



COLLEGE OF
ELECTRICAL
TRAINING

CET LEARNER HANDBOOK

*General information for learners attending
courses delivered by or on behalf of the
College of Electrical Training (CET).*

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1. INTRODUCTION

The Learner Handbook outlines some general information for learners attending courses delivered by or on behalf of the College of Electrical Training (CET). Expected learner behaviour is covered in the Code of Conduct.

2. WHAT WE EXPECT

In general, it is expected that CET learners will:

- be responsible for their programmed training, by attending as per their time table, with appropriate personal resources
- treat staff and fellow learners courteously and with consideration at all times
- maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing and
- take reasonable care of CET property, equipment, and facilities (if applicable).

3. WORK HEALTH AND SAFETY

CET is committed to promoting a safe and healthy work and study environment and recognises the obligation under the *Work Health and Safety Act 2020* (WHS Act), so far as practicable, to provide and maintain a working environment where our workers and learners are not exposed to hazards. The WHS Act also requires individuals to take responsibility for contributing to their own safety and health and to avoid affecting the safety and health of any other person through any act or omission.

4. FIRST AID

First aid cabinets are located throughout CET buildings for the treatment of injuries. All accidents and injuries should be reported immediately to staff, no matter how minor. Details of accidents will be recorded on an accident report form, signed by learner and staff.

If professional medical treatment is required the learner will be transported to an appropriate medical centre.

5. EMERGENCY EVACUATION PROCEDURES

In case of emergencies learners are required to follow instructions from their Trainer and Assessor/ wardens. Evacuation procedures and maps are displayed throughout the CET buildings. Learners should make themselves familiar with the locations of emergency exits and must notify CET staff of any emergencies immediately.

During an emergency evacuation learners are required to leave the building in an orderly manner and gather at the emergency assembly point. At the emergency assembly point learners are required to report to their trainer and assessor to ensure all learners have been safely evacuated.

6. DRESS CODE

All learners, be they apprentices or post trade, must wear long and long clothing (long pants and long tops, made of non-flammable material) when they are in the workshop or any other practical assessment areas.

While learners are encouraged to wear traditional industry long and long clothing, casual clothing is also acceptable, as long as it consists of full-length pants and a long-sleeved top.

Learners who do not comply with the long and long clothing requirement will not be permitted into the workshop and practical assessment areas.

Long and long clothing is not required in classrooms. *

Learners in classroom environment are expected to dress in a manner that is neat, clean, and safe at all times, as would be expected in the workplace.

Singlets, tank tops or clothing with logos or slogans

that may be determined as lewd, crude, vulgar, racist or sexist are not permitted, and learners may be asked to leave the premises and change into appropriate clothing before continuing with their training.

Facial piercings may need to be removed for some work placement activities.

**Note: EGT apprentices are required to wear their EGT long and long uniforms, whether their training is classroom or workshop based.*

7. FOOTWEAR

Safety footwear is an important part of an apprentice's attire and CET encourage wearing them whenever they are acting under an apprenticeship arrangement, whether that is in a workplace or at college.

We encourage learners to wear their safety footwear at all times to protect their own wellbeing. Further information on safety footwear and when it is mandatory to be worn can be found in the Code of Conduct.

If a learner is not able to wear safety footwear for any reason they should contact the college prior to attending for their training.

8. PERSONAL PROTECTION EQUIPMENT (PPE)

Learners will be provided with PPE that is necessary to complete a task safely and must use it as directed by the trainer and assessor / supervisor. If the learner is ever unsure they need to ask for clarification or guidance.

9. SMOKING

CET premises and grounds are smoke-free and this includes electronic cigarettes and other personal vaporisers.

10. ALCOHOL AND DRUGS

Learners are not permitted on CET premises whilst under the influence of alcohol or drugs. The possession, use or sale of illicit substances or consumption of alcohol on CET premises is forbidden. Any learner found to be under the influence of drugs or alcohol may be suspended or expelled from CET.

11. LEARNER COMPLAINT, GRIEVANCE RESOLUTION AND APPEALS PROCEDURES

The document outlining CET's Learner Complaint, Grievance Resolution and Appeals Procedures is available from administration or CET's website: <https://cet.asn.au/terms-and-conditionsolicies>.

12. FEES

College fees are determined by the training a learner is undertaking each year. CET has part-payment / direct debit arrangements available to pay fees in instalments. If you require further information on this please contact your campus for further details.

College fees must be paid or a payment plan arranged prior to course commencement. If fees have not been paid CET may cancel enrolment or refuse entry to class. An exception may be made where a publicly funded learner is claiming 'Financial Hardship'. For details and to obtain the necessary form learners need to speak to the College Manager.

Late withdrawal from a course or unit may incur a fee. Refund / cancellation / transfer and withdrawal policies can be found in the Terms and Conditions / Policies - CET and course section of CET's website.

No Certificates, statements of attainment or any other course completion documents will be issued until all outstanding course fees have been paid in full.

The College will safeguard the fees paid by learners,

and refunds will only be granted where exceptional circumstances exist or in accordance with the Cancellation Policy which can be found on CET's website.

13. UNIQUE STUDENT IDENTIFIER (USI)

All learners who enrol in nationally recognised training must provide their USI to CET. No qualifications or statements of attainment can be issued without a learner's USI. Any learner who can access funding for training (e.g. apprentices, pre apprentices) will not be eligible for funding if they have not provided their USI. For further information and to apply for a USI go to www.usi.gov.au.

14. SPECIFIC LEARNING AND PHYSICAL REQUIREMENTS

Learners with specific learning, physical or medical requirements are encouraged to advise CET staff, to enable CET to provide assistance for the learner's needs.

15. LEARNER SUPPORT

As CET recognises that some learners require support with understanding electrical concepts, we provide opportunities for learners to attend remedial sessions. CET provides the remedial sessions for these learners free of charge and these will be scheduled outside normal delivery hours. Learners will need to contact administration to book into the sessions.

CET encourages learners to view the relevant Support & Language, Literacy and Numeracy (LLN) Services documents on [CET's website](#) for information on a range of mental health and learner support services.

16. SKILLS RECOGNITION

Learners who have completed training prior to attending CET may be eligible for skills recognition. Skills recognition includes recognition of prior learning (RPL), credit transfer, exemption and

recognition of current competencies. Evidence, such as certificates and statements of attainment, will be required to support a skills recognition application. An assessment fee may be charged and the learner will be advised at the time of the application.

17. ASSESSMENTS

CET's Assessment Policy can be found on CET's website.

The use of smart devices, including tablets and phones, is not permitted during assessments.

18. SUPPLEMENTARY TRAINING AND ASSESSMENT

Assessment Re-sits

- Assessment re-sits and re-enrolment requirements are outlined in the CET's Assessment Policy.
- Learners with a "not yet competent" result outstanding are expected to address this within three months of the result being issued.
- A Learner may be advised by CET to register for the next available remedial session to prepare them to re-sit their assessment. Failure on the part of the learner to register for the remedial could result in re-enrolment for the unit. No assessments are conducted at remedial sessions.
- Learners who are not enrolled to attend a particular assessment re-sit will not be permitted to attend.
- A fee is payable for every assessment re-sit and should be paid prior to sitting the re-sit. These fees are payable regardless of the assessment results achieved (should a learner fail to attend a re-sit night they have enrolled for without notifying the College beforehand - by 4.30pm on the day of the re-sit - they will invoke a resit charge).
- Learners who are deemed "not yet competent" after three re-sit attempts will need to discuss this with the Training Manager and their

employer as this may result in them being re-enrolled in the full unit.

19. ON THE JOB TRAINING – WORKPLACE EVIDENCE

As part of an electrical apprenticeship, evidence of on-job training is required for licensing purposes. CET uses Profiling for the apprentice to record on-job evidence which is then approved by their employer. All CET apprentices will be registered with Profiling. Sufficient on-job evidence is required to enable an apprentice to attempt the Capstone assessment.

Profiling requires a card for each week of the apprenticeship, and warnings will be issued to apprentices and employers if insufficient cards have been submitted. Warnings will be issued quarterly throughout the year (for all cards due up to the end of the last quarter) with apprentices receiving an initial warning, followed by a card removal warning.

Any cards that are outstanding a week after being issued the cards removal warning, will be removed from the apprentice's Profiling account. Employers will also be copied into all warnings.

20. CONSUMER RIGHTS

Learners can obtain information in regards to their consumer rights from <https://www.commerce.wa.gov.au/consumer-protection> and the 'ASQA Fact Sheet – Choosing a Training or Education Provider' from <https://www.asqa.gov.au/students/choosing-course-and-provider>.

21. CERTIFICATION

On completion of training, a Certificate and Record of Results or a Statement of Attainment is issued to learners, depending on the course that is undertaken. If a certificated course is completed, the learner must submit a Certificate Issue Application form to administration. This ensures that the certificate is sent to the correct address. If a replacement of the certificate is required, a fee will be incurred.

22. PRIVACY

CET is committed to protecting learners' privacy and the security of personal information. CET's privacy policy can be obtained from administration or CET's website at <https://cet.asn.au/terms-and-conditions/policies>.

23. PERSONAL RELEASE

By signing the Code of Conduct learners authorise CET to record audio and visual images, and use these for educational and marketing purposes, without charge. Learners who do not agree with the personal release clause may opt out of this on the signature page of the code of conduct.

24. ATTENDANCE / PUNCTUALITY

Learners are required to attend CET as per the hours scheduled on their timetable and should be ready to commence training 5 minutes before the scheduled start time. Learner attendance is recorded daily and general delivery hours of training are between 8:00am and 4:30pm with the following breaks:

Morning tea - 10:00 am till 10:15 am

Lunch - 12:30pm till 1:00pm

Afternoon tea - 2:30pm till 2:45pm

If for any reason a learner is going to be absent or running late, CET must be contacted as early as possible on the phone numbers listed for each campus in this handbook.

If a learner arrives late, or leaves early, it will affect their learning and learners may not be able to sit assessments. Eligibility to sit an assessment will be determined by the trainer and assessor, in discussion with the Training Manager. Where learners arrive late for class without contacting CET, the trainer and assessor may refuse entry to class.

Minors wishing to leave CET before the timetabled class hours have been completed will require permission from a CET manager and their parents/guardians.

25. DISCIPLINARY ACTION

Learners who breach the Code of Conduct will meet with CET management to discuss the breach. This meeting may also involve the apprentice's employer and parent / guardian. Serious or persistent breaches of the Code of Conduct may result in suspension or termination of training with CET.

26. ACADEMIC INTEGRITY

Copying directly from resource material or others work without acknowledgement is plagiarism. If learners are caught cheating or committing plagiarism, their assessment will be declared unacceptable and disciplinary action may be taken.

27. FOOD AND DRINKS

At the CET campuses learner lunchrooms and outdoor undercover areas are provided for learner's convenience during meal breaks. No food is to be consumed in classrooms or workshops. Water may be consumed in a resealable container.

It is expected that learners place all litter in the provided bins.

28. CLEANING

As part of assessments at CET all learners are required to ensure their work area is clean and tidy after they have completed their work. To pass assessments all learners must assist with cleaning duties at CET.

29. DAMAGE OF PROPERTY

Learners who intentionally damage CET or other learner's property or equipment through acts of misuse, vandalism, theft, malicious damage, defacing or graffiti will face disciplinary action. They may have their enrolment suspended or cancelled and be liable for the cost of damage repairs.

30. INTERNET / COMPUTER / WI-FI USAGE

Learners have access to CET's learner Wi-Fi network. Users agree to using the network appropriately and within the local, state, federal and international laws. CET will co-operate with any authority seeking to enforce these laws. When using CET computer equipment the following applies:

- No food or drink near computers
- Report all faults immediately
- Do not save any passwords or personal information on the device.

31. LEARNER TRAVEL / ACCOMMODATION

Learners attending CET from rural/remote areas may be eligible for Travel and Accommodation Allowance from the Department of Training and Workforce Development. CET will arrange flight bookings at no cost to the learner or employer for eligible learners.

Should flights need to be changed, at the request of the learner after initial bookings, the learner or employer will be required to pay the change of flight fee incurred by the airline.

The Travel and Accommodation Allowance Policy is available from <https://www.wa.gov.au/organisation/departement-of-training-and-workforce-development/about-us>.

32. CAR PARKING / PUBLIC TRANSPORT

Parking facilities are provided for learners at CET and public transport routes are available to each campus.

Further public transport travel information can be found on the www.transperth.wa.gov.au website.

Learners who drive their vehicles in an unsafe manner in CET car parks will be banned from parking within CET grounds.

33. CET CAMPUS AND CONTACT DETAILS

All learner information can be obtained from the College Administration either by telephone between 8:00am and 4:30pm (12:30pm for re-sit registrations) Monday to Friday or in person during the designated College break times.

Joondalup Campus

20 Injune Way, Joondalup WA 6027
(08) 9233 5000 | joondalup@cet.asn.au

Jandakot Campus

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www.cet.asn.au