2018

END HISTORIC RECORD
