

# Student Handbook

For International & Domestic Students

Handbook 2023-2024 V4



WHEN CARE IS YOUR CALLING,  
**CHARLTON BROWN.**



## HANDBOOK DISCLAIMER

This student handbook contains information that is correct at the time of printing. Changes to legislation and/ or Charlton Brown policy may impact on the currency of information included. Charlton Brown reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Charlton Brown.

This handbook has been prepared as a resource to assist students to understand their obligation and also those of Charlton Brown. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook. Any queries can be directed to:

### *IMPORTANT DETAILS*

#### Head Office:

CHARLTON BROWN Brisbane Campus  
4/102 Adelaide Street, Brisbane QLD 4006, Australia

T: +61 7 3216 0288

F: +61 7 3252 8061

E: [info@charltonbrown.com.au](mailto:info@charltonbrown.com.au)

W: [charltonbrown.com.au](http://charltonbrown.com.au)

RTO: 2508

CRICOS 03822D

#### General enquiries within Australia:

Phone: +61 7 3216 0288

Email: [info@charltonbrown.com.au](mailto:info@charltonbrown.com.au)

#### Domestic Enrolment enquiries within Australia:

Phone: +61 7 3216 0288

Email: [enrolments@charltonbrown.com.au](mailto:enrolments@charltonbrown.com.au)

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## WELCOME TO OUR COLLEGE.

Charlton Brown has been delivering high quality training to the community since 1986. Our purpose is to provide practical academic and vocational pathways to success in higher education and employment.

The college aims to create a learning and teaching culture with student success at its core by:

Providing opportunities for individuals from diverse and social and cultural backgrounds to access education to transform their lives.

Building resilience and competence which inspire the pursuit of life -long learning.

Demonstrating integrity, fairness, and inclusiveness in providing learning experiences and the support to meet the unique needs of each student.

Creating and strengthening mutually beneficial relationships to build a sense of belonging and community in a workplace which also demonstrates a longer-term commitment to sustainability.

Developing shared accountability between students and staff in contributing to an outcomes-based focus with a quality improvement approach and excellence in academic standards.

### Relationships

Charlton Brown seeks to provide value to individual students. Its purpose as outlined above, has been developed on this basis.

Central to achieving this purpose is a constructive and mutually beneficial relationship between Charlton Brown and, universities, schools, enterprises, industry, community, and government which ensures that individual students:

Can access pathway courses through clearly defined pathways, and receive full credit for the attributes, knowledge and skills acquired through Charlton Brown College programs.

Build on the close cooperation between Charlton Brown and universities.

Charlton Brown's commercial relationship is based on the value Charlton Brown adds.

Charlton Brown student graduates receive pathway benefit in both access to and credit towards degree programs at numerous universities.

The Executive Management Team of Charlton Brown will establish and monitor overall targets for performance which aims to measure the college outputs and outcomes in the context of the relationships described above.

Displaying creative and future -directed thinking enabling us to be innovative and agile to advance new opportunities.

## RELEVANT LEGISLATION

As a Registered Training Organisation (RTO), Charlton Brown is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

The Standards for Registered Training Organisations (RTOs) 2015 National Vocational Education and Training Regulator Act 2011

Additionally, Charlton Brown abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- Access and Equity
- Assessment Policy and Procedure

- Complaints and Appeals Policy and Procedure
- Employment and Workplace Relations
- Equal Opportunity
- Fair Work (including harassment and bullying) • Privacy and Personal Information Protection
- Student Identifiers
- Work place Health and Safety

Charlton Brown is dedicated to following the provisions in the VET Quality Framework. More information about these regulations and legal frameworks can be found at:

- [comlaw.gov.au](http://comlaw.gov.au) which is the Australian Government website for Commonwealth Law
- [asqa.gov.au](http://asqa.gov.au) which is the website for the regulator of Australia 's vocational Education and Training (VET) Sector.

## STUDENTS.

Charlton Brown students will be drawn from domestic and international students:

- Those seeking to upgrade their qualifications and skills.
- Those seeking to change their future choice of employment.
- School leavers are seeking a pathway to university study.
- Those who wish to re-engage with the education process. Specific underrepresented and target groups including Indigenous students.

## POLICIES AND PROCEDURES

### *CODE OF CONDUCT*

Charlton Brown's Code of Conduct describes the ways in which students participate and grow within the Charlton Brown community. This community includes all students, trainers and staff, visitors and volunteers, and industry partners who offer our students opportunities for vocational practical placement. All students should ensure they are familiar with this Code and apply these principles during their studies at Charlton Brown.

A copy of the Code of Conduct is available at [charltonbrown.edu.au](http://charltonbrown.edu.au)

### *PRIVACY*

Charlton Brown strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988. Certain general, non-specific information such as location, gender, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give your information to any person or agency without your permission, unless we are required to do so by law.

For further information please read our Privacy Policy available on our website: [charltonbrown.edu.au](http://charltonbrown.edu.au)

### *OTHER POLICIES AND PROCEDURES*

The following policies and procedures underpin Charlton Brown's operations:

- Access, Equity, and diversity Policy
- Student Integrity and Misconduct Policy

- Student Wellbeing Policy
- Bullying and Harassment Policy
- Anti-Discrimination Policy
- Disability Policy
- Student Grievance Resolution Policy
- Student Code of Conduct
- Admissions and Enrolment Policy and Procedure
- Assessment Policy and Procedure
- Complaints and Appeals Process
- Critical Incident Policy
- Fees and Payments
- Marketing Policy
- Privacy Policy
- Recognition of Prior Learning
- Refund Policy and Procedure
- Work Place Health and Safety Policy

## *ACCESS TO YOUR RECORDS*

If you wish to access your student information file , please direct your enquiry to the Student Services by emailing [studentservices@charltonbrown.com.au](mailto:studentservices@charltonbrown.com.au).

## *ASSESSMENT POLICY*

Below describes Charlton Brown's Policy regarding the management & marking of student assessments, and requirements placed upon students hitherto.

This policy is specific to assessment items and tasks. All students are responsible to keep a copy of all submitted assessment items until they are marked and returned by the trainer/assessor for review.

All assessment items that are submitted electronically should be submitted online via the School's Learner Portal.

Assessments must be submitted by the specified due date indicated in the Unit of Study Outline unless prior alternative arrangements have been made in writing either with the trainer or the faculty. This may result from the following:

Compassionate or compelling reasons which have affected the student's ability to complete the assessment.

Delays or impaired service delivery which has had a demonstrable and material impact on the student's ability to complete the assessment; or

Reasonable adjustment to the training schedule in order to meet individual student and/or class needs.

Students will be permitted a total of 3 attempts for all knowledge assessment items (initial attempt plus 2 resubmissions); all resubmission attempts must be received by the trainer or the faculty no later than 21 days after the result of Unsatisfactory has been awarded to the student. Please note that failure to submit an item by its original due date will be classified as 'Not submitted' and no late submissions will be accepted.

Exceptions may apply if the student has suffered personal hardship which has affected their ability to complete the assessment. Any applications for special consideration must be made using the Application for Special Consideration Form, which outlines general circumstances which will be accepted by the faculty . In the absence of any approved special considerations, fees will apply for

additional attempts of resubmission or submissions received past the due date. Fees are as determined by the qualification a student enrolls into (refer to Student Fee Schedule).

It is the student's responsibility to manage their individual study and assessment workload to ensure they are able to attend on-campus assessment items and meet all relevant submission due dates. Assessment must be submitted within the timeframes specified unless there is an extraordinary circumstance that prevents the student from meeting the deadline.

Enrolment

## *UNIQUE STUDENT IDENTIFIER (USI)*

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, Charlton Brown cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-usi> for more information, and instructions on how to apply.

## *PERSONAL LEARNING PLAN*

As part of the overall enrolment process, Charlton Brown will work with you to develop a customised plan for your learning that will address course requirements as well as your personal circumstances.

This includes the opportunity for you to complete a Language, Literacy and Numeracy (LLN) indicator which will identify any areas in which additional support may be required.

## *ENROLMENT PROCESS*

The enrolment process may vary depending on the type of qualification you intend to study and any applicable subsidies or loans that may be available to you. During the enrolment process, information on the fees and charges relating to your proposed course of study will be provided, and payment terms and methods will be agreed upon.

An application form must be submitted, together with any required identity documents. A Charlton Brown Admissions Officer will then step you through the enrolment process including Recognition of Prior Learning or credits that you may use towards your course and other special training needs. Information on the Admission Policy and Procedures for different enrolment types can be found on our website.

Once all admission processes have been completed, you will be issued with a Letter of Offer. Enrolment is not confirmed until fees have been paid as agreed. Once the Enrolment Process is finalised, you will receive information regarding your course commencement.

## *ENROLMENT DATES*

Charlton Brown has various enrolment options including a system of rolling start dates. For some enrolment types and qualifications, you are able to enrol and start studying straight away.

For students studying through the VET Student Loan scheme, you should be familiar with your census dates.



## ENTRY REQUIREMENTS

Please contact Charlton Brown to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to:

- Previous workplace experience
- Previous completion of another qualification that is specified as a pre-requisite for a course.
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and, for effective performance in the workplace
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced.
- Access to a computer that has appropriate software and capacity to access learning and assessment materials.
- Access to an internet connection with sufficient capacity to download course materials.
- Access to course specific materials such as police check or Working with Children Check.

Entry requirements per course level are included in the following policies and procedures:

<https://www.charltonbrown.com.au/policies-procedures-forms/>

## STUDENT FEES

### FEES

Information about fees and charges will be provided to you prior to enrolment. Several factors will determine how much your course will cost. This includes things like:

- Which course you will study?
- Course duration
- Study load and mode (full-time, part-time, face-to-face, correspondence etc.)
- Any credits that may be applied through direct credit transfer, recognition of prior learning and/or recognition of current competency.
- Your eligibility for subsidies or concessions

Costs will be discussed prior to enrolment with you and/or the third party (such as employer, school etc.) who will be paying the tuition fees. All fees are correct as of January of the relevant year of study and are subject to change. Please contact Charlton Brown if you have any questions related to course fees.

Some students may be eligible for a concession fee. Students of Aboriginal or Torres Strait Islander origin, and/ or holders of concession cards like a Health Care Card, Pensioner Concession Card or Veteran Affairs Pensioner Concession Card, may be eligible.

If you do not have a concession card, contact Human Services (Centrelink) to determine your eligibility ([servicesaustralia.gov.au](http://servicesaustralia.gov.au)).

### PAYMENT OPTIONS

Payment of course fees can be made to Charlton Brown via:

- Credit card
- Debit card
- Electronic funds transfer
- Cash

Fees must be paid by the due date agreed in your individual training contract. This will be clearly stated prior to your enrolment.

Please note that outstanding fees may result in cancellation of your enrolment and/or Charlton Brown withholding the issue of qualifications until all fees are paid. If you have trouble paying your fees, please contact us on [accounts@charltonbrown.com.au](mailto:accounts@charltonbrown.com.au) to discuss options.

## *FAILURE TO MAKE PAYMENT*

If payments are not made according to the agreed terms of the training contract, Charlton Brown may find it necessary to suspend training until payment is received. Failure of the student and/or their representative to meet payment obligations may result in the outstanding debt being handed over to a registered debt collector. Any fees associated with this service will be added to the total outstanding amount for recovery.

If you are experiencing financial difficulty, please contact Charlton Brown Accounts as early as possible to discuss your options. Email [accounts@charltonbrown.com.au](mailto:accounts@charltonbrown.com.au)

## *VET STUDENT LOAN*

If you are accessing a VET Student Loan to assist with the tuition fees of higher level education and training qualifications, Charlton Brown recommends that you read information in conjunction with the VET Student Loan information available in our website <https://www.charltonbrown.com.au/vet-student-loans/>

## *STUDENT ID CARD*

All enrolled full -time on -campus students are eligible for a Student ID card. You may also apply for Concessional Fares with TransLink at: [gocard.translink.com.au/webtix/ticket](http://gocard.translink.com.au/webtix/ticket) -and-fares/go-card/online/concession/step -one.

There is no fee to renew or replace lost or [damaged](#) Charlton Brown student cards.

## *REFUNDS*

Charlton Brown has published its various refund policies and procedures which apply to different enrolments on our website: [charltonbrown.com.au](http://charltonbrown.com.au).

Please contact us on [info@charltonbrown.com.au](mailto:info@charltonbrown.com.au) to discuss individual circumstances.

## ACCESS & EQUITY

Charlton Brown will work to provide fair allocation of resources and equal opportunity to access training services. Charlton Brown prohibits discrimination based on factors including:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status

Charlton Brown will work to ensure all participants have the right resources available to allow successful completion of course requirements. It is the responsibility of all staff at Charlton Brown to uphold our commitment to Access and Equity principles. If you have questions or concerns, please contact our Student Services team on +61 7 3216 0288.



## *OTHER SUPPORT SERVICES*

Our college has a full-time Student Welfare Officer who is available to help with guidance, appropriate resources and support strategies for personal, academic or career goals and challenges.

Further external support services include:

Lifeline

13 11 14 [lifeline.org.au](https://lifeline.org.au)

Beyond Blue

1300 22 46 36 [beyondblue.org.au](https://beyondblue.org.au)

Salvation Army

13 SALVOS (13 72 58) [salvos.org.au](https://salvos.org.au)

Course Information

## COURSE MATERIALS

After enrolment, you will be given access to training materials in hard copy and/or digital format. You will need to supply your own stationery materials.

You will be given an outline for training appointments which may be:

- Workplace visits
- Classroom sessions
- A combination of the above

## COURSE DURATION

How long your course will take depends on several factors. Included are your own efforts and commitment to submitting assessments regularly and on time, your study load (i.e., full- or part-time) and how many units (if any) are eligible for credit transfer and/or recognition of previous experience and qualifications.

Vocational placement requirements, if applicable to the course, are included in the published course duration. Further, the level of the qualification being undertaken will impact on course duration. The Australian Qualifications Framework (AQF) summarises the criteria of different qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills, and levels of autonomy required to achieve a qualification at that level.

## COURSE PROGRESS

Charlton Brown monitors the course progress of students and is proactive in notifying and counselling students who do not fulfil progress requirements.

Please refer to <https://www.charltonbrown.com.au/policies-procedures-forms/> for the Monitoring Course Progress Policy.

### DEFERMENT, SUSPENSION AND CANCELLATION

A student can apply in writing for deferment, suspension or cancellation of their studies including leave of absence, if they have good reason to do so based on the grounds of compassionate and compelling circumstances.

Charlton Brown may defer, suspend or cancel enrolments due to misbehaviour of the student or extenuating circumstances.

Students have right to appeal a decision by Charlton Brown to defer, suspend or cancel their studies. Please refer to Complaints and Appeals Policy and Procedure available at: <https://www.charltonbrown.com.au/policies-procedures-forms/>

## ATTENDANCE

Charlton Brown encourages 100 % attendance in all required classes and course requirements. Poor attendance is associated with poor academic progress, therefore monitoring attendance will help Charlton Brown identify students at risk of disengagement and allow opportunities for intervention for students who are experiencing difficulties.

Attendance requirements will be specified for each course prior to commencement.

For international students, attendance requirements can be found within your student agreement.

## TRAINING AND ASSESSMENT STRATEGIES

Charlton Brown staff are appropriately qualified and have relevant industry experience to train and assess the courses delivered by Charlton Brown. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Direct Credit Transfer (DCT).

## FLEXIBLE LEARNING AND ASSESSMENT

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.

## APPRENTICESHIPS AND TRAINEESHIPS

Charlton Brown gives all students enrolled in an apprenticeship or traineeship a training plan which outlines how and when training will take place. This is signed by all parties involved and given to you at the start of the training contract.

## TRAINING PLANS

In the case where your course of study calls for vocational placement, is part of a workplace traineeship, or part of an apprenticeship, a training plan will be developed for you.

The plan will be developed between you, the placement/ workplace organisation, and Charlton Brown. It will outline the skills and knowledge you will develop over the duration of the training plan. The training plan becomes a 'living document' and any changes are agreed and noted by all involved parties.

## THIRD-PARTY ARRANGEMENTS

When Charlton Brown enters into a third-party arrangement whereby the third party provides training and assessment on behalf of Charlton Brown, you will be informed of:

Name and contact details of any third party that

will provide training and/or assessment, and related educational and support services to the learner on the Charlton Brown's behalf; and

Learner's rights, including if the Charlton Brown, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in; and

Charlton Brown remains responsible for the quality of the training and assessment in and for the issuance of the AQF certification documentation.

## VOCATIONAL PLACEMENT

Vocational placements provide students with the opportunity to apply the theory and skills they have learned while studying in a professional workplace. Under these arrangements students can

gain the skills they need to transition successfully from study to work, while giving industry the opportunity to enrich student learning experiences and increase the number of work ready graduates.

Some of Charlton Brown's qualifications and units of competency will have specific requirements for the number of hours required for you to work in an industry regulated workplace.

Through a practical assessment, your assessor determines your ability to perform the required skills. Evidence will

be collated by a supervisor. The nominated workplace supervisor will verify the skills of the student in the workplace via the Skills Assessment. Charlton Brown requires that the supervisor must hold qualification equal to or higher than the qualification on the student is enrolled in who is willing to provide support and verify competency.

Whilst Vocational Placement is unpaid work, you will be considered an additional staff member. Charlton Brown holds the necessary insurances to cover unpaid students. Students MUST hold a "Working with Children Check" and/ or Police Check before commencing.

Charlton Brown will try to assist you in working with organisations and arranging a placement and help you with the correspondence. However, it is the responsibility of the student to finalise their own placement.

Please note that Vocational Placement is not required for students who are undertaking Business and Leadership courses.

## PREGNANCY

A student who falls pregnant has every right to continue her studies and will be supported as required by Charlton Brown. For most Charlton Brown courses, vocational placement in an accredited educational or community service facility will be required to complete the course requirements. You should be aware that, due to associated risks, many venues have the right to determine whether they will accept pregnant students on placement.

If you are pregnant or suspect you are pregnant, you are encouraged to inform your Charlton Brown Trainer immediately so we may advise you on further requirements for vocational placement. You should also inform your treating medical practitioner of your work role and seek advice on the diseases relevant to their pregnancy, their immunity status and precaution for infection control.

A letter from your General Practitioner (GP) stating it is safe for you to continue with the vocational placement. If your vocational placement is in Early Childhood Education and Care, you will also be required to sign a 'Cytomegalovirus (CMV) Waiver F.

## RECOGNITION PROCESSES

### *PRIOR LEARNING*

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has because of past study and/or experience.

The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment.

You will still need to provide evidence though, upon which your assessor can base their judgement. Evidence must be: Authentic – it must be your own work.

Sufficient – it must demonstrate competence over a period, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency.

Current – it must demonstrate up-to-date knowledge and skills i.e., from the present or the very - recent past Valid – it must be relevant to what is being assessed.

You may be eligible to apply for RPL on one or more Units of Competency in your course. Please contact [studentservices@charltonbrown.com.au](mailto:studentservices@charltonbrown.com.au) to discuss your options.

## *CURRENT COMPETENCIES*

Recognition of Current Competencies is a recognition process like RPL. It applies if a student has met the requirements for a unit of competency in the past and is assessed to ensure competence has been maintained.

## *CREDIT TRANSFER*

Charlton Brown recognises AQF qualifications and Statements of Attainment that have been issued by

other RTOs. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a certified copy of your documentation (certificates and/or statements). For more info, please contact our enrolment team at [enrolments@charltonbrown.edu.au](mailto:enrolments@charltonbrown.edu.au)

## *FOUNDATION SKILLS*

All training and assessment delivered by Charlton Brown contain Foundation Skills. Foundation Skills are a mandatory component of Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time -management.

## STUDENT INFORMATION

### *STUDENT SUPPORT*

Charlton Brown offers academic and non -academic student support services to all students. Please read our Student Support policy which is available on our website: <https://www.charltonbrown.com.au/policies -procedures -forms/>

### *STUDENT CONDUCT*

Just as Charlton Brown has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that students will participate with commitment in their studies, regularly submit assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

Charlton Brown views student misconduct seriously. Consequences of student misconduct vary up to and including expulsion from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating.
- Harassment, bullying and/or discrimination.
- Falsifying information
- Any behaviour or act that is against the law.
- Any behaviour that endangers the health, safety and well- being of others
- Intentionally damaging equipment and/or materials belonging to Charlton Brown and/or a partner organisation such as a school or workplace.

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Student to reimburse the costs incurred by any damage caused.
- Cancellation of the course without refund and/or credit
- The matter maybe referred to the police.

Students found guilty of misconduct have a right to lodge an appeal by following our Complaints and Ap peals Policy and Procedure.

All students are provided with the Charlton Brown Student Code of Conduct prior to commencement.

### *WORKPLACE HEALTH AND SAFETY*

Workplace Health and Safety legislation applies to everyone at Charlton brown Workplace Health and Safety legislation applies to everyone at Charlton Brown. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk. Please report any incident or hazard to a Charlton Brown staff member immediately

### *SMOKING, DRUGS AND ALCOHOL*

Charlton Brown is a smoke-free environment. Smoking is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within four metres of a building entrance.



Any student under the influence of drugs and/or alcohol is not permitted on Charlton Brown premises, to use Charlton Brown facilities or equipment, or to engage in any Charlton Brown activity.

People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected.

## *DRESS CODE*

Learning at Charlton Brown campus prepares students for employment and further education. As such students are expected to dress in a manner that is neat, clean, inoffensive and safe at all times and in a manner that would be expected in the workplace. Therefore, while representing the College on campus or in the workplace, students must wear appropriate clothing and practice good personal hygiene.

In general, clothing that is likely to offend others in terms of lack of decency, modesty, or cleanliness, or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others is not acceptable.

The following are not permitted while on Campus and in the workplace:

- Hats in class
- Clothing with offensive message or pictures.
- Short skirts or shorts
- Very sheer blouses
- Halter tops or other tops that expose the midriff.
- Low-cut tops/blouses that expose cleavage.
- Backless dresses.
- Shoes should be appropriate and meet all necessary workplace health and safety standards. When attending vocational placement, shoes must be completely enclosed— no open toe or backless shoes. Thongs, sandals and stilettos are not permitted on vocational placement. Students are responsible for their own footwear.

A high standard of personal hygiene should be maintained. It is important to consider the comfort of other students and staff on Campus and in the workplace.

## *TRAINING ROOM BEHAVIOUR*

Charlton Brown require s behaviour in any of its training rooms, including online environments, to be conducive to promoting a positive learning environment, a cooperative spirit and harmony. Charlton Brown is committed to providing a learning environment free of discrimination and harassment. Any conduct or behaviour which causes a disturbance, affront or offence by any student/course participant may result in that person(s) being removed from the training room by an authorised representative of Charlton Brown.

## ASSESSMENT INFORMATION

### *SUBMITTING ASSESSMENTS*

You are expected to complete assessments for all units in your qualification. You will need to submit assessments by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

### *RESUBMISSIONS*

If you received feedback to say your submission was “Not competent”, you will need to provide more evidence to support your claim for competency. This may mean re - doing some of the theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. If, after three resubmits your work is still ‘Not Yet Competent’, you will be required to re -enrol in, and re -do the work for the unit, in order to achieve the full qualification.

Talk to your trainer/assessor for more information. All of the staff at Charlton Brown will take a very reasonable effort to help you succeed in your course.

### *ASSESSMENT FEEDBACK*

You will receive feedback regarding the outcome of each of your assessment items. To be deemed ‘Competent’ against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

### *PLAGIARISM*

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case.

Plagiarism is taking someone else’s work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Charlton Brown. The following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from.
- Mashing together multiple ‘cut and paste’ sections, without properly referencing them, to form an assessment response.
- Presenting work that was done as part of a group as your own.
- Using information (text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from.

In the event that plagiarism is discovered then the offending assessment involved will be deemed as being “not yet competent” You will be instructed to resubmit a completed and compliant assessment and may be provided with formal counselling, a verbal and written warning and cancellation of your enrolment if required.

### *REFERENCING*

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols. Charlton Brown expects that you will use the Returning to Learning guide which will be provided to you upon commencement of your course. In this guide, referencing requirements for student work using the APA referencing style is preferred.

## COMPLAINTS AND APPEALS

Whilst as a student, you can lodge a complaint or an appeal if you disagree with a decision regarding an assessment outcome, you are encouraged to speak with your assessor in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision.

The Charlton Brown Complaint and Appeal Policy and Procedure is available on our website:

<https://www.charltonbrown.com.au/policies-procedures-forms/>

## ISSUING CERTIFICATES

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course.

This meets the compliance requirements as set for Charlton Brown and other RTOs in the Standards for RTOs 2015.

If for some reason Charlton Brown ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements.

## STUDENT FEEDBACK

Charlton Brown is dedicated to ensuring its practices are constantly reviewed to ensure the best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time but will also specifically ask for it at the completion of your study.

## ARTICULATION

Charlton Brown Diplomas and Advanced Diplomas can provide up to one-year academic credit towards a university bachelor's degree. Charlton Brown has formal articulation arrangements with the following universities:

- Australian Catholic University
- Bond University
- Griffith University
- University of Southern Queensland
- University of Tasmania
- Torrens University

Our current articulation agreements can be found on our website.

## REFERENCES

Please note it is a policy of Charlton Brown not to provide students with references, testimonials or similar. This also includes our Trainer Assessors providing verbal and/or written references of student's performance.

## CAMPUS INFORMATION

### *BRISBANE*

Overlooking King George Square to the Brisbane City Hall, the new Charlton Brown Brisbane Centre is the CBD's most exciting new education destination. Brisbane Centre creates a precinct -style single space where students can expect to learn in a unique and rewarding multi -disciplinary learning environment.

This brings an exciting new aspect to the student journey, as our students have the opportunity to share facilities, events, and services on a daily basis, fostering a vibrant and positive atmosphere. Conveniently located on Level 4, 102 Adelaide St, Brisbane Centre is ideally situated for convenient access to major public transport hubs, shopping and plenty of cafes and /restaurant dining options.

Campus facilities include a large computer / break - out lounge with lots of natural light, a well-equipped student kitchen with microwave ovens, refrigerators and tea/coffee amenities, student meeting rooms, library, and classrooms.

#### **Nearby Transport And Facilities**

The College is conveniently located close to public transport. Central Station Train is within a 10-minute walk and the King George Square Bus Station is within a 15-minute walk.

Within a short five-minute walk from the College there are food outlets and a grocery store. The nearby Brisbane CBD has major department stores, banks, health services, restaurants, casual eateries and more. The Brisbane Square Library and State Library of Queensland are also within 15-minutes' drive / public transport.

### *GOLD COAST*

Nestled along Queensland's most iconic coastline, our Gold Coast Centre is a study and recreation paradise, just minutes from the surf, gigantic shopping malls & a wealth of attractions.

NIET Group's Gold Coast Centre is a regional campus that embraces the coastal lifestyle and delivers our most desirable courses right on Australia's most iconic seaside local. The campus occupies two light-filled levels directly opposite Pacific Fair, with large, comfortable tutorial rooms and lecture theatres, and integrated massage clinic.

Campus facilities include a large computer / break - out lounge with lots of natural light, a well-equipped student kitchen with microwave ovens, refrigerators and tea/coffee amenities, student meeting rooms, library and classrooms.

### *HOBART SANDY BAY*

Integrated into the University of Tasmania

NIET Group Sandy Bay Centre is the academic nexus of our group, integrated into the University of Tasmania's Sandy Bay facilities. Located within the historic Hytten Hall across two floors, each lecture and tutorial room looks out across the Derwent valley and over greater Hobart.

#### **Built for Diverse Learners**

The campus has two lecture rooms, 6 tutorial rooms, computer lab, library, plus large student breakout spaces and access to all the recreational facilities at the university. Students can expect to enjoy integration with the social, cultural, and academic events within the University, in addition to the gym, library and study centres.

Hobart is home to a highly diverse global community, enjoying the clean air, proximity to nature, and the multitude of restaurants, cafes, local producers, and events.

The economy is powered by agriculture, hospitality, and tourism, with a strong care sector – each perfectly aligned with our group’s desire to produce high-quality graduates in high -demand areas.