

Student Handbook

Learn Your Way – Take Your Studies Wherever You Go



RTO No. 41179

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Welcome to LET Training!

We are committed to providing quality training, assessment and client services that exceed the expectations of each and every one of our students. We realise every student is on a unique learning journey, seeking a partner provider that understands and delivers on their individual needs, and provides a personalised, authentic experience. Our vision is to be that partner.

We also understand the importance of having access to sufficient, clear and accurate information to inform decision-making during all stages of that journey. Our Student Handbook has therefore been designed to achieve this goal.

Please use this Handbook to familiarise yourself with our organisation, its services, programs and commitments - whether it's to assist you in making an enrolment decision, to remind you of relevant processes once enrolled, or to identify which form to use when the need arises. This Handbook is also a companion to our complete Quality System Manual (containing all current Registered Training Organisation [RTO] Policies and Procedures).

Please do not hesitate to contact me personally at info@lettraining.com.au if I can clarify any information contained in this Handbook, or provide any further information or assistance whatsoever with any aspect of our operations or services.

Again, welcome to LET Training. We look forward to partnering with you every step of the way of your journey.

Kind regards,

Chief Executive Officer
LET Training and Consultation Services Pty. Ltd.

Glossary of Acronyms

The following glossary has been designed to assist you in navigating your way through our Student Handbook:

AQF:	Australian Qualifications Framework
ASQA:	Australian Skills Quality Authority
CBA:	Competency-Based Assessment
CBT:	Competency-Based Training
LLN:	Language, Literacy and Numeracy
NVR:	National VET Regulator
RPL:	Recognition of Prior Learning
RTO:	Registered Training Organisation
SNR:	Standards for NVR Registered Training Organisations
VET:	Vocational Education and Training
VQF:	VET Quality Framework

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Code of Ethics

LET Training and Consultation Services Pty. Ltd. (LET Training) will at all times act in an ethical manner and with integrity, trust and respect in all dealings with all students and clients, including prospective students and clients, and all stakeholders.

LET Training will develop and deploy such policies, procedures, systems and practices to ensure that all training, assessment and educational and support services offered and delivered are relevant and comply with the mandates of:

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Australian Skills Quality Authority (ASQA)
- VET Quality Framework comprising the:
 - Standards for Registered Training Organisations (RTOs)
 - Australian Qualifications Framework (AQF)
 - Fit and Proper Person Requirements
 - Financial Viability Risk Assessment Requirements
 - Data Provision Requirements
- Commonwealth and State legislative and regulatory requirements.

LET Training will ensure:

- All of its activities and undertakings are conducted and carried out ethically and with the utmost honesty, fairness, equity, accuracy and transparency at all times.
- Access and equity principles and practices are embedded in all systems, procedures, practices, processes and behaviours that affect outcomes for all stakeholders, including clients, and students.
- It acts with due skills, care and diligence at all times in the conduct of its business.
- The sustained delivery of training and assessment that is responsive to industry and student needs and meets the requirements of Training Packages and VET Accredited Courses.
- The sustained provision and availability of sufficient appropriate facilities, resources and equipment with which to deliver quality training, assessment and educational and support services.
- The engagement of qualified and competent Trainers and Assessors with current industry skills, who continue to develop his/her knowledge, skills and practice of vocational training, learning and assessment (including competency, based training and assessment).
- Transparent, accurate and factual information about the services, performance and responsibilities of LET Training and stakeholder rights and obligations is accessible to prospective and current students and clients to enable them to make informed decisions regarding his/her training and/or assessment needs.
- High standards of financial probity, including compliance with the published fee protection and refund policy.
- Compliance with current work health and safety, equal opportunity, anti-discrimination, consumer protection and privacy legislative and regulatory requirements.
- The maintenance of adequate records and the continued security of all current and archived records.

- Students are provided with timely access to his/her records.
- The maintenance and continual improvement of a quality assurance system.
- Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively in accordance with the principles of natural justice and procedural fairness.

LET Training undertakes the necessary measures to ensure all employees, agents and representatives are familiar with and agree to comply with this Code of Ethics.

LET Training will refrain from associating with any enterprise/s which could be regarded as acting in breach of this Code of Ethics.

LET Training will uphold the highest ethical standards at all times.

Code of Practice

LET Training has agreed to operate within the Standards set by the Australian Skills Quality Authority (ASQA), which include the *National VET regulator Act 2011* and the National VET Regulator (NVR) Standards.

LET Training is committed to providing supportive and positive outcomes from all services provided to our clients. All staff recognise the rights of students and provide information, advice and support that are consistent with our Code of Practice.

If, at any time, you feel that any staff member is not abiding by our Code of Practice, you may report your complaints or grievance to your supervisor/trainer or anyone in our organisation; or complete our complaints and appeals form.

We provide and support the following services within our Code of Practice:

1. Access & Equity

LET Training is committed to integrating Access and Equity principles within all our services that we provide to our clients. All staff recognise the rights of students and provide information, advice and support that is consistent with our Code of Practice.

Regardless of cultural background, religion, gender, sexuality, disability, location or age you have the right to learn in an environment that is free from discrimination and harassment and be treated in a fair and considerate manner while you are studying with us.

2. Appeal & Complaints Procedures

We have a documented procedure that covers any assessment appeals or general complaints. Should you have an appeal or complaint, information on the process is provided in this Handbook, as well as in our policies listed on our website.

3. Client Support

We currently offer support in assessment options including recognition of prior learning (RPL); options in delivery modes; trainer support during course enrolment; training needs analysis; special needs, including language, literacy and numeracy; clarifying information by contacting us through provided contact details.

4. Course Extension Policy

LET Training will not be obliged under any circumstances to extend the period of a student's enrolment if the student has not completed the course in the allocated time.

Once the allocated time for a given course has ended the student will no longer be given access to the course material and/or be assessed in any work completed beyond the course due date.

Enrolment can be extended with the payment of an additional fee.

5. Course Information

Specific course information is provided on our website for all courses currently on offer. We are happy to discuss and clarify any questions you may have regarding this information.

6. Discrimination

LET Training will not tolerate any unlawful discrimination or harassment by RTO staff of any job applicant, employee or client, based on their sex, pregnancy, marital status, race (including colour, ethnic background, national identity and ethno- religion), homosexuality, disability or age, etc.

Harassment includes any form of behaviour that a person does not want, finds offensive, humiliating or intimidating and is either sexual, or targets them because of the factors mentioned above.

7. Enrolment Process

We provide clear information on the qualifications/courses that we offer. This includes the training and learning outcomes, any required skills or knowledge, as well as any additional training pathways.

Our enrolment process requires you to complete an enrolment form and provide as much relevant information as possible to ensure we provide training to suit your needs. All information collected is kept confidential and subject to our Privacy Policy in this Code of Practice.

Before and during course enrolment, we provide students access to our Student Handbook as well as our Code of Conduct to ensure all students are aware and understand the information contained in both.

We will, at any time, welcome questions relating to this Student Handbook, our Code of Conduct and training/assessment requirements to ensure clarity.

8. External Review

LET Training agrees to participate in external monitoring and audit processes. This covers random quality audits, audit following complaint and audit for the purpose of re-registration.

9. Fees & Charges

Information on fees, charges and refunds are clearly documented on our website and the enrolment form. Information on refunds is provided in this Student Handbook.

10. Flexible Learning & Assessment Procedures

Our training and assessment procedures are flexible and consider student needs. We will ensure:

- All required resources for the delivery of any course are in place and to the most current industry standards.
- Training and assessment will only be conducted by qualified staff.
- All training and assessment will be to the nationally set standard prescribed in the relevant.
- Training Package or accredited course material.

This means that training and assessment you receive with us is done in accordance of the national quality-training framework.

11. Language, Literacy & Numeracy (LLN)

LET Training is committed to ensuring accessibility to all prospective students for the training courses we provide.

We also recognise that at times language and literacy problems may restrict a person from achieving the competencies required for particular courses or programs.

LET Training will make every effort to assess a prospective client or student's ability to carry out all the learning tasks and required assessments before enrolment. Where possible, the learning activities/assessments may be modified to compensate for those with literacy or numeracy skill needs. Please refer to our Language, Literacy and Numeracy Policy for further information.

12. Legislative Requirements

LET Training will meet all legislative requirements of State and Federal Government. In particular, LET Training will always fulfil its legislative and regulatory obligations in respect of:

- Work Health and Safety
- Anti-Discrimination, including Equal Opportunity, Racial Vilification and Disability Discrimination
- Workplace harassment (including sexual harassment), victimisation and bullying
- Privacy
- Vocational Education and Training
- Copyright.

13. Management & Administration

LET Training has policies, procedures and management strategies, which ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards student fees. Our refund policy is fair and equitable. Student records are managed securely and confidentially and are available for student perusal on request.

14. Marketing & Advertising

LET Training ensures any marketing of vocational education and training products are done so with integrity, accuracy and professionalism. We make every endeavour to avoid vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

15. Quality Management Focus

LET Training has a commitment to providing quality service and has a strong focus on continuous improvement. We value feedback from students, staff and employers for incorporation into future programs.

16. Recognition of Prior Learning (RPL)

Recognition of prior learning assessment is available to all students. If you believe you have relevant skills and abilities that you have learnt in your past, please contact the relevant course trainer. They

will discuss the evidence requirements you will need to provide, and support documentation as required.

17. Debt Collection - Non-Payment of agreed fees

It is the student's responsibility to ensure there are sufficient funds in his/her nominated bank account or credit card to enable payments.

To minimise risk to LET Training, outstanding debt is managed through a transparent debt collection process. If training and assessment have been provided (as per agreed enrolment terms) and the student, or the organisation that arranged for the enrolment of staff, has not been forthwith in paying the agreed amount, LET Training will engage a registered debt collector to recover the outstanding amount and any fees associated with this engagement will be added to the outstanding fees. The student's enrolment will also be suspended until payment is received. During the suspension, students will be denied access to training materials, support services and the online learning system.

18. Sanctions

LET Training will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligation of this Code or supporting regulatory requirements, we may have our registration as a Registered Training Organisation withdrawn.

19. Staff Responsibilities

At LET Training, all staff have been inducted in his/her responsibilities regarding access and equity principles. Staff are required to act in accordance with the Code of Practice and all students are made aware of his/her rights and responsibilities. All students have the same access to courses offered irrespective of gender, culture, linguistic background, race, or disability.

20. Student Records

Students have access to their own records at any time. This is provided within our learning management system. Alternatively, students can request this information via a phone or email. Please refer to our Privacy Policy for more information.

21. Student Responsibilities

LET Training students have the following responsibilities:

- To become familiar with relevant LET Training policies and procedures, and the student handbook and comply with any student requirements contained therein including applicable legislative requirements;
- To have access to a fully functional computer loaded with a web browser, web camera and appropriate software applications to read PDF files, produce documents (with Microsoft Suite) and participate in the interactive assessment activities.
- To have reliable internet access;
- To have a valid email account for learning and assessment communication;
- To have a smartphone and a valid telephone number for learning and assessment communication, support, interviews and session recording;
- To respect the working environment of others at LET Training and to follow related policies and procedures;

- To undertake their studies to the best of their abilities;
- To be responsible for their own learning and meet deadlines for work to be submitted;
- To submit work without plagiarising or cheating;
- To consult with LET Training in a timely manner if problems/issues arise;
- To comply with the requirements of the course they are enrolled in.

22. Student Standards

Students are required to ensure all the work they submit for assessment is his/her own work. Students must confirm the authenticity of work submitted as being his/her own as part of the terms and conditions of enrolment.

To ensure all students receive equal opportunities and gain the maximum from his/her time with us, these rules apply to all enrolled students:

- To maintain minimum standards of etiquette and courtesy during your discussions with all stakeholders. These standards include but are not restricted to:
 - Use of appropriate language in all forms of communication
 - Copying work and breaching plagiarism standards
- To conduct themselves in a responsible, polite and safe manner and refrain from abuse towards LET Training employees or other.
- To follow all reasonable instructions provided by the LET Training employees.
- To conduct themselves in a courteous, polite and ethical manner and in a manner, which demonstrates tolerance and respect for others and supports the principles of equal opportunity, anti-discrimination and work health safety and environment.

Consequences for inappropriate and discriminatory communication may result in your enrolment being terminated and a statement of attainment issued for any units completed to date. Any person who has had their enrolment suspended or terminated has the right to appeal through our appeals process.

23. Training & Assessment standards

LET Training staff have the appropriate qualifications and experience to deliver the training and assess competence relevant to the training products offered.

24. Welfare & Guidance Services

We will endeavour to provide information and guidance to all students. This includes but is not limited to:

- Learning pathways and possible RPL opportunities;
- Provision for special learning needs including Language, Literacy and Numeracy.

RTO Policies and Procedures

1. Enrolment and Induction

LET Training is committed to ensuring that clear and transparent procedures and processes are defined and consistently implemented regarding client admissions; and the fair and equitable selection, enrolment and induction of clients into its courses and organisation.

LET Training will ensure that all prospective clients will have prior access to such comprehensive information to enable an informed decision to be made regarding an application for participation in its training and assessment services.

Purpose

The purpose of this policy is to ensure:

- 1) LET Training develops, implements and maintains defined, transparent processes for enrolling and inducting clients into its courses.
- 2) LET Training through all its staff and stakeholders adopts and implements an inclusive, non-discriminatory approach to all that it does in respect of potential and existing clients in provision of training, assessment and support services.
- 3) Equitable access for all students and clients to quality training and assessment services, opportunities, activities and choices, and organisational facilities, equipment, resources and personnel.
- 4) LET Training is at all times compliant with all provisions of Federal and State Anti-Discrimination and Equal Opportunity legislation and regulations.
- 5) Prospective students have prior access to such comprehensive information as will enable an informed decision to be made regarding potential application to LET Training for participation in its training and assessment services.
- 6) LET Training provides information and access for students to provide and/or apply for Unique Student Identifier.

Procedure

1) Enrolment

While students receive comprehensive information about LET Training at Induction, all applicants need to have access to such information prior to application (to enable informed decision-making regarding potential participation in training and assessment services with LET Training).

All prospective students will be provided in advance copies of the Student Handbook. LET Training will not accept an application or enrolment from a prospective student until such time as it has been acknowledged that the applicant has received the information contained in the Student Handbook.

LET Training is responsible for arranging the communication of the enrolment outcome to the applicant:

- i. Successful applicants will receive written notification of enrolment with access to LET Training Learning Management System.
- ii. Unsuccessful applicants will receive written notification from LET Training detailing and explaining the outcome, offering such further assistance as may be deemed appropriate in the circumstances.

During the enrolment process, LET Training is responsible for:

- i. Providing an Enrolment Form to collect Student Enrolment Information, Unique Student Identifier and identify individual learning needs.
- ii. Arranging the administration of Language, Literacy and Numeracy (LLN) assessment requested on enrolment forms.
- iii. Arranging and conducting meetings for the identification and coordination of support services in response to student needs (as identified on the enrolment form).
- iv. Assisting students with the completion of any Recognition of Prior Learning (RPL) or National Recognition applications.

During the enrolment process, it is the student's responsibility to:

- i. Read the Course Information provided and agree to abide by it.
- ii. Read the Student Handbook provided and agree to abide by the Code of Ethics, Code of Practice and policies and procedures within it.
- iii. Complete the Enrolment Form with information true and correct to the best of his/her knowledge.
- iv. Ensure there are sufficient funds in his/her nominated bank account or credit card to enable payment/s.

2) Unique Student Identifier (USI)

All students undertaking nationally recognised training in Australia, as of 1 January 2015, must have a Unique Student Identifier (USI). This links to an online account that contains all associated training records and results (transcript) that has been completed as of 1 January 2015 onwards. Results from 2015 will be available from 2016.

A student must provide his/her USI to LET Training before the person can receive a statement of attainment or qualification. For more information, download the Student USI Information Factsheet at <https://www.usi.gov.au/documents/factsheet-student-information-rtos>

3) Induction

Once a student has been completely and accurately enrolled, students are provided with a recorded and documented induction program. Students also encouraged to undertake an induction program as negotiated and conducted on a one-on-one basis with the Student Support Services team.

The induction may include (but is not limited to):

- i. Introduction to LET Training and its Learning Management System (LMS)
- ii. LET Training policies, procedures and documents affecting student participation in courses
- iii. Nature and scope of LET Training's training, assessment and client services, resources and support materials
- iv. Further consultation on student learning needs and individual learning support arrangements
- v. Processes to access records, including records of participation and completion.

LET Training's Student Support Services team is responsible for recording induction notes, and processing any identified learning needs, which includes arranging learning support if required.

4) Course duration

The course start and end dates are provided and accessible at all times to each student under “My enrolments” of the Online Learning Portal. It’s the students’ responsibility to manage their study plan and complete required assessments within the enrolled term.

LET Training courses are provided with the following timeframes for completion from the date of enrolment registration:

Course level	Enrolment duration
Certificate IV	12 months
Diploma	12 months
Double qualifications	24 months
Unit of competency	3 months

i. Exceeding enrolment timeframe

LET Training reserves the right to cancel an enrolment without notice (withdraw the Student), if after the allocated enrolment timeframe, a Student has not completed and achieved their qualification, skill set or individual unit of competency.

If the qualification or skill set has been partially successfully been completed, a Statement of Attainment will be issued for the units the Student has been deemed Competent according to LET Training certificate issuance policy and procedures.

5) Course deferral

LET Training does not place course enrolments on hold under any circumstances. Refer to details included in the fee protection and refund policy regarding extension provisions should your enrolment require further time.

6) Request to transfer the course to another person

LET Training does not transfer a course from an enrolled student to another person under any circumstances.

Refer to details included in this policy of cancellation or withdrawal from a course enrolment should your enrolment to be discontinued under any circumstances.

7) Enrolment extension requests

If a Student is having difficulty meeting their course completion date, LET Training may grant extensions under certain circumstances.

Where LET Training determines an extension may be granted, Students are eligible to apply for a maximum of two (2) extensions. Extension applications will only be accepted during current enrolment timeframes. The following duration and fees are applicable:

- i. 3-month extension
- ii. 6-month extension
- iii. 12-month extension

All requests for extensions must be made in writing to LET Training by completing the extension request form and returning to admin@lettraining.com.au for approval and processing.

IMPORTANT: It is the Student's responsibility to meet their individual course completion date and/or make appropriate arrangements.

2. Access and Equality

LET Training maintains an Access and Equity Policy. The purpose of which is to ensure:

- 1) LET Training, through all its staff and stakeholders, adopts and implements an inclusive, non-discriminatory approach to all that it does in respect of potential and existing students and clients, including but not limited to recruitment, selection and provision of training, assessment and support services.
- 2) Access and equity principles and practices are embedded in all LET Training processes that affect outcomes for students and clients.
- 3) LET Training maximises the outcomes for all students and clients through its responsiveness to individual needs.
- 4) Equitable access for all students and clients to quality training and assessment services, opportunities, activities and choices, and organisational facilities, equipment, resources and personnel.
- 5) LET Training through its staff, identifies and is responsive at all times to the diverse needs of all stakeholders within the constraints of available resources.
- 6) LET Training is at all times compliant with all provisions of Federal and State Anti-Discrimination and Equal Opportunity legislation and regulations.
- 7) Access and equity principles are incorporated into the development and deployment of new LET Training products, services, policies, procedures, practices and/or systems.
- 8) Unlawful discrimination does not exist; or is eliminated completed in all areas of LET Training operations, activities, environments and practices.
- 9) That the protection afforded all individuals under the law is upheld in all that LET Training does, and that LET Training is in full compliance with all Federal and State anti-discrimination and equal opportunity legislation and regulations at all times.

This policy is underpinned by the following principles:

- 1) All RTO training, assessment and client services will be provided within a values framework of equal opportunity, anti-discrimination and inclusiveness. This framework upholds that each and every individual has the right to full and equitable access to and participation in and/or provision of all LET Training services without regard to attribute.
- 2) Equity ensures fairness, openness and flexibility, achievable through practices that are free from bias and discrimination, and which provide individuals with the opportunity to access, participate in, and achieve outcomes from training.

Students, who believe they have been treated unfairly, or in a manner inconsistent with the Access & Equity Policy, are encouraged to use LET Training's student complaints and appeals procedures to address his/her concerns. LET Training will promptly and thoroughly investigate all complaints in accordance with the procedures outlined in its Complaints and Appeals Policy.

3. Student Support Services

In line with the provisions of LET Training's Client Services, Support and Welfare Policy, LET Training is committed to providing all students with support, advice, assistance and/or training and assessment services that consider individual needs and maximises outcomes in all learning and development endeavours. Students are encouraged to express his/her views and concerns about his/her learning and development needs (or perceived barriers to them) at all stages of his/her learning experience.

To achieve the policy goal and to ensure quality delivery of training, assessment and client services, LET Training provides:

- 1) **Assistance in the application of USI:** Support services in this regard include:
 - i. Providing a link and USI Information Flyer for a student to create his/her USI via <http://www.usi.gov.au>
 - ii. Creating a USI on behalf of the student to receive the authorisation form and required form of ID.
- 2) **Client vocational and/or educational counselling** to improve and extend training and learning outcomes. While this can be done on a one-on-one basis with immediate, relevant trainers and/or assessors.

Additional support services in this regard include, but are not limited to:

- i. Assist students who are having difficulties to complete their assessment activities in a simulated business environment (role-play sessions) within LET Training business hours;
 - ii. Offering web-based group or one-on-one tutorials;
 - iii. Education counselling, including information and advice regarding post-program courses and opportunities;
 - iv. Assistance with the RPL application process;
 - v. Career counselling, including referral to external industry bodies and representatives who are able to provide advice and guidance as to career paths and opportunities.
- 3) **Personal counselling support/services** are available to all clients and may take the form of advice or referral to other services. Personal counselling will at all-time meet the expectations and standards of LET Training Code of Ethics, particularly as it relates to confidentiality of information. Personal counselling services include but are not limited to:
 - i. Grievance/Conflict resolution
 - ii. Stress management
 - iii. Access and equity issues
 - iv. Client welfare and support.
 - 4) **Language, literacy and numeracy (LLN) support:** Students requiring LLN support will be primarily identified at enrolment, although ongoing opportunity exists for access to advice and support services in respect of LLN skill levels. The provision of LLN support specifically is addressed in LET Training Language, Literacy & Numeracy Policy.
 - 5) **Technology support:** Students requiring technology support will be identified during the course induction, although ongoing opportunities exist for access to support services. The

provision of technology support will be limited to assisting students with completing their learning and assessments.

- 6) **Professional counselling services:** For a referral to or an appointment with a professional counsellor, students are advised to contact LET Training for more information or assistance in making the necessary direct arrangements.

4. Fee Protection and Refund Policy

All fees will be competitive when compared to others in the marketplace, and may be varied or discounted at the discretion of LET Training.

Students pay an agreed fee upon commencement of a course for which they are enrolled.

1) Course Fees

The full course fee must be paid according to the agreed payment plan. The student will not be officially enrolled if the initial upfront payment is not received.

It is the student's responsibility to ensure there are sufficient funds in his/her nominated bank account or credit card to enable payments. If instalment(s) are not received within the agreed timeframe, the course enrolment will be suspended, and the remaining balance is payable.

Where payment has not been made for the outstanding amount, LET Training will not assess any submitted assessments. Where your course timeframe elapses, you will be Withdrawn and deemed Not Competent in the course. To complete the course, you will be required to re-enrol and pay the course fee again.

2) Cancellation of the course or program by LET Training

Should LET Training cancel a course for any reason, the students enrolled at the time of cancellation will be entitled to a full refund. This will incur no administrative charges or penalties. Students who have units that have already been assessed as competent will be issued a statement of attainment; and will have the cost of these units deducted from the refund.

3) Refunds and Withdrawal within five (5) days of the date of course enrolment

If a student withdraws from a course within five (5) days of the date of course enrolment of any reason, the student will be refunded the course fees paid, less a \$150 administration fee.

4) Refunds and Withdrawal after five (5) days of the date of course enrolment

Students electing to withdraw themselves from any LET Training course are required to do so in writing.

Where a student has elected to withdraw from a course more than five (5) days from the date of course enrolment of any reason, a refund will NOT apply. The balance of their course fees is payable within 30 days of their notice of withdrawal.

Students will need to complete the Withdrawal Request Form.

5) Refunds and Withdrawal due to illness

In the case of a student withdrawing from a course or program due to illness or extreme hardship, LET Training may, at its discretion, allow an additional term to help the student to complete the course. A refund will not apply if the student withdraws after five (5) days from the date of course enrolment.

6) Request to transfer from one level or qualification to another

You have 30 days from initial course enrolment to request a change to a lower or higher level or any other qualification, this will incur an administration fee of \$150.

Where the qualification level you are transferring to is less than the qualification originally enrolled, a refund of the difference will be provided, minus the administration fee.

Where the qualification price you are transferring to is more than the qualification originally enrolled, a fee of the difference must be paid, plus the administration fee of \$150.

After 30 days of your initial course enrolment, the request for course transfer will not be considered. No refund will be provided and no change to your initial enrolment.

5. Assessing competency

All assessments conducted by LET Training will conform to the assessment guidelines for Nationally Endorsed Training Packages or the assessment criteria attached to specific courses.

Upon enrolment, students will be provided with detailed assessment task specifications and activities specific to the relevant unit of competency (via the Learning Management System).

1) Assessment elements

Elements that may be included (depending on the unit of competency requirements) in the assessment process are:

- Underpinning knowledge for unit of competency requirements;
- Practical ability or skills application;
- Verbal and non-verbal communication (e.g. interactive role-plays, report writing);
- Personal presentation appropriate to the environment.

Assessment usually takes place by way of knowledge and skills assessment. However, these are flexible and at the LET Training assessor's discretion in some courses as long as they meet ASQA guidelines and the requirements for competency for the specific qualification/unit of competency.

2) Assessment attempts

Students are given three (3) opportunities to be assessed for competency in a given course or program.

Where a Student has been assessed three (3) times and is still Not Satisfactory or Not Competent, a conversation with the Student and trainer/assessor will be held to plan the most suitable pathway to continue.

LET Training trainer may allow for further assessment opportunities where special circumstances identified are negatively affecting the outcome of assessment, or the Student is making progress in such assessment work.

The Student may appeal this decision in writing to LET Training. This process is outlined in Complaints and Appeals policy.

3) Flexible assessment

Where possible, a flexible assessment process will be undertaken to consider the requirements of people with special needs or situations including:

- i. Disability
- ii. Cultural background
- iii. LLN difficulties
- iv. Other reasons

Flexibility must not lessen the overall value of a course program but should be seen as a willingness to take different avenues to reach results with the qualification while ensuring the integrity of the qualification, skill set or unit of competency.

6. Recognition of Prior Learning

LET Training is committed to recognising the skills, knowledge and competencies of all students regardless of where and how these skills have been acquired. LET Training will, therefore, ensure that an individual's prior learning and/or current competencies achieved through formal (credentialed), non-formal or informal (non-credentialed) learning and/or training, work experience or other life experience is appropriately and duly recognised in the form of credits or exemptions from units or modules within a course or program of study.

Procedure

LET Training will adopt and deploy a five (5) step process to ensure that all students have fair and equal access to being granted recognition of prior learning or current competency. LET Training will afford this opportunity to enrolled students on a no-cost basis.

1) Information Session

All enrolled students who apply for Recognition of Prior Learning (RPL) will be supported and facilitated through the process by the nominated assessor. All prospective RPL applicants must arrange an Information Session with the assessor.

The applicant will be provided with complete copies of templates for all specific Units of Competency for which RPL is sought.

2) Evidence Gathering

The enrolled student must fully document a claim for RPL. This involves carefully and meticulously selecting and organising a portfolio of evidence. The applicant needs to complete and submit in a single volume:

- i. **RPL Application Form:** duly completed and signed

- ii. Unit of Competency RPL Documentary Evidence (as applicable to the application)
- iii. **Supporting Evidence:** Types of evidence that are appropriate and relevant to the RPL application.

3) Application Submission

RPL Applicants are encouraged to arrange further Information Sessions for support from the nominated assessor/s at any stage throughout the evidence gathering process to ensure a complete and quality submission.

Once the portfolio of evidence is assembled and reviewed, it must be submitted by the applicant under cover of a completed and signed **RPL Application Form**. The applicant must sign the declaration on this form, confirming the authenticity of the work, materials and evidence submitted to LET Training.

All finalised RPL Applications should be submitted to the nominated Assessor in electronic format via LET Training's learning management system (LMS) or email. Prior to submission, it is the responsibility of the applicant to ensure that:

- i. It is clear which Units of Competency that RPL is being sought for
- ii. It is clear which evidence relates to which Unit (including Elements of Competency and Performance Criteria, as applicable)
- iii. The application and portfolio are clear, accurate and fully completed
- iv. Evidence is arranged systematically.

If sufficient evidence has not been provided, the applicant will be advised of further requirements.

4) Application Assessment

The Assessor will determine, through a thorough and systematic review of the evidence, whether the applicant has demonstrated achievement of the competency. The assessor will review the application in full, evaluating it against the respective elements and performance criteria of the relevant Unit(s) of Competency.

The applicant may be required to participate in a consultation session(s) with the Assessor to talk through and verify the materials submitted and further clarify the evidence provided. The Assessor will directly communicate with the applicant and arrange and conduct such a session at a mutually-agreed time(s).

In the event of there being insufficient evidence to make a judgment of competency, the applicant may be asked to submit further evidence, to undertake nominated assessment tasks, and/or demonstrate skills in the workplace or a simulated situation. The assessor(s) may wish to communicate with the applicant's manager or supervisor to validate competency.

Assessors will at all times assess the evidence supporting an RPL application in line with the standards of LET Training Assessment Policy, ensuring the assessment decision is made based on the application of the rules of evidence and principles of assessment.

In making an assessment decision, the Assessor will ensure that it:

- i. Is evidence-based, equitable and transparent.

- ii. Recognises learning regardless of how, when and where it was acquired, provided that the learning is relevant and current and has a relationship to the learning outcomes of the qualification.
- iii. Is academically defensible and takes into account the student's ability to successfully meet the learning outcomes of the qualification.
- iv. Is decided in a timely way so that the student's access to qualifications is not unnecessarily inhibited.
- v. Allows for credit outcomes to be used to meet prerequisites or other specified requirements for entry into a program of study leading to a qualification or for the partial fulfilment of the requirements of a qualification.
- vi. Is formally documented including any reasons for not giving credit or recognition.

RPL assessment processes and decisions will be moderated in line with the provisions of LET Training Assessment policy.

5) Notification of Assessment Determination

RPL Applicants will be notified in writing of the outcome of his/her application. LET Training will retain copies of all materials at all times on the student's file; the materials will be available for such future reference as is necessary.

All RPL applicants have the right to appeal the decision in respect of an RPL application in line with the procedures detailed in LET Training Complaints and Appeals Policy. Unsuccessful applicants will be advised of his/her rights to access this avenue of appeal at the time of notification of the determination.

7. Credit Transfer

LET Training will recognise the Australian Qualifications Framework (AQF) and VET Qualifications and VET Statements of Attainment issued by any other Registered Training Organisation (RTO) within the scope of its registration.

Procedure

1) Application for Credit Transfer

Every student is entitled to apply at no additional charge for recognition of AQF and VET Qualifications and VET Statements of Attainment issued by another RTO in the course or qualification in which they are currently enrolled.

To applying for Credit Transfer must provide LET Training with:

- i. Certified copies of the Qualification(s) or Statement(s) of Attainment (including a transcript of the unit of competencies achieved) which they are seeking to have recognized; and
- ii. Evidence verifying the currency of competencies for which they are seeking recognition.

2) Application Processing

Upon receipt from an enrolled student of the Credit Transfer Application Form and documentation to support a Credit Transfer application, the nominated assessor will review and validate the

documentation for authenticity, completeness and compliance with AQF and VET Quality Framework (VQF) requirements:

- i. Credit Transfer will be granted if the application is satisfied.
- ii. **If NOT satisfied**, the student will be advised in writing that the application has been unsuccessful, detailing the reasons for non-approval.

A student who is aggrieved by the denial of the Credit Transfer application is able to have grievances addressed in line with the provisions of and process detailed in the Complaints and Appeals Policy.

8. Issuing AQF Certification

LET Training will issue Vocational Education and Training (VET) Qualifications or VET Statements of Attainment (as appropriate) to persons who it has assessed as competent in accordance with the requirements of the Training Package or VET Accredited Course within its scope of registration.

1) Issue of Qualification

Within 20 working days of completion of a nationally recognised Training Package or VET Accredited Course qualification, LET Training will issue the successful student with the relevant AQF or VET qualification. In order to ensure that all Qualifications are checked and verified prior to issue and distribution, the following procedure is applied:

- i. Completion of units of competency is progressively recorded and updated by administrative staff member on both the Student Records Database and the individual student's file, as per the Competency Achievement Summary;
- ii. Upon completion of a student's program, LET Training reviews their file records. On satisfaction that all evidence is available verifying full completion of all units of competency comprising the Qualification enrolment, LET Training will complete the necessary **Authorisation to Issue Qualification/Statement Form** and proceed to generate the respective Qualification, with Record of Results detailed on the back of the testamur;
- iii. The Qualification will be signed by LET Training CEO as an authorised signatory;
- iv. LET Training will forward the original qualification to the student, with a copy retained on file. Details are recorded on the **Qualifications Register**, which record will be retained for a period of 30 years or such other timeframe mandated by the VET Quality Framework, the VET Regulator or another authorised body.

2) Issue of Statement of Attainment

LET Training will issue a Statement of Attainment to provide evidence of partial completion of qualification within 15 working days of successful completion of any unit of competency contained within a nationally recognised Training Package qualification.

Where applicable, LET Training will ensure that statements of attainment issued for accredited units governed by any government regulatory and/or quality assurance arrangements adhere to those arrangements.

In order to ensure that all Statements of Attainment are checked and verified prior to issue and distribution, the following procedure is applied:

- i. Completion of the relevant unit(s) of competency is recorded and updated Student Records Database.
- ii. On satisfaction that all evidence is available verifying full completion of all units of competency comprising the Qualification or course enrolment, LET Training proceed to generate the respective Statement.
- iii. The Statement will be signed by LET Training CEO as authorised signatory.
- iv. LET Training will forward the original Statement of Attainment to the student, with a copy retained on file. Details are recorded on the Statement of Attainment Register, which record will be retained for a period of 30 years or such other timeframe mandated by the VET Quality Framework, the VET Regulator or another authorised body.

3) Unique Student Identifier (USI) Required

LET Training will ensure the USI is received and verified from the student prior to the certification insurance.

9. Complaints and Appeals

In line with the provisions of its Complaints and Appeals Policy, LET Training is committed to treating all client complaints and appeals seriously and with top priority, ensuring that all complaint and appeal processes are accessible, clear, transparent, confidential, constructive and fair to all parties.

1) Complaints & Grievances

Any student or other clients, potential student or other clients, or a third party may lodge a complaint or grievance with LET Training with the reasonable expectation that all matters and issues will be treated with integrity and privacy and handled systematically, objectively and appropriately. All complaint and grievance claims, and actions are free of charge.

i. Local Level Resolution

In the first instance, a complainant or aggrieved person should make the best effort to immediately discuss or deal with the matter directly with the person(s) involved.

ii. Formal Complaint Process

If unsatisfied with the local level response to a complaint or grievance or the time taken to resolve the matter, the complainant or aggrieved party may submit a formal complaint or grievance in writing to LET Training using the **Complaint/Grievance Form**. LET Training will deal with the complaint or grievance within a reasonable time, normally within ten (10) working days of receipt of the written complaint or grievance.

LET Training is responsible for:

- Fully understanding the nature of the complaint.
- Exploring all options and possible implications for resolving the issue with the complaint or aggrieved person.
- Avoiding any behaviour which might reasonably be interpreted as judgemental.
- Finding a solution and resolving the matter with the least amount of disruption for all parties.

- When making a complaint or grievance claim, the claimant or aggrieved person has the right to:
 - Be present and make a written presentation to any committee or delegation convened to hear the complaint or grievance.
 - Be accompanied or assisted by a third party at any or each stage of the process, if so desired.
 - Receive and respond to any documentation, as appropriate, that is submitted in connection with a complaint or grievance.
 - Have a complaint or grievance dealt with and treated confidentially with details only disclosed with express permission.
 - Be provided with reasons and a full explanation in writing for decisions and actions taken as part of the complaint or grievance process.
- Have records of all complaints and grievances kept and accessible to all parties for such timeframes as are stipulated by statute or regulation.
- Have records of all complaints and grievances kept strictly confidential and filed on a separate file (not being the student or client file) in a secure location for such timeframes as are stipulated by statute or regulation.
- Supervised access to records of a complaint or grievance and outcome.

Persons who are the subject of concern must know all allegations in relation to the complaint or grievance; they must be afforded all opportunity to put his/her case in response to the allegations on the basis that all parties to a complaint or grievance have the right to be heard.

All relevant submissions and evidence must be considered; matters that are not relevant must not be taken into account. Any and all decisions will be based purely on evidence.

LET Training must ensure that resolutions and/or outcomes to complaints or grievances are:

- Communicated in writing to the complainant or aggrieved person and all other affected parties;
- Recorded, distributed and filed in the prescribed manner;
- Updated on the Complaints & Grievances Register;
- Actioned and closed-out in the timeframes specified or identified.

iii. Possible Complaint Outcomes

Complaints and grievances may be heard on all aspects of RTO operations so there will many different potential resolutions, each offered on the merits of the case. Possible resolutions include, but are not limited to:

- Written undertaking or apology;
- Written agreements in regard to future behaviours or actions;
- Remedial action (e.g. improved practices; corrected records);
- Issue of new or amended policies, procedures or guidelines;
- Conciliation/mediation between the parties under the guidance of a mutually accepted impartial third party (internal or external).

2) Appeals

Appeals may arise from a number of sources including appeals against:

- i. Assessment decisions (including decisions regarding a Recognition of Prior Learning (RPL), National Recognition or Reassessment applications)
- ii. Disciplinary actions
- iii. Decisions arising from complaints or grievances.

The essential nature of an appeal is that it is a request by a student to reconsider a decision made by LET Training. All appeals are free of charge.

iv. Formal Appeal Process

If unsatisfied with the outcome of a complaint or grievance process, the complainant or aggrieved party may submit a formal appeal in writing to LET Training using the **Complaint/Grievance Appeal Form**.

LET Training CEO will appoint an independent person or an independent panel to consider the appeal in light of the supporting evidence provided by both the appellant and respondent(s). Subject to the availability of and processes employed by the independent person or panel, the appellant must receive an appeal decision in writing within a reasonable time, ideally within twenty (20) working days from date of receipt of the Appeal Form by LET Training.

LET Training CEO must ensure that appeal decisions and outcomes are:

- Communicated in writing to the appellant, respondent and all other affected parties.
- Recorded, distributed and filed.
- Updated on the Complaints & Grievances Register.
- Actioned and closed-out in the timeframes specified or identified.

10. Legislative Compliance

LET Training is committed to ensuring that legal compliance informs and underpins all aspects of its operations, including the performance of functions and/or acquittal of responsibilities and obligations by all stakeholders (including its staff and clients). LET Training will keep all stakeholders fully informed at all times of his/her legal obligations.

1) Anti-Discrimination

LET Training will always protect the rights of all individuals to work, train, study, learn and/or participate in an environment free of discrimination. It is committed to providing and maintaining an environment where all staff, students, clients and stakeholders are treated with fairly and equally regardless of the attribute, and afforded equality of opportunity in all areas of employment, work, education and/or access to services and facilities.

2) Anti-Bullying and Anti-Harassment

LET Training will always protect the rights of all individuals to work, train, study, learn and/or participate in an environment free of harassment (including sexual harassment), bullying and/or victimisation. It is committed to providing and maintaining an environment where all staff, students, other clients and stakeholders are treated with respect and dignity, and not subjected to any form of harassment, bullying, threats, intimidation, victimisation and/or harsh and unreasonable behaviour.

3) Work Health and Safety

LET Training is committed to ensuring the health, safety and welfare of its staff, students and clients or affected stakeholders (including contractors and visitors) at all times. LET Training will ensure that all training and assessment activity, learning and work is undertaken in an environment that promotes the health, safety and wellbeing of the individual and protects all stakeholders from health and safety hazards and risks arising out of its activities.

To this end, LET Training, through its management, staff, students, other clients and stakeholders will at times comply with the provisions of the:

- Age Discrimination Act 2004 (Cth)
- Anti-Discrimination Act 1977 (NSW)
- Anti-Discrimination Regulation 2009 (NSW)
- Disability Discrimination Act 1992 (Cth)
- Disability Discrimination Regulations 1996 (Cth)
- Fair Work Act 2009 (Cth)
- Fair Work Regulations 2009 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Sex Discrimination Regulations 1984 (Cth)
- Work Health & Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW).

i. Responsibilities of enrolled students

All enrolled students must:

- Treat all individuals fairly and justly, with due recognition and respect for his/her talents, skills and attributes at all times.

- Ensure that his/her own conduct and behaviour does not condone or encourage unlawful or unacceptable behaviour (such as harassment, discrimination, bullying or victimisation) whatsoever.
- Actively participate and engage in all ongoing anti-discrimination, anti-harassment and anti-bullying awareness training and development as an integral component of his/her learning and development with LET Training.
- Take reasonable care for his/her own health and safety.
- Take reasonable care for the health and safety of others in the training, learning or assessment environment.
- Cooperate with LET Training and with all staff, students, other clients and others in the training, learning or assessment environment(s) to ensure the health and safety of all stakeholders.
- Participate in work health and safety inductions and training programs.
- Wear and/or using all provided personal protective equipment and clothing in accordance with training and instruction specifications.
- Use and maintain machinery and equipment properly and safely.
- Not misuse, damage, refuse to use or interfere with anything provided in the interests of work health and safety.
- Bring to the immediate attention of LET Training any infringements of rights.

4) Privacy

LET Training is committed to protecting an individual's right to privacy. LET Training acknowledges and takes seriously its responsibilities and obligations under the *Privacy Act 1988 (Cth)* and its associated Privacy Principles:

- i. Privacy Act 1988 (Cth)
- ii. Privacy (Private Sector) Regulations 2001 (Cth)

LET Training is therefore committed to complying with these mandates and principles and ensuring the privacy of the information of all students and clients (including prospective students and clients), staff and stakeholders at all times.

5) Collection of Information

In collecting information, LET Training will:

- i. Only collect information for lawful purposes related to its function;
- ii. Only collect information that is necessary and by lawful means;
- iii. Where possible only collect information that is provided by the individual to whom the information relates, collecting it in a way that is not personally intrusive;
- iv. Where information is provided by another party, ensure that collection has been authorised by the individual concerned or by someone who is legally authorised to provide it on his/her behalf; and
- v. Notify the individual that information is being collected, either at the time of collection or as soon as practicable afterwards.

6) Use and Management of Information

LET Training will manage information responsibly by:

- i. Taking reasonable steps to ensure that information held is relevant for the purpose for which it was collected, accurate, up-to-date and not misleading.
- ii. Retaining information for no longer than is necessary, then disposing of it securely in accordance with methods approved by LET Training.
- iii. Securely protecting it from loss or unauthorised access, use, disclosure or misuse, and from unauthorised modification.
- iv. Taking reasonable steps to prevent its disclosure without authorisation.
- v. Disclosure of Information

LET Training will only disclose information where:

- Its disclosure has been consented to in writing by the individual to whom it relates; or
- Its disclosure is required by law and requested in an authorised written form.

vi. Client Access to Records

All current and post-clients; have the right to obtain access to his/her information; to check it for accuracy, currency and completeness; and to make an application for correction of it, as applicable.

To this end, the client is required to submit the request in writing to LET Training for action, such as apply for certification re-issuance or request of training records in progress and after completion.

7) Vocational Education and Training:

As a Registered Training Organisation managed by the Australian Skills Quality Authority (ASQA), LET Training will at all times comply with the provisions of the National Vocational Education and Training Regulator Act 2011 (Cth).

11. Disciplinary Policy

Policy Statement

LET Training is committed to nurturing and maintaining an educational and learning environment in all senses that supports and allows all stakeholders to engage in and enjoy (the use of) opportunities, services, resources, equipment and facilities with personal freedom in the maintained context of an orderly and non-disruptive environment.

LET Training will, therefore, ensure that any risks to the enjoyment of such an environment resulting from inappropriate behaviour or actions are promptly identified and managed. As such, acts of misconduct will be subject to disciplinary measures as deemed appropriate in the circumstances.

Purpose

The purpose of this policy is to ensure:

- 1) All RTO stakeholders act honestly, conscientiously, professionally and reasonably at all times, mindful of his/her responsibilities, the interests of the Registered Training Organisation, and the welfare of all other stakeholders.
- 2) The orderly conduct of affairs and operations of the Registered Training Organisation at all times.
- 3) The ongoing preservation and maintenance of the professional and business reputation of LET Training and its products and services at all times.
- 4) LET Training complies at all times with all aspects of Commonwealth and/or State legislation, regulations, standards and codes of practice (including the standards and requirements of the VET Quality Framework).

Procedure

1) Misconduct

'Misconduct' is defined as any behaviour that impairs the reasonable freedom of other persons to pursue his/her learning, assessment or other activities; that breaches the rules of LET Training; or that otherwise damages the resources, equipment, facilities and/or professional and business reputation of LET Training.

Misconduct is a disciplinary offence. It includes, but is not limited to behaviours, conduct or actions such as:

- i. Wilfully obstructing or disrupting any RTO meeting, activity, learning opportunity or assessment;
- ii. Failing to comply with the reasonable instruction of an RTO staff member;
- iii. Wilfully behaving in any manner that may be detrimental to the health, safety and well-being of the students, clients, staff, or other RTO stakeholders and interested parties of LET Training;
- iv. Wilfully damaging or wrongfully dealing with any RTO property, resources or equipment, or the property, resources or equipment of any persons within premises under the control of LET Training;
- v. Cheating and plagiarism;

- vi. Making a false, fraudulent or misleading representation as to a matter affecting student or client status;
- vii. Breaching any rules relating to the conduct of assessment;
- viii. Any indictable offence which impinges on the operations of LET Training;
- ix. Using LET Training technology or communication facilities or resources in a manner which is illegal, or which will be detrimental to the rights or property of others.

2) Consequences of Misconduct

Where behaviour, conduct or action is deemed misconduct (not being Serious or Gross Misconduct as determined by LET Training Chief Executive Officer (CEO), the following steps will be taken:

Step 1: In the first instance (a first offence); a Verbal Warning will be issued by LET Training at a witnessed meeting or communication session. A written record of this verbal warning will be documented in a **Disciplinary Notification Form** (as signed and dated or otherwise acknowledged by LET Training, student and witness).

Step 2: In the second instance (second offence) a Written Warning will be issued by LET Training at a witnessed meeting or communication session. The Written Warning will be documented in a **Disciplinary Notification Form** (as signed and dated or otherwise acknowledged by LET Training, student and witness).

Step 3: In the third instance (third offence), a Final Written Warning will be issued by LET Training at a witnessed meeting or communication session. The Final Written Warning will be documented in a **Disciplinary Notification Form** (as signed and dated or otherwise acknowledged by LET Training, student and witness).

Step 4: In the fourth instance (fourth offence); a Dismissal Notice will be issued by LET Training at a witnessed meeting or communication session. The Dismissal Notice will be documented in a **Disciplinary Notification Form** (as signed and dated or otherwise acknowledged by LET Training, student and witness).

Where behaviour, conduct or action is deemed gross or serious as determined by LET Training CEO or RTO, the following steps will be taken:

- i. The individual will be immediately suspended by LET Training pending an investigation into the behaviour, conduct or action, and documented in the file (as signed and dated or otherwise acknowledged by LET Training CEO, student and witness);
- ii. The individual will be notified in writing of meeting time with LET Training;
- iii. The individual will be provided with a **Disciplinary Notification Form** detailing the reasons for the disciplinary, being afforded reasonable time and opportunity for response to the allegations;
- iv. The individual will attend at the witnessed meeting at the appointed time;
- v. The individual will be advised of his/her rights in terms of the grievance procedure in respect of the matter;
- vi. LET Training will make a final decision in respect of the matter.

3) Underlying Principles

The following principles underlie and are embedded in this policy:

- i. Matters of misconduct will be treated in a conciliatory manner. Individual circumstances, including extenuating circumstances or factors, that may affect or influence an individual's behaviour will be afforded due consideration.
- ii. When dealing with misconduct, the emphasis is on a timely and prompt resolution of matters.
- iii. LET Training will take all reasonable attempts to assist individuals in difficulties.
- iv. Confidentiality will be guaranteed at all stages of disciplinary counselling, discussion and communication in respect of the misconduct. The mandates of the Privacy Policy will be strictly adhered to at all times, and individuals' rights in this regard will be protected at all times.
- v. LET Training recognises that individuals have the right to access and instigate complaint or grievance claims in response to disciplinary actions in accordance with the provision of the Complaints and Appeals Policy.



Contact LET Training for more information:

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