

BREMER
STATE HIGH SCHOOL



VET

Student Handbook
Bremer State High School

Bremer State High School

Handbook Disclaimer

This Student VET Handbook contains information that is correct at the time of printing. Changes to legislation and/or Bremer State High School policy may impact on the currency of information included. Bremer State High School reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Bremer State High School.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of Bremer State High School. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook. Any queries can be directed to:

Bremer State High School

info@bremerhs.eq.edu.au

Phone: (07)38109333

PO Box 23
Booval Qld 4305

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Important Details

Registered Training Organisation (RTO) Details:

Head Office: Bremer State High School

Provider code: 30054

133-153 Warwick Road, Ipswich Qld 4305

PO Box 23, Booval Qld 4304

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Bremer State High School

Welcome

Congratulations on your choice to undertake a qualification with Bremer State High School.

We have been delivering training since 1998 and our goal is to provide a challenging and diverse education in a friendly and supportive environment where students and their success are our focus.

About Us

In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our Registered Training Organisation provider code is 30054.

As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications in:

- 11110NAT Certificate II in Functional Literacy
- 22473VIC Certificate II in General Education for Adults
- 22476VIC Certificate I in General Education for Adults (Introductory)
- SIT20322 Certificate II in Hospitality
- SIR20216 Certificate II in Retail Services
- FSK20119 Certificate II in Skills for Work and Vocational Pathways
- CUA10320 Certificate I in Visual Arts
- CUA20720 Certificate II in Visual Arts
- CUA31120 Certificate III in Visual Arts

Our campus in Ipswich offers courses delivered by appropriately qualified and experienced trainers, and through a variety of methods. We offer training sessions via:

- Face-to-face support
- Workplace visits
- Classroom lessons
- Online modules
- Online collaboration, and
- A combination of the above

Contacting Us

Our contact details are listed in the 'Important Details' section at the beginning of this Handbook. Feel free to contact us with any query you may have regarding your learning experience with Bremer State High School.

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Legislation

As an RTO, Bremer State High School is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- *National Vocational Education and Training Regulator Act 2011*
- *Standards for Registered Training Organisations (RTOs) 2015*
Transitioning to Standards for Registered Training Organisation July 2025

Additionally, Bremer State High School abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Apprenticeships and Traineeships*
- *Children and Young People*
- *Copyright*
- *Corporations*
- *Education*
- *Employment and Workplace Relations*
- *Equal Opportunity*
- *Fair Work* (including harassment and bullying)
- *National Vocational Education & Training*
- *Privacy and Personal Information Protection*
- *Student Identifiers*
- *Taxation*
- *Work Experience*
- *Workplace Health and Safety*

Bremer State High School is dedicated to following the provisions in the VET Quality Framework.

More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.asqa.gov.au which is the website for the regulator of Australia's vocational education and training (VET) sector

Code of Conduct

As a responsible member of the VET community, Bremer State High School follows a Code of Conduct which outlines how you can expect the organisation and our staff to behave. Similarly, Bremer State High School has expectations for student behaviour. These are outlined in the section 'Student Conduct'. A copy of the Code of Conduct can be obtained by contacting Bremer State High School. [Student Code of Conduct 2024 - 2027](#)

Bremer State High School's mission statement is:

We Believe. We Strive. We Achieve.

Other Policies and Procedures

The following Policies and Procedures underpin Bremer State High School's operations. Please contact administration for more information:

- Access and Equity Policy
- Appeals Policy
- Assessments Policy and Procedure
- Complaints Policy and Procedure
- Marketing Policy
- Policy for Student Conduct
- Pricing Policy
- Privacy Policy
- Refund Policy and Procedure
- Workplace Health and Safety Policy

Privacy

Bremer State High School strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the *Privacy Act 1988*. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

Bremer State High School is required to comply with the *Australian Privacy Principles* which are outlined in Schedule 1 of the *Privacy Act 1988*.

Access to Your Records

If you wish to access your student information file, please direct your enquiry to info@bremershs.eq.edu.au

Enrolment

The enrolment process may vary depending on the type of qualification you intend to study. A copy of our Student Handbook will be made available for you to read and understand.

An enrolment form must be completed, together with any required observations and/or self-assessment regarding special circumstances and/or training needs.

Students enrolled in the VET courses at this school participate in the same enrolment and selection processes as other students at the school. Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received.

Bremer State High School will provide each student with information about the training, assessment and support services they will receive and about their rights and obligations (through the VET student induction session) before enrolment on the Student Management Software System (SMS).

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Once all enrolment forms have been completed, you will be enrolled into the qualification and a trainer and assessor assigned to help you through the course. Note that enrolment is not confirmed until fees have been paid as agreed.

Enrolment Dates

Bremer State High School operates on a system of rolling start dates. This means you are able to enrol and start studying straight away.

Entry Requirements

Please contact Bremer State High School to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to things such as:

- Previous workplace experience
- Previous completion of another qualification that is specified as a pre-requisite for a course
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role
- Access to a relevant workplace and job-role where the required competencies can be learned and practiced
- Access to a computer that has appropriate software and capacity to access learning and assessment materials
- Access to an internet connection with sufficient capacity to download course materials (e.g. broadband connection)
- Access to course specific materials such as personal protective equipment (PPE) or other tools of trade

The trainer or RTO Manager will induct all VET students with this handbook.

Unique Student Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, Bremer State High School cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply.

Personal Learning Plan

Bremer State High School will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this RTO will have involvement with some or all of the following processes, designed to establish their educational and support needs:-

- SET Plans
- Subject selection processes
- Career guidance services
- Other youth services

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As part of the overall enrolment process, Bremer State High School will work with you to develop a customised plan for your learning that will address course requirements as well as your personal circumstances. This includes the opportunity for you to complete a Language, Literacy and Numeracy (LLN) indicator which will identify any areas in which additional support may be required.

Access and Equity

Bremer State High School will work to meet the needs of the community and individuals and/or groups who might be otherwise disadvantaged. This includes providing fair allocation of resources and equal opportunity to access training services. Bremer State High School prohibits discrimination based on factors including:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status

Bremer State High School will work to ensure all participants have the right resources available to allow successful completion of course requirements. This includes flexible delivery and assessment arrangements where necessary, and LLN support.

It is the responsibility of all staff at Bremer State High School to uphold our commitment to Access and Equity principles. If you have questions or concerns, please contact the trainer or RTO Manager.

Other Support Services

Bremer State High School is at all times concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support including:-

- Principal
- Deputy Principal
- RTO Manager
- Head of Departments
- VET Teachers
- Career Counsellor/Guidance Officers
- Learning Support Teachers
- Other personal support officers

There are a number of professional organisations well equipped to offer services to help. Included are:

Lifeline: 13 11 14 or www.lifeline.org.au
Beyond Blue: 1300 22 4636 or www.beyondblue.org.au
Salvation Army: 13 SALVOS (13 72 58) or www.salvos.org.au

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Student ID Card

All enrolled students are eligible for a student ID card. Please check that all of your personal details are correct prior to your card being issued. There is a fee to replace lost or damaged cards.

Fees

The school does not charge students fees for VET services. Levies are only collected for consumable costs or other additional services. Information on the fees and charges relating to your proposed course of study will be provided, and payment terms and methods will be agreed upon.

Students who enrol past the commencement of the calendar year will be charged student levies at a pro-rata basis for the duration of the year. Students who leave a VET course before completion may be able to claim a refund for part of the course consumables (levy).

Fees for VET courses provided by external training providers will be charged as per the third-party arrangements with that provider.

Matters regarding payment of fees or refund of fees will be managed by the School's Business Manager in accordance with the principles contained in the general fee policy of the school (not specific to VET).

Information about fees and charges is documented clearly on our website or can be obtained by contacting Bremer State High School. A number of factors will determine how much your course will cost. This includes things like:

- Which course you will study
- Course duration
- Study load and mode (full time, part time, face-to-face, online etc.)
- Any credits that may be applied through direct credit transfer, recognition of prior learning and/or recognition of current competency
- Your eligibility for subsidies or concessions

Costs will be discussed prior to enrolment with you and/or the third party (such as employer, school etc.) who will be paying the tuition fees. All fees may be subject to change. Please contact Bremer State High School if you have any questions related to course fees.

Course Fees

Individual course fees are reviewed and published annually in the relevant Bremer State High School Student Subject Selection Handbook and should be referred to for full fee information.

Other Fees

- *Replacement of student ID card*
- *Any fees associated with withdrawal from the course*

Replacement of Training Materials

Bremer State High School will charge a fee to replace any lost training and/or assessment materials that have been previously issued to you. Please speak with your trainer if replacement materials are required.

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Payment Options

Payment of course fees can be made to Bremer State High School via:

- Credit card
- Debit card
- Electronic funds transfer
- Cash

Fees must be paid by the due date.

Please note that outstanding fees may result in cancellation of your enrolment and/or Bremer State High School withholding the issue of qualifications until all fees are paid. If you have trouble paying your fees, please contact us on **(07) 38109333** to discuss options.

Failure to Make Payment

If payments are not made according to the agreed terms of the training contract, Bremer State High School may find it necessary to suspend training until payment is received. Students who fail to make payment may not be permitted to participate in other school activities. Failure of the student and/or their representative to meet payment obligations may result in the outstanding debt being handed over to a registered debt collector. Any fees associated with this service will be added to the total outstanding amount for recovery.

If you are experiencing financial difficulty, please contact Bremer State High School as early as possible to discuss options.

Refunds

Should a student withdraw from a course for any reason, a full or partial refund may be applicable. Information below outlines some of the circumstances under which a refund may be granted. Please contact Bremer State High School on **(07) 38109333** to discuss individual circumstances.

Refunds for VET courses provided by external training providers will be charged as per the third-party arrangements with that provider.

Course Withdrawal

If you wish to withdraw from a course, you must advise Bremer State High School in writing and send your notification to request a refund to the school's business manager including the following information:

- Your name
- Contact details (address, phone, email etc.)
- USI
- Effective date of the cancellation
- Reason for refund request

Your application will be reviewed and you will be advised of the outcome.

Withdrawal Prior to Commencement of Course

If you withdraw from a course prior to commencing any learning and/or assessment tasks associated with the course, a refund of the full/partial course fees will be made.

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Withdrawal After Commencement of Course

- If the course has already commenced, a pro-rata refund may be calculated for the units of study not already started
- Tuition fees for User Choice agreements based on nominal hours will be refunded for the units not trained
- Any co-contribution fees paid for Government subsidised training will be refunded for the units not trained

Withdrawal Due to Illness or Hardship

In circumstances of illness and/or extreme hardship, you may withdraw and be entitled to a partial refund under the following conditions:

- Satisfactory evidence for withdrawal (e.g. medical certificate) must be provided
- Any refund will be at the discretion of Bremer State High School

Cancellation of Course by Bremer State High School

In the event that a course is cancelled by Bremer State High School for any reason, students enrolled at the time of the cancellation announcement will have their fees fully refunded. Students who may have already been assessed as competent for some units in the course will be issued a Statement of Attainment for these units and the cost of issuing the statement(s) will be deducted from the refund total.

Course Information

After enrolment, you will be given access to training materials in hard copy and/or digital format. You will need to supply your own stationery materials.

You will be given an outline for training which may be:

- Workplace visits
- Classroom sessions
- Online modules
- A combination of the above

Duration

How long your course will take depends on a number of factors. Included are your own efforts and commitment to submitting assessments regularly and on time, your study load and how many units (if any) are eligible for credit transfer and/or recognition of previous experience and qualifications. Further, the level of the qualification being undertaken will impact on course duration. The Australian Qualifications Framework (AQF) summarises the criteria of different qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level.

The AQF expresses the time expected to gain a qualification as an equivalent to full-time years. This is known as the 'Volume of Learning'.

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Volume of Learning

Volume of Learning statements provide an indication of the amount of time it is expected that a student would need as a full-time student to achieve the qualification. Volume of Learning figures assume none of the competencies identified in a qualification are currently held.

The listed time frames account for **all activities** a student would undertake, including supervised training activities, classroom sessions, online modules and/or workplace learning, as well as individual study, practice and learning.

The Volume of Learning for qualifications in the VET sector are:

AQF Qualification Level	Typical Volume of Learning
Certificate I	0.5 - 1 year
Certificate II	0.5 - 1 year
Certificate III	1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements)
Certificate IV	0.5 - 2 years
Diploma	1 - 2 years
Advanced Diploma	1.5 - 2 years

(Taken from: <https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf>)

More information on Volume of Learning can be accessed at:

[Volume of Learning information](#)

Competency Based Training

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

How Does Assessment Work in CBT?

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge or not yet.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements the student is marked as 'Not Competent', while successful performance will result in the student being deemed 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as 'Competent' or 'Meeting Requirements', include:

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- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples
- A combination of the above

Bremer State High School has a Training and Assessment Strategy for each of the qualifications we deliver and we outline our approaches for conducting assessment in those strategies.

Training and Assessment Strategies

Bremer State High School staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Credit Transfer (CT).

Flexible Learning and Assessment

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.

Training Plans

In the case where your course of study calls for vocational placement the plan will be developed between you, the placement/workplace organisation, and Bremer State High School. It will outline the skills and knowledge you will develop over the duration of the training plan. The training plan becomes a 'living document' and any changes are agreed and noted by all involved parties.

Third-Party Arrangements

Bremer State High School may enter into a Third-Party Arrangement whereby another Registered Training Organisation (RTO) will provide training and/or assessment to students at school. Such arrangements will follow ASQA guidelines [ASQA Guidelines Third Party](#)

Information about the Third-Party training and assessment, and related educational and support services the RTO will provide to the learner may include:

- *name and contact details of the third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf; and*
- *the learner's rights, including:*
 - *if the RTO, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in, fees, refunds and other access and equity policies.*

Recognition Processes

Bremer State High School offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below:

● **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement. Evidence must be:

- Authentic – it must be your own work
- Sufficient – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
- Valid – it must be relevant to what is being assessed

You may be eligible to apply for RPL on one or more Units of Competency in your course. Please contact your trainer to discuss your options.

● **Recognition of Current Competencies**

Recognition of Current Competencies is a recognition process similar to RPL. It applies if a student has "...previously successfully completed the requirements for a unit of competency...and is now required to be reassessed to ensure the competence is being maintained". (Taken from: <http://www.skillsrecognition.net.au/key-terms>)

- **Credit Transfer**

Bremer State High School recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a certified copy your documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact your trainer.

Foundation Skills

All training and assessment delivered by Bremer State High School contain Foundation Skills. Foundation Skills are embedded into Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

Assessment Information

Submitting Assessments

You are expected to complete assessments for all units in your qualification. You will need to submit assessments by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

Resubmissions

If you receive feedback to say your submission was 'Unsatisfactory', you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. Bremer State High School does not charge a fee for resubmission of assessments. If, after resubmission your work is still 'Unsatisfactory', you will be awarded a result of 'Not Competent' and required to re-enrol in, and re-do the work for the unit, in order to achieve the full qualification.

All of the staff at Bremer State High School will take every reasonable effort to help you succeed in your course.

Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

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Plagiarism

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Bremer State High School. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from

Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols. Bremer State High School expects that you use referencing when writing your assessments. More information about how to do this can be found at:

APA: <http://libguides.jcu.edu.au/apa>

http://guides.is.uwa.edu.au/ld.php?content_id=17350815

Harvard:

https://www.library.usyd.edu.au/subjects/downloads/citation/Harvard_Complete.pdf

Appeals

Whilst as a student, you are able to lodge an appeal if you disagree with a decision regarding an assessment outcome, you are encouraged to speak with your assessor in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. Follow Bremer State High School's procedure for lodging an appeal.

Where to Get Help

Talk to your trainer and/or assessor for help in understanding how to complete your assessments. They are happy to support you and can be contacted through our office on **(07) 38109333** or via individual teacher's education department email.

Student Conduct

Just as Bremer State High School has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that students will participate with commitment in their studies, regularly submit assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

Bremer State High School views student misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a way that will uphold the integrity of the RTO. Consequences of student misconduct vary up to and including expulsion from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating
- Harassment, bullying and/or discrimination
- Falsifying information
- Any behaviour or act that is against the law
- Any behaviour that endangers the health, safety and wellbeing of others
- Intentionally damaging equipment and/or materials belonging to Bremer State High School and/or a partner organisation such as a school or workplace

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Student to reimburse the costs incurred by any damage caused
- Cancellation of the course without refund and/or credit
- Matter referred to the police

Students found guilty of misconduct have a right to lodge an appeal by following the complaints and appeals process.

Academic misconduct

Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action.

Workplace Health and Safety

Workplace health and safety legislation applies to everyone at Bremer State High School. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.

Please report any incident or hazard immediately.

Report any First Aid requirement to the designated Bremer State High School First Aid Officers, your trainers and/or the school administration with 000 being contacted in the event of an emergency.

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Should Evacuation or Lockdown be required while on Bremer State High School premises please follow the emergency direction of school, officers and your trainers.

Smoking, Drugs and Alcohol

Bremer State High School is a smoke-free workplace. Smoking is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within four metres of a building entrance.

Any student under the influence of drugs and/or alcohol is not permitted on Bremer State High School premises, to use Bremer State High School facilities or equipment, or to engage in any Bremer State High School activity.

People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected.

Student Feedback

Bremer State High School is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time, but will also specifically ask for it at the completion of your study and throughout the year by completion of a Learner Questionnaire.

Issuing Certificates

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements as set for Bremer State High School and other RTOs under the Standards for RTOs 2015.

If for some reason Bremer State High School ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements. (See also, the section 'Cancellation of Course by Bremer State High School')

Student Handbook Verification

Please make sure you read and understand all parts of this Student Handbook. If there is any aspect with which you are unsure, please contact Bremer State High School for clarification.

Upon confirmation of enrolment and commencement of the course you will undertake a course induction with your nominated trainer and at this time will confirm that you have read and understood all parts of this Student VET Handbook. Should you continue with your enrolment you will be acknowledging and accepting that it is your responsibility to read, understand and follow the terms and conditions it sets out and understand that it does not cancel your rights as applicable according to state and/or federal law.