



Queensland Factsheet

Starting a SFI30119 Certificate III in Aquaculture?

Here's what you need to know.

Where can I get information?

You can get information from our website www.smt.edu.au – there is a link to our student information handbook at the top and a Queensland specific handbook on the Queensland page. You can also get information about your traineeship by going to the traineeships link and going to the delivered in Queensland section.

How do I enrol?

You will be signed up into a traineeship and your details forwarded to us. We will send you a link to our application form. Once we have reviewed your application form, signed a Training Plan and discussed any support services you might require will we enrol you into your qualification.

What fees are charged?

Unless eligible for a concession listed below, trainees are required to pay a contribution Fee. Currently fees are charged at the rate of \$1.60 per nominal hour, SMT's SFI30119 Certificate III in Aquaculture is made up of 565 nominal hours making the total contribution fee \$904.

If agreed, the student contribution fees can be paid by your employer.

When are fees collected?

Fees are invoiced three months from the contract registration date. Payment terms are 30 days. Flexible payment arrangements can be discussed if required.

Are there any fee concessions*?

If you have any credit transfers these units are fee exempt.

Partial Student contribution fee exemptions are available for:

- Under 17's who haven't completed year 12
- Concessional student status applies if you fall into one of the following categories:
 - Hold a Health Care, Veteran or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds such a card and is named on the card.
 - Holds an official form issued under Commonwealth law confirming that they, their partner, or the person of whom they are a dependant is entitled to concessions under a Health Care, Veteran or Pensioner Concession Card.
- Identifies as Aboriginal or Torres Strait Islander.
- Has a disability.
- Is an adult prisoner.

**Evidence is required for all fee concessions*



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What happens if I need a refund?

Full refunds are available prior to course commencement, if you have commenced a course or traineeship, refunds will be determined on a case-by-case basis and dependant on what training has commenced.

Qualifications covered under a registered training contract e.g. Traineeships:

- Fees and charges for training conducted under a registered training contract are determined prior to enrolment and are contained in a contract between the trainee's employer and SMT. Details of the fees can be found on SMT's fee schedule available via our office.
- SMT undertakes that no additional charges will be imposed during the period of the registered contract.

How do I know what units I'll be doing?

Your trainer will bring a training plan which outlines your units to you for you and your employer to sign. You will also be provided with a copy of your training plan within 14 days. As part of your assessment process, you will also have a logbook, this logbook contains your training record which also outlines your units and is signed off by your employer, trainer and you once you have fulfilled a unit's requirements.

Training Delivery?

Training is delivered in short training courses that cover a few units. Our training days are outlined in your training plan. Training may also occur on the job.

Training Timeline

Most full-time traineeships take approximately two years to complete. However, some people based on prior experience and knowledge may finish sooner, while other people may require an extension on their traineeship to help them complete their qualification.

Where do SMT deliver Certificate III in Aquaculture?

SMT is an approved RTO that delivers aquaculture training in a variety of location in Queensland, we currently have facilitated training in Mackay - Isaac - Whitsunday, Cairns, Townsville, Gold Coast, Central Queensland, Wide Bay.



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How will I be assessed?

Participants in SMT's SFI30119 Certificate III in Aquaculture will be assessed:

- during off-the-job training sessions by demonstrating their skills and answering questions
- demonstrating their skills and answering questions in the workplace

Participants will also be required to work with their workplace supervisor to maintain a SFI30119 Certificate III in Aquaculture Training Record Book

When will I be assessed?

All SMT courses/qualifications should be completed within the enrolment timeframes. Assessments will occur as part of training sessions and during on-the-job site visits, these will be negotiated by your employer and assessor.

How many chances do I have to submit an assessment?

Where a student cannot be assessed competent within the standard time allocated for a course/qualification, SMT will offer additional training, extra tuition and provide opportunities to be reassessed. No additional fees will be charged for this service. Where a participant is deemed Not Yet Competent in an assessment, the participant will be given three (3) opportunities for additional training and assessment at no extra cost to the student or employer. Students who require additional training and re-assessment after they have exhausted their three opportunities will receive a result of 'Not Yet Competent' and will be required to undertake that unit again.

What support services do we have?

Assistance with learning

SMT provides clients with assistance in learning, including support with reading, writing and numeracy. This may include support during training and assessment activities; assistance with written assessment activities; and assisting clients to access support from specialist support organisations.

Welfare and guidance services

SMT does not offer formal welfare or guidance services, but every effort will be made to assist clients to access appropriate support agencies.

Clients are given the opportunity to identify any needs at enrolment and to seek assistance from their trainer or any other member of staff throughout their training.



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SMT's privacy policy

SMT is highly sensitive to the confidentiality of information provided by you. As a result, SMT has adopted the following Privacy Policy which is applicable to all information that you provide to SMT and that we maintain electronically, whether you provide the information through our website or other means. All personal information that SMT collects is protected by the Privacy Act 1988 (Privacy Act). Information about the Act can be found on the website of the Office of the Australian Information Commissioner (OAIC). Under the requirements of the Information Privacy Principles in the Privacy Act, SMT is committed to protecting the privacy of your personal information.

What information do we collect?

SMT must collect personal information as part of your application process for training. This information may be of a personal nature and can include details of educational background, employment history, and current employment status, and language, literacy, digital and numeracy skills. The requested enrolment application information conforms to the AVETMISS (Australian Vocational Education & Training Management Information Statistical Standard) requirements, which all students are required to provide when enrolling. The personal information gained during the enrolment process will not be used for marketing purposes.

What do we use this information for?

The purpose of collecting personal information during the enrolment process is to allow the staff of SMT to develop effective training and assessment programs, according to the needs of the individual.

How do we store this information?

SMT is required to keep your records for compliance with the Australian Qualification Framework (AQF) and the Outcome Standards. All reasonable steps are taken to ensure that information collected is kept secure and confidential. Our web environment, Virtual Learning Environment and databases are protected from unauthorised access using current technologies. You should be aware that there are inherent risks associated with the transmission of information via the Internet. For those who do not wish to transmit specific information across the Internet, the Framework provides alternative ways of providing information. For example, forms may be printed and lodged by post.

With whom do we share your information?

SMT will not sell, share, rent or otherwise provide personal information to others, including people in your workplace or spouses, without your written consent. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. Personal information collected in your enrolment will be disclosed to authorised departmental officers of State and Commonwealth Government authorities and agencies for general student administration, vocational education and training administration and regulation, as well as departmental planning, reporting, communication, research, evaluation, auditing, and marketing. The privacy statement for the Department of Education and Training can be found at www.education.tas.gov.au