



## TRAINING CHECKLIST for CONSUMERS

Answer all of these questions before:

- ◆ Choosing a training course
- ◆ Advising someone on a course and/or
- ◆ Enrolling in a course

Things to consider	Find out the following:	Tick box (✓)
<b>The training provider must be registered to deliver the course</b>	Is the training provider registered and by which authority? Ask for the training provider's registration number, scope (what courses are they offering)	<input type="checkbox"/>
	Information about registered training organisations (RTOs), Training Packages accredited courses and qualifications is available on-line: <a href="http://www.training.gov.au">http://www.training.gov.au</a> or <a href="http://www.vrqa.vic.gov.au/StateRegister/Search.aspx/Search?SearchType=0">http://www.vrqa.vic.gov.au/StateRegister/Search.aspx/Search?SearchType=0</a> or The Australian Council for Private Education and Training: <a href="http://www.acpet.edu.au">www.acpet.edu.au</a>	
<b>Ensure the qualification is Nationally recognised.</b>	Is the qualification Nationally accredited? Further information can be found on: <a href="http://www.studyinaustralia.gov.au/en/Why-Study-Australia/Australian-Qualifications-Framework">http://www.studyinaustralia.gov.au/en/Why-Study-Australia/Australian-Qualifications-Framework</a>	<input type="checkbox"/>
	Does the person delivering training hold a <b>TAE 40110 AND</b> the appropriate industry accredited qualification?	<input type="checkbox"/>
<b>Check if you need a specific to work in this occupation.</b>	Will I need a licence to work in this occupation? For information on licencing requirements visit: <a href="http://www.worksafe.vic.gov.au/safety-and-prevention/licensing">http://www.worksafe.vic.gov.au/safety-and-prevention/licensing</a>	<input type="checkbox"/>
<b>Check with the training provider what knowledge and skills the course will provide.</b>	Ask for a list of course <b>competencies</b> (skills and knowledge).	<input type="checkbox"/>
	Is there recognition for Prior learning (RPL) into higher courses or complimentary studies?	<input type="checkbox"/>
	Does the qualification provide pathways into further Tertiary qualifications?	<input type="checkbox"/>
	What employment options will this training lead to and what are the real job prospects on completion? (Ask for examples/evidence. *These cannot be guaranteed but are indicators)	<input type="checkbox"/>
	Are there any <b>other requirements</b> needed, in addition to training to obtain a job in the related area?	<input type="checkbox"/>
<b>Make sure the training is not affecting future studies</b>	Does the training provider assist in finding employment for students upon completion of the course? Not a necessity but this can influence the choice of course and provider.	<input type="checkbox"/>
	Will this course affect further study options in the future? As for a written explanation (or chart) so you can easily see the implications, if any, this course has on your future study selections.	<input type="checkbox"/>
<b>Shop around for a course and training provider that meets your needs.</b>	Does this training preclude students from undertaking a traineeship/apprenticeship in a related field or any other field?	<input type="checkbox"/>
	If I've been told that there are no upfront costs, does this mean I'm using VET FEE help or FEE help? (These are <b>LOANS</b> – they are <b>NOT FREE!</b> Check website: <a href="http://studyassist.gov.au/sites/StudyAssist/">http://studyassist.gov.au/sites/StudyAssist/</a> ) If so, when do I have to pay this back and will it be with interest (or other added costs such as CPI indexing)	<input type="checkbox"/>
	How many times can I use this loan? When does the full amount of the loan apply – when I start the course or when I finish the course?	<input type="checkbox"/>
	What if I don't finish the course – what is my debt?	<input type="checkbox"/>

<b>Shop around for a course and training provider that meets your needs.</b>	Are there any additional fees on top of tuition- what is the breakdown of costs (including total cost of training (final) and any additional fees/charges on top of stated tuition costs?) <input type="checkbox"/>
	What resources are provided as part of the course fee and what will students need to provide for themselves? (If undertaking tuition that requires a kit e.g. Hairdressing   Automotive   Engineering   Hospitality   Beauty etc. are students permitted to buy their own kits rather than from the training provider? <b>Students can often buy the kits at a cheaper rate from wholesalers.</b> <input type="checkbox"/>
	What is the training provider refund policy? Obtain a copy of the policy and make sure you understand the details. <b>Will I still incur a debt?</b> <input type="checkbox"/>
	How will the course be delivered? (e.g. full-time, part-time, on-line, on-site, classroom) and what support is available if the course is on-line? <input type="checkbox"/>
	What are the hours of attendance and total hours of course delivery/contact time. Check this against nominal hours recommended on <a href="http://www.training.gov.au">www.training.gov.au</a> (Beware of courses that offer low hours as these are often not recognised by relevant industries or employers. <b>Beware:</b> in most cases if you start at a higher qualification, you cannot then study something later at a lower qualification. If unsure start at the lower qualification and work up to the Diploma). <input type="checkbox"/>
	Is there flexibility in the course delivery? (e.g. early completion) <input type="checkbox"/>
	Ask about the timetable and location of the training and assessments. How and where students are assessed. When are the Certificates awarded to students? Does the Certificate list the competencies? Is a Diploma a Nationally recognised full qualification or does the term "Diploma" relate to the organisation's own in-house recognition (sometimes organisations blend qualifications that are combinations of various certificates but are not a full nationally accredited qualification in their entirety). <b>Very important to check this.</b> <input type="checkbox"/>
	Ask whether training and/or assessment will be undertaken in a real workplace. If a simulated environment is to be used to replicate a workplace, consider how realistic the environment is. <b>This may be critical when applying for a job or credit transfer.</b> <input type="checkbox"/>
	Does the training provider provide support services to students with non-English speaking backgrounds, disability aid, Aboriginal and/or financial assistance? <input type="checkbox"/>
	If possible, to gain further insight, obtain feedback from past students on the quality of training and whether it assisted them in finding appropriate employment. (Check on-line forums like Whirlpool and other) <input type="checkbox"/>
<b>Be cautious about paying large sums of money up-front.</b>	Before making any up-front payments or signing any documents for VET FEE HELP or FEE HELP students should make sure the training provider is registered and the course offered meets their needs. <input type="checkbox"/>
	<b>Compare training charges</b> for the course at other institutions? Does it seem right? <input type="checkbox"/>
	Ask for a <b>receipt</b> when on payment, check that it is correct and keep it in a safe place <input type="checkbox"/>
<b>Read the contract.</b>	<b>Read the contract/enrolment form</b> carefully <b>before</b> signing or paying any money. Do not commit to anything over the telephone. <b>Remember, training is NOT FREE</b> <input type="checkbox"/>
	Ask the training provider to explain anything you are unsure of and discuss the conditions of enrolment with family, friends, colleagues or teachers to clarify. <input type="checkbox"/>
	Ensure you understand and agree with any cancellation and refund conditions. <input type="checkbox"/>

**Disclaimer:**

*This checklist is produced by the Outer Eastern local Learning and Employment Network (OELLEN) which has used its best efforts to provide a guide that will assist training consumers protect themselves. OELLEN, however, takes no responsibility for any problems consumers may encounter with their training provider despite them following the recommendations on this checklist*