





2026 PARTICIPANT HANDBOOK

RTO 52593

TRAINING & ASSESSING

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KI TRAINING & ASSESSING

WELCOME MESSAGE

Welcome to KI Training and Assessing Pty Ltd (KITA)!

KITA is a Registered Training Organisation (RTO #52593), approved by the Australian Skills Quality Authority (ASQA) to deliver nationally recognised training and assessment across Australia. We are proud to provide high-quality training that helps participants build skills, gain confidence, and create new career opportunities within the construction and mining industries.

Our training programs include high-risk licences, along with a broad range of mining, civil construction, and other industry-focused courses. All of our trainers and assessors bring relevant industry experience and hold a Certificate IV in Training and Assessment, as well as the required qualification (or higher) for the courses they deliver. Our trainers regularly update their skills and knowledge through continuous professional development, and all high-risk licence trainers are WorkSafe accredited.

Most importantly, our trainers are committed to supporting your learning journey and helping you succeed.

Our friendly office team is also here to assist you every step of the way. If you have any questions about enrolment, training, assessments, or anything else during your time with us, please don't hesitate to get in touch — we're always happy to help.

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ABOUT THIS HANDBOOK

This Participant Handbook provides important information about the courses we offer, how to enrol, and the policies and procedures that apply while you are completing your training with KITA.



We want you to feel informed and supported throughout your learning journey. In this handbook, you'll find details about our services and obligations, as well as your rights and responsibilities as a KITA participant. You'll also learn what to bring to your course, how assessments work, and what to do if you ever need to make a complaint or raise a concern.

The information in this handbook is accurate at the time of publication. However, regulations and organisational policies can change, and updates may affect some of the content. KITA reserves the right to amend or update information as needed without prior notice.

If you are ever unsure or would like the most up-to-date information, please speak with your trainer or contact our friendly administration team — we're always here to help.

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OUR COURSES

Over the next pages you will find a listing of all the courses we offer. You can also access this information via our website.

Face-to-Face delivery
Legislation and regulatory requirements specify that our courses must be delivered face-to-face. This approach allows you to actively engage with your trainer and interact with other participants, creating a supportive and effective learning environment.

All training delivered by KI Training and Assessing is conducted face-to-face.

High Risk Courses
At KITA, all high-risk courses are delivered in alignment with nationally recognised units of competency from the most current, endorsed training packages. This ensures that every participant receives high-quality training that meets industry standards and all compliance requirements.

Our courses are designed to include both theoretical and practical components, giving you a well-rounded understanding of the subject matter. This blend of elements helps keep you engaged while also preparing you for real-world situations.



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Hands on Training

The practical component is a major focus of our high-risk training. We believe that hands-on experience is essential for building the confidence and skills needed to work safely and competently in high-risk work environments. During practical sessions, you will have the opportunity to apply what you've learned under the guidance of our experienced trainers, who provide support, feedback, and supervision to ensure you meet competency standards.

KITA is proud to deliver training at our purpose-built facility in Welshpool and Naval Base. Our fully equipped training centres provide an ideal environment for high-risk training and assessment, featuring industry-relevant equipment and resources that closely replicate real workplace conditions. The facilities have been specifically designed to support a wide range of high-risk licence courses, offering safe, controlled settings where you can learn, practise, and build your skills with confidence.



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UNITS OF COMPETENCY

High Risk Units	
CPCCLBM3001	Licence to operate a concrete placing boom
CPCCLDG3001	Licence to perform dogging
CPCCLHS3001	Licence to operate a personnel and materials hoist
CPCCLRG3001	Licence to perform rigging basic level
CPCCLRG3002	Licence to perform rigging intermediate level
CPCCLRG4001	Licence to perform rigging advanced level
CPCCLSF2001	Licence to erect, alter and dismantle scaffolding basic level
CPCCLSF3001	Licence to erect, alter and dismantle scaffolding intermediate level
CPCCLSF3001	Licence to erect, alter and dismantle scaffolding advanced level
CPCCLTC4001	Licence to operate a tower crane
TLILIC0003	Licence to operate a forklift truck
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)
TLILIC0020	Licence to operate a slewing mobile crane (over 100 Tonnes)
TLILIC0021	Licence to operate a slewing mobile crane (up to 100 Tonnes)
TLILIC0022	Licence to operate a slewing mobile crane (up to 20 tonnes)
TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes)
TLILIC0024	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)
TLILIC0040	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)



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UNITS OF COMPETENCY

Safety Units			
Code	**Description**	**Code**	**Description**
AHCMOM213	Operate and maintain chainsaws	**PUAFER006**	Lead an emergency control organisation
AHCPCM205	Fell small trees	**PUAFER008**	Confine small emergencies in a facility
CPCCDE3014	Remove non-friable asbestos	**PUASAR025**	Undertake confined space rescue
CPCCDE4008	Supervise asbestos removal	**RIIHAN305D**	Operate a gantry or overhead crane
CPCCOM1016	Identify requirements for safe tilt-up work	**RIIHAN307E**	Operate a vehicle loading crane
CPCWHS1001	Prepare to work safely in the construction industry	**RIIHAN309F**	Conduct telescopic materials handler operations
CPPFES2005	Demonstrate first attack firefighting equipment	**RIIRI301E**	Apply risk management processes
FWPCOT3326	Recover four-wheel drive vehicle	**RIISAM301F**	Test operational functions of vehicles and equipment
HLTAID009	Provide cardiopulmonary resuscitation	**RIIVEH305F**	Operate and maintain a four wheel drive vehicle
HLTAID010	Provide basic emergency life support	**RIIWHS202E**	Enter and work in confined spaces
MSMPER202	Observe permit work	**RIIWHS204E**	Work safely at heights
MSMPER300	Issue work permits	**TLIA1001**	Secure cargo
MSMWHS201	Conduct hazard analysis	**TLIC0011**	Conduct heavy vehicle recovery operations
MSMWHS217	Gas test atmospheres	**TLID0020**	Shift materials safely using manual handling methods
PUAFER005	Operate as part of an emergency control organisation	**UETDRMP018**	Perform rescue from a live low voltage panel

Skills Sets			
Code	**Description**	**Code**	**Description**
MSMSS00017	Use high pressure water jetting equipment	**MSMSS00018**	Operate a high-pressure water jetting system
MSMWHS110	Follow emergency response procedures	**MSMWHS110**	Follow emergency response procedures
MSMWHS200	Work safely	**MSMWHS200**	Work Safely
MSMWJ202	Use high pressure water jetting equipment	**MSMWJ202**	Use high pressure water jetting equipment
MSMPER200	Work in accordance with an issued permit	**MSMWJ304**	Operate a high-pressure water jetting system
MSMSS00019	Operate a drain cleaning system		
MSMWJ305	Operate a drain cleaning system		
MSMWJ306	Operate a vacuum loading system		
MSMWHS200	Work safely		
MSMPER200	Work in accordance with an issued permit		

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TAILORED TRAINING SOLUTIONS FOR YOUR ORGANISATION

At KI Training and Assessing, we understand that every organisation is unique. That's why we offer customised training programs designed to meet the specific needs of your company. We'll work closely with you to ensure your employees gain the exact skills and knowledge required to perform confidently and safely in their roles, while supporting your broader business goals.

Customised training offers real benefits for employers, including:

- A more skilled and competent workforce
- Consistent knowledge and practices across your team
- Alignment with your workplace processes, equipment, and safety requirements
- Reduced risk and enhanced compliance
- Improved productivity and employee confidence

Our flexible programs can be delivered at your workplace or at our well-equipped facility, and are designed to be practical, engaging, and directly relevant to your business. Upon completion, participants receive a Certificate of Attendance to recognise their achievement.

Let KITA help you invest in your team and achieve measurable results with training tailored specifically for your organisation.



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VERIFICATION OF COMPETENCY (VOCS)

Verification of competency ensures you have the skills, knowledge, and confidence to perform tasks safely and effectively, meeting industry standards. It's a practical way to gain recognition for your existing experience and identify any areas where further training may be needed.

Benefits:

- Show your skills and knowledge – gain formal recognition for what you already know.
- Save time – reduce unnecessary training by proving your competency.
- Build confidence – know you can perform tasks safely and effectively.
- Support workplace standards – give employers confidence that you meet industry requirements.

Tip: Verification of competency is a valuable step toward career growth, workplace safety, and industry compliance.

We can offer VOCs for the following skills:

High Risk	Mobile Plant
Forklift	Excavator
Elevated Work Platform (EWP)	Loader
Dogging	Dozer
Basic Rigging	Skid Steer
Intermediate Rigging	Roller
Basic Scaffolding	Dump Truck Rigid
Intermediate Scaffolding	Dump Truck Articulated
Advanced Scaffolding	Water Cart
Non-Slewing Crane (CN)	Grader
Slewing Crane up to 60 tonnes	
Slewing Crane up to 100 tonnes	

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KITA'S ENROLMENT PROCESS

KITA's enrolment process is very simple and you can enrol in any of our courses by:

- Booking online at www.kita.edu.au/calendar
- Enrolling over the phone by calling 08 9262 9696 or 08 9579 6008
- Emailing our team at admin@kita.edu.au
- Enrolling in person at 65 Kurnall Road WELSHPOOL WA 6106 or 51A Burlington St NAVAL BASE 6165



IMPORTANT!
It is imperative that you read your confirmation email carefully as it contains important information in relation to your course, including the training venue, parking, ID requirements and PPE.

Literacy, Language and Numeracy Assessment

The new RTO Standards require RTOs to identify and support participant language, literacy and numeracy (LLN) needs before enrolment is finalised. By assessing your LLN requirements early, we can ensure you have the right level of support to help you succeed in your training.

After you make a booking, you will receive a link to complete our LLN assessment. This step must be completed before your enrolment can be finalised.

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USI – UNIQUE STUDENT IDENTIFIER

As of the 1st of January 2015, every participant who undertakes nationally recognised Vocational Education and Training (VET) in Australia is required to have a USI. It is a reference number made up of 10 letters and numbers that is free and easy to create and stays with you for life. You can access an online record of your nationally recognised training in the form of a USI Transcript. This can be used when applying for a job, seeking a credit transfer, or demonstrating pre-requisites when undertaking further training.

Upon enrolment you will be asked to provide your Unique Student Identifier (USI) in order to be issued a Statement of Attainment.

If you do not have a USI, you can complete this process by visiting https://www.usi.gov.au/students/create-your-usi for more information.

Australian Government

USI Unique Student Identifier

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FEES AND CHARGES

Course fees vary depending on the specific course you choose. Full fee details are available on our website and will be confirmed with you before your enrolment is finalised. Our current Course List and Prices document is also available on request—simply email our administration team and they will be happy to assist. If you have any questions or need clarification, please don't hesitate to contact us.

Our course fees include all required training and assessment materials, as well as access to the equipment needed for practical training and assessment. However, personal protective equipment (PPE)—such as work boots, work pants, or long-sleeve high-visibility shirts—is not included and must be supplied by the participant.

If your training or assessment is delivered off-site, you may be required to bring additional PPE such as hard hats and safety glasses. For training conducted at our Welshpool or Naval Base facility, we will provide hard hats, safety glasses, and gloves. Please note that fees may apply for any equipment that is misused, damaged, or not returned, and certification may be withheld until these fees are paid.

In compliance with the 2025 Standards for Registered Training Organisations (RTOs), issued under subsection 185(1) and subsection 186(1) of the National Vocational Education and Training Regulator Act 2011, we require payment from participants as follows:
The lesser of:

- $1,500.00 AUD per course listed on the individual's invoice; or
- The total amount due (if the total course fee is less than $1,500.00 AUD).

Payment

Payment is due before the first day of your course. KITA accepts the following payment options:

- EFTPOS
- Direct Deposit - ANZ Bank BSB: 016 441 Account#: 406 074 309 Use your Surname as the Reference
- Stripe Payments (online enrolments or payment links provided)

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Payment Terms

- For course fees less than $1,500.00 AUD, payment must be made via credit card, online Stripe payment or direct deposit the time of enrolment.
- For course fees exceeding $1,500.00 AUD, an initial payment of up to $1,500.00 AUD is required via credit card, Stripe payments or direct deposit at the time of enrolment.
- The remaining balance will become payable upon completion of the course. For example, if the total course fee is $2,000.00 AUD, an initial payment of $1,500.00AUD must be made prior to the course start, with the $500.00 AUD balance due on the first day of the course.

High Risk Work License (HRWL) Application Fees

WorkSafe WA require an additional fee to be paid for the processing and issuing of the HRWL. Our course fees do not include this cost. KITA can process your WorkSafe application for an additional fee of $115,* which includes administration fee. (*subject to change)

Issuance of Statements of Attainment

Participants who are deemed competent in their training will receive a digital PDF copy of their Statement of Attainment, which will be emailed to the email address provided during enrolment.

If participants require a reprint of their Statement of Attainment, a fee of $66.00 will apply. However, a PDF copy can be emailed upon request at no additional cost.

Note that it is the participant's responsibility to ensure their contact details are accurate and up to date to facilitate timely delivery of their documents.

Outstanding Balances

Any outstanding fees may result in cancellation of your enrolment before the course starts. If any balance remains unpaid after the course has been finalised, or if a company fails to adhere to agreed payment terms, we reserve the right to withhold issuance of any and/or all Statements of Attainment.

Cancellations and Refunds

If you wish to cancel your course, please email admin@kita.edu.au.

Upon enrolment you are advised that non-attendance without prior notification will result in you being charged the full course cost. If you are unable to attend your course, it is your responsibility to contact our team via email at admin@kita.edu.au and let us know at least 24 hours prior to course commencement. You may be able to transfer to another course date.

Refund requests arising from extenuating circumstances may be considered at the discretion of the RTO Operations Manager, provided supporting evidence is submitted in writing to the KITA administration email.

KITA's scale of refund is outlined on the next page and determined by the amount of notice given.

Please note that once training has commenced there are NO refund options.

Policy Condition	Charge Applied
Cancellation with less than 96 hours (4 business days) notice	50% of the course fee
Cancellation with less than 48 hours (2 business day) notice	100% of the course fee
No show (with medical certificate provided)	No cancellation fee charged; one reschedule allowed (within 2 business days)
Late arrival not permitted to the course	100% of the course fee
No show (no attendance without notice)	Cancellation fee charged on the day
Rescheduling entitlement (within 2 business days)	One (1) reschedule at no cost
Failure to attend rescheduled course	100% of the course fee

Any refunds will be issued using the same payment method originally used. For example:

- Payments made by credit card will be refunded to the same credit card minus a 1.75% processing fee.
- Payments processed via Stripe Online Payment will be refunded back to the original card, minus a 1.75% processing fee for domestic transactions or 3.5% for international cards.

Should KITA for any reason cancel or reschedule a course, participants enrolled will be entitled to a full refund of the amount already paid for that course or transfer of their enrolment to another course offered by KITA. KITA will not compensate clients for time, travel expenses or accommodation expenses incurred.

Note: KITA does not guarantee that:

- a learner will successfully complete a training product on its scope of registration, or
- a learner will obtain a particular employment outcome where this is outside the control of the RTO

LLN- LANGUAGE, LITERACY & NUMERACY

KI Training and Assessing understands the importance of skills in English Language, Literacy and Numeracy (LLN) and the role those skills play in effective participation in training and workplace communications

While the enquiry and enrolment process will attempt to identify any LLN issues of individual participants, our trainers continue to assess participants throughout the course.

- Participants are required to complete an LLN assessment at the time of enrolment so as to identify any LLN issues they may have.
- Employers enrolling their staff must also report any participants with LLN or English as a second language at time of enrolment.
- Participants identified as having significant LLN needs will be referred to the support agencies and asked to complete LLN training before being enrolled at KITA.

English Language Proficiency Requirements

All participants need to have sufficient English language proficiency to allow then to undertake the course and to complete the required assessment.

There are certain legislative requirements for the delivery of High-Risk Work License courses as detailed below. This information comes directly form WorkSafe WA.

Literacy Requirements for the High-Risk Work Licences (HRWLs)

Regulation 6.20(2)(d) of the Occupational Safety and Health Regulations 1996 requires that an assessor must not issue a notice of satisfactory assessment (NOA) unless satisfied that the applicant for the HRWL has sufficient knowledge of the English language, both written and oral, to safely do the work relevant to the HRWL applied for.

In undertaking the written component of the Assessment Instrument, WorkSafe does not permit, under any circumstances, an interpreter to be used and requires that applicants attempt the written examination in their own hand. Being able to write answers to the written questions is an essential means of applicants demonstrating to the assessor that they can read the English language.

COURSE ATTENDANCE

To make the first day of your course as enjoyable as possible, please note the following:

- Arrive 15 minutes early on day one of the course.
- Bring all ID as outlined in your confirmation email – HRWL requires 2 forms of ID.
- Wear all the necessary PPE as detailed in your confirmation email.
- Bring your USI.
- Parking arrangements are detailed in your confirmation letter.
- Tea and coffee are provided at all venues.
- You will need to bring your lunch each day unless otherwise specified (a variety of lunch bars are available in the vicinity)

- If you are running late or unable to attend, please contact KI Training and Assessing by 7.30am either via email (admin@kita.edu.au) or phone Welshpool on 9262 9696 or Naval Base on 9579 6008
- Trainers and assessors are always available to provide support to you during the course.

YOUR RIGHTS & RESPONSIBILITIES

When training with a RTO, there are certain rights and responsibilities that apply. All participants have the right to:

- Enrol in a course that meets current industry standards and accreditation requirements.
- Be treated fairly and with respect by all KITA employees and other participants.
- Learn in an environment free from harassment, victimisation and discrimination.
- Train in a healthy and safe environment where risks to personal health and safety are managed and minimised.
- Have personal information and records kept private and secure in accordance with KITA's privacy policy.
- Have complaints handled fairly, promptly, confidentially and without retribution.
- Receive training, assessment and support services that meet their individual needs.
- Receive clear and accurate information about their course, including training and assessment arrangements and their progress.
- Receive AQF certification upon being deemed competent and once all other requirements, such as payment of fees, have been met (for accredited courses only)

All participants, throughout their training and involvement with KITA are expected to:

- Manage their own learning and assessment requirements (e.g. participating in activities, completing any required pre-course work).
- Ensure they have all required materials and equipment for their course.
- Report any perceived safety risks as soon as they become known.
- Treat all staff and other participants with respect and fairness.
- Follow all health and safety procedures within the learning environment.
- Refrain from participating in any course while under the influence of drugs or alcohol.
- Provide relevant and accurate information to KITA in a timely manner.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or cheating.

MISCONDUCT POLICY

KITA does not tolerate misconduct under any circumstances. A participant may be asked to leave the premises or be withdrawn from the course without a refund if they engage in inappropriate or unacceptable behaviour.

Circumstances that may result in removal from the course or premises include, but are not limited to:

- Cheating or providing false information regarding assessments or results.
- Impeding others' ability to study or participate in training activities.
- Engaging in conduct that brings KITA into disrepute, including slander or defamation of KITA, its staff, or other participants.
- Plagiarising any material.
- Failing to comply with reasonable instructions or supervision from staff.
- Behaving in a manner that places others at risk of harm.
- Assaulting any staff member or participant, including verbal, physical, threatening or intimidating behaviour.
- Engaging in discrimination, harassment of any kind, disorderly conduct, disruptive, abusive, or antisocial behaviour.
- Damaging, destroying or misusing KITA property or premises used by KITA.
- Stealing any property or equipment belonging to KITA or another participant.
- Persistent lateness or causing repeated disruptions in the classroom.
- Using profanities, obscene language, or attending training while intoxicated or under the influence of illegal substances.

LEGISLATIVE REQUIREMENTS

KI Training and Assessing (RTO 52593) is subject to a variety of legislation related to training and assessment, as well as general business practice. This legislation is continually being updated and it is the responsibility of KITA to ensure that all KITA personnel are made aware of any changes to the legislation.

Below is a list of legislation that affects KITA. It includes but is not limited to:

- National Vocational Education and Training RegulatorAct (2011)
- Humans Rights and Equal Opportunity Commission Act (1986)
- Disability Standards for Education (2005)
- Disability Discrimination Act (1992)
- Equal Opportunity Act (1984).
- Racial Hatred Act (2006)
- Racial Discrimination Act (1975)
- Sex Discrimination Act (1984)
- Privacy Act (1988)and National PrivacyPrinciples (2001)
- Vocational Education and Training (Commonwealth Powers) Act (2010)
- Workplace Injury Management and Workers Compensation Regulation (2002)
- Workplace Health &Safety Act 2011 (Commonwealth)
- Participant Identifiers Act (2014)
- Work Health and Safety (General) Regulations 2022 (WA)
- Work Safety and Health Act 2020 (WA)

WELSHPOOL TRAINING FACILITIES

Course Times
Our classes run from 8:00am to around 3:30pm each day. To help us get started on time, please try to arrive about 15 minutes early (7:45am). We'll have breaks during the day for morning tea and lunch so you can recharge.

Refreshments
There is a cafe next door, and there are also a few lunch bars close by if you would like to grab something to eat or drink.

Participant Kitchen Area
Feel free to use the kitchen area to make tea or coffee or heat up your meals. We've provided cutlery and crockery for you—just remember to give everything a wash when you're done, keep the space tidy, and pop your rubbish in the bin. Thanks for helping us keep the area pleasant for everyone!

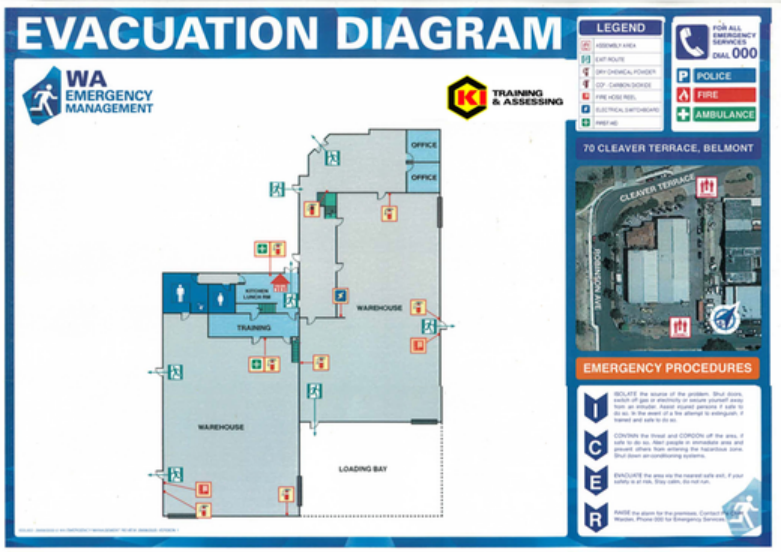
There is also a vending machine stocked with snacks and drinks.

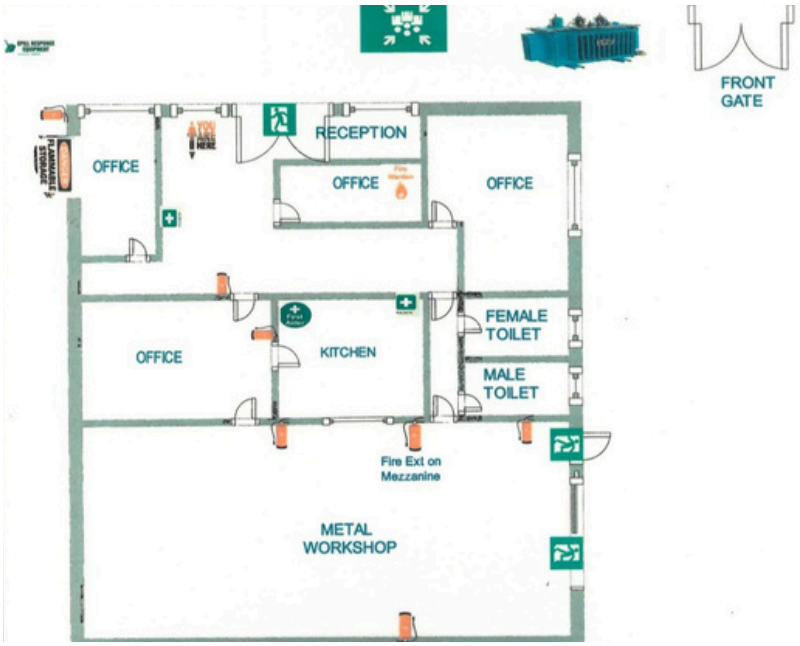
Smoking
Smoking isn't allowed inside the building or within five metres of it. If you need to smoke, please use the designated area outside the kitchen. Don't forget to pop your cigarette butts in the disposal unit—thanks for keeping the area clean!

EMERGENCY PROCEDURES

You'll find evacuation procedures posted in every training room, and your trainer will go over them with you during your induction. There's also a first aid kit in the kitchen area if needed.

Your trainer will explain what to do in an emergency when you first arrive, so please make sure you're familiar with the process. We may run an evacuation drill at any time, so don't be surprised if one happens during your training.



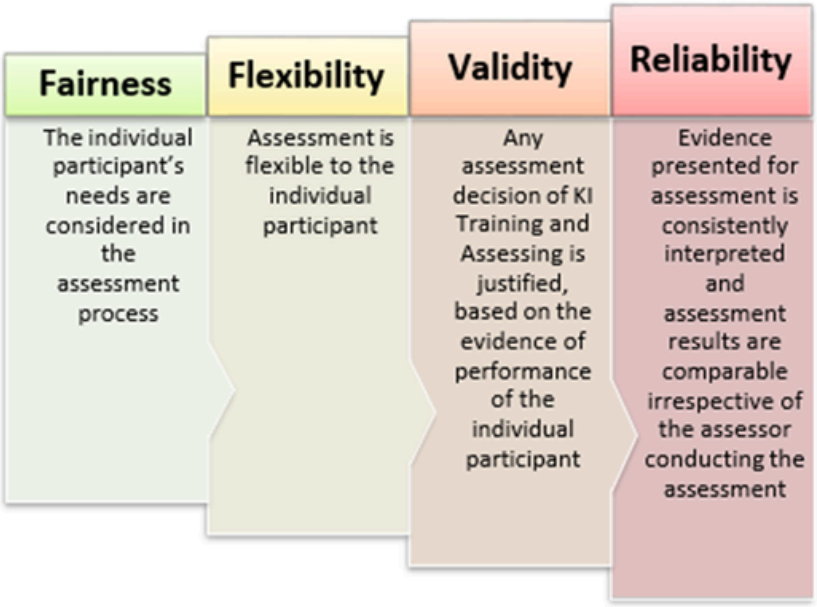


THE ASSESSMENT PROCESS

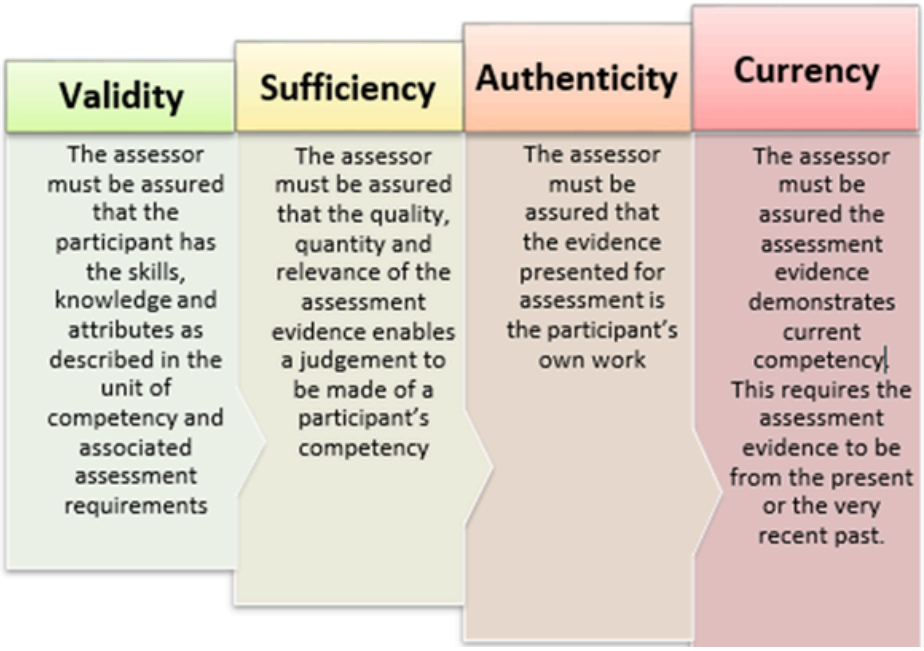
Assessment involves collecting information (evidence) to determine whether a participant has the necessary skills, knowledge and attitude to meet a defined standard.

KI Training and Assessing quality-assures all assessment services delivered by us or on our behalf. All assessments are conducted in line with the principles of assessment and the rules of evidence, which are:

Principles of Assessment



Rules of Evidence



CERTIFICATE ISSUANCE

Unit of Competency:
Upon successfully completing a nationally recognised unit of competency, a Statement of Attainment will be issued to you. Statements of Attainment are provided within 30 calendar days of the assessment decision.

Not Yet Competent:
If you are deemed Not Yet Competent (NYC) in either the theory or practical assessment, don't be discouraged. This doesn't mean you've failed—it simply means you may need a little extra practice or support to meet the required standard.

KITA will allow you to **re-enrol for re-assessment in the next available course at no cost**, subject to availability.

If you are still deemed NYC in any re-assessments during that course, further training will incur a fee, which will depend on the course you are completing. Your trainer will guide you through your options, explain the next steps, and let you know any costs involved.

Note that you will not be entitled to a refund of course fees if you are deemed Not Yet Competent.

Re-issuing of Certificate and Statement of Attainment:
If you need a hard copy of your Certificate or Statement of Attainment re-issued, you can request one by completing the appropriate form. Please note that there is a $66 fee for re-issuing each certificate or statement.

High Risk Work Licences (HRWL):
When you successfully complete a High Risk Work Licence (HRWL) course, your assessor will issue a Notice of Assessment (NoA), which is valid for 60 days. Within this time, you'll need to submit an application for your licence to the relevant state regulator.

If you prefer, KI Training and Assessing can submit the application for you for a fee of $115 (this includes the HRWL fee and is subject to change).

COMPLAINTS & APPEALS

Complaints

At KITA, we want to make sure everyone feels heard and supported. If you have a concern, issue, or suggestion, we encourage you to share it—either informally or through our formal feedback channels. Any concerns about unfair or inequitable treatment will be carefully investigated, and we'll keep you updated along the way. Our goal is to resolve issues fairly, respectfully, and as quickly as possible.

For formal complaints, we aim to provide a decision within 15 working days of receiving your written complaint. All formal complaints and their outcomes are recorded in our Register of Complaints to make sure everything is tracked and transparent.

Appeals

If you're not successful in an assessment, don't worry—you'll have a second chance to complete it at no extra cost. You can also request that a different assessor review your evidence.

If you're still not happy with the outcome after re-assessment, you can submit a written appeal. Include all your evidence and explain why you think the original decision was incorrect. The appeals process should be started within 10 working days of receiving your assessment result. Our team will guide you through each step so you know what to expect.

RPL & CREDIT TRANSFER

Recognition of Prior Learning (RPL) is an assessment process that recognises the skills and knowledge you have gained through previous work experience, training, or life experience. These skills may have been gained through formal training or through learning on the job.

RPL allows us to assess whether your existing skills meet the requirements of a unit or course, which may reduce the amount of training or assessment you need to complete.

A credit transfer means we can recognise units or qualifications you have already completed with another Registered Training Organisation (RTO). If approved, you won't need to repeat the same training or assessment again.

To apply for a credit transfer, you must provide evidence such as a Statement of Attainment or Qualification. The units must be the same as, or equivalent to, the units in your current course.

Credit transfers help reduce your study time and make your training more efficient.

Applying for RPL/credit transfer

RPL and credit transfer options are discussed during your initial interview and enrolment. If you meet the evidence requirements and can provide suitable supporting documents, we may begin a full RPL assessment.

If RPL is approved, you will not be required to complete structured training. A fee applies for each RPL assessment.

Please note that RPL and credit transfer are not available for all courses due to legislative requirements. For example, High Risk Work Licence courses are not eligible. If you have any questions or would like to discuss your options, please contact KI Training and Assessing — we're happy to help.

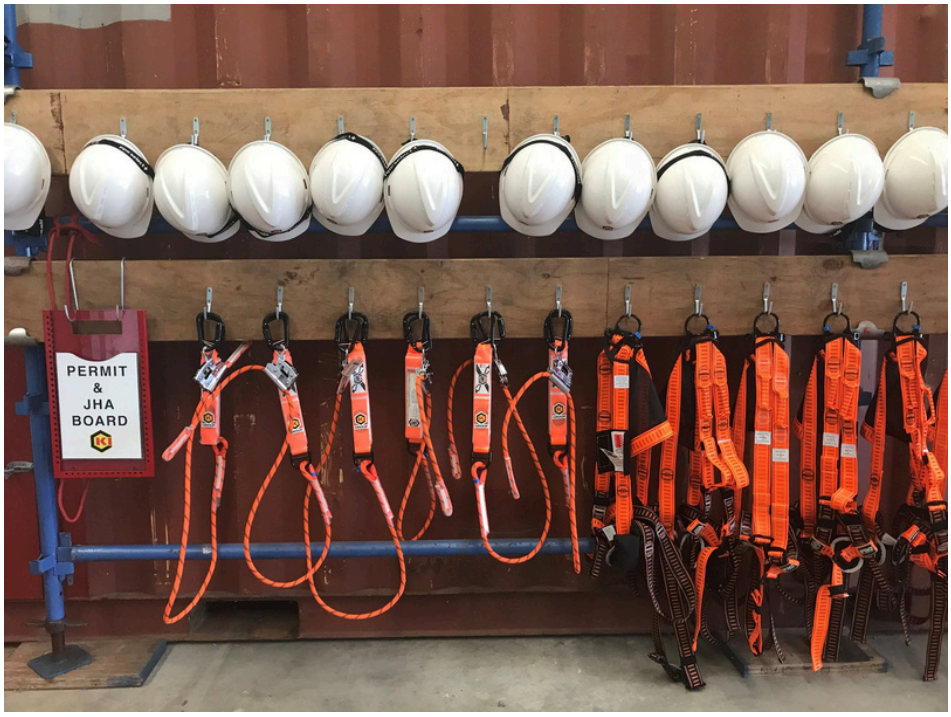
WORK HEALTH & SAFETY

KITA's Work Health and Safety (WHS) policy outlines our commitment to providing a safe and healthy environment for all participants, staff, and visitors. KITA complies with all relevant WHS legislation and promotes a strong culture of safety across all training activities.

This commitment includes:

- Adhering to WHS laws and regulations, ensuring all health and safety requirements are met in both workplace and training environments.
- Identifying, assessing, and controlling risks associated with training and assessment activities, including practical sessions.
- Providing staff and participants with appropriate WHS training, including safe work practices and emergency procedures.
- Maintaining clear procedures for reporting incidents and hazards, ensuring all safety concerns are addressed promptly and effectively.
- Regularly reviewing and improving WHS practices and policies to support a safe, healthy, and productive learning environment.

KITA is dedicated to ensuring the well-being of everyone involved in our training programs while maintaining a safe, compliant, and supportive environment.



WELFARE & SUPPORT SERVICES

KITA is committed to ensuring that all participants have a positive and successful learning experience. We offer a range of services designed to support students in their academic, personal, and professional development.

Academic Support:
We provide one-on-one academic assistance to help students succeed in their coursework. Our trainers offer guidance on assignments, exam preparation, and understanding course content.

Personal Wellbeing:
We are dedicated to supporting students as they navigate personal challenges that may affect their studies. Referrals to external mental health professionals can be provided to assist with emotional and psychological wellbeing.

Learning Resources:
We offer access to a wide range of learning materials relevant to each training product, ensuring students have the resources they need to learn effectively.

Disability Support:
We provide tailored support for students with disabilities, including adjustments to learning materials and assessment formats. These measures ensure that all students have equal opportunities to succeed.

These services reflect our commitment to ensuring that every student has the support they need to thrive during their time at our training facilities.

- Emergency Australia: Call 000 if you, or someone's life is in danger
- Beyond Blue: Call 1300 224 636, 24 hours/7 days a week to chat online or email via webpage www.beyondblue.org.au
- Lifeline: Call 13 11 14, 24 hours/7 days a week, or text 0477 131 141 www.lifeline.org.au
- Crisis Care Helpline: 1800 199 008 or 08 9223 1111,24 hours/7 days a week
- Salvation Army: 13 SALVOS (13 72 58) or www.salvos.org.au
- Yarn: Call 139276, 24 hours/7 days a week or email enquiries@13yarn.org.au for Aboriginal & Torres Strait Islander people

RECORDS MANAGEMENT

KITA securely stores all records containing personal information and takes all reasonable steps to protect this information from unauthorised access, misuse, or disclosure. Participants can access legislation relevant to Vocational Education and Training at www.comlaw.gov.au.

In accordance with the Data Provision Requirements Act 2011, your personal details are collected at the time of enrolment and recorded in KITA's student management system. You may request access to your personal records once your identity has been verified. Personal information will not be disclosed to any third party without your written consent.

If you consent to the disclosure of your information, this consent will be recorded on your file. Please notify KITA as soon as possible if your name, address, or contact details change so we can keep your records up to date.

In collecting and retaining personal information, KITA complies with the requirements of the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012. These laws introduced significant changes to privacy regulation, including the 13 Australian Privacy Principles (APPs), which govern the handling of personal information.

KITA will not disclose an individual's personal information to another person or organisation unless:

- The individual concerned is reasonably likely to have been aware, or made aware, that information of that kind is usually passed to that person or organisation
- The individual concerned has given written consent
- KITA believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person
- The disclosure is required or authorised by or under law
- The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

Privacy Notice - Department of Education, Skills and Employment
National VET Data Policy December 2020

Why we collect your personal information

As a (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

Surveys

You may receive a participant survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact KITA to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

CONTACT INFORMATION

Thank you for taking your time to read this handbook. If you have any questions that have not been answered here, please don't hesitate to contact our team who will be happy to assist.

www.kita.edu.au

admin@kita.edu.au

08 9262 9696
08 9579 6008