



# AUSTRALIAN INSTITUTE of EDUCATION & TRAINING



## STUDENT HANDBOOK

V.1.3



NATIONALLY  
RECOGNISED  
TRAINING

# Welcome to the Australian Institute of Education and Training

Hi, and welcome to the Australian Institute of Education and Training. Since 2003, the Australian Institute of Education & Training has successfully trained over 20,000 Australians, across a wide range of courses and programs.

Australian Institute of Education & Training programs are designed to support students learning by using a range of flexible assessment strategies and frameworks, self-assessment & online testing tools, all designed to provide a learning environment that suits their needs.

## OUR MISSION, VISION AND VALUES

### Mission Statement:

AIET will provide our learners with a range of employment, career and personal development focused programs, facilitated across a variety of teaching and learning systems. Our programs will maintain industry relevance, and provide learners the best opportunities possible to engage in employment, further education and the global community.

### Vision Statement:

AIET is dedicated to providing today's and tomorrow's learners with unique world class training options in career skills, life skills and personal development.

### Values:

- Be respectful and work collaboratively with others
- Acknowledge individual's strengths and experiences
- Keep a client centred focus
- Be supportive in the aim to keep moving forward
- Maintain unity and transparency in all forms

## OUR TRAINING

Australian Institute of Education & Training programs are;

### ***Versatile***

Our programs are designed to cater to learners of all ages and backgrounds, with a wide range of delivery and learning methods.

### ***Holistic***

Our programs are designed to draw on the personal and professional skills of the facilitator, while acknowledging each learner's prior experience and transferable skills.

### ***Flexible***

Our programs can be accessed in a range of formats, using a variety of assessment strategies, designed to fit around your ever-changing needs. Our online learning portal provides you with the information you need, when you need it.

### ***Learner-centred***

Our programs are all designed with the end result in mind. Your dedicated trainer will work with you to understand where your training can lead, while guiding you through your learning.

## **AIET offers a range of training;**

### **Face to face courses:**

Training and Assessment

Celebrancy

### **Short courses:**

First Aid – Apply First Aid HLTAID003

Provide Cardiopulmonary Resuscitation HLTAID001

RSA – Responsible Service of Alcohol SITHFAB002

Food Handling – Use Hygienic Practices for Food Safety SSITXOHS002A

White Card – Work Safely in the Construction Industry CPCCOHS1001A

Manual Handling – Analyse Manual Handling Processes – ICPSUP487

Breaking Barriers – Independent living and life skills course

### **VET in schools:**

Currently AIET offers 25 courses run through auspicing arrangements with Secondary Colleges/Schools.

*A full list of our courses can be found on our website: [www.aiet.edu.au](http://www.aiet.edu.au)*

## ABOUT US

### Our Staff

Our experienced team of training and learning staff are committed to providing you with a range of practical, employment & skills based, work ready training programs, designed to get you where you want to be.

### General Information

#### Office Hours

The administrative office hours are 9.00am to 5.00pm

Training courses may sometimes be held outside these times.

### Contact Information

|   |  |
|---|--|
| <b>AIET Head Office</b><br><b>Victoria Office</b><br>517 Victoria Street<br>West Brunswick, VIC, 3055<br>Phone: 03) 9387 2051<br>Fax: 03) 9387 3470 | <b>SA Office</b><br>P.O. Box 7020<br>West Lakes, SA 5021<br>Phone: 08) 8242 6411 |
|---|--|

**Website:** [www.aiet.edu.au](http://www.aiet.edu.au) **Email:** [info@aiet.edu.au](mailto:info@aiet.edu.au)

**Social Media:** <https://www.facebook.com/yourtrainingyourway/>

## ENROLMENT

All students must enrol prior to the commencement of the course by completing the online registration form on our website. The information you provide on your registration form will help us ensure that your training needs are met and to identify any extra support you may require.

*For more information and to register online, please follow this link to our website:*  
[http://www.aiet.edu.au/AIETWEB/Enrol\\_with\\_AIET.html](http://www.aiet.edu.au/AIETWEB/Enrol_with_AIET.html)

## **Unique Student Identifier (USI)**

As of the 1<sup>st</sup> January 2015 every student enrolling into a VET course must have a Unique Student Identifier (USI) number. With this number students can access their USI account, which will contain all your nationally recognized training records and results from the 1<sup>st</sup> January 2015 onwards.

*To apply for a Unique Student Identifier (USI) go to:*  
<https://www.usi.gov.au/students/create-your-usi>

**The USI application requires you to provide ONE form of identification.**

**This can be:**

- a. Driver's Licence
- b. Medicare Card
- c. Australian Passport
- d. Visa (with Non-Australian Passport) for international students
- e. Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- f. Certificate of Registration by Descent
- g. Citizenship Certificate
- h. ImmiCard

*For more information, and to apply for a USI, please visit:*  
<https://www.usi.gov.au/students/create-your-usi>

## **FEES AND CHARGES**

All current fees and charges for our courses can be found on our website.

*For current fees and charges information please visit our website:* [www.aiet.edu.au](http://www.aiet.edu.au)

All courses require payment upon enrolment. VET in school courses are exempt from this as they have a differing payment agreement through auspice.

Some courses, e.g. Training and Assessment and Celebrancy, a student may be financially assessed and offered a payment arrangement (pay by instalments).

Students who are studying through the VET in school's program note that ALET charges fees directly to the school. Each school has their own policy and procedures on how they will collect and recover fees from their students.

## WITHDRAWALS AND REFUNDS

Any student wishing to withdraw from a course will need to complete the Withdrawal Form found on our website.

Where a client or individual has signed a contract or other documentation such as enrolment or registration form for services in training or assessment, the following refund policy will apply:

Withdrawal from course:

- After it has started – No refund
- Less than 1 weeks' notice - 25% refund less the administrative cost of \$50
- 1 – 2 weeks' notice - 50% refund less the administrative cost of \$50
- More than 2 weeks' notice – 100% refund less the administrative cost of \$50

## RECOGNITION OF PRIOR LEARNING -RPL

All Registered Training Organisations (RTO's) are required to provide recognition for participants who may have already attained competence through a combination of:

- Training completed through another RTO. (Credit Transfer)
- Work experience
- General life experience

Students can apply for RPL for one or more units using ALET's RPL process. Students must be able to support their application with documented evidence that can be mapped to each unit. If you wish to apply for RPL contact your trainer or our office.

## ATTENDANCE

Students are expected to attend all sessions. An attendance sheet will be marked for each class by the trainer.

If a student cannot attend a class they should notify the trainer prior to the day or if this is not possible, immediately after. It is expected that the student will have a good reason for the absence and will take responsibility for any work missed. The completion of any assessment tasks missed due to absences will be negotiated with the trainer. If an extension of time is sought the student should apply for one using the appropriate form available on our website.

## ORIENTATION

Students should be provided with an orientation upon commencement of a course.

In the first session trainers should:

- introduce themselves and provide their contact details to students
- introduce the other students
- provide the necessary course details including information on the:
  - course duration
  - assessment requirements
  - structure of the course/training
  - facilities and resources required
  - attendance and break times
  - emergency procedures and OHS issues

## RIGHTS AND RESPONSIBILITIES

**Students have the right to:**

- Be treated equally and with respect by staff and students
- Learn in a safe environment
- Not be subjected to bullying and harassment
- Be supported in their learning
- Be informed of their progress and results in a timely and professional manner
- Have their personal records and information kept private and confidential
- Be provided with quality training and assessment

**Students are responsible for:**

- Treating staff and students and all people with respect
- Being punctual and regular in attendance
- Their own learning
- Contributing positively to the class and to group discussions and work
- Respecting other people's cultures and views

- Working safely and ensuring the safety of others and reporting any hazards
- Dressing in an appropriate and inoffensive manner
- Looking after the facilities, equipment and resources
- not bullying or supporting bullying or harassment of others
- not attending under the influence of drugs or alcohol
- not using offensive language
- not copying or plagiarising work

## POLICIES AND PROCEDURES

### Workplace Health and Safety

Under WHS and OHS legislation everybody has a duty of care to ensure a safe and healthy workplace for everyone. Health and safety is everyone's responsibility.

Students have an obligation to work safely and to help to maintain the safety and wellbeing of others and to behave in a safe and cooperative manner.

#### *You should:*

- Be aware of and report any potential hazards in our training environment
- Be aware of fire exits and emergency evacuation procedures
- Report any incidents and accidents that occur
- Work safely always
- If you are using computers, ensure desks and chairs are ergonomic and that you take appropriate breaks to stretch
- Use all equipment appropriately and not wilfully damage resources and facilities
- Cooperate with health and safety directives given by staff
- Don't take any risks
- Ask if unsure

### Access and Equity Principles

Participant's rights and responsibilities that fall under access and equity, are covered under relevant regulations and legislation pertaining to all Registered Training Organisations. Therefore AIET will be responsible for access and equity of participants enrolled in programs.



## Discrimination, Sexual Harassment and Bullying

AIET is committed to providing a working environment free from discrimination, sexual harassment and bullying. Behaviour that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include removal from a course, with no refund being given, dismissal or in some cases legal procedures.

### **For the purposes of this policy, the following definitions apply:**

**Discrimination** occurs when someone is treated unfavourably because of a personal characteristic that is protected under State law.

Discrimination based on race, colour, sex, religion, political opinion, national extraction, social origin, age, medical record, criminal record, marital or relationship status, impairment, mental, intellectual or psychiatric disability, physical disability, nationality, sexual orientation, and trade union activity is not permitted.

**Sexual harassment** includes unwelcome conduct of a sexual nature in circumstances in which it could reasonably be expected to make a person feel offended, humiliated or intimidated a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

**Workplace bullying** may include behaviour that is directed toward another person, or a group of people, that creates a risk to health and safety e.g. physical and/or verbal abuse, excluding or isolating individuals; or giving impossible tasks.

## Confidentiality and Privacy

AIET will only use personal information provided to it for the purposes for which it has been collected, and will not disclose the personal information to any third party without the written consent of the individual involved.

AIET is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, AIET is also bound by the Victorian Health Privacy Principles that are contained in the Health Records Act 2001.

AIET may, from time to time, review and update this Privacy Policy to take in to account new laws and technology, changes to AIET's operations and practices and to make sure it remains appropriate to our changing environment.

### ***What kind of personal information does Aiet collect and how does Aiet collect it?***

The type of information Aiet collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Students that enrol in Aiet courses and qualifications
- Job applicants, staff members, contractors; and
- Student results

### ***Personal Information provided by the above:***

Aiet will generally collect personal information held about an individual by way of registration forms filled out by the students when enrolling in courses. On occasions people, other than students, provide personal information (such as Centrelink and welfare and employment agencies).

### ***Personal Information provided by other people:***

In some circumstances Aiet may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, or Centrelink, welfare and employment agencies.

### ***How will Aiet use personal information as provided by or for a student?***

Aiet will use personal information it collects for the primary purpose of registration in courses and sending out statements and certificates, or correspondence relevant to this, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which the student has consented.

### ***Who might Aiet disclose personal information to?***

Aiet may disclose personal information, including sensitive information, held about an individual to:

- Government departments as directed and required
- Medical practitioners as directed and required
- People providing services to Aiet, including trainers

- Anyone the individual authorises Aiet to disclose information to.

### ***How does Aiet treat sensitive information?***

In referring to 'sensitive information', Aiet means:

Information relating to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

### ***Management and security of personal information***

Aiet's staff is required to respect the confidentiality of students' personal information and the privacy of individuals.

Aiet has in place steps to protect the personal information Aiet holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including; locked storage of paper records and password protected access rights to computerised records.

### ***Updating personal information***

Aiet endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Aiet by contacting the Administrative Officer of Aiet during office hours.

The National Privacy Principles and the Health Privacy Principles require Aiet not to store personal information longer than necessary. Students have the right to check what personal information Aiet holds about them.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which Aiet holds regarding them and to advise Aiet of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information Aiet holds about a student, the individual is required to contact the Administrative Officer in writing.

If you wish to have access to your records, Aiet requires you to provide a written request, and verify your identity, and specify what information you require. Aiet may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing, copying and mailing out to you any material requested.

## Cheating and Plagiarism

### Definitions

**Cheating** is the actual or attempted practice of seeking to obtain an unfair advantage in an examination assessment or in other written or practical work required to be submitted or completed by a student for assessment.

*This includes:*

- Submitting an assignment or other piece of assessable work which was written in conjunction with another student and without the prior permission of the trainer.
- Submitting work that has been stolen, purchased, borrowed or has fabricated data or that has been fabricated from other students without their knowledge.
- Copying Assessment Tasks and answers from other students.
- Changing assessment sheets to suit the student's own advantage.

**Plagiarism** means to take and use another person's ideas or work and pass these off as one's own, by failing to give appropriate acknowledgement.

*This includes:*

- Assembling parts from various works and submitting the assignment or assessment paper as your own creation.
- Fabricating data from other students' assignments or assessments and using for the students own advantage.
- Using materials from any source including the Internet without full acknowledgement and proper referencing.

Aiet endeavours to ensure the integrity of its assessment processes always and this includes monitoring student submissions for cheating and plagiarism. Students found to be cheating or plagiarising may face disciplinary measures.

Students are informed of methods by which they can avoid cheating and plagiarism such as

- quoting from someone else's work (for example from textbooks, journals or other published materials) can be done by indicating the author and source of the material.
- not copying someone else's work and presenting it as one's own.
- clarifying assessment tasks and learning content with teachers/trainers to improve understanding and aid in independent completion of assessments.

AIET trainers provide support to all students to assist their individual understanding and therefore avoid any need for cheating. Extra tutorial days are scheduled to provide support to students.

Assessors discovering cheating of any kind will firstly discuss the issue with the student. If the situation is not resolved, then it will be referred to one of the Directors of AIET for further action.

**Possible disciplinary actions could include forced reassessment of the student or in extreme circumstances the removal of the student from the course.**

**Assessors should ensure that students do not submit the same answers, and where this occurs, they are required to act.**

## ASSESSMENT

AIET believes in the concept of a fair and equitable assessment system for all students.

All students are provided with a Student Handbook and information about the assessment process and the right to appeal an assessment decision.

Students' work is assessed on a regular basis and progress towards competency is noted. Students can check their progress at any stage.

At the end of the training program the assessor makes a final determination as to the competency of the student. This is recorded in the Summary Assessment sheet.

If students are assessed as Not Yet Competent, comments and feedback are provided to the student detailing their requirements to achieve competency. A timeline will be negotiated with the student to achieve competency.

At the end of a training program the assessor transfers the final results to our student management system and a Certificate of Completion or Statement of Attainment is produced.

At any stage of the assessment process the student can appeal an assessment decision. First, the student should discuss the nature of the appeal with the assessor. If the student is not satisfied with the decision, the assessor will supply the student with an Appeals Form.

## RESULTS

Student results are held by AJET for a period of 30 years.

Should you require a new copy of your certificate, you will need to complete the Request for Replacement Certificate Form found on our website. There may be a charge associated with re-issuing certificates, including covering the cost of postage.

In the event that AJET is no longer acting in the capacity of a Registered Training Organisation, all student results will be sent to the ASQA (Australian Skills Quality Authority), and any query regarding the re-issuing of a certificate should be directed to them.

## STUDENT SATISFACTION

Student Feedback Surveys are conducted at least once per year. The completion of the Student Feedback Form is conducted with the principles of confidentiality and privacy of the individual students in mind. The outcomes of the survey are intended to provide AJET with information about quality delivery of training and assessments undertaken by the trainer of the program, and are used as part of our policy of Continuous Improvement.

Your trainer will provide you with access to the Feedback Form, which is available online, and we ask that you complete this to assist us in continuing to provide great support, training and service for our students. The Feedback Form can be completed anonymously.

AJET will then compile a summary of the feedback and provide it to the school and trainer. No names or individuals will be identified in the summary of the feedback.

## COMPLAINTS

If a student has a complaint, it is best to try to discuss the matter with the persons involved and attempt to resolve any problems.

If the complaint is with the trainer, the trainer and the student are encouraged to resolve the matter informally. If the matter cannot be resolved informally, the student is given the opportunity to submit a formal complaint using the Complaints Resolution Form found on our website

The matter will then be dealt with in accordance with AIET's Complaints policy and procedure.

Each complaint will be acted on, and the results of all complaints will be communicated to the student(s) and the trainer/assessor, and will be maintained on file.

## APPEALS

Students have the right to appeal against an assessment decision.

They will be advised to discuss the nature of their appeal in the first instance with the assessor who assessed their submission.

Students should be provided with access to the AIET Appeals Form submitted to the Managing Director, who will follow the organisations appeals policy and procedure.

The trainer should also complete a report and submit it to the Managing Director.

Each appeal will be acted on, and the results of all appeals will be communicated to the student and the assessor, and will be maintained on file at AIET.

**NOTE:** *VET in school students will also need to follow their own school's policies and procedures.*

## QUALIFICATIONS

AIET currently have a diverse range of courses on their scope of registration. All course details, including units currently offered, are available on our website [http://www.aiet.edu.au/AIET\\_courses.html](http://www.aiet.edu.au/AIET_courses.html)

All information in regards to training packages, units of competencies and assessments are available from <http://training.gov.au>

If you have any queries about your enrolment, please discuss it initially with your trainer. If you have further queries, that have not been clarified, please contact us at AIET.

## STUDENT SUPPORT

AJET cares about the needs of our students and will provide support for students where possible.

If a student has a specific individual need they should, in the first instance, discuss them with their trainer.

**The trainer may be able to provide reasonable adjustments such as:**

- Using teaching materials appropriate to the student
- Providing flexible learning materials
- Providing study materials in an appropriate format
- Adjusting teaching strategies
- Adapting assessment procedures.

**Support may also be provided by:**

- In class support
- Out of class help
- Through referral to other support services.

**VET in school's students may access support services within their schools such as:**

- Student welfare Coordinators
- Student Support Officers
- Careers advisers
- Peer support networks
- Integration aids
- Literacy and numeracy support staff





## SUPPORT SERVICES

### **Literacy support**

#### **The Australian Council for Adult Literacy**

provides information on current literacy and numeracy projects and services in Australia.

[www.acal.edu.au](http://www.acal.edu.au)

#### **AMES**

assists with literacy support and literacy programs.

[www.ames.net.au](http://www.ames.net.au)

#### **Cambridge College**

provides literacy programs.

[www.cambridgecollege.com.au](http://www.cambridgecollege.com.au)

#### **Learning Difficulties Australia**

Provides information, resources and state services to assist people with all learning difficulties

<https://www.ldaustralia.org/>

### **Translating Services**

**The Department of Immigration and Citizenship (DIAC)** [www.immi.gov.au](http://www.immi.gov.au) provides the TIS National interpreting service for people who do not speak English

Phone 131-450 to gain access to an interpreter in your own language. (This is a FREE service)

<https://www.tisnational.gov.au/>

## **VITS is Language Services provider**

Specialising in Interpreting, Translations, Multilingual and Bi-Cultural services for the legal, medical, corporate, mental health, education and community sectors.

[www.vits.com.au/](http://www.vits.com.au/)

## **Disabilities**

### **Health Direct**

Provides practical health information and advice. Supported by governments of Australia.

<https://www.healthdirect.gov.au/>

### **Vision Australia**

Supports people who are blind or have low vision to live the life they choose.

[www.visionaustralia.org.au](http://www.visionaustralia.org.au)

### **Deaf Australia Inc.**

Supports people who are deaf and has resources and services that can be accessed in all states.

<http://deafaustralia.org.au>

### **The Victorian Deaf Society (Vicdeaf),**

is a non-profit organisation and is the primary source of reference, referral, advice and support for deaf adults.

They also provide an interpreting service:

*Vicdeaf Auslan and Interpreting Services (VAIS)*

TTY: (03) 9473 1199

Ph: (03) 9473 1111

Fax: (03) 9473 1122

Toll free for country callers  
TTY: 1300 780 235  
Ph: 1300 780 225  
Email: [info@vicdeaf.com.au](mailto:info@vicdeaf.com.au)

### **The Australian Disability Clearinghouse on Education and Training (ADCET)**

Provides information about inclusive teaching and support services for people with disabilities. It provides information and resources to support the work of disability practitioners in the postsecondary education and training sector.

[www.adcet.edu.au](http://www.adcet.edu.au)

## **GENERAL SUPPORT SERVICES**

### **Centrelink**

Provides support to Victorians in a variety of areas, including: finding jobs and obtaining funding for a variety of programs including Disabled Australian Apprentice Wage Support Program, Indigenous programs, family assistance, multicultural programs, etc. Ph:

<https://www.humanservices.gov.au/customer/dhs/centrelink>

### **Lifeline Australia**

Provides 24hr crisis support such as suicide prevention, domestic and family violence, crisis support and mental health services. **Phone 13 11 14.**

<http://www.lifeline.org.au>

### **Kids Helpline**

A 24/7 counselling service specifically for children and young people aged 5 to 25 years. Services include counselling, helplines, crisis care, education and training, employment, parenting help, mentoring, social development and life skills.

**Phone 1800 551 800**

<https://kidshelpline.com.au>

## **Relationships Australia:**

Offer services around the country that include counselling, family dispute resolution (mediation) and a range of family and community support and education programs.

**Phone 1300 364 277**

<https://www.relationships.org.au/>

## **Legal Aid**

In each state and territory, legal aid commissions deliver a wide range of legal assistance services in criminal, family and civil law matters. Some legal assistance is available free-of-charge to everyone, including through free brochures, information sessions or telephone legal advice.

To be eligible for a grant of legal assistance for legal representation, you must satisfy the means and merits tests, and meet the relevant legal aid commission's guidelines.

Select your state or territory for specific legal aid information.

<http://www.australia.gov.au/content/legal-aid>

## **Women's Legal Services Australia**

For women who need legal advice and information or referral irrespective of income or assess.

<http://www.wlsa.org.au/>

## **Men's Referral Service**

This service is for men by men in areas of:

Men who might be using controlling or violent behaviour towards a partner or family member, men who have been victimised by a partner or family member, women seeking information about male family violence, friends, family or colleagues of people who are using or experiencing family violence and Professionals wishing to support a client using or experiencing family violence.

It provides a central point of contact for men who seek help in the above areas.

**Phone: 1300 766 491**

<http://www.mrs.org.au/>

## **Indigenous Support Services**

Indigenous Support Services provides services and support for Aboriginal and Torres Strait Islander people and organisations in areas such as: Health and Wellbeing, work readiness, business planning, crisis intervention, etc.

[www.indigenoussupportservices.com/](http://www.indigenoussupportservices.com/)

## **Indigenous.gov.au**

Connecting Aboriginal and Torres Strait Islander people with government programs, support services, health, education etc. in all areas of Australia.

<http://www.indigenous.gov.au/>

## **On the Line**

Professional counselling and support services include telephone support, real-time online text counselling, video counselling, call back services, social media monitoring and moderated forums. 24/7.

<https://www.ontheline.org.au/>

## **Beyond Blue**

Provides information and support to help everyone in Australia achieve their best possible mental health, whatever their age and wherever they live.

**Phone 1300 224 636** 24hrs/7 days a week

<https://www.beyondblue.org.au/>

## **The Smith Family**

Is a children's charity helping disadvantaged Australian children to get the most out of their education, so they can create better futures for themselves.

[www.thesmithfamily.com.au](http://www.thesmithfamily.com.au)

*Thanks for studying with AIET,  
Your training, Your way!*

**FURTHER INFORMATION**

**Melbourne**

517 Victoria Street  
Brunswick West, VIC 3055

Ph. 03 9387 2051 Fax. 03 9387 3470

**Adelaide**

P.O Box 7020,  
West Lakes, SA 5021

Ph. 08 8242 6411 Fax. 03 9387 3470

**Online**

Email: [info@aiet.edu.au](mailto:info@aiet.edu.au)

Web: <http://www.aiet.edu.au>



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