

**PLANT AND MACHINERY  
ASSESSING SERVICES**  
(RTO 5257)

**STUDENT HANDBOOK**



*Issued to:*

**Student Name:.....**

**Date:.....**

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## **NATIONALLY ACCREDITED COURSES ON OFFER:**

Please see our website <http://www.pamas.com.au/> for a full up to date list of the courses offered.

## **ADMISSION PROCEDURE & CRITERIA**

### ***FINANCIAL SAFEGUARDS EMPLOYED TO PROTECT STUDENT FEES: (WHERE APPLICABLE)***

Our RTO will accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student by only such that at any given time, the total amount required to be paid which is attributable to the costs yet to be incurred on behalf of the student for tuition or other services yet to be delivered to the student does not exceed \$1500.

### **REFUND OF STUDENT FEES:**

If course fees are pre-paid, a refund of 90% of the fee will be refunded if notice of failure to attend is given FIVE (5) days prior to start of course. You must enrol to be admitted to the course.

Prices will be notified in the advertising of the particular course, and/or on application for enrolment to the course.

### ***CREDIT ARRANGEMENTS:***

Not available at this stage. Private arrangements to be made.

## **COURSE DEVELOPMENT**

### ***INDUSTRY / MARKET NEEDS:***

In response to economic, industrial and social change, the federal government, industry and unions have developed policies and structures to increase and improve the provision of training. Structured and accredited training programs are now being provided not only in traditional training institutions but, also in workplaces.

These courses have been structured to address the National Competency Standards and to meet the demand for skilled employees in the workplace. Some of these courses are fee for service private courses.

### ***ASSESSMENT PROCEDURES***

The assessment approach meets the national framework for the recognition of training related assessment; namely, validity, reliability, flexibility and fairness as interpreted by State and Territory authorities. These outcomes may be assessed using the following methods:

- short and long answer questions
- practical exercise
- demonstration using test equipment
- simulation of faults
- multiple choice questions
- visual responses sought

### ***DELIVERY MODES***

These courses have been designed to support flexible delivery. The accredited courses on offer are governed by the National Skills Standards Council (NSSC).

### ***RESOURCES***

Where specialist physical resources are required for the delivery of these courses, they will be supplied by PAMAS unless stipulated in the written quotation. Participants will be notified prior to course commencement of any Personal Protective Equipment (PPE) they will be required to use during the course. Regrettably PAMAS is unable to provide some equipment due to health regulations. Participants will undergo a site induction will cover Health and Safety, Security issues.

## **FACILITIES AND EQUIPMENT**

Transport will be the responsibility of the course participant. (Student).

There will be demonstration of equipment relevant to the course.

Competency outline supplies the information relating to the competency.

Student Guides and/or hand out material will be supplied. Where textbooks are required they may be borrowed or purchased through PAMAS.

## **RULES & REGULATIONS**

The following apply to all persons ie. staff and students:

An individual's property is to be respected and not interfered with without prior consent. Look after your own possessions, PAMAS accepts no responsibility for personal property lost or stolen during training sessions.

Nobody has the right to interfere with another's ability to learn through disruption of classes or harassment of any kind.

No aggressive physical contact or verbal abuse is to occur between any persons.

Smoking is not permitted within the confines of the building and/or where smoke can enter the building, and is discouraged on the premises.

Drinking alcohol is not permitted on the training premises. Any person on the premises who appears to be under the influence of some substance will be withdrawn from the class until deemed fit to attend.

Eating or drinking is not permitted in any space other than the designated areas.

Clothing and behaviour should be appropriate and not cause offence to anyone.

Mobile phones are to be turned off during classes and in study areas.

## **DISCIPLINARY POLICY**

All disciplinary matters will be handled by the Principal.

Students and staff at all times must maintain appropriate behaviour and follow any PAMAS "Rules and Regulations". Penalties for breaches of rules or unsuitable disruptive behaviour can include exclusion from attendance or dismissal from course participation depending on the nature and severity of the breach. In the case of minor breaches, a warning will be given and penalties imposed for subsequent breaches. In the case of major or repeated breaches, penalties may be imposed immediately.

If disciplinary matters are dependent on complaints or appeals matters then the policy reverts to the procedures in place for such matters.

## **FACILITATORS**

Facilitators of the courses will be required to have as a minimum qualification, a Certificate IV Training and Assessment TAA40104 or equivalent.

Facilitators will also be expected to have additional relevant industry experience and qualifications.

## **WORKPLACE HEALTH AND SAFETY**

Safe workplace procedures must be followed to ensure own safety and that of others.

If "Safety Boots", "specialised clothing" and "safety equipment" are a requirement of the location of the course delivery (your workplace) they must be worn as required. Failing to wear the appropriate Personal Protection Equipment (PPE) will exclude you from that part of the course.

## **PARTICIPANT SUPPORT SERVICES**

This training and assessment centre works in conjunction with professional advisors and professional assistance may be accessed through your Facilitator. This includes students with special needs eg. Language Literacy and Numeracy. This is often done in consultation with Employers.

If the Participant requires additional tuition during the course, contact your Facilitator, who will endeavour to correct any problems you may be having and will assist you in obtaining the maximum benefit from the course.

## **ENTRY REQUIREMENTS**

Some courses have prerequisites.

Barriers identified are in relation to the necessity of being able to comprehend the relevant information required to further a trade or work competency.

These are equal opportunity courses for all those meeting the prescribed prerequisites.

## **PARTICIPANT VARIABLES:**

Geographical locations that may affect experience in the workplace, for example rural and outback communities or socio economically disadvantaged communities that do not normally have access to equipment.

## **RECOGNITION OF PRIOR LEARNING (RPL) AND COMPETENCY BASED TRAINING (CBT)**

Applicants who believe they are already competent in relation to the learning outcomes can apply for recognition of prior learning. Recognition of prior learning outcomes will be determined on an individual basis and will involve judging the competencies attained by the applicant through previous training, work experience or life experience. Contact your course Facilitator for further information if required. These are Competency Based Courses that address the national competency standards.

## **STATEMENT OF ATTAINMENT**

Where a participant has not been successful in all the required competencies a "Statement of Attainment" will be issued. Participants can reapply to undergo training and undergo assessment again at a later date or they may apply for reassessment only. Please see the Principal to discuss the most suitable option.

## **COMPETENCIES TO BE ACHIEVED BY PARTICIPANTS**

On successful completion of courses the participants will be able to carry out the learning outcomes as described in the student guides supplied as part of the course.

It is the aim of the course to enable students to develop the knowledge, skills and attitudes required to competently perform the outcomes acquired from the achievement of the competencies in the course.

## **COMPLAINT / APPEAL PROCEDURE**

In the first instance, try to discuss the problem with your Facilitator. If this is not successful, ask for a copy of form QAD010 [Procedure for Complaints](#) which will be supplied together with a stamped envelope for forwarding to the Principal for review.

Mediation will be obtained where applicable and strategies will be put in place and if necessary Participant will be directed to the Government Department that may be relevant to the problem.

A cooling off period of 21 days is permitted for appeal.

## **CODE OF PRACTICE**

### **EDUCATIONAL STANDARDS**

PAMAS will adopt policies and management practices which maintain high professional standards in the marketing and delivery of vocational education and training services, and which safeguard the interests and welfare of participants.

We will maintain a learning environment that is conducive to the success of trainees. We will deliver courses provide adequate facilities and appropriate methods and materials. We endeavour to keep up to date with industry trends and legislative requirements.

### **MARKETING**

PAMAS will market their vocational education and training product with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons will be drawn with any other provider or course. If you do not wish to receive marketing material please contact the Principal.

## TRAINEE INFORMATION

PAMAS will provide accurate, relevant and up-to-date information to trainees prior to commencement. This will be included in this Student Handbook, but not be limited to:

code of practice

admissions procedures and criteria

copy of the refund policy

total costs/fees to trainees

certification to be issued to the trainee on completion of the course

competencies to be achieved by trainees

assessment procedures

arrangements for the recognition of prior learning .grievance / appeal procedure

facilities and equipment; and

trainee support services

Should unforeseen circumstances occur which impact on the completion of your training with PAMAS, our Company guarantees to source another suitable training provider to complete the training and assessment. If this is not possible, then our Company will provide a full refund of any fees that have been paid.

## RECRUITMENT

Recruitment of trainees will be conducted at all times in an ethical and responsible manner and consistent with the requirements of the curriculum. PAMAS will ensure that trainee selection decisions comply with equal opportunity legislation.

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on the applicant's qualifications and proficiency's.

## PRIVACY

**Our Commitment** - In handling your personal information, PAMAS is committed to complying with the Privacy Act 1988 and the National Privacy Principles. A copy of our Privacy Policy is available on the Internet or on request.

**PAMAS's use of your personal information** We collect personal information from you when you apply to use our products and services. This information enables us to provide:

- the products and services you require; and
- information about products and services available to you from PAMAS including information about upcoming courses.

We do not generally collect information that is 'sensitive personal information' as defined by the *Privacy Act* 1988. Such information will only be collected from you and will only be used for the purpose for which it was collected.

### Our disclosure of your personal Information

Personal information is treated as confidential within the PAMAS and is used by us for the purpose for which it was collected or for a related purpose. Related purposes may include:

- · our own market analysis and product development;
- · informing you about new products or services;

In providing products and services to you it may be necessary for us to provide your personal information to the Division of Workplace Health and Safety and its Officers. We do not disclose sensitive personal information to other third parties without your permission or instruction unless required by Law to do so.

If you supply us with information about another person, you represent to us that you are authorised to do so and you agree to show that person a copy of this statement and to tell the person that:

- we are holding personal information about that person;
- personal information collected about that person will be used for the primary purpose for which it was collected and related secondary purposes;
- personal information collected about that person may be disclosed to third party organisations as described in this statement;
- they have the right to access and correct personal information we hold about that person; and
- the information may be disclose as set out **in** this form.

### **Information about you from third parties**

We may need to source information about you from a third party. Wherever possible this will be done with your authorisation, or where this is not possible, we will inform you when such information is collected.

**Security of your personal information** In line with new technology, we are continually improving the security of this information we collect. PAMAS takes all reasonable steps to protect the personal information of persons by:

- securing all files with personal information in locked cabinets;
- only providing relevant staff with access to personal information;
- de-identifying personal information that is not necessary;
- destroying information after the required retention period;
- ensuring the computer is secure at all times by the use of firewalls and up to date virus detecting software;
- audits of the computer systems; and
- password access to the computer system.

### **Your rights to access information**

Under the Privacy Act, in most cases you have the right to access personal information we hold about you. If the information is incorrect, you have the right to require us to amend the information.

We rely on the accuracy of the information you provide to us. If you believe or know that information we hold about you is incorrect, out of date or incomplete, please contact us on 07 3274 5496 and we will make all reasonable efforts to correct the information.

### **REFUNDS**

PAMAS will safeguard fees paid by trainees. We will have a refund policy that is fair and equitable. Should PAMAS cancel any course, participants are entitled to a full refund or transfer of funds to a future course.

An initial non-refundable deposit of 15% will apply to all courses, payable one week before course commencement.

No refund is available to participants who leave before finalising the course/competency unless they can provide a medical certificate or show extreme hardship. In that case fees may be refunded on a pro-rata basis. However should participants wish to finalise incomplete competencies in a future course the original fee payment can be used as a credit towards that course with (six months of initial payment).

All monies received are placed in a separate account and are not accessed until the course commences. A relevant proportion of fees paid for courses will remain in that account until the course is completed, to ensure pro-rata refunds for eligible students.

### **TRAINEE COMPLAINTS / APPEALS**

PAMAS will have a fair and equitable process for dealing with trainee complaints/appeals. In the event that complaints cannot be resolved internally, providers will advise trainee of the appropriate legal body where they can seek further assistance.

### **GUARANTEE**

PAMAS will honour all guarantees outlined in our Code of Practice.

### **INTERNATIONAL STUDENTS**

PAMAS will be bound to the Education Services for Overseas Students (Registration of Providers financial Regulations) Act 1991.

### **ACCESS AND EQUITY**

RTO Access and Equity Policy is documented in the Compliance Manual as below:

Plant and Machinery Assessing Services applies access and equity principles and provides timely and appropriate information, advice and support services, which assist clients to identify and achieve their desired outcomes.

Plant and Machinery Assessing Services meets the needs of individuals and the community through the integration of access and equity guidelines. Plant and Machinery Assessing Services will ensure that equity principles for all people are implemented through the fair allocation of resources and the right to equality of

opportunity without discrimination. Plant and Machinery Assessing Services will increase opportunities for people to participate in the vocational education and training system, and in associated decisions, which affect their lives.

Plant and Machinery Assessing Services prohibits discrimination towards any group or individuals in any form, inclusive of but not limited to:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or ethno-religious background
- Marital status
- Homosexuality (male or female, actual or presumed)
- Age (in relation to compulsory retirement)

Access and equity issues are considered during training package/product development.

Access and equity issues are considered in training delivery and assessment

Plant and Machinery Assessing Services includes access and equity policies in a Code of Practice supplied to all clients.

Plant and Machinery Assessing Services advises all relevant personnel of any instruments or strategies that are implemented to support access and equity requirements. These strategies must be adhered to at all times.

Plant and Machinery Assessing Services disseminates clear information to each client, prior to enrolment, which includes the following:

- i client selection, enrolment and induction/orientation procedures;
- ii course information, including content and vocational outcomes;
- iii fees and charges, including refund policy and exemptions (where applicable);
- iv provision for language, literacy and numeracy assessment;
- v client support, including any external support Plant and Machinery Assessing Services has arranged for clients;
- vi flexible learning and assessment procedures;
- vii welfare and guidance services;
- viii appeals, complaints and complaints procedures;
- ix disciplinary procedures;
- x staff responsibilities for access and equity; and
- xi Recognition of Prior Learning (RPL) arrangements.

## **NATIONAL RECOGNITION**

Plant and Machinery Assessing Services recognises qualifications and Statements of Attainment, within the **AQF**, issued by any other RTO.

Plant and Machinery Assessing Services advises clients of National recognition obligations in Plant and Machinery Assessing Services' Code of Practice.

Plant and Machinery Assessing Services provides information to staff on the requirements for National recognition of AQTF qualifications and Statements of Attainment awarded by other organisations, through staff induction, noticeboards, and Code of Practice.

## **COMPLIANCE WITH THE AQTF ESSENTIAL CONDITIONS AND STANDARDS FOR CONTINUING REGISTRATION**

Plant and Machinery Assessing Services wish to confirm that we ensure compliance with these conditions and standards as outlined below:

## **CONDITION 1 GOVERNANCE**

**The RTO's Chief Executive must ensure that the RTO complies with the AQTF Essential Conditions and Standards for Continuing registration and any national guidelines approved by the National Quality Council or its successors. This applies to all of the operations within the RTO's scope of Registration, as listed on the National Training Information service.**

PAMAS includes the AQTF Essential Conditions and Standards for Continuing Education within its Student Handbook which is freely available for download or in a hard copy on request at no cost to the Student/ Employer. Each on of the conditions is addressed in the Handbook.

**The RTO's senior officers and directors or substantial shareholders who are in a position to influence the management of the organisation must satisfy fit and proper person requirements unless these requirements have already been met through other legislative provisions.**

PAMAS is run solely by John Francis Miguel (Principal) and has no other officer, director or shareholder.

**The RTO must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.**

PAMAS undertakes a comprehensive systematic survey from all its students and employer bodies and any contract trainers. These are reviewed promptly by the Principal and any necessary action taken immediately should improvement be required or further investigation into compliances which are dealt with via the Complains/ appeals process as outlined in this Handbook.

## **CONDITION 2 - INTERACTIONS WITH THE REGISTERING BODY**

**The RTO's Chief Executive must ensure that the RTO cooperates with its registering body:**

**in the condition of audits and the monitoring of its operations**

**by providing accurate and timely data relevant to measures of its performance**

**by providing information about significant changes to its operations**

**by providing information about significant changes o its ownership**

**in the retention, archiving, retrieval and transfer of records consistent with its registering body's requirements**

**by providing a statement demonstrating its financial viability and or its annual financial statements and /or a business plan on require of the registering body**

PAMAS prides itself on maintaining timely and accurate interactions with the Registering Body in all areas as outlined above. See <http://training.qld.gov.au/resources/training-organisations/pdf/change-organisational-status-policy.pdf>

## **CONDITION 3 - COMPLIANCE WITH LEGISLATION**

**The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements hat are relevant to its operations and its scope of registration. It ensures that its staff and clients are fully information of these requirements that affect their duties or participation in vocational education and training**

PAMAS Chief Executive attends any Commonwealth, State seminars as required / offered by the Department of Workplace Health and Safety Queensland. We are in receipt of automatic email notifications of legislative changes. Our staff are electronically informed in a timely manner of any changes that may impact on our business. In complex issues meetings are held to explain the changes fully. We also have a business arrangement with our major clients to advise of any upcoming changes to legislative requirements that may impact their business as a free services to them.

## **CONDITION 4 - INSURANCE**

**The RTO must hold insurance for public liability throughout its registration period.**

PAMAS confirms that it holds Public Liability Insurance (Broker Sawtell and Salisbury), Professional Indemnity insurance (broker Sawtell and Salisbury) and Workcover insurance. Copies can be supplied at any time on request. All insurance policies are current throughout the registration period.

## **CONDITION 5 FINANCIAL MANAGEMENT**

**The RTO must be able to demonstrate to its registering body, on request, that it is financially viable at all times during the period of its registration.**

A letter of solvency can be obtained on request by the Registering Body at any time from our Accounts.

**The RTO must provide the following free information to each client:**

**the total amount of all fees including course fees, administration fees, materials fees and any other charges.**

PAMAS discloses all fees in detail either in a Tender Document or in a written quotation. No costs will be disclosed during telephone enquiries or at meetings. All written quotations are retained by our Company and outline all costs to the client including training costs, assessment costs, travelling costs, material/ hireage costs and administration costs if applicable.

**payment terms, including the timing and amount of fees to be paid and any non-refundable deposit / administration fee.**

PAMAS does not take deposits, partial payments or progressive payments. We do not charge administration fees for enrolments or quotations. Our Company requires new clients to issue a Purchase Order and requirements payment on issue of invoice at the completion of training/ assessment within 14 days. See our Refund Policy.

**the nature of the guarantee given by the RTO to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.**

Should the situation arise that our Company is unable to complete the training and /or assessment once commenced, we would assist students by referring them to another RTO or provide a full refund should any monies be already paid.

**the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment, and**

PAMAS charges an administration fee for the issuance of replacement Statements of Attainment at the cost of \$40.00. Should PAMAS have to reissue the Department of Workplace Health and Safety High Risk Work Forms due to loss within 60 days at a cost of \$40.00 but the student must attend our office to enact their signatures. However, PAMAS cannot reissue these forms outside of 60 days from initial assessment as WHSQ requires full re-assessments outside this time. This re-assessment is at the student's cost i.e. the original assessment fee as quoted is payable again.

**the organisation's refund policy.**

See our Refund Policy in this handbook.

**Where the RTO collects student fees in advance, it must ensure it complies with one of the following acceptable options:**

**Option 1 the RTO is administered by a State, Territory or Commonwealth Government agency, or**

(not applicable to PAMAS)

**Option 2 the RTO holds current membership of an approved Tuition Assurance Scheme, or**

(not applicable to PAMAS)

**Option 3 the RTO may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencements, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1500.00 or**

(in the event where fees are taken prior, PAMAS will use this option)

**Option 4 the RTO holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of the funds held by the RTO which are prepayments from students (or future students) for tuition to be provided by the RTO to those students, or**

(not applicable to PAMAS)

**Option 5 the RTO has alternative fee protection measures of equal rigour approved by the registering body.**

(not applicable to PAMAS)

**The RTO must have its accounts certified by a qualified Accountant to Australian Accounting Standards at least annually, and provide the certificate to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide a full audit report on the RTO's financial accounts from a qualified and independent accountant.**

PAMAS utilises the services **Rex Sun Accountants (CPA)** Address: 225 Hawken Dr, St Lucia QLD 4067. Australia. Phone: 07 38703481 to process and certify its accounts on a yearly basis. A copy can be provided on request.

### **CONDITION 6 CERTIFICATION AND ISSUING OF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT**

**The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Pack or accredited course, a qualification or Statement of Attainment (as appropriate) that:**

**meets the Australian Qualification Framework (AQF) requirements**

**identifies the RTO by its national provider number from the National Training Information Services**

(PAMAS Number 5257)

**includes the Nationally Recognised Training NRT logo in accordance with the current conditions of service.**

PAMAS issues Statements of Attainment which comply fully with the above requirements.

**The RTO must retain client records of attainment of units of competency and qualifications for a period of thirty years.**

PAMAS confirms it retains all client records including the attainment of units of competency and qualifications for the required period. Records are stored using N-Rolls Gold (AVETMISS compliant software). This software stores records, enrolments, outcomes and Statements of Attainment. Our Company has a schedule of daily backups and storage on and off site on multiple data storage devices to ensure retention of all electronic records for the required period. Hard copies are systematically stored in a secure container on site and securely disposed of according to legislative requirements. (See our Privacy Policy).

**The RTO must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data.**

PAMAS currently uses N-Rolls Gold AVETMISS compliance software.

**The RTO must provide returns of its client records of attainment of units of competency and qualifications to its registering body on a regular basis, as determined by the registering body.**

PAMAS exports the required data including completion, enrolments and Learner/Employer Surveys to the registering body as required on an annual basis.

**The RTO must meet the requirements for implementation of a national unique student identifier.**

PAMAS currently used N-Rolls Gold which issues a unique student identifier for our Companies purposes. In Queensland the issuance of a national 'life time' student identifier has not been implemented as yet. See <http://training.qld.gov.au/resources/training-organisations/pdf/retention-student-records-policy.pdf>

### **CONDITION 7 RECOGNITION OF QUALIFICATIONS ISSUED BY OTHER RTOS**

**The RTO must recognise the AQTF qualifications and Statements of Attainment issued by any other RTO.**

PAMAS recognizes all AQTF qualifications and Statements issued by any other RTO after verification. See National Recognition.

### **CONDITION 8 ACCURACY AND INTEGRITY OF MARKETING**

**The RTO must ensure its marketing and advertising of AQTF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. THE NRT logo must be employed only in accordance with its conditions of use.**

PAMAS does not advertise in printed media. Our Company has a web presence <http://www.pamas.com.au> only listing those courses accredited to our Company in an ethical, accurate manner and only detailing those courses within our Scope of Registration. We do not offer any placement service as a part of our business. We do not have any partnership arrangements with any Employment Agency. The Nationally Recognised Training NRT logo is utilized by our Company in accordance with the specifications (as outlined here

## **CONDITION 9 TRANSITION TO TRAINING PACKAGES / EXPIRY OF ACCREDITED COURSES**

The RTO must manage the transition from superseded training packages within 12 months of their publication on the National Training Information Service. The RTO must also manage the transition from superseded accredited courses so that it delivers only currently endorsed training packages or currently accredited courses.

PAMAS keep up to date with current changes to the Training Packages by subscribing to <http://www.training.gov.au> automatic email updates. We also do a monthly review of training offered by our Company Any changes are reported to our staff in writing. See DETA POLICY <http://training.qld.gov.au/resources/training-organisations/pdf/transition-requirements-policy.pdf>

## **RELEVANT LEGISLATION (ACCESS TO WEBSITES)**

Below is a list of relevant legislation Plant and Machinery Assessing Services must comply with in the course of its business: copies can be downloaded from the following useful websites:

<http://www.legislation.qld.gov.au/OQPChome.htm>

<http://www.justice.qld.gov.au>

<http://training.qld.gov.au/>

<http://www.austlii.edu.au> (federal legislation)

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

<http://www.training.gov.au>

<http://www.privacy.gov.au/> (federal legislation)

<http://deta.qld.gov.au/> Queensland Department of Education and Training

<http://www.deedi.qld.gov.au/>

- [Workplace Health and Safety Act 2011](#)
- [Workplace Health and Safety Amendment Regulation \(No. 1\) 2011](#)
- [Workplace Health and Safety \(Codes of Practice\) Amendment Notice \(No. 1\) 2011](#)
- [Vocational Education, Training and Employment Act 2000](#) and [Vocational Education, Training and Employment Regulation 2000](#)
- [Industrial Relations Act 1999](#), [Industrial Relations Regulation 2000](#) & [Industrial Relations \(Tribunals\) Rules 2000](#)
- Workplace Harassment, victimisation, and bullying. See Workplace Health and Safety Act 2011
- [Anti-Discrimination Act 1991](#) , [Anti-Discrimination Regulation 2005](#) , [Anti-Discrimination Tribunal Rule 2005](#)
- Equal Opportunity – see Commonwealth (Federal) legislation
- Racial vilification– see Commonwealth (Federal) legislation
- [Disability Services Act 2006](#) [Disability Services Regulation 2006](#)
- Privacy Act 1988 – see Commonwealth (Federal) legislation
- [Information Privacy Act 2009](#) - Queensland
- [Fair Trading Act 1989](#) Qld - see [Trade Practises Act 1974](#) (Federal)
- [Workers' Compensation and Rehabilitation Act 2003](#) and [Workers' Compensation and Rehabilitation Regulation 2003](#)
- Copyright Act– see Commonwealth (Federal) legislation
- Freedom of Information Act 1992 (Queensland)

(Links checked as at 20 Feb 2012)

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