



STUDENT HANDBOOK



"The best way to predict your future is to create it"

onfit.edu.au

1300 557 637



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Handbook Disclaimer

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Onfit Training College policy may impact on the currency of information included. Onfit Training College 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 Onfit Training College. This handbook has been prepared as a resource to assist students to understand their obligations and also those of Onfit Training College. 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.

Welcome

Congratulations on your choice to undertake a course or qualification with Onfit Training College.

We have been delivering training in the Health, Wellness and Fitness industries since 2008 and we are committed to providing you with the most rewarding educational experience. By putting into practice the skills and knowledge that your course provides, you will be confident and ready to join the profession you have chosen with a highly reputable qualification backing you.

We are excited to work with you to achieve your goals and welcome any feedback or comments at any time. Please use this handbook to help you make your decision to choose Onfit Training College as your education provider and as an ongoing reference as you complete your studies with us.

About Us

As a Registered Training Organisation (RTO 32107) we deliver the following nationally recognised qualifications:

- SIS30315 Certificate III in Fitness
- SIS40215 Certificate IV in Fitness
- SIS50215 Diploma of Fitness
- 10859NAT Certificate IV in Weight Management
- 10698NAT Diploma of Weight Management
- HLT43015 Certificate IV in Allied Health Assistance



In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our RTO provider code is 32107 and details about the RTO can be viewed at:

<https://training.gov.au/Organisation/Details/32107>

Further details relating to Nationally Recognised Training can be found at <https://training.gov.au>

Our courses are delivered online by appropriately qualified and experienced trainers and additional educational team support is provided via:

- Phone 1300 557 637; available 7 days a week: Mon-Fri 8am-7pm/Sat-Sun 9am-5pm (AEST)
- Email: education@onfit.edu.au
- Onfit student portal: <https://onfit.edu.au/student-portal/student-support/>
- Webinars
- Online libraries
- Tutorials
- Onfit Training College Workshops
- Study guides
- External support including confidential counselling services and/or student assistance programs

Contacting Us

Feel free to contact us with any query you may have:

education@onfit.edu.au - for assistance with your study

admin@onfit.edu.au - for assistance with any administrative matter or technical support

www.onfit.edu.au - for general information about our courses

Phone: 1300 557 637

Social media:



Postal address: 124 Phillip Cres, Barellan Point, Brisbane, QLD 4306 (all mail must be directed here)

Campus address: MacKillop Place, 61 Fernberg Road, Paddington, 4064 QLD

- Free street parking is available
- For public transfer options please refer to www.translink.com.au

Legislation

As an RTO, Online Fitness PTY LTD trading as Onfit Training College 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*

Additionally, Online Fitness PTY LTD trading as Onfit Training College abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Children and Young People protection*
- *Copyright*
- *Corporations*
- *Employment and Workplace Relations*
- *Equal Opportunity and Employment*
- *Fair Work* (including harassment, victimisation and bullying)
- *Privacy and Personal Information Protection*
- *Confidentiality*
- *Student Identifiers*
- *Taxation*
- *Workplace Health and Safety*

These requirements have been incorporated into our products and services and are disseminated to staff, trainers and assessors and faculty members through regular training, our Code of Conduct, and our organisational policies and procedures.

Online Fitness PTY LTD trading as Onfit Training College is dedicated to following the provisions of 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, Onfit Training College follows a Code of Conduct which outlines how you can expect the organisation and our staff to behave.

Similarly, Onfit Training College has expectations for student behaviour. These are outlined in the section 'Student Conduct'.

Onfit Training College has a code of conduct that provides all employees and contractors with a framework for acceptable conduct and behaviour in the workplace in accordance with its values and ethical standards. All employees and contractors are expected to uphold this code and commit to its principles as a condition of employment.

Our responsibilities include:

Marketing - Marketing and advertising of Onfit Training College VET qualifications is ethical, accurate and consistent with Onfit Training College's scope of registration and in accordance with current Standards for NVR Registered Training Organisations.

Student Recruitment - Onfit Training College recruits students in an ethical, responsible and equitable manner. Onfit Training College courses are accessible to all and have been designed and targeted for all members of the community who are interested in pursuing a career in the Health, Wellness and Fitness industries.

Course Information - Prospective students are provided with current and transparent information relative to the curriculum, enrolment requirements, student services, complaints and appeals, policies and procedures, attendance requirements (where applicable), training and assessment requirements and completion requirements.

A copy of the Code of Conduct for employees and contractors can be obtained by contacting Onfit Training College on: 1300 557 637 or via email at: admin@onfit.edu.au

Other Policies and Procedures

The following Policies and Procedures underpin Onfit Training College operations.

- Privacy
- Access to your records
- Enrolment
- Fees
- Refunds
- Course information
- Assessment information
- Student complaints and appeals policy
- Student Conduct
- Student Feedback
- Issuing certificates

Please contact admin@onfit.edu.au if you require more information

Privacy Notice & Policy

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with

us. If personal information is not collected, we may not be able to process your enrolment and accept you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

In some instances, we may receive a request to share your personal information with registration bodies outside of Australia, which may include Belgium, Canada, Ireland, New Zealand, Poland, South Africa, United Kingdom, United Arab Emirates & the USA. This request would relate to verifying your qualification/s. Your details will not be shared with these organisations without your consent.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how

the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

*If you are unable to access the DESE VET Privacy Notice website, please contact Onfit Training College for a downloaded copy of the webpage with details of the Department's Privacy Notice.

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Onfit Training College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

If you need to Contact Onfit Training College, you can do so using the below contact details.

Phone: 1300 557 637

Email: admin@onfit.edu.au

VET Data Use Statement and RTO Declaration and Understanding

Onfit Training College agrees to and abides by the VET Data Use Statement and RTO Declaration and Understanding. A copy of this document can be provided upon request.

Privacy Policy

Privacy Act 1988 & Australian Privacy Principles

Onfit Training College strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988 and Australian Privacy Principles that regulates the collection, use and storage of personal information by private sector organisations.

Onfit Training College does not seek to collect personal information unless that information is necessary for one or more of its functions or activities and is collected from that individual. Onfit Training College will collect personal information only by lawful and fair means and not in unreasonably intrusive ways. We will not give out your information to any person or agency without your permission unless we are required to do so by law.

Onfit Training College may use or disclose personal information:

- that is general and non-specific information e.g., location, sex, age and results to agencies to inform future funding arrangements and/or statistical data gathering requirements
- when the intended use is related to the primary purpose of collection
- when required for a secondary purpose such as external auditing and/or direct marketing
- when requested by the Active at Home organisation who are sponsoring the student, for Active at Home course enrolments (see enrolment form for approval request)
- to third parties, including supervisors, agencies, and contractors for the purposes of providing information, products, and services to you.

Where Onfit Training College collects personal information from an individual, Onfit Training College will take reasonable steps to ensure that the individual is aware of:

- the identity of Onfit Training College and how to contact us
- the fact that the individual can gain access to the information
- the purposes for which the information is collected
- the organisations or types of organisations to which Onfit Training College usually discloses information of that kind
- any laws that require the particular information to be collected
- the main consequences (if any) for the individual if all or part of the information is not provided

Security

Onfit Training College is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial mechanisms and procedures to safeguard and secure that information, and to protect your sensitive information from misuse, interference, loss and unauthorised access, modification and disclosure. While no information transmitted via the internet can ever be guaranteed to be secure, therefore the transmission and exchange of information via the internet is at your own risk, we apply every reasonable measure to provide the highest degree of security possible in accordance with this Privacy Policy & Notice, the Australian National VET Data Policy and the Australian Privacy Principles.

Usage of Onfit Training College's Website

Onfit Training College may use Cookies on our website. Cookies are small files that ask permission to be placed on your computer's hard drive. Once you agree, the file is added, and the Cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs and preferences by collecting and remembering information about you. A Cookie does not give us access to your computer or any information about you, other than the data you provide to us. You can choose to accept or decline Cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may, however, prevent you from taking full advantage of the website. Onfit Training College may also use web beacons on its website. Web beacons or clear . gifs are small pieces of code placed on a web page to monitor the behaviour and collect data about the visitors viewing a web page. For example, web beacons can be used to count the users who visit a web page or to deliver a cookie to the browser of a visitor viewing that page.

External Links to Other Websites

Onfit Training College's website and learning content may contain links to other websites of interest, however we do not have any control over those websites. We are not responsible for the protection and privacy of any information which you provide whilst visiting external websites.

Controlling your Personal Information

Providing Onfit Training College with your personal information is entirely optional to you. You can choose not to provide personal information; however, this may impact your ability to enrol or effectively complete your studies. When you provide us with your personal information, you consent to the terms in this Privacy Policy & Notice, and to us disclosing or receiving your personal information for the purposes listed herein.

Updating your Personal Information & Permission

If you believe that any of the information that Onfit Training College holds on you is inaccurate, out of date or incomplete, you may apply in writing at any time to amend or update your details. We rely solely on students/prospective students advising us when their personal information changes and take no responsibility for communications which are missed or not received due to information held on file which is out of date. Any request to update personal information must be received in writing.

You may choose to update permissions previously provided, for us for the collection or use of your personal information. If you have previously agreed to us using your personal information for direct marketing purposes, to third parties including employers or mentors, you may change your mind at any time by contacting us in writing.

Marketing

Onfit Training College may communicate via email with marketing related material and offers. Onfit Training College limits this communication and applies every effort to ensure the material you receive is of interest/ relevant to you. You have the right to unsubscribe or opt out of communications at any time by unsubscribing on marketing emails or by contacting us to update your preferences.

Privacy Concerns or Complaints

If you believe that Onfit Training College has breached the Australian Privacy Principles, the National VET Data Policy, or this Policy & Notice, a breach of privacy notification can be submitted in writing, which will be investigated in full within a reasonable timeframe. Upon completion of the investigation, you will be provided with the investigation outcome, including what action has been taken to remedy the breach. Please address any concerns or compliance to the Quality Manager.

Contact Details

Onfit Training College can be contacted via:

- Phone: 1300 557 637
- Email: admin@onfit.edu.au

Access to Your Records

Onfit Training College are committed to implementing best practice in its records management practices and systems and responding in a timely manner to all requests for information from present and past learners.

Onfit Training College applies the provisions of the *Privacy and Protection of Personal Information Act 1998* and ensures that all relevant records in relation to student enrolment and assessment are current and accurate, and that their integrity and security are maintained.

Where training and assessment is conducted under a government-funded agreement or contract, Onfit Training College abides by the record-keeping requirements of that agreement or contract.

Access by others, apart from Onfit Training College staff, is granted only:

- when the student provides written permission
- for mandatory audits such as those carried out by government agencies e.g. ASQA

If you wish to access your student information file, please direct your enquiry to admin@onfit.edu.au

- completed assessments are retained for a period of 6 months from the date of completion
- records of student results, qualifications and statements of attainment issued, are kept for 30 years

Onfit Training College's Enrolment Process

Prior to enrolment Onfit Training College will provide advice to prospective students about the appropriate training product to ensure that it meets the student's needs, as well as taking into account the individual's existing knowledge, skills, competencies and current circumstances. Onfit Training College will provide current and accurate information that enables any prospective student, to make informed decisions about undertaking training with Onfit Training College. Information is available via an Onfit Training College Career Advisor, within this Student Handbook and on the Onfit Training College website www.onfit.edu.au. Your Career Advisor will ask a range of questions to ensure the course is suitable for your needs, therefore, to assist with the best possible outcome for you please provide honest and accurate information during your course enquiry discussions.

Is This Course for You?

To assist us with ensuring you enrol into a course/s that meet your needs and current circumstances, please review the following to check the course is suitable to you:

- That the course description and outcomes align with your goals
- That the duration and study method of your chosen course suits your needs
- That you are able to commit the time to complete the course within the allocated course timeframe including any work placement hours
- That there are pre-course activity requirements prior to commencement of studies
- The industry may have additional requirements for you to complete e.g. National police check, working with children check, up to date vaccinations
- That you understand how the course is delivered and this mode suits your learning style
- That you understand the equipment and resources needed to complete the course
- That you understand all the health and safety requirements for the course
- That you have the ability to complete a variety of assessment methods that exist within the course
- That you understand that competency-based assessment requires an appropriate response to the question and/or task
- That you are aware you will have up to 3 resubmits to complete the course unit
- That the support provided by Onfit Training College, aligns with your expectations and needs
- That you fully understand your rights and responsibilities as a student
- That you are aware of all fees, charges and payment options
- That you understand the requirements to enrol into an Onfit Training College course
- That you understand the criteria for government funded programs and/or concessions
- That you understand the complaints and appeals process
- That you are clear on the rights and responsibilities of Onfit Training College
- That you feel comfortable that you have all the information to make an informed decision regarding your enrolment.

It is important as a prospective student that you understand and acknowledge what the requirements are to complete the course successfully. If you have any questions or require further clarification, your Onfit Training College Career Advisor is there to assist you.

Course Information Summary

Onfit Training College is a Registered Training Organisation (RTO 32107) who has approval to deliver training and assessment by the Australian Government for the following. Click on the link for each course to obtain more details via the Onfit Training College website.

Qualifications:	Course outline:	Career pathways:
SIS30315 Certificate III in Fitness	9 core units and 7 elective units Required to complete the qualification: <ul style="list-style-type: none"> • Online theory assessments • Workplace logbook (30 hours) • Practical assessments 	<ul style="list-style-type: none"> • Gym Instructor • Group Exercise Instructor
https://onfit.edu.au/courses/qualifications/gym-instructor-group-fitness-instructor/certificate-iii-in-fitness/		
SIS40215 Certificate IV in Fitness	12 core units and 8 elective units Required to complete the qualification: <ul style="list-style-type: none"> • Online theory assessments • Workplace logbook (40 hours) • Practical assessments 	<ul style="list-style-type: none"> • Personal Trainer • Boot Camp Instructor • Business Owner
https://onfit.edu.au/courses/qualifications/personal-trainer/certificate-iv-in-fitness/		
SIS50215 Diploma of Fitness <i>Note: Licensed product of Fitness Embassy-Educate</i>	5 core units and 13 elective units Required to complete the qualification: <ul style="list-style-type: none"> • Online theory assessments • Workplace logbook (50 hours) • Practical assessments 	<ul style="list-style-type: none"> • Personal Training Manager • Advanced Personal Trainer • Fitness Facility Manager • Fitness Services Coordinator
https://onfit.edu.au/courses/qualifications/advanced-personal-trainer/diploma-of-fitness/		
Please note: No new enrolments into this course will be considered in 2022. Please refer to page 15 'entry requirements' for further details		
HLT43015 Certificate IV in Allied Health Assistance	7 core units and 9 elective units Required to complete the qualification: <ul style="list-style-type: none"> • Online theory assessments • Workplace logbook (120 hours) • Practical assessments 	<ul style="list-style-type: none"> • Allied Health Assistant • Exercise Assistant • Physiotherapy Assistant • Community Rehabilitation Assistant
https://onfit.edu.au/courses/qualifications/allied-health-assistant/certificate-iv-allied-health-assistance/		
Units of competency:	Course outline:	Career outcome:
SISXCAI002 Assist with activity sessions	1 unit for those students who already have an affiliation with (i.e., be employed by/volunteering at) Allied Health service providers (e.g., BlueCare / Anglicare) Required to complete the unit of competency: <ul style="list-style-type: none"> • Online theory assessment • Workplace assessment tasks 	<ul style="list-style-type: none"> • To assist a leader or supervisor to prepare, conduct, monitor and evaluate activity sessions

Important information regarding First Aid requirements

- HLTAID003 Provide First Aid is required to gain the SIS30315 Certificate III in Fitness qualification. Students need to complete this unit through an accredited training provider and the cost of this external training is not included in any of your course fees.
- HLTAID003 Provide First Aid is pre-requisite for those students wanting to enrol in the SIS40215 Certificate IV in Fitness.
- Provide Advanced First Aid is required to gain the SIS50215 Diploma of Fitness qualification. Students need to complete this unit through an accredited training provider and the cost of this external training is not included in any of your course fees.
- First Aid, although not part of our Certificate IV in Allied Health Assistance course content is highly recommended as an additional course for students to complete to work in the health industry.

Accredited courses:	Course outline:	Career pathways:
10859NAT Certificate IV in Weight Management <i>Note: Licensed product of Global Weight Management Education PTY Ltd</i>	11 core units Required to complete the qualification: <ul style="list-style-type: none"> • Online theory assessments • Practical assessments https://onfit.edu.au/courses/qualifications/weight-management-practitioner/certificate-iv-in-weight-management/	<ul style="list-style-type: none"> • Weight Loss Consultant • Wellness Coach • Health Coach • Weight Management Coach
10698NAT Diploma of Weight Management <i>Note: Licensed product of Global Weight Management Education PTY Ltd</i>	16 core units Required to complete the qualification: <ul style="list-style-type: none"> • Online theory assessments • Practical assessments https://onfit.edu.au/courses/qualifications/weight-management-practitioner/diploma-of-weight-management/	<ul style="list-style-type: none"> • Advanced Weight Management Consultant • Advanced Weight Management Practitioner • Advanced Health Coach • Motivational Weight Management Coach

What does accredited course mean?

Nationally Accredited Training Courses are courses that have been made privately by an individual, group or business that has not been employed or funded by the government. When the course is approved by the government, it then becomes nationally recognised and any student who completes it is then qualified to work in that industry.

Personal and Professional Development courses

Further your education or career with Onfit Training College's range of Personal and Professional Development Courses. <https://onfit.edu.au/courses/personal-and-professional-development/>
The courses are accessible to all, whether an experienced health, wellness or fitness professional, or someone who is brand new to an industry, or for those who are wanting to learn more about their own health and wellbeing. Continuing education credits (CECs) and Professional Development Points (PDPs) have been listed where applicable which can assist with Professional Industry Re-registration.

Course name:	Course outline:	Course outcome:
Heart Rate Variability	6 month course timeline No entry requirements 4 CECs with AUSActive	This course will give you the skills and knowledge to utilise heart rate variability training as a part of a holistic health and wellness

	<p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment 	<p>approach for any and all of the clients you work with.</p>
Boxing for Fitness	<p>6 month course timeline No entry requirements 12 CECs with AUSAActive</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	<p>An entry level boxing course that has been designed to teach you the basics of boxing and pad work techniques, covering a wide range of different punches in order to give you the skills to create fun, innovative boxing combinations</p>
Kettlebell Fundamentals	<p>6 month course timeline No entry requirements 5 CECs with AUSAActive</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	<p>This course will teach you the skills and techniques to deliver a variety of kettlebell exercises safely and with expertise.</p>
Altitude Training	<p>6 month course timeline No entry requirements</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	<p>This unique and innovative course, opens up a world of opportunity to add altitude training to your existing business, or build an entirely new business, showcasing your skills and knowledge as an Altitude Training Specialist.</p>
Strength and Conditioning Professional	<p>12 month course timeline No entry requirements</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	<p>This course provides an advanced level of knowledge in strength and conditioning coaching to give you the skills and ability to plan, conduct and design advanced strength and conditioning programs. This course is Internationally Recognised and Accredited through the International Institute for Complementary Therapists (IICT).</p>
Weight Management Psychology – Unit WMTPSY401A	<p>Nationally Accredited 6 month course timeline No entry requirements FITREC recognition</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	<p>Considered the missing link in many weight management programs to date, psychology can no longer be ignored as a vital ingredient for the success of weight management programs.</p>
Group Exercise Instruction – Units SISFFIT011 SISFFIT007 SISFFIT010 from Certificate III in Fitness	<p>Nationally Accredited 6 month course timeline No entry requirements FITREC recognition AUSAActive recognition</p>	<p>As a Group Exercise Instructor, you'll increase your employment opportunities, have a career with endless variety and have more options to offer your clients.</p>

	<p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	
Older Adults Fitness Training – Unit SISFFIT014 from Certificate III in Fitness	<p>6 month course timeline No entry requirements FITREC recognition AUSActive recognition</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	This course provides you with the skills and knowledge to effectively and safely train older adults, which will open up an entirely new market for you.
Instruct movement programs to children aged 5 to 12 years - SISFFIT012	<p>Nationally Accredited 3 month course timeline No entry requirements</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	This course provides you with the skills and knowledge to effectively and safely train children (aged 5-12 years old).
Instruct exercise to young people aged 13 to 17 years - SISFFIT013	<p>Nationally Accredited 3 month course timeline No entry requirements</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	This course provides you with the skills and knowledge to effectively and safely train adolescents (aged 13 – 17 years old).
Training Children & Adolescents (International)	<p>6 month course timeline Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment • Practical assessment 	This course provides you with the skills and knowledge to effectively and safely train children (aged 5-12 years old) and adolescents (aged 13 – 17 years old).
Personal Trainer Business Success	<p>6 month course timeline No entry requirements FITREC recognition</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment 	This course provides you with resources, templates and tools to plan, manage and track your business as a fitness professional. It's designed to be adaptable to suit your individual business goals.
Advanced Nutritional Coaching	<p>6 month course timeline No entry requirements FITREC recognition 3 PDPs with Physical Activity Australia</p> <p>Required to complete the course:</p> <ul style="list-style-type: none"> • Online theory assessment 	This comprehensive course addresses many aspects of nutrition and food choices that are relevant to a health and fitness professional, or for someone looking to improve their own nutrition and fitness performance. This course is Internationally Recognised and Accredited through the International Institute for Complementary Therapists (IICT).

Entry Requirements

Course:	Entry requirements:
SIS30315 Certificate III in Fitness	Nil
SIS40215 Certificate IV in Fitness	Current First Aid and CPR statement plus required units from Certificate III in Fitness. For the list of units refer to: https://onfit.edu.au/courses/qualifications/personal-trainer/certificate-iv-in-fitness/
SIS50215 Diploma of Fitness	<p>Enrolments have been closed for the SIS50215 Diploma of Fitness due to updates released from the Australian Skills Quality Authority that have removed this qualification as of November 9th, 2021.</p> <p>Content from the Diploma of Fitness has not been lost but has instead been embedded or incorporated into new or revised training package products”, as outlined by Skills IQ, 2021.</p> <p>Current students enrolled in this qualification have until 9 Nov, 2023 to complete their studies and will, upon successful completion in that time frame, be issued the Nationally Accredited Qualification.</p>
HLT43015 Certificate IV in Allied Health Assistance	There are no formal entry requirements for this qualification, however, it is important that you recognise that there is a mandatory 120 hours of work placement required during the course. As your placement is undertaken in the health sector, you will be required to meet the vaccination requirements of your state and placement organisation, and these will include any government requirements in relation to COVID-19 vaccinations. You will also be required to obtain a Police Check and a Working with Children Check. Onfit can assist you in the processes required to obtain these clearances. Mandatory vaccinations remain the responsibility of each student and evidence of these may be requested prior to placement.
10859NAT Certificate IV in Weight Management	Yes. Refer to https://onfit.edu.au/courses/qualifications/weight-management-practitioner/certificate-iv-in-weight-management/
10698NAT Diploma of Weight Management	Yes. Refer to https://onfit.edu.au/courses/qualifications/weight-management-practitioner/diploma-of-weight-management/
SISXCAI002 Assist with Activity Sessions	Yes. All prospective students must hold a Certificate III in Individual Support or an equivalent qualification plus be part of an organisation that is licensed to provide the Active at Home program
Personal and Professional Development courses	Nil

Course Requirements

The following requirements will also need to be accessed for course completion. Onfit Training College will support the students where required:

- A computer/laptop with the following software/programs:
 - Adobe PDF Reader
 - Google Chrome or Mozilla Firefox Internet Browser
 - Microsoft Word
- Access to an internet connection with sufficient capacity to upload/download course material.
- A direct email address and account
- A mobile or landline phone
- levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and 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/laptop that has appropriate software and capacity to access learning and assessment materials including email, Adobe, Google chrome or Mozilla Firefox, Microsoft Word
- access to an internet connection with sufficient capacity to upload/download course materials and assessment.
- a mobile or landline phone
- a device with video recording capabilities
- the facility and or service provider of Work Placement may indicate specific requirements before commencement e.g., current First Aid and/or CPR statement, working with children check, immunisations, national police check

This is dependent on the policies & procedures of your selected facility. If any of these are required of you, and you do not have these already, obtaining these additional requirements will be at your own cost.

Note: these additional requirements are common for working within the health sector and are often required for obtaining work as an Allied Health Assistant. If you have issue with, or are unable to attain any of these requirements, please notify your Course Advisor prior to enrolment.

Types of Enrolments

Enrolment Type: Fee for Service/Self-Funded	Details	Fee and evidence requirements
Fees are not subsidised by the Government	An Onfit Training College Course Advisor will provide a quote for the course fee which covers your enrolment, training and assessment, support and certification.	Payment options available
Enrolment Type: Government Funded	Details	Co-contribution and evidence requirements

<p>Onfit Training College is a Skills Assure Supplier (SAS) approved to deliver two qualifications under the Government funded programs.</p>		
<p>Certificate 3 Guarantee for SIS30315 Certificate III in Fitness. Click here to access information from the Queensland Government:</p> <ul style="list-style-type: none"> ○ Certificate 3 Guarantee information page ○ Student Fact Sheet 	<p>To be eligible to access the Certificate 3 Guarantee, you must:</p> <ul style="list-style-type: none"> • be an Australian or New Zealand citizen, or an Australian permanent resident (including humanitarian entrants), or a temporary resident with an eligible visa subclass • be 15 years old or over • live in Queensland and have left school* • not already have, or be enrolled in, a certificate III level or higher qualification <p>*Some VET in Schools students will be able to access training through the Certificate 3 Guarantee)</p>	<p>Eligible students are required:</p> <ul style="list-style-type: none"> • to pay a co-contribution fee • to submit eligibility evidence <p>If you believe you are eligible to take part in either of these programs or are interested in learning more, speak to an Onfit Training College Course Advisor. Ph: 1300 557 637</p>
<p>Higher Level Skills for HLT43015 Certificate IV in Allied Health Assistance. Click here for more information from the Queensland Government:</p> <ul style="list-style-type: none"> ○ Higher Level Skills information page ○ Student Fact Sheet 	<p>To be eligible to access the Higher Level Skills program you must:</p> <ul style="list-style-type: none"> • be an Australian or New Zealand citizen, or an Australian permanent resident (including humanitarian entrants), or a temporary resident with an eligible visa subclass • be 15 years old or over • live in Queensland and have left school • not already have, or be enrolled in, a certificate IV level or higher qualification 	<p>Eligible students are required:</p> <ul style="list-style-type: none"> • to pay a co-contribution fee • to submit eligibility evidence <p>If you believe you are eligible to take part in either of these programs or are interested in learning more, speak to an Onfit Training College Course Advisor. Ph: 1300 557 637</p>
<p>JobTrainer for the HLT43015 Certificate IV in Allied Health Assistance. Click here for more information:</p> <ul style="list-style-type: none"> ○ JobTrainer information page ○ Student Fact Sheet 	<p>Enrolments under JobTrainer are open until 30th December 2022.</p> <p>To be eligible to enrol in a training place funded under JobTrainer, prospective students must:</p> <ul style="list-style-type: none"> • permanently reside in Queensland, and 	<p>Eligible students are required:</p> <ul style="list-style-type: none"> • to pay a co-contribution fee • to submit eligibility evidence <p>If you believe you are eligible to take part in either of these</p>

	<ul style="list-style-type: none"> • be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen, and • have finished school or no longer be at school (including home schooled), and • not already be enrolled in training (includes VET and higher education courses), and • not have previously completed a qualification funded under the JobTrainer Fund, and • either be a job seeker or a school leaver or young person. <p>Limited spaces are available under the JobTrainer Fund.</p>	<p>programs or are interested in learning more, speak to an Onfit Training College Course Advisor. Ph: 1300 557 637</p> <p>JobTrainer is a jointly funded initiative of the Australian and state and territory governments</p>
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Course Timelines and Enrolment Dates

Course:	Course timeline:	Enrolment dates:
Fitness Foundations (as part of the PT Direct Course)	8 months	Enrol anytime
SIS30315 Certificate III in Fitness Online	12 months	Enrol anytime
SIS40215 Certificate IV in Fitness Online	12 months	Enrol anytime
SIS50215 Diploma of Fitness	18 months	Enrolments only accepted prior to 9 th November, 2021
HLT43015 Certificate IV in Allied Health Assistance	18 months	Enrol anytime
HLT43015 Certificate IV in Allied Health Assistance (JobTrainer)	Completion by 30 th June, 2023	Enrolments accepted until 30 th December, 2022
10859NAT Certificate IV in Weight Management	12 months	Enrol anytime
10698NAT Diploma of Weight Management	18 months	Enrol anytime
SISXCAI002 Assist with activity sessions	6 months	Discuss with your team co-ordinator/leader
Personal and Professional Development	Between 3-12 months	Enrol anytime

When you enrol in more than one course, your timeframes are managed consecutively (one after the other). This is done to ensure you are completing your courses in the order that best supports your learning and ensures any pre-requisites held within courses are completed prior to course content relying on that knowledge.

If you are enrolled into both Nationally Accredited courses and professional development courses, you will be given access to your Nationally Accredited courses first. This encourages completion of qualifications as quickly as possible, increasing job opportunities. You will have access to one Nationally Accredited course at a time and on completion of your first course, your next course will be added to your profile. Course access timeframes are non-transferable.

In instances where you have enrolled in more than one qualification (e.g., Certificate III in Fitness and Certificate IV in Fitness) we will, by default give access to the lower level qualification first (in this example Certificate III in Fitness).

If you have a specific wish to start with a qualification, other than the one we have given access to, you may apply to request a variation in our standard course access process. Your request must be submitted to admin@onfit.edu.au will be reviewed based on required pre-requisites, overall timeframes and currency of knowledge requirements.

Should you enrol into multiple Personal and Professional Development courses, you will be provided with access to all courses and timeframes at the one time.

Enrolment Process

When you are ready to enrol, and have met the pre-enrolment requirements, you will be provided with an enrolment form by your Course Advisor (or your team co-ordinator/team leader for students enrolling into the Assist with Activity Sessions Unit).

You are required to ensure you fully understand and agree to all aspects of your enrolment before you enrol and commence your studies.

As part of the conditions of enrolment, students are required to:

- complete the enrolment form in full
- read, agree and acknowledge the terms and conditions
- read and agree to all of Onfit Training College's policies and procedures
- provide your Unique Student Identifier (USI)
- provide clear photo identification

If you're unsure about anything relating to your enrolment, ensure that you ask your Course Advisor (or your team co-ordinator/team leader for students enrolling into the Assist with Activity Sessions Unit) for clarification or contact Onfit Training College on 1300 557 637 or admin@onfit.edu.au

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, Onfit Training College 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.

Note: Certificates will only be issued in the name associated with the USI and the name shown on your identification documents. When any document is in a former name, an official document e.g. marriage certificate or change of name certificate must be accompanied with your enrolment.

Photo identification

You are required to provide the Onfit Training College Course Advisor 1 x copy of photographic identification, as part of your enrolment.

Acceptable forms of ID include:

- Driver's licence – front and back
- Passport – photo and signature pages
- Proof of age card – front and back

Confirmation of enrolment

Your enrolment will be confirmed by the Onfit Training College Course Advisor on the receipt of your completed and signed enrolment form, acknowledgment of the terms and conditions, your USI number, your Photo identification and payment of your course fee (or deposit and payment plan documentation).

Note: course access will be granted once fees have been paid as agreed and the enrolment process has been completed accurately.

For students enrolling into the Assist with Activity Sessions Unit, your Onfit Training College confirmation will be sent once your enrolment has been approved and sent to Onfit Training College by the Active at Home program administration team.

Welcome email

Once your documentation and payment has been processed, you will receive an enrolment email from the Onfit Training College Administration team with:

- your username and password
- instructions on how to access your course/s on the Onfit Training College online learning platform

The date you receive this email is the commencement date of your course.

Commencing your Course

Prior to commencement of an accredited qualification, you will be required to complete the following two activities within your course.

Pre-Course Activity (Language, Literacy & Numeracy Quiz)

As part of your overall enrolment process, you will be provided with a Pre-Course Language, Literacy & Numeracy Quiz, which will allow the Onfit Training College team to determine any support needs, particularly in relation to language, literacy and numeracy. This activity combined with the enrolment process will also assist to identify if the course level you are enrolling in is appropriate. Please ensure you complete this activity within your orientation period (within your first 7 days of enrolment).

Student Declaration

You will be required to complete the following declaration, to confirm your understanding & agreement with the following:

- I declare that I will read all assessment instructions and requirements
- I am aware that there is a limit to the number of submissions that can be made for each assessment
- I am aware that I must achieve a 100% pass mark on my assessments, to achieve a satisfactory result

- I am aware of how to seek assistance regarding the course assessments
- I declare that the work I submit will be completely my own individual work and will not be plagiarised from any sources or completed by any other person
- I understand that I can contact Onfit Training College for assistance throughout my course. Contact and support details for Onfit have been communicated to me during my enrolment

Study Planner

Onfit Training College will provide you with a Study Planner, to assist you with scheduling your study and to ensure you keep on track with your study goals. Simply insert the date that you commence your studies and the timeframe in which you wish to complete (in days). The planner will populate deadlines for each module.

Course Information

Course delivery

Onfit Training College courses are delivered online. You will have access to your course and all the resources, lessons and assessments. This is available 24/7. In some instances, workshops and or work placement will also be a requirement of your course. Please read 'Assessment information' in this handbook and consult with your Career Advisor regarding requirements and delivery for your specific course enrolment.

Orientation and cooling off period

Students enrolled into a Nationally Accredited Qualification have a 7-day orientation period from the agreed course commencement date (date online access details are provided).

This orientation period is in place for two reasons:

1. It provides you with a cooling off period, in which you are automatically eligible for a withdrawal (see Withdrawal from Course by Student for more details).
2. Within the 7-day orientation period, you are required to complete your pre-course entry questionnaire. You should also familiarise yourself with the online learning platform, layout and navigation of the course and support processes.

There is no orientation period for any personal or professional development courses.

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 (i.e., full- or part-time)
- how many units (if any) are eligible for credit transfer
- 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'.

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 III	1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements)
Certificate IV	0.5 - 2 years
Diploma	1 - 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:

<https://www.aqf.edu.au/sites/aqf/files/volume-of-learning-explanation-v2-2014.pdf>

Competency Based Training

Onfit Training College delivers qualifications in the VET (Vocational Education Training) sector. Used in the VET sector is Competency Based Training (CBT), which is an approach to training and assessment that focuses on allowing a student to demonstrate their ability to do something. 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:

- 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

Onfit Training College has a Training and Assessment Strategy (TAS) for each of the qualifications we deliver, and we outline our approaches for conducting assessment in those strategies. These TAS's are reviewed regularly to ensure they remain industry relevant and support student outcomes.

Training and Assessment Strategies

Onfit Training College 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).

Foundation Skills

All training and assessment delivered by Onfit Training College 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.

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 Plan

If you are enrolling in a government funded program, you will be provided with a Training Plan before you commence your study. This document lists the units you will be required to successfully complete, before your qualification can be awarded. It will also identify the assessment methods used in each of the units. The plan lists a recommended start and end date for each unit, to help guide you through your studies and assist you to track your course progression. It is a government requirement that you sign and return training plans, acknowledging your intent to meet the recommendations. At regular intervals during your study, your training plan will be reviewed, and revised plans may be issued which reflect your progress.

Recognition Processes

Onfit Training College recognises that at times an applicant may be able to identify they are competent in one or more subjects for courses they wish to complete. Onfit Training College offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred.

These are:

- **Recognition of Prior Learning (RPL)**

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

Prior learning can include skills and knowledge gained through:

- paid work experience - full-time, part-time or casual in Australia or overseas
- voluntary work
- hobbies or leisure activities
- being coached or mentored (or coaching and mentoring others)
- attending and participating in seminars, conferences and workshops
- short courses
- private study and research
- any other life experiences that have given you competencies that match those in the relevant courses

You may be eligible to apply for RPL on one or more Units of Competency in your course and Onfit Training College provides a kit to guide students through this process. Speak to your Onfit Training College Career Advisor about obtaining an RPL kit.

- **Credit Transfer (CT)**

If you have completed a formal qualification that has covered any of the same unit/s of study as one of our courses, then your successful result can be transferred to our course(s). This will eliminate the need for you to re-complete this unit as a requirement of your course. This process is completed by matching competencies between qualifications and ensuring that their outcomes are equivalent.

Onfit Training College may provide credit transfer for formal learning that a student has already undertaken. Onfit Training College will recognise the Australian Qualifications Framework (AQF) Qualifications and Statements of Attainment issued by other Registered Training Organisations.

To apply for a direct credit transfer you will need to supply a certified copy your documentation (certificates and/or statements) or your verifiable USI Transcript. For students enrolling into the Assist with Activity Sessions Unit may apply for CT, however, you will still need to complete the sections of the course that relate specifically to Active at Home, to complete the professional development your employment organisation has selected you for.

Speak to your Onfit Training College Career Advisor at time of enrolment about formal qualifications you have previously completed.

Assessment Information

Theory Assessments

The theory component for the course will be comprised of (but not limited to):

- Multiple Choice, Drop and Drag, True and False Online Quizzes (automatically marked online)
- Short Answer Online Quizzes (marked by an assessor)
- Assessment Booklets (marked by an assessor)

Practical Assessments

These assessments require you to apply your theory to workplace situations.

You have three options available for how to complete this assessment requirement:

1. Attend a scheduled Onfit Training College Workshop held at the Brisbane Campus where an Onfit Assessor will assess you. Students have access to a fully equipped gymnasium (for fitness courses) during assessment hours (on campus assessments only) when accompanied by an Onfit staff member. In order to complete your practical assessment via this method, you will need to have a friend, colleague or family member available for the role-play scenarios.
2. Provide film evidence of yourself carrying out the tasks, and an Onfit assessor will assess the film evidence. Details on what to provide and how to submit the assessment are provided within the course (this option is compulsory for those students enrolled in the Assist with Activity Sessions unit).

In order to complete your assessment via film evidence, you will need the following:

- a. A device capable of recording video & audio
 - b. Friends, colleagues or family members available for the role-play scenario/s.
 - c. A device to upload the assessments for viewing
3. Complete in the work place under supervision of an approved industry qualified professional. This option requires a request to be made and approval to be given by Onfit Training College. An additional supplement logbook will need to be submitted. To apply contact: education@onfit.edu.au

First Aid Unit of Competency (for students accessing government subsidised funding programs)

Certificate 3 Guarantee program:

The nationally accredited Unit of Competency, HLTAID003 Provide first aid, is a required for the completion of the Certificate III in Fitness. This unit of competency is not delivered by Onfit Training College. Under the Certificate 3 Guarantee program, Onfit Training College do not charge a co-contribution fee for this unit of competency, and students are required to complete their First Aid certificate through an external, nationally recognised provider, at the own cost.

Once you have completed your First Aid course you are required to submit a copy of your Statement of Attainment to Onfit, via your learning profile, prior to the completion of your Certificate III in Fitness course. If you need assistance with finding a First Aid course provider, please contact admin@onfit.edu.au and they can assist with recommendations.

Higher Level Skills Program:

First aid is not included in the Certificate IV in Allied Health Assistance however it is recommended (as it often a requirement from an employer). Students wanting to complete this course will need to source an appropriate nationally accredited provider and will be at an additional cost.

Work Placement

For many students work placement is the highlight of their course, as it gives you a chance to put all your new knowledge and skills into practice, doing what you love! We also find that many of our students receive job offers as a result of their work placement.

If you require assistance with work placement contact admin@onfit.edu.au

The Fitness and Health industries strongly supports the use of work placements in the health and fitness sector for the following reasons:

- to strengthen the individual's experience of the workplace to support expectations of performance in the workplace

- to practice skills and apply knowledge within the workplace, which promotes stronger embedding of learning
- to provide exposure to real workplace situations and circumstances which cannot be replicated in a learning environment or simulation.

Fitness Industry Placement:

If you are a fitness student, you are required to locate a suitable fitness or health facility (course dependent) with qualified staff to complete the work placement requirements of your course. Your supervisor must have at least the qualification level that they are supervising.

- Certificate III in Fitness Work Placement must be carried out with a Certificate IV in Fitness (or higher) qualified Supervisor
- Certificate IV in Fitness Work Placement must be carried out with a Certificate IV in Fitness (or higher) qualified Supervisor
- Diploma of Fitness Work Placement must be carried out with a Diploma of Fitness (or higher) qualified Supervisor

Allied Health Industry Placement:

Certificate IV in Allied Health Assistants students will complete their work placement hours with a practicing allied health professional (AHP). Onfit Training College will assist you in gaining work placement and our assessors may coordinate times with the AHP to assess you or may assess you on campus. A range of AHP's can supervise the community rehabilitation hours, provided they work in this area. The physiotherapy specialisation will require either a physiotherapist or an occupational therapist as a supervisor.

Onfit Training College has the following Deeds and Agreements in place, specifically in relation to work placements, for the HLT43015 – Certificate IV in Allied Health Assistance:

- QLD Health Deed
- Ramsay Health Agreement
- Banalla Health Agreement
- Agreements with applicable Private Organisations

You must complete and be deemed Satisfactory for the simulated (role play) assessment within the following units, prior to commencing your work placement.

Community Rehabilitation Specialisation:

- HLTAHA001 Assist with an allied health program
- HLTAHA009 Assist in the rehabilitation of clients
- HLTAHA004 Support client independence and community participation
- HLTAHA024 Work within a community rehabilitation environment

Physiotherapy Specialisation:

- HLTAHA001 Assist with an allied health program
- HLTAHA009 Assist in the rehabilitation of clients
- HLTAHA003 Deliver and monitor a client-specific physiotherapy program
- HLTAHA005 Support the delivery and monitoring of physiotherapy programs for mobility

Minimum required hours of placement:

Qualification Code	Qualification Title	Work Placement
SIS30315	Certificate III in Fitness	30 hours

SIS40215	Certificate IV in Fitness	40 hours
SIS50215	Diploma of Fitness	50 hours
HLT43015	Certificate IV in Allied Health Assistance	120 hours

Work Placement Working with Children and Vulnerable People Clearance Requirements

There are requirements in some states and territories for students (volunteers) undertaking work placement to have a 'working with children and vulnerable people' clearance.

The government aims to reduce the risk of harm or neglect to vulnerable people in Australia. It requires those who work or volunteer with vulnerable people to have a background check to determine their suitability to be registered under the scheme. Background checking involves a thorough assessment of information about the applicant that may be relevant to determining the possible risk that they may pose to vulnerable people while engaging in a work or volunteer activities.

Each state has its own policy for this and in many instances different names for the check. For more information on requirements for your state, please visit the [Pre-employment Screening Working with Children Checks information page](#) .

If you are enrolling into a qualification that involves work placement, you must ensure you are able to abide by the Working with Children requirements of your state. If this is a mandatory requirement in your state, you MUST apply for your clearance well before you are due to begin placement, to allow for processing time.

Queensland Students ('No Card, No Start' Blue Card Policy):

Queensland is the first state to instigate the 'No card, no start' policy. Under new laws in QLD, holding a current Blue Card (QLD's working with children clearance) is a mandatory requirement for all students prior to the commencement of work placement. As a student of Onfit Training College you will need to be linked to our college when setting up your Blue Card; this will ensure the fee for your application is waived. Please visit [the Blue Card Applications page](#) for more information.

If you have any questions regarding the requirements or process relating to working with children clearances, please contact admin@onfit.edu.au for assistance.

Work Placement Police Check requirement

For Certificate IV in Allied Health Assistance work placement, you will also be required to obtain a Police Check, and provide this to Onfit Training College prior to commencing your placement. For Fitness placement, your work placement facility may require a Police Check. Onfit can assist you in the processes required and further information will be provided within your course.

Work Placement Vaccination requirements

Work Placement for the Certificate IV in Allied Health Assistance is undertaken in the health sector, and you will be required to meet the vaccination requirements of your state and placement organisation, and these will include any government requirements in relation to COVID-19 vaccinations. Mandatory vaccinations remain the responsibility of each student and evidence of these may be requested prior to placement.

Submitting Assessments

You are expected to complete assessments for all units in your qualification. Each assessment will have more than one piece of evidence that is required for you to be deemed competent e.g. most units will have a combination of theory, observation and workplace logbook assessment methods. You will need to submit all 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 within each assessment method; ensure you contact an Onfit Training College trainer and assessor to clarify anything that is not clear to you. Contact can be via phone on 1300 557 637 or via education@onfit.edu.au

Assessment Feedback

You will receive feedback from the Onfit Training College Education team 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.

Resubmissions

If you receive feedback to say your assessment 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.

Students have 3 attempts to submit their assessments for each unit within the course. If deemed 'Not Yet Satisfactory' after a 3rd attempt, a result of 'Not Yet Competent' will be recorded and you will be required to re-sit the assessment.

Students are encouraged to contact education@onfit.edu.au to discuss any concerns and obtain tutorial assistance before re-sitting the assessment.

Authenticity and Plagiarism

When answering assessment questions, you will find content in your course and on websites that assist you in formulating your answers. It is important that you do not simply copy and paste that information. Copying and pasting shows us that you have been able to locate relevant information, but it does not demonstrate that you understand it. It is important that you take the time to formulate your answers into your own words so that you demonstrate your understanding of the content.

Referencing: When undertaking research assignments, you may include or ideas from other writers in your work. In these instances, you will be expected to reference. Referencing means acknowledging someone else's work or ideas, which you have used as a source for your own answer in an assessment. To acknowledge the source correctly, it is important to 'cite' the particular point that you are using, by documenting the source. It is mandatory by law for all students to cite or acknowledge information that has come from other sources. Without appropriate referencing, students are in effect "stealing" the work of others - this is tantamount to academic fraud.

Collusion: In situations where work is being completed in a group setting, it is acceptable that as students you share ideas and give collective input, but each of you must formulate your answers in your own words and submit your individual answers to all questions, unless otherwise indicated by your Onfit assessor. In instances where approval has been given for you to submit a group project including specific work from individual group members, acknowledgement of each group member's work must be cited in your submission.

Plagiarism: It is neither acceptable, nor permitted for you to lodge plagiarised work as your own for any assessments. Forms of plagiarism can include:

- turning in someone else's work as your own

- copying words or ideas from someone else without giving credit
- failing to put a quote into quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most cases of plagiarism can be avoided however, by citing sources. By referencing your work, acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

There are a number of websites that show you how to correctly reference your work, for example: www.usq.edu.au/library/referencing/apa-referencing-guide

If the action was not intended to deceive, you have committed the academic misdemeanour of failing to reference a source correctly.

In instances where plagiarism or cheating is identified in your work:

- we will notify you and you will be given the opportunity to explain your actions
- if there is no indication or evidence that plagiarism was accidental or unintentional, plagiarism will be treated as cheating
- you will have your enrolment in that subject withdrawn and a result of 'Not Competent' lodged for the unit(s) of competency the plagiarised work was submitted for
- you may apply in writing to the Onfit Training College Director, requesting re-enrolment after withdrawal for unsatisfactory performance
- the Onfit Training College Director will make a final determination on your application
- Re-admission is not an automatic entitlement
- if successful, your re-enrolment will incur the full fee for that unit of competency at the time of the finding, plus a \$50 admin fee

The result you obtain under your new enrolment will be the result tabled for that unit of competency.

Note: *there may be more than 1 unit of competency in a subject*

Access and Equity

Onfit Training College will work to meet the needs of the community and individuals and/or groups who might be otherwise disadvantaged. Onfit Training College will facilitate equitable access to all programs for clients irrespective of their gender, age, marital status, sexual orientation, ethnicity, culture, linguistic background, religious background, race, location, socio-economic background, parental status or disability.

Onfit Training College incorporates the principles of equity into all programs. Every student who meets the entry requirements (if applicable) as prescribed by the appropriate training package will be accepted into any training and/or assessment program.

Our admission procedures are free of discrimination, and if an individual does not meet entry requirements, all attempts are made to assist them to identify alternative courses of action. This includes support within reason, and which is practical for students.

Onfit Training College staff are required to uphold our commitment to access and equity principles and implement the following strategies:

- make contact with students who have self-identified that they have a special need and discuss special arrangements and requirements
- maintain confidentiality regarding the student's special needs and requirements
- use appropriate language
- modify activities to support the learning process of the student within the training package and fully accommodate student needs if appropriate to do so

- modify assessments to accommodate student needs and requirements if appropriate to do so
- include flexible delivery and assessment arrangements where necessary

If you have any special needs, questions or concerns, Onfit Training College encourages you to discuss with the Onfit Training College Course Advisor at time of enrolment to enable a support plan to be implemented. If any needs, questions or concerns arise throughout your studies please contact Onfit Training College on 1300 557 637 or email: admin@onfit.edu.au

Support Services

Onfit Training College is at all times concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support, there are a number of professional organisations well equipped to offer services to help.

The following is a selection only and you may need to research these or similar organisations in your area. You are welcome to contact Onfit Training College Student Support Officer on 1300 557 637 or email: admin@onfit.edu.au if you require our assistance.

Agency	Contact Details
English Language and Literacy Services	For your nearest TAFE Institute: 1300 308 233 Adult Migrant English Program: https://www.education.gov.au/adult-migrant-english-program-0 Skills for Education and Employment program: https://www.employment.gov.au/skills-education-and-employment
Learning assistance	SPELD: 07 3391 7900 https://www.speld.org.au/
Hearing Impairment	Deaf Services Queensland: 07 3892 8500 https://www.deafservices.org.au/
Vision Impairment	Vision Australia: 1300 847 466 https://www.visionaustralia.org/
Physical Impairment	Cerebral Palsy League: 1800 941 069 https://cpaustralia.com.au/
Psychiatric assistance	Mental Health Australia: 1800 657 667 https://mhaustralia.org/need-help
Personal support	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

Onfit Training College Circle of Support (COS) Program

Onfit Training College is passionate and experienced about helping students reach their goals and love being able to educate health, wellness and fitness professionals who will be making their mark in their respective industry.

Onfit Training College created a Circle of Support (COS) Program that provides a variety of options for students to ask and receive help from the Onfit Training College team <https://onfit.edu.au/student-portal/student-support/>

The COS program includes:

- **Screen share sessions:** Share the screen with a Tutor and they can direct you to an area of the course or a specific resource you need help locating. Email education@onfit.edu.au with your screen share request.

- **E-tutor Email support:** ideal for most assessment and course related questions. Expect a reply within 24-48 hours. Email education@onfit.edu.au
- **E-Tutor phone support:** phone Onfit Training College on 1300 557 637 and press 2 for Education
- **After hours and weekend support:** tutor and administration support is available from 8am-7pm AEST during the week and on weekends between 9am-5pm AEST by calling 1300 557 637 and press 2 for Education or email education@onfit.edu.au
- **E-tutor Video Support:** you can chat with a Tutor via Zoom (or another video call platform) for help with a lesson topic or just want to see who you're talking to. Email education@onfit.edu.au with your Video Tutorial request.
- **Admin and IT support:** for questions or issues about the online course, course timelines or submitting course assessments call 1300 557 637 or email admin@onfit.edu.au

Fees

Information about fees and charges can be obtained by contacting an Onfit Training College Course Advisor on 1300 557 637 or via the Onfit Training College website <https://onfit.edu.au/contact-us/>

A number of factors will determine how much your course(s) will cost. This may include:

- Which course(s) you will study
- Course duration
- Study mode
- 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 government support

For the Certificate 3 Guarantee or Higher Level Skills Program, concessional student status applies if:

- you hold a Health Care or Pensioner Concession Card issued under Commonwealth law, or you are the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and are named on the card
- you provide Onfit with an official form under Commonwealth law confirming that you, your partner or the person of whom you are a dependant is entitled to concessions under a Health Care or Pensioner Concession Card
- you are an Aboriginal or Torres Strait Islander
- you have a disability
- you are an adult prisoner

For concessional status, it is Onfit Training College's responsibility to verify at enrolment and hold evidence of your eligibility.

For students enrolling into the *Assist with Activity Sessions* Unit as part of the Active at Home program, speak to your onsite team co-ordinator/team leader regarding fees.

Costs will be discussed prior to enrolment with you. All fees are correct upon enquiry and are valid for 14 days unless specified otherwise. Onfit Training College reserves the right to vary fees, curriculum, assessments and dates without notice and liability.

Fees must be paid by the due date agreed in your individual training contract. This will be clearly stated during your enrolment.

Once funds are paid by a student for training (including deposits and all other fees payable), the training or fees paid are not transferrable to any other person or entity except by special arrangement (at the discretion of the Onfit Training College Director).

Payment options

The following options are available for payment of course fees:

- Payment in Full
- ZipMoney payment plan
- Payment of a deposit as agreed with the Onfit Training College Course Advisor with the balance on a 'Ezidebit' payment plan (deducted weekly or fortnightly) *

For all payment options, no more than \$1500 can be taken upfront, in relation to accredited training.

*** Note:** Students who choose the payment plan option are to ensure they have sufficient cleared funds in their nominated account. Onfit Training College may under certain provisions of the Privacy Act 1988 provide information about you to a credit reporting agency if requested.

Information regarding the Ezidebit company can be viewed at: <https://www.ezidebit.com/en-au/frequently-asked-questions>

Other Fees

- **Original payment arrangement alterations:** Students on an agreed payment plan who require alterations to the original payment arrangements must do so in writing to admin@onfit.edu.au two business days prior to their next payment. Payment alterations service fees apply: \$10.00
- **Co-contribution fees:** Students who enrolled under Certificate 3 Guarantee, Higher-Level Skills or JobTrainer funding options, will be required to pay a mandatory co-contribution towards their study. These fees are due payable once enrolment is confirmed. Co-contribution fees are as follows:

Certificate III in Fitness (Certificate 3 Guarantee program) 16 units of competency		
Concession fee	\$300.00 total	\$20 per unit (x15). Co-contribution fees are not charged for HLTAID003. See 'Assessment' section for more information.
Non-concessional fee	\$450.00 total	\$30.00 per unit (x15). Co-contribution fees are not charged for HLTAID003. See 'Assessment' section for more information.

Certificate IV in Allied Health Assistance (Higher Level Skills program) 16 units of competency		
Concession fee	\$290.00 total	\$18.12 per unit (X16)
Non-concessional fee	\$580.00 total	\$36.25 per unit (x16)

Certificate IV in Allied Health Assistance (JobTrainer) 16 units of competency		
Co-Contribution fee	\$290.00 total	\$18.12 per unit (X16)

Your Onfit Training College Course Advisor is available to further discuss the eligibility requirements and the applicable co-contribution fee.

- **Document and Records Fees**

An application can be made for the reissuing of previous qualifications and/or statement of attainment. Submit a request to admin@onfit.edu.au, and supply one form of photographic identification.

- An administration fee of **\$40** applies for Onfit Training College to re-issue a copy of your Certificate and Academic Transcripts
- An administration fee of **\$25** applies for Onfit Training College to re-issue a copy of your Statement of Attainment

Note: If you require a reissue because of a name change, you will need to update your USI information on the USI website and supply evidence of your name change (e.g. change of name certificate or marriage certificate) along with your application.

- **Late Submission of Assessment Fee**

Students are provided with a reminder notification when their course expiry approaching (1 month prior to expiry). In cases where assessments have not been submitted within the course timeframe, you will be required to extend your course timeframe to allow for submission. Similarly, if you re-submit an assessment previously marked 'Not Yet Satisfactory' (NYS) outside of the agreed training contract time, you will need to extend your course via an extension request, to allow for this to be marked. Please see Course Extension Fees for more detail.

- **Course Extension Fees**

If your course is due to expire and you require an extension to complete your course requirements, this can be arranged for a maximum of 6 months beyond your original course timeline. Course extension fees apply at \$50 per month and are payable before the extension is applied.

To request an extension, please email admin@onfit.edu.au to request the extension request form.

If you have extended your course for 6 months and still require additional time for your studies, please contact our administration team at admin@onfit.edu.au so your individual circumstances can be reviewed.

The course extension fee applies to course enrolments under the Certificate 3 Guarantee, Higher Level Skills, Professional Development courses & Standard Fee for Service enrolments. Please note, no extensions can be granted for students enrolled as part of the JobTrainer Fund.

Onfit Training College may reject a course extension request, on the basis that it jeopardises its ability to meet the requirements of a Registered Training Organisation or negatively impact a student. In these cases, the course extension fee relating to this request will be refunded, if paid.

- **Re-enrolment Fee**

Re-enrolment is an option presented to students, in cases where an extension is no longer suitable. A re-enrolment provides you with a renewed course enrolment, with a new course timeframe, at a discounted cost. At the point of re-enrolment any existing Satisfactory assessment will be reviewed and applied to your new enrolment, if obtained within the previous 18 months.

The following circumstances may be reasons for a re-enrolment:

- a) If your course timeline has expired and you have actively logged in to your course, from within the last 12-18 months.
- b) You require more than 6 months to complete your studies/ have not made substantial progress with your studies and are nearing your course timeline expiry.
- c) Where enrolled into a government funded course and the funding contract/ timeline has ended.

A student can contact admin@onfit.edu.au to discuss re-enrolment options and suitability.

For accepted re-enrolments, the following conditions apply:

- You will receive up to 18 months from the date of re-enrolment to complete your qualification (refer to course timelines for specific course timelines)
- Upon re-enrolment of your course, you will be required to meet the training package requirements current at the time of your return (this means that if the government makes changes to a unit or units that are in the qualification you want to re-enrol in and you may be required to complete those revised units)

For Fee-for Service re-enrolments, the fee is \$795.00.

For Certificate 3 Guarantee & Higher Level Skills re-enrolments, for active government funded programs, eligibility criteria will be reviewed and if eligible, the current co-contribution fee will be applied for units not successfully completed.

For re-enrolments that are required after termination of the government funded programs Certificate 3 Guarantee & Higher Level Skills, the re-enrolment will result in all Competent units being credited to your new Fee for Service enrolment and a per unit fee applied:

- Certificate III in Fitness re-enrolments will incur a fee of \$165/per unit of competency.
- Certificate IV Allied Health Assistance re-enrolments will incur a fee of \$311/ per unit of competency.

For re-enrolments into Professional development courses, including the Active at Home program, students will be required to complete a brand-new enrolment at the current price. Students enrolled in the Active at Home program can also request course refresher or ongoing access for their completed course for 12 months: Fee: \$55/ 12 months. Active at Home students will need to discuss with their onsite team co-ordinator/team leader who will be responsible for payment.

- **Course Withdrawal Fees**

If you wish to withdraw from a course, you send a request to admin@onfit.edu.au. You will be provided with a Withdrawal Application to complete and return via email. This form will require the following information:

- Your name
- Contact details (address, phone, email)
- Reason for withdrawal request
- Any evidence to support your withdrawal request

Withdrawal requests received by students during the orientation (cooling off) period will result in a full refund of course fees paid less a withdrawal fee of:

- \$250.00 per certificate for Fee for Service enrolments into Nationally Accredited Qualifications/Courses.
- Up to \$250 for students enrolled in Government subsidised training
- \$45.00 for students enrolled in the Assist with Activity Sessions unit (payable to the payer of the enrolment fees)
- There is an additional non-refundable \$300 fee in addition to the withdrawal fee, to cover the cost of the Oculus Go headset.

The withdrawal fee will be withheld to cover trainer and administration costs associated with setting up student records and providing materials. This fee is payable in all circumstances including payment plan options when the fee has not yet been collected, and fees will still be deducted until the withdrawal fee has been paid.

No refunds will apply to withdrawals after the orientation period.

- **Enrolment Transfer Fee**

Should an enrolment transfer be granted at the discretion of the Onfit Training College Director, a transfer fee of \$250 will apply to cover the administration and enrolment costs.

- **Deferral Fee**

An application can be made to defer your course timeline and/or payments.

You can request your deferral by completing your Deferral Application form. To request this form please email admin@onfit.edu.au.

The following conditions apply:

- The maximum deferral timeframe allowed is 6 months
- A maximum of 2 deferrals will be approved per student
- Recommencement will initiate access to your course for any time remaining that was unused prior to your deferment
- Upon recommencement of studies, you will be required to meet the training package requirements current at the time of your return (this means that if the government makes changes to a unit or units that are in the qualification you are enrolled in you may be required to complete those units)

Deferral fees administration fees apply: \$25.00, per deferral request.

- **Re-sit Fees**

Students have 3 attempts to submit their assessments for each unit within the course. If deemed 'Not Yet Satisfactory' after a 3rd attempt, a result of 'Not Yet Competent' will be recorded and you will be required to re-sit the assessment.

Students are encouraged to contact education@onfit.edu.au to discuss any concerns and obtain tutorial assistance before re-sitting the assessment.

A re-sit and tutorial fee may apply: \$60.00

- **Tutorial Fee**

Personal tuition is available for students face to face with an Onfit Training College Trainer and Assessor. Tutorial sessions are booked in advanced with the assessor and cover topics the student requires assessment assistance with e.g., tutorial sessions usually cover full assessments helping students understand the questions and re-wording and/or the practical assessment requirements.

Tutorial fees apply: \$60.00 per hour and must be paid prior to the tutorial session. Fees are non-refundable. Session dates may be rescheduled at the discretion of Onfit Training College.

- **Recognition of prior learning (RPL) Fees**

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. An application can be requested for an RPL kit. Supporting evidence is required for each unit that you are requesting RPL for. RPL is included in the course fee but if students would like RPL prior to enrolling or separately, the fees are as follows:

Certificate III qualification	\$250.00
Certificate IV qualification	\$250.00
Diploma of Weight Management	\$500.00
Diploma of Fitness	\$700.00

- **Plagiarism Fee**

Refer to the assessment information section for full details. If plagiarism is identified in your submitted work and your application is successful for re-enrolment the fees that apply are: the full fee for that unit of competency at the time of the finding, plus a \$50 administration fee.

- **Assessment Materials Fee**

Students are provided with online access to all the course materials and assessments via the Onfit Training College learning management system <https://learn.onfit.edu.au/>

- Course materials can also be provided via Dropbox.
- Course materials for learning can be provided on a USB stick at a cost of \$50, however assessments must be completed online.

In extenuating circumstances, and at the discretion of Onfit Training College, a student may be approved to complete their course in hard copy. Hard copy fees apply: \$30.00 per unit. Where hard copy assessments have been submitted, an additional manual marking fee applies: \$295.00

- **Urgent marking request Fee**

Students can request that an assessment(s) be fast-tracked for marking (marked within 48 working hours). You will be notified in writing of your results by email. If you require a formal result (e.g. if a potential employer requests to view your results) you can submit a request to admin@onfit.edu.au

Note: *urgent marking requests are limited to four (4) assessments per student, per course*
Urgent marking fees apply: \$40.00 per assessment.

- **Replacement of Training Materials Fees**

Onfit Training College will charge a fee to replace any lost training and/or assessment materials that have been previously issued to you. Please contact us on 1300 557 637 or email admin@onfit.edu.au if replacement materials are required.

Special Consideration

In cases where a student is suffering from a medical condition, extreme hardship or extenuating circumstance, a request can be submitted for fees to be waived or reduced, including for extension and deferral requests. In these instances, the student must put their request in writing, and provide satisfactory evidence, so it can be reviewed on an individual basis. Any reduction or removal of fees will only be granted at the Director's discretion. Please put your request for a special consideration in writing to admin@onfit.edu.au.

Failure to Make Payment

Students are notified by both Ezidebit and by Onfit Training College when a payment defaults. Onfit Training College will inform the student firstly via text and then follow up by email.

Information regarding the Ezidebit company can be viewed at:
<https://www.ezidebit.com/en-au/frequently-asked-questions>

Failure to make a payment against your course, may result in access to your course being de-activated. Course access will be re-activated, once payment has been made.

For the first 45 days you will be given the opportunity to address your payments and bring them up to date. Failure to bring the payments up to date will be considered to be in breach of your finance agreement and will result in you being required to pay the outstanding balance in full within 15 days.

Failure to pay the outstanding balance will result in your default information (as permitted under the Privacy Act and other relevant Laws) being provided to a Debt Collection Agency for recovery and legal action. A cost of 22% (plus GST) will be incurred for any balances referred on. If no payment arrangements are made with the Debt Collection Agency to pay the outstanding balance, your default information (as permitted under the Privacy Act and other relevant Laws) will be provided to a Default Reporting Agency to list the default debt against your credit file.

If you experience any financial difficulty, please contact us immediately on 1300 557 637 to discuss available options.

Refunds

Should a student withdraw from a course, a full or partial refund may on occasion be applicable. Information below outlines some of the circumstances under which a refund may be granted. Please contact Onfit Training College on 1300 557 637 to discuss individual circumstances.

Cancellation of Course by Onfit Training College

If Onfit cancels a course option for any reason, students enrolled at the time of the cancellation announcement will have the choice of having their fees refunded for any sections of the course not delivered, or transfer to an alternate course offered by Onfit. 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.

Refund and Withdrawal request within the orientation period

For fee for service students, requests for withdrawal and refund within the orientation period (if applicable will result in an automatic approval and full refund less the \$250.00 withdrawal fee (per certificate).

For students studying through our Virtual Reality option, there is an additional non-refundable \$300.00 fee in addition to the withdrawal fee, to cover the cost of the Oculus Go headset.

For students accessing government funded programs the non-refundable withdrawal fee is up to \$250.00.

The non-refundable fees cover trainer and administration costs that are incurred by Onfit Training College in relation to the processing of enrolment and course access.

Other refund requests

The following circumstances are grounds for a refund:

- **Where the student feels that Onfit Training College has failed to provide the agreed services.**

In this circumstance a refund, partial or full, may be permitted following an investigation of a formal complaint or appeal, where it is determined that Onfit Training College have not provided an agreed service or services. A review of the complaint or appeal will be made, as per the Complaints and Appeals policy & procedure.

- **There is a cancellation of a course, by Onfit Training College**

Should Onfit Training College be unable to provide all units to meet the student's course enrolment contact will be made immediately via the contact details provided by the student upon enrolment.

Alternative units may be offered, with clear explanations on any variations to course outcomes this could result in. Any changes to the student's enrolment must be approved by the Student and Onfit Training College collectively.

If Onfit Training College is unable to provide an alternative that the student is satisfied with, the course fees paid on any unavailable unit will be refunded and a Statement of Attainment will be issued for satisfactorily completed units.

- **Extenuating student circumstances**

A partial refund may be provided for training that has not been commenced, based on extenuating circumstances. Applications for a refund based on extenuating circumstances, will be reviewed on an individual basis, and will require evidence to support the application. To request an application contact admin@onfit.edu.au

Note: *No refund will be permitted for training that has commenced. Refunds approved for extenuating circumstances are provided at Onfit Training College's discretion.*

Please note: no refund will be permitted purely on the basis of a change in student circumstances (e.g., moved location, changed job or work requirements, change circumstances, lost interest) unless within the orientation period.

Processing of refunds

All refund requests must be made in writing and sent to the Onfit Training College administration department at admin@onfit.edu.au

- following your request, you will be sent an application form to complete and return to the administration department
- the application will then be reviewed by an authorised Onfit Training College Manager
- the decision made will take into account other options available to a student e.g. deferral, change of course
- Onfit Training College will notify the student of the outcome in writing

Refunds as a result of an error or change by Onfit Training College will be reviewed and processed within 10 business days.

All other refund requests will be reviewed and processed within 30 business days.

This refund policy does not remove the rights of a student to take further action under Australia's consumer protection laws. Onfit Training College's Complaints and Appeals policy does not circumscribe the student's right to pursue other legal remedies.

If you are unsure of who to contact externally a great place to start is with the Australian Competition and Consumer Commission (ACCC) at <https://www.accc.gov.au/consumers/consumer-protection/where-to-go-for-consumer-help>

Third Party Arrangements

Onfit Training College has Third Party Arrangements with the following organisations. These organisations assist in the training, assessment or recruitment of students on behalf of Onfit Training College. Details regarding each relationship are included below. Onfit Training College, RTO 32107, is responsible for the quality assurance of all Nationally Accredited Training included within these arrangements. For more information, please contact Onfit Training College on 1300 557 637 or admin@onfit.edu.au

Partners 4 Health, trading as Brisbane North Primary Health Network

Unit of Competency within arrangement: SISXCAI002 - Assist with activity sessions

Brisbane Primary Health Network provide the following services on behalf of Onfit Training College:

- Recruitment of students

Onfit Training College is responsible for the quality assurance and issuance of the Statement of Attainment for the Nationally Accredited Unit of Competency SISXCAI002 - Assist with activity sessions.

Brisbane North Primary Health Network Contact Details: Phone: (07) 3630 7300

Online Courses Australia

Qualification within arrangement: SIS30315 – Certificate III in Fitness

Online Courses Australia provide the following services on behalf of Onfit Training College:

- Advertising and Marketing

Onfit Training College provides a pathway for students who have studied the non-accredited course at Online Courses Australia *Certificate in Fitness*, to receive credit towards the SIS30315 Certificate III in Fitness. Online Courses Australia advertise this pathway.

Onfit Training College is responsible for the quality assurance and issuance of the Nationally Accredited Qualification SIS30315 – Certificate III in Fitness.

Fitness Embassy

Qualification within arrangement: SIS50215 – Diploma of Fitness

Fitness Embassy assesses the Diploma of Fitness on behalf of Onfit Training College, on an 'as needed' basis.

Onfit Training College is responsible for the quality assurance and issuance of the Nationally Accredited Qualification SIS50215 – Diploma of Fitness.

Fitness Embassy Contact Details:

- Phone: (02) 8889 2840
- Email: info@fitnessembassy.com.au

Complaints and Appeals Policy & Procedure

Complaints and Appeals Policy

The purpose of this policy is to:

- To provide a clear and transparent policy that enables students and relevant parties to freely raise any concerns regarding the course or service provided by Onfit Training College
- To provide Onfit Training College's values and principles
- Demonstrate a fair, equitable and confidential means of resolving complaints and appeals
- To ensure compliance with the Standards for Registered Training Organisations (RTOs) 2015, Standard 6 (Clause 6.1 - 6.6) must be considered in conjunction with this policy.

This complaints and appeals policy and procedure will manage allegations involving the conduct of:

- Onfit Training College, its trainers, assessors and other staff
- Stakeholders and others
- A third party providing services on the RTO's behalf, its trainers, assessors, or other staff (where this may be relevant to its operations)
- A student of Onfit Training College

Definitions

Complaint - A complaint is an expression of dissatisfaction by an individual (hereafter referenced as the complainant) about an issue related to an individual associated with Onfit Training College, or an issue with a course or qualification delivered by Onfit Training College, which warrants the need for review, investigation and action.

Complaints can be made by students, parents/guardians, employers, schools, external partners, prospective students or other relevant parties.

All parties are entitled to access the complaints process. Activities which may give rise to academic and or non-academic complaints covered by this policy are listed below:

Academic programs/courses content, structure, materials, resources, access, quality

- Administrative or Training Officer customer service, action/inaction, procedure or decision
- Subject enrolment, training delivery, assessment and feedback, learning environment and resources and outcomes
- Student services, support, processes and communication
- Individuals who believe that they have been treated unfairly, harassed or discriminated against on the grounds of access and equity
- Occupational health and safety concerns related to subject delivery and/or assessment

Appeal - An appeal is a process whereby the complainant may wish to dispute a decision made by Onfit Training College.

The complainant may appeal decisions such as:

- An RPL decision
- An assessment or feedback decision
- A penalty imposed due to plagiarism / cheating
- A penalty imposed due to an act of misconduct and breach of code of ethics
- A refund decision

- A course extension decision

The complainant has the right to appeal any decision made by Onfit Training College and must follow the appropriate appeals procedure.

Natural Justice - is concerned with ensuring procedural fairness. It involves:

Decisions and processes free from bias

- All parties having the right to be heard
- All parties having a right to know how and of what, they are involved/accused
- Investigating a matter appropriately before a decision is made
- All parties being told the decision and the reasons for the decision

Onfit Training College actively encourages feedback and dialogue with our students and trainers as part of its continuous improvement philosophy. Students have the right to complain or appeal if they feel that they have been unfairly treated in some way.

Complaints are welcomed as a means of ensuring that we identify and overcome problems faced by students and provide an opportunity to improve our business and/or the delivery of our training programs.

We have established an equitable and transparent processes for encouraging and dealing with feedback, complaints, grievances and appeals.

Our policy is governed by the following values and principles:

- All students will have a clear opportunity to express their view on their learning experience, whether positive or negative
- The process will be transparent, and no student will receive any disadvantage by expressing their views
- High-risk complaints, including allegations of sexual harassment, discrimination and bullying will be directed to the Onfit Training College Director
- Student feedback will be dealt with in a timely, confidential and open manner and students will be kept informed of all progress
- If the complaint is related to training, we will arrange a meeting with the trainer and student to discuss the issue and seek resolution
- All complaints will be acknowledged within five working days of receipt
- The Onfit Training College representative handling a complaint or appeal will be independent of the decision being reviewed (e.g. an assessor will not consider or decide an appeal against an assessment decision they made).
- Students are given the opportunity to escalate the complaint if they feel it has not been adequately addressed
- In the event of a complaint against an Onfit Training College trainer and assessor involved in an alleged breach of civil law, the matter should be reported directly to the Director of Onfit Training College so that the appropriate action may be taken
- Onfit aims to address any complaints within 14 days, however if a complaint is complex, it may take longer
- If more than 60 calendar days are required to process and finalise the complaint or appeal, Onfit Training College will inform the complainant or appellant in writing and include the reasons why this timeframe is required. Throughout this period, Onfit Training College will regularly update the complainant or appellant on the progress of the matter

- If the issue is not resolved to the satisfaction of the complainant, the matter may will be referred to the appropriate authority

All feedback will be analysed, and trends built into the company's continuous improvement process so that all students benefit from the learning of the feedback.

Complaints and Appeals Procedure

The purpose of this procedure is to:

- Detail the procedure for review and investigation of complaints and appeals
- Demonstrate a fair, equitable and confidential means of resolving complaints and appeals
- To ensure compliance with the Standards for Registered Training Organisations (RTOs) 2015, Standard 6 (Clause 6.1 - 6.6) must be considered in conjunction with this policy.

This complaints and appeals procedure will manage allegations involving the conduct of:

- Onfit Training College, its trainers, assessors and other staff
- Stakeholders and others
- A third party providing services on the RTO's behalf, its trainers, assessors or other staff (where this may be relevant to its operations)
- A student of Onfit Training College

Should a person have a complaint or appeal, the following steps are to be followed:

1. Discuss the issue directly with those involved to try and resolve it verbally.
2. If there is no resolution, the person should put the following information relating to the complaint or appeal in writing to the Onfit Training College Director at admin@onfit.edu.au or by post to: 124 Phillip Crescent, Barellan Point, QLD 4306.
This written notification can be made using ['Form 01 - Complaints and Appeals'](#), which must include:

- A description of the complaint or appeal
 - A statement about whether the person wishes to formally present their case
 - Information about any prior steps taken to deal with the complaint or appeal
 - What they would like to happen to fix the problem and prevent it from happening again
- Assessment appeals must be submitted within two weeks of receiving your results

3. A written acknowledgement of receipt of the complaint/appeal will be forwarded to the complainant or appellant within five working days. The written complaint on 'Form 01 – Complaints & Appeals', will be sent to the Quality Manager at time of confirmation of receipt.
4. The Quality Manager will either deal with the issue personally or arrange for it to be dealt with by a management representative. The management representative will be independent of the decision being reviewed (e.g. an assessor will not consider or decide an appeal against an assessment decision they made). This review process must commence within two working days from the time the Quality Manager receives the written notification and a response/resolution must be presented within 14 working days.
5. The Quality Manager will:
 - Undertake a preliminary enquiry to determine nature of the complaint/appeal
 - Inform other relevant parties (if necessary)
 - Provide all parties an opportunity to present their case (with a support person and/or parent/guardian if a student is under 18 years of age)

- Discuss with the parties any resolution and any arrangements required by the RTO
 - Record the outcome of discussion on 'Form 01 - Complaints and Appeals',
 - Provide the outcome in writing to the person (and other parties if relevant)
6. All parties involved will receive a written statement of the outcomes, including reasons for the decision within the 14-working day period. If Onfit Training College expects more than 60 calendar days are required to process and finalise the complaint or appeal, the person will be notified in writing of the reason for the delay and kept informed of all progress.
 7. Should the issue still not be resolved to the person's satisfaction, upon request, Onfit Training College will make arrangements for an independent party to resolve the issue. Onfit Training College will outline, in advance, any costs that may be incurred by the complainant or appellant. The person will be given the opportunity to formally present their case. Where suitable, the independent party selected to review complaints and appeals will be the Queensland Training Ombudsman, in which no cost will be incurred by the complainant or appellant. The time frame for this process will be determined by the third party facilitating the independent review. Details regarding timeframes will be shared with all parties.
 8. If the person is still not happy with outcomes from the independent process, they may take their complaint to the VET Regulator - the Australian Skills Quality Authority. Information about the process can be found at: <http://www.asqa.gov.au/complaints/make-a-complaint---domestic-students/before-you-make-a-complaint---domestic-students.html> or National Complaints Hotline at <https://www.education.gov.au/NTCH>
 9. From any substantiated complaints and appeals, the causes will be reviewed as part of the RTO's continuous improvement processes, and appropriate corrective action will be taken to prevent or reduce the likelihood of reoccurrence. Actions will be recorded on the Continuous Improvement Register.
 10. Any complaint that is related to illegal activity e.g. theft, assault, will be immediately referred to the appropriate authority.
 11. All documentation relating to complaints or appeals will be stored securely as per the Records Management Policy and Procedure and recorded on the Complaints Register.
 12. The Onfit Training College Quality Manager will be personally responsible for the implementation and maintenance of this policy.

Student Code of Conduct

Just as Onfit Training College 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, take responsibility, in line with all current workplace practices and legislation, for their own learning and behaviour during both on and off-the-job training and assessment.

This requires support from all students, and it is therefore expected that you will:

- Respect the rights of other students
- Be respectful of Onfit Training College staff and representatives

- Comply with Onfit Training College policies. Discrimination, bullying behaviour or harassment of any form will not be tolerated
- Follow guidance in relation to safety instructions and report any safety non-compliance to staff, as workplace health and safety is a priority for staff and students
- Refrain from behaviour that is disruptive, childish, offensive or which may undermine Onfit's or your professionalism
- Avoid language that is offensive, insensitive or involves the use of profanity, when dealing with Onfit Training College staff, students or when in an environment in which you are representing Onfit Training College
- Be honest in providing Onfit Training College with information regarding any medical conditions and learning needs that may impact on you meeting Onfit Training College's course requirement
- Spend an average of between 4 to 6 hours per week on your course to complete all requirements in the allocated time
- Represent Onfit Training College with professionalism and integrity when attending work placement
- Be aware that smoking is not permitted inside the Onfit Training College premises. In compliance with legislation, students are not to smoke in front of the campus building
- Not partake in the consumption of alcohol or drugs before or during a practical assessment. Alcohol is not to be brought to or consumed on the campus or to any location associated with completing course requirements. Any student found to be under the influence of alcohol or drugs will not be permitted to attend class, use any fitness equipment or attend work placement
- Not wilfully damage or steal any item, private, public or belonging to Onfit Training College or partnering facilities as this is a serious offence
- Submit only your own work

Student misconduct

Onfit Training College 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 Onfit Training College 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):

- Verbal warning
- 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

Note: Any misconduct will be recorded on the student file. Students found guilty of misconduct have a right to lodge an appeal by following our Complaints and Appeals policy.

Workplace Health and Safety

Workplace health and safety legislation applies to everyone at Onfit Training College. 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 to the Onfit Training College administration team.

Smoking, Drugs and Alcohol

Onfit Training College 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 Onfit Training College premises, to use Onfit Training College facilities or equipment, or to engage in any Onfit Training College activity. People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected.

Student Feedback

Onfit Training College 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.

Government Feedback Requirements

Nationally Accredited Training

As a student enrolled into a Nationally Accredited course, qualification or unit of competency, Onfit Training College may send you a Learner Feedback Survey.

This is an government issued evaluation which requests feedback across a range of aspects including:

- Course content
- Course assessment
- Facilities
- Course delivery
- Training staff
- Resources

Certificate 3 Guarantee & Higher Level Skills

If enrolled into funded training program, you may receive a survey from the Department seeking information on your training experience.

Issuing of 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 following our completion process.

This meets the compliance requirements as set for Onfit Training College and other RTOs under the Standards for RTOs 2015.

If for some reason Onfit Training College 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 (refer to section 'Cancellation of Course by Onfit Training College').

National Registration

Onfit Training College supports and encourages students working as a Gym Instructor, Personal Trainer, Weight Management Practitioner or Allied Health Assistant, to maintain national registration with a nationally recognised peak body.

Fitness Registration

AUSActive, FITREC & Physical Activity Australia offer FREE membership for students while studying, and paid membership thereafter. This membership includes insurance cover.

Onfit Training College strongly supports this initiative and encourages students to take advantage of this membership offer.

- **AUSActive (previously Fitness Australia)**

The AusActive registration scheme is based on the National Fitness Industry Training Package, a set of nationally endorsed standards and qualifications for recognising and assessing the skills of people in the fitness industry. The qualifications are aligned with the federal government's Australian Qualifications Framework and the Training Package is endorsed by the National Training Quality Council. AUSActive actively contributes to the development and review of these standards. A cost-effective insurance program is offered to fitness and leisure centres and personal training businesses throughout Australia by AUSActive in association with Guild Insurance. This service has been introduced to assist businesses to continue to offer effective programs to the broader community.

Contact AUSActive: 1300 211 311 or <http://www.ausactive.org.au>

- **FITREC**

FITREC is about seeing fitness professionals recognised for their efforts, encouraged in their development and supported in their careers.

As a new registering body in the fitness landscape, FITREC have a different approach to registration. Their positioning statement is:

"Funding professional development is hard enough without having to pick up points from 'approved' providers along the way, so scrap the currency of points. Do the learning that fires you up and wear it on your FITREC profile like a badge of honour.

All courses, workshops, seminars can be added to your profile. Those that we assign a Level A or B to will add to your FITREC rating. FITREC have negotiated Industry Insurance at excellent rates for personal Trainers through Marsh Insurance. This is EXCLUSIVE to Personal Trainers and Instructors with FITREC Recognition.

Contact FITREC: (03) 9021 0836 or <https://fitrec.org/>

- **Physical Activity Australia**

Physical Activity Australia continues to provide registration for fitness personnel throughout Australia who have achieved the required competencies for the delivery of safe and effective programs and services to the community. Registration provides access to a range of benefits including low cost insurance and on-going professional development opportunities.

A cost-effective insurance program is offered to fitness and leisure centres and personal training businesses throughout Australia by Physical Activity Australia in association with JLT and SportsCover Australia. This service has been introduced to assist businesses to continue to offer effective programs to the broader community.

Contact Physical Activity Australia: 1300 784 467 or www.physicalactivityaustralia.org.au

Allied Health Assistance & Weight Management Registration

- **International Institute for Complementary Therapies**

Unlike many associations who dictate what therapists must do, IICT innovates and creates services and provides resources based on what members identify they need. The focus for IICT starts with 'why' rather than on 'what' they do. Because IICT operates outside the structure of associations, they are truly responsive to industry needs and use that flexibility to deliver outstanding products to their members. Community, and collaboration is the starting point and that makes IICT unique from the outset.

IICT is the best fit for therapists who offer many modalities without the need of joining associations for each modality practiced. IICT is also the largest modality list in all the world (1,200+ and counting), so you can be sure that if you practice it, we cover it.

Student membership can be taken for just \$1 for a year and costs remain very affordable for graduates. Contact IICT through: <https://myiict.com/>

Onfit Alumni

On completion of your studies, please know that as part of our Onfit Alumni, we consider you part of the Onfit family for life. Our team is here to answer any questions as you enter the industry, or continue on with your Onfit education in Fitness, Weight Management or Allied Health.

We also have short courses on offer to assist with professional development and to enhance your career and maintain your industry registration.

Feel free to contact us with any query you may have:

education@onfit.edu.au - for assistance with your study

admin@onfit.edu.au - for assistance with any administrative matter or technical support

www.onfit.edu.au - which contains general information about our courses

Phone: 1300 557 637

Social media:

