

Sarina Russo
Institute

2023
STUDENT HANDBOOK



sri.edu.au

CRICOS Code 00607B
RTO: 0427

Orientation
VET DOMESTIC STUDENTS



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Introduction & Welcome

A message from the Managing Director, Sarina Russo

"Congratulations on your commitment to continuing life-long learning. In today's competitive environment you need to have a competitive edge. Having a commitment to your own personal development through continuing education will give you that edge.

The educational programs that we offer at Sarina Russo Institute have been carefully developed to provide you with excellent preparation for employment or to further your career and create a clear pathway to an undergraduate degree at University.

The course you are commencing today will offer you opportunities throughout your life.

I wish you all the best in your studies."

A stylized, handwritten signature in blue ink that reads "Sarina Russo".

Mission Statement

"To treat every student and client as an individual, to recognise your potential and ensure that you receive the best preparation and training to help you meet your career ambitions and life goals."

A message from Sarina Russo Institute

Welcome to Sarina Russo Institute (SRI). SRI has been delivering quality vocational education since 1979. We hope you enjoy your study with us and gain the qualification to launch you towards your next career move.

This booklet has been compiled to prepare you for your studies. It contains an introduction to SRI and information about your rights and responsibilities as a student. Information in this booklet is used as part of the induction process prior to commencement of your course and an information resource during your enrolment and for future reference.

Our objective at SRI is to provide you with the best training opportunities to help meet your requirements and goals. We care about you as an individual and aim to always be there to assist you with your studies. We value your opinions and encourage you to actively participate in and contribute to our Institute.

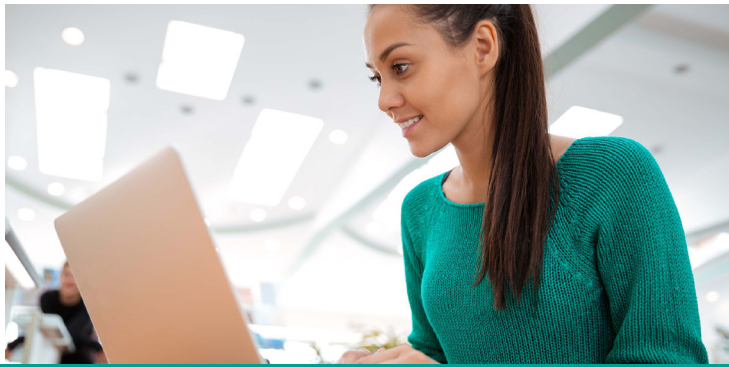
There are key points throughout the booklet that you will be asked to acknowledge on the 'Orientation Acknowledgement Form'

All policies and procedures are available via our website www.sri.edu.au

As an RTO, the Institute is required to adhere to the National VET Regulator Act, which includes a comprehensive set of standards that guide nationally consistent, high quality training and assessment services in the vocational education and training system.

Good luck and enjoy your time with us.





Institute Information

Types of Delivery

SRI offers various delivery models, these can be:

- online delivery
- onsite training
- workplace delivery
- a blend of the above

Online Delivery

Students undertake training in their own environment accessing our 24/7 online Learning Management System, iLearn.

On Site Training

At Sarina Russo Institute, classes may be scheduled from Monday to Friday, between the hours of 8:30am and 6:30pm. Timetables vary dependent on the program delivery mode or course being offered and where training is taking place. Breaks are also scheduled.

Workplace Delivery

Students undertake training supported by their current place of employment.

Blended

Some students choose to undertake training in a combination of the above delivery methods.



Institute Information

Classrooms/Housekeeping

If you are studying in a classroom environment after class has finished the following protocols need to be observed:

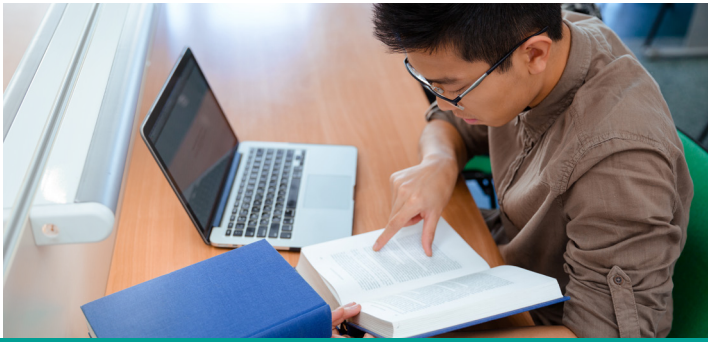
- All equipment is to be turned off (computers to be shut down at the end of the last class)
- Chairs pushed into their correct place
- Tables/desks left neat and tidy
- Scraps of paper and rubbish are to be picked up and placed in rubbish bins provided
- No items of furniture are to be rearranged unless specifically approved by a trainer/teacher.

It is the policy of Sarina Russo Institute that students do not consume alcohol during lunch and break times or attend classes under the influence of drugs and alcohol. Such action could lead to immediate expulsion or suspension of your course.

Personal Possessions

Sarina Russo Institute cannot be responsible for your personal possessions.

- All personal possessions including money, handbags, phones should be kept with you at all times.
- Possessions cannot be left in the building overnight.



Vocational Education & Training (VET)

Competency Based Training (CBT)

CBT is training at a standard set by industry, which means you gain up-to-date skills to ensure you are 'job ready'.

Competency based assessment is a process of collecting evidence to demonstrate your knowledge and skill and the application of that knowledge and skill at an industry level, to the standard of performance required in employment. From the evidence of assessment gathered, an assessor can make a judgement about whether or not competency has been achieved.

Assessment tools are designed to meet your qualification assessment guidelines and must be carried out within the benchmarks for assessment, principles of assessment and the rules of assessment. To gain competency in each unit all required assessment activities must be successfully completed. You will receive feedback during the training and at each stage of assessment.

Assessment takes place within each unit of competency and may be in the form of:

- Observation
- Case studies
- Practical work
- Written work
- Oral questions
- Portfolio of work
- Vocational placement

When students can demonstrate the requirements of the unit, they are assessed as: C = Competent.

If you cannot perform these skills you are assessed as: NYC = Not Yet Competent.



Assessment

SRI implements an assessment system that ensures that assessment (including recognition of prior learning):

- a) complies with the assessment requirements of the relevant training package or VET accredited course
- b) is conducted in accordance with the **Principles of Assessment** and the **Rules of Evidence** (see below).

Principles of assessment

Fairness

The individual learner's needs are considered in the assessment process.

Where appropriate, reasonable adjustments are applied by SRI to take into account the individual learner's needs.

SRI informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

Flexibility

Assessment is flexible to the individual learner by:

- reflecting the learner's needs
- assessing competencies held by the learner no matter how or where they have been acquired
- drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual

Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.



Validity

Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.

Validity requires:

- assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
- assessment of knowledge and skills is integrated with their practical application
- assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations
- judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements

Reliability

Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Rules of Evidence

Validity

The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.

Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.

Sufficiency

The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.

Authenticity

The assessor is assured that the evidence presented for assessment is the learner's own work.

Currency

The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

Course Credit

Credit Transfer and Recognition of Prior Learning (RPL)

Under the VET Quality Framework (VQF), SRI accepts qualifications and statements of attainment from any other registered training organisation as per the Standards for RTOs 2015.

Recognition of previously completed qualifications or relevant life experience of students can be recognised by completing a Recognition of Prior Learning (RPL) and Credit Transfer (CT) application.

RPL is the recognition of skills, knowledge and experience gained through working, learning and life experiences that are relevant to your course. Prior learning may include formal, informal and non-formal learning. Credit Transfer is the recognition of completed units of a qualification or the equivalent. This is based on identified equivalence in content and learning outcomes between matched qualifications or units of competency.

If you believe you have previous experience or hold qualifications that can be recognised please discuss this with us to obtain further information. It is strongly recommended that you make application for RPL/CT within the first few days of the commencement of your course. On application you will be required to provide the necessary evidence for RPL/CT approval.

Vocational Placement

Vocational Placement is a mandatory requirement of some units of competency in certain courses and may form part of your assessment.

Vocational Placement is:

- Hands on experience in a real work environment that directly relates to your course
- The skills and knowledge you gain in a real work environment
- Unpaid training
- Accessible by your trainer / assessor

Additional documentation needs to be completed prior to your placement

SRI will work with you to assist you with your placement. You may find a workplace you would like to attend or our staff may recommend businesses to suit your placement. The qualification you undertake will determine the length of time you will be required to spend in this placement. This will be explained to you prior to enrolment and will be discussed again during orientation. You may contact us at any time for more information. Your Trainer or SRI's Vocational Placement Co-ordinator can assist you with any questions relating to your placement. Please contact vp@sri.edu.au



Recording and Storage of Student Information & Results

In compliance with SRI Policies and Procedures a student file will be opened at enrolment for your studies and will be recorded on a regular basis until the completion of your course. The file will be archived in accordance with the National Vocational Education and Training Regulator Act. All storage and dissemination of information is compliant with the current privacy laws. Students can request access to their records at any time.

(Ref National VET Regulator Act General Direction: Retention requirements for completed student assessment items.)

Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015, will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. Your USI is your individual education number for life. It also records an online record of your Australian training achievements.

SRI requires all student to apply for their USI number prior to enrolment.

The USI will allow students online access to their training records and results (transcript) through their online USI account. A USI account will contain all of the student's nationally recognised training records and results from 1 January 2015 onwards. SRI will upload your assessment results in to your account on a regular basis. You will also be able to view your VET transcript for nationally recognised vocational education and training you complete.

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

Without a USI number, SRI is unable to issue students with their statement of attainment or qualification.

Please visit www.usi.gov.au to create a student USI account.





Student Support Services

You are required to participate in an orientation session upon commencement of study. The orientation will provide you with information critical to achieving a successful outcome from your study including how to access iLearn and general Institute information.

SRI staff are committed to your success and will help you with a range of enquiries, including:

- confirmation of enrolment
- general advice and assistance
- access to iLearn
- assessment information
- certificates (including re-issues)
- vocational placement
- job search assistance
- extending your course
- further study
- course progress and results

SRI staff want you to achieve your academic goals, as well as ensuring that you receive excellent customer service during your time with us. If you are experiencing challenges with studying, time management, attendance, course progression or assessments, please speak with your trainer or you can contact us any time by email: vet@sri.edu.au



SRI have support staff to help you through your learning:

Trainers and Assessors

Our trainers and assessors are the industry experts that will support you in your training and assessment.

Student Placement Career Coaches

SRI provides job placement assistance for all students and graduates. Please contact us if you would like assistance searching for a job.

Administration Team

Our administration team are available to assist you with all general enquiries in regards to your enrolment with SRI. They can be contacted via email at qualityunit@sri.edu.au

iLearn Online Help

For online learners, the SRI eHub team are available to assist you with any eLearning issues. You can access this help through the iLearn login page www.ilearnportal.com.au (scroll down to Help Information).

Help Desk Form 2021

***Required**

1

Student Username or Trainer ID
eg. s12345 or RTPW01 or email address (please use original supplied)

Your answer _____

Email address (please use original supplied) *

Your answer _____

Course related issues go to vet@sri.edu.au *

(Please select one of the options)

☐ iLearn login

☐ Cannot see my course

Login to iLearn

Username _____

Password _____

Sign In

Forgot Password?

Sign in with a third-party account _____

2

Help information

Login instructional video
Watch the instructional demonstration video on logging in to iLearn.

[Certificate studying students watch video](#)

Help Request
Having any difficulties with your iLearn course? Need a technology help session?
Please submit a Help Request Form below and a member of staff will get back to you as soon as possible.

Submit Help Request

3

iLearn

Welcome to iLearn, your gateway to Learning

Student Centre

Submit a help request

bk5b

TypeQuick

Diploma Course Catalogue

Orientation

Contact Us

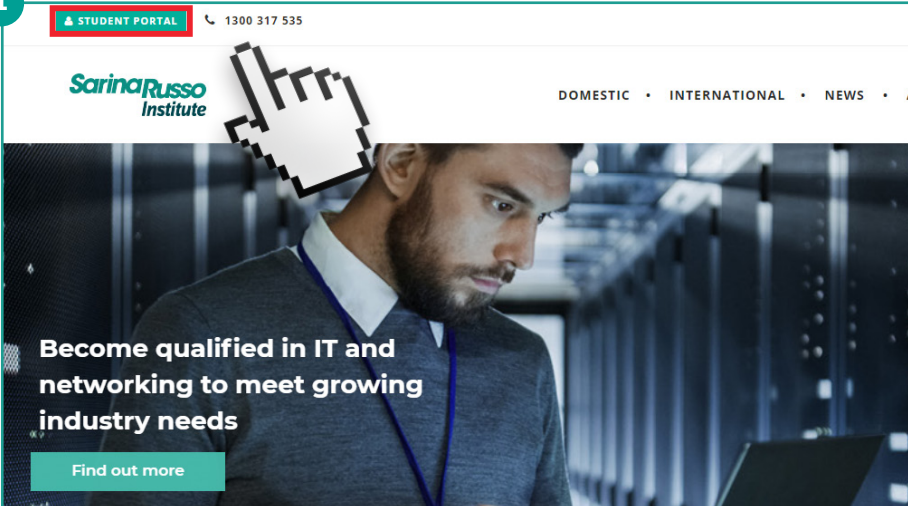
www.sri.edu.au
vet@sri.edu.au
1800 076 776

Student Portal

If your course uses iLearn, our 24/7 Learning Management System, you can access this via the Student Portal at www.sri.edu.au

To access the student portal go to www.sri.edu.au and click "Portal"
You will need your student ID and password to log into iLearn.

1



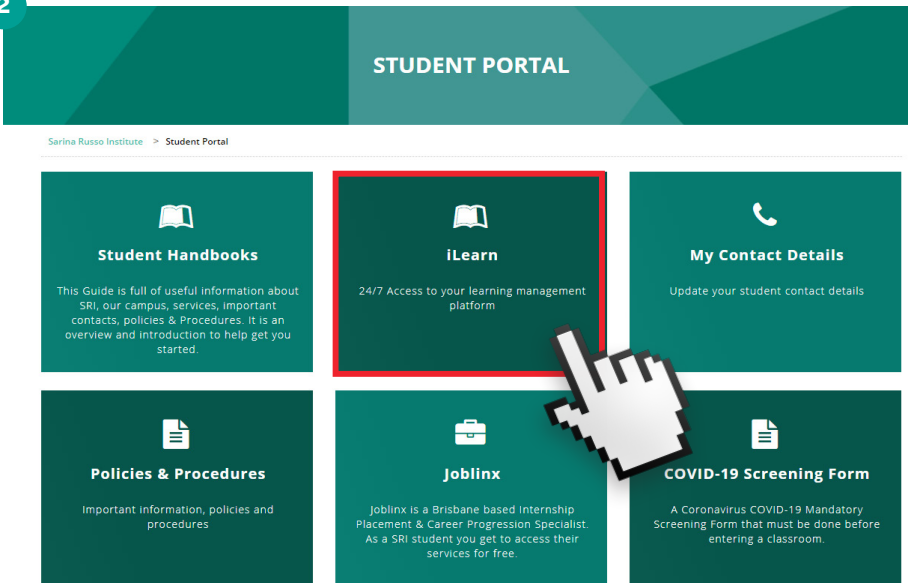
STUDENT PORTAL 1300 317 535

Sarina Russo Institute DOMESTIC • INTERNATIONAL • NEWS • A

Become qualified in IT and networking to meet growing industry needs







[Find out more](#)

2



STUDENT PORTAL

Sarina Russo Institute > Student Portal

 Student Handbooks This Guide is full of useful information about SRI, our campus, services, important contacts, policies & Procedures. It is an overview and introduction to help get you started.	 iLearn 24/7 Access to your learning management platform	 My Contact Details Update your student contact details
 Policies & Procedures Important information, policies and procedures	 Joblinkx Joblinkx is a Brisbane based Internship Placement & Career Progression Specialist. As a SRI student you get to access their services for free.	 COVID-19 Screening Form A Coronavirus COVID-19 Mandatory Screening Form that must be done before entering a classroom.

Student Fees

Student fees must be paid as outlined in SRI's [terms and conditions](#) as stated on our website.

Please consult with Sarina Russo Institute staff to make a payment or to enquire about your Institute fees. If all fees have not been received you MAY NOT be allowed to commence your studies and /or remain actively enrolled and/or be issued your completion certification.

Your qualification WILL NOT be issued until all fees are paid. Exemptions may apply for students enrolled in State Government funded programs.

Changes to your course

Requests for course variation such as deferring, suspending, extending or cancelling your course must be made in writing to SRI by completing the online form, 'Make a Change to My Current Enrolment' at www.sri.edu.au/domestic/ Approval of these changes is at the discretion of Sarina Russo Institute.

Refund Policy

Please read our conditions of enrolment on the website for full details of SRI's refund policy

Change of Address

It is your responsibility to ensure you keep SRI up to date with your contact details. If you change address, phone number or email address you must advise the administration staff by completing the online 'My Contact Details' form via the student portal.

Your Feedback

At SRI we value your feedback and will ask you to complete a "Learner Questionnaire" survey, which is on iLearn and part of your course. We may from time to time ask you to complete other surveys to assist us with our continuous improvement or if required as part of a Government contract. You are welcome at any time to speak to staff to provide feedback.





Your Rights and Responsibilities as a Student

Changes to policies and procedures may occur so please refer to the Institute's website for the most up-to-date information.

Code of Conduct

Students are in a professional environment and need to always act in a courteous manner with staff and fellow students.

The trainer has the right to remove any student from a class if that student's behaviour is detrimental to the learning of other students. SRI has the right to suspend or expel any student whose conduct is unacceptable. A behaviour warning letter may be issued prior to this action.

Conduct which is considered unacceptable and likely to cause suspension or expulsion may be any of the below circumstances or any other circumstances considered to be unacceptable:

- Harassment of other students or staff
- Violent or threatening behaviour
- Bullying
- Sexual harassment
- Non-adherence to computer protocols
- Breach of security procedures
- Failure to adhere to letter of warning
- Failure to adhere to protocols of our training partners
- Cheating
- Stealing
- Wilful damage to the Institute, staff or other students' property
- Being under the influence of drugs or alcohol or dealing illegal substances
- Possession of concealed weapons

(The student forfeits the right to request a refund of any fees paid in these instances).

Cheating/plagiarism

SRI does not tolerate students cheating or plagiarising the work of others. If a student is suspected of plagiarism or cheating all or part of an assessment piece, then the trainer will discuss the case with SRI Management and an interview with the student/students may be required. Once it is confirmed that a student has cheated or plagiarised work, this is noted on the student file including the action that was taken.

The action to be taken can be any one of the following:

- A warning to the student which is recorded in the student management system;
- A result of unsatisfactory for the relevant piece of assessment and a resubmission or resit;
- A result of Not Yet Competent (NYC) for the unit and the student will be required to repeat the unit at a fee;
- Expulsion from the Institute;
- Any other academic penalty as decided by SRI Management.

A student who plagiarises or cheats a second time will normally be excluded from SRI.

Appeals for Reassessment

If a student feels that during the assessment process they have been dealt with in a manner which they consider not to be fair and equitable, the student has the right to appeal. If this situation should occur, students should discuss it with their trainer.

Requests for appeals must be submitted to the trainer within 5 working days of receiving the assessment result. Responses to a student appeal must be acknowledged in writing and a decision given to them within 10 working days. If students are not happy with the outcome, they should refer to the Complaints and Appeals Process (See section in this handbook "Complaints and Appeals").

Note: Students are required to keep attending classes or progressing with their online course until the assessment appeal is finalised.

Monitoring of Progression

Your trainer will be in regular contact with you to support you in your training and progress.

If you are not passing at least 50% of your competencies in a semester or training plan outline, we will discuss with you a strategy to help you complete your course. This may include resits or repeats, extra study support, change to your study load or an extension of time.

Completing your course

Competency must be achieved in all units of the qualification/accredited course for a full qualification to be issued. Students are expected to complete within the course duration as defined upon enrolment. The granting of extensions for completion of studies is at the discretion of the Institute.

The issuing of qualifications is subject to quality checking processes and therefore is subject to an issuing period after the completion of studies. Vocational qualifications and statements of attainments will be issued within a 30 day period from the achievement of competence for the relevant unit/s.

Records of your competency are kept for a minimum of 30 years as per regulatory requirements. If you request a re-issue of your qualification or statement of attainment fees do apply.

Consent Notice

In the course of providing education and training services to you, SRI collects personal information and sensitive information provided by you.

In collecting and disclosing your personal details, SRI is committed to complying with current [Privacy laws](#).

Storage and Data Management

In compliance with SRI Policies and Procedures a student file will be opened at enrolment to your studies and results will be recorded on a regular basis until the completion of your course. The file will be archived in accordance with the National VET Regulator Act. Your Information may be housed in an off-shore data management system.

Consent to Sharing

Your Information may be shared with:

1. Queensland Government, Federal Departments, employers, and other training providers whereby the disclosure is relevant to the process of providing educational services to you.
2. Employment service providers (if you have been referred or supported by a job active provider). This includes attendance and enrolment details.
3. Our contractors and suppliers – e.g. our I.T. contractors and database designers.
4. Any person, entity or authority with a lawful entitlement to obtain the information.

Publicity Consent

We may contact you to ask your permission to participate in photos, videos, testimonials or other promotional material SRI may use. Please advise us if you do not wish for this to occur.

Further Information

Further information regarding your personal details and your ability to correct or raise concerns regarding the handling of this information is located in our Privacy Policy, which is located on our website. Students must notify SRI in writing in relation to changes in personal details by emailing vet@sri.edu.au.

Computer Use

If utilising SRI computers, virus scanning software is installed which will check all storage devices (USB's) prior to their use. Eating or drinking is not permitted while you are in class or using a computer.

Smoking

It is a serious breach of SRI's policies and procedures to act in a way that may affect the health and safety of other students, staff, guests and members of the public. We therefore urge you to comply with this policy and not smoke in the designated non-smoking areas.

PLEASE NOTE

- **NO SMOKING** in any part of the building including toilets and stairs.
- **NO SMOKING** within 5 metres of building entrances.

*Look for ashtrays or designated smoking area signs.



**IF YOU SMOKE IN A SMOKE-FREE AREA OR DON'T
DISPOSE OF CIGARETTE BUTTS CORRECTLY YOU CAN BE
FINED OVER \$200 BY THE BRISBANE CITY COUNCIL**





Complaints and Appeals

Sarina Russo Institute (SRI) treats all student complaints and appeals as a priority. A resolution dispute process will occur in a timely manner provided that SRI is informed of the complaint or appeal. To assist SRI in helping to resolve a complaint or appeal, we request that the following procedure be followed.

Complaint or Appeal Procedure	
	1. Talk to a staff member
If dissatisfied	2. Write down your problem and submit your formal complaint to the RTO Director vet@sri.edu.au
If dissatisfied	3. Lodge complaint or appeal to the Education Group Chief Executive Officer (CEO) vet@sri.edu.au
If dissatisfied	4. Contact an external body for mediation

• You have the right to be accompanied by a support person of your choice at any stage. Your student enrolment will be maintained while the complaints or appeals process is ongoing.

1. Complainants may raise an **informal complaint** by speaking with any staff member.
2. Should the issue not be resolved then write a letter explaining your complaint including any supporting evidence, in the form of a letter or an email, clearly marked "to the attention of" Director - SRI Careers. Your complaint is now considered a **formal complaint**. The process will commence within 10 working days of the receipt of the formal complaint and all reasonable measures will be taken to finalise the process as soon as practicable.
3. If a complainant is dissatisfied with the outcome of their formal complaint they may lodge an internal appeal with the Education Group CEO within 20 working days of receiving notification. The Education Group CEO will appoint an appropriate person or committee (who is independent from the complaint or appeal) to consult with the complainant and other relevant parties within 10 working days.
4. If it is not possible to resolve the dispute internally, independent mediation can be arranged through the following bodies:

Resolution Institute
1800 651 650
www.resolution.institute

The Complaints and Appeals process, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.



Health & Safety

The Work Health and Safety Act sets out the obligations for employees and employers. Everyone must take reasonable precautions and exercise proper diligence to make sure that the workplace and the work itself is safe.

Students must take reasonable care of themselves and others and cooperate with action taken by SRI and its staff to protect health and safety. All employees, students, contractors and other visitors to SRI workplace have an obligation to comply with workplace health and safety instructions. Each student at SRI has a legal obligation to comply with all workplace health and safety instructions.

These obligations include:

- Observing safe procedures and standards
- Reporting all accidents, incidents and hazards
- Using safety and personal protective equipment properly
- Being familiar with emergency or evacuation procedures
- Incidents may be reported to any staff member



Emergencies and evacuations at SRI training venues

When the alarm sounds all persons **MUST** evacuate the area in which they are located. Under instruction from your trainer, move to the designated assembly area. Descend stairways no more than two abreast. Keep to the outside on stairways to allow access for emergency personnel. Do **NOT** use lifts.

Once at the assembly point your trainer will call the roll to check that all students are accounted for.

Do not leave this area until the all clear has been given. If you are not in class when the alarm sounds, proceed directly to the designated assembly point.

Do **NOT** re-enter the building or take refuge in toilets, storerooms, rest rooms or student common rooms.

Safety in our buildings

Please ask your trainer where your evacuation assembly point is. Do not use lifts to evacuate buildings, unless a Fire Brigade Officer is in control and advises you to go with them in the lift. Disabled persons are to be assisted by a person nominated by the Floor Warden and are to remain in the stairwell to be evacuated by Emergency Service Officers. During any evacuation it is important not to panic but to approach the task in a calm and orderly manner.

Safety is everyone's responsibility.
If you see something unsafe, speak to a staff member.

Control of Smoke

SMOKE IS FATAL

- Never interfere with the self-closing function of a fire/smoke stop door
- Never prop or wedge open fire/smoke stop doors
- Report any malfunction of such doors
- When evacuating a fire area, close all doors from offices, stores, passages etc.
- If confronted by dense smoke, crawl to safety

In a situation where an emergency arises or a drill is organised, all occupants will evacuate through the nearest safe available exit under the direction of a staff member and will congregate at the evacuation assembly point.

EMERGENCY NUMBERS

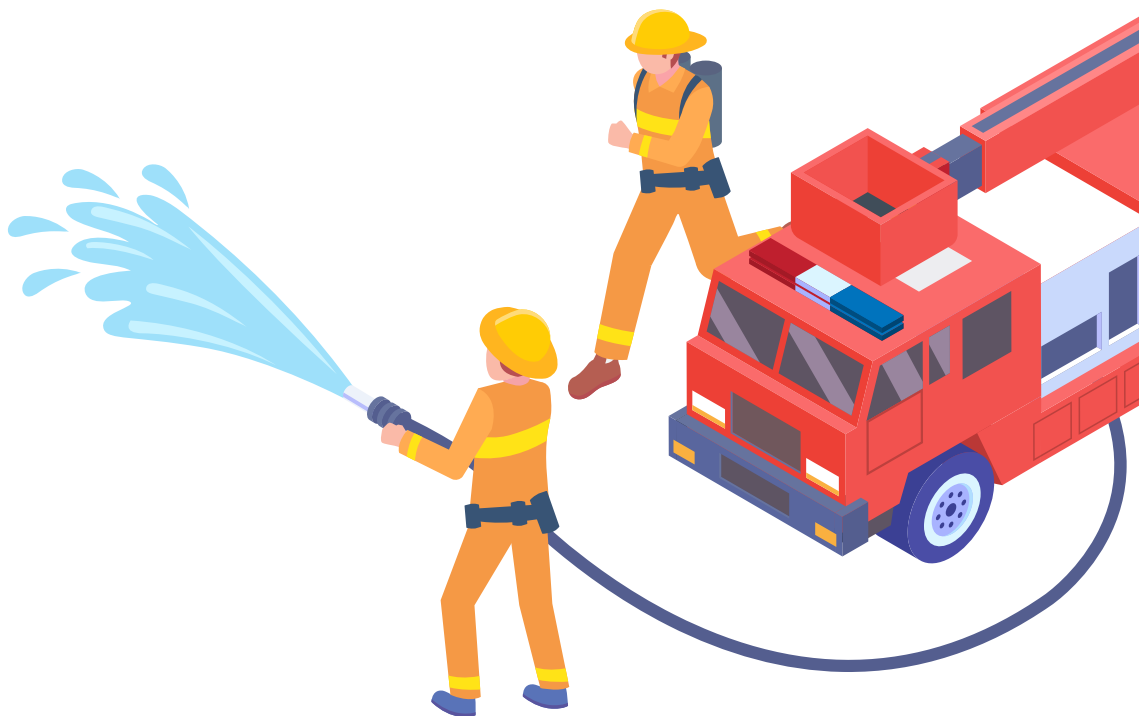
FIRE BRIGADE 000

POLICE 000

AMBULANCE 000



REMAIN CALM - PANIC IS YOUR WORST ENEMY



We wish to ensure the health, safety and wellbeing for everyone.

Good hygiene is essential to stop the spread of viruses like the flu and coronavirus.



WASH YOUR HANDS ✓

- After coughing or sneezing
- When caring for the sick
- Before, during and after you prepare food
- Before eating
- After toilet use
- When hands are visibly dirty
- After handling animals or animal waste

PROTECT YOURSELF AND OTHERS FROM GETTING SICK ✓

- When coughing and sneezing cover mouth and nose with flexed elbow or tissue
- Throw tissue into rubbish bin immediately after use
- Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing
- If you have fever, cough and difficulty breathing, seek medical care early and share previous travel history with your health care provider
- Stay at home if you are unwell

STAY AWARE ✓ - Please refer to your:

- Student Email Address
- Student Portal
- Staff email address
- Visit www.sri.edu.au

Appendix 1 – VET Student loan scheme for Diploma courses

If you have chosen to finance your Diploma studies through a government VET Student loan, this Appendix provides you with additional information regarding this program.

The VET Student Loans program is an Australian Government loan program that helps eligible students enrolled in approved courses at diploma level or above, at approved course providers pay their tuition fees. The loan has income-contingent repayment arrangements, which means you only need to make repayments if you are earning above the minimum repayment threshold. You can make voluntary repayments at any time.

You will be responsible for any gap amount in the tuition fees, which are not covered by the loan. You will owe a debt to the Australian Government for the loan, which will be managed by the Australian Taxation Office (ATO).

Additional information available here: <https://www.dese.gov.au/help-and-other-information/resources/fact-sheet-vet-student-loans-information-students?msclid=385eb9cecc5cc11ecb04e6802bfaaee8d>

You have to start repaying your HELP debt through the taxation system once your repayment income is above the compulsory repayment threshold. The compulsory repayment threshold is adjusted each year.

Please refer to www.studyassist.gov.au for more information on VET Student Loans and the parameters around this loan program.

You can also find on our website www.sri.edu.au information about our fees, dates, policies and procedures that support this VET Student Loan program.

You will be provided with a Commonwealth Assistance Notice (CAN) to advise important information about your enrolment, any HELP debt you have incurred or student contribution amounts you have paid, and any loan fee you may have incurred.

Reminder: census dates are published on the SRI website.

Appendix 2 – Certificate 3 Guarantee Program

This program is a Queensland State Government initiative that supports eligible participants to complete one Certificate III level qualification post school.

As a participant undertaking this program, you will exhaust your entitlement to further government funded training when you complete your Certificate III qualification. Care has been taken by our staff to ensure of the course choice you have made meets your intended personal and career goals, we look forwarding to supporting you to attain these goals. Please refer to the following fact sheet for any additional information or clarification:

<http://www.training.qld.gov.au/resources/training-organisations/pdf/c3g-factsheet-student.pdf>

It is our goal to support you in completing your qualification. If however you withdraw from the program you are entitled to complete your training with Sarina Russo Institute or another Training Provider registered to deliver the Certificate 3 Guarantee training.

Applications for credit transfer that have been approved will be adjusted accordingly in your course fees.

It is a requirement of the Certificate 3 Guarantee Program that you complete a Training and Employment Survey within three months of completing your studies with us. Our staff will be in contact with you post studies to complete this survey.

We value your feedback and encourage you to speak with any of our staff about your training, career or employment pathways.

Appendix 3 - Traineeships

As a Trainee you have responsibilities which you can reference by viewing the fact sheet available by accessing <http://apprenticeshipsinfo.qld.gov.au/information-resources/info-sheets/is3.html>

Under a traineeship you are required to pay a nominal amount as a contribution toward the training you are undertaking. The amount is set down by the State Government and is based on nominal hours of training per unit of competence. There are a range of payment options available and this will be explained to you and your employer at Sign Up.

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