



2021

STUDENT HANDBOOK



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1. General Introduction

Welcome to Saddle on Riding School. Saddle On is dedicated to providing a safe, enjoyable workplace for all employees and clients. This handbook contains information to help you get started as a new student at Saddle On.

We trust that you will enjoy your program.

2. Information and Services Provided

Saddle On provides a range of services and products, the majority of which are listed below:

- Horse riding lessons – Group and private
- Parties - Horse riding, Animal farm
- School excursions and visits
- Canteen
- Led pony rides
- Agistment
- Courses
 - **RGR10118: CERTIFICATE I IN RACING (STABLE HAND)**
 - **22246VIC: CERTIFICATE II IN EQUINE STUDIES**
 - **ACM20117: CERTIFICATE II IN ANIMAL STUDIES**
 - **SIS30713: CERTIFICATE III IN SPORTS COACHING**
 - **HLTAID003: PROVIDE FIRST AID**
 - **HLTAID001: PROVIDE CPR**
- Bays fun
- Float hire
- Saddle On merchandise

3. Operating Hours

Business Hours	
MON	9:30am – 2:30pm <i>(appointment only)</i>
TUE	Closed
WED	10:00am - 6pm
THU	10:00am - 6pm
FRI	10:30am – 6:30pm <i>(appointment only)</i>
SAT	9:00am - 4:00pm
SUN	Closed

If you have any enquiries, please give us a call during the hours stated above.

4. Quality Assurance

Saddle On is dedicated to providing high quality services and products to their clients. If at any time you find something that needs attention, please bring it to the notice of the senior staff.

5. Saddle On History

Saddle On was originally started as a small business with just a couple of ponies, offering pony parties and beginner lessons. Over the years Saddle On has expanded, adding in a canteen, undercover bays, an indoor and several other arenas, tack sheds to accommodate the increasing number of horses, and we now run approximately 40 group lessons a week, as well as several private lessons. Saddle On also offers agistment and has quite a long waiting list for paddocks to be available. Saddle On is a registered RTO and delivers various courses related to the equine industry.

6. Contacts

Below are the contact details for Saddle On.

Saddle On Pty. Ltd.

550 Elcho Rd, Lovely Banks, Vic 3221

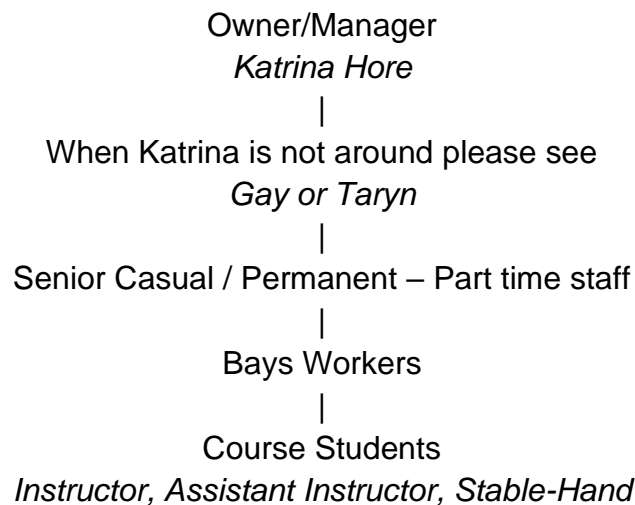
Ph: 5282 4017 Fax: (03) 5277 3138

Email: admin@saddleon.com.au

Web: www.saddleon.com.au

7. Management Structure

Saddle On's management structure:



8. Rules and Safety

These rules and safety procedures apply at all times at Saddle On. If you wish for an exemption to be made for you, you must apply in writing to Katrina, indicating the date you wish the exemption to be for.

- Dogs (except those that live on site) are prohibited at all times.
- Approved safety helmets must be worn at all times (3838) when riding horses and when participating in assessments involving horses.
- Students under the age of 18 must be supervised at all times by parents unless they are having a horse riding lesson or participating in course work at Saddle On.
- Cross-Country obstacles must not be jumped/used unless a non-riding adult aged eighteen years and over is present or prior approval has been given.
- Riding of rugged and/or unbridled horses is prohibited.
- Stallions are not permitted on the property, unless prior approval has been given.
- Horses are not permitted between the front of the clubrooms and the nearest outdoor riding arena.
- Bicycles are not permitted
- Speed limits must be adhered to at all times.
- Power leads and unauthorized obstacles must not cross roads or tracks.
- Construction of portable/tape yards is prohibited.
- Un-authorized entry to horse bays is not permitted.
- When in the bays enclosed shoes must be worn at all times.
- No ball games permitted around horses.

These conditions apply unless the manager of Saddle On has given permission for an exemption.

Exemptions will only be valid for the day/s granted. Please always ask first and never assume!

9. Emergency Procedures

In case of emergency call 000 immediately.

Emergency Assembly Point: Car park at the rear of the canteen (shown on Appendix 1: Map).

Local numbers for emergencies:

Police	Lara – (03) 5282 1241
Ambulance	000 (no local available)
Fire Brigade	Lara – (03) 5282 1942
Vet	BVC – (03) 5281 1221
Farrier	Linda – 0423 982 248
Dentist (Equine)	Benita – 0405 205 002

Important in an emergency:

- Stay calm and evacuate to the emergency assembly point if needed
- Establish the nature of the problem
- Contact the emergency services and state which one you need (fire, police, ambulance)
- Give them as much information as you can, including:
 - Location
 - Nature of emergency
 - Extent of emergency (number of people injured, damage etc.)
 - Injury details
 - Any other useful information
- If person injured is a minor, locate their medical consent form
- Send someone to meet the emergency vehicles at an arranged point
- Supervise other people near the scene to ensure they are not injured as well
- Ensure that no-one puts the injured person in more danger

10. Policies and Procedures

Saddle On policies and procedures are located in the office. These include:

- Workplace Health and Safety Manual
- OH&S Manual
- Policies and Procedures Manual

11. Legislation

Saddle On complies with all relevant legislation. This legislation is contained in the Legislation Folder, which can be accessed by asking your program coordinator. This includes but is not limited to:

- Copyright Act 1968
- The Disability Discrimination Act 1992
- Privacy Act 1988
- The Sex Discrimination Act 1984
- Working With Children Act 2005
- Occupational Health & Safety Act 2004 and Regulations 2007
- Education and Training Reform Act 2006
- Equal Opportunity Act 2010
- Public Sector Management and Employment Act 1998
- Charter of Human Rights and Responsibilities Act 2006

12. Payment of Fees

For details of payment of fees please refer to:

- ***Saddle On's Fees Policy***
- ***Course fees Saddle On***

13. Withdrawal & Refund of Fees

For details on withdrawal and refund of fees, please refer to the:

- ***Saddle On's Refund Policy.***

14. Workplace Health & Safety

Saddle On is committed to provide workplace health and safety systems to maintain a safe and healthy environment for employees and visitors. We recognise that we have an obligation to conduct activities safely and provide a work environment that minimises risk to health and wellbeing.

Workplace health and safety is a primary consideration when planning, organising and implementing our business operations. Saddle On is committed to maintaining systems that will ensure the health, safety and wellbeing of its employees, students and clients alike.

To achieve our objectives and ensure continuous improvement in the management of workplace health and safety, Saddle On shall:

- Provide and maintain the safety of equipment and work systems.
- Provide written procedures and instructions for safe work practices.

- Involve all levels of management and employees in the implementation and ongoing development of the WH&S system.
- Give priority to training, instruction, leadership and supervision of employees.
- Comply with the Workplace Health and Safety Act 2004 and Regulations.
- Provide induction and training to enable employees to carry out their work in the safest manner.
- Regularly review systems of work and equipment to ensure continued health and safety improvements.
- Make employees aware that they have a duty of care for their own health and safety and that of others affected by their actions.
- Ensure employees follow safe practices and procedures as detailed or explained by management.
- Review and monitor workplace health and safety performance.

Saddle On shall:

- Make resources available to ensure employees adopt safe work practices.
- Be involved in the development, promotion and implementation of OH&S policies and procedures.
- Communicate the company's occupational health and safety policy to employees.
- Train employees in safe work methods for their assigned tasks.

Outdoor employees have a higher risk of skin cancer than many other workers due to long periods exposed to UV radiation. You should always use sun protection when working outdoors:

- Maximise use of shade provided by trees, buildings and other structures.
- Wear protective clothing – wear elbow length sleeves and long pants.
- Wear a hat with a brim.
- Wear wrap around style sunglasses or sunglasses with an (EPF) 10 rating.
- Wear an SPF 30+ sunscreen.
- Keep hydrated in warm and hot weather.

A well designed workstation can eliminate health hazards from the office environment. The basic elements of workstation design include your desk, chair and equipment used to perform tasks. Healthy habits include:

- No matter how good your posture or workstation it is not healthy to work in the same posture or position for prolonged periods.
- Making small adjustments to your chair may help.
- Take regular breaks.
- Get up and stretch your torso, legs, arms and fingers.
- Stand up and walk around.

- Try and organise tasks to eliminate repetition and long periods doing the same thing.

15. Facilities and Equipment

Education & training will only be conducted in safe conditions and in comfortable surroundings suitable for training. Health and Safety is the responsibility of everyone, and you are required to report any WH&S issues or concerns to the course coordinator or trainer immediately.

Physical resources for your training include course rooms, laptop and projector, stationary equipment and books, horse-related equipment in the bays and elsewhere, and any other materials that are deemed necessary to enhance your learning experience.

16. Dress Code & Personal Protection Equipment (PPE)

Course uniform is available for purchase from the office and is compulsory in order to keep every one safe. Uniform at Saddle On Pty. Ltd. is vital for the identification and differentiation of staff, course students, riding students and the general public. It helps us identify from a distance if unauthorised persons are in dangerous areas that may pose a risk to their safety.

Compulsory (Available from Gay at the canteen, please get in early to order so you have a uniform prior to your commencement date)

Recommended

- ❖ Jodhpurs / Jeans
- ❖ Jodhpur Boots with no tread on them (which can all be purchased at Wild Brumby in Lara or Horse Land in Geelong), a durable sports watch, personal SPF30+ Sunscreen and Lip Balm and some UV blocking Sunglasses.

A helmet is also required at some points, but if you don't have one of your own you can borrow one from the Saddle On helmet room. Helmets must be 3838 compliant.

17. Incident Accident Notification

All incidents, accidents and near misses must be reported immediately to the Saddle On staff member responsible for the program. In the event of a serious injury the Occupational Health & Safety Manager of Saddle On will be informed immediately to determine if the work area needs to be preserved and if any other specific actions may be required.

18. Transport to Saddle On

You are to co-ordinate your own transport to and from Saddle On. Please note that there are no local public transport options.

In the case of a junior student, parents are responsible for picking up their son/daughter at the end of each of their classes. If parents are unable to do so personally then they should ensure that suitable alternate arrangements are made.

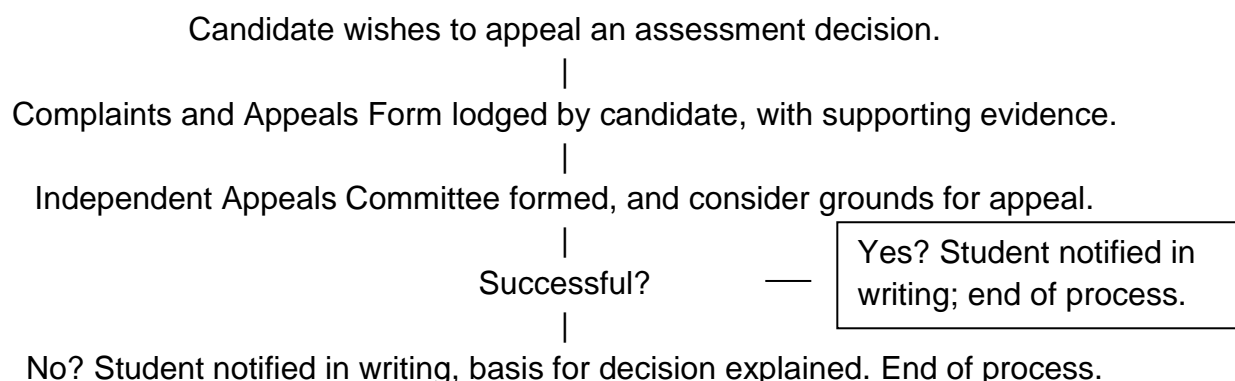
Saddle On is unable to assist with any mode of transport so please don't ask to avoid offence. As a possible alternative you could ask fellow class members if they would like to car pool but we will not do this for you.

19. Professional Expectations

- Punctuality – All course members are required to be punctual. If you arrive late to your class you will have to catch up in your own time.
- Dress code – Saddle On course members are required to dress in the Saddle On course uniform during the time that they are completing course hours at Saddle On. See Section 16: Dress Code & Personal Protection Equipment (PPE) above.
- Breaks – When you are on your break you must act responsibly and in a professional manner, e.g. no running around acting silly or screaming. Breaks should be taken in the allocated course room (near the bays).
- Smoking and alcohol – Saddle On does not allow course members to smoke or be under the influence of alcohol at the premises.
- Phone calls and mobile phones – Saddle On does not allow course members to keep their mobile phones on them during course hours – that time is for learning. If you need a time-keeping device, buy/wear a watch. Using phones should be reserved for when you are on break.
- Use of admin equipment – If you require something to be printed off (such as a lesson plan) at Saddle On, you are to ask one of the office staff (Katrina). You are not to enter the office at this time.
- Staff and the community – While at Saddle On you should be conducting yourself in a professional, friendly manner. People often mistake course students for staff members, so if a customer asks for help, reply in a friendly, helpful way. If you cannot help them, redirect them to someone who can. If you aren't on the premises whilst in the Saddle On course uniform, you must conduct yourself in a professional manner. You are not to say negative comments about Saddle On on social media such as Facebook, or to any clients or potential clients. Remember – you are representing Saddle On to others!

20. Appeals

The following appeals process chart details what happens when a student wishes to appeal an assessment decision made by an assessor.



21. Complaints, Appeal Procedures and Outcomes

As student of Saddle On, you are entitled to raise concerns, lodge complaints or appeals relating to equipment, services, curriculum or facilities. Saddle On, as part of its quality system, has formal procedures and processes in place for lodging concerns and the way in which concerns are processed and reported on. The staff at Saddle On will be happy to assist you with the process as according to the Complaints and Appeals Procedure.

Students are encouraged to begin by attempting to resolve any complaints in an informal manner. This includes approaching the person/s against whom they are making the complaint and try to rectify the issues directly. Should this result in no change, the owner/manager (Katrina) should be notified about the complaint in a private setting. If you are uncomfortable with addressing the Owner/Manager (Katrina), about the issue, you can address another member of the senior staff instead. You may raise a concern directly yourself or through your parents/guardians. If the matter is still not resolved, the complaint should be submitted in writing by completing the Complaints and Appeals form.

Appeals are to be made formally, by completing the Complaints and Appeals form. The form must be lodged within 21 working days of receipt of the assessment. Supporting evidence must be included. An independent Appeals Committee will be formed to consider the grounds for appeal and a decision will be reached within 2 weeks of the appeal being lodged. The appellant will then be formally notified in writing of the outcome.

The governing body of the equine industry has an independent commission to hear formal complaints. The governing body is the:

EA (Equestrian Australia) – Victorian Branch

Werribee Park NEC, 170 K Rd, WERRIBEE VIC 3030

PO Box 616, WERRIBEE VIC 3030

Phone: 03 9013 0707

Fax: 03 9974 0577

Following is the relevant rule in relation to the handling of complaints if you wish to have them brought before the EFA Procedures and Disciplinary Committee:

Any complaint to be dealt with by this Committee or any other Committee or Tribunal shall be in writing and substantiated by at least two (2) further written complaints.

Such complaints shall be submitted to the EFA Executive Director within twenty eight (28) days of the alleged offence.

If the complaint is provided in the correct format it shall be placed on the agenda of the next scheduled Procedures & Disciplines Sub-Committee meeting.

If the complaint is not in the correct format it will not be discussed.

For further information, please see the Complaints and Appeals Procedure.

22. Student Records

Saddle On only collects and stores personal information that is necessary to carry out its business or as required by legislation. Student records kept at Saddle On may include:

- Enrolment form;
- Certified copy of birth certificate;
- Waiver form;
- Doctor's Certificates;
- Assessments and projects;
- Any other documentation you have supplied to us.

23. Privacy Policy

Saddle On complies with the Privacy & Personal Information Protection Act 1998 and our own personal policy to ensure the protection of students' personal information. Student records are not disclosed to any other third party without the written consent of the student concerned except in the instance of an audit (which is covered by legislation).

If you need access to your file, you may request to do so through the Owner/Manager (Katrina).

If you have any other questions, problems, or queries about student records or personal privacy, the Saddle On senior staff are available to answer you.

Please also refer to our Privacy Policy for further details.

24. Change of Personal Information

Students must notify the staff (Katrina) of any changes in their personal information as soon as possible after the change. This includes information on:

- Change of name
- Change of address
- Change of legal guardian if under 18 years of age

Changes of name must be supported by certified documentation.

25. Retention and Disposal of Personal Records

Saddle On is required to retain and maintain accurate, reliable and accountable records of personal training and assessments for a statutory period of 7 years and then dispose of the records in accordance with the AQTF standards.

26. Access and Equity

Saddle On promotes access and equity in education and training opportunities for all students by:

- Treating all students fairly in a learning environment that is free from discrimination and harassment
- Respecting all students rights to privacy and confidentiality
- Providing relevant information to students on how to lodge a complaint or make suggestions for improvement of services without fear of being victimized
- Providing, where possible, services for special needs and requirements.

27. Special Needs and Welfare Guidance

Any student requiring academic and vocational support should speak to the program coordinator who will provide assistance or referral to appropriate services.

28. Language, Literacy and Numeracy

All students are required to complete a Language, Literacy and Numeracy test before beginning their course.

Saddle On encourages all students who are experiencing any difficulties with reading, writing, numbers or concepts to speak to their trainer or the course coordinator.

29. Attendance

Students are required to attend all classes and practical sessions. If a student is incapable of attending a class due to a sickness or emergency situation, they are to inform their

trainer as soon as practicable. The student will be advised whether a medical certificate is required or not.

Where a student is absent on the day of an assessment, it is their responsibility to make arrangements for another suitable time to undertake the assessment.

Classes start as they are timetabled. Students who are late may not be admitted to class until a suitable time in order to avoid disturbances to those students who arrived on time. Late arrival may be recorded as an absence on the timetable.

An attendance roll is filled out prior to every class. As soon as each student arrives, they are to sign the attendance roll before it is placed in the attendance roll book.

Should a student be absent from class without notifying their trainer/program coordinator, the matter will be followed up and dealt with as determined by the program coordinator.

30. Copyright

Copyright covers the writing, pictures and visual images, music and moving images of another person's material that include the developer and/or owner.

A copyright owner is entitled to take legal action against a person who infringes their copyright.

It is considered 'fair dealing' under Section 40 of the Copyright Act 1968 for the purpose of study or research to make a copy of one or more articles in the same subject in a periodical publication. In a published work of more than 10 pages a maximum of 10% or one chapter, is considered a reasonable portion.

Copying another person's ideas or work including information from the internet without acknowledgement is considered plagiarism. Acknowledgement is required when using another person's material in both the text and in a bibliography at the end of your assignment.

Plagiarism is unacceptable academic behaviour and can result in disciplinary action being taken.

31. Training and Assessment

Saddle On will provide training and assessment that is flexible and designed to meet the needs of learners and the requirements of the relevant Training Package or accredited course.

At the commencement of your training you will be given information that clearly outlines the learning outcomes and details of all assessment tasks that you will need to complete.

Assessment is competency based and is designed to determine whether the candidate can demonstrate the skills required.

Assessments will be conducted in accordance with the principles of assessment and the rules of evidence, varied to meet the Training Package guidelines, as well as the needs of the workplace and any regulatory requirements. Assessments may include any or a combination of the following methods.

- Oral Questioning
- Written Assessments
- Practical Activities
- Projects
- Case studies
- Role Play

These assessments may be conducted individually or in team activities.

It is the student's responsibility to read all assessment information and speak to the trainer if you have any concerns regarding the nature or timing of any assessment.

Reasonable Adjustment Modifications to time frames and allowable adjustments can be made to assessments where necessary to assist learners.

On completion of your training and assessment you will be deemed competent or not yet competent.

If competent your trainer will arrange for your certificate or statement of attainment to be issued.

If you are found not yet competent you will have to provide further evidence or information, or undertake another assessment. Discuss this outcome of your assessment with your trainer or the program coordinator who will advise you of the further assessment details required.

32. Flexibility

Training and assessment can be conducted one-on-one where necessary to enhance your learning experience. Learning and assessment is self-paced, so if you are having any problems with your assessments or learning material, your trainer can assist you and give you extra time. If you identify an area where you need additional assistance or support, talk to your trainer. Your trainer will then identify an appropriate method of support that can be provided for you, and assist you in implementing that process.

If you wish to pull out of the course at any time for any reason, you will be issued a Statement of Attainment for the units that you have completed and handed in with a successful assessment outcome.

If at any time you are injured during your course for any reason, you are able to complete learning and theory assessments by correspondence, and defer practical assessments and training.

If you have any reading or writing difficulties, you may undertake written assessments verbally. Let your trainer know if this is the case.

33. Extension and/or Deferral of Training

Students requesting an extension or deferral of training must discuss the matter with their program coordinator.

34. Issuing Certificates and Statements of Attainment

Saddle On automatically generates your application for the VET accredited Award or Statement of Attainment immediately following course completion.

If you have successfully completed fewer units of competency than those required for an AQF qualification you will be issued a Statement of Attainment.

On your Statement of Attainment or Certificate will be a list of the titles and codes of all the units of competency which you have completed.

Certificates and Statements of Attainment can only be issued in your name as shown on your birth certificate, drivers' license or passport. This information must match the records held by Saddle On.

Unless you provide Saddle On with a USI number, we will NOT be able to issue your certificate until we receive one. For more information and how to obtain a USI number please visit www.USI.gov.au

35. Loss of Certificate or Statements of Attainment

In the event of loss of your Certificate or Statement of Attainment please contact Saddle On.

Your Certificate or Statement of Attainment can be reissued at a fee of \$10.00

36. Student Rights

All students are entitled to:

- Be treated fairly and with respect
- Attend the program orientation
- Learn in an environment free from discrimination and harassment
- Pursue their educational goals in a supportive and stimulating environment
- Have privacy concerning assessment records and private information
- Readily access assessment procedures and progressive results
- Have complaints handled appropriately and promptly
- Appeal for the review of assessment outcomes

37. Student Responsibilities

Students accepting a place in a course agree to:

- Treat other people with respect, fairness and courtesy
- Abstain from engaging in plagiarism, collusion or cheating in any assessment event
- Be punctual and regular in attendance
- Submit assessment material by the agreed date or seek approval to extend the date
- Observe to Occupational Health & Safety requirements in all areas
- Avoid any behaviour which may offend, embarrass or threaten others
- Provide adequate notice of any changes to their enrolment status
- Not use mobile phones during training

38. Student Conduct Policy

The purpose of this policy is to ensure that:

- Every student has the right to participate in Saddle On's programs, free of inappropriate behaviour that may impair the learning processes, or social well-being of individual students or others
- All members of the Saddle On community have an interest and a responsibility to prevent minor behavioural problems from becoming larger ones
- Attempts are made to solve behavioural problems of students through discussion and mediation before more formal procedures are invoked
- All members of Saddle On community are trained in implementing the student conduct policy
- Requirements of student conduct are consistent with community and industry standards of acceptable behaviour

It is expected that all persons enrolled at, or using the services of Saddle On will:

- Respect the rights and welfare of all other member of the Saddle On community
- Behave in ways that contribute to the orderly and effective functioning of Saddle On
- Only use Saddle On property, to which they are entitled to have access, in a responsible and careful manner
- Comply with all lawful directions given by Saddle On staff while on Saddle On property or whilst engaged in Saddle On sponsored or controlled activities
- Ensure that submissions for assessment of examination are honestly presented, and that non-original material is appropriately acknowledged

Misconduct includes:

- Disruption of others
- Preventing staff members from performing their duties
- Endangering the health and safety of others (staff/student/parent)
- Verbal and physical abuse
- Alcohol, drugs, weapons
- Vandalism
- Theft
- Failure to comply with lawful directions
- Cheating, plagiarism, theft of intellectual property
- Non-provision of a “Working With Children Check” (if applicable)

39. Disciplinary Procedures

A staff member or trainer/assessor may:

- Reprimand a student
- Require an apology from a student
- After consultation with Katrina, require the student to enter into a contract in which the student undertakes to modify their behaviour to improve their performance
- Exclude the student from the remainder of the current and/or next class, lecture or tutorial for which that staff member has responsibility

A program coordinator may:

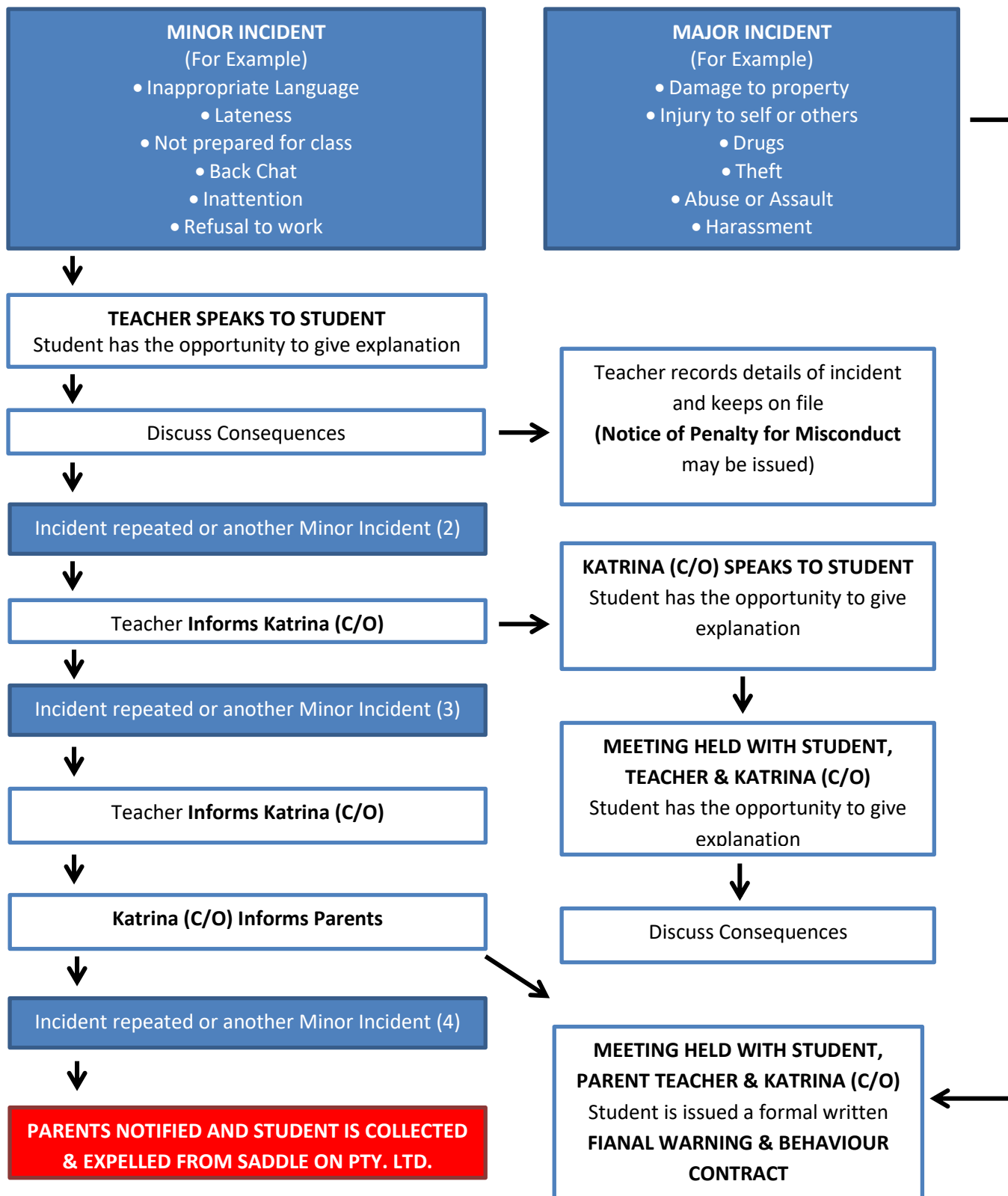
- Exclude the student from participation in activities conducted on Saddle On property for a period of up to 10 attendance days and require the student to sign a memorandum of understanding prior to resumption of attendance
- Require payment of compensation for any damage to or loss of Saddle On property caused by the student
- Withhold the student’s statement of results until any penalty, compensation or other sum owing to Saddle On has been paid

The C/O (Katrina) or delegated nominee may:

- Impose any of the penalties specified above
- Exclude the student for a period not exceeding one academic trimester
- Exclude the student from examinations or tests conducted by Saddle On in a particular period
- Exclude the student from a particular course or any part of a course or subject including the right to re-enrol for a period not exceeding one year
- Expel the student

40. Student Conduct Management Process

This process is to be used in conjunction with Saddle On's Student Conduct Policy and disciplinary procedures.



41. Submission of Assessments

Students are required to submit all assessments on time. If an extension of time is requested, this must be done prior to the due date. An extension of time is given at the discretion of the program coordinator in consultation with the student.

Any student who fails to submit any assignment will receive a “not yet competent” result for that unit of competency. Students should discuss this result with the program coordinator.

It is the student’s responsibility to keep a copy of all submitted assessment materials.

42. Training Records and Results

You can access your training records or results at any time by talking to your trainer/assessor or program coordinator. Please correct any inaccuracies by notifying your program coordinator.

VET (Vocational Education and Training) programs comprise several units of study all with varying numbers of study hours. These units are timetabled for delivery at varying stages of your course and will therefore have different start and end dates.

Assessment within units of study is progressive and if you demonstrate competence to the required level then your teacher will report a satisfactory result for recording on Saddle On’s student management system. The teacher will also advise you of your result.

43. Resits

If, in any unit of study, you do not meet the required standard when assessed, then you have the right to two re-assessments at no cost. Re-sits are timetabled at various times throughout the year for individuals who require them. Ask your trainer for more details.

44. National Recognition

Saddle On actively recognizes units that students have undertaken at other RTO’s around Australia that match those to be undertaken at Saddle On. If you have a unit that matches one in the course you are to undertake at Saddle On, we encourage you to apply for Recognition by talking to your trainer and completing a Recognition Application form along with evidence of the unit/s or qualification achieved.

45. What is Recognition?

Recognition is a term that covers Recognition of Prior Learning, Competency and Skills Recognition. All terms refer to the recognition of competencies currently held, regardless of how, when or where the learning occurred.

Under the AQTF, recognition may be obtained in a number of ways. This includes:

- Any combination of formal or informal training and education (tertiary studies or workplace training)
- Work experience, life experience or community work

46. Why Apply for Recognition?

Recognition allows you to gain a full Qualification or Statement of Attainment for units of competency by recognising the knowledge and skills already gained without repeating or undertaking unnecessary training.

Saddle On actively promotes, acknowledges and gives credit for skills and knowledge of enrolled students for recognition of prior learning who are assessed as possessing the competencies that would normally be assessed after undertaking studies in units from accredited programs.

At the commencement of each unit of study you will receive a summary of the unit, learning outcomes/elements, assessment criteria and assessment procedures to enable you to determine the appropriateness of an RPL assessment.

47. How to Apply for Recognition

Obtain the Recognition Application form from your program coordinator. Complete the application and compile your evidence according to the guidelines provided in the form. Your program coordinator will offer you guidance and support to put your application together.

Your program coordinator will review your application and evidence and send to you a Notification of Outcome of Recognition Application approximately 4 weeks after submission.

You may be requested to provide further evidence and/or attend an interview for clarification and/or validation of the evidence provided.

If your application successfully meets the requirements of the relevant Training Package or accredited course you will be issued either a Certificate (full qualification) or Statement of Attainment (for accredited course or individual units of competency).

If there is a gap in your knowledge and skills or the evidence is insufficient to meet the requirements of the relevant Training Package or accredited course your program coordinator will advise you of the training you need to meet the requirements.

The fee for Recognition of Prior Learning will depend on what you are applying for recognition for. Your program coordinator will discuss this with you prior to your application being handed in.

48. What is Evidence?

There are many ways of showing evidence that you have the knowledge, skills and attributes to meet the requirements of the competency or competencies you are applying for recognition. Evidence many include:

- Certificates, including transcripts
- Your current job description
- Workplace records
- Workplace projects
- Workplace assessments
- Attendance at workplace or community courses
- Life experience narratives
- References and testimonials
- Interviews
- Video or audio recordings of activities

49. What will the Assessor Look for When Reviewing My Evidence?

An assessor will review your evidence to ensure it provides:

Validity: Does your documentation provide evidence against the complete unit of competency and clearly demonstrate your skills, knowledge and attributes?

Sufficiency: Are there enough different types of evidence to clearly demonstrate your skills, knowledge and attributes?

Currency: Does your documentation clearly demonstrate your application of competency in your current role?

Authenticity: Have you verified that the evidence is your own work? You may need to have your evidence authenticated by a work supervisor/manager or another responsible party.

Credit Transfer recognises previous formal learning. Credit may be given for a completed course or an individual unit of competency which is equivalent to the learning outcomes, competency outcomes or standards of another qualification. Information on credit transfer can be obtained from your trainer or program coordinator. You will need to provide the Statement of Attainment or Certificate showing the unit name and code of competency you wish request for credit transfer.

50. Orientation

Orientation is an essential part of your training program. Orientation sessions are used to familiarise you with your program, staff, facilities, and classrooms, and inform you of resource requirements and general administrative matters. You will be informed of your orientation class date by your program coordinator once you are enrolled.

During your orientation class you will be informed of:

- Program outline for 2021.
- Program timetable.
- Class times.
- Required resources.
- Transport home after class.
- Assessment procedures.
- Equipment, textbook and resource costs.
- Protective clothing/uniform required.
- Expectation to attend all classes on time and for entire duration.
- Doctors certificate to be provided if student is ill.
- Absences and reporting of study progress.
- Student rights and responsibilities, conduct policy and behaviour expectation at Saddle On Pty. Ltd.
- Method for contacting staff out of class times.
- Discuss mix of theory and practical classes.
- Class breaks.
- Reporting of results and re-sit opportunities.
- Tour of Saddle On facilities such as café, office, course room, property.
- Occupational health and safety requirements. This includes evacuation procedures, fire exits, fire equipment, first aid kit, and manual handling procedures.
- Members of the staff responsible for your training program.
- Amenities available to you and their location.
- Policies and procedures including RPL and appeals process as contained in this booklet.
- You will be given the opportunity to ask questions.

51. Student Checklist

During your orientation you will be given a checklist. As you are informed of each point contained on the checklist, please tick it off. This will ensure that you are completely informed and ready to begin your course. If you have any items not checked off, please see your trainer/assessor or program coordinator.

52. Textbooks

You will be required to purchase various textbooks to complete your course at Saddle On. A list of those required will be given to you by your program coordinator at your orientation class or sooner.

53. Graduation

All students, upon successful completion of their course, will be issued with their certificate at an informal Saddle On graduation ceremony.

Students unable to attend the graduation ceremony will be able to collect their certificate by making an appointment with their program coordinator at a date after the graduation ceremony or can receive their certificate via the post.

54. Training Schedule for Delivery during the School Holiday Period

These are compulsory sessions and failure to attend part or all of any scheduled holiday training sessions will severely impact on your ability to successfully complete the program. Saddle On is not compelled to provide any catch up sessions for students who fail to attend these holiday training sessions.

It is the responsibility of the student and parent to arrange transport to and from Saddle On for holiday classes.

55. Course Details

Each course has its own information pack detailing the following information:

- Course overview
- Qualification
- Course requirements
- Vocational outcomes
- Delivery strategy
- Prerequisites
- Program outline
- Unit guides

56. Employability Skills

Employability skills are contained in each Training Package. They apply across a variety of jobs and life contexts and are sometimes referred to as key skills, core skills, life skills, essential skills, key competencies and transferable skills.

Employability skills include:

- Communication
- Team work
- Problem solving
- Initiative & enterprise
- Planning and organizing
- Self-management
- Learning and technology

These skills will be assessed in conjunction with the performance criteria contained in the Training Package.

57. Learning Pathway

Saddle On Pty. Ltd. encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway would be to consider a higher education degree or diploma. A helpful career website to refer to: www.myfuture.gov.au

58. Student Surveys and Evaluations

Saddle On collects and collates student feedback through many channels including the use of a yearly student survey and a unit survey at the conclusion of each topic. You may be requested to participate in several surveys and evaluations during your program. We encourage your participation.

National student outcomes survey is conducted every year for feedback.

59. Riding Components

Some of our courses contain units that involve riding. If your riding ability is not up to the standard required to pass the unit, you will have to pay for lessons to get your riding ability up to the standard required to pass. This cost is not covered by course fees and must be paid separately.

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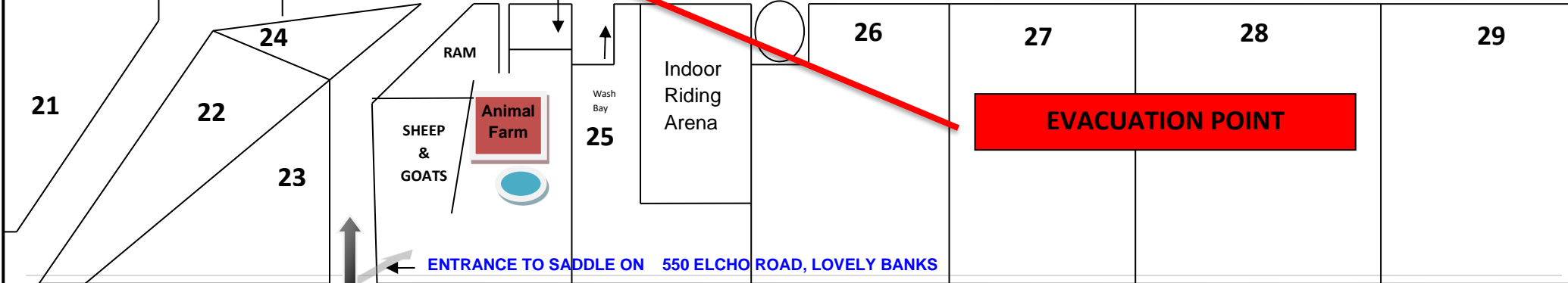
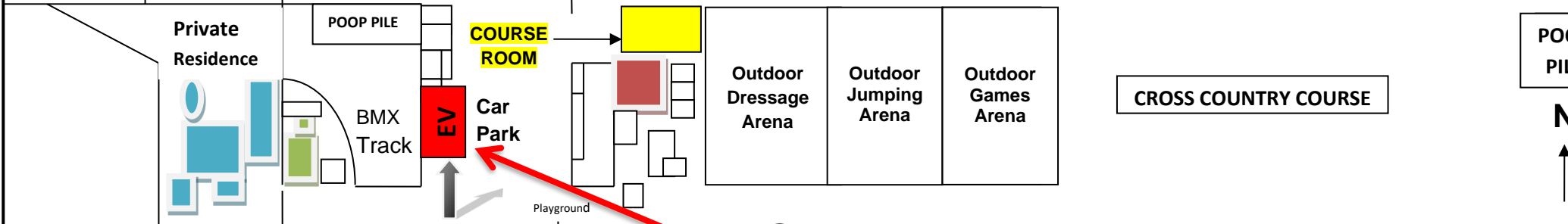
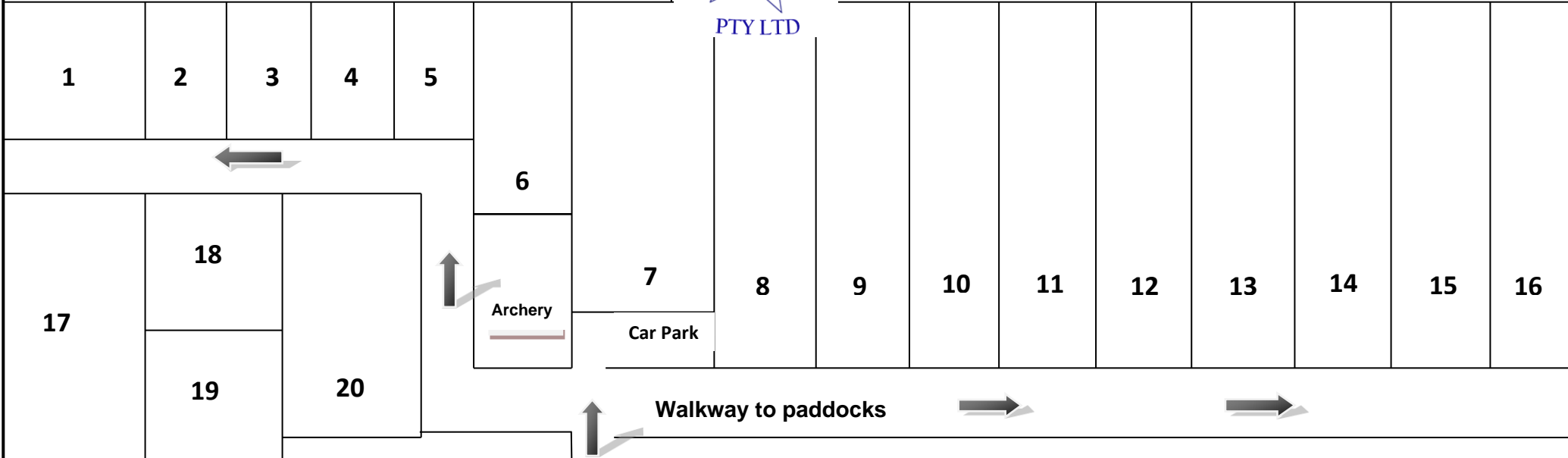


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Reviewed: Dec2020

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