

Vocational Education and Training Student Handbook

RTO90194



WELCOME TO WEA SYDNEY



WEA Sydney is a Registered Training Organisation (RTO 90194), authorised to deliver nationally recognised vocational education and training within its approved scope of registration.

This Student Handbook provides important information about your rights and responsibilities as a learner, the services and support available to you, and the policies and procedures that apply to your studies. It is designed to help you understand your training program and support you in achieving your learning and career goals.

About WEA Sydney

WEA Sydney has a long history of providing quality education and training to adult learners. Through our vocational education and training programs, we aim to provide students with practical skills, industry-relevant knowledge, and nationally recognised qualifications that support employment and further study opportunities.

All VET courses are delivered through an online learning environment, providing flexibility while maintaining access to trainers, assessors, learning resources and support services.

Nationally Recognised Training

WEA Sydney delivers nationally recognised training in accordance with the Standards for Registered Training Organisations (RTOs) 2025.

WEA Sydney is registered in accordance with the National Vocational Education and Training Regulator Act 2011 to deliver a range of qualifications within its defined 'scope of registration'. The VET Quality Framework is a set of nationally agreed standards (revised as the 2025 Standards for Registered Training Organisations) to ensure the quality of vocational education and training services throughout Australia.

The 2025 Standards for RTOs establish the requirements that all RTOs must meet to ensure training and assessment services are ethical, industry relevant and nationally consistent.

Students who successfully complete one or more units of competency, but not an entire qualification, may receive a Statement of Attainment.



Compliance and Quality Assurance

WEA Sydney complies with:

- 2025 Standards for RTOs
- Australian Qualifications Framework (AQF)
- Student Identifier legislation
- Australian Privacy Principles
- Relevant Commonwealth and State legislation.

These requirements ensure that training and assessment services are delivered ethically, consistently, and to nationally recognised standards.

Training Packages and Accredited Courses

Training Packages are nationally endorsed sets of qualifications, units of competency and assessment requirements developed by industry to ensure learners gain workplace-relevant skills.

Accredited courses are formally approved vocational education and training programs that provide structured pathways for developing specific skills and knowledge.

Further information about nationally recognised qualifications and units of competency is available from the National Register at www.training.gov.au.



VET Competency Standards

Assessment is based on nationally recognised competency standards developed by industry.

Assessment and Feedback

Assessment is conducted to determine whether a student has achieved competency in a unit of study.

Assessment against competencies will be conducted in accordance with the assessment guidelines and competency standards of the appropriately endorsed training package or accredited course.

Students will be provided with information regarding assessment requirements for each unit of competency. The requirements of nationally recognised units of competency can also be accessed through www.training.gov.au. Assessment tasks are conducted using various methods but generally take place by way of assignments and practical exercises.

To demonstrate competency, a student must show that they are competent in all elements of units of competency or learning outcomes (as the case may be).

Assessment is conducted in accordance with the Principles of Assessment and Rules of Evidence required under the VET Quality Framework:

Assessment:

- is fair, valid, reliable and flexible;
- sufficient, authentic and current;
- uses a range of assessment methods; and
- aligns with the requirements of the relevant training package or accredited course.

Students will receive feedback on their assessment outcomes to support ongoing learning and improvement. Assessment results are generally recorded as:

- Competent (C)
- Not Yet Competent (NYC)

Students must demonstrate competency in all assessment requirements before a Competent result can be awarded.



Reassessment

Students assessed as Not Yet Competent may be offered an opportunity to resubmit work within the enrolment period.

Appeals Against Assessment Decisions

Students who are dissatisfied with an assessment outcome may lodge an appeal within 14 calendar days of receiving the assessment result.

Appeals should be submitted via email to: info@weasydney.nsw.edu.au

Upon receipt of an appeal:

- The assessment decision will be reviewed.
- Additional evidence may be requested.
- An independent assessor may be engaged where appropriate.
- The student will be advised of the outcome in writing.

Students will not be disadvantaged for lodging an appeal.

Recognition Pathways

WEA Sydney offers two recognition pathways:

- Recognition of Prior Learning (RPL)
- Credit Transfer (CT)

Students may apply for RPL or CT based on previous study, qualifications or relevant work experience. Applications must be supported by appropriate evidence and are assessed against the requirements of the relevant training package.

For information about applying for RPL or CT, please contact:
info@weasydney.nsw.edu.au.



Academic Integrity and Use of AI

Students are expected to act honestly and ethically in all assessment activities.

Plagiarism, collusion and misuse of artificial intelligence tools are not permitted.

Students may use AI tools where explicitly allowed but must not submit AI generated work as their own.

Breaches of academic integrity may result in assessments not being accepted and further action being taken in accordance with WEA Sydney's Plagiarism and Academic Integrity Policy.

UNIQUE STUDENT IDENTIFIER (USI)

Under Australian Government requirements, WEA Sydney cannot issue a qualification, statement of attainment, or record of results until a student's USI has been provided and successfully verified.

If you do not already have a USI, you can create one online via the USI website: <https://www.usi.gov.au/students>.

LEARNER SUPPORT

WEA Sydney is committed to providing an inclusive and supportive learning environment.

Support services may include:

- Trainer and assessor assistance
- Learning support
- Assessment guidance
- Technical support relating to online learning
- Referral to external support services where appropriate

Students experiencing difficulties are encouraged to contact WEA Sydney as early as possible so that appropriate support can be arranged.





Access and Equity

WEA Sydney is committed to providing equal opportunity for all learners.

We encourage students to advise us of any individual needs that may affect their participation in training or assessment.

Reasonable adjustments may be implemented to support participation while maintaining the integrity of the training product and assessment requirements.

Examples may include:

- Additional assessment time
- Alternative assessment methods
- Modified learning resources
- Additional support sessions

Students are encouraged to discuss support requirements during enrolment or at any stage of their studies.

Course Extensions

WEA Sydney recognises that personal, family, health, or work commitments may impact a student's ability to complete their studies within the expected timeframe.

Students who require additional time should contact WEA Sydney to discuss available options, including extensions or deferral arrangements where appropriate.

Applications will be considered on an individual basis.

Privacy

WEA Sydney manages personal information in accordance with the Australian Privacy Principles and relevant privacy legislation. Personal information is collected only for lawful purposes associated with training, assessment, certification, and reporting obligations.

Information is stored securely and accessed only by authorised personnel. For more information access our [Privacy Policy](#).

National Reporting Requirements

As a Registered Training Organisation, WEA Sydney is required to collect and report student activity data through the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). This information is provided to government agencies for statistical, funding, regulatory, and quality assurance purposes.

Issuing Qualifications and Statements of Attainment

Upon successful completion of training and assessment requirements and verification of a student's USI, WEA Sydney will issue:

- A Qualification for students who complete all requirements of a qualification; or
- A Statement of Attainment for students who complete one or more units of competency.

Qualifications and Statements of Attainment issued by WEA Sydney contain secure verification features, including QR code validation. Certification will normally be issued electronically.

Student Feedback

Student feedback is an important part of WEA Sydney's commitment to continuous improvement. Feedback helps us evaluate the quality of our courses and learning resources, ensuring they remain relevant, engaging and effective.

At the completion of your studies, you will receive an automated feedback survey inviting you to share your learning experience. We encourage all students to participate, as your feedback helps us identify what is working well and where improvements can be made to enhance the student experience.



Complaints

WEA Sydney is committed to resolving complaints fairly, promptly, and confidentially.

Students may lodge a complaint regarding:

- Training delivery
- Assessment practices
- Administrative services
- Staff conduct
- Access to services

Complaints should be submitted in writing to: info@weasydney.nsw.edu.au

All complaints will be acknowledged, investigated and responded to in accordance with WEA Sydney's [Complaints Handling Policy](#).

Contact Details

WEA Sydney
72 Bathurst Street
Sydney NSW 2000

Email: info@weasydney.nsw.edu.au
Website: www.weasydney.com.au
RTO 90194

