



SYDNEY FILM SCHOOL

## CODE OF PRACTICE

As a Registered Training Organisation, The Sydney Film School ("the RTO") has agreed to operate within the Australian Quality Training Framework (AQTF) Essential Standards and Conditions of Registration and undertakes a self-assessment against these standards annually.

As part of the AQTF, all RTOs must be compliant with Commonwealth and State legislation and regulatory requirements. The RTO will observe laws governing:

- vocational education and training;
- occupational health and safety;
- workplace harassment, victimisation and bullying;
- anti-discrimination, including equal opportunity and racial vilification;
- disability discrimination;
- privacy;
- delivery of training to international students.

### Important Legislation Which Affects the RTO

The **Vocational Education and Training Act 2005** governs the registration and regulation of RTOs in New South Wales.

The **Occupational Health and Safety Act 2000** which prescribes the **Occupational Health and Safety Regulations (NSW) 2001** describes the general requirements necessary to ensure a safe and healthy workplace, and is designed to reduce the number of injuries in the workplace by imposing responsibilities on individuals and organisations.

The **Workers Compensation Act 1987** and **Workplace Injury Management and Workers Compensation Act 1998** deal with the process for compensating individuals who are injured in the workplace and facilitating their effective return to work.

The Anti-Discrimination Board was set up under the NSW **Anti-Discrimination Act 1977** to promote anti-discrimination and equal opportunity principles and policies throughout NSW.

Under the **Racial Discrimination Act 1975** (Cwlth) it is against the law to treat someone unfairly or harass them because of their race, colour, descent or national or ethnic background.

The **Disability Standards for Education (2005)** are formulated under the **Disability Discrimination Act 1992** (Cwlth) and require education providers to take reasonable steps to ensure that students with disabilities are provided with opportunities to realise their individual potential through their participation in education and training on the same basis as students without disabilities, and that they are not subject to discrimination.

The RTO acknowledges and respects the privacy of individuals as required by the **Privacy Act 1988** (Cwlth).

In relation to international students the RTO complies with the requirements of the **Education Services for Overseas Students Act 2000 (ESOS)**, the **ESOS Regulations 2001** and the **National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students**.

### **The RTO's Commitments and Undertakings**

- The RTO is committed to providing quality training with a focus on industry needs.
- The RTO will ensure that there are adequate facilities, equipment, staff and learning resources commensurate with the number of students enrolled in its courses.
- The RTO values feedback from students, staff and employers as a basis for continuous improvement.
- Courses are designed and, wherever possible, facilities set up to enhance flexibility of delivery to maximise the opportunity for access and participation by disadvantaged students.
- The RTO maintains a process for handling student complaints and assessment appeals which is easily accessible by students at minimal cost.
- Where necessary, the RTO will make arrangements for those students who require literacy and/or numeracy support programs or reasonable adjustment to assessment.
- The RTO undertakes to recognise the qualifications issued by other Registered Training Organisations and grant credit transfer where appropriate.
- The RTO will maintain a documented process for the recognition of prior learning (RPL) and ensure that RPL is offered to all students on enrolment.
- Course information will ensure that all fees and charges are advised before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.
- The RTO has in place appropriate systems to ensure sound financial and administrative practices and safeguards student fees until the course is delivered.
- The RTO has a refund policy which is fair and equitable.
- Student records are managed securely and confidentially and are available for student access on request.
- The RTO's training courses are marketed with integrity, accuracy and professionalism.
- The RTO issues Qualifications or Statements of Attainment to students who meet the required outcomes of units of competency on the RTO's scope of registration, in accordance with all relevant guidelines.
- The RTO will create an environment where all individuals are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.
- The RTO will ensure that training takes place in an environment free of harassment, victimisation and bullying.
- The RTO will honour all guarantees outlined in this Code of Practice, and understands that if it does not meet the obligations of this Code or supporting regulatory requirements, it may have its registration as a Registered Training Organisation withdrawn.
- The RTO will take every opportunity to ensure that this Code of Practice is disseminated, understood and valued by all RTO staff and students.
- All RTO staff are bound by, and committed to, the implementation of this Code of Practice.