



Security & Service Training ~ First Aid Training

Scheduled Classes Policy & Procedure VRQA Guidelines 4.1

Purpose:

Technical Advanced Training is committed to providing all students with better support services and to have better experiences living, studying and working in Victoria.

Scope:

This policy covers all Technical Advanced Training policies and procedures and all better support services in Victoria.

Policy:

1. The aim of the policy is to make sure that Technical Advanced Training must not require or permit students to attend scheduled classes for more than eight hours in one day (Other than in courses where the VRQA has issued the provider a specific written exemption for a course-related reason, specifying different maximum hours for that course).
2. All trainers / assessors are responsible to observe and be advocates for the policy.
3. This policy will be widely disseminated in the Taxi Training Industry, First Aid and Security Training Industry.
4. Technical Advanced Training policies and procedures will be monitored and reviewed to ensure that they recognise and incorporate the rights of individuals.

Procedure:

1. The policy will be included in information provided to trainers / assessors and students.
2. If a full time student attends scheduled classes outside of 0800hrs to 2200hrs on any day the VRQA must issue the provider a specific written exemption for a course-related reason, approving a different schedule for that course and with the written agreement of the student.
3. Technical Advanced Training staff and students will be forwarded with a copy of a student timetable identifying start time and finish time of courses.
4. Technical Advanced Training' Training Manager will be person responsible for the implementation and maintenance of the policy.