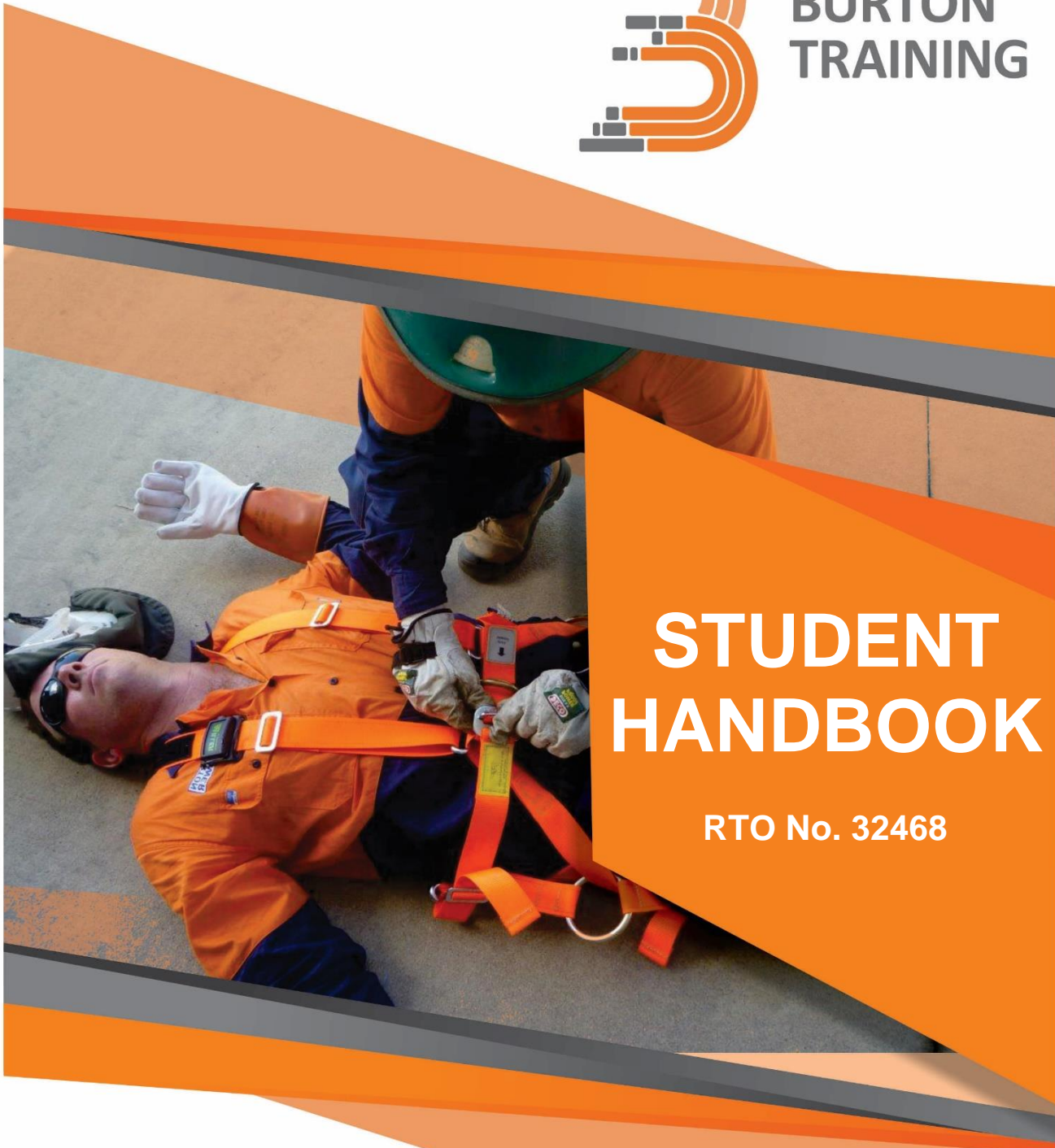




**BURTON
TRAINING**



STUDENT HANDBOOK

RTO No. 32468

Burton Training and Consultancy Pty Ltd

Site: 27 – 29 Jay Street, Mount St John QLD 4818

Postal: PO Box 7365, Garbutt QLD 4814

P: (07) 4758 9702

E: admin@burtontraining.com.au

Handbook Disclaimer

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Burton Training and Consultancy policy may impact on the currency of information included. Burton Training and Consultancy reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Burton Training and Consultancy.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of Burton Training and Consultancy. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook. Students will be required to sign and date an acknowledgement on the 'Course Attendance Sheet' and declaration on the 'Student Contact Details Form'. Any queries can be directed to:

Burton Training & Consultancy

RTO No. 32468

27-29 Jay Street

MOUNT ST JOHN QLD 4814

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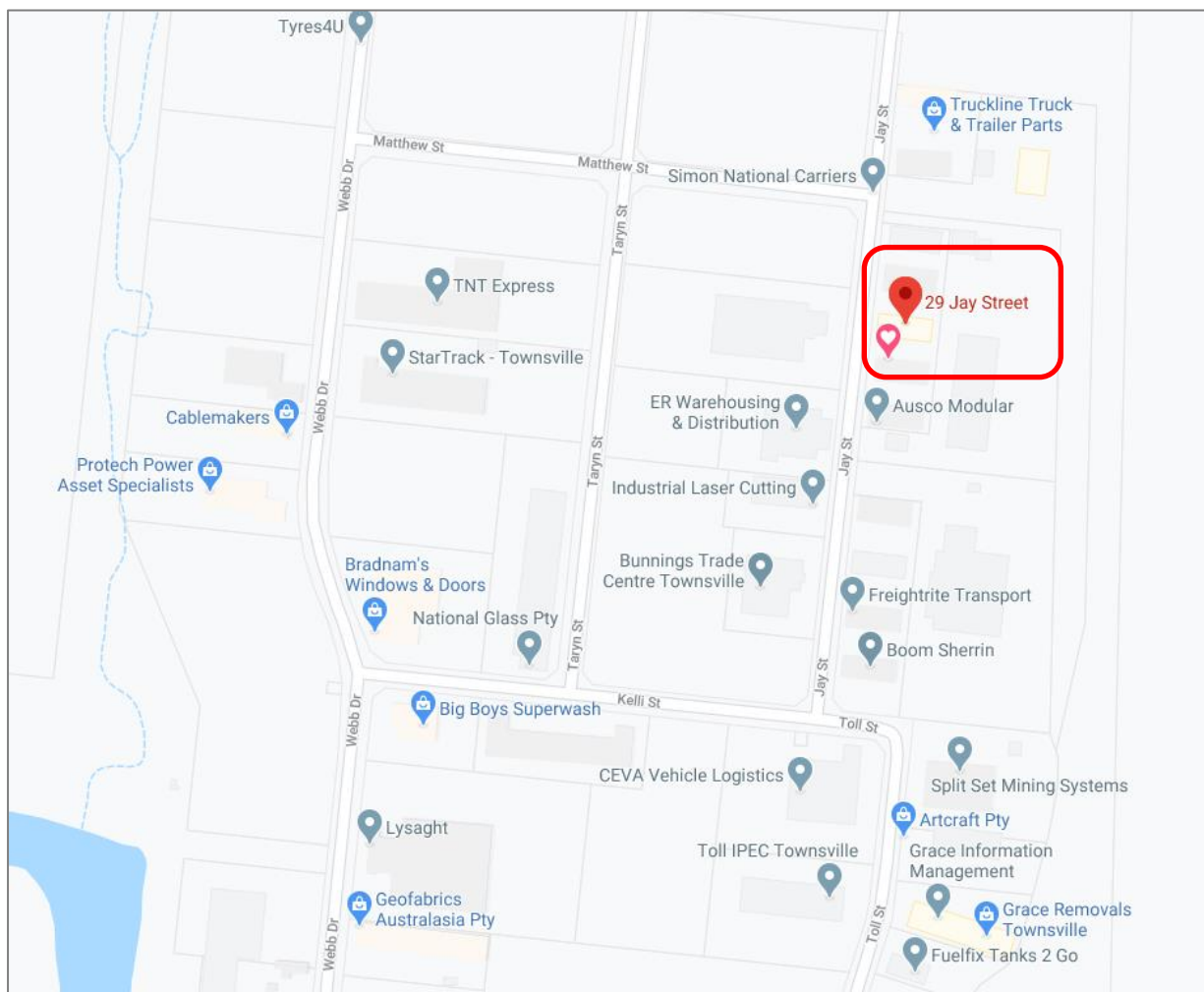
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RTO Details

Head Office:

RTO Name:	Burton Training & Consultancy Pty Ltd
RTO No.:	32468
Site Address:	27-29 Jay Street, Mount St John QLD 4818
Postal Address:	PO Box 7365 Garbutt QLD 4814
Phone contact:	(07) 4758 9702
Email:	admin@burtontraining.com.au
Website:	www.burtontraining.com.au

Location:



Mission Statement

Burton Training and Consultancy's mission is:

To ensure that all training we undertake is of the highest standard and exceeds the expectations of our clients. We will endeavour to provide either on or off-site training that allows individuals and companies to achieve their full potential while maintaining safe work practices and limiting disruption to business' activity.

We will work in partnership with our clients to ensure that the courses we offer are designed to meet their individual training needs.

Legislation

As a Registered Training Organisation (RTO), Burton Training and Consultancy is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2015*

Additionally, Burton Training and Consultancy abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

Commonwealth Legislation:

- Commonwealth Privacy Act 1988 / Privacy Amendment (Private Sector) Act 2000
- Commonwealth Sex Discrimination Act 1984
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Age Discrimination Act 2004
- Commonwealth Disability Discrimination Act 1992

Queensland Legislation:

- Child Protection Act 1999
- Disability Services Act 2006
- Fair Trading Act 1989
- Vocational Education, Training and Employment Act 2000
- Work Health and Safety Act and Regulations 2011
- Electrical Safety Act 2002 and Regulations 2013

More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.asqa.gov.au which is the website for the regulator of Australia's vocational education and training (VET) sector

Privacy

Burton Training and Consultancy strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the *Privacy Act 1988*. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

For further information, refer to our '*Privacy Notice*' located on our website.

Access to your Records

If you wish to access your student information file, please direct your enquiry to the Administration department.

Enrolment

Burton Training and Consultancy provides training on a needs basis as requested from the student and / or client. Information on the fees and charges relating to the proposed course of study are provided, and payment terms and methods are agreed upon. Once a training request is approved (and training request form provided), confirmation of training is provided to the student / client. The only time training will not go ahead is in extreme circumstances beyond the company's control (refer to the refund policy if applicable).

Entry Requirements

Contact Burton Training and Consultancy to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to:

- Previous workplace experience.
- Previous completion of another qualification / unit of competency that is specified as a pre-requisite for a course.
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role.
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced.
- Access to a computer that has appropriate software and capacity to access learning and assessment materials.
- Access to an internet connection with sufficient capacity to download course materials (eg. broadband connection).
- Access to course specific materials such as personal protective equipment (PPE) or other tools of trade.

Admission into the course is accepted based on the student meeting all prerequisites of the course. The induction will occur at the commencement of the course. During the induction process the student will be required to complete a 'Student Contact Details' form.

Student Contact Details

Burton Training and Consultancy's main objective is to provide quality training to meet student and / or client needs. In order to do so, we need to collect personal information to assist with managing training records and also conform to the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) requirements. Burton Training and Consultancy is committed to protecting the privacy of all personal information.

Upon change of name, address or telephone number, the student is required to notify Burton Training and Consultancy with the relevant information. The change must be advised in writing stating the previous address, the new address. No responsibility will be accepted by the Organisation for failure to follow the above procedure.

Unique Student Identifier (USI)

From 1 January 2015, all students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI). It allows students to link to a secure online record of all qualifications / unit of competencies gained regardless of the provider.

As an RTO, Burton Training and Consultancy cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI prior to completing training / course.

Students will need to either apply for their USI (via <https://www.usi.gov.au/students/create-your-usi>) prior to undertaking training or give Burton Training and Consultancy permission to create a USI on their behalf. Students will need to provide one form of identification such as Driver's Licence; Medicare Card; Australian Passport; Visa (with Non-Australian Passport); Birth Certificate (Australian); Certificate of Registration By Descent; or Citizenship Certificate for the Organisation to be able to successfully create a USI on their behalf.

For more information:

Website: www.usi.gov.au

Email: usi@education.gov.au

Phone: 1300 857 536

Access and Equity

Access and Equity policies are incorporated into operational procedures. Burton Training and Consultancy prohibits discrimination towards any group or individuals in any form, inclusive of:

- Age
- Gender
- Homosexuality (male or female, actual or presumed)
- Marital status
- Physical or intellectual or psychiatric disability
- Pregnancy
- Race, colour, nationality, ethnic or religious background.

Burton Training and Consultancy encourages students with diverse backgrounds and a genuine interest in expanding their knowledge and skill to apply for admission into all courses.

Programs are designed and wherever possible, facilities set up to enhance flexibility of delivery in order to maximise the opportunity for access and participation by disadvantaged people.

Students have the right of access to their records after proof of identification is provided. Such requests may be required to be made in writing. Where an Employer is paying for the training the Employer will have access to student records.

Learning Support

Burton Training and Consultancy is committed to ensuring the student and / or client receive training, assessment and support services meet the individual's needs. To achieve this, we need to be kept informed and know the student needs are.

If at any point throughout the course a student requires assistance or support please discuss these needs with Burton Training and Consultancy staff and we will do our best to help. If you have any special needs, including language and literacy, learning, mobility, visual impairment or hearing please notify staff as soon as possible, preferably at the start of your course, to allow us to cater for any of your needs. If you do not tell us about any condition that may affect your learning, we may not be able to assist you if or when the need arises.

Note that any information told to us in relation to student needs will remain confidential and only used to support the student.

Other Support Services

Burton Training and Consultancy is at all times concerned for the welfare of its students. If you are experiencing difficulties and / or require counselling or personal support, there are a number of professional organisations well equipped to offer services to help. Included are:

Lifeline: 13 11 14 or www.lifeline.org.au

Beyond Blue: 1300 22 4636 or www.beyondblue.org.au

Salvation Army: 13 SALVOS (13 72 58) or www.salvos.org.au

Fees

Prior to commencement of course, students / clients will be given costing / quote and upon acceptance, they will be agreeing to payment of fees. Upon completion of course, an invoice will be forwarded, requesting payment within 14 days. Note: where an employer is paying for the course, the employer will have access to student records.

On successful completion of training courses, the student will be issued with a Statement of Attainment (accredited course/s) and a Statement of Attendance (non-accredited course/s). If the student loses the statement or requires an additional copy, then a fee of \$10.00 per statement will be charged.

Cancellation Fee

Notification of cancellation / withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be made in writing to Burton Training and Consultancy.

In the case of cancellation / withdrawal, the following cancellation fees will apply:

1. If the student / client gives notice to cancel their booking / enrolment more than 2 business days prior to the commencement of the course, the student / client will not be charged or will be entitled to a full refund if any fees paid upfront.
2. If the student / client fails to turn up to the scheduled course, then 100% of course fees will be charged to the student / client.
3. If the student / client gives notice to cancel their booking / enrolment within the 2 business days prior to the commencement of the course, then 50% of the fees will be charged.
4. If travel costs have been outlaid for the Trainer and the client / student cancels their booking / enrolment, then these costs will be on charged to the student / client.
5. Where a course does not have enough participants to run, Burton Training and Consultancy may cancel the course at any time and provide this notice in writing to the student / client.

Payment Options

Payment of course fees can be made to Burton Training and Consultancy via: Electronic funds transfer or Cash and paid within the agreed term of 14 days.

Please note that outstanding fees may result in Burton Training and Consultancy withholding the issue of statements / certificates until all fees are paid. If you have trouble paying your fees, please contact us to discuss options.

Refund Policy

Burton Training and Consultancy has the following policy regarding refunds of fees to students. The Organisation offers a fair and equitable refund policy that complies with all legislative requirements.

Course fees shall not be refunded to the student under any circumstances unless:

1. Burton Training and Consultancy cancels or discontinues a course.
2. Student / client withdraws from a course due to serious illness (we will refund any course fees paid less an administrative fee) - a medical certificate is required. The Organisation will then refund any payments made after the initial deposit, however, an administration fee is also payable.

Refund Policy in the Event of a Course Being Cancelled

In the event of a course being cancelled (and pre-payment received), the student / client will be issued with a full refund of fees paid to the Organisation.

Course Information

Burton Training and Consultancy is a Registered Training Organisation (RTO) and offers a range of accredited and non-accredited courses for the electrical supply and related industries.

Burton Training and Consultancy is accredited with ASQA and complies with 'Standards for Registered Training Organisations (RTO's) for 2015'.

Accredited Training

Code	Title	Expiry
HLTAID001	Provide cardiopulmonary resuscitation	6 – 12 mths
UETDRRF06	Perform rescue from a live LV panel	6 – 12 mths
UETDRRF03	Perform EWP rescue	6 – 12 mths
UETDRRF02	Perform pole top rescue	6 – 12 mths
UETDRRF10	Provide first aid in an ESI environment	6 – 12 mths

6 monthly refresher training: Contractors working for Ergon Energy

12 monthly refresher training: as per Legislation requirements

Non Accredited Training

Esitrain Courses	Expiry
M292 Connections to the LV Network (Ergon / Energex)	6 – 12 mths
4490 Working Safely near Live Electrical Lines & Apparatus (Ergon)	

6 monthly refresher training: Contractors working for Ergon Energy

12 monthly refresher training: as per Legislation requirements

4490 Working Safely near Live Electrical Lines & Apparatus (Ergon): Formal training recommended every 3 years with annual refresher training

High Voltage Switching Training	Expiry
HV Switching Operator Course (Theory) includes: Operator, Assistant, Permit Recipient, Safe Entry to HV Enclosures	2 years
HV Switching Operator Course Onsite (Practical)	

High Voltage Switching Operator: Formal training recommended every 2 years but not exceeding 3 years

Title	Expiry
Chainsaw Operation & Maintenance	3 years
Selection & Use of Portable Fire Fighting Equipment	3 years
Use & Care of Personal Protective Equipment	
Inspection & Use of Personal Fall Prevention Equipment	
Work Safely at Heights (Awareness)	

Formal training recommended every 3 years

Amount of Training

Burton Training and Consultancy will determine the amount of training they provide to each student, with regard to their existing knowledge, skills and prior experience.

Students will be categorised into two (2) types of cohorts:

- Initial Training; students new to training.
- Refresher Training; students with previous experience and / or training similar to this course.

Initial Training

Initial training is intended for those students who have no prior training and / or experience. For example; school leavers, apprentices, job seekers, new to an industry or those wanting a career change. Initial training is generally longer in duration to allow students the opportunity to engage and develop required knowledge and skills in a variety of workplace contexts.

Refresher Training

Refresher training is a shorter course that is appropriate for students who have industry experience or have conducted previous training.

Duration

Course duration may be reflective of class sizes which range between 1 and 12 students. If there are less students in a class, then the course duration may reduce and if the class size exceeds 12 students, then the duration may increase depending upon the number of students. It also depends on student's prior knowledge and experience.

Competency Based Training

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to achieve something. In the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry. Assessment is based upon the learning outcomes expected from each Unit of Competency.

Unlike the traditional school system of grading assessments on a scale ranging from A to F (Fail), assessment of CBT determines if you have the required skills and knowledge or not. Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements the student is marked as 'Not Competent', while successful performance will result in the student being deemed 'Competent'. Trainer and Assessors will look for evidence against which to base their judgements of competency.

Assessment

All courses have some form of assessment. This can be any / or all of theory, practical assessments and / or written and / or verbal assessments.

Students are required to sit all assessments at the time designated by their trainer or by the Training Manager / Director. Any student failing to comply with examination protocol (which includes cheating) will be brought before the Training Manager / Director and will face disciplinary action and / or failure.

Burton Training and Consultancy has facilities to provide flexible forms of assessment as required for students in proven extenuating circumstances. The student must apply in writing to the Training Manager / Director with details of the circumstances. The Training Manager / Director will assess the application, and the student notified in writing.

Students who miss the assessment must sit the test within 48 hours unless unable because of medical reasons. The test if missed because of medical grounds will be given on agreement between a Training Manager / Director and the student at the convenience of the Organisation.

All medical certificates substantiating reasons for failure to sit an examination must be presented to the Training Manager / Director. Any other medical certificates must be handed to the individual Trainer for the recording of attendance.

Students may appeal against a result shown on their student record / assessment.

The appeals process is as follows:

- The student lodges a written appeal with the Training Manager / Director.
- The Training Manager / Director will assess the result and assessment and moderate with the Trainer and give written outcome to the student within 21 days.

Burton Training and Consultancy is committed to providing accurate and current records to the student on participation and progress. If at any point the student wishes to view their file or discuss their progress, students can arrange a time with the Trainer or the Training Manager / Director who will be more than willing to assist.

Students are notified of assessment results by the Trainer at the end of each session. No examination results are issued or discussed over the telephone.

Complaints and Appeals

All complaints and appeals are taken seriously and the findings incorporated into procedures as appropriate.

Should a student have a complaint or appeal, the following steps are to be followed:

1. In the first instance, the student should discuss the issue / complaint with the person involved to try and resolve it verbally.
2. If no resolution is reached, the student should discuss the issue / complaint with their trainer to see if it can be resolved.
3. If still no resolution the student should put the following information relating to the complaint or appeal in writing to the RTO Manager:
 - description of the complaint or appeal;
 - state whether they wish to formally present their case;
 - prior steps taken by the student to show how they have tried to deal with it; and
 - what they would like to happen to fix the problem and prevent it from happening again.
4. The student brings the complaint or appeal to the attention of the RTO Manager within seven (7) days of the issue taking place.
5. If the complaint or appeal is not dealt with to the student's satisfaction within the seven (7) day period, they may bring it to the attention of the CEO / Principal. The CEO / Principal will either deal with the issue personally or arrange for it to be dealt with by a management representative. This process must commence within 48 hours from the time the CEO / Principal receives written notification from the student about their dissatisfaction to the response received from the RTO Manager and a response / resolution must be presented within seven (7) days.
6. Should the issue still not be resolved to the student's satisfaction, Burton Training and Consultancy will make arrangements for an independent external person to resolve the issue. The student will be given the opportunity to formally present their case. The time frame for this process may vary but should take no longer than fourteen (14) days.
7. All parties involved will receive a written statement of the outcomes, including reasons for the decision within the fourteen (14) day period.

8. If the student is still not satisfied with external mediation, they may take their complaint to Australian Skills Quality Authority (ASQA).

Complaints: <https://www.asqa.gov.au/complaints/what-happens-when-i-make-complaint-asqa>

AQSA Info Line: 1300 701 801

Email: enquiries@asqa.gov.au

9. All documentation relating to complaints or appeals should be archived for audit purposes.

Burton Training and Consultancy Principal will be person responsible for the implementation and maintenance of the policy.

Recognition of Qualifications

Recognition of qualifications issued by other registered training organisations is usually for purposes of entry into a qualification where another qualification or certain Statements of Attainment are a prerequisite to entry, or for part completion of a qualification based on Statements of Attainment for the units / modules already held by the student. It is mandatory that RTO's accept the qualifications and Statement of Attainments issued by other RTO's.

Recognition of qualifications issued by other registered training organisations does not require an RTO to recognise the qualifications / Statements of Attainment issued by another RTO for any purposes other than training with that RTO, such as licensing or employment arrangements, eg industrial award classifications.

Recognition of qualifications issued by other registered training organisations does have a limited lifespan. If the qualification / Statement of Attainment is currently listed on training.gov.au and is still a component of a qualification that the student wishes to undertake, recognition of qualifications issued by other registered training organisations must be given. If the qualification / Statement of Attainment held by the student has been superseded and is no longer on training.gov.au or is not the version required by the qualification into which the student wished to enrol, this policy does not apply.

In such situations, recognition of prior learning would be the appropriate way to proceed.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is available for all Units of Competency. The learning outcomes of each unit provide the RPL benchmarks. Candidates may receive full recognition or advanced standing for the competencies required for a course or module.

Students requesting RPL must lodge a written request for "Recognition of Prior Learning" with the Training Manager / Director. Successful applicants are notified promptly of the RPL outcome. RPL applications should be made prior to course commencement.

Administrative Contacts

Occasionally students may need to consult the Trainers and or the Training Manager / Directors with comments, questions, suggestions or other matters. In order that we may better assist our students, we suggest, that the student speak with his / her trainer, or the Training Manager / Director.

The trainer can often assist with any individual subject problems a student may encounter. The trainer can only comment on his / her subject not on other subjects.

The following suggestions may also be of assistance. Read all the information contained in this book thoroughly. If the required information is not found in the "Student Handbook" refer the question to the Trainer or Training Manager / Director.

Code of Conduct

As a responsible member of the Vocational Education and Training (VET) community, Burton Training and Consultancy follows a Code of Conduct which outlines how you can expect the Organisation and our staff to behave. Similarly, Burton Training and Consultancy has expectations for student behaviour. These are outlined in this section;

Punctuality

Students are expected to be punctual and ready to commence the course on time.

Food and Drinks

Students are to consume food and drinks in the designated areas.

Dress Standards

Students are expected to dress appropriately for the nature of their training and meet company standards. Appropriate personal protective equipment (PPE) and specialised clothing may be required to be worn and will be outlined in the 'Course Overview' sent to the student and / or client upon enrolment.

Smoking, Drugs & Alcohol

Burton Training and Consultancy prohibit smoking in all buildings and within 5 metres of the front door. The consumption of alcohol or use of illegal drugs is also prohibited. Any incidents where students are suspected of being under the influence of drugs or alcohol will result in exclusion from training and will be reported to your Employer.

Behaviour

Students are required to conduct themselves professionally at all times, so as to comply with the generally accepted standards of moral behaviour and decency.

Students are to never criticise, condemn or otherwise denigrate the organisation, its Staff, Trainers, Members of the Industry or allied Professionals.

As a courtesy to other students and the trainer you will be asked to turn your mobile phones on silent for the duration of the course.

Misconduct

Burton Training and Consultancy expects students enrolled in all courses to behave in a professional and dignified manner with regard to fellow students and Trainers.

Students guilty of:

- Cheating in class tests or examinations;
- Intimidating other students;
- Being disrespectful to staff and other students;
- Being rude, or discourteous to a Trainer, the Training Manager / Director or any other member of the staff or guest Trainer;
- Causing disruption in class; or
- Engaged in misconduct deemed unsuitable or unprofessional;

will be given notice of expulsion in writing. Fees will still be charged to the client. Malicious damage to equipment and / or stealing materials or products will result in instant dismissal from the training course. Any student who does not abide by the policies & procedures will be counselled by the Training Manager / Director.

If a student persists in not abiding by the policies and procedures the Training Manager / Director may wish to contact the student's parents if they are under 18 or their Employer. If the matter is not

resolved the Training Manager / Director reserves the right to discharge the student from the Organisation. Under these circumstances a student may have a right of audience or a right of appeal to the Training Manager / Director. Such right of audience or appeal must be requested in writing to the Training Manager / Director within seven (7) days of suspension or expulsion. See *Appeals Policy*.

The decision of the Training Manager / Director shall be final and binding upon all parties. No refund will be given.

Course Induction

The course induction will occur at the beginning of each training session. The Trainer will outline facilities, key staff members, emergency procedures, administration / training and assessment requirements.

Workplace Health & Safety

Burton Training and Consultancy realises its responsibilities to students, trainers and Training Manager / Director, to ensure a safe and healthy academic and working environment. The Organisation operates according to appropriate Occupational Health and Safety standards and procedures.

Any accidents occurring on Burton Training and Consultancy's premises must be reported immediately to the Trainer / Training Manager.

Emergency evacuation posters are displayed around the premises and this will be noted during the course induction. Students are asked to sign the attendance book at Reception when entering the premises and this will be used to account for all persons in case of an emergency evacuation.

First aid kits are located in the building.

Sexual Harassment

Sexual harassment is any form of unwelcome conduct of a sexual nature in relation to you. For example, when someone:

- Physically touches you on purpose or against your will;
- Makes sexual or suggestive comments, jokes or taunts;
- Comments or makes requests for sexual activities; and / or
- Displays inappropriate sexual material.

Burton Training and Consultancy does not tolerate any form of sexual harassment. All complaints and appeals are taken seriously and their findings incorporated into procedures as appropriate. Should a student have a complaint or appeal, the complaints and appeal process should be followed.

Student Feedback

Burton Training and Consultancy is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time but may also specifically ask for at the completion of your course.

At a later stage, the student shall receive a 'Learner Engagement Satisfaction Survey' and clients may receive an 'Employer Satisfaction Survey' requesting feedback and outcomes from the training. Under the Australian Skills Quality Authority (ASQA), Burton Training and Consultancy is required to collate the data from the student and client surveys and report annually to ASQA. Please spend a few moments completing the survey.

Issuing Certificates

Upon successful completion of your course and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements as set out for Burton Training and Consultancy and other RTOs under the Standards for RTOs 2015.

If for some reason Burton Training and Consultancy ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements.

COVID-19

Burton Training and Consultancy's main priority is the safety and well-being of our staff and students. In responses to the global outbreak of coronavirus (COVID-19), Burton Training has put in place a range of proactive measures to help reduce the spread of the virus and provide business continuity to our clients / students.

At course commencement, students will be asked to sign onto our *COVID-19 Self-Assessment Form* to declare that they haven't recently returned from overseas or interstate travel; have not been in contact with a suspected or confirmed case of COVID-19; do not have flu-like symptoms; have not been directed to isolate or quarantine; and do not live with someone who has been directed to isolate or quarantine due to COVID-19.

Burton Training and Consultancy will ensure classrooms are of an appropriate size to ensure students can maintain social distancing guidelines as recommended within State Government guidelines. We will also continue to monitor the ever-changing situation to ensure we are following public health directions and COVID safe plans.

Student Agreement to Comply

The Student Agreement *'I hereby agree that I have been made aware of the 'Student Handbook' and by signing this form agree to abide by the contents'* located on the Course Attendance Sheet and declaration contained on the *'Student Contact Details Form'*.