

PROGRAM DISCLOSURE STATEMENT (PDS)

Smartskill Pty Ltd RTO 5710

This Program Disclosure Statement (PDS) sets out the services and training products Smartskill Pty Ltd provides and those services carried out by the 'Partner School'

Qualifications

National Code	Title
SIT20316	Certificate II in Hospitality
SIT30616	Certificate III in Hospitality
SIT20416	Certificate II in Kitchen Operations
SIT20116	Certificate II in Tourism
SIT30116	Certificate III in Tourism

Smartskill School Partnership Program

Formal Agreement

Our partnership program with individual secondary schools enables individual *partner schools* to deliver a nationally recognised training product under the auspices of Smartskill as the lead RTO. The partnership is only valid when:

1. A Memorandum of Agreement (MOA) is in place
2. Adequate physical and human resources are provided by the school

Smartskill Responsibilities

As the lead RTO, Smartskill Pty Ltd is responsible for the quality of training and assessment provided by the partner school as stated in the MOA and Training and Assessment Strategies (TAS) and the issuing of all qualifications and statement of attainments. Smartskill will provide all training and assessment resources and support all partner school teachers with school visits, administration and compliance support.

Partner School Responsibilities

The delivery of training and assessment services specific to the MOA and TAS. This includes the provision of support services for the students requiring language, literacy and numeracy (LLN) assistance

The provision of adequate human and physical resources which have been verified by Smartskill to meet the requirements of the program being delivered.

Student Enrolment

The acceptance of a Student Enrolment by Smartskill into a Vocational Training Program is bound by the Partner School satisfying the following:

- An MOA is in place
- The delivering Teacher holds a Vocational Trainer Qualification (TAE) and the equivalent or higher Vocational Qualification to that of the delivery program.
- The delivering Teacher can demonstrate Industry currency and Training currency. This must be documented in a *Teacher Profile* updated on a 6 monthly basis and approved by the Smartskill Compliance Manager.

The above points must be met before a student enrolment is accepted.

Training Package Changes

National training packages are reviewed and undergo changes to ensure that the most current training practices to suit industry requirements are trained.

As a result new qualifications and units of competency are introduced that supersede current training materials.

If a qualification becomes superseded while the student is undertaking the qualification and the delivery of the old qualification is not completed within the mandated "teach out period", Smartskill Pty Ltd will transition the students into the new replacement qualification.

Student Practical Industry Participation

Students completing the Certificate II and Certificate III in Hospitality are required to complete 12 (Cert II) and 36 (Cert III) industry services to be awarded the Certificate.

These services are recorded in a *Service Log Book* and signed by the workplace Supervisor or Manager.

If all other units of competency have been successfully completed but the *service log book* has not been completed, a Statement of Attainment only can be awarded.