

PRE-COURSE INFORMATION

This course is being run by Alcohol Drug Technology in association with Safety 'n Action which is an NZQA registered and accredited PTE, therefore the following policies apply.

INTRODUCTION

Safety 'n Action Limited is a professional training organisation committed to achieving high standards in our training programmes. Please take the time to read the following helpful information regarding your up-coming course.

ENTRY AND SELECTION

Entry to the course is open to all candidates and employees of our clients. There is a requirement that the candidate needs to have written and oral English to be able to enrol on Permit to Work courses. The employer needs to complete and agree to the terms and conditions of the course prior to acceptance of its employees onto the programme.

CROSS CREDITING

Safety 'n Action recognises any formal learning which is linked to unit standards, should candidates have achieved a unit or some units which are in the course they are going to study. Candidates need to notify the customer services team prior to commencing the course if they wish to apply for cross crediting, candidates will then be given instruction as to which parts of the course they are able to apply the cross credits and the instructor will be notified.

CREDIT TRANSFER

Courses offered by Safety 'n Action are based on unit standards. Once candidates have successfully completed the course they will be awarded NZQA credits for achievement of these units. Should Safety 'n Action fail, the candidate will have a current record of learning of the units gained. Other providers offering similar courses will be able to recognise this record of learning and candidates will be able to pick up any training not yet received with these other providers.

RECOGNITION OF PRIOR LEARNING (RPL)

Safety 'n Action will accept applications for recognition of prior learning against units standards for which Safety 'n Action holds accreditation for. This may be gained through the workplace or naturally occurring evidence. If candidates wish to apply for RPL for unit/s which Safety 'n Action are accredited they need to contact the customer services team who will pass on the request onto an instructor who will contact the candidate and instruct them of the requirements for the unit/s for which they are seeking RPL.

ASSESSMENT GUIDELINES

Student progress/requirement for completion Learning objectives are detailed at the beginning of each training module and assessment is conducted throughout the course. A practical assessment may also be conducted in some programmes. Candidates will be required to achieve competence in all areas of the assessment to be awarded the unit and credits. A certificate is issued on competency. Assessment is conducted in compliance with competency based assessment according to NZQA criteria. If requested by the individual or the company, all unit standards achieved are reported to NZQA by Safety 'n Action. Candidates requiring help in areas of writing and reading skills will be provided assistance. Please approach the instructor at the beginning of the programme if assistance is required.

REASSESSMENT

Candidates are able to re-sit assessments for which they didn't achieve competency. If candidates wish to re-sit assessments they will need to contact the customer services team who will arrange for this to take place.

ASSESSMENT DISPUTES (APPEALS)

In the event that candidates have a concern about their assessment we ask that in the first instance you talk with the instructor or contact the customer services team. The instructor will re-assess the candidate in consultation with the Safety 'n Action management team. If the Candidate is still not satisfied following the re-assessment procedure Safety 'n Action will initiate external post assessment moderation with the appropriate advisory group member for a final assessment decision.

CODE OF CONDUCT

Safety 'n Action requires all candidates attending courses to be respectful of the rights and needs of others. Please be punctual and be prepared to attend the complete programme without external interruption. We request cell phones be turned off during training. Candidates are required to dress appropriately for training and comply with specific personal safety dress codes required by the employer e.g. safety footwear, eye protection, overalls, gloves, etc.

DISCIPLINARY PROCEDURES

Safety 'n Action Limited reserves the right to remove a participant from training in the event of disruptive behaviour that is detrimental to the learning programme. A resolution will be sought between the participant and their immediate manager to resolve the issue. In the event a satisfactory result cannot be achieved the participant will not be reinstated and no refund will be due.

COMPLAINTS

If a candidate or company has a complaint in regard to the training this shall be made in writing to Safety 'n Action. All complaints will be investigated and responded to immediately. If required the candidate may contact NZQA directly on 0800 QA HELP.

WELFARE AND GUIDANCE

Candidates are able to approach the instructor regarding support, guidance and cultural sensitivities. Some training programmes will require a degree of physical fitness and can place the candidate under stress. Candidates must advise instructors prior to the course of any medical or physical disabilities or conditions. All aspects of the Privacy Act and the Health and Safety in Employment Act will be complied with in respect to Candidate privacy and welfare.

TREATY OF WAITANGI / TE TIRITI O WAITANGI

Safety 'n Action recognises the Treaty of Waitangi as the founding document of New Zealand and seeks to apply the principles of the Treaty in our day to day activities.

TE REO ASSESSMENT

Candidates may request to be assessed in Te Reo Maori. As this is likely to involve engaging a suitably qualified third party to carry out the assessment or translate written submissions, a request must be submitted to the customer services team in writing 14 days prior to the assessment taking place. On receiving such a request, the customer services team will immediately forward the request to the Management Team and make arrangements for carrying out the assessment.

PRIVACY ACT

Safety 'n Action collects and stores information to comply with the requirements of the Tertiary Education Commission (funding and student statistical returns), New Zealand Qualifications Authority (Record of Learning and Unit Standard outcomes), employers (academic outcomes) and Industry Training Organisations (funding and academic outcomes). The information is also used to select students for qualifications, to manage internal administrative processes, and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute Safety 'n Action leases information to Government agencies such as the New Zealand Police, Department of Justice, Department of Work and Income, and the Accident Rehabilitation Compensation Corporation (ACC), NZ Immigration Service.

SAFETY 'N ACTION TEAM

Contact: 09 414 5944 or email admin@safetynaction.co.nz