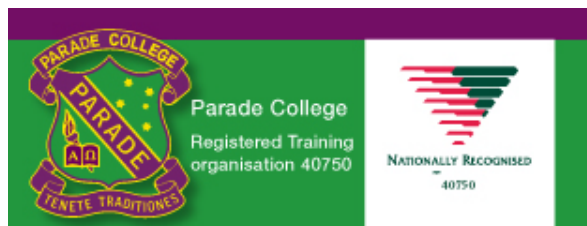




Parade College-RTO Division RTO 40750

Student Handbook





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INTRODUCTION

Congratulations on considering a VET subject at Parade College-RTO. We are proud to offer a range of vocational subjects that provide students with a range of options and opportunities to prepare them for employment or further education and we trust that you will enjoy your vocational studies through the Parade RTO.

A Registered Training Organisation is an approved provider that delivers nationally recognised training and qualifications in Australia's [Vocational Education and Training \(VET\) sector](#). While the Parade College RTO operates within the mainstream Parade College environment there are some key differences and things that you should be aware of, and this handbook will outline these. However, it is important to remember that all Parade College policies and expectations relating to behaviour, engagement and respect are also expectations within the RTO.

Parade College RTO Division is a Registered Training Organisation that was established in 2013 in alignment with the VET Quality Framework and the requirements of the Australian Skills Quality Authority. In 2025 Parade College-RTO secured re-registration until 2032. We offer a range of vocational courses to both internal ('Parade Full-Time') and external ('Parade Part-Time') secondary students. Our courses are delivered by fully accredited trainers whose industry-based knowledge and skills remain relevant and current.

This Student Handbook provides a range of information about the services and courses we offer, and your rights and responsibilities as a student participating in vocational education and training.

If you have any questions or concerns, please visit the dedicated section of the Parade College website (www.parade.vic.edu.au/rto) or email RTO@parade.vic.edu.au

ENROLMENT PROCESS

Parade College – RTO Division requires all students to complete an online enrolment form. Parade Part time students are provided with the link to this form in August of each year and Parade full-time students are provided with the form in the 'headstart' period of each year, following the subject selection process. All students are required to complete a digital Language, Literacy and Numeracy test as a part of the enrolment process and the results of this test will be used to determine an applicant's suitability for the course and to determine whether extra learning support may be required.



VISA REQUIREMENTS

An overseas student in Australia who is on a student visa is permitted to undertake additional study (that is, a course of education or training) at the same time as the principal course for which they hold a student visa. However, any course undertaken by a student visa holder must be registered on CRICOS (or exempted as specified below). **Parade College is not a CRICOS provider.** In some cases, registered training organisations (RTOs) may enrol students who are temporarily visiting Australia on certain visas, other than study visas. However, some visas include restrictions on training. Further information is available from the Department of Home Affairs.

A Legislative Instrument that came into effect on 29 June 2021 now exempts certain courses from the Education Services for Overseas Students Act 2000 (ESOS Act). This means that these supplementary courses can be offered to overseas students without being registered on the CRICOS. Please access the [Education Services for Overseas Students \(Exempt Courses\) Instrument 2021](#) to identify the applicable courses for Parade College

VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic). **Collection of your data**

Parade College is required to provide the Department of Education and Training (DET) student and training activity data.

This includes personal information collected in the Parade College enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Parade College provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at the DET website.

Use of your data

The Department (DET) uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department (DET) may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. This includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).



FEES AND CHARGES

VET course fees will be set by the College on an annual basis.

Full-time Parade College students will receive a detailed fee invoice from the College which itemises such fees and charges applicable to the VET Class enrolment year.

All Part-time Parade students tuition and material fees are invoiced direct to your home school. Please contact your home school Vet Coordinator to discuss applicable payable fees.

All advertised fees will be inclusive of tuition, materials and GST.

Refunds

Refunds for Parade College courses will only be provided under exceptional circumstances and are at the discretion of the RTO Chief Executive Officer. Where applicable, Parade College is committed to a refund process that is prompt, accessible, and easily understood by students/clients.

SECURITY OF PERSONAL INFORMATION

Parade College – RTO Division will take all reasonable steps to ensure that any personal information collected is:

- a) Relevant to the purpose for which it was collected;
- b) Current;
- c) Complete; and
- d) Accurately recorded.

Parade College – RTO Division will store securely all records containing personal information and take all reasonable security measures to protect personal information collected from unauthorised access, misuse or disclosure.

LANGUAGE, LITERACY, NUMERACY AND DIGITAL (LLND) SUPPORT

In order to successfully complete courses offered at Parade College – RTO Division you will need to be able to:

- Read and comprehend simple texts and write a range of short texts in several contexts which may be interrelated.
- Use and respond to language around everyday subject matter and as you progress in your course use the language and terminology specific to your area of study.
- Deal with calculations either manually and/or using a calculator on an as required basis.

Students will be required to complete a language, literacy and numeracy assessment. The outcomes of this assessment will identify whether you need additional language, literacy, numeracy and digital assistance during your chosen course. If during your course of study, you have language, literacy, numeracy and digital concerns that may inhibit your participation or progress in the course, please let your trainer know.



We will make reasonable efforts to modify delivery and assessment procedures and provide additional assistance and services to support your participation and progress. Part time students who are 'funded' for extra learning support should have this support provided to them by their home school when attending Parade College.

STUDENT SUPPORT

All students enrolled in the Parade College RTO have access to all support services provided by the wider College Student Social Services department, including access to college counsellors where appropriate. Learning assistance is available for students in class on a needs basis. Part-time students from external schools may access College support services whilst on campus; and services of their home school when not undertaking studies at the Parade College campus.

Internal support services that may be provided where appropriate include:

- a) Additional coaching from your trainers including phone and email contact.
- b) Course materials available in alternative formats.
- c) Special consideration in assessment including reasonable adjustments.
- d) Flexible delivery and assessment schedules.
- e) Access to the College Library and resource centre.
- f) Access to College laptops whilst on campus
- g) Administrative assistance to complete the enrolment process (Information and communication technology support (ICT).
- h) Involving family/parents/guardians in supporting children, where practical.
- i) Trainer supervised (after-school) homework sessions.
- j) Access and/or referral to the Parade College Student Support Department including:
 - Counselling services
 - Psychologist
 - Speech Therapist
 - Social Worker
 - Special education and student support trainers

AMENDMENTS TO RECORDS

If an individual considers the personal information that Parade College – RTO Division holds about them to be incorrect, incomplete, out of date or misleading, they can request that the information be amended.

Where a record is found to be inaccurate, a correction will be made. Where a student requests that a record be amended because it is inaccurate, but the record is found to be accurate, the details of the request for amendment will be noted on the record



ACCESSING YOUR RECORDS

Students have the right to access or obtain a copy of the personal information and records of participation and progress held by Parade College – RTO Division. Requests to access or obtain a copy of such information can be made to the RTO Office Administration Team, students should allow two business days for information to be retrieved.

STUDENT CODE OF CONDUCT

Students are expected to adhere to the [Student Code of Conduct policy](#) and always behave in a professional manner. Students enrolled or using the services of Parade College – RTO Division should adhere to the following principles:

- Display a commitment to learning and to achieving success.
- Be responsible and accountable for their own learning, behaviour and decisions.
- Actively participate in all activities and learning experiences.
- Work in harmony and respect the rights and opinions of staff and other students; and treat others as they themselves would like to be treated.
- Follow the General Code of Behaviour Parade College – RTO Division requires behaviour to be conducted in a physically and psychologically safe environment conducive to effective learning.
- Students are required to always be punctual so that fellow students are not disadvantaged by lateness or early departure from scheduled classes.
- Students are required to arrive at all scheduled classes with prescribed materials and equipment.
- Students are required to wear clothing and shoes suitable to undertake the training or assessment
- Food or beverages are not to be consumed in class, except for bottled water.
- The use of electronic equipment including mobile phones, earpods, iPods, CD players and the like are not permitted during training.
- Students are expected to always use acceptable and respectful language.
- Students should respect other person's rights to hold different positions and views.
- Students are not to discriminate against another person(s) for their beliefs, nationality, religion, age, gender or associations.
- Taking photographs or filming other participants or staff without their permission is as a breach of their privacy. This also includes posting on Facebook and other social media.
- Recording conversations or trainer presentations without permission would also be viewed as a breach of privacy, and in the case of presentations would contravene our intellectual property rights.

Students who are in breach of the Student Code of Conduct may face disciplinary action. Breaches include but are not limited to:



- Wilful damage or removal of Parade College property.
- Assault or harassment (physical or verbal).
- Cheating or attempting to cheat or assisting any other student to cheat by any means.
- Negligent or disorderly conduct towards a staff member or student.
- Being under the influence of alcohol or drugs.
- Smoking or vaping on campus including grounds and buildings.
- Infringing copyright.

In addition, students should also note that enrolment may be suspended or discontinued by Parade College for:

- Behaviour that threatens the safety of others, interferes with the duties of staff or other participant's study, damages or threatens Parade College property, or the good order of Parade College
- Nonpayment of course/module/unit fees.
- A second incident of cheating or plagiarism.

STUDENT DRESS CODE

Trade-based subjects require students to wear high-visibility clothing, available from Academy Uniforms. Parade College full-time students wear yellow and part-time students wear orange. This uniform must have the Parade College logo on it. No hoodies are permitted at any time.

Courses that require students to wear a specific uniform as outlined in the "Uniform/Equipment List" – are required to always wear the correct uniform during their training – No exceptions unless due to medical reasons which requires prior approval. If a student is not wearing the correct PPE, they may be sent home on their training day or excluded from practical activities which can have an impact on their progress

Jewellery

Small stud/sleeper piercings in the ears are permitted (one per ear)

Rings, bracelets and chains are not permitted. If an item of jewellery is precious or important in any way it is safer at home, away from possible accidental damage or loss.

Students will be asked to remove their jewellery; confiscated items will be placed in an envelope which can be collected at the end of the day.

Grooming

Whilst Parade Part Time students are allowed to have long hair, hair length past their collar must be tied up, and a hair net must always be worn whilst in the trade centre – this ruling applies to all students. Trainers can provide the hairnets to students upon request.



DRUGS AND ALCOHOL

Nonprescription drugs, substances and alcohol are not permitted

Offenders will be subject to disciplinary action, and police action may also be taken.

SMOKING AND VAPING

Smoking and Vaping is not permitted on campus, including grounds and buildings.

Students caught smoking or vaping will be subject to disciplinary action.

MOBILE PHONES

Students must not use mobile devices during school hours except when given explicit permission by their trainers, for learning purposes. Mobile phones must be turned off and securely stored in the student's bag. Mobile phones brought to school are at the owner's own risk.

Mobile phones may be confiscated by Parade College staff and will be returned to the student at the end of the learning session.

ATTENDANCE REQUIREMENTS

If you are unable to attend a session, please contact your home school Vet Coordinator if you are a Part-time Parade student to advise absence.

Parade Full-time students need to log absences via PAM (Parent Absence Module).

Late arrival is also not accepted

Note students are not permitted to leave and should remain in close

CHEATING AND PLAGIARISM

Cheating and plagiarism are serious breaches of conduct and may result in disciplinary action.

Cheating includes but is not necessarily limited to:

- Submission of work that is not the student's own for papers, assignments, or examinations Submission of work which has been stolen, purchased, or borrowed.
- Submission of work which has been stolen, purchased, or borrowed.
- Submission or use of falsified data.
- Collaboration in the preparation of an assignment unless such collaboration is specifically permitted or required by the assessor.
- Use of unauthorised material including textbooks, notes or computer programs during an examination.
- Submission of the same work for credit in two courses.



Plagiarism means to take and use another person's ideas or work without acknowledgment. Whether inadvertent or deliberate plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources, or presenting substantial extracts from books, articles, internal reports, lecture notes, CD's or the internet, without clearly indicating the origin.
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgment in the form of reference to the original work.
- Use of another person's ideas, work or research data without acknowledgement.
- Copying computer files without clearly indicating their origin.

Further information about cheating and plagiarism including preventative strategies can be found in the [Cheating and Plagiarism policy](#), available on the Parade College - RTO Division section of the Parade College website.

ASSESSMENT

During your course, you will be assessed by a qualified assessor, who will use a variety of assessment methods to determine your progress and level of skill and knowledge. Detailed assessment information for each unit/module of your course will be provided at the beginning of each unit or module.

Assessment outcomes for each unit/module will be noted C – Competent or NYC – Not Yet Competent. You must satisfactorily complete all assessment components of each unit/module to be deemed Competent (C) in the unit.

If you are assessed as Not Yet Competent, comments and feedback will be provided to you detailing the requirements to achieve competency. A timeline will also be negotiated for re-assessment to occur.

At the end of your course and subject to satisfactory completion of all units/modules, a Certificate will be issued to you. If you do not satisfactorily complete all course units/modules, you will be issued with a Statement of Attainment for those units/modules successfully completed.

At any stage of the assessment process, the student can lodge an appeal related to an assessment decision. Refer to the Complaints and Appeals section of this booklet for further information.

SPECIAL CONSIDERATION IN ASSESSMENT AND REASONABLE ADJUSTMENT

If you are experiencing circumstances beyond your control which are impacting on your ability to meet the assessment requirements of the course, you should discuss this with your trainer as soon as possible, and in all instances prior to due date of an assignment or the administration of an assessment task (e.g. test or exam). Depending on the nature of your request the matter will usually be resolved by your trainer.

In some circumstances the matter will be referred to the Executive Officer RTO for further consideration. You may also be required to write a letter to the Executive Officer RTO and include the reasons for requiring the special consideration.



Evidence to support the request (e.g. doctor's certificate) may also be required. Based on the information provided, the Executive Officer RTO in consultation with your Trainer will determine if the request for special consideration is approved or not approved. You will be advised in writing of this decision, and if approved, the changes to the assessment process will be implemented.

It's important to realize that there might be limited options for making fair changes in some of the assessment tasks for specific units. This is because demonstrating the necessary skills and providing related documents is a crucial aspect of assessing those units. For instance, it's worth mentioning that the HLTAID (first aid related units) competency standards do require a certain level of physical capability to meet the evidence needed for assessment. These standards are linked to the level of performance necessary for providing resuscitation and responding to emergencies where there's a potential risk to someone's life. Due to the potential risks to health and safety, especially if a designated first aider or a responsible worker can't meet the established standard for performing resuscitation or first aid, it's not appropriate to issue a certificate to students who are physically unable to meet these assessment requirements. Additionally, it's important to consider the potential impact of various medical issues, such as back injuries, aches/pains, knee problems, sprains, dislocations, fractures, allergies, or asthma during physical activity, as well as other physical conditions. These factors could affect your ability to complete the first aid training and assessment.

CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING (RPL)

Credit transfer is the granting of credit to an individual for units of competency/modules previously completed. The application process determines the extent to which your initial course's units of competency/modules are equivalent to the required competency/module outcomes, or standards in a qualification.

Credit transfer:

- Recognises the qualifications and statements of attainment issued by any other RTO, or
- Applies where a unit of competency/module previously attained does not have the same unit code or unit title; however, the Training Package states that it is equivalent to the unit of competency being sought.
- Credit Transfer can also be applied to other certifications and formal learning, such as tertiary qualifications where equivalence can be demonstrated.

You will be required to attach a certified copy of the qualification, statement of attainment and/or certificate issued by the training provider where you completed your course. Please be aware that Parade College – RTO Division staff will contact the training provider to verify the authenticity of qualifications, statements of attainment and certificates. If direct recognition is clearly established, you will receive full status and not be required to undertake additional training and assessments. If equivalence, Parade College – RTO staff will undertake a gap analysis and inform you of the outcome in writing. No fees apply to Credit Transfers.



Recognition of Prior Learning (RPL)

Recognises the knowledge and skills you have gained through previous informal training, and past work and life experience. Your prior training and experience must be deemed equivalent to the units you will be undertaking within your course, as Parade College – RTO Division must be satisfied that you are ‘competent’ in these unit/s prior to granting the RPL.

As a result, the granting of RPL is not always automatic, depending on when your prior learning/experience occurred and how this translates into the units in which you are enrolling. You may need to undergo some testing prior to RPL being granted. In other instances, your provision of transcripts with past results may be sufficient.

If you are granted RPL, you will be partially or fully exempt from completing those parts of your course.

Applying for Recognition of Prior Learning (RPL)

If you think that you might be able to apply for RPL, talk to the Executive Officer RTO preferably before or at the start of course commencement.

You will be provided with a RPL Application Kit which includes an application form, a self-assessment tool, and instructions. A separate appointment will generally need to be made to assess your RPL application, and an RPL Assessment Fee will apply. Details of RPL fees are provided within the RPL Kit.

If you are confused about whether to apply for credit transfer or recognition of prior learning, bring in your documentation and the Executive Officer RTO will assist you.

CERTIFICATES AND STATEMENT OF ATTAINMENT

Parade College – RTO Division will ensure the issuance of Certificates (Qualifications) and Statements of Attainment to students that have been assessed as competent in accordance with the requirements of the Training Package and/or Accredited Course on our Scope of Registration.

If a student withdraws before completing the course and you have successfully completed one or more units for competency for a national qualification you will receive a Statement of Attainment listing all competencies completed. When all requirements of a national qualification are met you will receive a Qualification certificate and a record of results.

COURSE CANCELLATION:

In the event of a training course being cancelled by Parade College – RTO Division all students enrolled in the course will have the option of being transferred to an alternate course, or having a full refund of monies paid.



CEASE TO OPERATE AS AN RTO:

If Parade College – RTO Division ceases to operate as an RTO, Parade College will:

- Issue a Statement of Attainment to include all units of competency/modules that have achieved a Competent Outcome.
- Refund the portion of the course that has not been delivered. The refund amount will be calculated proportionally based on the units of competency/modules that have not been delivered; and

To the best of our ability, we will refer you to another suitable RTO with the same qualification on their scope of registration.

REPLACEMENT CERTIFICATES

Student results are held by Parade College for a period of thirty years. If your certificate or statement of attainment is lost, damaged or stolen, you can contact our Student Services Administration Officer to organise a replacement. Students can request copies of certificates or statements at any time for an additional charge of \$30.00. Please be aware that verification of personal details will be required prior to re-issue.

FEEDBACK

Student Feedback

Feedback is important to us, so please provide us with your thoughts at any time during the course. A formal feedback process, via online surveys, will be conducted on course completion. If for any reason you have a concern about any aspect of the course or believe you did not receive the training and assessment services for which you enrolled, then please raise this with a member of the RTO team or via our Complaints and Appeals Procedure.

Parent/Carer Feedback

Similarly, parent/carers feedback is also important to us. Parents/carers will be informed of student progress via school reports and parent/trainer interviews with the latter providing a useful opportunity for parents/carers to directly comment on the course and give their views of student progress. If for any reason parents/carers have a concern about any aspect of the course or believe the provision of training and assessment services do not align with those publicised by the Parade College – RTO Division, then please raise this with a member of the RTO team or via our Complaints and Appeals Procedure.

LEGISLATION

As a registered training organisation Parade College – RTO Division is required to comply with relevant Commonwealth and State legislation including but not limited to:

- National Vocational Education and Training Regulator Act 2011 (Cwth)
- Standards for Registered Training Organisations 2025 (Cwth)
- Privacy Act 1988 (Cwth), Australian Privacy Principles and Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Commonwealth), Victorian Government VET Student Enrolment Privacy Notice and National VET Data Policy.



- Work Health and Safety Act 2011 (Commonwealth), Occupational Health and Safety Act 2004 (Vic) and Occupational Health and Safety Regulations 2017 (Vic)
- Copyright Act 1968 (Cwth)
- Sex Discrimination Act 1984 (Cwth)
- Racial Discrimination Act 1975 (Cwth)
- Disability Discrimination Act 1992 (Cwth)
- Equal Opportunity Act 2010 (Vic).
- Student Identifiers Act 2014 (Cwth)
- The Worker Screening Act 2020 (Vic)
- Education Services for Overseas Students Act 2000 and Education Services for Overseas Students (Exempt Courses) Instrument 2021
- Child Wellbeing and Safety Act 2005 (Vic)
- Child Safe Standards

ACCESS, EQUITY AND DISCRIMINATION

Parade College – RTO Division is committed to ensuring that:

- Access and equity principles are applied to all aspects of its operations, promoting full and equal opportunities for all students, prospective students and other clients.
- No person is discriminated against, harassed or treated unfairly in their dealings with the Parade College - RTO Division.
- Each student has access to the level of support required to enable them to reach their full potential without it causing unjustifiable hardship to the organisation.
- The Parade College - RTO Division complies with relevant Equal Opportunity and Discrimination legislation.
- Develops a culture that prevents racism and promotes respect for Aboriginal culture, those unable to live at home, LGBTQIA+ communities, students with disabilities, cultural differences or disadvantages.

WORKPLACE HEALTH AND SAFETY (WHS)

Parade College – RTO Division is committed to ensuring that students and staff are safe from injury and risk to health and welfare while on our premises. The Parade College – RTO Division endeavour to meet its obligations under the Occupational Health and Safety Act 2004 (Victoria).

In summary:

- All students need to identify any potential hazards in the training centre or surroundings and report any hazards to their trainer.
- All students need to report to the trainer if any injury occurs during a training/assessment session, and report to the first aid office and fill out an incident report.
- All students must wear appropriate clothing, footwear and personal protective equipment whilst in the training centre as advised by your trainer.
- All students should make themselves aware of fire exits and evacuation procedures.



OH&S principles are everyone's responsibility and all people who use the facilities and equipment provided by Parade College – RTO Division need to be aware of correct behaviour and reporting methods for breaches of OH&S.

CHILD SAFETY

If you find any reason to be concerned about your safety or believe that Parade College - RTO Division is not meeting the Child Safe Standards, please refer to Parade College's [Child Safe Standards](#) on our College website.

THIRD-PARTY – PARTNER ARRANGEMENTS

Parade College acknowledges that we are accountable for the services delivered under our registration, regardless of who delivers the service or where they are based.

Where such services are delivered on our behalf by a third-party partner, delivery of services will be underpinned by an articulated written agreement that fully expresses the roles and responsibilities of each party and any monitoring arrangements. Services that may be delivered by a third-party partner are limited to training and assessment delivery. It should be noted that the hiring of trainers and assessors as contractors, arrangements for advertising our services, workplace supervision and information technology support, as well as counselling, mentoring or mediation services, do not constitute a third-party partner arrangement.

Organisations may enter a third-party partner arrangement with include non-registered training providers.

Parade College is aware of its obligation to inform the Australian Skills Quality Authority (ASQA) and any relevant funding bodies when it enters into a written agreement with a third-party partner for the delivery of services. The relevant authorities will also be notified when a third-party partner agreement comes to an end

COMPLAINTS AND APPEALS

If you have a concern about any aspect of your course, or if a problem arises between you and another student, or you and a member of staff, there are several options available to you which are detailed in the Parade College – RTO Division [Complaint and Appeals procedure](#), available on the Parade College - RTO Division section of the Parade College web site.