

Apprentice Handbook and Training Manual

Certificate III in Bricklaying/Blocklaying CPC33020

Certificate III in Carpentry CPC30220

Certificate III in Painting & Decorating CPC30620

Certificate III in Wall & Ceiling Lining CPC31220

Certificate III in Wall & Floor Tiling CPC31320

This certificate is a nationally recognised course that can articulate with other courses under the Construction, Plumbing and Services Integrated Training Package. (A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>)

Building Skills Centre will be responsible for the delivery of your structured off-site training, assessment of skills and certification of your qualification. Initially a Training Plan will be developed in conjunction with you, your employer and a representative of Building Skills Centre. A record of your training and progress will be maintained on the Training Plan and you will receive a copy along with your Certificate upon successful completion of your qualification.

Building Skills Centre is a Registered Training Organisation (RTO) with the Victorian Registration & Qualifications Authority (VRQA). We deliver structured off-site training in Central and Western Victoria, with dedicated training facilities at Ballarat, Warrnambool and Geelong.

Facility Location	Address
Geelong	63 Tucker Street, Breakwater 3219
Ballarat	Shed 2, 31 Grandlee Drive Wendouree
Warrnambool	Factory 3/6 Cooper Street, Warrnambool

The coordination of your training is the responsibility of the Director, Dale Emmerson and General Manager, Stuart Ireland. If you have any enquiries, you can contact either for assistance.

- Dale Emmerson: 0402 032 496
- Stuart Ireland: 0402 359 952
- Office: 03 5249 5999

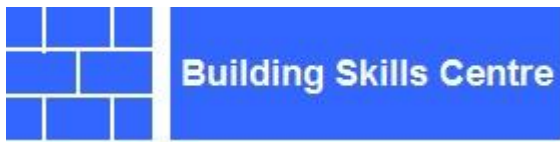
The aim of these courses is to:

- Develop safe work practices (Occupational Health and Safety)
- Provide hand skills using tools, equipment and materials in the trade
- Provide skills used in the production, installation and finishing in the trade
- Measure and record accurately
- Read working drawings
- To develop innovative and problem-solving skills
- Develop communication skills
- Develop an overall knowledge of the building industry and the range of businesses and occupations within it

In addition, you will be provided with an outline of each unit you are required to complete as part of this qualification. The unit outlines provide a description of the unit and a list of the required elements and performance criteria you will undertake and be assessed against for each unit.

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BUILDING SKILLS CENTRE

Our Vision

Building Skills Centre will have a high profile in the community and will have a reputation as a professional training organisation, providing quality and innovative training in the building industry.

Our Mission

Building Skills Centre is committed to designing and delivering quality training which is accessible and improves the safety, efficiency and quality of service of workers in the building industry.

Our Advantage

Building Skills Centre is a Registered Training Organisation working in co-operation with members of the building industry, providing training under real industry conditions by trainers who are trade skilled and are current industry workers.

About Apprenticeships and Traineeships

Apprenticeships and traineeships are a way to gain qualifications in a broad range of industries through combining on-the-job and formal training. Over 100,000 people are currently undertaking an apprenticeship or traineeship in Victoria.

Regulation of Apprenticeships and Traineeships

Apprenticeships and traineeships are government-regulated. This helps build the skills of the Victorian workforce and the future employment prospects of apprentices and trainees. The VRQA is responsible for regulating the following aspects of apprenticeships and traineeships in Victoria in accordance with section 5.5 of the *Education and Training Reform Act 2006*:

- Determining the term or terms of training contracts
- Determining who are parties to training contracts
- Approving training contracts and approving the cancellation, suspension or amendment of training contracts
- Approving employers before they employ an apprentice
- Determining approved training schemes

The VRQA must inquire into any of the above matters referred to it. The VRQA may:

- Cancel, suspend or vary a training contract
- Order all or any parties to a training contract to perform an obligation or duty related to the training contract
- Make orders in relation to the training contract

Contacting the VRQA

The VRQA can be contacted on **1300 722 603** for enquiries in relation to apprenticeships and traineeships.

Other Government Agencies Involved in Apprenticeships

Several agencies besides the VRQA are involved in apprenticeships and traineeships in Victoria:

1. The **Department of Education and Training** administers funding to vocational education and training (VET) providers, develops policy and provides information to all participants in the VET market, including apprentices, trainees and their employers.
2. The **Commonwealth Government** provides financial incentives to employers and apprentices and trainees to participate in and complete their training. The Commonwealth Government funds **Australian Apprenticeship Centres** to administer these incentives and provide information and advice to apprentices and trainees throughout their training.

To find out more about Australian Apprenticeships refer to the following website

<www.australianapprenticeships.gov.au>

To find out about your conditions of employment visit the following website for federal awards

<www.fairwork.gov.au>

What is a Training Contract?

An apprenticeship or traineeship starts when an employer and apprentice/trainee agree on a training contract and the training contract is approved.

A training contract is a legally binding agreement that places obligations on both the employer and the apprentice or trainee. It includes details about the duration of the contract and the training that will be undertaken.

A training contract may be varied, suspended or cancelled upon application to the VRQA. To commence an apprenticeship or traineeship, contact an Australian Apprenticeship Centre.

Suspension of Training Contracts

To suspend an apprenticeship training contract for a fixed period of time, an *Application for Approval to Suspend a Training Contract Form* must be completed by the employer and apprentice and submitted to an Australian Apprenticeship Centre.

Circumstances where a suspension to a training contract may be sought include a shortage of work (in this circumstance, suspension may be granted for three-monthly periods).

Other reasons where suspension may be approved for up to 12 months may include:

- Illness
- Travel overseas
- Injury related or unrelated to work
- Maternity leave
- Other reasons

Cancellation of Training Contracts

A training contract has a probationary period (usually 1-3 months) and can be cancelled by either an apprentice or employer during this period.

After the probationary period has expired, an **apprenticeship** can only be cancelled when both the employer and apprentice agree. To mutually cancel a training contract, both the employer and the apprentice must complete the appropriate form and submit them together to an Apprenticeship Support Network Centre.

- *Request to Cancel the Training Contract Form - employer form*
- *Request to Cancel the Training Contract Form - apprentice form*

Completing an Apprenticeship or Traineeship

Competency-Based Completion of Apprenticeships

Competency-Based Completion applies to all apprentices. The apprenticeship is completed when all the competencies of the structured training have been achieved and the employer has returned written confirmation of the apprentice's competence as an employee in the workplace to the RTO.

RTOs must ensure that clear advice has been provided to the employer that this confirmation completes the training contract for an apprenticeship. When the RTO has received the confirmation from the employer, the RTO will enter the information into the apprenticeship database known as Epsilon.

The VRQA will then write to both the employer and the apprentice or trainee, confirming that the apprenticeship is completed.

Evidence of Completion of an Apprenticeship

The VRQA sends letters confirming completion of apprenticeships and traineeships. You can contact the VRQA on 1300 722 603 from 10.00 am to 4.30 pm Monday to Friday.

What is a Training Plan?

Your Training Plan is an agreement between you, your employer and Building Skills Centre, which sets out the training conditions and the type of training you will undertake. It is an important document to refer to if problems arise during your training. It is vital that you take an active role in the way your Training Plan is developed and the way it is implemented during your training. You have the right to negotiate with your employer and Building Skills Centre to develop a Training Plan that recognises the skills you have already acquired and the best options for training delivery, supervision and workplace support.

Training Plans vary but must include:

- The qualification you are undertaking and the core and elective competencies you need to achieve it
- A list of units of competency for which you have been granted Credit Transfer (CT) or Recognition of Prior Learning (RPL)
- Indicative starting and finishing dates
- Delivery options e.g., how, when and where your training will be delivered (on-the-job, in the classroom, self-paced learning)
- Methods and indicative dates of assessment and records of results
- Details of supervision
- Signed by you, your employer and Building Skills Centre

The Training Plan is revised periodically to ensure it is still relevant to you and your employer.

Training Packages

Your apprenticeship is under a national Training Package. National Training Packages specify the available qualifications, competency standards and assessment guidelines for training programs in each industry sector. At Building Skills Centre, we develop training programs to conform to the National Training Package requirements. If you have any concerns about the quality of training you are receiving you can visit www.training.gov.au to review the Training Package relevant to your qualification.

Training

Your training may occur on-the-job and off-the-job (at Building Skills Centre's training facilities).

Wherever you are being trained you have the right to:

- Training that is of a high quality, up-to-date and relevant to your industry
- Assistance support and supervision through your training

Your employer must:

- Allow you to engage in structured training as outlined in your Training Plan
- Provide assistance and support throughout your training program (e.g., workplace trainer, mentor, and supervisor, training materials, equipment and training time)
- Review your training progress with you and respond to any issues you may raise

Building Skills Centre will:

- Negotiate and prepare a Training Plan
- Provide comprehensive course materials
- Make face-to-face workplace visits as per your Training Plan
- Monitor apprentices are withdrawn from routine work duties as outlined in the Training Plan
- Delivery quality training
- Ensure that the facilities and resources needed for learning and assessment are adequate
- Ensure all assessments are conducted by industry qualified trainers and assessors
- Ensure that assessment procedures are valid, reliable, fair and flexible
- Provide a Complaints and Appeals policy and procedure

Apprentices' and trainees' experience of training varies enormously. Make sure you get the training you need. If you are not happy with your training or assessment processes, take action:

- Talk to your trainer or supervisor
- Contact either:
 - **Dale Emmerson: 0402 032 496**
 - **Stuart Ireland: 0402 359 952**

If you are not satisfied with this process, you can make a complaint using the Building Skills Centre Complaints and Appeals procedures. You can also get advice and assistance from:

- VRQA
- Your Apprenticeship Support Network Centre

Assessment

Assessment of all apprenticeships is Competency Based. Competency Based assessment is designed to measure your performance, skills and knowledge required in the workplace, and as defined in the units of competence outlines. Competency-Based assessment is ungraded. For each competency or skill, you are assessed as either Competent or Not Yet Competent. This is different from traditional school and university assessment methods. Competency-Based assessment is also designed to be flexible.

You can work with supervisors in your workplace to ensure assessment occurs in the most appropriate way. This means that individuals can be assessed on-the-job, off-the-job or in any other way which suits the employer and employee to achieve the competency outcomes comprising the qualification. Building Skills Centre obtains and records evidence of assessment that apprentices are competent through a variety of ways and these include:

- Projects
- Observation on-the-job or in a classroom that simulates the workplace
- Portfolio of work collated by the apprentice
- Written response i.e., questions, assignments, diagrams/drawings
- Verbal questioning

The specific methods used are listed on your individual Training Plan or course materials. Each Unit of Competence contains Assessment Guidelines to assist Building Skills Centre to conduct assessment in a fair, equitable, reliable and consistent manner.

However, disputes over assessment do arise. It is important for you to be aware of your rights in relation to assessment.

As an apprentice you have the right to:

- Negotiate with your employer and training organisation to develop the most appropriate assessment methods for you to meet the requirements for each unit of competence
- Comprehensive course materials
- Discuss your assessment with your workplace supervisor and Building Skills Centre
- See records of your progress and assessment
- Recognition of previously attained skills and experience through Credit Transfer or Recognition of Prior Learning
- Be reassessed if you did not attain competence in the first instance
- Appeal against any assessment of Not Yet Competent
- If you have a disability, you are entitled to have assessment procedures adjusted to allow a fair opportunity to demonstrate your competence

Apprentices and Employers

Apprentices are entitled to feel confident about the quality of their work and training experience. Most apprentices enjoy their training, but sometimes problems occur.

At the beginning of an apprenticeship, an employer and apprentice enter into a training contract. Employers and apprentices/trainees each have obligations as part of the training contract.

Employers have to:

- Make sure apprentices receive the correct training and are enrolled with a registered training organisation (RTO)
- Allow the apprentice to leave the workplace to attend off-the-job training
- Provide appropriate facilities and experienced people to supervise the apprentice at work

The apprentice/trainee has to attend the workplace, follow instructions, attend off-the-job training and work towards achieving their qualification.

Where to go for help

If an employer or apprentice is not meeting their training contract obligations, the VRQA can provide advice and investigate complaints. For serious problems, the VRQA may investigate and/or hold a proceeding.

The **VRQA** can be contacted by calling **1300 722 603 from 10:00 a.m. to 4:30 p.m., Monday to Friday**. A parent or guardian can call on behalf of apprentices and trainees under 18 years of age.

VRQA does not have the authority to investigate or resolve disputes about occupational health and safety or wages and conditions.

Occupational Health and Safety

Employers have to provide a safe working environment free from bullying, sexual or physical harassment and exploitation.

For more information, please call **WorkSafe on (03) 9641 1444 or 1800 136 089 (toll free)**.

Wages and Conditions

The Fair Work Ombudsman receives complaints in relation to wages and conditions. The **Fair Work Ombudsman can be contacted on 13 13 94**.

Rights and Responsibilities

Your Rights and Responsibilities

You have the **right** to:

- Be safe and to feel safe within Building Skills Centre training environments
- Expect that adults that work with you know how to keep you safe
- Tell an adult at Building Skills Centre if you don't feel safe and they will help you
- Quality training, assessment and supervision
- Basic industrial standards such as sick leave, holiday pay, superannuation
- Raise issues or problems in your workplace and with Building Skills Centre
- Join a trade union and to be represented by union officials

You **must**:

- Take an active role in the development and implementation of your Training Plan
- Follow the conditions set out in your Training Contract and Training Plan
- Attend training sessions with Building Skills Centre
- Work under instruction at agreed working times
- Follow your employer's rules on health and safety
- Keep a record of your achievement both at work and at training

Under the Occupational Health and Safety Act **Your Obligations as an Employee** are:

- You must take reasonable care for your health and safety, and the health and safety of anyone else at your workplace
- You must co operate with your employer with respect to any action taken by the employer to comply with any requirement under the Occupational Health and Safety Act.
- You must not interfere with or misuse anything provided in the interests of health and safety.
- You must not wilfully place at risk the health or safety of any person at the work place

Your Employer's Responsibilities

Your **employer** must:

- Follow the conditions set out in your Training Contract and Training Plan
- Provide a quality work experience and structured training program
- Pay you the right wages and other allowances
- Make sure qualified people supervise you at work
- Make sure you're enrolled at a Registered Training Organisation (e.g., Building Skills Centre) within three months of starting work
- Provide a safe and healthy workplace where there is no bullying or harassment
- Provide an induction program and advise you of your rights, responsibilities and support services available
- Encourage you to raise issues in the workplace
- Conform to relevant State and Commonwealth legislation
- Provide release from routine duties as outlined in the Training Plan

Building Skills Centre's Responsibilities:

- Provide induction information and advise you on your rights, responsibilities and support services available
- Ensure that the Training Plan is agreed to, including the negotiation of the overall program content
- Provide quality training, assessment and supervision
- Provide a safe and healthy workplace when training with Building Skills Centre including travel to and from its facilities
- Issue qualifications in accordance with endorsed national Training Package
- Maintain comprehensive student records
- Facilitate the provision of all resources, facilities and equipment needed to deliver programs
- Provide fair assessment and appeal processes
- Provide comprehensive course materials
- Visit for workplace assessments where some or all training is delivered in the workplace

Other Related Issues

Awards, Wages and Conditions

Throughout your working career, it is fundamentally important to ensure that you are aware of, and receive, all that you are entitled to in the workplace. Each apprenticeship is covered by an appropriate state or federal award which outlines your minimum legal requirements. The award states how much you should be paid, the terms and conditions of your employment and other entitlements such as: sick pay, holiday pay, meal breaks, work cover, superannuation, as well as training, assessment and supervision.

To clarify what the minimum pay and entitlements are for your position, and for other related inquiries, visit www.fairwork.gov.au

Job-watch is a pro-active organisation that provides confidential personal advice on such employment-related issues as well as a very resourceful website. www.jobwatch.org.au
Joining your relevant union for your industry will also enable you to get advice and be represented by union officials.

Living Away from Home Allowance

If doing an apprenticeship means you have to move away from the area you're living in, or you are homeless, you may be able to get a Living Away from Home Allowance. Contact your Apprenticeship Support Network Centre.

What if you lost your job?

Sometimes things don't work out and apprentices and trainees need to look for positions elsewhere to graduate. To do this, your previous Training Contract must be cancelled. Contact your Apprenticeship Support Network Centre.

To find a new employer, try the following:

- Approach employers directly telling them you're interested in an apprenticeship
- Be aware that Building Skills Centre will help you seek employment in your trade

Trade Unions

A union is a registered organisation for employees to act as a group to improve or maintain their terms and conditions of employment. Trade Unions can help and advise you on issues and problems in your workplace, such as conditions and training, bullying and harassment, wages and entitlements. All employees are eligible to join a union.

If you are not a member of a union, or wish to contact a union for advice and you are not sure which union is relevant to you, contact:

Victorian Trades Hall Council
Ground Floor, Old Building, Trades Hall
54 Victoria St
Carlton South
Ph: (03) 96623511
www.vthc.org.au

Student Code of Conduct

Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff
- Learn in a supportive environment which is free from harassment, discrimination and victimization
- Learn in a healthy and safe environment where the risks to personal health and safety are minimized
- Have their personal details and records kept private and secure according to our Information Privacy Policy
- Access the information Building Skills Centre holds about them
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution
- Make appeals about procedural and assessment decisions
- Receive training, assessment and support services that meet their individual needs
- Be given clear and accurate information about their course, training and assessment arrangements and their progress
- Access the support they need to effectively participate in their training program
- Provide feedback to Building Skills Centre on the client services, training, assessment and support services they receive

Students' responsibilities

All students, throughout their training and involvement with Building Skills Centre are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others
- Not harass, victimise, discriminate against or disrupt others
- Treat others' property with respect
- Respect the opinions and backgrounds of others
- Follow all safety policies and procedures as directed by staff
- Report any perceived safety risks as they become known
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others
- Notify us if any of their personal or contact details change
- Provide relevant and accurate information to Building Skills Centre in a timely manner
- Approach their course with due personal commitment and integrity
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on Copyright

- Hand in all assessment tasks, assignments and other evidence of their work with a completed participation sheet
- Make regular contact with their Trainer/Assessor
- Prepare appropriately for all assessment tasks, visits and training sessions
- Notify Building Skills Centre if any difficulties arise as part of their involvement in the program
- Notify Building Skills Centre if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity
- Make payments for their training within agreed timeframes, where relevant

Online Environments BSC will not accept:

- Any form of cyber bullying or cyber abuse
- Sending inappropriate, offensive or explicit text messages, photos or videos

Resources: esafety.gov.au

Applicable legislation

This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply:

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health and Safety Act 2004
- Working With Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities
- Child Wellbeing and Safety Act 2005

Access and equity

Building Skills Centre has a policy to deal with access, equity and anti-discrimination. Building Skills Centre is committed to ensuring that:

- Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
- No person is discriminated against, harassed or treated unfairly in their dealings with Building Skills Centre
- They establish an inclusive and culturally safe environment where the strengths of Aboriginal culture, values are respected
- Respectful relationships are reinforced within the classroom
- Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation
- It complies with relevant Equal Opportunity legislation and Discrimination Acts

Building Skills Centre is committed to providing training and assessment in accordance with access and equity principles. Remember, workplace harassment will not be tolerated, and any incidents must be reported immediately.

Please refer to the Access, Equity and Anti-Discrimination Policy for a full outline.

Student Support

Support philosophy

Building Skills Centre is committed to ensuring that all students receive adequate learning support to ensure their full potential is reached. Therefore, Building Skills Centre ensures that:

- The learning and support needs of all students are assessed upon entry into a program
- All students are issued with a Student Handbook which includes access to support services
- Feedback is collected about Building Skills Centre's provision of support services and the feedback is systematically collated, analysed and used to improve training services

Needs identification

Students' needs are identified upon entry into their course of study. Information to make this assessment is gathered through:

- Information provided by the student on the application and/or enrolment forms.
- Assessment of the formal language, literacy and numeracy skills test which is given to each student upon commencement of the course
- Discussion with the student during their induction to the program
- Gathering information about each student's prior formal and informal learning and encouraging them to seek recognition for this through the RPL process
- Developing an individual training and assessment record for each student during the initial stages of a qualification

Learning support

All students are provided with a range of learning support options and resources to help them achieve competency. This includes:

- One on one support from the trainer/assessor, including direct access to them via mobile phone
- Support provided by the trainer/assessor before, during and/or after classes
- Identification of any individual needs through a language, literacy and numeracy assessment that assists us to develop a support plan for the individual
- Supporting those with disabilities by making reasonable adjustments to suit needs if possible
- Referral to relevant external support services as required

Additional support services

Building Skills Centre recognises that all people learn differently and acknowledge that some students may require additional support. This includes:

- Aboriginal children and young people
- Children from culturally and linguistically diverse backgrounds
- Children and young people with disabilities
- Children unable to live at home or impacted by family violence
- Children and young people who identify as LGBTIQ+
- Language, literacy and numeracy issues
- Employment issues
- Any other issues that may affect their ability to achieve their training goals

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person, regardless of whether support services have been required.

Where there is perceived difficulty in achieving learning goals, the trainer will discuss these issues with the student. The student will be provided with information about possible alternative pathways, additional tools and resources available, and options and choices for accessing a supportive network. The information provided will vary depending on the individual needs of the student.

Accommodation free of charge to apprentices that are living in remote areas and are unable to travel to our training facilities on the day of training.

Many apprentices are too young to hold a license, have lost their license; vehicle has broken down or for other reasons is not able to get to training. We can provide transport to these apprentices to and from our training facilities. If student is under 18 parent/guardian approval is required

Accessing services

Students wishing to access any support services should discuss this with their trainer/assessor, or call the Building Skills Centre office on 03 5249 5999.

Sexual Abuse Support Contacts

Child Protection Contacts

Rural and regional only - 1800 075 599

Victorian Sexual Assault Crisis Line

Phone: [1800 806 292](tel:1800806292)

Website: www.sacl.com.au

Ballarat CASA

Ballarat Health Services, Sebastopol Complex, Corner Vale and Edward Street
Sebastopol, 3356

Phone: 5320 3933

Email: casa@bhs.org.au

Website: ballaratcasa.org.au

Geelong/Barwon – The Sexual Assault & Family Violence Centre

Level 1, 59-63 Spring Street

Geelong West, 3218

Postal address: PO Box 7205, Geelong West VIC 3218

Phone: 5222 4318

Email: admin@safvcentre.org.au

Website: www.safvcentre.org.au

South Western CASA

279 Koroit Street

Warrnambool, 3280

Postal address: C/- South West Healthcare, Ryot Street, Warrnambool, 3280

Phone: [5564 4144](tel:55644144)

Email: casa@swh.net.au

Website: www.swcasa.org.au

7. Complaints and Appeals

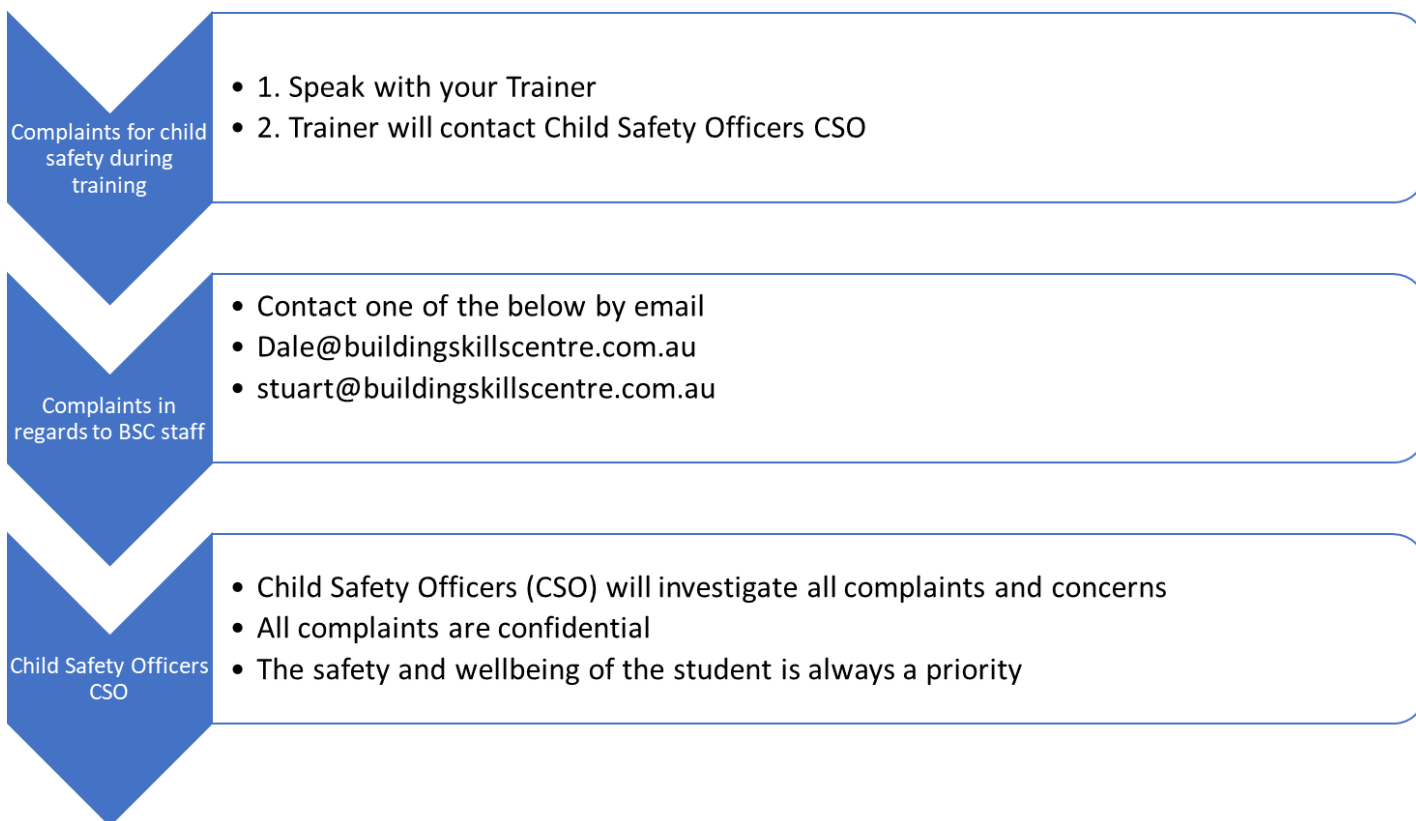
Building Skills Centre has a policy to deal with any arising complaints or appeals. This Complaints and Appeals Policy and related procedures are designed to ensure that Building Skills Centre responds effectively to individual cases of dissatisfaction. This policy outlines Building Skills Centre's approach to managing complaints and appeals, and ensures that all clients, students, staff and other stakeholders are aware of the steps to take to have their dissatisfaction addressed appropriately. This policy provides an avenue for all complaints and appeals to be addressed in a fair, efficient and confidential manner.

Child Safety and Wellbeing Complaints process

We have clear pathways for raising complaints and concerns and responding. This is documented in the below documents and available on BSC website

<http://www.buildingskills.com.au/>

- Complaints and Appeals Policy
- Complaints and Appeals Procedure
- How to report a complaint



8. Apprentices who become unemployed

- In the event that an apprentice becomes unemployed Building Skills Centre will continue to deliver structured classroom-based training until the completion of the qualification (subject to tuition fees being paid)
- If an apprentice completes their structured training while continuing to be unemployed the words “achieved through Australian Apprenticeship arrangements” will be omitted from their Certificate. All apprentices will be advised of this upon their enrolment with Building Skills Centre
 - If an apprentice wishes to delay the issuing of their Certificate until they are employed and the wording “achieved through Australian Apprenticeship arrangements” can be included on their Certificate, Building Skills Centre will withhold issuing the certificate until further notice from the apprentice and confirmation of employment is provided

Finishing Up

Getting your Qualification

Your qualification is awarded when both your employer and Building Skills Centre agree you are competent in both the workplace and in off-site training.

On completion of your apprenticeship, you will be provided with a Certificate of your qualification and a Record of Results.

Apprentices may in some cases complete their training early, but this requires both the employer and the RTO to agree that competence in both off-the-job and on-the-job training has occurred.

Getting Another Job

With your apprenticeship/traineeship complete, and your resume updated to highlight this recent employment and training, you now have new marketable skills to help you get another job.

To find a new employer, try the following:

- Approach employers directly and tell them of your experience and qualifications
- Check employment section of your newspaper
- Search the national jobs database website www.jobsearch.gov.au
- Register as a jobseeker at any number of employment agencies

Occupational Health and Safety

OH&S practices require a consultative approach with management working with employees to create a safe workplace. The fact that employees can be injured or killed should be sufficient incentive to ensure the safest possible workplace.

However, a recent review of OH&S indicates that each week over 3000 workers experience an injury that results in at least 5 days absence from work.

Each of these injuries represents a person whose life has been significantly affected by a traumatic incident, which arose out of a deficiency in the control of workplace safety.

Even more catastrophic, is the fact that work related accidents **kill** approximately 300 workers each year.

Besides the obvious visible physical injury there is the incidence of occupational disease that in many cases is a slow deterioration going unnoticed in the earlier stages. Examples include industrial deafness, dust diseases and occupational cancer. It may be after a time delay of many years that the existence of disease is identified and, in many cases, this can be too late to enable a cure to be made.

You are expected to maintain the highest standards in safe practices at all times both on and off the job.

Under the Occupational Health and Safety Act, your obligations as an employee are:

- You must take reasonable care for your health and safety and the health and safety of anyone else at your workplace
- You must cooperate with your employer with respect to any action taken by the employer to comply with any requirement under the Occupational Health and Safety Act
- You must not interfere with or misuse anything provided in the interests of health and safety
- You must not wilfully place at risk the health or safety of any person at the work place

The Work Site must be kept clean, including debris removed from work area regularly, rubbish/refuse bins used, materials packed up at the end of the day, doors and windows locked, (where possible) excess materials at end of job collected and used in next job or returned to base.

Workplace harassment will not be tolerated and any incidents must be reported immediately.

Useful Contacts

Apprenticeship Support Networks

They provide assistance in a number of different areas. They:

- Answer queries and provide information on apprenticeships and traineeships
- Advise and counsel apprentices/trainees and employers on training and other matters
- Provide support for apprentices/trainees who are victims of workplace violence and harassment
- Assist providers of training and further education in relation to apprenticeships and traineeships

For their contact details go to:

<http://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network>

JobWatch

Is an employment rights legal centre which provides assistance to Victorian workers about their rights at work. Some of their functions include:

- A free and confidential telephone information and referral service for Victorian workers
- Community legal education, including training, seminars and the production of a variety of publications on employment law and workers' rights
- Representation and assistance for disadvantaged workers through a legal casework practice
- Campaign and law reform activity with a view to promoting workplace justice and equity for all Victorian workers

JobWatch is an independent, not-for-profit Employment Rights Community Legal Centre funded by the State and Federal Governments and Victoria Legal Aid. JobWatch acknowledges and is grateful for their financial support. We are also grateful for the financial assistance of the Collier Charitable Fund.

JobWatch is an organisation that helps people experiencing problems at work including workplace violence and harassment.

For their contact details go to:

<http://www.jobwatch.org.au/>

Victorian Equal Opportunity and Human Rights Commission can provide assistance and advice in cases of sexual abuse or harassment complaints:

For their contact details go to:

<http://www.humanrightscommission.vic.gov.au/>

2025 Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

Building Skills Centre is required to provide the Department with student and training activity data. This includes personal information collected in the Building Skills Centre enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Building Skills Centre provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at DJSIR website.

<https://www.vic.gov.au/training-data-collection>

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisation for VET-related purposes. This includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER). We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enroll in VET and/or to obtain a Victorian Government VET subsidy.

Accesses, correction and complaints

At any time you may contact Building Skills Centre's Privacy Officer to request access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, or questions regarding this privacy notice please contact Building Skills Centre's Privacy Officer in the first instance by phone: 03 5249 5999 or e-mail compliance@buildingskillscentre.com.au

Further information

How NCVER and other bodies handle your personal information

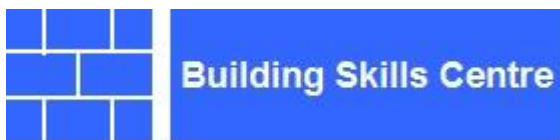
NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. NCVER is authorised to disclose information to the Australian Government Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information. NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.



For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to Department of Jobs, Skill, Industry and Regions website. [Privacy | Department of Jobs, Skills, Industry and Regions \(djsir.vic.gov.au\)](#)

For further information about Unique Student Identifiers, including access, correction and complaints, go to Australian Government USI website.

[Privacy Notice for students | Unique Student Identifier \(usi.gov.au\)](#)