

LarShar College of Beauté & Hair

EFFECTIVE AS OF July 2024

LarShar College of Beauté & Hair



Induction Manual

THIS INDUCTION MANUAL HAS BEEN DEVELOPED TO INFORM YOU OF YOUR ROLE AS A LEARNER AND THE ROLES AND RESPONSIBILITIES OF THE COLLEGE.



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www.larsharcollege.com



LārShar College of Beauté & Hair

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1. Message from Educators

The Educators at LârShar would like to thank you for making them your preferred learning institute.

Sharron & Larisa have worked in the industry since 1989 and are dedicated in reciprocating back to the community the knowledge and employability skills they have gained through their own learning journey: opening LarShar College of Beaute & Hair in 2008.

They are dedicated and highly motivated in “raising the bar” in the Beauty & Hair industry and specialise in granting recognition of prior learning (RPL).

Through their love of teaching both Educators pride themselves on the following educational strategies:

- ❖ Supportive & Approachable Educators
- ❖ Provide a Positive Learning Environment
- ❖ Encourage an Entrepreneurial Approach – Look Outside the Box
- ❖ Positive Habits of Mind
- ❖ Promote Hard Work
- ❖ Flexible Delivery to Suite All Learners
- ❖ Learning Through “Serious Fun”.
- ❖ Promote Resilience for Mental Health & Wellbeing

The Educators at LârShar College of Beauté & Hair have the following qualifications:

- ❖ Bachelor of Learning Design / Vocational Education & Training Specialist
- ❖ TAE Workplace Trainer
- ❖ Blue Card
- ❖ Certificate IV in Beauty Therapy
- ❖ Certificate III in Beauty Services
- ❖ Certificate III in Nail Technology
- ❖ Certificate II in Make-Up Services
- ❖ Certificate III in Hairdressing
- ❖ Certificate II in Retail Cosmetics
- ❖ Certificate III in Barbering
- ❖ Certificate IV in Small Business Management
- ❖ Diploma of Beauty Therapy

We look forward to meeting you soon so you can begin your own exciting learning journey.

Remember, Knowledge is Power!

Kind Regards

Sharron & Larisa

2. Enrolment Procedure

LârShar College of Beauté & Hair offers rolling starts.

Enrolments can be conducted through the website, face to face, scanned and emailed. The staff will confirm availability with the learner at time of application.

Learners must also beware that not all days are available due to class number and that they may have to go onto a waiting list for their selected day/s. All staff will try to accommodate all requested days of attendance to the best of their ability.

Please note that enrolment procedures will only be processed upon receipt of the applicable Administration fee.

In some circumstances such as VETIS and apprentices the administration fee is waived.

A completed enrolment form should advise the college of all details necessary to register the learner, so that the Pre enrolment checks can verify the details.

Relevant questions should be answered honestly and be signed by the learner or guardian.

When the enrolment information is verified, the learner is assigned a student number. The learner number is required for correspondence and for certificates to be issued on completion of the qualification.

All learners' information obtained during the enrolment procedure is confidential and is filed in a learner record file; this will only be accessed by the educators assigned with the program and for auditing purposes.

It is strongly recommended that learners read the policies and procedures prior to submitting an enrolment or commencement.

2.1 Entry Requirements

The minimum age for Learners is 15 years or attending year 10 at high school. Applicants who have not completed Year 10 (or equivalent) should include with their application form all relevant information about their interests, studies and experience that supports their enrolment.

LârShar College upholds a strong commitment to non-discrimination, fully adhering to equal opportunity and Anti-Discrimination legislation.

LârShar College welcomes a diverse cohort of learners, representing a wide range of cultural backgrounds and varying educational and professional needs. Our student body includes apprentices, trainees, secondary school students, independent learners, and employed professionals seeking to update or enhance their qualifications.

2.2 Pre Enrolment Details

Some courses have specific entry requirements. You need to be aware of these before you start your study. It is important that you check the specific requirements for the course you wish to enrol in.

Before enrolment is successful the learner will undertake a LLND (literacy, language & numeracy & digital literacy) questionnaire to see if the qualification is right path for learner or if any reasonable adjustments need to be taken so that the learner can complete qualification.

There may also foundation skills that relate to the qualifications which may need to be address before enrolment is accepted such as

- Reading skills
- Writing skills
- Oral communication skills
- Numeracy skills
- Initiative and enterprise skills
- Technology skills
- Physical ability

Documents that may need to be submitted for learners to be able to complete their enrolment can include:

- Applications fees
- Minimum age requirements
- Language, literacy & numeracy & digital literacy testing
- Qualification or unit results for RPL or Credit Transfers
- Enrolment forms
- Birth Certificates
- Health care cards
- Visas

Once all the criteria is received and processed the learner will be notified of a start date to proceed with the training.

3. Code of Practice

LârShar College of Beauté & Hair consistently maintains high standards in the provision of Vocational Education and Training (VET). Relevant Policies and Management Practices are in place ensuring our facilitation methods are delivered in a safe and supportive learning environment.

This learning environment embraces the learner's diversities and encourages them step by step through their learning journey. The Educators are more than capable of delivering the nominated programs including the educational strategies and resources.

All programs delivered and assessed are in accordance with the standard stated in the National Training Package.

LârShar is committed in providing a quality service with a focus on continuous improvement. To aid the college in this continuous improvement feedback from learners and industry representatives is most welcome.

The training is promoted with integrity, accuracy and professionalism.

LârShar College of Beauty & Hair is a registered Training Organisation (RTO) and therefore all program structures are in accordance with the Australian Skills Quality Authority (ASQA)

4. Privacy Policy

LârShar College of Beauté and Hair complies with the Privacy Act 2001.

Information collected relating to learners will only exist for the purpose of educational delivery and will be treated with confidentiality. Learners may request a copy of this information by a written request to the college.

A third party may have access to this information only with written consent from the learner.

Examples of this information may be accessed for the following:

- ❖ Providing training services
- ❖ Informing learners of additional programs available
- ❖ Workshops with industry
- ❖ Gathering feedback from students regarding training for market analysis and continual improvement
- ❖ Program development.

LârShar will not disclose personal information to other third parties without permission or instruction from the learner unless required to by law. Learners wanting to authorise a third party to access their records must contact the College.

LârShar may need to verify information regarding learners from a third party. In this case, the learner is given an Authorisation Form to complete.

The College has implemented immense strategies to protect the personal information of the learner and continually improves the security as new technology is developed.

These strategies include:

- ❖ Files are secured in locked cabinets
- ❖ Only staff have access to personal information
- ❖ Computer security at all times with the use of firewalls and virus software
- ❖ Password access to computers
- ❖ Under no circumstances will information regarding the learner leave the College without authorisation.
- ❖ Security Cameras

Under the privacy Act, students have the right to access their personal information. If this information is incorrect, they have the right to amend the information.

Please note that if your child is a student of LarShar College and is over 18 years old, the college will need permission from the Learner (your Child) to disclose any information.

5. USI: Unique Student Identifier

From 1 January 2015 the Australian Government will require all students undertaking nationally recognised training delivered by a registered training organisation to have a USI. The USI will enable you to obtain a complete record of your vocational education and training enrolments and achievements which occur from 1 January 2015 onwards from a single online source.

You can apply for the USI number yourself at www.usi.gov.au.

When applying for a job or enrolling in further study, students will often need to provide their training records and results. One of the main benefits of the USI is that students will have easy access to their training records and results throughout their life.

5.1 Who needs a USI?

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time.
- school students completing nationally recognised training; and
- students continuing with nationally recognised training.

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once a student creates their USI they will be able to:

- give their USI to each training organisation they study with.
- view and update their details in their USI account.
- give their training organisation permission to view and/or update their USI account.
- give their training organisation view access to their transcript.
- control access to their transcript; and
- view online and download their training records and results in the form of a transcript.

Students can access their USI account online from a computer, tablet or smart phone anywhere and anytime.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection use and disclosure of your USI are protected by the SI Act.

If you ask LarShar College of Beaute & Hair to make an application for a student identifier on your behalf, LarShar College of Beaute & Hair will have to declare that LarShar College of Beaute & Hair has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that LarShar College of Beaute & Hair has given you, found in the enrolment forms at the back of this induction manual

6. Learners Information

Learners at all times must maintain appropriate behaviour and follow LârShar's Learner Policy & Procedure including the Code of Conduct. There are penalties for breach of Policy & Procedures depending on the severity of the breach. In the case of minor breaches, a warning may be given, for major cases or repeated negative behaviour the student may be requested to depart the program.

6.1 Hours of Learning at the College

The College opens the front doors 9.00.am. Learners can enter the college via the back door from 8.45am to prepare for the day.

| | |
|---------------|---------|
| Start of day | 9.00am |
| Morning Break | 10.00am |
| Lunch | 12.30pm |
| End of day | 3.00pm |

These are approximate times as some learners will be engaged in practical activities

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Clients May attend:

Morning practical sessions run between 9.30am – 12.00pm

Afternoon practical sessions run between 1.00pm and 3.00pm

NOTE: no bookings after 2.30pm

6.2 Attendance

Learners will be marked present or absent in the educators rolls each day, when the morning meetings are held. Learners must inform educators when leaving early and a phone call must be made to the college if you are not attending your day/s of college.

(This is a workplace health and safety requirement mainly for evacuation purposes)

If the learner is away for more than 2 consecutive days a Doctors Certificate must be presented, as no extensions will be given without a medical certificate.

High school Learners must have written permission from a parent or guardian to leave the premises at break times, or if leaving early from the college

If learner is absent for more than 2 weeks without explanation enrolment will be cancelled, see item 12

6.3 Tea Room

Learners are provided with a hot water urn, tea, sugar and coffee in the learners' tearoom, for making tea and coffee. However, it is the learners' responsibility to provide their own milk.

A fridge, microwave, toaster, and sandwich maker are also available to learners

6.4 Contact Details

Learners must advise the college in writing of any change in contact details including, new residential address, postal address, emails and telephone numbers. This must be done within one week of any changes. The college will not take responsibility for any mailings being sent to the incorrect address

6.5 Uniforms

All learners that attend LârShar College are required to wear the appropriate clothing for their chosen study path.

- ❖ Hairdressing / Barbers –are not required to wear a uniform but must wear appropriate WHS clothing when attending the college.
- ❖ Beauty apprentice/ trainees- are not required to wear a uniform but must wear appropriate WHS clothing when attending the college.
- ❖ Open learners are require to purchase a uniform shirt from “Everything Uniform”
- ❖ Black work pants are acceptable for both hairdressing and Beauty

No Tights, Leggings, Jeans, Ripped Jeans or Mini Skirts

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- ❖ Closed in dress shoes (workplace health and safety requirements) Wearing high heels is inadvisable as students can be standing for long periods completing practical activities
- ❖ Hair is to be tied back if long otherwise neat and tidy
- ❖ Make-up is optional but learner must be well presented.
- ❖ Learner is required to wear WHS clothing.

6.6 Stationary Requirements

Learners are required to have the following stationary:

Black or blue Pens, A4 Writing Pad, Ruler, Scissors, Glue, Stapler, Highlighter, pencil & Rubber

7. Educational Resources

LârShar College of Beauté & Hair is committed to facilitating professional industry focused education at a standard second to none. The supportive educating team deliver this through the following educational strategies:

- ❖ Profiling the learners to understand their needs and wants
- ❖ Continuously updating skills and keeping well-informed of new developments within the industry
- ❖ Working in partnership with industry to deliver industry focused programs
- ❖ Extensive years of experience in training and assessing

The facilitators ensure currency within industry developments through release to industry and participation in training programs and workshops. The educators participate consistently in on-going training to ensure their delivery and assessment skills remain current.

Learners are assured of the following resources:

- ❖ Reference material
- ❖ Tools and equipment in accordance with industry standard
- ❖ Safe and positive learning environment
- ❖ Learning guides and assessments
- ❖ Nationally Recognised Qualification
- ❖ Supportive educators that deliver flexible training
- ❖ New educational resources implemented yearly
- ❖ Fully functioning treatment areas with student reception including online client booking system, EFT, retail & scanner
- ❖ Student tablets and laptops for assessment research task
- ❖ Tablet for client consultations and treatment forms.

8. Code of Conduct for Learners

The following applies to all learners:

- ❖ An individual's property is to be respected and not interfered with by any other persons
- ❖ Look after your own possessions - LarShar Staff accepts no responsibility for personal property lost or stolen during training sessions
- ❖ At any time, a learner has been identified as a person conducting illegal activities on the college premises or in the community in their LarShar College uniform or acting as a representative of the college, their enrolment will be either cancelled or suspended.
- ❖ Disruption of class or harassment of any kind that interferes with the learning of peers is not tolerated
- ❖ Verbal abuse or aggressive physical contact will not be tolerated, and the learner's enrolment will be cancelled immediately
- ❖ Smoking is not permitted inside training facilities
- ❖ Drinking alcohol is not permitted
- ❖ Eating or drinking is not permitted inside the study area or on the training floor
- ❖ Behaviour should be appropriate to industry standard and not cause offense to anyone
- ❖ Uniforms must always be worn or workplace health and safety clothing including closed in shoes
- ❖ If learners are ill, advise staff and stay at home until well
- ❖ Mobile phones are **not** to be used for social media platforms while in the study area during class; if mobile phones are found being used on these platforms the learner will be asked to place phone in their bag in the staff room area. If student is a repeat offender and cannot follow instruction the phone will be confiscated and return at the end of day
- ❖ Learners' are not to access client information for personal use this is a breach of the privacy act.
- ❖ Learners are not to use the college phones to make personal calls unless it is an emergency
- ❖ Learners are not to remove assessments from the college.

9. Fees and Charges

- ❖ Details of fees and charges are supplied with the Overview of the program, reproduction of document fees are included in the Induction Manual, see 10.1
- ❖ An administration fee is required for all learners except apprentices and VETis students when the enrolment form is submitted; this will ensure you of placement. This fee is non-refundable.
- ❖ Every financial year costs of training will be re-evaluated against the current market and CPI, if price increase are to be made all students will be informed at the earliest possible time.
- ❖ Issuing of new units will not occur if there are outstanding invoices, to avoid delay please make sure all invoices are paid by the due date, or contact the office to make alternative arrangements
- ❖ Invoices will be sent through LârShar's accounting system via email form Reckon@accountshosted.com

NOTE If you are an Apprentice: As of 01/01/2015 Employers are required to pay for the cost of apprentice learning guides and education material (Contribution fee). The apprentice may pay when enrolling in a unit but must be reimbursed within six months from their employer. Apprentices are advised to keep all receipts if paying for a unit, to pass onto their employer for tax purposes. There is NO enrolment fee for apprentices or trainees.

School Based Apprentices: The Government pays 100% of the theory educational resources.

If you enrol in a unit that requires a kit, an invoice will be emailed to your employer for the cost of the kit only. These additional fees and charges will be negotiated upfront and disclosed to the employer prior to the apprentices enrolment.

When paying for a program LârShar College can only accept \$1000 payment prior to the commencement of the program. Following course commencement, LârShar may accept additional payment of fees in advance from the student but only such that at any given time, the total amount to be paid which is attributable to tuition or other services yet to be delivered to the student, does not exceed \$1,500. This money is kept in a trust account with a recognised banking institution and only drawn upon when the learner commences their chosen unit. This is according to condition 5 of the Essential Conditions and Standards for Continuing Registration.

LarShar offers different methods for payment of units or programs.

- ❖ Pay as you go
- ❖ Interest free payment plan See 9.1

Fee for service learners enrolled in single units must pay for units prior to commencement.

- ❖ Program and unit fees can be paid by cash, EFTPOS, direct deposit or BPay.
- ❖ No cash payments should be sent through the mail.
- ❖ Receipts will be issued on payment of fees.

Certificate 3 Guarantee

- ❖ The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.
- ❖ The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.
- ❖ Prospective students must not have or be enrolled in a certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.
- ❖ The subsidy represents the level of government contribution for a qualification, and varies between qualifications based on a number of factors.
- ❖ Given the benefits that training provides to individuals, students undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their training through a co-contribution fee.
- ❖ The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

VETiS Funding

Vocational Education and Training in Schools (VETiS) is delivery of nationally recognised qualifications to school students, providing them with the skills and knowledge required for employment in specific industries.

- ❖ VETiS qualifications can be undertaken in years 10, 11 and 12, and can count towards the Queensland Certificate of Education.
- ❖ VETiS funded by the VET investment budget must be fee-free for students. The government determines the level of subsidy available as a public contribution to the cost of the training and provides the maximum subsidy for VETiS students in most

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circumstances. It is intended that the level of subsidy for each VETiS qualification should cover the costs associated with participating in the training.

9.1 Payment Plan

Payment plans are offered for the sole purpose of assisting learners to pay for their program fees. Payment plans are not a “pay as you go” arrangement and will not be cancelled if the learner defers, withdraws, or ceases to attend until the current unit enrolled in is paid for.

Payment plans are set up as automatic direct debit payments through Ezidebit Pty Ltd. LarShar College will not accept any alternative payment plan.

If a failed payment occurs you will be issued with a failed payment fee which can be up to \$21.90 by Ezidebit, a onetime set up fee of \$5.50 and varied fees for the transactions depending on debit arrangement, plus you may incur a charge from your financial institute.

To avoid any further charges please make sure that you have the available funds in your account. If you need to alter your payment plan, please contact the college so adjustments can be made.

If wanting to take advantage of the payment plan: read the following and fill out the DIRECT DEBIT REQUEST/CREDIT CARD AUTHORITY at the back of the overview of the program you are wishing to enrol in.

Secondary School & Open Learners (fee for service)

Learners have the option to nominate a weekly, fortnightly and monthly payment which will be direct debit form their nominated account.

- ❖ The learner must be enrolled in a complete qualification to take advantage of the payment plan.
- ❖ When payments are in advance the money will be kept in the learner trust account and drawn upon when enrolled in a new unit.
- ❖ The payments will vary depending on the qualification and the amount of days attending the college. (This will be discussed with all parties involved once enrolment fee had been paid)
- ❖ All practical learner kits must be paid in full before commencement of the practical unit. (They are not included in the payment plan)
- ❖ At no time will Learners receive a certificate until full payment for the unit has been received by the college.
- ❖ If a re-enrolment is required due to Not Yet Competent this must be paid up front and will not be added to the payment plan.
- ❖ Payment Plans are a Financial Commitments – Learners or parent /guardians are liable for the financial commitment to the college for the duration of a course.
- ❖ Learners whose fees are in arrears may have their enrolment suspended or cancelled
- ❖ Learners on payment plan can only be enrolled in 2 units at once
- ❖ Fees to start studying on a payment plan for fee for service learners are as follows:
 - Admin fee \$100.00

- First unit paid upfront

10. Refund Policy

The refund policy at LârShar College is at all times fair and equitable to all learners. We recognise and understand that a situation may change a learner's desire to pursue their study and therefore the college has a code in place to meet such contingencies.

Should the learner withdraw prior to commencement, the unit payment will be refunded.

Please note that issue of your first unit or attendance at the college for the unit you are undertaking denotes commencement.

If Paying By Units:

- ❖ If a unit is cancelled or a learner withdraws before commencement, a refund will be given for the enrolled unit/s
- ❖ Administration fees are not refundable

If Paid In Full:

- ❖ **The learner withdraws 2 weeks PRIOR to commencement of the first unit** refund = 100% of payment less administration fee
- ❖ **The learner withdraws at any time AFTER commencement**
Refund = total amount of any nominal hour that has not been commenced less administration fee and learning guides.

Refund Forms can be obtained from the college.

Refund forms need to be completed and sent back to the college to be able to obtain a refund.

Fees can only be refunded into the account from which they were received.

Note:

ALL PROGRAMS HAVE THE COST OF THE UNIT BOOKS INCORPORATED INTO THE COST OF UNITS.

- ❖ Costs of the learning guide will not be refunded once unit has been commenced
- ❖ If online learning is withdrawn by the learner, the cost of the set-up will not be refunded and access to the platform will be cancelled.
- ❖ If the learner loses his or her unit book, it must be re-purchased at the learner's expense. (see student fee schedule)
- ❖ If a learner enrolls and only partially attends and has not completed by due date no refund will be given.
- ❖ Please note that the only way to extend a unit without additional costs due to no attendance is to provide a doctors certificate.

10.1 Student Fee Schedule

A fee is charged for the following documentation to be reproduced

| Document and Record Fees | |
|--|---------|
| Official record of results (Academic Transcript) | \$20.00 |
| Replacement of: | |
| Full Qualification Document | \$40.00 |
| Statement of Attainment | \$35.00 |
| Results of Assessment | \$20.00 |
| Training Record Book | \$75.00 |
| Confirmation of enrolment letter | \$15.00 |
| Reprint/ purchase of learning guide | \$38.60 |
| Re-enrolment to complete unit per day | \$55.00 |

If requiring any of the documents to be produced or replaced contact the college as a form will be required to be filled. No Documentation can be produced until payment and forms are sent back to the college.

11. Flexible Training and Assessing

LârShar College of Beauté and Hair prides itself on being able to offer learners a flexible learning environment. The educators at LârShar College have the experience and knowledge to deliver and assess all qualifications offered.

11.1 Training

LârShar provides learners with the flexibility of:

- ❖ **Distance studies** with practical elements delivered at the college. It is the responsibility of the learner to meet the cost of travel and accommodation to the location of the training facility. Theory elements are studied in your own time. Distance learners are classed as part time students.
- ❖ **Classroom delivery** - All practical and theory is delivered on site at the college. Learners can attend full time or part time
- ❖ **Industry training** is provided in salons/ clinics that enable all staff members to attend the training. Theory elements are completed in the staff members own time, with practical elements delivered in the salon.
- ❖ **On-Line** online studies are delivered through a learner management system (LMS), theory work is conducted through the LMS and uploaded to the college for grading. Practical elements are delivered at the college.

Offering flexible learning modes enables the learner to achieve deeper understandings for higher outcomes. Programs are competency based allowing the learner to work at their own pace within the specified time frame.

LârShar College of Beauté & Hair provides productive training to achieve desired industry outcomes

11.2 Assessing

Assessments are conducted through various methods including research being completed in your own time, at home, or practical & theory being conducted in a simulated work environment.

The objective of an assessment is to show that the learner has achieved competency in the critical aspects of the unit being assessed.

Students may be assessed by one or more of the following methods:

- ❖ **Observation** – A specific set of procedures performed under supervision using a checklist
- ❖ **Oral Questioning** – Response given to a set of questions in order to verbalising an understanding of the unit
- ❖ **Multiple Choice** - Learner selects the correct answer from a question bank
- ❖ **Short Answer** – Learner provides a written response to a question, with the answer containing a single word, a few words or sentence.
- ❖ **Project** – Generally requiring part of the assessment being carried out without supervision, an investigation based on a real-life situation, involving a report.
- ❖ **NOTE:** All assessments have a maximum time frame allocated for Competency based Training that allows ample time to complete the assessments, twice if needed to re-sit. If a learner does not complete in this time frame, they are required to re-enrol in the unit and attempt the assessment again to obtain a grade of Competent; only on successful completion and in the specified time frame. (See student fee schedule)

11.3 RPL (Recognition of Prior Learning)

Recognition of Prior Learning (RPL) is a process that involves granting full or part qualifications to people who have earned life skills and knowledge through:

- ❖ Formal or informal training and education
- ❖ Work experience
- ❖ General life experience
- ❖ Any combination of the above.

The assessment benchmarks for RPL are the same as those required for training. However, the assessment process can be quite different. RPL assessment may involve:

- ❖ Work samples or photos of work samples
- ❖ Practical demonstrations
- ❖ Assessment interviews
- ❖ References and support from supervisors
- ❖ Training certificates
- ❖ Performance reviews.
- ❖ Knowledge questions

The benefits of RPL are:

- ❖ Avoids duplication of training, maximising the value of education and training expenditure
- ❖ Provides pathways to higher qualifications for people who may not have had previous access to training
- ❖ Creates a learning culture by valuing and recognising learning that has occurred in the workplace
- ❖ Builds self-esteem by valuing and recognising the skills of individuals.

This College has a Policy & Procedure in place ensuring all RPL's are conducted in an honest and dependable manor. LârShar regards the RPL process as a form of assessment where students gain recognition for various life skills.

AT THIS COLLEGE, THE RPL PROCESS IS VALID, RELIABLE AND FAIR.

11.4 CT (Credit Transfer)

Credit transfer is a process that provides the learner with credit for units of a qualification from previous formal study that is equivalent to the enrolled qualification. The learner must produce all formal evidence to gain a CT (Credit Transfer). Units that are CT must be in the same training package and consist of the same elements and National codes.

11.5 Policy for Reassessment

The learner is entitled to be assessed for the unit they are enrolled in **twice** if needed, to achieve the competency outcome within the specified time frame.

An additional fee will apply to fee for service:

- ❖ those students who require a third attempt at the assessment.
- ❖ to students that are **not** within the time frame of the specific unit they are enrolled in.
- ❖ If the duration has expired and a successful outcome has not been achieved, reassessment **must** occur to achieve competency.

NOTE:

All assessments have a maximum time frame allocated for Competency based Training that allows ample time to complete assessments, twice if needed to re-sit. If a learner does not complete in this time frame, they are required to re-enrol in the unit and attempt the assessment again to obtain a grade of Competent; only on successful completion and in the specified time frame. (See student fee schedule)

12. Withdrawal/Cancellation of Studies

Learners are to inform the college if they are no longer able or wanting to study, this can be via email, phone or in person so that the learner can be issued with a Cancellation/Withdrawal form to fill in and send back to the college, this is so that the learners study account can be updated.

- ❖ If the learner does not attend college or inform the college by phone, face to face or email after not attending for 2 weeks, the college will assume you have abandoned your studies and issue the learner with the Cancellation/Withdrawal form.
- ❖ The Learner will only receive relevant study documents when there are no outstanding fees.
- ❖ If a apprenticeship or traineeship is cancelled or withdrawn learner must return all assessment paper work to the college in the reply paid envelopes as this is need as evidence of unit enrolment.
- ❖ There are no fees charged to the learner if they wish to cancel or withdraw from studies.
- ❖ Any outstanding fees for current units the student is enrolled in will need to be finalised.

13. Training Package Discontinuation

This policy outlines that circumstances arise that LarShar College may no longer deliver an accredited course or training package due to viability, government influences and industry influences.

In these circumstances, LarShar College has a commitment to our learner's educational interests and welfare. We will provide notification at the soonest possible time after a decision is made and provide the learners with study options to complete their program.

The options could be one or more of the following:

- ❖ Teach out arrangements (due to a new training package being implemented)
- ❖ Assist with the completion of the course within the endorsed period
- ❖ Transfer learner to another program delivered at the college
- ❖ Refer learners to another college/institution for completion of program

14. Issuing Certificates

On completion of all units relating to a qualification, the learner is awarded a Nationally Recognised Certificate.

A Statement of Attendance is awarded when the learner attends educational seminars or workshops with industry representatives.

Individuals who complete only some of the requirements for the qualification will receive a Nationally Recognised Statement of Attainment. The Statement of Attainment will include the whole units of competency that have been achieved.

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Certificates are awarded on successful completion of the chosen program and verifying that:

1. All competencies are accurately assessed
2. All tasks completed successfully in the specified time frame
3. There are no outstanding fees owing.
4. USI has been supplied (Certificates and Statement of Attainments cannot be issued without USI)

Once a learner has completed their qualification and an award has been issued, the learner's file is archived. A reference number is allocated to the learner's name, learner number and certificate number which are kept in the archive filing register; hard copies are kept for seven years after completion: electronic version kept for thirty years.

15. Appeal and Complaint Policy

LarShar College of Beauté & Hair recognises the need for an Appeal and Complaints Policy. In the event of an Appeal the learner should:

- Seek the assistance of their trainer
- Consult the director/administration
- Contact a third party that is acceptable to all parties involved.

Appeal Procedure:

- Notify your trainer within 21 days
- Provide a written statement of the outcome within 21days
- If still unresolved, the learner will be notified within 14 days and advised to contact external organisations.
- Training Ombudsman Queensland – 1300 306 699
- National Training Complaints Hotline - Ph. 07) 3247 5294

Assessments Appeal to your educator, principal students have one month to appeal results.

Complaints: If matters are not resolved, the learner is advised to take their Appeal through other avenues such as the Department of Fair Trading

16. Learner Support

LarShar college will ensure the best help is supplied to learners whether it be for educational purposes or the learners wellbeing. We pride our college on being diverse and adaptable to the learners needs.

16.1 Language, Literacy & Numeracy & Digital Literacy

Once enrolled all learners will receive a Language, literacy and numeracy & Digital Literacy(LLND) survey sent to their email via survey monkey, it is a requirement of the learner to complete the survey before starting study. It will aid the educators to assess there is enough skill to successfully undertake the program. Those who require further support will be referred to a qualified expert. Any costs incurred will be the responsibility of the learner. Learners need a basic understanding of the English language and to be able to articulate in English.

Assistance with literacy and numeracy can be found at the below support services:

- ❖ **Writing Hotline** on 1300 655 506 or at readingwritinghotline.edu.au.
- ❖ **Adult Migrant English Program (AMEP)**
TAFE Queensland English language and Literacy Services/ Tafe Queensland
(tafeqld.edu.au)

17. Welfare, Guidance, Wellbeing & Mental Health

LârShar College is committed to supporting the welfare, wellbeing, and mental health of all learners. It is recognised that experiencing some level of stress or anxiety during study is common and may, at times, contribute positively to focus and productivity. However, excessive or prolonged stress and anxiety can be detrimental to health and should be addressed promptly.

The College strives to foster a supportive environment. Learners are encouraged to seek assistance from educators when needed, and to access relevant external resources to promote their mental health and overall wellbeing.

Staff are trained to recognise and respond to signs of distress or discomfort among learners and will provide appropriate guidance or referral to specialised support services as required.

Educators endeavour to respond to all enquiries within 24 hours or by the next business day.

Hairdressing and Barbering

Larisa dobbrick: hairdressing@larsharcollege.com.au

Phone: 0749722906

Beauty

Sharron Ward : larsharcollege@gmail.com

Phone: 0749722906

Headspace; [headspace National Youth Mental Health Foundation](http://headspace.org.au) eheadspace or call 1800 650 890 for early intervention mental health services for people up to 25 years old. Headspace cover core areas: mental & physical health, work and study support and alcohol and other drug services

Reach out [A Safe Place to Chat Anonymously, Get Support & Feel Better | ReachOut Australia](http://reachout.org.au)
Australia's leading online mental health organisation for young people and their parents.

Medicare Mental Health; [Home | Medicare Mental Health](http://medicare.gov.au) mental health support service available for all ages and can help[you find information, resources, and services that most suit your needs. 1800 595 212

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17.1 Important Phone Numbers

| | |
|---|---|
| Anti-Discrimination Commission Queensland | 1300 130 670 |
| Alcohol & Drug Information Line | Free Call 1800 177 833 |
| ASQA – Issues With Quality of Training: | 1300 701 801 |
| Drug addiction: | Narcotics Anonymous 1300 652 820 |
| DV Connect Women's line | 1800 811 811 |
| DV Connect Mens line | 1800 600 636 |
| Eating disorders Association | 0738446055 |
| Kids Helpline | 1800 551 800 |
| LGBTI Community Qlife | 1800 184 527 |
| Learning Support & LLND | The Reading Writing Hotline 1300 6555 06 |
| Lifeline | 131 114 |
| Office of fair-trading QLD | 13 74 68 |
| Sexual Assault Counselling | 1800 749 222 |
| Woman's Health QLD | 3839 9988 |
| ReachOut | au.reachout.com |
| Headspace | headspace.org.au |
| Eheadspace | 1800 650 890. |
| 13yarn | 13 92 76 |
| Family Planning Queensland | (07) 3250 0200 |
| Learning Support & LLND – Tafe Queensland | 1300 308 233 |
| Counselling Service | (07) 3837 5986 |