



Candidate Information Guide.

(Recognition of Prior Learning)

2015

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1 Introduction to Scouts Australia Institute of Training (SAIT)

The Scouts Australia Institute of Training (SAIT) is a Registered Training Organisation (No. 5443) and has its registered office at Level 1, 8 Help Street, and Chatswood NSW 2067.

SAIT was first established as a Registered Training Organisation in August 1996 and seeks, as its primary purpose, to enable members of Scouts Australia, who have completed the relevant Adult Training & Development program, the ability to seek, through a Recognition of Prior Learning process externally accredited qualifications (the details of which are outlined in “scope” below).

Also, SAIT, from time to time, enters into arrangements with other organisations to provide RTO services for the Qualifications within SAIT’s scope and/or seek from other RTOs Qualifications not within its own scope. Regardless, where this occurs, a detail ‘memorandum of understanding’ and ongoing services agreement exists and is reviewed in line with the Standard for Registered Training Organisations.

MANAGEMENT

SAIT is governed by a Board of Management for strategic purposes with operational matters vested in the National Chief Executive and the Principal of SAIT.

The SAIT Board of Management reports to the National Executive Committee, an empowered body by the National Council of Scouts Australia, to attend to the strategic and operational matters of Scouts Australia.

2 Scope

2.1 Scope

Leveraging the Business Service Training Package (BSB07) and the Sports Fitness and Recreation Training Package (SIS10) SAIT, under its scope, is registered to offer the following Australian qualifications:

- BSB20112 Certificate II in Business
- BSB30112 Certificate III in Business
- BSB40812 Certificate IV in Front Line Management
- BSB51107 Diploma in Management
- SIS20213 Certificate II in Outdoor Recreation
- SIS30413 Certificate III in Outdoor Recreation
- SIS40313 Certificate IV in Outdoor Recreation

These qualifications are issued in accordance with the Australian Qualifications Framework and SAIT complies with the current Standards for Recognised Training Organisations.

2.2 The Process

SAIT is registered to “assess only” candidates in the qualifications specified within its scope. It achieves this by Candidates:

1. registering to complete a Qualification or named Unit of Competency, and
2. receiving a Recognition for Candidate KIT, and
3. agreeing to the terms of enrolment.

Assessment is usually based on the provision of a Portfolio of Evidence (see note below), though Professional Conversations may be used to attest to a candidate’s competency or authenticate evidence provided.

Portfolio of evidence may comprise either or both of:

- Scout Portfolio (endorsed by a Scouts Australia appointed Assessor)
- Third Party evidence

Regardless of source, the 'Principles of Assessment' and the 'Rules of Evidence' as defined in the Standards for Registered Training Organisations will be applied throughout the process.

2.3 Eligibility

Venturer Scouts, having followed the required registration / enrolment process, may complete BSB20112 Certificate II in Business by documenting their involvement in their unit as part of the Venturer Scout Award and completing the required 'Evidence of Portfolio'. This will be assessed by a SAIT appointed Assessor.

Adults in Scouting (including Rover Scouts), having followed the required registration / enrolment process, will through the Assessment process present a suitable portfolio of evidence for assessment by a SAIT appointed Assessor. After successfully completing this process, candidates may be awarded BSB30112 Certificate III in Business, BSB40812 Certificate III in Frontline Management, or BSB51107 Diploma of Management

Outdoor Recreation qualifications (SIS2013 Certificate II in Outdoor Recreation, SIS30413 Certificate III in Outdoor Recreation, SIS40313 Certificate IV in Outdoor Recreation) and/or clusters of units, are available to all enrolled candidates provided they are of a minimum age of 14 yrs. and similarly, having followed the required registration / enrolment process, and through the Assessment process present a suitable portfolio of evidence for assessment by a SAIT appointed Assessor.

2.4 Assessor Personnel

All SAIT appointed Assessors meet the minimum standards for appointment as defined under the Standard for Registered Training Organisations, have demonstrated competency in the Qualifications and/or Units of Competency they assess and maintain the required number of continuous education hours deemed necessary to be deemed to be "currently competent". Where they do not hold a specific Unit of Competency they have supervised the completion of the assessment by a person who does hold the relevant Unit of Competency to ensure the 'Principles of Assessment' and the 'Rules of Evidence' as defined in the Standards for Registered Training Organisations have been applied throughout the process.

For more detailed information about the VET qualifications offered by SAIT, click on the relevant qualification above or [visit the National Training Information Service website](#)

3 Our commitment to quality assurance

SAIT is committed to upholding the legislative requirements as a Registered Training Organisation, and in particular to compliance with all components of Vocational Educational and Training (VET) Quality Framework:

- Standards of Registered Training Organisations 2015
- Data Provision Requirements 2012
- Fit and Proper Person Requirements 2011
- Australian Qualifications Framework (AQF)
- Financial Viability Risk Assessment Requirements 2011

4 Time frame for Assessment of a SAIT qualification.

SAIT Assessors will complete their assessments within 30 days of receiving all requested documentation and evidence. Once an assessment is complete notification is given to the relevant SAIT endorsed Administrative officer(s) for recording of the Unit of Competency with all Statements of Attainment and or Qualifications being issued within a further 30 days of the assessment being approved.

In the event the documentation and evidence received are incomplete the deficiency will be referred back to the candidate to provide additional information to close the gap identified. Where this occurs the initial 30 day assessment period will be extended by mutual agreement.

5 Flexible Learning

Assessments will be conducted in a flexible manner and according to the principles of assessment named in the Standards for Register Training Organisations, namely

- Reflecting the candidate's needs
- Assessing competencies held by the candidate no matter how or where they have been acquired
- Drawing from a range of assessment methods (as defined in the relevant Assessment Strategies approved for SAIT) and using those appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

6 Reasonable adjustment

Where due to matters pertaining to disabilities or other recognised reasons that need to be considered in relation to the candidates needs reasonable adjustment to the Assessment Strategies will be made to ensure a fair assessment can be made.

7 Registration and Enrolment procedures

Candidates must complete a formal Enrolment form for any of SAIT's qualifications or partial qualification for candidates who wish to obtain an RPL Assessment by a qualified SAIT Assessor.

The Enrolment Form is can be obtained any of Scouts Australia Branches within Australia. The completed Enrolment form is to be handed to the relevant Branch Training Officer for processing.

8 The Unique Student Identifier Number (USI)

From January 1st, 2015 each candidate undertaking education that sits within the AQF in Australia is now required to provide their Unique Student Identifier (USI) reference number at enrolment. The number will give you access to your USI account to view your record of training and assessment history regardless of which institution or qualification you have attained..

Your USI number must be obtained prior to completing your SAIT Enrolment form with us as to capture AVETMISS information for collection purposes and will be recorded into our LMS. Where you do not have a USI, SAIT will be able to assist you in obtaining one.

For more information about the USI Registry System and to create your USI Reference number please visit

www.usi.gov.au. OR view the SAIT website at www.scouts.com.au

Please record your USI Reference number and keep it somewhere safe and handy.

9 Assessment Procedures

9.1 Recognition of Prior Learning.

Assessment is central to quality of any Registered Training Organisation.-(RTO). It involves gathering evidence and making judgments on whether a person has achieved the Units of Competencies to a specific qualification.

Recognition of Prior Learning (RPL) is a process whereby the skills you have acquired from life, work experience, formal or informal training can be formally acknowledged and recognised .RPL can apply to one or more Units of Competency or even a whole course you may have completed. What this will mean for you if it is granted is that you do not have to repeat the relevant learning where you are deemed competent.

9.2 A Portfolio of Evidence Assessment.

You will be asked to collect a folder called a "Portfolio of Evidence" that is a collection of evidence based documents from Third Party Reports or evidence collected from questions or from practical demonstration of your skills assessed by a SAIT fully qualified Assessor.

All candidates who successfully complete each unit of competency within a qualification will be issued with the appropriate qualification or a statement of attainment.

9.3 Assessment Outcomes

Assessment outcomes for competency-based assessment are either:

Competent (C) –the candidate has demonstrated competency in all the unit of competency.

Not Yet Competent (NYC) –the candidate has not yet demonstrated competency in the unit of competency.

To demonstrate competency, you must demonstrate or provide evidence for each unit of competency within your Portfolio of Evidence.

9.4 Notification of assessment details.

It will be the Assessors responsibilities to advise the candidate of the outcomes of any assessment including any additional information required.

10 Referencing

Where a body of work seeks to use externally published material the candidate will need to ensure an appropriate referencing is made showing the date of the reference, author and published title.

This referencing may be in either footnotes or in a separate referencing section.

11 Plagiarism

Plagiarism is deemed to fundamentally breach the assessment principle of “authenticity”. Where plagiarism is detected and confirmed a request for assessment will be rejected for that Unit of Competency and potentially the candidate’s enrolment may be declared void.

12 Feedback, Complaints and Appeals

12.1 Feedback

SAIT will, in accordance with the Standards for Registered Training Organisations seek, by way of an automated electronic survey seek feedback from candidates about the assessment experience. This feedback will be used for the purposes of providing statistical data to the Australian Government and continuous improvement of SAIT.

At all times SAIT’s Privacy Policy will be observed.

12.2 Complaints

Any person wishing to make a complaint against SAIT concerning its conduct as an RTO shall have access to the complaints procedure. All formal complaints will be heard and decided within 15 working days of the receipt of the written complaint by Scouts Australia. The designated person to receive these complaints is the SAIT Compliance Officer

Complaints Procedure

Persons with a complaint concerning the manner that Scouts Australia conducts its responsibilities as an RTO, have access to the following procedure:

- the complaint and its outcome shall be recorded in writing to

The Compliance Officer
Scouts Australia Institute of Training
Scouts Australia House
Level 1, 8 Help Street
CHATSWOOD NSW 2067

- on receipt of a formal complaint the SAIT Compliance Officer shall convene an independent panel to hear the complaint. This shall be the 'complaint committee' and will be a sub-committee of the Board of Management.
- the Complaint Committee shall not have had previous involvement with the complaint.
- the complainant shall be given an opportunity to present their case to the Complaints Committee and may be accompanied by one other person as support or as representation.
- the Complaints Committee may then seek an adjournment to seek further clarifying information
- the Complaint Committee will make a decision on the complaint
- the Complaint Committee will communicate its decision on the complaint to all parties in writing within 5 working days of making its decision.

The cause of the complaint will be included in the continuous improvement cycle of the relevant standard/s.

12.3 Appeals

An enrolled candidate may appeal against a complaint. The person making the appeal will need to undertake the following steps:

1. Candidate to place their appeal in writing.
2. Written request will be referred to the Board of Management for hearing at the next scheduled Board Meeting
3. A final decision will be made by the Board and will be conveyed in writing to the candidate within 15 working days of finalising the process.
4. All information is documented and archived as required under the provisions of the Privacy Act.

13 Recognition of qualifications issued by other RTO's

In accordance with the Standards for Registered Training Organisations recognition of Qualifications / Statement of Attainment from Other RTO's will be accepted and where applicable credit transfers offered where they are relevant to the Training Packages on scope for SAIT.

However a full Qualification may not be offered without the requirement for at least one Unit of Competency to be completed under an RPL Assessment process by SAIT.

14 Candidate Support

In all cases the Language, Literacy and Numeracy needs of the candidate will be taken into account. Where applicable alternate forms of assessment will be offered to ensure the principles of assessment are not compromised while meeting the specific needs of the candidate.

15 Privacy and access to your records.

SAIT and its Related Bodies Corporate incorporated in Australia is subject to the Australian Privacy Act 1988 (Cth) and the associated Australian Privacy Principles

The Privacy Act regulates how private sector entities collect, use, disclose and otherwise handle personal information.

This Privacy Policy outlines how SAIT deals with the personal information we collect. People who deal with SAIT are entitled to expect that any information collected will be treated in accordance with our Australian privacy responsibilities and obligations.

15.1 What is personal information?

Personal information includes any information or opinion about an identified individual or an individual who is reasonably identifiable. For further information visit the Office of the Australian Information Commissioner website (<http://www.oaic.gov.au/>).

The types of personal information which SAIT collects may include an individual's name, phone number, email address, address, nationality, date of birth, and educational history. Due to the nature of the services provided by SAIT, some of the information we collect may be sensitive information, including details about an individual's race or ethnic background.

It is not common practice for SAIT to collect information about an individual's medical history, political opinion, sexual preference or criminal record, unless such information is required in order to process a candidate's application for admission, enrolment and education. SAIT will only collect sensitive information with an individual's consent.

Personal information may be collected by SAIT in a number of circumstances, including when an individual:

- applies for admission to a SAIT service;
- registers or enrolls for an assessment offered by SAIT;
- applies for employment with us.

We generally collect personal information directly from the individual concerned, although there may be occasions when information is collected from third parties, such as a family member who contacts us on the individual's behalf. If an individual does not provide the information requested by us, we may not be able to provide them with our services.

If you provide personal information to us about someone else, you must ensure that you are entitled to disclose that information to us and that, without us taking any further steps required by privacy laws, we may collect, use and disclose such information for the purposes described in this Privacy Policy.

For example, you should take reasonable steps to ensure the individual concerned is aware of the various matters detailed in this Privacy Policy, including our identity and how to contact us, the purposes for which we collect personal information, our information disclosure practices, the individual's right to obtain access to the information we hold about them and the consequences for the individual if the information is not provided. The individual must also provide the consents set out in this Privacy Policy in respect of how SAIT will deal with their personal information.

15.2 What does SAIT do with the information?

SAIT collects personal information for the primary purpose of providing our services to individuals. We may also collect personal information for purposes related or ancillary to the primary purpose of collection, including:

- administering and managing the services we provide to prospective and current candidates, including admissions, enrolment, education, billing, maintaining our information technology systems, customer service and data storage;
- marketing the services of SAIT and its related entities to prospective, current and past candidates;
- hiring and managing employees and contractors;
- planning, monitoring, evaluating and improving our services, including conducting market research and surveys and assessing customer satisfaction; and
- otherwise communicating with you.

SAIT will only use and disclose personal information about you for the purposes stated above, where we have your consent to do so, or as otherwise required or authorised by law.

By providing us with your personal information, you consent to us using your information to contact you on an ongoing basis in order to expedite or follow-up your assessment request, including by mail, email, SMS and telephone.

Only a limited number of staff has access to the anonymous information collected via a SAIT enrolment. The information is collated for analysis. It is then evaluated and published in reports to help us to improve and develop the website and its services.

15.3 Minors and privacy

When SAIT has knowledge that a person under age 18 is providing personal information to SAIT, we require the person to obtain parental / guardian permission and consent for you to provide SAIT with your personal information.

15.4 What won't SAIT do with the information?

SAIT will not disclose or externally publish personal information to third parties who are not related to SAIT with a view to allowing them to direct market their products or services without the relevant individual's consent.

No attempt will be made to identify individual users of the SAIT website.

15.5 Is data stored in a secure way?

SAIT has security measures in place to protect against loss, misuse and alteration of information under our control, as required by law and generally accepted industry standards. However, no system is 100% secure and to the extent permitted by law, we exclude any liability in contract, tort or otherwise for any security breach.

15.6 Does SAIT publish personal information on the website?

SAIT will only publish personal information on our website if it has been collected for this purpose with your knowledge and consent. For example; testimonials from candidates.

When giving such consent you should be aware that information published on our website is accessible to millions of users from all over the world, that it will be indexed by search engines and that it may be copied and used by any web user. This means that once the information is published on our website, SAIT will have no control over its subsequent use and disclosure.

Names and email addresses of SAIT staff appearing on our website (if required) are provided with their knowledge and consent.

Under no circumstances will SAIT sell or receive payment for licensing or disclosing your personal information.

15.7 What about external links?

This site contains links to other sites. SAIT is not responsible for the privacy practices or the content of such websites.

15.8 Can I access and correct my personal information?

You have the right to access your personal information held by SAIT on request, subject to limited exceptions in the Privacy Act. We will deal with your request within a reasonable time. We may recover from you our reasonable cost of providing you with access.

SAIT will take reasonable steps to ensure your personal information is accurate, complete and up-to-date. Should you wish to access or amend this information, or complain about a breach of the Privacy Act, please contact the SAIT Compliance Officer as follows:

The Compliance Officer
Scouts Australia Institute of Training
Scouts Australia House
Level 1, 8 Help Street
CHATSWOOD NSW 2067
Email: saitcompliance@scouts.com.au

We will make all reasonable attempts to respond to your complaints or requests.

If you are not satisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner at:

Website: <http://www.oaic.gov.au/>

Phone: 1300 363 992

Further information about the application of privacy law to the private sector generally can be found by contacting the Office of the Australian Information Commissioner (details above).

If you no longer wish to receive any communications, or want to be removed from any SAIT database, please contact the SAIT Compliance Officer on the details set out above.

16 Change of details

It will be the responsibility of the candidate to provide updates to SAIT of any changes of personal details as and when they occur as they pertain to the enrolment.

17 Issuance of Certificates

All testamur and statements of attainment will be issued within 30 days of the completed assessment. Where there is a delay a formal advice will be provided. All certifications will comply with the Standards for Registered Training Organisations.

18 Candidate's Responsibilities

All candidates have a responsibility to provide all information honestly and accurately. Any occurrences where the information provided is found to have breached this principle will in the first instance be referred to the candidate for further information / response. Where the information is found to be misleading or fraudulent the candidate's enrolment shall be terminated.

All candidate have a responsibility to keep SAIT informed of any changes to their information (refer section above).

Where a candidate considers they have not been fairly assessed, that the Statement of Attainment or testamur is incorrect or have any other area of concern / complaint will raise the relevant issue within 30 days of becoming aware of the concern (i.e. being informed of an assessment outcome, receipt of a SAIT document, etc.) to the SAIT Compliance Officer in writing at the address specified above.

19 Candidate's Rights

All candidates have a right to a fair and equitable assessment and that any response to that assessment will be timely and appropriate to the needs of the candidate.

All candidates have a right to a complaint and appeals process.

20 Where does Assessment take place?

Assessment can take place in any suitable and mutually agreed location. Often the assessment will take place in a "desk-top" environment where the written evidence provided will be checked against marking guides prepared as part of the assessment strategies. In cases where the assessment relates to a technical competency this assessment may need to take place in the work place (e.g. demonstrating competency in abseiling). Where further details are required the use of the assessment process "Professional Conversation" may be used to cross validate or seek additional information.

21 Contact Information

General enquiries in the first instance should be directed to the relevant Branch Training Administrative Support Officer – located in the relevant Scouts Australia Branch Headquarters. In need enquiries may be directed to:

SAIT Administration
Scouts Australia Institute of Training
Scouts Australia House
Level 1, 8 Help Street
CHATSWOOD NSW 2067
PH: 02 9413-1133