

Peninsula Boat Training Pty. Ltd.

Peninsula Boat Training Pty Ltd

Trading as Victorian Boat Training

RTO No 22587

Student Handbook



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Company Details

Our company name is Peninsula Boat Training Pty Ltd trading as Victorian Boat Training, Geelong Boat Training, Melbourne Boat Training and Gippsland Marine Training.

RTO: 22587

Location

Peninsula Boat Training Pty Ltd is located from **10 Ramsay Court, Mt Martha, Vic 3934**

Our contact details are as follows

Telephone: 0413 432 264

Email: admin@peninsulaboattraining.com.au

info@peninsulaboattraining.com.au

Web: <https://www.victorianboattraining.com.au>

Student Administration and Support Services

Student administration is your first point of contact for any queries. Student Administrations' contact details are:

Contact: Michelle Pickford / Doug Pickford

Telephone: 0413 432 264

Email: admin@peninsulaboattraining.com.au

Our Courses

Course 1: Marine Boat Licence with PWC Endorsement

Duration: 4 hours including testing.

DELIVERY METHODS

Method 1: Classroom/face to face: The course is delivered and assessed in the classroom. Learners are not expected to have any prior knowledge.

Method 2: Online: The course content is delivered through a learning portal and is to be studied in the learner's own time. Assessment is via a Zoom conference incorporating testing software.

COURSE OVERVIEW

The course is designed to help you gain the knowledge required to operate a powered vessel within Australian waterways. This course is specific to the Victorian Marine Licence and PWC endorsement, it rules and regulations.

It is a legal requirement that operators of powered craft on Victorian waterways hold a Victorian Recreational Marine Licence, and additional endorsement for operation of a PWC. This course and testing meet the requirements set out by Safe Transport Victoria in line with requirements for VicRoads.

ENTRY REQUIREMENTS

No prior boating knowledge is required.

It is expected that entrants will have a level of English proficiency to cope with the requirements of the course and testing.

Learners must be 11+ years of age.

COURSE STRUCTURE

Within the course you can gain:

- Restricted Licence: 12 to 15 years of age
- General Marine Licence: 16+ years of age
- PWC Endorsement: 16+ years of age.

(Note: the assessment can be sat and passed at 15 years of age but WILL NOT be endorsed until the operator turns 16 years of age.

ASSESSMENTS

Assessment method is multiple choice knowledge-based questions.

FEES AND REFUNDS

Tuition Fees: \$130 pp (includes PWC)

\$90pp PWC only

REFUND POLICY

Refunds due to non-delivery of course by Peninsula Boat Training

All tuition fees can be refunded in full if Peninsula Boat Training is unable to commence the course as agreed or is unable to deliver the full course. Fees will be refunded within 7 days.

If a suitable alternative session is available, then the booking can be transferred to that date.

Refunds due to Student Cancellation or Withdrawal

Where the student withdraws from the course more than 5 days prior to commencement, Peninsula Boat Training will refund all fees paid. Where the student withdraws from the course less than 48 hours prior to commencement of the course, no refund is payable. However, the student will have the option of enrolling in another course provided this is confirmed at the time of the withdrawal

Course 2: Transmit and receive information by marine VHF radio within Australian Territorial Waters

National Code: MARC059

Duration: 6 hours plus up to 8 hours pre-course reading and online assessment

DELIVERY METHODS

The course is delivered and assessed in the classroom. Learners are expected to complete pre-reading prior to attending the course

COURSE OVERVIEW

The unit MARC059 Transmit and receive information by marine VHF radio within Australian Territorial Waters is designed to help you to gain the skills and knowledge required to transmit and receive information by marine very high frequency (VHF) radio on a vessel according to regulations and includes operating an emergency position indicating radio beacon (EPIRB). It is a legal requirement in Australian territorial waters that you hold a certificate of proficiency to be able to operate a Marine Vhf Radio. This qualification meets the requirements

Entry Requirements

It is expected that entrants will have a level of English proficiency to cope with the requirements of the course.

Course Structure

The course consists of just one unit of competency

Assessments

Assessment methods include knowledge questions, written answers and practical demonstration of relevant radio skills

Fees and Refunds

Tuition Fees: \$195 pp

Refund Policy

Refunds due to non-delivery of course by the Peninsula Boat Training

All tuition fees are to be refunded in full if Peninsula Boat Training is unable to commence the course as agreed or is unable to deliver the full course. Fees will be refunded within 7 days

Refunds due to Student Cancellation or Withdrawal

Where the student withdraws from the course more than 5 days prior to commencement, Peninsula Boat Training will refund all fees paid. Where the student withdraws from the course less than 48 hours prior to commencement of the course, no refund is payable. However, the student will have the option of enrolling in another course provided this is confirmed at the time of the withdrawal

Studying at Peninsula Boat Training

Course Delivery

Delivery of face-to-face courses occurs at multiple locations highlighted on our official website or is delivered through the online learning portal with online face to face assessment.

USI - Unique Student Identifier – VHF Radio Handling only.

All students undertaking vocational education and training must hold a Unique Student Identifier (USI) and provide it to Peninsula Boat Training during the enrolment process. If students do not provide a USI, Peninsula Boat Training will be unable to issue a Certificate, Statement of Attainment or Transcript for the training. For details on USI, visit www.usi.gov.au.

Our Obligation to You

Peninsula Boat Training is responsible for the quality of the training and assessment in compliance with the Standards for Registered Training Organisations 2015, and for the issuance of the AQF certification documentation. This means that we are obligated to deliver and assess students in accordance with course requirements and to issue appropriate credentials to students who have met the assessment requirements and have been assessed as competent.

Use of personal information

Except as required under the Standards for Registered Training Organisations 2015, Government Contracts or by law, information about a student will not be disclosed to a third party without the consent of the participant.

Students wishing to access their personal records should contact the Training & Administration Coordinator either verbally or in writing. A suitable time to view their file and access will only be granted once a student's identification is confirmed and validated by Administration.

Information that may be accessed includes progress, personal details, and any relevant details of the student's enrolment that the RTO has collected.

Staff at Peninsula Boat Training will offer professional and confidential advice in areas where they can help and will ensure that all efforts are taken to ensure a positive learning experience is achieved.

If you have any issues, you should contact student administration on the details listed on the first page of this handbook

Plagiarism

Acts of plagiarism, collusion and cheating are not permitted in any work completed for assessment/s and will result in a warning and repeating assessment, as well as incurring any associated charges. If a student is caught engaging in these acts a second time, they may be suspended or expelled from the course.

Complaints and Appeals

Students have access to Peninsula Boat Training's complaints and appeals process. The complaints and appeals policy and procedure ensure that fair and equitable processes are implemented for any complaints or appeals against Peninsula Boat Training.

Students can submit a formal complaint to Peninsula Boat Training relating to any concern they may have (should they feel a person has acted inappropriately or treated someone unfairly, etc). This can be submitted to

Student Administration or directly to the CEO. All complaints are handled with confidence and are reviewed by the CEO.

A student may also appeal a decision made by Peninsula Boat Training in regard to an assessment outcome. Where a student feels they have been unfairly judged and assessed on a specified task, project, or assessment they may have the assessment reviewed by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

Complainants have the right to access advice and support from independent external agencies / persons at any point of the complaint and appeals process. Use of external services will be at the complainant's costs unless otherwise authorised.

Copies of the Complaints Procedure and the Complaints form can be obtained from the Student Administration Department at any time upon request.

Access and Equity

All Peninsula Boat Training staff will adhere to the principles and practices of equity in education and training; they will treat every student fairly and without discrimination. Peninsula Boat Training has procedures in place to ensure any student concerns are dealt with immediately and appropriately.

Peninsula Boat Training acknowledges its legal obligations under State and Federal equal opportunity law, including:

- The Human Rights Commission Act 1986 (Cth)
- The Age Discrimination Act 2004 (Cth)
- The Disability Discrimination Act 1992 (Cth)
- The Racial Discrimination Act 1975 (Cth)
- The Sex Discrimination Act 1984 (Cth)
- The Privacy Act 1998 (Cth)

All legislation can be accessed at: www.comlaw.gov.au

Peninsula Boat Training fosters equality and access in a training environment that is fair and conducive to learning at all levels. Our training services are available to all students regardless of ethnicity, gender, age, marital status, sexual orientation, physical or intellectual impairment.

All Peninsula Boat Training staff are required to have an awareness and understanding of access and equity issues and are required to demonstrate access and equity principles in all dealings with students and other staff.

If you believe you have been treated unfairly by a staff member of Peninsula Boat Training, please contact student administration.

Occupational Health and Safety

Peninsula Boat Training complies with all relevant Occupational Health and Safety legislation. Trainers will actively take steps to identify hazards that could cause harm to students in the learning environment. Where possible, the trainers will take action to remove or control these hazards and will report the hazard to the appropriate on site personnel.

Where practicable, students must take responsibility for their own health and safety and that of their fellow students. This means students must follow all safety rules, procedures and the instructions of their trainer while attending a training session.

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