



SCOUTS AUSTRALIA INSTITUTE OF TRAINING (SAIT)

Candidate Information Guide

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Scouts Australia Institute of Training (SAIT) – Enterprise Registered Training Organisation No 5443

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1 The Scouts Australia Institute of Training

The Scouts Australia Institute of Training (SAIT) is an Enterprise Registered Training Organisation (No. 5443) and has its registered office at Level 1, Scouts Australia House, 8 Help Street, Chatswood NSW 2067 (National Office).

Registered Training Organisations (RTO) such as SAIT, TAFE and around 4,000 other RTOs provide tertiary qualifications recognised within the Australian Qualifications Framework. SAIT was first established as a Registered Training Organisation in August 1996 and seeks, as its primary purpose, to provide members of Scouts Australia, who have completed the relevant Youth programs or Adult Training & Development programs, with the ability to seek externally accredited qualifications.

- For more detailed information about the VET qualifications offered by SAIT and other RTOs visit the National Training Information Service website
 - <https://training.gov.au/Organisation/Details/5443>
- The Australian Qualifications Framework website provides generic information about the range of accredited qualifications.
 - <https://www.aqf.edu.au/framework/aqf-qualifications>

1.1 Quality assurance

Leadership, governance and management of SAIT is provided by volunteers with Scouts Australia, national and branch appointments. These volunteers are members of the SAIT Operations Committee which reports to the National Operations Committee.

SAIT is committed to upholding the legislative requirements as an RTO, and in particular to comply with all components of Vocational Educational and Training (VET) Quality Framework:

- Standards of Registered Training Organisations 2015;
- Fit and Proper Person Requirements 2011;
- Australian Qualifications Framework (AQF).

1.2 Scope

Qualifications that SAIT is registered to assess include the following Australian qualifications:

CUA20220 Certificate II in Creative Industries	CUA30220 Certificate III in Community Dance, Theatre and Events			
CHC24015 Certificate II in Active Volunteering	CHC34015 Certificate III in Active Volunteering	CHC44015 Certificate IV in Coordination of Volunteer Programs		
SIS20419 Certificate II in Outdoor Recreation	SIS30619 Certificate III in Outdoor Leadership	SIS40621 Certificate IV in Outdoor Leadership	SIS50421 Diploma of Outdoor Leadership	
BSB20120 Certificate II in Workplace Skills	BSB30120 Certificate III in Business	BSB40520 Certificate IV in Leadership and Management	BSB50420 Diploma of Leadership and Management	BSB60420 Advanced Diploma of Leadership and Management
		BSB40920 Certificate IV in Project Management Practice	BSB50820 Diploma of Project Management	BSB60720 Advanced Diploma of Program Management

Some examples of the recognised Skill Sets that SAIT is registered to assess include:

BSBSS00095 Cross-Sector Infection Control Skill Set
 BSBSS00097 Innovation Leadership Skill Set
 BSBSS00109 Introduction to Team Management Skill Set
 BSBSS00117 Diversity and Inclusion Skill Set
 TAESS00011 Assessor Skill Set
 TAESS00013 Enterprise Trainer - Mentoring Skill Set
 TAESS00014 Enterprise Trainer - Presenting Skill Set

CHCSS00074 Child Protection
 SSISS00120 Alpine Activities Leader
 SSISS00121 Artificial Abseiling
 SSISS00122 Artificial Climbing
 SSISS00123 Challenge Course Leader
 SSISS00124 Challenge Course Supervisor
 SSISS00126 Wilderness First Aid

2 Learning

Members of Scouts Australia participate in experiential learning which is also described as learning by doing or “hands-on” learning. This learning is achieved by engaging in activities which are embedded in the youth program, adult training, participating in events and other opportunities, assisting in the operations and structure of Scouting. After gaining the appropriate experience and knowledge through the relevant award scheme and training program, participants can enrol with the Scouts Australia Institute of Training to complete either a partial or full Qualification.

Some examples of learning which contribute evidence towards a qualification include:

- **Venturer Scouts** documenting their involvement in their Venturer Unit as part of the youth program, develop a portfolio which forms the base of evidence towards partial or full qualifications in Volunteering, Business, Outdoor Recreation and Creative Industries.
- **Rover Scouts** may follow learning pathways that are either or both within the youth program or adult training.
- **Adults in Scouting** having followed the relevant training programs should be able to present a portfolio of evidence for assessment against partial or full qualifications in Business, Leadership and Management, Volunteering, Project Management, Creative Industries and Outdoor Leadership.

2.1 Self-Directed Learning

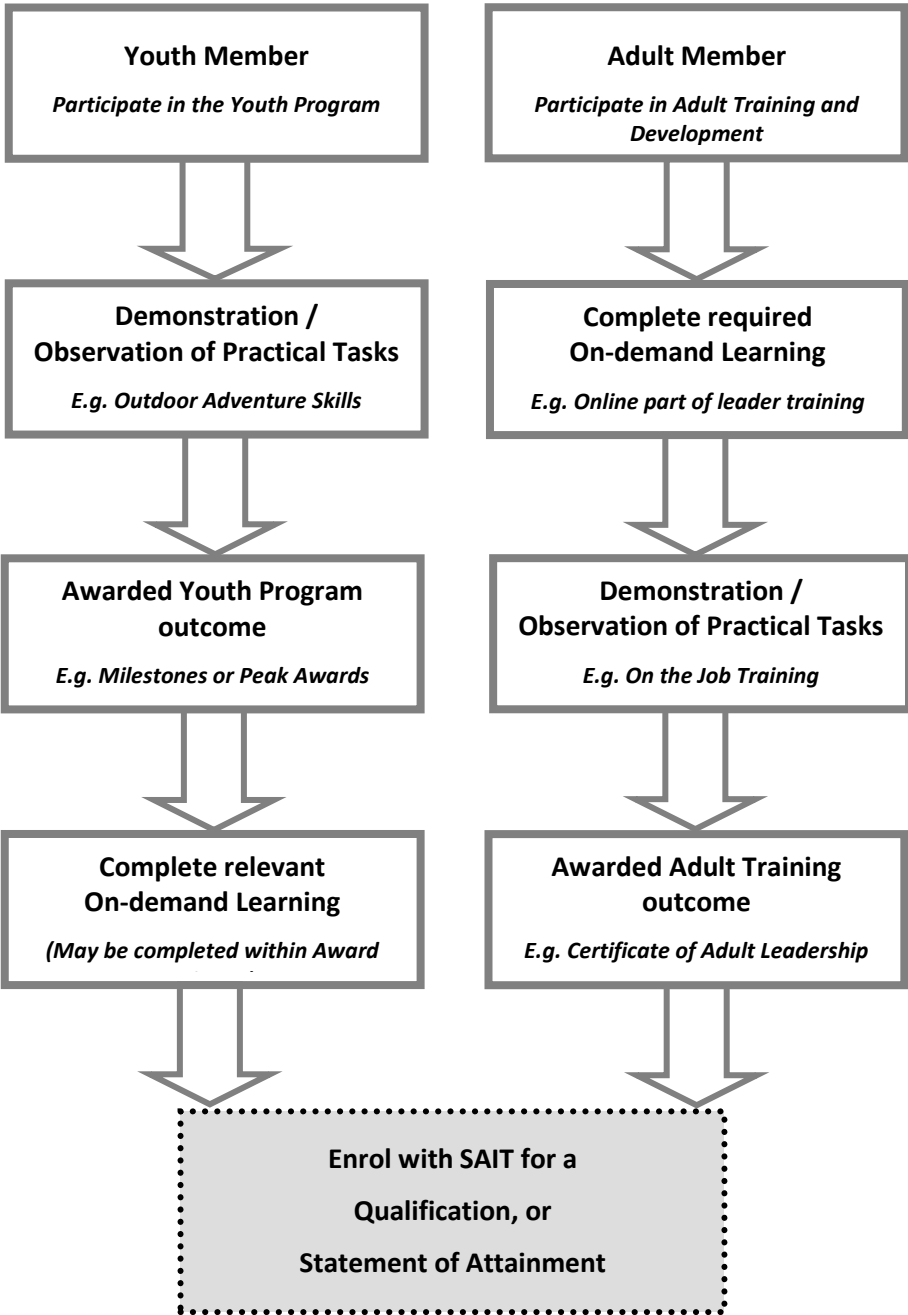
SAIT has a large range of Qualifications, Skill Sets and Units of Competency on scope that any youth or adult member over 14 years old can complete based on the evidence that they already have. However, people don't always have the relevant experience for the education outcomes that they want to achieve. The Scouts Australia youth program develops the ability for individuals to Plan>Do>Review> activities and projects that interest them. Self-directed learning uses the same process to achieve education outcomes and can be done as a part of the youth program or as an adult volunteer.

Plan>	<ul style="list-style-type: none">• Select a qualification or partial qualification• Plan to participate, assist or lead activities that provide evidence towards the relevant assessment criteria
Do>	<ul style="list-style-type: none">• Actively engage in learning by participating in the identified activities and roles• Develop a portfolio of evidence that demonstrates what you have been doing
Review>	<ul style="list-style-type: none">• Use your portfolio of evidence from the experiences and learning to undertake an assessment• Complete the qualification or partial qualification

One way to get an overview of qualification requirements when you are planning your self-directed learning is to review the document:

- [Scouting Pathways that may assist in achieving VET Qualifications through SAIT](#)

The following gives an overview of typical learning pathways in Scouting.



3 Enrolment

After undertaking learning through either the youth program, adult training or self-directed learning, in order to be assessed and have your learning recognised with a qualification or partial qualification you must be enrolled in that qualification with SAIT.

3.1 Qualification Information

SAIT has a collection of pages on the Scouts Australia website that provide you with information about the available qualifications. sait.scouts.com.au

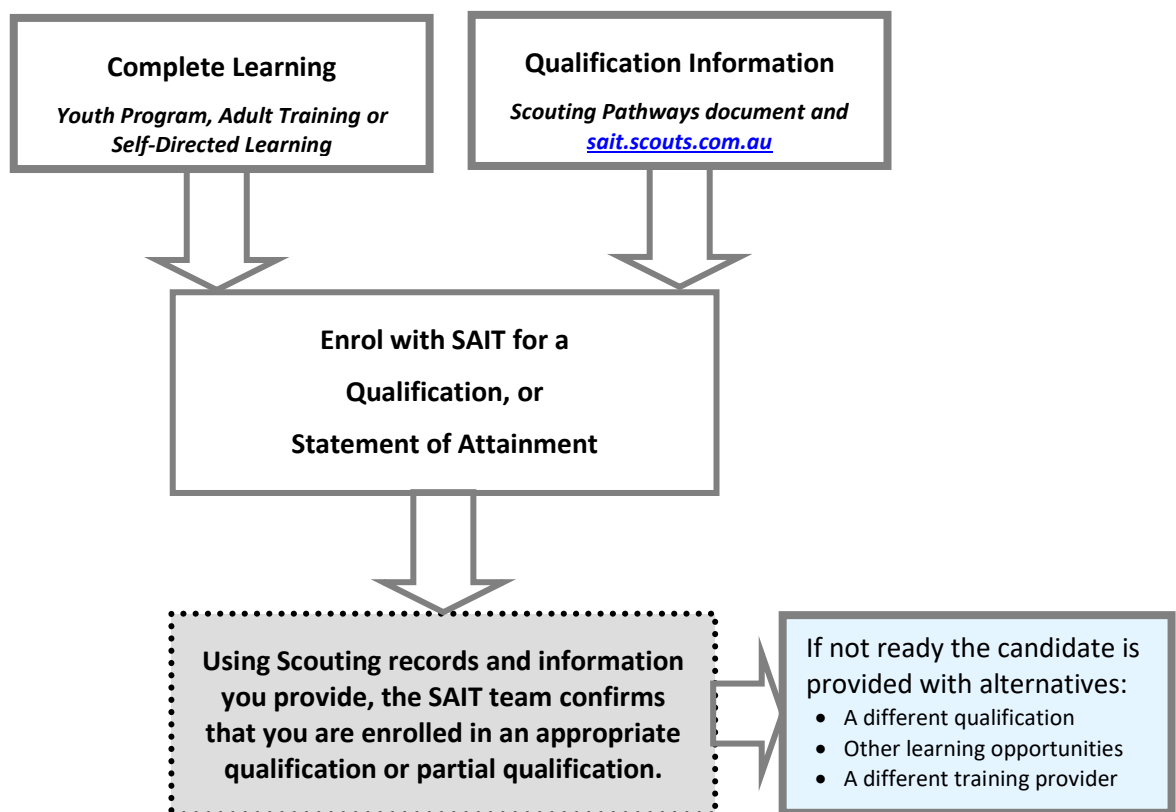
These pages include;

- Generalised qualification information on the webpage,
- Downloadable PDF information booklets,
- Downloadable RPL toolkits,
- VET for School information (Certificate II Qualifications).

3.2 Eligibility

SAIT is registered to “assess only”, candidates in the qualifications specified within its scope. SAIT achieves this because candidates take responsibility to:

- Complete learning that is relevant to the qualifications,
- Have reviewed the qualification information,
- Enrol into a relevant qualification or partial qualification.



3.3 Terms of Enrolment

The 'Terms of Enrolment' for SAIT candidates are:

- Follow the outlined Learning, Enrolment and Assessment processes.
- Understand your rights and responsibilities as outlined in this document.
- Understand relevant privacy and provision of information for undertaking tertiary education with SAIT.

3.4 Unique Student Identifier

Each candidate undertaking tertiary education within the Australian Qualifications Framework, is required to provide their Unique Student Identifier (USI) reference number when enrolling. USI numbers ensure that nationally consistent data is accurately captured, reported and analysed for tertiary education throughout Australia.

For more information about the USI Registry System and to create a USI Reference number please visit: www.usi.gov.au

3.5 National Centre for Vocational Education Research

Under the *Data Provision Requirements 2012*, SAIT is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by SAIT for statistical, administrative, regulatory and research purposes. SAIT may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
 - populating authenticated VET transcripts;
 - facilitating statistics and research relating to education, including surveys and data linkage;
 - pre-populating RTO student enrolment forms;
 - understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

3.6 Candidate's Information

All Candidates have a responsibility to provide all information honestly and accurately. It is the responsibility of the Candidate to provide updates to SAIT of any changes of personal details as and when they occur as they pertain to the enrolment.

- Any occurrences where the information provided is found to have breached this principle will in the first instance be referred to the Candidate for further information / response.
- Where the information is found to be misleading or fraudulent the Candidate's enrolment shall be terminated.

3.7 Privacy and Sharing Information

The Australian Privacy Act 1988 (Cth) and the associated Australian Privacy Principles regulates how private sector entities collect, use, disclose and otherwise handle personal information. To protect privacy while providing members of Scouting in Australia with a trouble free experience, Scouts Australia and the related Branch entities have a data and information sharing agreement.

By providing us with your personal information, you consent to us using your information to contact you on an ongoing basis in order to expedite or follow-up your assessment request, including by mail, email, SMS and telephone. SAIT will only use and disclose personal information about you for the purposes of administering, managing and improving the services we provide to prospective and current candidates, including admissions, enrolment, education, maintaining our information technology systems, customer service and data storage, or as otherwise required or authorised by law. SAIT will only publish personal information on our website if it has been collected for this purpose with your knowledge and consent.

SAIT will take reasonable steps to ensure your personal information is accurate, complete and up-to-date. Should you wish to access or amend this information, on request, subject to limited exceptions in the Privacy Act. We will deal with your request within a reasonable time. SAIT will not disclose or externally publish personal information to third parties who are not related to SAIT with a view to allowing them to direct market their products or services without the relevant individual's consent. Under no circumstances will SAIT sell or receive payment for licensing or disclosing your personal information. If you have a concern or complaint about a breach of the Privacy Act, please contact the SAIT Compliance Manager.

In line with Scouts Australia child safe policies and practices, when SAIT has knowledge that a person under age 18 is providing personal information to SAIT, we follow Scouting practices which require the person to obtain parental / guardian permission and consent.

4 Assessment

After you are enrolled with SAIT an appropriate Assessor will be allocated to assess the evidence that you provide. Assessments will be conducted in a flexible manner and according to the principles of assessment specified in the Standards for Registered Training Organisations as follows:

- Reflecting the Candidate's needs;
- Assessing competencies held by the Candidate no matter how or where they have been acquired; and
- Drawing from a range of assessment methods and using those appropriate to the context, the unit of competency and associated assessment requirements, and the individual.

4.1 Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the assessment of skills and knowledge obtained through learning achieved outside of a specified training program for the particular qualification. Learning may include work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, recreation or other abilities. RPL recognises any prior knowledge and experience and measures it against the qualification in which Candidates are enrolled.

4.2 Units of Competency

Candidates can be assessed against one or more Units of Competency. Each industry recognised Qualification or Skill Set specifies required units of competency and additional requirements for any elective units of competency. When you are being assessed to complete a Qualification it is the standard specified in the related Units of Competency that you are being assessed against.

Units of Competency are publicly available on the national register of vocational education and training, training.gov.au. Each Unit of Competency is divided into a number of elements which define the essential outcomes. Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge the Candidate needs to be able to demonstrate. There are also assessment requirements including performance evidence and knowledge evidence.

- Reading the elements and performance criteria of a unit of competency will inform you of what you need to know and what you need to be able to do. This can greatly assist in planning self-directed learning.
- The performance evidence can be used to self-assess, noting when you have performed those tasks and identifying any evidence that you can provide to an assessor to demonstrate that you have performed those tasks.
- The knowledge evidence can also be used to self-assess and confirm that you can answer questions that may be asked to provide evidence of your knowledge.

4.3 Where does Assessment take place?

Assessment is based on the provision of a Portfolio of Evidence. Often the assessment will take place in a “desk-top’ environment where the portfolio of evidence you have provided will be checked against the standards specified in the relevant units of competency. In cases where the assessment relates to a technical competency this assessment may require demonstrating the skills to an appropriately qualified person (e.g. demonstrating competency in abseiling). Where further details are required the use of a “Professional Conversation” may be used to cross validate or seek additional information.

4.4 When will Assessment happen?

SAIT Assessors are all volunteers who will use the evidence you provide to make an assessment decision. It is very common in RPL assessments that after an initial assessment, assessors ask for more evidence from candidates. This ensures that the evidence demonstrates current application of the specified skills and knowledge within the relevant units of competency.

- After receiving all of the evidence, plus any additional requested evidence the assessor will complete their assessment which may also involve moderating their assessment decision with another assessor.
- Once an assessment is complete the Branch Commissioner for Vocational Education and Training (BC VET) conducts a quality review.
- After the quality review the Branch training administration finalises the issuance of the Qualification certificate or Statement of Attainment for partial qualifications.

4.5 Assessors

All assessments are conducted by nationally appointed Assessors.

- The SAIT Assessors meet the minimum standards for appointment as defined under the Standard for Registered Training Organisations.
- They have demonstrated competency in the Qualifications and/or Units of Competency they assess.
- They maintain the required continuous professional development deemed necessary to be deemed to be “currently competent”.
- Where they do not hold a specific Unit of Competency being assessed they work with another assessor and sometimes a subject matter expert who does hold the relevant Unit of Competency.
- They regularly moderate their assessments, conferring with other assessors to confirm they would reach the same conclusion based on the available evidence.

4.6 Rules of Evidence

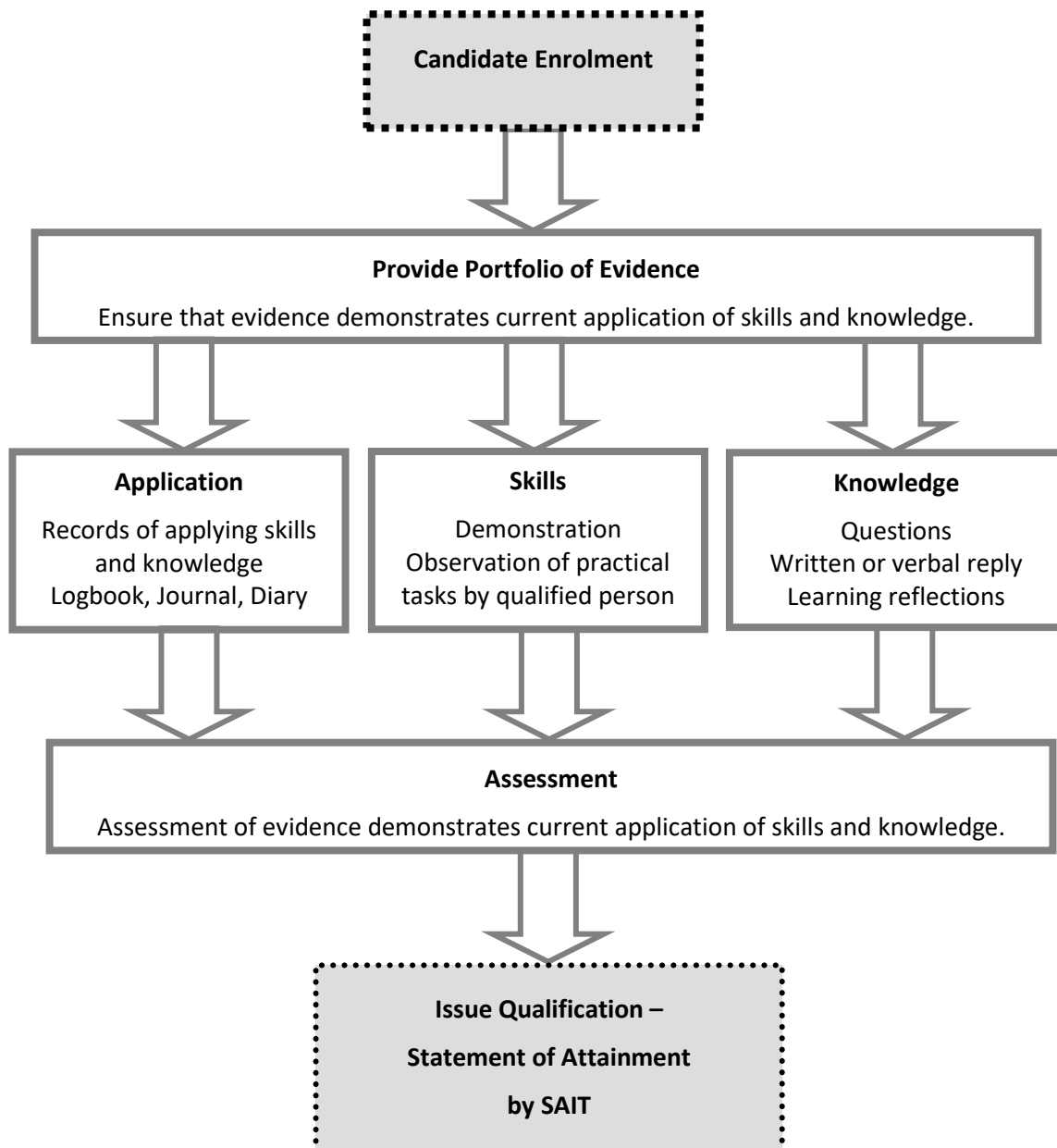
The Standards for Registered Training Organisations define the rules of evidence that your assessor must adhere to which means they must have evidence that is:

- Valid Relevant to the unit of competency. e.g. A canoe is not a kayak.
- Sufficient There is enough. When 3 times is required once is not enough.
- Current Application of skills and knowledge includes the last three years.
- Authentic The evidence provided is for the candidate, not someone else.

4.7 TASK

The following overview of an RPL assessment process uses the TASK acronym to guide the collection and presentation of your portfolio of evidence.

- **Timely** Evidence is current. Include examples in the last three (3) years.
- **Application of** Evidence of being able to apply the skills and knowledge.
- **Skills and** Evidence demonstrating that you can perform the skill.
- **Knowledge** Evidence demonstrating that you have the knowledge.



4.8 How to prepare for RPL assessment

Being prepared for the assessment process and knowing what needs to be provided can save valuable time and ensure that the RPL assessment is as simple and stress-free as possible. Here are some tips to make the application process and interview easier.

1. Review the Unit of Competency requirements:
 - Reading the elements and performance criteria of a unit of competency will inform you of what you need to know and what you need to be able to do.
 - The performance evidence can be used to self-assess, noting when you have performed those tasks and identifying any evidence that you can provide to an assessor to demonstrate that you have performed those tasks.
 - The knowledge evidence can also be used to self-assess and confirm that you can answer questions that may be asked to provide evidence of your knowledge.

2. Develop a Portfolio of Evidence. Some examples include:
 - Scout Branch (State or Territory) membership report
 - Scouts|Terrain completion reports for Milestones and Outdoor Adventure Skills stages
 - Completion of in-house Scouting courses
 - Resume or CV
 - Certificates / Qualifications
 - Relevant licences / tickets held, e.g. SCUBA, Working with Children
 - Logbooks / Diaries / Journals
 - Photographs or videos of completed work or activities undertaken
 - Workplace training records
 - Membership of relevant professional associations
 - References/letters from previous employers/supervisors
 - Current and previous position/job descriptions
 - Task / job sheets
 - Industry awards
 - Hobbies / interests / special skills
 - any other documentation that may demonstrate relevant experience
 - Depending on where you have worked and what the work may have included you may or may not have documentary evidence. Do not be put off as the Assessor will work with you during the assessment process to identify other ways that can show current skills for the qualification in which recognition is being sought.

3. Think about who you would consider to be a Scouting or workplace contact or referee. Is the employer happy to support the claim for RPL? Would you feel comfortable if the Assessor contacted them to validate your skills and knowledge?

5 Principles of Assessment

Fair: The individual learner's needs are considered in the assessment process.

5.1 Feedback

SAIT will seek feedback from candidates about the assessment experience. This feedback will be used for the purposes of providing statistical data to the Australian Government and continuous improvement of SAIT.

5.2 Reasonable adjustment

Where matters pertaining to Language, Literacy and Numeracy needs, disabilities or other recognised reasons that need to be considered in relation to your needs, reasonable adjustment to the assessment strategies will be made to ensure a fair assessment can be made.

Flexible: Assessment is flexible to the individual learner

5.3 Candidate Support

Regardless of where learning has occurred, youth program, adult training, self-directed learning, workplaces, applicable alternative forms of assessment will be offered to ensure the principles of assessment are not compromised while meeting the specific needs of the candidate.

Valid: Assessment decisions are justified, based on the evidence of the individual learner.

5.4 Recognition of qualifications issued by other RTO's

In accordance with the Standards for Registered Training Organisations recognition of Qualifications / Statement of Attainment from other RTO's will be accepted and where applicable credit transfers are applied where they are relevant to the Qualifications on scope for SAIT.

5.5 Referencing

Where a candidate's work uses externally published material the candidate will need to ensure appropriate referencing is made showing the date of the reference, author and published title.

This referencing may be in either footnotes or in a separate referencing section.

5.6 Plagiarism

Plagiarism is deemed to fundamentally breach the assessment principle of "authenticity". Where plagiarism is detected and confirmed, a request for assessment will be rejected for that unit of competency and potentially the candidate's enrolment may be declared void.

Reliable: Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

5.7 Issuance of Certificates

All testamur and statements of attainment will be issued within 30 days of the completed assessment. All certifications will comply with the Standards for Registered Training Organisations.

5.8 Appeals

All Candidate's have a right to a fair and equitable assessment and that any response to that assessment will be timely and appropriate to the needs of the Candidate.

1. Where a Candidate considers they have not been fairly assessed they may appeal against a decision made with respect to an assessment result. They will raise the relevant issue within 30 days of becoming aware of the concern (i.e. being informed of an assessment outcome, receipt of a SAIT document, etc.) to their Branch Commissioner for VET.
2. A new assessor may be allocated and any re-assessment will be moderated by at least one additional assessor.
3. Additional assessments where possible will use assessors who are located in a Branch that is not the candidate's Branch.
4. A maximum of three (3) moderated assessments conducted by three (3) different assessors will occur and the decision will be final.
5. Reasoning and outcomes from appeals will be placed on the agenda for the SAIT Operations Committee to identify learnings that can be incorporated into and improve the quality of assessment for all candidates.

6 Enquiries

General enquiries or candidate concerns, in the first instance should be directed to the relevant Branch (State or Territory) of Scouts Australia.

- Training administrative support. (Employee/s in the relevant Branch).
- Branch Commissioner for Vocational Education and Training (BC VET).

If your enquiries or concerns need to go beyond your Branch you can contact SAIT at:

Scouts Australia Institute of Training
Level 1, Scouts Australia House
8 Help Street
CHATSWOOD NSW 2067

saitcompliance@scouts.com.au

Ph: 02 8440 5903

7 Complaints

Any person wishing to make a complaint concerning the manner in which SAIT conducts its responsibilities as an RTO can make formal complaints.

Complaints Procedure

1. The designated person to receive these complaints is the SAIT Compliance Manager.
2. The complaint and the preferred outcome shall be submitted in writing.

National Compliance Manager

Scouts Australia Institute of Training
Level 1, Scouts Australia House
8 Help Street
CHATSWOOD NSW 2067

saitcompliance@scouts.com.au

3. All formal complaints will be heard and decided within 15 working days of the receipt of the written complaint by Scouts Australia.
4. On receipt of a formal complaint, the SAIT Compliance Manager shall convene an independent panel of at least three members of the SAIT Operations Committee to review the complaint.
5. The Complaint Committee shall not have had previous involvement with the complaint.
6. The complainant shall be given an opportunity to present their case in person to the Complaint Committee and may be accompanied by one other person as support or as representation.
7. The Complaint Committee may seek further clarifying information.
8. Should a complainant seek only action through the submission of their complaint and not request formal representation in person, resolving the complaint shall rest with the Complaint Committee who will address the issue and provide its decision in writing direct to the candidate.
9. The Complaint Committee will make a decision on the complaint.
10. The Complaint Committee will communicate its decision on the complaint to all parties in writing within 5 working days of making its decision.
11. All information and communication relating to the complaint is deemed confidential.
12. The cause and resolution of the complaint will be included in the continuous improvement cycle of the relevant standard/s, and recorded in the *SAIT Register of Complaints*.