

**Catholic Education Police checks** must be obtained by any trainers training in a Catholic School. A current copy of your National Police Check (within three months old) will need to be sighted along with ID at the Catholic school where you are training.

This will be forwarded to the Catholic Diocesan Centre for processing. Once granted, a copy will need to be given to the school where you are training and a copy forwarded to INAP for their records. For further details please call the Police Check Unit at the Catholic Diocese Centre on 8210 8287.



**Training and Development Provider**

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**We look forward to another successful year**

**The Management and Staff  
INAP Training & Development Provider**

**Further information including all paperwork and  
trainer forms can be found on our website:  
[www.inap.org.au](http://www.inap.org.au)**

**Trainer Information Handbook**

**1 Northcote Terrace  
MEDINDIE SA 5081**

**Phone: 8342 6381 or 8342 0841**

**Fax: 8344 4062**

**Email: [rachel@inap.org.au](mailto:rachel@inap.org.au)**

**Website: [www.inap.org.au](http://www.inap.org.au)**

## Contents

Welcome & Contacts	3
Student Enrolment Procedure	4
Student Attendance Sheet	4
Trainer Attendance	5
Student Dress Code	5
Trainer Dress Code	5
Housekeeping within Training Room	6
Duty Of Care Issues	6
Equal Opportunity/Sexual Harassment Issues	6
Behavioural Issues	8
Occupational Health and Safety	8
Course Outline	8
Marking Student Work	9
Resulting	9
Student Feedback Forms	9
Trainer Feedback Report	10
Excursions	10
Graduation	10
Privacy/Confidentiality	11
Trainer Invoice for Payment	11
Federal Police Check	11

At the Graduation, an Award is given to one student from each course. The trainer selects who the recipient will be - the selection criterion includes:

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

***Please do not notify students of your selection***

Please advise INAP of your selection at the conclusion of your course

### **PRIVACY / CONFIDENTIALITY**

Collection of personal information by INAP will be fair, lawful and non-intrusive. All personal information regarding students of INAP is to remain confidential and is not to be distributed to any other source without the consent of the student. At the end of the program, please dispose of the students enrolment forms in accordance with the Privacy Act.

### **TRAINER INVOICE FOR PAYMENT**

If you are a trainer who is employed by a private Registered Training Organisation (RTO), payment will be made to you by the RTO. However, if you are an independent trainer contracted to INAP, you will need to provide INAP with a detailed invoice requesting payment. A sample invoice is in your Induction bag. Please forward your invoice for payment to INAP at the end of each **Term**.

### **FEDERAL POLICE CHECK**

INAP requires any persons working with young people to be screened by a Federal Police Check. Enclosed in your Induction bag is a copy of the **Federal Police Check** form .

The onus is on the individual to complete the form and arrange for the payment and process to occur.

Once the report is received a copy is to be forwarded to INAP as soon as possible.

Your Induction Brown Bag or can be obtained off the INAP Web- 10 site. Please ensure that the students complete the forms in the training room and return them to INAP. Forms are **not** to be taken away to complete.

### TRAINER FEEDBACK REPORT

Schools require feedback as to how students are progressing in the VET programs.

Please complete this brief report, which will be sent to you with each students name & school etc. incorporated into the form, at the end of term 1 & 3. Please return them to INAP by the required date. The required dates of these feedback report are listed on the attendance sheet. You **must** include comments on any students that have work outstanding.

### EXCURSIONS

All excursions should be listed in the course schedule, however INAP appreciates that this may not always be possible so far in advance. Therefore please notify both students and INAP in writing of any proposed excursion (if possible) at least **2 weeks prior** to the excursion. Please include details of where, when and how long the excursion will be and what the mode of transport will be. INAP will notify the participating schools' VET Coordinators. An excursion template has been included in Induction bag. An excursion form must be completed and signed by a parent/guardian prior to any student participating. INAP **MUST** be informed of all excursions.

### GRADUATION

INAP hosts two Graduations per year, one in June and one in November. **EVERY** student is required to attend in full school uniform, as this is a compulsory component of the course (see a copy of the Terms and Conditions each student is required to sign prior to being accepted into your course). Trainers or a representative are asked to attend the graduation and present Certificates or Statements of Attainment to the students. **Please encourage all students to attend.** Students have been advised that the Graduation is a compulsory component of their VET Course and your assistance in ensuring your entire class is present to receive their certificate would be appreciated. Only genuine excuses with a written/signed note from a parent/guardian will be accepted, otherwise student **will not** receive their certificate.

## INAP TRAINING & DEVELOPMENT PROVIDER TRAINER INFORMATION

Welcome on behalf of INAP Training and Development Provider (INAP) as one of our trainers. We look forward to working closely with you throughout the year as you deliver training to students who are enrolled in Vocational Education and Training (VET) programs through INAP.

This booklet has been put together to provide you with information which will assist you in meeting the policy and procedural requirements of INAP.

The INAP office is located at:

1 Northcote Terrace  
MEDINDIE SA 5081  
Fax number: 08 8344 4062

**Manager** - Rachel Rowett  
Phone: 8342 0841  
Mobile: 0414 256 185  
Email: rachel@inap.org.au

**Finance & Administration Officer** - Berlinda Teigesser  
Phone: 8342 6381  
Email: berlinda@inap.org.au

INAP works to develop the relationship between industry and secondary schools, enabling students access to high quality relevant Vocational Training and structured workplace learning. VET courses offered through INAP gives students opportunities that an individual school may be unable to support in isolation.

INAP works with member and non-member schools. The following schools are current 2010 members:

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

### **The program aims to provide:**

- relevant, nationally recognized, competency-based training to students
- pathways for students wishing to enter the workforce
- opportunities for students to explore career options
- SACE accreditation
- a range of job skills

### **STUDENT ENROLMENT PROCEDURE**

As part of the enrolment process, students are required to complete an INAP **Enrolment Form** as well as a **Terms and Conditions** form, signed by a parent, the student and a school representative.

A copy of the student **Enrolment Form** is in your Induction Pack. This is a confidential document which provides you with the students contact details, along with their emergency contacts. These forms need to be with you at each training session. In the event of an accident or incident you will have their emergency contact details. On completion of the course we ask that you **DESTROY** these forms in accordance with current legislation.

A copy of an INAP student **Terms and Conditions** form has also been included in your pack for your information. Please read this document and familiarise yourself with its contents.

### **STUDENT ATTENDANCE SHEET**

The Induction folder also contains an **Attendance Sheet** with the names of students enrolled in your course. This form needs to be filled in and sent to INAP via email to [christine@inap.org.au](mailto:christine@inap.org.au) or faxed to 8344 4062 following each training session, **within 24 hours** of the class. Schools will then be notified of any student absenteeism or late arrivals. If INAP is not in receipt of the attendance sheet within the required time, you will be contacted via telephone. Please mark if students arrived late or left early along with the time. A note is required from their parent/guardian with a copy given to their VET Coordinator if a student is absent or required to leave early or is late for a session.

INAP will distribute this to the new students prior to the course commencing in the following Semester, along with a map and updated information sheet. Copies will also be emailed to each school VET Coordinator. You will receive a copy at the Trainer Induction.

### **MARKING STUDENTS WORK**

Ideally a one-week turn around in marking of students work is expected.

Work is to be marked as either:

- Competency Achieved (CA) with feedback, date and initials of trainer included ; or
- Resubmit date and initials with feedback indicating what areas need to be reworked.

**Please notify INAP immediately** if students are not submitting work on time. INAP will notify the VET Coordinators immediately via email if students are not meeting deadlines and in turn they will follow-up with these students. PLEASE keep INAP informed of all outstanding work and of any students falling behind or not adhering to extension dates.

### **RESULTING**

At the end of the course results are to be sent to INAP using the **INAP proforma** provided - this will be emailed to you with all the students details included along with the RTO name and number, course name and number and the correct codes and competencies for the SSABSA DATEX reporting, and the normal hours for each unit of competency.

Please make sure these codes and competencies are as per the DATEX school requirements. These will be distributed to the participating schools at the end of each Semester via email.

Schools that have an auspicing/VISA arrangement with TAFE will then provide results to TAFE.

### **STUDENT FEEDBACK FORMS**

A **Student Evaluation Sheet** needs to be completed 7 weeks after commencement of the course. An updated copy of the form is in

## BEHAVIOURAL ISSUES

INAP is here to support you in any way you require. If you find there are students misbehaving and they do not respond to your reprimands, notify INAP as soon as possible. Please contact us by phone and also forward something in writing.

### The following action will be taken:

School VET Coordinator will be notified and they will follow up with the student.

1. Where necessary, the Manager from INAP will attend the training session and speak to the student/group.
3. If inappropriate behaviour continues, students & parents will be advised in writing, and students may be withdrawn from the program.

## OCCUPATIONAL HEALTH & SAFETY

INAP, in conjunction with RTO's / school, will ensure that the training environment is a safe one.

Both trainers and students are expected to adhere to OH&S legislation. In the training room you will find an emergency evacuation plan and a first aid kit. You will be provided with emergency contact phone numbers for the site you are working at.

If an accident occurs during training:

- administer first aid as required
- notify the student emergency contact person (parent/carer)
- notify the venue emergency person
- notify INAP **ASAP** or at least **within 24 hours** of the accident either by phone or email, who in turn will contact the School VET Coordinator

An **Accident Report Form** needs to be completed and forwarded to INAP as soon as possible. This does not replace notifying INAP of the event within 24 hours.

If you identify a hazard or if there is a near miss, an **Accident Report Form** must be completed before the concern can be rectified.

## COURSE OUTLINE

Please provide INAP with a detailed course schedule prior to the current Semester concluding for the following Semester (you will be prompted regarding this).

Please note students are instructed that if they are not able to attend a session they must:

1. notify their school and INAP of their non-attendance; and
2. notify the trainer that they are unable to attend prior to the lesson commencing.

It is the students responsibility to catch up on any work, assignments, assessment or tests that have been missed. The student is to see the trainer at the next lesson for work missed.

As part of the INAP conditions, students have been informed that if they miss three sessions, they may be withdrawn from the program.

Please make sure you record on the attendance sheet if you have been advised of their absence prior to the session. Please see the codes at the bottom of the attendance sheet for guidance.

## TRAINER ATTENDANCE

Please provide as much notice as possible to INAP if you are unable to train so that schools/students can be notified of your unavailability. If you are cancelling a session due to unforeseen circumstances on the day of the course, please contact all students and INAP as soon as possible to cancel the session. It will then be negotiated whether the program is extended to cover the missing week or if this session can be incorporated into remaining sessions.

## STUDENT DRESS CODE

Students are required to wear full school uniform and adhere to jewellery and makeup policies, unless otherwise instructed by the trainer and INAP. Students are informed of the dress requirements during the first "induction" session by the Trainer eg: hospitality white top, black pants or all black.

Students' ties are to be done up and shirts tucked in (as would be expected in the school/workplace). INAP is to be notified **IMMEDIATELY** (via email) if students are not wearing the required uniform.

## TRAINER DRESS CODE

As INAP is training students in a range of skills and values essential for the workplace, it is important that trainers set the standard that is expected in the workplace. Therefore, trainers should dress in appropriate, professional work wear for the industry that they are training in.

## HOUSEKEEPING WITHIN TRAINING ROOM

- no eating during formal tuition
- only water allowed
- mobile phones 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 training to be that which would be appropriate in the workplace
- it is recommended that students participating in a 3 - hour course have a 15 minute break
- it is recommended that students participating in a 6 - hour training day have a ½ to 1 hour lunch break
- students need to produce written consent from a parent/carer or the school, to leave a class early. This must be signed, dated and include an explanation as to why the student is leaving early or arriving to class late
- no ipods or ear phones to be used during class etc.

## DUTY OF CARE ISSUES

- Students are not to leave training premises during break time (unless written permission is given by a parent/guardian – copy to INAP, the school and the trainer)
- As a Duty of Care issue, please make sure that your students understand that they have to have written parental consent to travel to and from the course in another student's vehicle?
- Please start and complete training sessions on time. INAP students are not to be dismissed earlier than the finish time unless INAP has been informed beforehand and all parents/caregivers notified. A reason must be given.
- No smoking, drugs or alcohol permitted
- If deemed necessary due to safety, students to go to the toilets in pairs
- No student is to leave your class until the allocated dismissal time without written permission or verbal consent from a parent

## 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:

Race	Medical record
Colour	Intellectual disability nationality
Gender	Criminal record
Religion	Impairment
National extraction	Trade union affiliation
Social origin	Sexual preference
Age	Marital status

**Sexual Harassment** is unwelcome sexual behaviour where the victim feels offended, intimidated or humiliated, which 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.

In the event of circumstances giving rise to a complaint of harassment, a trainer/student 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.

## Complaint Procedure

Trainers/students who believe they are being harassed are asked to take the following steps:

1. 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.
2. If you 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.
3. If the harassment does not stop, notify INAP immediately and fill in an **Incident Report Form**.
4. The school VET Coordinator will be informed immediately.
5. All complaints will be handled in a timely and confidential manner.