

# AFTT Glossary

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# A

## **ACADEMIC BOARD**

An independent body, responsible to the AFTT Governing Council for the quality control of AFTT's educational programs.

## **ACADEMIC MISCONDUCT**

A breach of rules in relation to impeding the integrity of the assessment/examination and enabling unfair advantage or deceiving the assessor

## **ACADEMIC PROGRESS**

Academic progress is the way AFTT monitors and helps its students to successfully complete their qualifications within the prescribed time limits and provides academic support and pastoral care to those who are experiencing difficulties in their studies.

## **ACADEMIC TEAM**

An AFTT member of academic staff is a person who is appointed wholly or principally to undertake a teaching-assessing and/or research function, and is either:

- A person employed by AFTT on a full-time, fractional full-time or casual basis, or
- An employee of another education provider who is working at AFTT as either:
  - 'visiting' staff,
  - 'exchange' staff,
  - 'seconded', or
- A person who works for AFTT on a regular basis but who receives no remuneration (e.g., members of religious denominations, unpaid visiting fellows).

Includes persons of the above types who are occupying temporary positions or who are conjoint appointees or clinical appointees or adjunct appointees.

Includes persons who are employees of AFTT and who are working in locations outside Australia.

Excludes persons whose services are being provided to AFTT on a contract basis as an employee of another education provider, or organisation, or as a self-employed person.

### **Contracted academic team member**

Contracted Academic Team Member is a person whose services, to undertake a teaching-assessing and/or research function, are being provided to AFTT on a contract basis as a self-employed person, an employee of another higher education provider, or organisation.

Also referred to as:

- Trainer-Assessor
- Production Team member

### **Occasional guest lecturers/teachers/instructors/speakers**

Occasional guest lecturer/teacher/instructor/speaker is a person invited to a gathering to give a speech or provide feedback, bringing a level of knowledge and expertise which would add value to the teaching of the relevant discipline area/s. They provide those services to AFTT on a contract basis as a self-employed person, or as an employee of another higher education provider, or organisation, AND are not engaged in more than one-third of a unit in any study period AND are not responsible for unit coordination or content delivery.

### **Trainers / Assessors**

Member of the Academic Workforce who is a person whose services, to undertake a teaching-assessing function in Vocational programmes, are being provided to AFTT as an employee or on a contract basis as a self-employed person, as an employee of another education provider, or organisation.

### **Tutors**

Tutor (including specialised practitioner) is a person whose services, to undertake instructing and guiding students and/or delivering specialised components of a course of study, are being provided to AFTT as an employee or on a contract basis as a self-employed person, as an employee of another education provider, or organisation.

Tutors who do not meet requirement of AQF+1 (or equivalent) are supervised by the Head of Department or an appropriately qualified member of the academic workforce.

### **ADMINISTRATIVE APPEALS TRIBUNAL (AAT)**

provides independent review of a wide range of administrative decisions made by the Australian government and some non-government bodies. Request for appeals can be made in writing or by completing an application form. There are time limits on lodging applications with the Tribunal. This is usually twenty-eight (28) days from the date of receiving the decision to be reviewed.

### **AGREED STARTING DATE**

Means the date on which the course was scheduled to start, or a later date agreed between AFTT and the student to be the Agreed Starting Date following a period of deferral or temporary suspension.

### **APPLICATION FEE**

Means the fee required to be paid by the student when they enrol with AFTT.

### **APPEAL**

An appeal is an application for a review and reversal of a decision or an outcome, previously made by AFTT, by virtue of an error or breach of procedural fairness in the initial decision.

### **APPELLANT**

Means the student(s) submitting an appeal under the AFTT Student Complaints and Appeals Policy and Procedure.

### **APPLICANT**

Applicant – a person seeking to undertake courses or units at AFTT who has not yet been admitted (also [potential student](#)).

### **APPLICANT (NON-YEAR 12)**

An applicant who is not studying for a Senior School Certificate or Higher School Certificate, or who did not receive a Higher School Certificate in the year prior to the year in which the course they are enrolling starts.

### **APPLICANT (YEAR 12)**

An applicant who is studying for a Senior School Certificate or Higher School Certificate and will receive a Higher School Certificate in the year prior to the year in which the course they are enrolling starts.

### **ARTICULATION AGREEMENT**

Articulation agreement is an agreement between AFTT and another institution to document and publicise a specifically approved pathway for progress between a program at the other institution and a AFTT award program, involving specific credit arrangements.

### **APPLICATION FOR REFUND FORM**

AFTT's prescribed refund request form available at Student Services.

### **ASQA**

is the Australian Skills Quality Authority, the national vocational education and training (VET) regulator for Registered Training Organisations (RTOs), which are listed on the National Training Register at [www.training.gov.au](http://www.training.gov.au).



## ASSESSMENT

means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a Training Package or VET accredited course.

## ASSESSMENT PRINCIPLES

The following Assessment Principles must be adhered to in the assessment process:

- **Validity**  
Validity ensures that assessment tasks and associated criteria effectively measure student attainment of the intended learning outcomes at the appropriate level.  
An assessment is considered as valid when it assesses what it claims to assess. It is achieved when the assessment used is:
  - Related to the learning outcomes,
  - Demonstrates that the performance criteria have been met,
  - Is sufficient to cover the requirements of the competency.
- **Reliability**  
Evidence presented for assessment is consistently interpreted, assessed, marked, and graded, and assessment results are comparable irrespective of the lecturer conducting the assessment.
- **Flexibility**  
An assessment is seen as flexible when:
  - Reflects the student's needs,
  - Assesses student's work regardless of how or where it has been performed, and
  - Draws from a range of assessment types.
- **Fairness**  
An assessment is fair when:
  - The individual student's needs are considered in the assessment process, and
  - It is designed to be unbiased and discriminatory free.

## ASSESSMENT (RULES OF EVIDENCE)

- **Validity**  
The lecturer/tutor is assured that the evidence is relevant, and student has the skills, knowledge and attributes as described in the unit outline and associated assessment requirements.
- **Sufficiency**  
The lecturer/tutor is assured that the quality, quantity, and relevance of the assessment evidence enables a judgement to be made whether learning outcomes have been achieved.
- **Authenticity**  
The lecturer/tutor is assured that the evidence presented for assessment is the student's own work.
- **Currency**  
The lecturer/tutor is assured that the assessment evidence is current. This requires the assessment evidence to be from the present or the very recent past.

## ASSESSMENT SYSTEM

Assessment system – is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Fairness and comprehensiveness.

## ASSESSMENT TASKS

Assessment tasks are the activities students will undertake to confirm whether or not 'the outcome has in fact been achieved' (Biggs & Tang, 2007, p. 169) during and at the end of the learning process.<sup>1</sup> Assessment tasks tell us how well students can use the acquired knowledge in academically and professionally appropriate ways, such as solving problems, designing experiments, or communicating with clients.<sup>2</sup>

<sup>1</sup> <https://teachingcommons.yorku.ca/resources/elearning/elearning/identifying-learning-outcomes-and-selecting-assessment-tasks/#:~:text=Assessment%20tasks%20are%20the%20activities,end%20of%20the%20learning%20process.>

<sup>2</sup> <https://drjj.uitm.edu.my/DRJJ/MQAGGPAS-Apr2011/What-is-CA-biggs-tang.pdf>

## ASSESSMENT TYPE

Assessment method types include but are not limited to: can be defined to include but not be limited to such methods as

- Essay
- Report
- Journal
- Assignment
- Problem scenario
- Group work
- Demonstration
- Role play
- Performance
- Production (film, video game, 2D/3D animation, musical score, play etc)
- Equipment set up
- Diagnosis and rectification of technical problems or equipment faults
- Work-based problem
- Oral presentation
- Written examination (time based)
- Test

The assessment types are detailed and specified in the every Unit Outline. Assessment types are developed and approved as part of the accreditation/re-accreditation process. The assessment types are mapped to one or more of the unit learning outcomes and to the appropriate AQF level and similarly approved as part of the accreditation/reaccreditation process.

## ASSESSORS

are persons who assess a learner's competence in accordance with Clauses 1.13 to 1.16 of the Standards for Registered Training Organisations 2015

## 'AT RISK' STUDENTS

Are defined as:

1. Students who at enrolment are considered to be potentially at risk of non-completion without an academic support program,
2. Students in their first study period who have been identified to be at risk of non-completion of a unit through the failure or non-submission of an assessment item,
3. Students who during the course of their studies fall in Conditional/Encumbered/Unsatisfactory [Academic Progress category](#)
4. Students who have experienced 'educational disadvantage' (because of illness, disability, disrupted education, family problems or misadventure),
5. Any students who have been referred directly by an Academic Staff member.

## ATAR

Australian Tertiary Admissions Rank (ATAR) is a numerical measure of a student's overall academic achievement in the Higher School Certificate (HSC) in relation to that of other students. This measure allows the comparison of students who have completed different combinations of HSC courses. ATAR is calculated solely for use by institutions, either on its own or in conjunction with other selection criteria, to rank and select school leavers for admission.

## AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

AQF is the policy for regulated qualifications in the Australian education and training system. It underpins the national system of qualifications in Australia, encompassing higher education, vocational education and training (VET), and schools. The AQF is the agreed policy of Commonwealth, State and Territory ministers.<sup>3</sup>

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<sup>3</sup> <https://www.aqf.edu.au/what-is-the-aqf>

# B

## **BENCHMARKING**

Benchmarking is a structured, collaborative, learning process for comparing practices, processes or performance outcomes. Its purpose is to identify comparative strengths and weaknesses, as a basis for developing improvements in academic quality. Benchmarking is also a quality process used to evaluate performance by comparing institutional practices to sector good practice.<sup>4</sup>

## **BRIBERY**

Please refer to [academic misconduct](#)

## **BULLYING**

Bullying is when people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing. These actions are usually done by people who have more influence or power over someone else, or who want to make someone else feel less powerful or helpless. Bullying can take a number of forms, including online and other electronic means. It is not bullying when there is only one incident of unreasonable behaviour or includes reasonable action in the course of management of the organisation. However, single, or one-off incidences of misconduct cannot be ignored as they may also be a risk to personal health and safety.

## **BUSINESS DAY**

Means a day on which banks are open for business, other than Saturday, Sunday or a National/State declared public holiday.

## **BYSTANDER**

A Bystander is a person who observes someone sexually harassing or sexually assaulting another person. Any member of the AFTT community may be a Bystander.

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<sup>4</sup> Adapted from TEQSA Guidance Note Benchmarking, sourced from [https://www.teqsa.gov.au/sites/default/files/benchmarkinggnfinal\\_0.pdf?v=1507592618](https://www.teqsa.gov.au/sites/default/files/benchmarkinggnfinal_0.pdf?v=1507592618)

# C

## **CANCELLATION or CANCELLATION OF ENROLMENT**

Cancellation of an enrolment is permanent cessation of student's enrolment that may occur upon student's request (**withdrawal**) or may be initiated by AFTT (**termination**).

A student whose enrolment has been cancelled is no longer a AFTT student and therefore cannot attend classes, submit assessment tasks or attend AFTT events as a AFTT student. A student who has had their enrolment cancelled will receive a transcript of all units studied up to the date of cancellation, including results attained.

## **CAUSE**

Potential occurrences that would result in the risk event.

## **CEASING TO PROVIDE A VET COURSE OF STUDY**

the meaning is set out in Part 3 (sub clause 3.5.3) of the *VET Guidelines 2015*

## **CENSUS DATE**

published date set by AFTT, no earlier than 20% of the way through a VET unit of study (AFTT semester).

## **CHEATING**

Please refer to [academic misconduct](#).

## **CIRT**

Critical Incident Response Team.

## **COMMENCEMENT DATE**

Means the date on which the course was scheduled to start, or a later date agreed between AFTT and the student to be the course start date and does not refer to any Agreed Starting Date following a deferment period. In the case of the student being enrolled in a **Package of courses** the Commencement Date means the date on which the first course was scheduled to start, or a later date agreed between AFTT and the student and does not refer to any Agreed Starting Date following a deferment period.

## **COMMENCEMENT DATE OF A STUDY PERIOD**

Means the initial date on which any study period of a course was scheduled to start, or a later date agreed between AFTT and the student to be the commencement date.

## **COMPASSIONATE OR COMPELLING CIRCUMSTANCES**

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- An unexpected and serious illness or disability, a recurrence of a chronic or acute illness or injury such that the student is unable to be actively engaged in their studies, This does not include minor illnesses such as colds, mild sprains or other low-level injuries or sickness,
- A permanent or temporary disability or illness for which a variation has already been made will not be accepted unless the disability has been compounded by an unexpected change, or an additional condition,
- Significant bereavement or hardship such as the death or serious illness of a close family member,
- Severe disruption to domestic arrangements,
- Relationship breakdown,
- Domestic violence,
- Trauma – such as being a victim of crime, an accident, major political upheaval, or a severe Act of God,

- Where AFTT was unable to offer a pre-requisite unit,
- Delay in receiving student visa (international students).

### COMPETENT

A student is assessed as satisfactorily performing all the required assessment tasks to the specified standard

### COMPLAINT

A complaint is as a student's expression of an unsatisfactory or unacceptable experience within the control or responsibility of AFTT. This includes operations, services, facilities, decisions or the conduct of AFTT staff and/or students.

### COMPLAINANT

Means the student(s) submitting a complaint under the AFTT Student Complaints and Appeals Policy and Procedure.

### CONFLICT OF INTEREST

A Conflict of Interest occurs when an individual's personal interests could, or be seen to, improperly influence the performance of their official duties or responsibilities at AFTT. Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in and can be both financial and non-financial.

Conflicts of Interest may be:

- an **actual conflict** involves a direct conflict between a person's current duties and responsibilities and a competing interest or obligation, whether personal or involving a third-party
- a **perceived conflict** exists where it could reasonably be perceived, or appears, that a competing interest could improperly influence the performance of a person's duties and responsibilities
- a **potential conflict** arises where a person has an interest or obligation, whether personal or involving a third-party, that could conflict with the person's duties and responsibilities in the future

### CONSENT

Consent is an agreement freely and voluntarily given by someone with the cognitive capacity to do so. A person is not regarded as having freely agreed to or consented to a sexual act just because they did not protest, physically resist or sustain an injury.

Consent is not freely and voluntarily given if a person is:

- Intimidated, coerced or threatened,
- Forced,
- Asleep or unconscious,
- Significantly intoxicated or affected by drugs,
- Unlawfully detained or held against their will,
- There is abuse of power or a position of trust,
- In fear of bodily harm,
- Under a mistaken belief that the offender was their sexual partner.

### CONSEQUENCE

The outcome of an event affecting objectives.

### CONTACT DETAILS

Include a student's Australian postal address, telephone number and email address.

### CONTRACTOR

mean person/organisation engaged in contractual service with AFTT.

### **CONTROL**

Any action taken by management which either reduces the likelihood of a risk event occurring or reduces the potential for damage arising from that risk event. It can include any process, policy, device, practice, or other action that modifies the risk

### **CONTROL GAP**

There is no adequate control in place to address the given risk of an activity or process.

### **COURSE**

A program of study that leads to the award of a qualification accredited within the Australian Qualifications Framework by ASQA.

### **COURSE FEE**

Means the tuition and other fees set by AFTT for the Courses

### **COURSE DELIVERY**

At AFTT course delivery is face to face on campus.

### **COURSE DEVELOPMENT COMMITTEE**

A non-standing committee convened by the QERC to advise and assist in the development of new curricula and preparation of documentation for accreditation with the relevant bodies

### **COURSE WITHDRAWAL FORM**

AFTT's prescribed course withdrawal form available at Student Services.

### **CREDIT**

The value assigned to equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit granted provides the student with advanced standing in their course (i.e. reduces the amount of learning required to achieve a qualification). Credit Point is a numerical value assigned to each unit that forms a part of qualification to measure course study load. A total of credit points achieved indicates level of progression and completion.

#### **Specific Credit**

Form of credit granted on the basis of formal learning. It is a recognition of one unique unit of study being equivalent to one AFTT unit of study.

#### **Block Credit**

Form of credit granted to exempt a student from multiple units within a course. It is a recognition that a range of unique units or learning experiences are equivalent to one or more AFTT units of study.

#### **Unspecified Credit**

Form of credit granted on the basis of formal learning towards elective requirements of the qualification, at a particular level of a degree program.

#### **Recognition of prior learning (RPL)**

*See definitions under Recognition of prior learning (RPL)*

Form of credit that results from an assessment of an individual's relevant prior informal, informal learning, and work experience against unit learning outcomes.

### **CRICOS**

Commonwealth Register of Institutions and Courses for Overseas Students.

### **CRIMINAL PROCEEDINGS**

Criminal Proceedings are series of actions to bring criminal prosecution against a person with the goal to decree conviction and punishment of that person.

### **CRITICAL INCIDENT**

A critical incident is defined as 'a traumatic event, or the threat of such (within or outside Australia), which causes extreme stress, fear or injury. It includes but not limited to incidents that may cause physical or psychological harm. The scenarios:

- Are of such significance that day-to-day management arrangements cannot effectively respond,

- Are likely to impact on more than one area of AFTT and therefore require a coordinated response,
- Likely to involve a response from organisations external to AFTT.

Critical incidents are not limited to, but could include:

- Fire, flooding, and other acts of nature that threaten, damage, or destroy AFTT's workplaces and infrastructure,
- Criminal/terrorist acts such as a bomb threat, extortion and hostage taking,
- Utilities and ICT/computer network failure, large scale data corruption,
- Disease epidemics/pandemics that reduce the effectiveness of the organisation's workforce,
- Activity involving actual or possible injury or death causing campus wide trauma to students and staff.
- Medical emergencies involving a student or staff,
- Critical illness of a student,
- Missing students,
- Severe oral, written, or psychological aggression,
- Campus disturbance/riot,
- Traumatic events that affect students such as
  - Sexual Assault
  - Domestic violence
  - Mental Health Crisis
  - Drug/Alcohol Overdose

Non-life-threatening events can be classed as critical incidents.

### **CURRENT INDUSTRY**

Current industry skills are the knowledge, skills and experience required by Vocational Education and Training (VET) trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry. Current industry skills may be informed by consultations with industry and may include, but is not limited to:

- having knowledge of and/or experience using the latest techniques and processes;
- possessing a high level of product knowledge;
- understanding and knowledge of legislation relevant to the industry and to employment and workplaces;
- being customer/client-oriented;
- possessing formal industry and training qualifications; and
- training content that reflects current industry practice

### **CURRENT INDUSTRY SKILLS**

are the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.

# D

## **DEFERRAL or DEFERRAL OF ENROLMENT**

Deferral (also Deferment) of an enrolment means temporary postponement in the commencement of a course. Deferral may be initiated by a student or by AFTT.

## **DEPARTMENT**

Australian Government Department of Education and Training

## **DEPARTMENT OF EDUCATION, SKILLS AND EMPLOYMENT (DESE)**

The Department of Education, Skills and Employment is responsible for national education and training policies and programs, including those that affect international students. DESE also manages PRISMs. DESE is also referred to as Department of Education.

## **DISCIPLINARY ACTIONS**

Disciplinary Actions means measures taken by AFTT in relation to unsatisfactory performance, and misconduct and includes but is not limited to:

- formal counselling of an employee by an appropriate supervisor or internal or external counsellor;
- giving an employee a written warning (including where appropriate, a final warning);
- suspension with or without pay;
- withhold of an increment or payment of an invoice;
- removal from Office while remaining an employee of the Institution;
- termination of employment or contract agreement.

## **DISCRIMINATION AND HARASSMENT**

Discrimination and harassment occur when a person is discriminated against or harassed in certain areas of public life because of a real or perceived difference, as defined under the Racial Discrimination Act 1975 (Cth), the Sex Discrimination Act 1984 (Cth), and/or as defined under the Disability Discrimination Act 1992 (Cth). It is any type of behaviour, explicit or implicit, verbal, or non-verbal that is unwelcome, offensive, abusive, belittling or threatening.

## **DISRUPTION-RELATED RISK**

Disruption-related risk – is an outage which has a time and business impact dimension that could affect the achievement of AFTT's critical objectives.

## **DIVERSITY**

Understanding, accepting and respecting one's uniqueness and individual differences.

## **DoHA**

Department of Home Affairs.



# E

## **EDUCATIONAL DISADVANTAGE**

An applicant, with academic potential, may claim disadvantage, if their education has been disadvantaged over a long time by circumstances beyond their control. These disadvantages could be:

- Disability
- Serious illness
- Disrupted education
- Serious family problems.

## **EFTSL**

Equivalent of Full Time Study Load. (Equivalent Full Time Student Load) is a measurement used to determine a student's study-load. One EFTSL is equivalent to 48 credit points. For example, 6 credit points unit equals to 0.125 EFTSL (6/48) and 12 credit points unit equals to 0.25 EFTSL (12/48). EFTSL is course specific.

## **EMERGENCY**

A sudden, unexpected event that endangers or threatens the AFTT's community or resources and requires an immediate response from internal or external agencies and emergency services.

## **EMERGENCY INCIDENT**

A sudden, serious, and urgent incident needing immediate Emergency Services support.

## **EMPLOYEE**

may mean any person who is employed by AFTT. This includes full-time, part-time, sessional, academic and casual employees and contractors.

## **ENTRY REQUIREMENTS**

All selection criteria for admission to AFTT programs and approved by the AFTT QERC.

## **ESOS ACT**

Means the *Education Services for Overseas Students Act 2000* (Cth).

## **ESOS NATIONAL CODE**

The ESOS National Code refers to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 established under the Education Services for Overseas Students Act 2000.

## **EQUAL OPPORTUNITY**

The right to be treated without discrimination and not being disadvantaged by prejudices or bias.

# F

## **FAILING A UNIT MEANS:**

- not satisfactorily completed all submitted assessment tasks or student has not submitted required assessment tasks before or on submission due date, has not applied for assessment extension and has not initiated a withdrawal or deferral process.

## **FEE**

Means the tuition and other fees set by AFTT for the Courses

## **FIRST RESPONDER**

A First Responder is a person who is confided in by another person who has experienced or is currently experiencing an incident of sexual harassment or sexual assault. Any member of the AFTT community may be a First Responder.

## **FORECAST RISK**

The level of risk remaining after agreed treatment plans have been implemented.

## **FRAMEWORK**

A structure with which a firm identifies and manages the risk, internal control, and compliance requirements to support the assurances provided by the firm to its stakeholders.

## **FREE INTELLECTUAL INQUIRY**

Free intellectual inquiry refers to the freedom for students, staff and teaching faculty to explore their own ideas and to challenge in a thoughtful manner the assumptions and evidence which underpin the academic content of the programs of study. Free intellectual inquiry also covers the right and responsibility to pursue knowledge and inquiry, whether the pursuit might lead, in accordance with the highest scholarly standards. It includes the responsible transmission and/or communication of the knowledge so gained, openly within AFTT and into the community at large, in conformity with the law and policies and obligations of AFTT.

# G

## **GOVERNING COUNCIL**

This body is responsible for ensuring that AFTT fulfils its responsibilities as detailed in its Mission Statement, in addition to ensuring AFTT continues to meet its legal and financial responsibilities.

## **GRADUATE**

Graduates are students whose award has been issued.

# H

## **HARASSMENT**

See Discrimination and Harassment

## **HEALTH**

"State of complete physical, mental, and social wellbeing, and not merely the absence of disease or infirmity."<sup>5</sup>

## **HEALTH (MENTAL)**

"Mental health is defined as a state of well-being in which every individual realizes his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community."<sup>6</sup>

## **HESA Act**

Higher Education Support Act 2003.

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<sup>5</sup>Source: <https://www.who.int/about/mission/en/>

<sup>6</sup> Source:

[https://www.who.int/mental\\_health/who\\_urges\\_investment/en/#:~:text=Mental%20health%20is%20defined%20as,to%20her%20or%20his%20community.](https://www.who.int/mental_health/who_urges_investment/en/#:~:text=Mental%20health%20is%20defined%20as,to%20her%20or%20his%20community.)

## INCLUSIVITY

Policies, processes, and practices of including individuals who otherwise might be marginalised, prevented or even ostracised due to some attributes.

## INCIDENTS

- Critical

An incident that could be classed as an emergency, including but not limited to serious illness or injury, fatal accidents, sudden deaths, suicide, hate crimes, assaults (including sexual assault) or other violent occurrences, political or civil unrest, and natural or environmental disasters, or any other event on the basis of which an individual's or group's participation in an off-campus activity could terminate or be terminated.

- Non-Critical

An event occurring or a circumstance arising during an off-campus activity that damages or has the potential to damage the health, safety or property of one or more of the activity participants, but that is judged not sufficiently serious that it jeopardizes continued participation in the off-campus activity or requires immediate reporting to the Head of Department.

## INDIVIDUALS

Individuals include all staff (*employees, contractors, industry consultants, guest lecturers*) and all students (*domestic, international*) directly engaged in the functions and activities of AFTT.

## INDUSTRY

means the bodies that have a stake in the services provided by RTOs. These can include, but are not limited to:

- enterprise/industry clients, e.g. employers;
- group training organisations;
- industry organisations;
- industry regulators;
- industry skills councils or similar bodies;
- industry training advisory bodies; and
- unions.

## INDUSTRY ENGAGEMENT

may include, but is not limited to, strategies such as:

- partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs;
- involving employer nominees in industry advisory committees and/or reference groups;
- embedding Team Members within enterprises;
- networking in an ongoing way with industry networks, peak bodies and/or employers;
- developing networks of relevant employers and industry representatives to participate in assessment validation; and
- exchanging knowledge, Team Members, and/or resources with employers, networks and industry bodies.

## INDUSTRY EXPERIENCE

Industry experience refers to skills and knowledge acquired through working, either on a paid or unpaid basis, in a cognate industry.

## INFORMATION (PERSONAL)

Personal Information is defined in the Privacy Act 1988 (Cth) as information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- Whether the information or opinion is true or not, and
- Whether the information or opinion is recorded in a material form or not.

Personal Information means any personal details, contact details, course enrolment details, changes to personal information and the information relating to personal circumstances of any suspected breach by the student of a visa condition. Personal information is data that identifies an individual or makes a person identifiable. It includes data that could be used to identify, locate, track, or contact the person. Examples include but are not limited to person's:

- Name,
- Signature,
- Postal and/or Email address,
- Telephone number,
- Date of birth,
- Medical records,
- Bank account and other billing details,
- Course enrolment details,
- Employment details,
- Details and commentary or opinion about a person.

Personal information may also be referred to as personal data.

### **INHERENT RISK**

The level of risk without giving consideration to the impact of controls.

### **INTERNATIONAL STUDENT**

A student studying an award course at AFTT and holding an Australian student visa.

### **INTERNSHIP**

A structured period of work experience in the industry that contributes to educational outcomes.

### **INTERNSHIP SITE**

Where the internship takes place

### **INTERVENTION STRATEGIES**

A range of specialised teaching and learning strategies to facilitate learning for those students considered at risk

**J**

**K**

# L

## **LEARNING OUTCOMES**

The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning.

## **LEAVE OF ABSENCE**

Suspension of enrolment initiated by a student

## **LEGAL GUARDIAN**

Legal Guardian acts as primary caretaker of the minor, has the rights and duty to protect a child, and has all the powers of a parent

## **LEGAL OBLIGATIONS (Discrimination)**

Under the Racial Discrimination Act 1975, the Sex Discrimination Act 1984 and the Disability Discrimination Act 1992 vicarious liability is also attached to AFTT Pty Limited as the employer. This means AFTT Pty Limited can be penalised for not taking all reasonable practical steps to prevent a staff member from doing an unlawful act, as described by the legislation, and therefore breaching their duty of care.

## **LEARNING SUPPORT PLAN**

A series of services, aids, and reasonable adjustments to assist students with disability or medical condition achieve their academic goals and reduce the impact of the condition on their learning experience.

## **LIKELIHOOD**

The probability of a risk event occurring.

# M

## **MARKS**

Means logos, trademarks, designs, and crests that belong to or carry the name of AFTT

## **MISCONDUCT (Academic)**

Breaches of the principles of academic integrity are classified as academic misconduct. Academic misconduct usually takes one or more of the following forms:

### **Bribery**

This involves either offering or accepting bribes (money or other favours) in return for a grade or another form of advantage.

### **Cheating**

Cheating is the attempt to deliberately circumvent examination or assessment rules or regulations.

### **Contract cheating**

This is the practice of making and/or paying someone else to do an assignment and then submitting that assignment as your own work.

### **Collusion**

This is working closely with someone on an assignment, when the assignment is meant to be wholly an individual student's work. While discussing ideas with others is beneficial, when it is written down, recorded, drawn and so on, it must be entirely the student's own work. In a group assignment collusion occurs when the group, or any member of the group, discusses the assignment with a person outside their group and contributes that outside person's ideas to the group assignment.

### **Enabling academic misconduct**

Enabling academic misconduct means working with a student and deliberately promoting or overlooking acts of plagiarism, cheating, falsification and/or fabrication.

Enabling falsification and fabrication means deliberately assisting a student to falsify and/or fabricate information, so that it can be presented as real and factual.

### **Falsification**

Falsification is the deliberate misrepresentation or forgery of existing information or documentation and representing that to be real.

### **Fabrication**

Fabrication is the deliberate creation of purported or non-existent information or documentation, and the representation of that as actual data.

### **Plagiarism**

Plagiarism is the action or practice of taking and submitting or presenting the thoughts, writings or other work of another person as though it is your own work.

### **Self-Plagiarism**

Self-plagiarism is when student use their work (either in its entirety or in parts) for more than one assessment task. It is considered academic misconduct because recycling one's own work does not demonstrate student's ability to consider context or application of their knowledge.

Permitted re-submissions and work done for assessment tasks that are cumulative are not considered self-plagiarism.

### **Minor or serious academic misconduct?**

*Minor academic misconduct*

This is any academic misconduct that falls short of serious academic misconduct.

*Serious academic misconduct*

Serious academic misconduct includes academic misconduct which

- a) is, or appears from the evidence to be, accompanied by a clear or demonstrable intention to flout or contravene AFTT's policies and procedures relating to academic integrity

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<sup>7</sup> Adapted with permission from LaTrobe University (2015) Academic Integrity – Schedule of responses and penalties for academic misconduct. Viewed on January 10, 2021 at <https://www.latrobe.edu.au/students/admin/academic-integrity/penalties-for-academic-misconduct>



- b) is, or appears to be cheating in relation to a formal examination or assessment and includes a failure to comply with any reasonable direction or instruction of an officer, employee or agent of AFTT relating to the conduct of the formal examination or assessment
- c) is, or appears from the available evidence to be, carefully and deliberately planned, repetitive, organised or systematic in nature; or
- d) is, or appears from the available evidence to be, significant in scale or scope.

### **MISCONDUCT (Non-Academic)**

AFTT considers non-academic misconduct any action, behaviour or conduct that is inconsistent with expectations, principles and standards of:

- AFTT, as set out in its policies and procedures, codes of conduct and guidelines,
- federal, state, and local government laws, and
- community values.

#### **Minor Non-Academic Misconduct**

Instances of non-Academic misconduct are deemed MINOR where the misconduct may reasonably be judged to result from careless practices and/or neglect of the specific guidelines relating to conduct by students.

#### **Serious Non-Academic Misconduct**

Instances of non-academic misconduct are deemed SERIOUS where the misconduct may reasonably be judged to result from an intentional breach of any of the rules of behaviour expected within the AFTT's community and as defined herein.

Serious misconduct includes all threats or physical acts against another individual or a group, the deliberate damage of property, harassment, discrimination, or abuse, repeated minor misconduct.

### **MODERATION**

#### **Assessment moderation**

Assessment Moderation is the quality review of the assessment content and process. Moderation involves checking that the assessment task/s produce/s valid, reliable, sufficient, current evidence to enable reasonable judgements to be made as to whether the learning outcomes of the course and the Unit are met. It includes reviewing the assessments and making recommendations for future improvements to the assessment tasks, process and/or outcomes.

#### **Assessment moderators**

Suitably qualified and experience academic staff appointed to conduct moderation activities. These can be internal or external academic staff.

- Internal moderators are AFTT academics (full time or sessional) with appropriate subject matter expertise
- External moderators are academics from other Higher Education Providers with appropriate subject matter expertise, who are able to provide independent views during moderation exercises.

### **MODIFICATION OF STUDY PATHWAY**

Modification of Study Pathway is a process during which student changes the usual set of units in a given study period. This process includes:

- Dropping units (withdrawal from a unit of study),
- Dropping additional units,
- Changing the units

# N

## **NEW COURSE DEVELOPMENT**

The process whereby a new course is developed for submission to the relevant bodies for accreditation under relevant standards.

## **NOT YET COMPETENT**

A student who has not yet satisfactorily completed all prescribed tasks to the required standard

# O

## **OFF-CAMPUS ACTIVITY**

AFTT-organised and sanctioned activity, involving one or more members of the student community that takes place beyond the boundaries of AFTT campuses.

## **OFFER LETTER**

Means the letter specifying the terms of the student's enrolment as outlined by AFTT.

## **OMBUDSMAN (INTERNATIONAL STUDENTS)**

The Office of the Commonwealth Ombudsman investigates complaints that international students have with private education providers. A private education provider can be a school, college or university in Australia.

## **OVERSEAS STUDENT HEALTH SCHEME COVER**

Means the health insurance cover that a student is required to obtain prior to the student commencing his or her enrolment with AFTT.

# P

## PACKAGE OF COURESES

Means a sequence of one or more courses specified in the letter of offer from the Academy for which CoE(s) have been issued.

## PASSING A UNIT MEANS

- satisfactorily completing all required assessment tasks

## PARENT(S)

Also refers to legal guardian.

## PERSONAL DETAILS

Includes the student's name, gender, and date of birth.

## PERSONAL INFORMATION

The Privacy Act 1988 defines personal information as:

*...information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.*

The Office of the Australian Information Commissioner offers common examples at

<https://www.oaic.gov.au/privacy-law/privacy-act/>, such as an individual's name, signature, address, telephone number, date of birth, medical records, bank account details and commentary or opinion about a person.

## PLAGIARISM

Copying another's work without due care to appropriate referencing and acknowledgement of source

## PRINCIPAL COURSE

Means the student's main course of study for which the student has a confirmation of enrolment (**CoE**). If the Student is enrolled in a Package Program, his or her principal course is the course within the package that has the highest qualification and for which the student has CoE. In all other cases, principal course means the student's sole course of study.

## PRISMS

Provider Registration and International Students Management System (PRISMS). It provides Australian education providers with the Confirmation-of-Enrolment (CoE) facilities required for compliance with the Education Services for Overseas Students (ESOS) Legislation.

PRISMS is a secure system for registered providers to:

- issue 'Confirmations of Enrolment' to overseas students intending to study in Australia (the Department of Home Affairs requires these to issue a student visa), and
- Report changes in course enrolment for an overseas student.

## PRODUCTION TEAM

**Production Team** member = Industry Expert. The role of the Production Team member with the AFTT Academic Team is to advise and engage with the student from an Industry perspective.

The Production Team member reflects on their opinion that the student has; met set deadlines, behaved, and conducted themselves in a professional manner, heeded and responded to feedback, presented and discussed their work in a considered and conscientious way, respected the views of fellow production team members\* and displayed awareness of safe creative practice.

A Production Team member may also be referred to as consultant, mentor, tutor, or lecturer.

\*other than industry professionals, other production team members can include, but are not limited to, ensemble or crew. Production Team members may also be referred to as third party members.

## **PROFESSIONAL DEVELOPMENT**

means activities that develop and/or maintain an individual's skills, knowledge, expertise and other characteristics as a trainer or assessor. This includes both formal and informal activities that encompass vocational competencies, currency of industry skills and knowledge and practice of vocational training, learning and assessment, including competency based training and assessment. Examples of professional development activities include:

- participation in courses, workshops, seminars, conferences, or formal learning programs;
- participation in mentoring, professional associations or other learning networks;
- personal development through individual research or reading of publications or other relevant information;
- participation in moderation or validation activities; and
- participation in industry release schemes.

### **Internal Professional Development**

Internal professional development activities are professional development opportunities made available to permanent and casual professional staff delivered internally at AFTT.

### **External Professional Development**

External professional development activities are professional development opportunities that are available or delivered by external organisations such as professional bodies.

## **PROSPECTIVE STUDENT**

Means a person (whether within or outside Australia) who intends to become, or who has taken any kind of steps towards becoming a Student at AFTT



## **QUALITY EDUCATION AND RISK COMMITTEE (QERC)**

The Quality Education and Risk Committee (QERC) comprises senior AFTT Team Members, independent chair, and two (2) industry members from the industries reflected by the qualifications offered by AFTT. The AFTT QERC is established under the authority of the CEO. The AFTT QERC has a primary role in the identification, development and maintenance of industry engagement strategies and opportunities for AFTT.

The AFTT QERC is empowered to directly advise the CEO on all matters relating to, and affecting, the quality of vocational education programs offered by AFTT, including any new or emerging issues that may arise.

# R

## **RECOGNITION OF PRIOR LEARNING (RPL)**

### **Credit**

Form of credit that results from an assessment of an individual's relevant prior informal, informal learning, and work experience against unit learning outcomes.

### **Assessment**

Recognition of Prior Learning is a form of assessment and as such the rigour applied to determining the outcome of such assessments is consistent with that applied to the determining the outcome of all other assessments including attention to academic misconduct and academic integrity issues.

An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal, and non-formal learning) to determine the credit outcomes of an individual's application for credit.<sup>8</sup>

## **REPRESENTATIVE**

For the purposes of the Student Complaints and Appeals Policy and Procedure, it is the AFTT staff member responding to an Application to Lodge a Formal Complaint Form, normally the Campus Manager or in instances where there may be a conflict of interest, the Director of Finance and Operations.

## **RESIDUAL RISK**

The level of risk after the current control environment is taken into account.

## **RISK**

The effect of uncertainly on objectives.

## **RISK TREATMENT / TREATMENT PLAN**

The process of selecting one or more options for mitigating risks and implementing those options.

## **RTO**

Registered Training Organisation listed on the National Training Register.

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<sup>8</sup> <https://www.teqsa.gov.au/glossary-terms>

# S

## SAFETY

"The condition of being protected from or unlikely to cause danger, risk, or injury."<sup>9</sup>

## SCHOLARSHIP

'Scholarship' means those activities concerned with gaining new or improved understanding, appreciation and insights into a field of knowledge, and engaging with and keeping up to date with advances in the field. This includes advances in ways of teaching and learning in the field and advances in professional practice, as well as advances in disciplinary knowledge through original research<sup>10</sup>.

## SCOPE OF REGISTRATION

Means the identified VET Programs for which the Academy is registered to deliver and issue AQF certification documentation.

## SERVICES

Means as defined by the Standards for Registered Training Organisations 2015, VET training, assessment, related educational and support services and/or any activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or information and communications technology (ICT) support;

## SEXUAL ASSAULT

Sexual assault is ANY unwanted sexual act or behaviour which is threatening, violent, forced, or coercive and to which a person has not given consent or was not able to give consent. Sexual assault can be a violent, unexpected, traumatic, and sometimes life-threatening event or series of events. A person's consent to engage in a sexual activity of any kind cannot be assumed. Consent given under duress is not consent, and consent can be withdrawn at any point if it had previously been given.

## SEXUAL HARASSMENT

Sexual harassment is when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person or engages in any other unwelcome conduct of a sexual nature with another person.

## SEXUAL MISCONDUCT

Sexual Misconduct refers to sexual harassment or sexual assault and includes behaviour that could amount to a sexual offence and/or sexual harassment. Students may report sexual misconduct or file a complaint.

## SPECIAL CIRCUMSTANCES

Set of unforeseen and unpredictable circumstances (including [compassionate or compelling circumstances](#)) impacting student's ability to complete work within prescribed time frames. Please refer to Special Consideration Policy for special circumstances recognised by AFTT. Students applying for withdrawal from unit of study/course based on special circumstances (domestic students) and compassionate or compelling circumstances (international students) may be eligible for tuition fee refund/re-credit, if granted.

**Special Circumstances:** AFTT will be satisfied that *special circumstances* apply where the following three (3) specified circumstances all occur. *Special circumstances* must be circumstances that are:

- beyond the student's control: *If a situation occurs which a reasonable person would consider is not due to the person's action or inaction, either direct or indirect, and for which the person is not responsible. This situation must be unusual, uncommon, or abnormal.*

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<sup>9</sup> Source: <https://en.oxforddictionaries.com/definition/safety>

<sup>10</sup> <https://www.teqsa.gov.au/latest-news/publications/guidance-note-scholarship>

- AND
- did not make their full impact on the student until on, or after the census date(s) of the unit(s) of study in question: If the person's circumstances occur:
  - i. Before the *Census Date*, but worsen after that day; or
  - ii. Before the *Census Date*, but the full effect or magnitude does not become apparent until on, or after that day; or
  - iii. On or after the *Census Date*.
- AND
- were such that they made it impracticable for the student to complete the requirements for the unit(s) of study.

Examples of special circumstances which would make it impracticable for the person to complete the requirements for the unit of study would include:

- Medical circumstances; or
- Family circumstances; or
- Personal circumstances; or
- Employment related circumstances; or
- Course related circumstances.

### SPECIAL CONSIDERATION

Special consideration is the set of actions undertaken by AFTT in order to provide student with the relief in special circumstances.

### STATEMENT OF ATTAINMENT

A Statement of Attainment is an official academic record and is issued when an individual has completed one or more accredited units of competency. Statement of Attainment recognises only partial completion of an AQF qualification. Statement of Attainment is available only to students in VET qualifications.

### STRATEGIC PLAN

The AFTT Strategic Plan is a management tool used to ensure that all AFTT staff is working toward the same goals and to assess and adjust AFTT's direction in response to a changing environment.

### STUDENT

All enrolled students (commencing and continuing), as well as 'potential students. An AFTT student may be either a domestic or international student.

The terms HE student and VET student may be used in AFTT's policies:

- HE student is an individual enrolled in a Higher Education course of study;
- VET student is an individual enrolled in a Vocational Education Training course of study.

The use of such terms VET and HE is required because of the differing legislative and regulatory requirements of the educational sectors.

### STUDENT (INTERNATIONAL)

Means a student who has accepted an offer of enrolment and been issued with a CoE by AFTT.

### STUDENT (POTENTIAL)

A potential student, an [applicant](#), is a person who has not yet enrolled in a course of study at AFTT. They have however had contact with AFTT as part of the application and enrolment process.

### STUDENT CONSULTATION

A time for students to seek face-to-face contact with Academic staff in order to raise any issues that they may have in the unit they are studying. This time is to be used to consult on issues related specifically to the unit the lecturer is teaching.

### STUDENT'S ACCEPTANCE AGREEMENT

Means the prescribed student acceptance agreement attached to the Offer Letter that the student must submit to the Academy in order to accept an offer of enrolment from the Academy.

### **STUDENT'S APPLICATION FORM**

Means the Academy's prescribed student application form as published on the Academy's website

### **STUDY LOAD**

Number of units attempted by student in any given study period.

### **STUDY PERIOD**

Trimester or semester.

### **STUDY PATHWAY**

Study pathway is a set of units taken in each study period throughout the entire course that must be undertaken by a student in order to achieve qualification. The usual study pathway is prescribed in course overview and has a [study load](#) of 24 Credit Points per study period. The usual Study Pathway can be [modified](#) upon student request of AFTT' initiative.

### **STUDENT WORKLOAD**

Student workload associated with undertaking a unit of study comprises a range of activities. The standard student workload at AFTT is set at 120 hours for a 6 credit points unit for the duration of the unit. Activities that comprise workload include a combination of some or all of the following:

- Contact study – Lecturer/Tutor guided activity including lectures, tutorials, studios, seminars, workshops, fieldwork, computer managed learning, undertaking assessment tasks, some projects, or parts of projects,
- Non-contact study - Student learning activity including study, readings, research, assignments, some projects, or parts of the projects, computer managed learning

### **SUPPORT AND INTERVENTION STRATEGIES**

A range of specialised teaching and learning strategies to facilitate learning for those students considered 'at risk'.

### **SUPERSEDED DATE**

is the date that the new Training Package is published on the national register.

### **SUSPENSION**

Suspension of an enrolment means placing a domestic student's enrolment temporarily on hold. Suspension may be initiated by AFTT or by the domestic student.

### **SUSPENSION OF ENROLMENT**

Suspension of an enrolment means placing student's enrolment temporarily on hold due to serious academic or non-academic misconduct. Students suspended due to misconduct are responsible for submitting assessment tasks in order to pass any unit of study they are enrolled in. Suspension due to misconduct is initiated by AFTT.

Suspension of an enrolment might also be initiated by a student and is most commonly known as a [Leave of Absence](#).



# T

## **TEACH OUT**

Teach out – is when AFTT has decided to phase out a course that still has students enrolled. The course continues to be accredited but no new students can be enrolled, and arrangements are in place to ensure all existing students can either complete the course of study, or transition to a mutually agreed course at no disadvantage.

## **TERRITORY**

Means the countries or regions set out in the education agent agreement

## **TERM**

Means the period set out in the agent agreement

## **TERMS AND CONDITIONS**

Means these terms and conditions.

## **TERMINATION OF ENROLMENT**

Please refer to [Cancellation of Enrolment](#)

## **TERRITORY**

Means the countries or regions set out in the agent agreement

## **TESTAMUR**

### **Vocational Testamur**

Is a certificate signifying the completion of an award and is only issued to students who have met all the requirements of the vocational qualifications.

## **THE ACADEMY**

**The Academy** means **Academy of Film, Theatre & Television** the business name of:  
International Film School Sydney Pty Ltd (IFSS) ABN 50 108 452 062 | RTO Code: 91143 | CRICOS No: 02660C specified in the Student's Application Form.

## **THE INTERNATIONAL PROSPECTUS**

Means the brochure for international students available on the Academy website.

## **THIRD PARTY**

Means as defined by the Standards for Registered Training Organisations 2015, any party (organisation or entity) that provides services on behalf of, or for the Academy. A third party may include other Registered Training Organisations, non-registered training providers, recruitment agents or brokers, or employment/job services agencies

## **THIRD PARTY FEE**

Means any fee paid to a third party, including any airport pickup fee, accommodation placement fee, homestay fee, government examination fee, Overseas Student Health Scheme Cover fees, any costs relating to trade supplies and consumables and any cost-of-living expense paid to third parties specified in the Offer Letter.

## **TPS**

Means the Tuition Protection Service provided by the Australian Government.

## **TRAINING**

Is the process used by an RTO or a third-party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration listed on [www.training.gov.au](http://www.training.gov.au).

## **TRAINING AND ASSESSMENT STRATEGIES AND PRACTICES (TAS)**

are the approach of, and method adopted by an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course.

## **TRANSITION**

All actions required to change the delivery operations of an RTO from an existing training product to an endorsed replacement training product. It includes consideration of resourcing, registration, and transfer of students.

## **TRANSITION PERIOD**

must be completed within twelve (12) months from endorsement date published on the national register.

## **TRANSITIONING STUDENTS**

When a training package or course is superseded, AFTT will transition students into the new course as soon as the course has been added to AFTT's scope of registration.

## **TRAINER-ASSESSOR (T/A)**

**Trainer-Assessor (T/A)** = AFTT Academic member responsible for determining the competence of students against the requirements of the Units of Competency.

To be classified as a T/A the AFTT Team Member would hold a current TAE40110 Certificate IV in Training and Assessment.

The Trainer-Assessor is responsible for determining whether students have satisfactorily completed the projects and assessment tasks.

The assessor uses the Production Team Members reports and other specified assessments to determine whether students have satisfactorily completed (Competent) or partially completed (Not Yet Competent) the assessment requirements of the Units of Competency in the Tier.

All of AFTT Trainer-Assessors are also current industry professionals.

## **TRAINING**

Is the process used by an RTO or a third-party delivering services on its behalf, to facilitate learning and the acquisition of competencies in relation to the training product on the RTO's scope of registration listed on [www.training.gov.au](http://www.training.gov.au).

## **TRAINING PACKAGE**

is a set of nationally endorsed standards and qualifications used to recognise and assess the skills and knowledge people need to perform effectively in the work-place?

The components of a training package endorsed by the industry and skills council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

## **TRAINING PRODUCT**

means Australian Qualifications Framework (AQF) qualification, skill set, unit of competency, accredited short course and module.

**TUITION FEE**

Means in respect of a Student, the amount specified by the Academy in that Student's Offer Letter as the tuition fee, excluding any Third Party Fee.

# U

## **UNDERAGE STUDENT**

Any enrolled domestic student who has not yet turned 18 years of age.

## **UNIQUE STUDENT IDENTIFIER (USI)**

The Unique Student Identifier (USI) is a ten-digit (10), government issued student number, required for all students in nationally recognised VET training from 2015. This number links to an online account to provide each student with a single record of all of their nationally recognised VET training.

## **UNIT OF COMPETENCY (UOC)**

means the specification of the standards of performance required in the workplace as defined in a training package.

# V

## **VALIDATION**

Validation is the quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.

## **VET**

Vocational Education and Training

## **VET PROGRAMS**

Means VET qualifications registered with ASQA on the Academy's Scope of Registration. VET programs lead to nationally recognised qualifications, thereby offering apprentices/students/trainees the opportunity to gain a VET qualification and VET Third Party Delivery Agreement means a formal written agreement between the Academy and a third party for VET training and/or assessment services that specifies how each party to the agreement will discharge its responsibilities

## **VET UNIT OF STUDY**

a VET unit of study (AFTT semester) approved for VET STUDENT LOAN that a student may undertake with AFTT for which the student may access VET STUDENT LOAN assistance to pay for all or part of their tuition fees.

## **VET Student**

a student who is entitled to VET STUDENT LOAN assistance under clause 43 of Schedule 1A of the Act. It refers to students who are Australian citizens or permanent humanitarian visa holders and meet the tax file number requirements and will be resident in Australia for the duration of their VET units of study, and who access VET STUDENT LOAN for payment of their tuition fees in respect of the VET unit of study in which they are enrolled.

## **VETSL Debt**

Commonwealth loans scheme for students to assist them to meet the cost of post-compulsory study

## **VILIFICATION**

Vilification is a form of unlawful discrimination which is a public act or expression that incites hatred against, contempt for, revulsion or severe ridicule of an individual or group on the basis of their personal attributes including race, colour, nationality, descent or ancestry, ethnic-religious origin, national origin, sexuality, transgender status and/or HIV/AIDS status.

## **VOCATIONAL COMPETENCY**

is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competency must be considered on an industry-by-industry basis and with reference to any guidance provided in the relevant Training Package or Accredited Course.

# W

## **WELLBEING**

"It is a complex combination of a person's physical, mental, emotional and social health factors. Wellbeing is strongly linked to happiness and life satisfaction."<sup>11</sup>

## **WITHDRAWAL**

Cancellation of enrolment

## **WORK INTEGRATED LEARNING (WIL) - INTERNSHIP**

Experiential education based at a workplace providing work experience/skills development/training for a defined period of time to a AFTT student.

## **WORKPLACE SUPERVISOR (INTERNSHIP)**

The host employer's nominated supervisor of AFTT student as intern.

# X

# Y

# Z

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<sup>11</sup> Source: <https://www.betterhealth.vic.gov.au/health/healthyliving/wellbeing>