



# STUDENT HANDBOOK

## VET IN SCHOOLS

**CPC10111 Certificate I in Construction**

**D2C Plumbing Plus**

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**Master Plumbers Association of South Australia Incorporated**

**RTO ID: 40070**

**Document: RTTEMP003**

**Version: 2020**

## Student Handbook - VET in Schools

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## Welcome

Master Plumbers Association of South Australia Inc, a Nationally Registered Training Organisation (RTO).

The purpose of this handbook is to provide students and/or individuals looking to study with our RTO the relevant information they will require to ensure they have the most positive experience possible whilst undertaking our Training.

## About us

Master Plumbers Association of South Australia Incorporated was established in 1908 as an Industry Association, servicing the needs of Master Plumbers, and their employees.

We are a Membership Association, a Registered Training Organisation and a Group Training Organisation.

We have been a Registered Training Organisation since 2006. **Our RTO number is 40070.**

Our mission is to support, promote and develop the on-going protection of community health and safety through the provision of quality plumbing services both state and federal, and representation throughout South Australia.

## Contact details

### **Master Plumbers Association of South Australia Inc.**

213 Greenhill Road, EASTWOOD SA 5063  
PO Box 145, FULLARTON SA 5063

Phone: (08) 8292 4000  
Email: [admin@mpasa.com.au](mailto:admin@mpasa.com.au)  
Website: [www.mpasa.com.au](http://www.mpasa.com.au)  
ABN: 78 085 983 646

*Our office is open Monday - Friday (8.30am-5pm)*

## VET in Schools Training

VET in Schools training allows individuals to complete nationally accredited units of competency or qualifications while they are still undertaking secondary school.

This is a fantastic way for students to get a head start in their career, prior to completing their schooling.

We currently offer the following courses as part of our VET in Schools Programs:

- **CPC10111 Certificate I in Construction**  
*(delivered with a Plumbing focus)*
- **D2C Plumbing Plus**  
*(13 units from the CPC32612 Certificate III in Roof Plumbing)*

*These VET in Schools programs are eligible for SACE points. Please contact your School VET Coordinator for full information on SACE.*

## How our VET in Schools Program Works

Our VET in Schools Programs are delivered and assessed by approved Teachers at our nominated schools through a partnership (third party) agreement.

Our current schools approved to deliver these Programs are:

- Hallett Cove R-12 School
- Seaton High School
- Unley High School

Master Plumbers Association of SA Inc oversees the delivery of the programs, enrolls students, monitors the progress of students and issues qualifications and results.

## Career Opportunities

As Master Plumbers Association of SA is also a Group Training Organisation, our Field Officers visit out VET in Schools courses on a regular basis to provide further guidance on careers in the plumbing industry.

We also undertake aptitude testing to identify possible suitable candidates for plumbing Apprenticeship while the students are still in school.

## Career Pathways

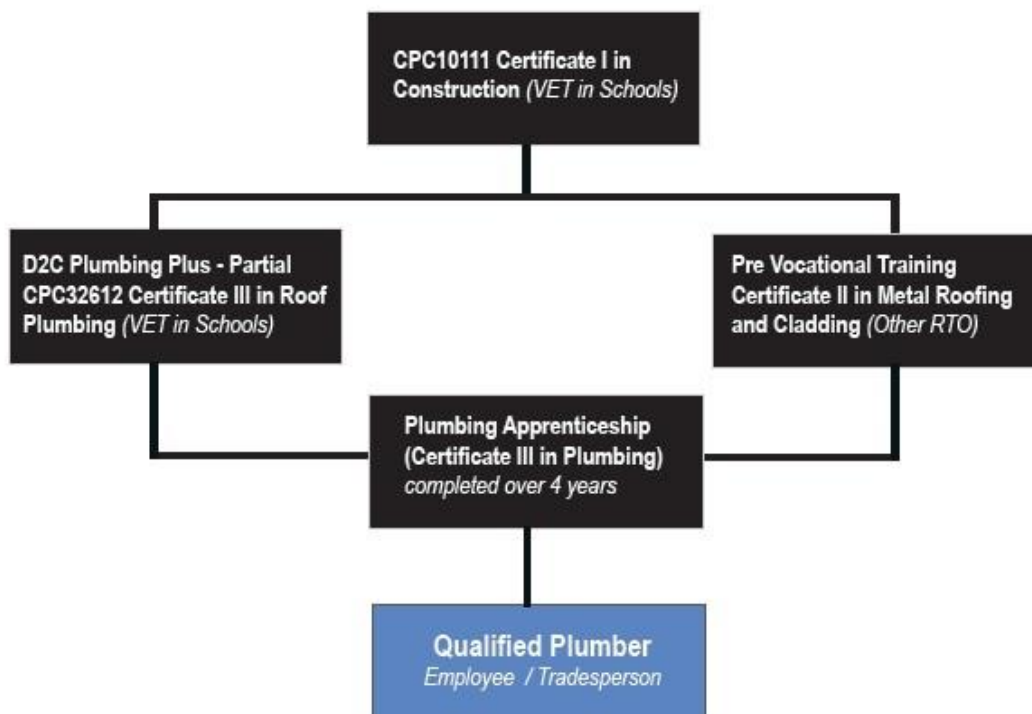
The VET in Schools Programs are designed to serve as an entry point into Construction Trade careers including:

- Plumbing
- Gasfitting
- Roof Plumbing
- Building Trades
- Landscaping
- General Construction Trades
- + many more

Our Group Training Field Officers regularly visit our VET in Schools classes to monitor our students and provide advice and assistance to help increase opportunities for an Apprenticeship Placement.

*\*Please note that although we provide as much assistance as possible, we cannot guarantee Apprenticeships or employment to our students.*

## STEPS TO BECOMING A LICENCED PLUMBER



***\*Please note that the chart above depicts a typical pathway to becoming a qualified Plumber. Our training cannot guarantee employment or an Apprenticeship.***

## Scope of Training

### CPC10111 Certificate I in Construction

Qualification	CPC10111 Certificate 1 in Construction	
National Code	Unit of Competency Title	Nominal Hours
CPCCCM1012	Work effectively and sustainably in the Construction Industry	20
CPCCWHS1001	Prepare to work safely in the construction industry	6
CPCCCM1013	Plan and organise work	20
CPCCCM1014	Conduct workplace communication	20
CPCCCM2001	Read and interpret plans and specifications	36
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
CPCCCM2005B	Use construction tools and equipment*	96
CPCCCM1015	Carry out measurements and calculations	20
CPCCCM2004A	Handle construction materials*	16
CPCCCM2006	Apply basic levelling procedures	8
CPCCVE1011A	Undertake a basic construction project	40

**This Qualification is delivered once per week over a full school year. It also includes 80 hours of compulsory Work Placement.**

**\* Denotes Units of Competency, in which have a Pre-Requisite Unit requirement (CPCCWHS2001 is a pre-requisite of the indicated units above). Please note that the specified pre-requisite unit must be successfully completed prior to the units listed above being assessed.**

*Successful completion of the CPC10111 Certificate I in Construction may gain credits towards SACE. Please speak to your VET Coordinator for further information.*

**Please visit [www.mpasa.com.au](http://www.mpasa.com.au) for full information on this Qualification (Training & Courses / VET in Schools / Certificate I in Construction)**

## Scope of Training

### Doorways to Construction Plumbing Plus

Course	D2C Plumbing Plus (units from CPC32612 Certificate III in Roof Plumbing)	
National Code	Unit of Competency Title	Nominal Hours
CPCPCM2043A	Carry out WHS Requirements	50
CPCPCM2052A	Weld using oxy acetylene equipment*	16
CPCPCM2049A	Cut using oxy-LPG-acetylene equipment*	8
CPCPCM2053A	Weld using manual metal arc welding equipment*	16
CPCPCM2047A	Carry out levelling*	6
CPCPCM2054A	Carry out simple concreting and rendering*	16
CPCPCM3022A	Weld Polyethylene and Polypropylene Pipes using fusion method*	8
CPCPCM3023A	Fabricate and install non-ferrous pressure piping*	12
CPCPCM2050A	Mark out Materials*	20
CPCPCM2048A	Cut and join sheet metal*	8
CPCPCM3021A	Flash Penetrations through Roofs and Walls*	18
CPCPRF3022A	Fabricate and Install roof drainage components*	48
CPCPDR2024A	Install stormwater and sub-soil drainage systems*	15

**This course is delivered once per week over a full school year. It also includes 80 -120 hours of compulsory Work Placement.**

**\* Denotes Units of Competency, in which have a Pre-Requisite Unit requirement** (CPCPCM2043A is a pre-requisite of the indicated units above). Please note that the specified pre-requisite unit must be successfully completed prior to the units listed above being assessed.

Successful completion of the above units of competency may gain credits towards SACE. Please speak to your VET Coordinator for further information.

**Please visit [www.mpasa.com.au](http://www.mpasa.com.au) for full information on this Course** (Training & Courses / VET in Schools / D2C Plumbing Plus)



## Studying with our RTO

Our primary focus at Master Plumbers Association is providing quality training to all of our students. This also includes professional and efficient customer service, as well as timely assessment and result processing. We have quality assurance methods, as well as continuous improvement processes in place to ensure we provide a quality service.

Our aim is to make training for our students as simple and beneficial as possible.

## Student Selection

Our VET In Schools Program is currently only open to Secondary School Students.

Students can either be currently attending Secondary Schooling at one of our Participating Schools (listed below), or can organise to attend the course at the participating school located closest to them.

- Hallett Cove R-12 School
- Seaton High School
- Unley High School

Students are selected for these programs following an expression of interest and a pre-enrolment Language, Literacy and Numeracy Assessment. This, combined with the School Reports and any prior skills or training will then determine if the Student has the sufficient pre-requisite skills to be able to successfully complete the training.

## Entry Requirements

**To undertake our CPC10111 Certificate I in Construction program, students must:**

- Be currently enrolled as a secondary school student (Year 10 minimum)
- Hold basic language, literacy and numeracy skills
- Be physically able to undertake practical task assessments (using tools and equipment).

**To undertake our D2C Plumbing Plus course, students must:**

- Be currently enrolled as a secondary school student (Year 11 or 12 only)
- Hold basic language, literacy and numeracy skills
- Be physically able to undertake practical task assessments (using tools and equipment).

## Language, Literacy and Numeracy

Our courses have a pre-requisite of basic English language, as well as literacy and numeracy skills. To ensure Students have the necessary skills and abilities to be able to complete the course, they are required to undertake a Language, Literacy and Numeracy pre-enrolment Assessment.

Should any Students have language, literacy or numeracy issues, these can be indicated on our enrolment form. We will then work with the student to determine if additional support is required or to confirm if there are current support arrangements already in place.

## **Additional Student Support**

MPA, as an RTO has a firm commitment to the principles of Equal Opportunity and our priority is to protect both prospective students and students already enrolled with the RTO.

Our VET in Schools Programs have a support network in place for students who may require additional assistance. Primarily, students will have learning, language or disability support arrangements with their secondary school, however should additional assistance be required, MPA will ensure this support is provided accordingly.

Master Plumbers Association of South Australia Inc has an agreement in place with Multiple Solutions ([www.multiplesolutions.com.au](http://www.multiplesolutions.com.au)) to provide professional services to our students including learning support covering:

- Language, Literacy and Numeracy
- Disability
- Mental health issues

Students will be monitored throughout their learning and should our trainer's identify an issue with a student's learning, a student support plan will be implemented to ensure the student is supported accordingly.

Student's will also have opportunities throughout their training to request additional assistance.

## **Disabilities**

Should any of our Students require support for a disability, we encourage them to contact MPA to discuss any requirements (special requirements can be indicated on our course enrolment form).

The Disability Discrimination Act aims to ensure people with disabilities have the same rights and opportunities as all other Australians. We do not discriminate against those with disabilities either as employees or students.

Please do not hesitate to contact us regarding any special needs. As described on the previous page, additional support can also be provided through our arrangement with Multiple Solutions if required.

## **Access and Equity**

Master Plumbers Association of SA Inc has policies and procedures in place to ensure that discrimination is not tolerated towards any group or individual included:

- Gender
- Race, colour, nationality, religion
- Age
- Disabilities (physical, mental or intellectual)
- Socio-economic factors

## Reasonable Adjustment

Reasonable adjustment is the flexibility undertaken during the Assessment process in order to meet certain individual learning needs.

Master Plumbers Association of SA Inc. is committed to providing students with support in meeting their learning needs, provided these still meet the training package requirements.

Reasonable adjustment may include:

- Ensuring classrooms and workshops are accessible to students with a disability, and if not, applying modifications to suit
- The modification of tools, equipment and resources (this may include adjusting height of benches / desks, increasing font sizing of assessment learner guides and assessments, or other software if necessary)
- Modifications to Assessments, including additional time for assessments, providing a one-on-one environment
- Providing modifications for training, such as an interpreter (for example sign language for a deaf person)

## Code of Conduct

Master Plumbers Association of SA Inc will;

- Provide students with quality training and assessment
- Ensure compliance is met with current AQF and ASQA requirements, which includes the Standards for Registered Training Organisations (RTOs) 2015
- Provide students with a supportive, safe learning environment
- Provide students with opportunities to obtain additional help or assistance
- Treat all students fairly and with respect

Students have the right to;

- Be treated fairly and with respect at all times
- Learn in a supportive and safe environment, free of bullying and harassment
- Receive fair and unbiased training and assessment
- Raise issues or concerns without a fear of recrimination
- Request learning assistance without discrimination or judgement
- Report incidents and/or lodge complaints without fear of repercussions

Master Plumbers Association of SA Inc expects Students to:

- Act responsibly at all times
- Treat other Students, Trainers and Staff with respect
- Meet the timeline requirements as set out by the course Coordinator, Teacher or Trainer
- Arrive on time to face-to-face teaching, return by the stated times following breaks, and provide prior notice if required to leave training early
- Leave training rooms and workshops clean and tidy
- Understand the requirements of the course or unit
- Check that holidays, employment or appointments do not clash with assessments
- Notify Master Plumbers Association of SA of any change of personal information
- Maintain a high standard of behaviour (refrain from any activities which may cause damage to property, and/or interfere with the comfort of other course participants)
- Refrain from behaviour which may disrupt teaching or interfere with the learning of others
- Comply with all Health, Safety and Hygiene requirements, including appropriate dress/footwear requirements and personal protective equipment.
- Take responsibility to identify and notify staff of any individual learning needs
- Ensure Trainers and Coordinators are informed of any learning difficulties where additional assistance may be required
- Ensure the Trainer's expectations of Students are met with relation to submitting assignments, attendance, communication, negotiation and problem solving.
- Be aware of, and comply with, the RTO's policies that may affect students.
- Conduct themselves appropriately at all times.

### **Misconduct**

Students must not consume or administer Alcohol and/or drugs in Master Plumbers Association of SA Inc venues and / or classes. Should any offence occur, students will be removed from the group immediately.

Intimidation, threats, inappropriate language or disruptive behaviour towards other students, staff or Trainers will not be tolerated. Students will be removed from the class should any of these misconducts or offences occur.

### **Plagiarism**

Plagiarism is defined as “using the words and ideas of others and presenting them as your own. It is a form of intellectual theft and can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.”

Plagiarism of Student's (or any other resource) work will not be tolerated. Any form of plagiarism identified will be reported and any necessary disciplinary action will be implemented.

Students are required to submit a 'Student Declaration Form' prior to commencement, which confirms all work submitted is their own work.

## Privacy

Master Plumbers Association of SA Inc is committed to ensuring the privacy of Students is protected in compliance with the relevant Privacy Act and RTO Standards. Under the *Data Provision Requirements 2012*, Master Plumbers Association of South Australia Incorporated is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Master Plumbers Association of South Australia Incorporated for statistical, administrative, regulatory and research purposes. Master Plumbers Association of South Australia Incorporated may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988*, the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

We will not collect personal information from students unless the information is necessary for one or more of our functions or activities. Our collection of personal information will be fair, lawful and not intrusive. MPA will only use or disclose information for the purpose in which it was collected.

As an RTO, we have a duty of care to protect the privacy of our records. Disclosure of any private or personal information to any third party without consent is illegal. Information may be exchanged within our RTO for the purposes of recordkeeping, training and assessment.

Any personal information we store is protected electronically by password protection, and any hardcopy information is stored securely. Any identification documentation provided (eg for application of a USI) is securely shredded after use and destroyed.

The Student's permission is required in order for us to provide any personal information to a third party. This includes any reports about results, attendance at classes and general progress in your study.

## **Work, Health and Safety**

We are committed to providing a safe learning environment for our Students, Staff Members, Trainers, Assessors and Visitors. Master Plumbers Association of SA Inc. ensures that all relevant legislation is adhered to whilst our training and assessment is being undertaken.

This includes:

- All of our VET Students must wear and be fitted with the correct PPE (Personal Protective Equipment) for each class.
- Workshops and classrooms are treated as if they were a construction site, and include relevant safety signage at all times
- Trainers and Assessors must hold a DCSI Clearance and relevant Qualifications
- Workshops, tools and equipment are inspected by MPA prior to commencement

## **Incident reporting**

As the safety and protection of our students is our priority, we ask that any hazards or incidents which may compromise the safety and wellbeing of any Students, whilst undertaking training at MPA are reported to us immediately, or to the VET Coordinator.

This will then be addressed and steps will be put into place to resolve the issue or prevent it occurring again in the future.

## **Transition of Training Packages**

Should a training course a Student is undertaking become superseded, they will be advised of this immediately and learners will be transferred into a replacement product within one year from the date the replacement training has been released.

Students who have completed all training and assessment for a removed qualification will be provided with their AQF Certification / results within two years of the Qualification being removed from the National Register.

Students who have completed all training and assessment for a removed unit of competency or skills set will be provided with their AQF Certification / results within one year of the Qualification being removed from the National Register.

## Unique Student Identifier (USI)

All Students undertaking Nationally Recognised Training must obtain a USI (Unique Student Identifier). A USI is 10 digits long (a mixture of numbers and letters - *for example G4TH57SUSI*) and is unique to each student. The USI was introduced on 1st January 2015 and the purpose is to combine and collate training records for students in one location, where they will be able to access these at any time without approaching the RTO.

To obtain a USI, please visit [www.usi.gov.au](http://www.usi.gov.au) and follow the prompts, or you can provide us with permission to apply on your behalf. Additional USI information is also included in your induction pack and is available on our website ([www.mpasa.com.au](http://www.mpasa.com.au)).

**\*Please note:** As a USI is a requirement of undertaking nationally recognised training. Results, qualifications and any statements of attainments cannot be issued until a valid USI has been provided to the RTO (MPA).

## Credit Transfer

Credit Transfer is the recognition of nationally recognised training you have previously completed. Approval of a Credit Transfer application means that you will not be required to repeat units of competency / training you have completed with another RTO.

If you wish to apply for Credit Transfer or to find out further information, please download our Credit Transfer Form from [www.mpasa.com.au](http://www.mpasa.com.au) or contact the office on 8292 4000.

***\*Please note that RPL and Credit Transfer applications must be supported by relevant evidence and must meet the requirements as outlined in the Training Package. MPA cannot provide approval if these requirements are not met.***

## Recognition of Prior Learning

For Students who have skills and/or knowledge from previous education or work experiences, which relate to the training we provide, recognition of prior learning (RPL) is available through MPA.

Recognition of Prior Learning is an assessment process that assesses the competency of an individual student who has acquired skills and knowledge through formal or informal learning. This process will determine if the prior experience and learning meets the requirements of the relevant training package.

*Prior Learning can include:*

- Previous Qualifications or Training
- Work Experience
- Life Experience
- Community or Volunteer Work

If you wish to apply for RPL, or find out further information, please download our RPL Application Kit from [www.mpasa.com.au](http://www.mpasa.com.au) or contact the office on 8292 4000.

***\*Please note that fees apply for Recognition of Prior Learning applications (please enquire).***

## Delivery

Our VET in Schools Program is designed to be delivered by MPA trained School Teachers with support and part delivery by our MPA Trainers.

The MPA Trainer and School Trainer will go through the learning resources and assessment tasks with Students, to ensure they understand the requirements of successfully completing the course.

Delivery for both of our VET in Schools programs is over one day per week for a full school year.

## Pre-Requisite Units

Some Units from our VET in Schools Programs have Pre-Requisites. This means that the pre-requisite unit of competency must be completed successfully first. Please note that if you have not successfully completed all of your assessment and work for the pre-requisite unit, it will affect the results of any units which contain this requirement. ***Please refer to Page 7 and 8 for information on which units contain pre-requisite requirements.***

## Course Progress

The MPA Trainer / School VET Coordinator will monitor each Student's Progress to ensure they are progressing to the minimum standard.

Should the Student's progress be below standard, an informal review of their progress will be held. An informal review involves:

- The Trainer notifying the student of his/her concerns
- Asking the student to meet with the trainer to discuss the matter, and possible options to improve the situation.

Following a meeting with the student, a plan will be put into place to allow the student time to improve their current progress and ability. It will also be determined if they require additional learning assistance.

Appropriate actions will be taken to assist resolution of the issues raised. Another monitoring visit / review will be held 4 weeks following the initial meeting to check student progress.



## Attendance

As these programs are run within a strict timeframe, regular attendance will be required in order to successfully complete the course.

Catch up lessons may be arranged with your Trainer if and when they are available, however please ensure you speak with your trainer if attendance will be an issue. MPA, in conjunction with the School will provide as much opportunity as possible, however it is the student's responsibility to ensure they attend all classes, or make up the time for missed classes.

***Please contact MPA for special circumstances should they arise.***

## Assessment

In Industry and in the vocational education and training system, Competency Based Training (CBT) provides the basis for measuring performance in a way that is valid, reliable, flexible and fair. The rationale is that training standards will improve because students/trainees will reach a level that tests **competence**.

Each unit of competency comprises of a number of elements and performance criteria. The unit of competency is a skill or knowledge identified in a Training Package. To achieve competency, students must demonstrate their skills and knowledge to Industry Standards in EVERY element of a unit of competency.

To achieve a full qualification (i.e 'Certificate I in Construction'), the student must be assessed as competent in each unit which makes up the qualification.

Where a student does not achieve competency in all required units, they will receive a statement of attainment for successfully completed units.

A Qualification testamur will only be issued where competency is achieved in all required units of the Qualification.

Please note that 'D2C Plumbing Plus' is a cluster of units, and is not a full Qualification. Students who successfully complete this course will receive a Statement of Attainment for any units they have achieved competency in.

## Conducting Assessments

In each area of study, Students will be advised of the assessment requirements of the unit or subject. Students will be advised on how evidence will be gathered and demonstrated.

Some units may be assessed with others. Some may be on the job and some may involve on and off the job components.

Assessment may be conducted over a period of time so that the assessor has sufficient evidence of your skills / satisfying the assessment criteria.

## Assessment Methods

Our VET in Schools Programs include assessment methods, including:

- Theory / Written Assessment
- Observation / Practical Assessment
- Verbal / Oral Assessment
- Work Placement

## Work Placement

Two weeks work placement with a construction company is a requirement of both Cert I and D2C course.

MPA and the participating school will provide support to enable Students to gain work experience. We also encourage Students to provide evidence of work placement to support their training and future career opportunities (A work placement book will be provided to students to complete).

Students must not undertake work placement until all necessary documents have been signed by the Work Placement Provider and returned to your Teacher or MPA Trainer.

Completed Work placement will be recognised on the Academic Statement following completion of training. **Please note: Work Placement can only be recognised by MPA, provided the signed Workplace Learning Agreement has been returned for all Work Placement days.**

## Submitting Work

We expect all students to submit the required course work by the due dates set out by the VET trainer.

We are not able to result any units 'Competency Achieved' unless all of the required assessments/workbooks have been submitted within the required timeframe, and meet the training requirements. Assessments and Workbooks must be returned to the assigned VET Coordinator when requested.

Students must ensure all work submitted includes their full name and School/Host School.

## Special consideration

A student whose work or performance has been affected by illness or other serious situations, may apply in writing to the RTO Manager for *special consideration*. The letter must be accompanied by a medical certificate or other appropriate evidence.

## Issuing Results

Results for the VET in Schools courses will be issued directly to the Student by Master Plumbers Association of SA Inc.

### **CPC10111 Certificate I in Construction**

Students who successfully complete all 11 units of the CPC10111 Certificate I in Construction will be issued with a Qualification and record of results provided the following:

- All course fees have been paid
- A valid USI has been provided

### **D2C Plumbing Plus**

Students who successfully complete one or more units of the D2C Plumbing Plus course will be issued with a Statement of Attainment provided the following:

- All course fees have been paid
- A valid USI has been provided

## Complaints and Appeals

### **Complaints**

Master Plumbers Association of SA Inc is dedicated to providing quality training to Students, however if a student experiences a grievance or issue, we have support and complaints processes in place.

A complaint is negative feedback, which may relate to the training, information provided, the Trainer/Assessor, course assessment, or the application for special consideration.

We recommend that students, in the first instance attempt to resolve the issue by liaising with the RTO Manager, Trainer or any other Staff Member involved.

If a satisfactory outcome is not reached through this process, a formal complaint may be lodged in writing.

**The Complaints form is available on our website - [www.mpasa.com.au](http://www.mpasa.com.au) (Training & Courses/ VET in Schools/ Downloads)**

## **Appeals**

Students have the right to lodge a formal appeal regarding a decision made on their training/assessment. An appeal is an application by a student for reconsideration of an unfavourable decision or finding during the training and assessment process. As also noted in the Complaints section, we recommend that this is attempted to be resolved with the involved parties in the first instance, if possible.

Students also have the right to have an appeal heard by an independent person. Please refer to the Appeals policy and form located on our website.

**The Appeals form is available on our website - [www.mpasa.com.au](http://www.mpasa.com.au) (Training & Courses/ VET in Schools/ Downloads)**

*At all times we will attempt to resolve complaints and appeals quickly and satisfactorily.*

*Master Plumbers Association ensures that Students are provided a fair and equitable process to handle grievances or issues.*

## **Fees and Charges**

We are committed to providing quality training to our students at the most affordable fees possible. Our fees cover costs associated with our training service, facilities, course materials, academic statements and general administration associated with processing.

### **VET in Schools Fees**

Master Plumbers Association of SA Inc has an arrangement with the approved schools for our VET program and the established fee is invoiced directly to the school.

The School will then determine individual Student fees. We encourage Students to enquire directly with the relevant School regarding fees.

### **Protection of Fees**

As described in the Standards for Registered Training Organisations (RTOs) 2015 (Clause 7.3) and Schedule 6 - MPA (including Third Parties) does not request Students to pre-pay course fees in excess of \$1500 or more for our training services.

Should MPA be unable to provide services to the Student in which have been paid for, the student will be:

- Provided with the services paid for (by an alternative RTO) at no additional fees or charges
- Transferred to an alternative course (in which is equivalent to the services originally offered by MPA) and is run in a suitable location and a suitable date for the student
- Be paid a refund of any prepaid fees for services not yet delivered above the threshold prepaid fee amount (listed above)

## **Refunds**

Where a student withdraws from the course with written notice within 3 weeks of the commencement date, Schools are eligible to request a refund for student fees. Schools also have the option to fill the vacancy with another approved student.

Where a refund is sought, the RTO reserves the right to retain funds which cover administration costs and any resources and/or materials which have been outlaid.

***\*Please note that Students seeking refunds must go directly through the school to arrange.***

## **Withdrawal from Course**

Students may withdraw from the Course should they be unable to continue for reasons which may include leaving secondary school for employment, moving interstate, change of career goal.

Students can only receive a refund of fees provided they notify MPA of their withdrawal within 3 weeks of commencement (as described under 'Refunds'). Students who have completed and achieved competency in some units will receive a statement of results, provided they have submitted all required training and assessment documents for the unit/s.

## **Funding**

Students may be eligible for funding for our D2C Plumbing Plus program. Please contact the School directly for full information on eligibility.

## **Student Supplies**

Please note that Students must supply the following Personal Protective Equipment (PPE) for the VET in Schools Training.

- Suitable long pants
- Suitable long sleeved shirt
- Steel capped boots

Students are also required to supply basic stationery for course work.

*Please speak with your VET Coordinator for further information on course requirements.*

## Enrolment

To enrol in our VET in Schools Program, Students can either contact MPA directly, or one of the participating schools (listed under 'Student Selection') for the enrolment form.

Please note that approval from the Secondary School you wish to undertake the course through must be provided to ensure there is sufficient availability in the class.

Enrolment forms are also available on our website and can be downloaded at any time.

We require all Students to complete the Language, Literacy and Numeracy Pre-Enrolment Assessment prior to accepting any enrolments for this training.

***\*Please note that places are not guaranteed in our training courses and these are subject to availability.***

***Please visit [www.mpasa.com.au](http://www.mpasa.com.au) for school contact information,  
and to download our enrolment form.***

## Access to Student Records

Records are systematically collected and stored by MPA staff. As described in Schedule 5 of the Standards for Registered Training Organisations (RTOs) 2015, MPA is required to store all training documentation for a period of 30 years.

Students may seek access to their own training records in accordance with our records management policy. Please contact a MPA representative for further information.

Records which can be accessed include course information, enrolment, attendance, meetings with staff, complaints and appeals, assessment, qualifications or statements of attainment. There may be a cost for this service, depending on the information requested.

## Schedule of Fees

### 1. Course Fees

Due to the third party arrangements with our VET in Schools Programs, course fees may differ depending on the program and the school. Please enquire with the third party VET School to confirm the fees applicable to you.

### 2. Access to Records

If you wish to obtain access to your records held by Master Plumbers Association of SA Inc, you must complete the Student Records Request form (available upon request) and pay an upfront administration fee of \$55 (inc. GST).

An additional archive retrieval fee of \$55 (inc. GST) may be charged if it is longer than twelve months since you studied with MPA and the documents you require have been archived. Total fees will be advised upon receipt of your request.

### 3. Re-Issue of Certificate or Statement of Attainment

To obtain a copy of your qualification Certificate or Statement of Attainment, a fee of \$25.00 including GST applies.

### 4. Issue Transcript of qualifications or units completed

To obtain a copy of your qualification or units transcript, a fee of \$25.00 including GST applies.

### 5. Replacement Whitecard (Common Site Safety Induction Course)

If your 'Whitecard' is lost or stolen, Master Plumbers Association of SA Inc can provide a replacement for you provided you have achieved competency in the relevant unit.

Replacement Whitecards incur a fee of \$20.00 inc GST (including postage) and can be ordered by contacting the office.

### 6. Recognition of Prior Learning (RPL)

Fees for Recognition of Prior Learning are based on each individual application. The fees associated will be calculated depending on the number of units of competency the RPL application is for, the level of training, the time spent on the application, the amount of evidence provided / required, the requirement for additional assistance / meetings.

Please refer to the Recognition of Prior Learning (RPL) Application Kit, available on our website for further information, or contact us on (08) 8292 4000.

### 7. Credit Transfer

No current fees apply for Credit Transfer applications, provided the evidence is supplied by the student of previous qualifications / units of competency / meets credit transfer requirements.

## Legislative Compliance

As a Registered Training Organisation (RTO), MPA is required to comply with the following following standards and legislation:

### TRAINING AND ASSESSMENT

National Vocational Education and Training Regulator Act 2011  
National Vocational Education and Training Regulator (Consequential Amendments) Act 2011  
National Vocational Education and Training Regulator (Transitional Provisions) Act 2011  
Standards for Registered Training Organisations (2015)  
Fit and Proper Persons Requirements 2011  
Financial Viability Risk Assessment Requirements 2011  
Data Provisions Requirements 2012  
Australian Qualifications Framework  
Student Identifiers Act 2014

### GENERAL OPERATIONS

Copyright Act 1968  
Corporations Act 2001  
Corporations Regulations 2001  
Equal Employment Opportunity (Commonwealth Authorities) Act 1987  
Fair Trading Act 1995  
Fair Work (Registered Organisations) Act 2009  
Freedom of Information Act 1982  
Freedom of Information Amendment (Reform) Act 2010  
Payroll Tax Act 2009  
Plumbers Gas Fitters and Electricians Act 1995  
Prices Act 1948  
Prices Regulations 2014  
Privacy Act 1988  
Professional Standards Act 2004  
Return to Work Corporation of South Australia Act 1994  
Return to Work Act 2014  
Taxation Administration Act 1953  
Technical and Further Education Act 1975  
Training and Skills Development Act 2008  
Trade Practices Act 1975



## **STUDENT PROTECTION**

Australian Human Rights Commission Act 1986  
Age Discrimination Act 2004  
Competition and Consumer Act 2010  
Children's Protection Act 1993  
Disability Discrimination Act 1992  
Racial Discrimination Act 1975  
Racial Vilification Act 1996  
Sex Discrimination Act 1984  
Sex Discrimination Regulations 2018

## **WORK HEALTH AND SAFETY**

Work Health and Safety Act 2012  
Work Health and Safety Regulations 2012

## Further Information and contacts

### **REGISTERED TRAINING ORGANISATION (RTO):**

*Should you have any questions or queries regarding any information in this handbook, or any of our training programs, please do not hesitate to contact us:*

Master Plumbers Association of SA Inc.

**Ph:** 08 8292 4000

**Email:** [admin@mpasa.com.au](mailto:admin@mpasa.com.au)

[www.mpasa.com.au](http://www.mpasa.com.au)

### **STAFF CONTACTS**

**Andrew Clarke** – Executive Officer

**Mobile:** 0438 282 448

**Email:** [andrew.clarke@mpasa.com.au](mailto:andrew.clarke@mpasa.com.au)

**Craig Webber** – Trainer and Assessor

**Mobile:** 0407 407 446

**Email:** [craig.webber@mpasa.com.au](mailto:craig.webber@mpasa.com.au)

**Crystal Balazs** – Training Coordinator

**Email:** [crystal.balazs@mpasa.com.au](mailto:crystal.balazs@mpasa.com.au)

### **PARTICIPATING VET SCHOOLS:**

*Should you need to contact any of the approved Schools regarding the VET in Schools Program, please ask to speak with the VET Coordinators listed below:*

Hallett Cove R-12 School

**VET Coordinator:** Chris Gregory

**Ph:** (08) 8392 1020

Seaton High School

**VET Coordinator:** Michael Huggett

**Ph:** (08) 8445 2944

Unley High School

**VET Coordinator:** Greg Waldeck

**Ph:** (08) 8272 1455