

Parental/Caregiver Involvement

We welcome the input of parents in ensuring the best educational outcomes for students.

We encourage parents to make contact with INAP and their schools VET Coordinator, to discuss any queries or concerns.

We wish you every success in your INAP VET and Structured Workplace Learning Program

INAP aims to develop a more meaningful relationship between industry and secondary schools, enabling students to participate in high quality, relevant VET courses to enable a smooth progression into the workforce

This Handbook was correct at the date of printing and may be subject to changes. Changes will be updated on our website: www.inap.org.au



Training and Development Provider

Student Induction Handbook

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Be honest and open with your comments - your name is not required.

Please note: if at any time you have concerns, please speak to your school VET Coordinator or INAP staff.

Graduation

INAP hosts two Graduation Ceremonies a year, one at the conclusion of Semester 1, the other is at the conclusion of Semester 2 (which includes full year students). Details will be given to the students at school and via their trainer.

This is a **compulsory** component of your INAP VET course and students are expected to attend and are required to wear their **full** school uniform. Only genuine excuses with a written/signed note from a parent/guardian will be accepted, otherwise students **will not** receive their certificate

Students will be issued with either a Certificate or a Statement of Attainment, depending on the course they have enrolled in and the standard they have achieved.

At the Graduation an Award is given to one student from each class. The trainer selects the recipient based on:

- punctuality
- attendance
- class participation
- handing work in on time
- positive attitude and effort

Course Fees

INAP aims to keep the costs of VET programs as affordable as possible. The cost will vary from course to course depending on the length of the course, materials involved and which training provider delivers the program.

Payment is required prior to course commencement unless otherwise negotiated. A **late withdrawal** fee will apply after the due date for payment. **There is no refund after the courses commence.**

- if it is too uncomfortable to meet the harasser face to face, you may write your complaint in a letter or memo to the person. One copy should be kept by the trainer/student
- if the harassment does not stop, notify INAP immediately and fill in an **Incident Report form**. (See trainer for a copy)
- the School VET Coordinator will be informed immediately
- all complaints will be handled in a timely and confidential manner

Occupational Health, Safety and Welfare

INAP, in conjunction with Registered Training Organisations (RTO's) and schools, will ensure that the training environment is a safe one. Both the students and trainers are expected to adhere to OH&S legislation.

In the training room you will find an emergency evacuation plan and a first aid kit. If any accidents occur during training, the trainer will:

- administer first aid as required
- notify the student's emergency contact (parent/guardian)
- notify the venue emergency person
- notify INAP, who in turn will contact the School VET Coordinator

An **Accident Report Form** (see trainer for copy) needs to be completed and forwarded to INAP as soon as possible and within 24 hours.

If you identify a hazard or if there is a near miss, an **Incident Report Form** (see trainer for copy) must be completed so that the near miss/incident can be rectified.

Student Feedback

Students have an opportunity to provide feedback regarding the course. After 4 weeks, students will be asked to complete a **Student Evaluation Sheet**.

At the conclusion of the course, students will be asked to complete a **Student Feedback Questionnaire**.

Student Details

Name:

Phone No:

Mobile:

Email:

Emergency contact person:

Name:

Phone No:

Mobile:

Email:

Training Provider Details

Name of Training Organisation:

Trainers Name:

Course Address:

Trainers Phone No:

Trainers Mobile No:

Trainers Fax No:

Trainers Email Address:

Introduction

We are pleased to offer you the opportunity to be part of the **INAP Training & Development Provider** Vocational Education & Training (VET) and Structured Workplace Learning (SWL) Program.

INAP works to develop the relationship between industry and secondary schools, enabling student access to high quality relevant Vocational Training and Structured Workplace Learning. VET courses offered through INAP involve students from various schools, giving students opportunities an individual school may not be able to support in isolation.

INAP works with member and non-member schools to provide Vocational Education and Training Programs.

INAP works with the following member schools:

Adelaide High School
Annesley College
Blackfriars Priory School
Our Lady of the Sacred Heart College
St Aloysius College
St Dominic's Priory College
Trinity College
Wilderness School

Vocational Education and Training programs aim to provide:

- relevant nationally recognised competency based training to students
- pathways for students wishing to enter the workforce
- opportunities for students to experience an industry without affecting their ability to complete the SACE

- | | |
|---------------------------|---------------------------|
| ➤ Race | ➤ Gender |
| ➤ Colour | ➤ Religion |
| ➤ National Extraction | ➤ Social Origin |
| ➤ Age | ➤ Criminal Record |
| ➤ Impairment | ➤ Intellectual disability |
| ➤ Nationality | ➤ Sexual preference |
| ➤ Trade Union affiliation | ➤ Medical Record |
| ➤ Marital Status | |

Sexual Harassment is unwelcome sexual behaviour where the victim feels offended, intimidated or humiliated, and it is reasonable in the circumstances to feel that way.

It is unacceptable for any trainer/student to make any unwelcome sexual advances, request sexual favours, engage in verbal or physical conduct of a sexual nature and/or demonstrate any kind of harassing conduct that creates an intimidating work/training environment for any person.

In the event of circumstances giving rise to a complaint of harassment, a student/trainer is entitled to lodge a personal grievance. INAP is obligated to enquire into the facts of the complaint and take whatever steps are practicable to prevent the situation reoccurring. INAP will ensure the well being of the student/trainer is being considered and reassure the student/trainer that they will be supported through the situation.

Complaint Procedure

Students/trainers who believe they are being harassed are asked to take the following steps:

- politely confront the harasser and ask them to stop. State how the actions make you feel. If possible, have a witness present. Be specific about the exact behaviour you want stopped
- document any discussion, date and time, what was said and what the reply/outcome was

Behavioural Qualities

Please remember whether it is in the training room or the workplace, there are certain behaviours which contribute to a positive, enjoyable and productive learning/working environment.

It is expected that students:

- are committed and motivated (that is why they have enrolled)
- demonstrate a positive attitude to their learning
- will contribute positively in group discussions
- will ask questions if unsure
- will be respectful of others
- will be punctual to training and from breaks

In cases where students are misbehaving and disrupting the learning environment, the following action will be taken:

- The trainer will address the issue with the student

If the situation is not resolved:

- the School VET Coordinator will be notified and they will follow-up with the student
- where necessary, the Manager from INAP will attend the training session and speak to the student/group
- if inappropriate behaviour continues, students & parents will be advised in writing, and students may be withdrawn from the program

Equal Opportunity/Sexual Harassment Issues

It is expected that the training room is no different to the work or school environment, where harassment/discrimination in any form, is not acceptable.

The Human Rights and Equal Opportunity Commission Act 1986 prohibits discrimination against a person on the grounds of:

Offering Students a chance to:

- find out what it is like to work in an industry that is of interest to them
- experience adult roles and responsibilities in a workplace setting
- discover what employers are looking for in their new employees
- demonstrate skills and knowledge that future employers seek
- do meaningful tasks and demonstrate competencies in the workplace, while still being a school student
- develop knowledge, skills and attitudes that are relevant to many pathways for employment, training and education
- achieve competencies that are recognised all around Australia
- base career choices on their own knowledge of trends in occupations and what employers expect
- see greater relevance in school subjects
- gain credit in the SACE and in VET qualifications at the same time
- gain credit to speed progress through future Vocational Education and Training courses, or a TAFE pathway to future University courses
- develop skills and knowledge for part time work beyond school, while continuing studies (eg: at University or TAFE)

This Induction Booklet contains information so that you can enjoy and get the most from your VET Program.

Students undertaking VET programs must be aware of the extra responsibilities that come with participation in these courses.

This booklet provides information about the **MINIMUM STANDARDS EXPECTED** from all students.

Participation in a VET Program

Please read this handbook carefully and if you have any concerns or questions please ask your school VET Coordinator.

Enrolment Process

Students enrolling in an INAP VET program will have received the following enrolment paperwork:

- Enrolment form
- Terms and Conditions form

Punctuality/Attendance

INAP Programs are delivered at a variety of locations and at different times. It is the student's responsibility to ensure that they arrive on time for commencement of each training session.

It is very disruptive to the trainer and the class if students arrive late.

- Parents/students please ensure that arrangements are in place for collection/pick up of student's at the end of the training session. **Note:** trainers are not necessarily able to wait until all the students have been collected at the conclusion of a class.
- Students are expected to attend **ALL** training sessions. **If unable to attend it is the student's responsibility to inform their school, the Trainer of their VET course and INAP, by phone.** The student must produce written confirmation that their absence was genuine the following week, either in their diary or in letter form from a parent/guardian or the school.
- Note: VET lessons **must** take priority over sporting and social activities and casual employment.
- Missing three sessions **may** result in withdrawal from the course.
- It is the student's responsibility to follow up with the trainer to catch up on any **work** missed.

- If a student does not attend when a test is scheduled, they will need to make another time with the trainer to sit the test.

Dress Standard

Students are required to wear school uniform to training unless otherwise stipulated (eg: Automotive, Construction to name a couple).

Students' ties are to be done up and shirts tucked in (as would be expected in the workplace).

Training Room Housekeeping

- no eating during formal tuition
- only water allowed in the training room
- mobile phones are to be switched off or left at the front of the room with the trainer
- training rooms to be left neat and tidy
- language used in the training room to be appropriate with the workplace
- it is recommended that students participating in a 3 hour course have a recommended 15 minute break
- it is recommended that students participating in a 6 hour training day have a recommended ½ - 1 hour lunch break
- no smoking, drugs or alcohol permitted
- students are not to leave the training premises during break time or prior to the course finish time (unless written permission is given by parent/guardian). This must be signed, dated and include an explanation as to why the student is leaving early or arriving late to class. A copy to go to INAP, the school and the trainer
- if deemed necessary due to safety, students should go to toilets in pairs
- No ipods or ear phones etc to be used during class

Due Dates for Written Work

Any due dates set for return of forms, assignments are firm. It is the student's responsibility to ensure that work and forms are handed in on time. Any extensions must be negotiated well in advance. It is the student's responsibility to catch up on any work, assignments, assessments or tests that have been missed – students to see their trainer at the next lesson for work.