

## THINKING ABOUT STUDYING AT PEER?



It is important that you read this information carefully prior to your enrolment. PEER is registered with the Australian Skills Quality Authority (ASQA) and complies with the National VET Regulator Standards that outline good practice in marketing, operation, financing and administration as well as the training and assessment services. Our RTO code is 7027.

PEER is at the forefront of developing the state's future workforce, with over 450 apprentices currently receiving training at PEER.

### General course information

#### Choosing a course

Course information is available from PEER's website at [www.peer.com.au](http://www.peer.com.au) or by calling customer service on (08) 8348 1200. Each course identifies course admissions requirements that you must meet to be eligible for entry and best prepared for successful completion.

#### Certification

If you complete an accredited qualification under the Australian Qualifications Framework, you will receive a Parchment from PEER. If you complete a unit of competence from a training package or an accredited unit you will receive a Statement of Attainment from PEER.

All students will receive an Academic Transcript.

#### Recognition of Prior Learning (RPL)

RPL is the acknowledgment of current skills and knowledge which you may have gained from a range of experiences including work, volunteering, study and general life experiences.

It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. Contact PEER for further information.

#### Credit transfer

Credit transfer is the formal recognition of studies undertaken elsewhere. If you are eligible, credit transfer can result in:

- > automatic status or credit in part(s) of a course/qualification, and
- > exemption from that part of the course.

Status granted through credit transfer is generally achieved through the provision of a certified Academic Transcript from another training provider. It is then recorded on your student academic record. Contact PEER for further information.

#### Student enrolment

When you complete your enrolment you will be acknowledging that you have been provided with the information required to make an informed decision regarding your training.

Please ensure that you complete all enrolment sections so that we may support any specific study requirements you have. You are enrolled in a course once you have been selected, completed enrolment and arranged payment of fees.

You are encouraged to disclose any disability or ongoing health/medical condition that may require support. We can help you develop a personalised plan that will assist in your successful participation.

#### Upfront Assessment of Needs (UAN)

If you are accessing any qualification under the WorkReady funding, you will be required to undertake an Upfront Assessment of Needs (UAN) test. This will assess your suitability for the course and determine any assistance that may be required. All apprentices and Training Guarantee for SACE Students (TGSS) must complete this.

#### Privacy policy

PEER is required to collect and store personal information in order to administer your application and enrolment, to monitor your academic progress and to provide other services. PEER will ensure that information collected from you is only used for the purpose for which it is collected. The full policy statement is available on the PEER website.

### Funding/ fees

#### WorkReady

The South Australian Government introduced the WorkReady policy initiative which allows for students studying eligible qualifications to receive discounted fees. PEER offer various qualifications under this funding model if you are under a contract of training (COT) or enrolled at school and accessing TGSS. Contact PEER for further information.

#### CITB Funding

CITB is a whole-of-industry led organisation that brings together employers, unions and government representatives to support the South Australian building and construction industry by providing leadership in training and skills development for its workforce.

If you have a CITB number, you may be eligible for subsidised training through PEER. Contact PEER for further information.

### PEER refund policy

There are limited criteria under which a refund may be granted. Further details of refund conditions are outlined in the PEER refund policy available on PEER's website at [www.peer.com.au](http://www.peer.com.au) or by calling customer service on (08) 8348 1200

### Fees

Each course has an established fee which varies depending on the nature of the course and your circumstance, such as eligibility for concession. Fees for any other incidental costs which may apply to your course are clearly explained prior to enrolment.

### Concessions

Concessions may be granted to students who have a relevant concession card at the time of enrolment, subject to the student being eligible for funding under WorkReady.

Concession cards include:

- > Health Care Card
- > Pensioner Concession Card
- > Veterans Affairs Card

Concessions cannot be applied for after enrolment, and are not available for fee for service courses.

### Apprenticeship training

PEER is a leader in Apprenticeship training in South Australia, with over 450 enrolled apprentices in various trades. As a potential apprentice, you are required to commit to a contract of training (COT) which requires commitment from:

- > Apprentice
- > Employer
- > Training Provider (PEER)

The apprentice's responsibility includes attending work, training and aiming to complete their qualification within the designated period.

The employer's responsibility is to provide employment and learning to the level of skills and knowledge required in each year level and liaise with the RTO to ensure training is aligned to the workplace.

PEER's responsibility is to ensure the student has every opportunity to complete training and gain their qualification. PEER will liaise with both the employer and apprentice to support this process.

PEER provide training for the following trades:

#### > Electrician

(UEE30811 – Certificate III in Electrotechnology Electrician)

#### > Plumber

(CPC32413 – Certificate III in Plumbing)

#### > Refrigeration Mechanic

(UEE32211– Certificate III in Air-conditioning and Refrigeration)

Our training program is designed around the needs of industry and scheduling is flexible, with either day or block release available in a variety of trades.

### Employer information

PEER has invested a substantial amount of funds into creating state of the art facilities for all PEER students. We have a designated Refrigeration and Air-conditioning Practical Learning Resource Centre, Electrical Training Facility and a Plumbing Learning Centre. As such, our training is world class and like no other training facility in South Australia. Contact PEER for a private tour of our facilities. Or alternatively, there are site videos on PEER's website for viewing.

Employers in South Australia are responsible for training fees for their apprentices. PEER require our employers to enter into a fee agreement with PEER prior to student enrolment.

Contact PEER for further information relating to fees and charges for your apprentices training.

### Dress code policy/ code of conduct

> Non-synthetic (100% cotton or wool) long sleeve shirts and trousers are required

> Singlets must not be worn at any time.

> All students must wear appropriate, closed in footwear at all times. Safety boots for workshop situations.

> Any jewellery, accessory or item of clothing that may be deemed a Work Health & Safety risk, must not be worn during training.

> Clothing and hair (including facial hair) is to be kept neat and tidy at all times.

> Offensive or socially unacceptable behaviour is not tolerated at any time. Failure to comply will result in the student being removed from the class at their own expense.

> Any accident or injury sustained while on campus must be reported immediately