

WESLEY
INSTITUTE OF
TRAINING

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21

STUDENT HANDBOOK

WESLEY

Table of Contents

Welcome	_____	03
Mission and Values	_____	04
About Wesley	_____	05
Enrolments	_____	07
Student Support	_____	09
Fees and Charges	_____	11
Refund Policy	_____	13
Assessments	_____	14
Equity Code of Conduct	_____	15
Student Feedback	_____	16
Appeals and Complaints	_____	17
Legislation	_____	18

Welcome

At Wesley, we pride ourselves on outstanding, flexible learning and providing our students with the knowledge and skills required to achieve their career goals in the health industry.

On behalf of Wesley Institute of Training, I would like to welcome you to our organisation.

This handbook was developed as a guide for our students and to outline the policies, programs, and benefits available to you.

At Wesley, we pride ourselves on professional, flexible learning and providing our students with the best experience possible to attain their learning goals. Wesley have been a quality RTO (Registered Training Organisation) for over 20 years in Australia and are proud of our involvement in Industry by providing exceptional Nationally Accredited Training in the Health professions, Australia wide.

COVID-19 has presented special challenges for education during 2020-2021, yet we have shown resilience and flexibility to continue a high level of training during a time when the Health industry needs dedicated and trained staff now more than ever. We were proud to upgrade our training to a brand new Learning Platform allowing students to study at their own pace. Having a strong link with Industry Leaders and face-to-face training, Wesley swapped our usual format for engaging online Live Webinars and Tutorials, led by our Trainers.

We trust that your learning experience here will be highly engaging and rewarding. We look forward to hearing of your achievements and providing support where we can.

I trust you will enjoy your time with us and wish you every success achieving your career goals with the support of our industry leaders and mentors.

JAN HURN
CHIEF EXECUTIVE OFFICER

Mission and Values of Wesley

We believe that each student contributes directly to Wesley's growth and success, and we hope you will take pride in being a part of the Wesley Cohort.

There is no better time than now to train for a Career in the health professions. In Australia, the health industry is now the largest and fastest growing employment sector.

Wesley's mission is to mentor students to not only acquire the skills and knowledge required for a career in health administration; but to also grow their self-awareness skills, understand their core values and align these to finding their purpose and ideal career role.

Many candidates choose the Health Industry to 'make a difference' and to work collaboratively with teams to improve the lives of patients everywhere. Your life's purpose and career go hand-in-hand towards achieving personal and professional success. Wesley aim to help you achieve these goals.



Wesley's mission is to provide excellence in both quality education in the health professions and to provide industry with job-ready students with the comprehensive skills and knowledge required to be effective practice team members.

About Wesley RTO 50921

Wesley Institute Specialising in Health Training

- BSB30120/BSB31115 Certificate III in Business (Medical Administration)
- HLT37315 Certificate III in Health Administration
- HLT47315 Certificate IV in Health Administration
- HLTSS00064 Infection control Skill Set
- Medical Reception and Terminology Short Course Skill Set
- Medical Triage for Non-Clinical Staff



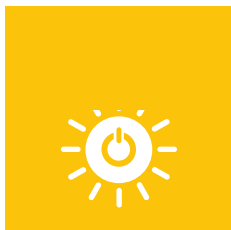
OUR OBLIGATIONS TO YOU

Our obligations to you, the learner, include being responsible for the highest quality of the training and assessment which must be in compliance with the Standards for Registered Training Organisations (RTOs) 2015, for the issuance of Australian Qualifications Framework (AQF) certification documentation, and to keep you informed of any changes which effect you.



QUALITY ASSURANCE AND RICH INDUSTRY EXPERIENCE

Wesley have been a quality leading RTO specialising in health, since 2001 in addition to being a Medical HR Organisation. A Registered Training Organisation (RTO) is a training organisation providing Vocational Education and Training to students, resulting in qualifications or statements of attainment that are recognised and accepted by industry and other educational institutions throughout Australia.



STUDENT SUPPORT OUR PRIORITY

During COVID-19, more training has been transformed on to Online Platforms ensure students can study anywhere and anytime. To retain our quality training, Wesley have employed dedicated mentors to assist students on a day-to-day basis with all aspects of their learning. Further, our industry leaders hold regular Live Virtual Tutorials to engage with Q&A sessions and face-to-face learning. All support can be accessed via mentor@wesleytraining.edu.au

Learners rights and responsibilities

When studying with a Registered Training Organisation (RTO), there are certain rights that you, the learner has, and also a few responsibilities too.



OUR RESPONSIBILITIES TO YOU AS A QUALITY RTO

It is your right that:

- The course that you have decided to study meets both current industry standards and accreditation requirements;
- Prior to enrolment, you are entitled to access course information and our policies and procedures included in this Handbook and also Support Services via [our Website](#)
- You have the right to know if the RTO closes or stops delivering the course or any part of the course you are enrolled in;
- You are treated fairly and respected by fellow students and staff;
- You are trained in an environment free from any form of discrimination and harassment and in a safe and supportive environment;
- Your personal records are kept private and secure and only made available to authorised users;
- You have access to our Complaints and Appeals process and our Refund Policy;
- You receive compliant, quality training and assessment;
- If you are deemed competent and all other obligations such as payment have been met, that you receive AQF certification (this applies to accredited courses only).

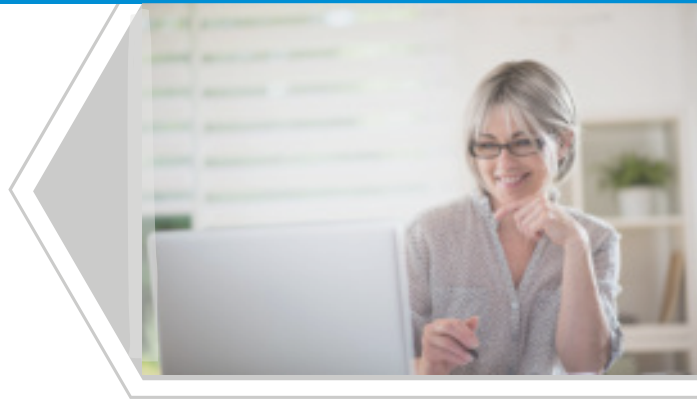


YOUR RESPONSIBILITY

- To manage your own learning and assessment requirements (i.e. participate in activities, complete activities etc);
- To read and comply with Wesley Student policies;
- To take full ownership and responsibility for your learning journey - own it!;
- To complete all assessments within the set time periods or liaise with your mentor for due dates to be altered;
- To treat all staff and other learners with respect and fairness;
- To follow all health and safety procedures in the learning environment;
- To provide proof of eligibility such as pre-requisites;
- To cooperate with health and safety directives given by staff of Wesley;
- To ensure you are not affected by the consumption of drugs or alcohol;
- To advise staff of any changes to your personal details; and
- To advise staff if you will be withdrawing from the course

Enrolments

Enrol anytime online or by phone



Students can enrol online or by phone the enrolments office on 1800 001 123 during office hours (9-4 pm). Online bookings can be made at: <https://wesleytraining.edu.au/all-courses-enrolments/> or via the [Enrolment FORM](#)

Applicants who meet the pre-requisites of the course are able to enrol and secure a place by making the payment and completing the enrolment form. Applicants will be advised if the course is full. Information about the course, duration, units of competency, pricing will be made available via the website and information packs.

Your enrolment period commences from your date of commencement.



Study periods

Generally, [Certificate III and IV level courses have a 12 month enrolment period. Students may apply to extend their enrolment on a month-by-month basis, for which extra fees apply](#), however approval of any enrolment extension is solely at our discretion.

[If you require longer time to complete your studies, beyond the allowable 6 month extension time](#) frame from original commencement date, a new full course enrolment of 12 months for Certificate III or IV or 4 months for short courses will apply, with course fees due and payable - discounted at \$100 per unit still outstanding. Transfers to a new Qualification will be offered at 50% discount of standard rrp rates.

Any previously completed units may be applied to the new course enrolment providing they are deemed equivalent at the time of the new enrolment as credit transfers.

[Students applying for a funded place may need to provide additional information.](#) They will be contacted by a training consultant to discuss the requirements. Eligible students will be made a formal offer of enrolment.

Wesley LMS portals will be activated within 1-3 working days after receipt of course payments and for funded students, after receipt of all required Government evidence.



Study extensions

Apply for study extensions [HERE](#). Rates for study extensions can be found under our miscellaneous pricing.

Enrolments

USI's and Mutual Recognition



All students need a USI number in Nationally Accredited Training in Australia. Students need to either supply their USI number or give permission to Wesley to source their USI number at the time of enrolment. <https://www.usi.gov.au/students>

Please note that Certification and Qualifications cannot be issued without a USI. Learn more about how to apply for a USI in this simple video explainer [HERE](#). Should a USI not be provided after one follow up - an administration fee of \$45.00 is payable for USI administration as outlined in the FEE SCHEDULE.



Issuing of SOAs and Qualifications

Students who have successfully completed their study program (Skill Set or Qualification); will receive an email acknowledging your successful completion. Please advise Wesley office of any change of address. Your Certification will be generated and mailed within 30 days to comply with ASQA regulations.



Mutual recognition

A student may already have skills and knowledge that will enable them to gain a qualification, skills set or units of competency without taking part in a whole training program. The skills and knowledge may have been gained through study or work. Recognition against these skills is divided into two categories: -

- Recognition of prior learning (RPL)
- Credit transfer (CT)



Recognition of prior learning (RPL)

1. Recognition of Prior Learning (RPL) is the determination, on an individual basis, of the skills and knowledge obtained by the learner through previous work experience and/or life experience. RPL is used to determine the advanced standing, within a training program, that the learner may be awarded as a result of this learning/experience. RPL assessments are primarily used to determine an individual's starting point in a course or program.

2. RPL Applications may be made by completing the [RPL Eligibility Kit](#) available on the Wesley Institute of Training website (Student Services) or by contacting our office. Details about the RPL process and costs are provided within this Kit. On completion of the Kit you will be contacted by a trainer to discuss your suitability for RPL, along with pricing.



Credit Transfers

Wesley Institute acknowledges qualifications and statements of attainment issued by other registered training organisations. This is commonly known as credit transfer. Credit transfer is usually for purposes of:

- For part completion of a qualification based on statements of attainment for the units/modules already held by the student. Credit transfer does have a limited lifespan. If your qualification/ statement of attainment is currently listed on the National Register and is still a component of a qualification that you wish to undertake, credit transfer will be granted by our organisation. If your qualification/statement of attainment held has been superseded and is no longer on the National Register or is not the version required by the qualification into which you wish to enrol, the credit transfer process does not apply.

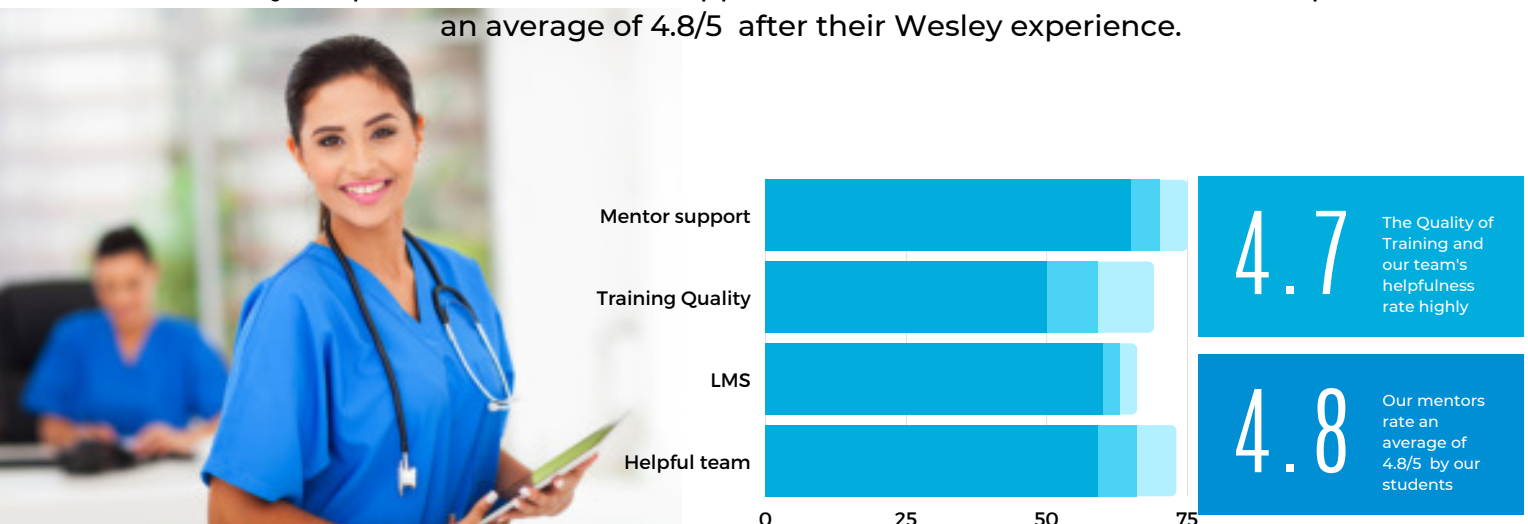
Pre-requisites to studying with Wesley

A minimum standard of Year 10 English and Maths (or equivalent), basic computing skills and access to a computer, printer and the internet are required for all Wesley accredited courses. Should English not be your first language, or you are not sure of your standard of literacy and numeracy, Wesley will provide an LLN test to assist you. LLN tests are compulsory for all government funded qualifications. Wesley will provide various study options and solutions, should your LLN indicate extra support.

Student support

Student support over the duration of your enrolment occurs via the Wesley interactive live Virtual Webinars providing Q&A, tutorial and support sessions (refer to the Wesley Timetable on your student portal); and via our wonderful Mentor Help Desk. [Mentor Help Desk is a highly responsive unit](#) designed to assist in all student queries. [Log a ticket by emailing mentor@wesleytraining.edu.au](mailto:mentor@wesleytraining.edu.au) Assistance and engagement is also offered via the Discussion Boards on CANVAS LMS – engage with lead trainers and fellow students.

Wesley are proud of our mentor support team. Students rate our Mentor experience an average of 4.8/5 after their Wesley experience.



Managing Individual Needs

During the enrolment process Wesley Training personnel engage with prospective learners during first point of contact, via the enrolment form and during the new welcome engagement. This multipoint approach ensures that learners entering a training program with Wesley Training will have their individual needs identified, enabling the allocation and arrangement for applicable support services. Extra support services may attract costs as required.

For example, additional costs may be incurred in the following areas:

- External LLN support services;
- Translator services.

WESLEY INSTITUTE OF TRAINING
STUDENT SUPPORT SERVICES



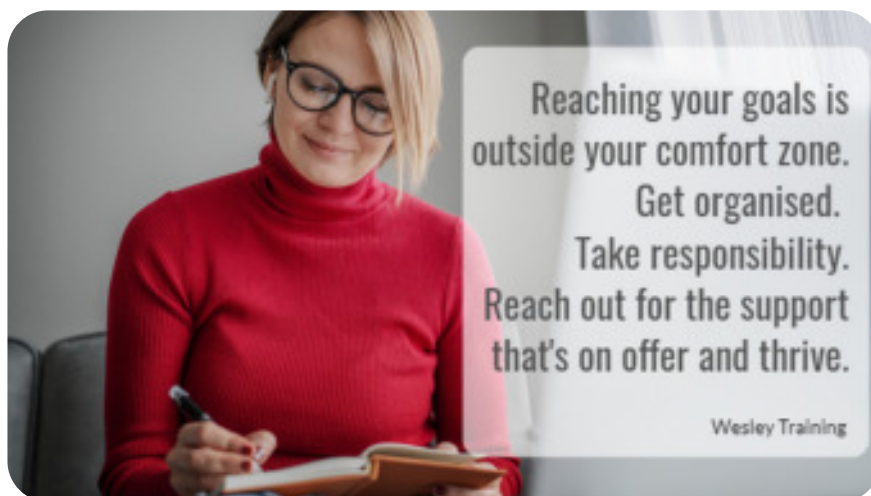
Student support - Induction and Reaching Out

Student support starts with a strong induction process offering active support for our students.

By the time a student begins their study, they will have received the following induction support:

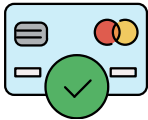
- The Student Handbook and various links to policies and procedures useful for the student experience;
- All course information, fees and program specific information;
- A LOGIN guide to aid working with software and ITs;
- A Username/Password to Axcelerate Student Management software - to enable students update student details, demographics and USI information;
- An invitation to view the Induction Tutorial 'Welcome to Wesley and CANVAS LMS' - all students are required to undertake this induction resource and ask questions for reinforcement if required;
- Invitations to CANVAS LMS - Learning Management Software and access to resources, tutorials and further instructions and guidelines;
- A Live Webinar Timetable of the current month or next month's Live Tutorials for planning;
- A dedicated Training Plan with reference to the Qualification being studied and a strong reference to print out and work towards the detailed Plan;
- A dedicated Wesley mentor will reach out to the student in the first days, with a welcome and debrief of what to expect and an invitation to reach out to mentoring division. Mentoring availability and services are explained;
- Reminder and support emails are automatically sent throughout the program, to encourage, guide and re-inforce the learning journey;
- Students are invited to discuss their course with fellow students and trainers in the Canvas Discussion Board;
- Students are actively followed up one month after beginning studies to check on progress and offer further support;
- Trainers and Industry Leaders are available for 1:1 engagement via our i-Virtual classroom sessions.

Wesley are very proud of our mentor support team.
Students rate our Mentor experience an average of 4.8/5
after their Wesley experience.



Fees and charges

Wesley endeavour to make our quality training affordable for everyone with flexible payment options



Account name: Wesley
BSB number: 016452
Acc number: 415692424

A. Payments may be made by credit card (MasterCard or Visa), direct deposit or via Zip Pay or ZipMoney (interest free payment plans). A student is not considered enrolled in a course and therefore not eligible for the issue of an award, until the required fee is paid.

B. Payments via credit card or direct deposit can be made online or over the phone. DD's will need to be cleared, and should contain your surname.

01

Flexible interest free payment plans



Interest-free repayment plans are available via ZipPay under \$1000.

Interest-free repayment plans are available via ZipMoney for amounts over \$1000.

More information about our payment plans can be found here :

[PAYMENT PLANS](#)

*Students should read the full terms and conditions on this page and on <https://zip.co/> before making a decision around whether this payment option is suitable for them.

02

Deposits and Pre-Paid Policy

Wesley courses are paid in full at the time of enrolment (either by CC, DD or Zip)

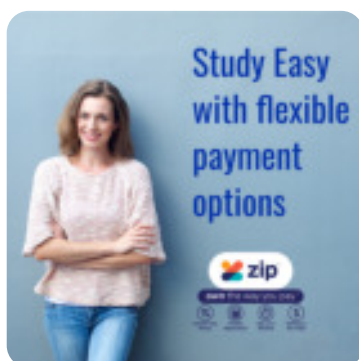
SALE Short course pricing may be held with a \$400 deposit, the balance due before the course is released to the student. Higher Qualification amounts of \$1500+ will be released on receipt of pre-paid fees then final payment due in 60 days; or interest-free ZipPay plans are accepted.

For higher Qualifications, student course deposit amounts are limited to \$1,500, and we do not collect more than \$1,500 per learner in prepaid fees. ('Prepaid fees' means fees collected before the relevant services are provided.) For learning programs or services with a fee in excess of \$1,500, the final payment shall be made after 60 days. Interest-free repayment plans are available via ZipPay

Fees and charges

Wesley endeavour to make our quality training affordable for everyone with flexible payment options

03



Payments and testamurs

The same method of payment for Qualifications over \$1500 will be used for the balance to be paid after 60 days of course commencement, automatically. We will not issue you your testamur until the final balance payment has been received. If you fail to remit the balance payment on the due date:

- Your enrolment will be suspended until the balance is remitted. (This means that Wesley Training will not provide further training, assessment or support services to you until the balance is paid.)
- Your enrolment period expiration date remains unaffected by the suspension.

04

Special discounts and payment plans

From time to time, Wesley may advertise special discounted pricing. These discounts are not applicable to Zip payment plans.

05

GST and Training Costs

The Goods and Services Tax (GST) is exempt from most of our products and services under Australian Taxation Office rulings (including Goods and Services Tax Rulings GSTR 2000/27 and GSTR 2003/1).

06

Corporate Clients

Confirmed bookings will require a 25% deposit to allocate schedules, trainers and resources (face to face and online). This is a non-refundable amount should the client cancel. The remaining 75% is due 5 days prior to the training date.

Refund Policy

A student or client requesting a refund must download, complete and [submit our refund request form](#).

You must read the course page, course brochures and/or student enrolment guides to ensure that you purchase the correct online course suitable to your situation.

Online + Blended Learning

- No refund is available to students and clients who have paid for online training once the course has been made available.

Zip Money Purchases

- 75% refund on payment received within 1 day of course start or release of course
- No refunds available after course start or release of course
- Refunds will take up to 4 weeks

Wesley cancelled courses

A full refund or transfer to another course is offered to any course cancelled by Wesley Training

Workshops

All course fees include a non-refundable \$200 administration and resources fee.

- 100% refund for refund requests two weeks prior to workshop start.
- 50% refund for refund requests received less than 2 weeks prior.
- No refunds available after class has started or online course released.

Workshop transfer fee

- No transfer fee, if transfers are requested within 5 days of Workshop (including online)
- \$45 transfer fee for requests within 5 days
- \$45 transfer fee for students who do not attend

Assessments

Valid - Sufficient - Authentic - Current



What is an assessment?

'Assessment' is the process of collecting evidence and making judgements on whether a competency has been achieved. To be assessed as competent, you must provide sufficient evidence which demonstrates that you have the essential knowledge and skills to successfully complete the relevant unit to the required standard. When your assessor is marking, they will use the terms **SATISFACTORY (S)** or **UNSATISFACTORY** for an activity toward the eventual competency and **COMPETENT (C)** or **NYC (Not Yet Competent)** for the overall unit of competency.



Assessment attempts and returns

Assessment attempts: Unless otherwise specified in the course brochure, **three** assessment attempts per unit are included in the course fee, after which an additional assessment fee may apply as detailed on our website under miscellaneous fees.

Assessment returns: Unless otherwise specified on the course webpage, Certificate III and IV course assessments must be completed within 12 months of having enrolled in the course, and short course students assessment must be completed within 4 months of having enrolled in the course. 'Second attempt +' assessment submissions must also occur during this period. Extensions are available at costs outlined in miscellaneous fees to a maximum of 18 months for Qualifications, after which re-enrolment fees apply.

Assessment ownership and retention: Because we are obligated under legislation to retain the evidence used as the basis of our assessment decisions, ownership of all assessment material submitted to us transfers to us upon receipt of the material. If students wish to have a copy of their assessment, this should be copied by the student on submission of the assessment. (Right-click Print).



Assessment decisions

Assessment decisions: Our assessment decisions are based on your completed assignments, projects and question banks. This work must be:

- **Valid:** Our assessor must be assured that you have the skills, knowledge and attributes described in unit of competency and associated assessment requirements.
- **Sufficient:** Our assessor must be assured that the quality, quantity and relevance of your evidence enables a judgement to be made of your competency.
- **Authentic:** Our assessor must be assured that the presented evidence is your own work.
- **Current:** Our assessor must be assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past, i.e., within the past couple of years.

Equity and Codes of Conduct

Access and Equity
Training and opportunities for everyone

Wesley Institute of Training is committed to providing opportunities to all people for advancement, regardless of their background. We support government policy initiatives and provide access to our training for all those seeking to undertake it.

We ensure that our student selection criteria are non-discriminatory and provide fair access to training for all students who meet pre-requisites, regardless of their background or access requirements. To assist in identifying any special learning needs, we ask that all students provide us with information regarding any special learning needs in your enrolment form, prior to the start of your training. If you do have any learning difficulties you are encouraged to discuss these with our team prior to course commencement or during the course welcome by your mentor. Students requiring special assistance are welcome in our classes but should note that they are responsible for providing any unique specialist support such as the provision of interpreters or additional equipment at their own cost.



01

Taking responsibility

Own it!

- **Regular participation and study** is required for all training units to successfully complete the course. Reference your training plan and due dates and follow guidelines. If a due date is an issue - contact your mentor. The due dates are there to guide you in your studies towards achieving your study goals.
- If you do not participate regularly and study during the program you will be required to discuss your position with your Mentor.
- You are expected to display a high level of personal responsibility for your learning/assessment process and for your interaction with other students and staff members.
- You are required to notify Wesley Training of any intent to withdraw from the program.

02

Codes of Conduct and Disciplinary Action

DEPENDING ON THE NATURE OF THE CONDUCT, OUR STAFF MAY EITHER (1) GIVE A STUDENT A WARNING FOR ANY BREACH OF THESE STANDARDS AND ANY REPEAT OF THE BREACH CONSTITUTES GROUNDS FOR TERMINATING THE STUDENT'S ENROLMENT. FOR WHICH ALL FEES PAID ARE FORFEITED AND NON-REFUNDABLE, OR (2) IF WE DEEM THE BREACH SUFFICIENTLY SERIOUS WE MAY IMMEDIATELY TERMINATE THE STUDENT'S ENROLMENT.

- **Students must act appropriately.** Examples of inappropriate behaviour include threats, insults or abuse; derogatory comments; offensive or obscene language; aggressive behaviour such as yelling; and any activity that disrupts the trainer's management of the class or disrupts other students' learning. This may also extend to the use of inappropriate language in emails, messages and voicemails.
- **Students must not engage in discriminatory conduct.** Discrimination is when a student treats another person less favourably than another because of gender, age, race, religion, marital status, disability, sexual orientation, nationality, ethnicity, or national origin.
- **Students must not engage in harassment.** Harassment is when a student engages in behaviour that is unwelcome or which offends, humiliates or intimidates. Examples of harassment include continued interruptions of a trainer; racist comments or jokes; spreading rumours; comments or jokes about a person's disability, pregnancy, sexuality, age religion; threats, insults or abuse; or offensive or obscene language.
- **Students must not engage in rude or disrespectful communication** via email, phone calls and SMS to staff or students.

Codes of conduct and feedback

Fair and honest assessing
Hearing about our students' experiences

03



Cheating and plagiarism

- Assessment malpractice includes: cheating, collusion and plagiarism.
- Wesley Institute of Training regards the integrity of assessment as critical to its professional responsibilities as an RTO and therefore strives to ensure the assessment processes are not compromised.
- Cheating means to dishonestly present an assessment task or assessment activity as genuinely representing your own understanding of and/or ability in the subject concerned. Some examples of cheating are submitting someone else's work as your own; submitting another author's work without proper acknowledgement of the author; or allowing someone else to submit your work as theirs. If evidence of cheating is established, you will be contacted and advised of the concerns with your submitted work and you will have an opportunity to respond to any allegations of cheating. If it is established that you have engaged in cheating you will either be given a formal warning and asked to attend a re-assessment session (for which an additional assessment fee applies) or, if deemed a sufficiently serious breach, your enrolment will be terminated, for which all fees paid are forfeit and non-refundable.

04

Student Feedback

- Feedback in any area of your engagement with the organisation is welcomed at all times. Contact us anytime for your feedback via mentor@wesleytraining.edu.au. During the delivery of your course, student feedback forms are made available for each student to complete. Wesley really listen and monitor this feedback, and from here are continually improving our product, organisation and student services.
- Your feedback enables us to monitor your training and assessment needs on an on-going basis and apply continuous improvement.

05

Student Government Questionnaires

- Upon completion of your course, you will be requested to complete a Student Questionnaire.
- This questionnaire provides you with further opportunity to offer voluntary feedback regarding your entire learning experience with us. The data collected assists all stakeholders understand the student experience more fully and goes towards continued improvement.



Appeals and Complaints

Complaints are an avenue of ensuring that we identify and overcome problems faced by students, and provide an opportunity to improve our business and the delivery of our training programs.

Complaints are opportunities to connect with our student's experience and if appropriate, to continuously improve our systems, engagement and practice towards the highest quality. Wesley's complete Complaint and Appeal Policy can be found on the Wesley Website, under Student Services.

Appeals

Students are encouraged, at all times, to liaise directly with their trainer or assessor regarding their assessment result in order to promote a favourable outcome.

If, however, you have decided to appeal against a final assessment result, you can consult the Mentor Team at Wesley Training via mentor@wesleytraining.edu.au who will advise you of the formal process of appeal.



-vector-

Details of the process are also fully documented in the organisation's complaints and appeals policy and procedure section available on our website. **All formal appeals must be submitted in writing.** The appeal handling process will commence within ten days of receipt of the written appeal.

An Appeals and Complaint Form can be found [HERE](#) or on our [Website](#) under Student Services. All complaints must be issued in writing.

Complaints

If students are unhappy with any aspect of their course they should first try to resolve the issue with the staff member concerned. If they are unable to or not comfortable doing so students have the right to submit an **Appeal or Complaint in writing** within 5 days.

Wesley Institute of Training will conduct an investigation, assess the situation and take appropriate action. Students will be notified in writing of the outcome of any complaints **within 10 business days.**

Wesley Institute of Training supports the rights of a student to lodge a grievance or complaint and will not impair that right in any way. Wesley Institute of Training will do everything possible to address all grievances or complaints in an unbiased and professional manner.

Details of the process are also fully documented in the organisation's **Complaints and Appeals Policy and Procedure** available on our [website](#).



Confidentiality and Privacy

Your privacy is respected, and your personal information collected by us is protected by the Commonwealth Privacy Act 1988. Your data will be used to enable us to provide you with the products you have requested, to inform you of other products you may be interested in, to assist with research and development of our product lines, and to maintain and develop our business systems and infrastructure. By downloading content such as information packs and entering your details on the website you agree to receive marketing and promotional materials such as emails and sms relevant to your enquiry. You may review and modify your contact information at any time, including your correspondence preferences, by accessing your details from our website or from our direct emails.

Third Parties

It is a condition of enrolment with us that you give us permission to respond to third parties (including other RTOs) requesting confirmation of the authenticity of any certification (testamurs or statements of authority) that we have issued to you. Wesley Institute may use third party advertising tools (including Google marketing and similar advertising). This means that information related to your web browsing behaviour may be collected while visiting our site, which later can be used by third-party vendors, including Google, for the purpose of showing Wesley Institute advertising on sites across the Internet which have been approved in the display network. You have the option to opt out of Google's use of cookies.



Privacy Act 1988 - Makes provision to protect the privacy of individuals. When you enrol with us you be assured that your personal information is protected. More info can be found on our [Website](#) or visit the [Privacy Website HERE](#)

Advertising

Facebook advertising: Wesley Institute utilises the Facebook lead advert platform where individuals are able to provide their personal details (such as email and phone number) if they are interested in one of our courses, usually via our Website. By providing your details via this platform you are accepting our terms and conditions, and also provide Wesley Institute consent to send you promotional materials relevant to your enquiry. You can unsubscribe from promotional emails at anytime.

ASQA

To provide training and assessment services Wesley Institute of Training must collect personal information from staff and clients. This information is required to be reported to ASQA under the requirements of the Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS). Details include demographics, country of birth, languages spoken, disability information, highest secondary school education, employment status, indigenous status and any other qualifications completed.



Wesley Institute

RTO50921

Wesley Institute of Training

Student Handbook 2021

Contact

Wesley Institute of Training RTO 50921
Enriching Minds | Accelerating Minds

www.wesleytraining.edu.au
info@wesleytraining.edu.au