



BRIGHTEN
CAREERS INSTITUTE

Brighten Careers Institute

Australia

Student Booklet

Brighten Careers Institute Australia

New Student Booklet Contents:

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Welcome to Brighten Careers Institute Australia (BCI)

Dear Student,

It is with great delight that I welcome you to Brighten Careers Institute Australia (BCI) one of Australia's newest Training Organisations located in the heart of Sydney's CBD providing highly flexible vocational education and training programs.

At Brighten Careers Institute we take pride in taking a student centric approach to delivering world class learning. Study at a convenient and individual pace with our flexible study schedule that tailors your learning to your busy lifestyle.

Our mission is to provide innovative learning by empowering individuals with the skills and knowledge to succeed in a range of diverse industry and enterprise contexts.

Developed in consultation with leading industry professionals who work with Institute staff to mentor students in applying complex business theory, allowing our courses to prepare you for the reality of industry today.

Our interactive and engaging courses can be used as a career pathway into a multitude of varying industries, which blend independent and collaborative learning styles, whether on campus or a mixture of online and face-to-face course delivery.

With regular intakes and an easy enrolment process, I congratulate you on taking the next step in your academic career to broaden your horizons.

On behalf of our academic and administrative team we wish you every success and we look forward to supporting you throughout on your unique academic journey.

Catherine Nam
Managing Director

Introduction

Thank you for choosing Brighten Careers Institute Australia as your preferred Registered Training Organisation. This handbook has been designed to provide you with information that will assist you in getting the most out of your training during your time with Brighten Careers Institute Australia.

Some important things to know about us:

- Brighten Careers Institute Australia courses are open to all students.
- We provide clear advice to students regarding course selection, enrolment and induction.
- Our selection practices are at all times ethical, responsible and consistent with the requirements of courses.
- We ensure that equity and access principles are observed during application and selection processes.

Brighten Careers Institute Australia uses a flexible learning and assessment approach to enable you to study in a way and at a pace that suits your learning needs and life situation. To achieve competency, you will need to commit yourself to completing the learning and assessment tasks for each unit, as guided by your trainer/teacher. This will involve organising your time to plan for your learning. We are here to assist you in any way that we can.

Prior to enrolment in anyone of our courses, you will have an opportunity to discuss the course you have chosen and have access to the information in this Handbook with one of our staff. If you have any questions prior to enrolment, please contact Brighten Careers Institute Australia.

Our Contact Details:

- ✓ Telephone Number: (02) 9223 1868
- ✓ Fax number: (02) 9223 7365
- ✓ Street address: Level 5, 12-14 O'Connell Street, Sydney. NSW 2000.
- ✓ Website: www.brightencareers.com.au
- ✓ Email: contact@brighten.edu.au

Relevant legislation

We work hard to meet these requirements. There are a range of these requirements that affect each and every one of us in our roles, as described more fully throughout this Handbook. These include:

- Work Health & Safety Act 2011
- Anti-discrimination Act 1997
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Privacy Act 1998

We regularly access the relevant websites, such as:

- ✓ NSW Acts and Regulations <http://www.legislation.nsw.gov.au>
- ✓ Commonwealth legislation <http://www.austlii.edu.au>

If you require further information about any of Brighten Careers Institute Australia's policies and procedures, please contact Brighten Careers Institute Australia directly on (02) 9223 1868 or visit www.brightencareers.com.au

Courses

Courses Brighten Careers Institute Australia offers unaccredited courses, internships and study tours which can be found at www.brightencareers.edu.au

Our scope of available courses change from time to time, as courses change.

If completing one of our short courses, you will be issued with a Certificate of Participation upon completion of your course.

Enrolment

Brighten Careers Institute Australia has open, fair and transparent procedures, based on merit for making decisions about:

- a) The selection, from among prospective Students; and
- b) The treatment of students.

Prospective students seeking to enrol with Brighten Careers Institute, regardless of their background, circumstances or eligibility for funding, will be assessed for entry to study through the same published entry requirements and through the same process.

To enrol in a course at Brighten Careers Institute Australia you are required to participate in an enrolment process. This process includes completing an enrolment form. You may obtain an Enrolment Application Form from Brighten Careers Institute Australia by contacting us on (02) 9223 1868 or by visiting our website at www.brightencareers.com.au.

Certain courses may have entry requirements for students and these may change from time to time. Visiting our website is a great way to ensure you have the most current information about the courses we offer and course entry requirements of each.

The enrolment procedure includes an interview with our Student Services team. In this interview (which can be on telephone or in person), we will discuss why you are interested in the course, your learning needs and life situation. This is to help us understand whether this course, delivered in the manner that Brighten Careers Institute Australia offers the course, is going to best suit your needs. It will also consider a student's academic suitability for a course. This interview will also cover a discussion of the course Study Plan and Recognition of Prior Learning (RPL) opportunities. RPL allows you to obtain credit for your existing work skills, previous employment and life experiences.

Brighten Careers Institute Australia will assist you to complete the RPL application if you have previous relevant and current experience, and discuss what evidence you will need to comply with to satisfy RPL requirements. The interview will cover:

- Information about the course (such as course title, duration, mode of delivery, course content, course cost, entry requirements)

- An explanation of the enrolment process
- Our obligations and your obligations

After the interview, you will be able to decide if you wish to continue with your application for enrolment. If you do elect to continue, your application will be considered.

Brighten Careers Institute Australia's student selection process is completed in a timely, ethical and responsible manner, and enrolments will only be accepted where the applicant meets the published entry requirements. Final enrolments may be conditional upon the provision of proof of completion of pre-requisite criteria or upon other factors detailed in an offer to a student. Failure to meet the conditions of offer shall result in the withdrawal of the offer and cancellation of the enrolment.

Brighten Careers Institute Australia reserves the right to cancel the enrolment of any person where the enrolment was made based on incomplete or inaccurate information supplied by the applicant or a certifying authority.

Copyright acknowledgement

It is a condition of enrolment that you acknowledge and agree that all copyright and other intellectual property rights, in the materials provided to you as a student, remain the property of the lawful owner/proprietor and do not, at any stage, vest in you, the student.

Unique Student Identifiers (USI)

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life.

If you are a new or continuing student undertaking nationally recognised training and course you need a USI to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Your USI will give you access to an online record of the training you have done since 1 January 2015. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training. If you are a New Zealand citizen you cannot apply for a USI while overseas. You will require a USI if you undertake a VET course in Australia, and you will be able to apply for a USI once you have entered Australia on your NZ passport. However, if you are an Australian expat or resident and have an Australian ID, you need a USI even if you do the VET course while outside Australia. You can create an USI by going to <https://www.usi.gov.au>.

If you are an International student studying offshore and do not intend on coming to Australia to do your study you do not need a USI.

Fees and Refunds

When you enrol in a course of study, there are fees payable. Fees vary according to courses. Students have a range of payment options that really let you make the best choices to suit your financial situation. For example, you can choose to:

- Pay all your tuition fees upfront. This might mean using money you have saved up or using your own personal credit facility, such as a credit card.
- If you are paying in instalments, you will be charged fee instalments in line with the relevant payment schedule for the course you are enrolling in.

It is important to visit the information relevant to your state or territory: Queensland, New South Wales, Victoria, Tasmania, Western Australia, ACT, Northern Territory.

A copy of the Brighten Careers Institute Australia Refunds Policy can be found at: www.brightencareers.com.au

Induction

You will be provided with an induction at the commencement of your course.

This induction will cover:

- Introduction to Brighten Careers Institute Australia staff and resources available to assist your training.
- Confirmation of the course and qualification to be issued.
- How training will be conducted and the method, format and purpose of assessment.
- Learning and assessment resources to be provided.
- Overview of the support services offered by Brighten Careers Institute Australia, especially for those students who might require additional language, literacy or numeracy support.
- Access to information about assessments, complaints, appeals and other information that will be helpful on your course. Language, Literacy and Numeracy Language, literacy and numeracy, (LLN), skills are important to learning success and Brighten Careers Institute Australia will assist and accommodate, wherever possible, a student who has language, literacy and/or numeracy difficulties.

Students needing LLN support, identified on application, will be required to complete a numeracy and literacy assessment to assess current LLN capabilities. Brighten Careers Institute Australia will then provide extra – curricular assistance to develop these skills or find appropriate referrals for support services.

Please inform Student Services at the time of application for enrolment, or your trainer, upon commencement if you have any language, literacy or numeracy concerns. If you require help with literacy and numeracy you can also contact support services such as the Reading, Writing Hotline: (02) 9223 1868.

Student Services

It is important for students to have the assistance they need to complete their training program. Brighten Careers Institute Australia has a compassionate approach to the needs of students and will endeavour to provide support services either from our internal resources or refer a student to an appropriate external agency. Should you be experiencing any difficulties with your studies, please discuss this with your trainer or a staff member.

Useful support contacts include:

- Police/Fire/Ambulance 000
- Telephone Interpreting Services 13 14 50
- Alcohol and Drug Information Service 1800 422 599
- Poisons Information Centre 13 11 26
- Family Drug Support hotline 1300 368 186
- Lifeline 24-hour counselling and information 131 114
- NSW Literacy & Numeracy (02) 9514 3478
- Men's Line Australia 1300 789 978
- Pregnancy Counselling Australia 1300 737 732
- Salvation Army Salvo Care Line 1300 363 622

Workplace Health and Safety

Each student is responsible for ensuring the health and safety of their environment by:

- Making themselves aware of the relevant policies, procedures and instructions.
- Complying with all policies, procedures and instructions.
- Taking reasonable care of themselves and others in the workplace.
- Co-operating with Brighten Careers Institute Australia staff to enable them to carry out their duties in accordance with relevant Workplace Health and Safety legislation.
- Reporting all known or observed hazards, incidents and injuries.

Brighten Careers Institute Australia will provide a work health and safety briefing prior to commencement of face to face training.

Access, Equity and Fair Treatment

Brighten Careers Institute Australia operates in accordance with and its personnel are aware of and implement the relevant legislative and regulatory requirements, in its dealings with partners, employees, prospective employees, and with clients.

Brighten Careers Institute Australia will meet the needs of individuals, and the community through the integration of access and equity guidelines. These are incorporated into Brighten Careers Institute Australia's operational procedures and we prohibit discrimination towards any group or individuals in any form.

Brighten Careers Institute Australia will ensure that equity principles are implemented through the fair allocation of resources and the right to equality of opportunity without harassment, bullying and

discrimination. Programs are designed and wherever possible facilities set up to enhance flexibility of delivery to maximize the opportunity for access and participation by clients. For more information refer to our Equity & Access Policy.

Flexible Learning

Course Delivery Students have different learning needs and therefore, Brighten Careers Institute Australia delivers training using multiple modes of training, to suit the course and the student groups. Course delivery modes may include:

- ✓ face to face training,
- ✓ distance education/on-line education

Depending on the course, your course may also involve:

- ✓ group workshops
- ✓ research projects
- ✓ individually supervised learning
- ✓ observation of student performance
- ✓ site visits
- ✓ web based workshops
- ✓ online training platform
- ✓ personal skills development
- ✓ reading activities
- ✓ presentations

Whichever blend of delivery, trainers are available to discuss your needs and support you throughout your training program.

Flexible learning and assessment procedures are an important part of offering our students support in their learning process. If you speak with your Trainer or Student Services, we will endeavour to customise our learning process and assessments to best meet the needs of our students. The important aspect is to ensure that the assessments meet the requirements of the units of competency.

Your Trainer will be able to advise you on how the assessments and learning can be customised for the specific unit or units you are considering.

This process is called reasonable adjustment and may address (for example):

- The scheduling of the learning sessions
- Providing self-paced learning experiences
- Negotiating workplace learning projects
- Providing learning materials that meet your individual needs and reflect your current workplace activities
- Allowing for a variety of assessment methods and tools
- Providing flexible assessment to meet specific physical needs

Brighten Careers Institute Australia uses the principles of flexible delivery to maximise the opportunity for students to access information for learning and assessments.

Student Participation

During class time, students are expected to participate by answering questions, giving opinions, demonstrating tasks, working with others, making presentations and engaging in role plays. We will tailor your assessments to suit your learning needs, as necessary. Feel free to discuss parts of the training and assessment program that make you feel worried and we will work with you to create a learning environment that suits your needs.

Brighten Careers Institute Australia monitors consistently students' course progress and staff apply interventions when a student is in danger of not progressing satisfactorily. We want you to do well and move forward on your career path.

Students who may require intervention include:

- Those who fail to attend classes without prior notification
- Those who do not maintain communication with their trainer
- Students who have been assessed as Not Yet Competent in a subject within the preceding calendar month. If you begin to show signs of poor progress, you will be contacted via email and/or SMS and/or telephone and be asked to discuss this with one of Student Services team or your trainer. Please assist us in helping you to achieve your goals by responding to these communications.

To maintain healthy academic progress:

- Attend all training sessions and pay attention to the work and activities undertaken
- Study the skills and knowledge that are taught and imparted in training sessions
- Ensure that you submit all assessments
- Make an appointment with your Trainer or Student Services if you are having any difficulties with your studies. We want to help.

Brighten Careers Institute Australia requires that all students observe the following principles whilst undertaking training and assessment:

- Respect other students and the trainer
- Feel free to contribute but let everyone have their say
- Not to cause disruption to the training and assessment process
- All work must be the original work of the student
- Complete and submit all assessment material on time
- Satisfy assessment criteria through participation and attendance at scheduled training sessions.

Brighten Careers Institute Australia expects all students to conduct themselves with honesty and integrity in all their dealings with their trainers, Brighten Careers Institute Australia's staff and other students. This is especially important in the verification that a student's work is genuinely his or her own. This environment of mutual respect and understanding is important to foster the learning process, and it is all our responsibility to maintain.

All students are also asked to operate within the general guidelines of the policies and procedures of Brighten Careers Institute Australia as outlined here in the Student Handbook. For students, these do not replace or override the policies and procedures of the workplace where the student is employed, but rather apply only in regard to their training with Brighten Careers Institute Australia.

Learning Materials

Brighten Careers Institute Australia supplies each student with one complete set of learning materials including online access, workbooks, assessment records and texts as applicable. Recommended learning resources are also communicated to students. Course Assessment Each course will require an assessment of the student's learning. The objectives of the assessment process are to confirm that you have acquired the competencies relevant to your qualification and to demonstrate that you are competent to the agreed industry standard. Assessment methods include, but are not limited to:

- ✓ observations
- ✓ case studies
- ✓ verbal questioning
- ✓ role plays
- ✓ practical demonstrations
- ✓ projects and assignments
- ✓ multiple choice tests
- ✓ exams

Course Assessment

In keeping with the principles of competency-based assessment, the determination of competence will be made on an aggregate of the evidence, rather than on isolated assessment activities or events. Students are assessed as either "competent" or "not yet competent" relative to the required performance standard. Students are not graded by percentage marks or order grades (A, B, C, etc.).

Brighten Careers Institute Australia's Assessors will mark and finalise your assessments within the time frame for your course. For students who have been assessed as Not Yet Competent, the following options will be available:

- approve extension for re-submission
- join another student intake
- see the Trainer for coaching/counselling Students must complete all assessments within the course period (exclusive of any supplementary assessment periods granted).

If a student remains Not Yet Competent for an assessment re-submitted, the student will be notified that the result is final and the student will be unable to successfully complete the course in which they are enrolled at that point.

If a student has not completed the assessments within the course duration AND the student provides evidence that compassionate or compelling circumstances precluded the student from completing an assessment within the course period, the student can submit the assessment, without penalty.

Compassionate or compelling circumstances may include:

- serious illness
- death in the family
- any other reason which the student can substantiate through written evidence.

Students who are dissatisfied with a decision made by Brighten Careers Institute Australia in relation to their assessment and re-assessment may access our Complaints and Appeals process.

Appeals and Complaints Procedures

If a student is not happy with an assessment outcome they have the right to appeal the decision. This should be discussed with the assessor, in the first instance, as soon as possible. If a student makes a complaint about any matter other than assessment, the staff member, to whom it is reported, will attempt to resolve it immediately. For more information about Complaints and Appeals, visit our website.

If the student/candidate is not happy with the outcome from Brighten Careers Institute, you may seek independent avenues of appeal, including Australian Skills Quality Authority (ASQA), www.asqa.gov.au or National Training Complaints Hotline on 1800 000 674.

Course Withdrawal

To withdraw from a unit, you must advise Brighten Careers Institute Australia Education. In some circumstances, a refund of course fees may be available. Contact Student Services to discuss your situation.

Student Records and Privacy Act

Brighten Careers Institute Australia takes privacy very seriously and is committed to protecting the privacy of individuals. This includes personal, health, financial and other confidential information, which is necessary for Brighten Careers Institute Australia Education to carry out its functions.

Brighten Careers Institute Australia will take all reasonable steps to protect individual information from loss, misuse or unauthorised disclosure or destruction. The right to privacy is a value that is highly regarded.

Privacy Policy:

You may obtain more information about Australia's privacy laws at www.comlaw.gov.au or at the Privacy Commissioner's website at www.oaic.gov.au.

Student Records

Brighten Careers Institute Australia will make available for inspection all personal information that it holds in relation to a student when the student requests access. There is no charge for an individual to access personal information that Brighten Careers Institute Australia holds about them. However, we may charge a fee to make a copy. You will be advised of any fees before action is taken.

Students may contact Student Services for information on how to access their personal information. At any time after completing your course, you may request a re-print of your qualification or Statement of Attainment. Fees and charges apply. Please call our Student Services team on (02) 9223 1868 for any questions relating to your student file and/or re-printing qualifications.

Permissions Release

In the enrolment form and from time to time on written releases, there is provision for your permission that will allow Brighten Careers Institute Australia Education and its agents to use your name, image and/or words in any relevant material including feedback forms, emails, phone calls, photographs and videos, in its advertising and marketing materials, intended to showcase Brighten Careers Institute Australia Education.

Brighten Careers Institute Australia Education will not make any of these materials public without your prior authority. You may opt out at any time by notifying Brighten Careers Institute Australia Education in writing that you wish to withdraw your consent for any future use of your name, image and or/words.

Transport

There are several ways you can reach Brighten Careers Institute at 12-14 O'Connell Street Sydney, NSW, either by bus or by train.

Buses.

Many buses terminate and start their routes at Circular Quay and surrounding points and will have drop off points in the immediate area. Please have a look at this link from Sydney Buses that will help with timetables and maps. <http://www.sydneybuses.info/routes>

Trains

The nearest train stations are Circular Quay and Wynyard, both are no more than 10 minutes' walk away from Brighten Careers Institute.

<http://www.transportnsw.info/en/maps-and-timetables/index.page>

***We wish you every success with your studies and again,
welcome to the Brighten Careers Institute family.***

STUDENT HANDBOOK DECLARATION FORM

I, _____ declare that I have thoroughly read and understood the conditions outlined within and agree to abide by the policies and procedures listed in the Brighten Careers Institute Australia Student Handbook.

Signature: _____

Date: ____ / ____ / ____

BCI Rep: _____

Date: ____ / ____ / ____