

## STUDENT ENROLMENT FACT SHEET

### GENERAL INFORMATION

#### Contact Details:

Tel: (07) 3257 4393  
Email: [training@naqlld.org](mailto:training@naqlld.org)

#### Selecting your training:

We offer Food Safety Supervisor courses for those working in:

- Retail & hospitality
- Community services and health industries

Selecting the right training course ensures you obtain the outcomes which will assist you most at work and personally. NAQ Nutrition Training provides a range of course specific brochures to provide you with the information to make these choices. Contact us for more information or assistance

#### Fees and Refunds:

If you wish to cancel your attendance or transfer to another course date, you must do so in writing to: NAQ Nutrition Training via email [training@naqlld.org](mailto:training@naqlld.org)

Cancellations must be made at least 5 working days prior to the course date - no refund will be given on cancellations made later than this.

Transfers must be made at least 5 working days prior to the course date or charges may apply. Our full fees and refund policy is available upon request.

#### Recognition of Prior Learning (RPL):

Recognition of Prior Learning (RPL) is a process that allows the skills and abilities you already have to be recognised. This might include skills learned at a previous job or from other life experiences. You are encouraged to give serious thought about applying for RPL to have your previous and valuable experience recognised.

To apply for RPL, contact a NAQ Nutrition Training representative to discuss the right choice for you and guide you in preparing your RPL application.

#### Credit Transfer:

Credit Transfer is the recognition of any equivalent study you have previously undertaken. For credit transfer, you are required to provide evidence of the accredited study with your application. You are also required to be enrolled in at least one other module for either RPL or training.

To apply for a credit transfer, contact a NAQ Nutrition Training representative who will assist you with your application.

#### Access to records:

Students are entitled to have access to their academic record on request. Our *Student Access to Records Policy* is available upon request.

#### Language, Literacy and Numeracy:

Language, literacy and numeracy skills underpin almost all areas of work. This is particularly true in food processing where language, literacy and numeracy skills influence the performance of workplace tasks such as measuring, weighing and understanding written food preparation instructions.

NAQ Nutrition Training has support services to cater for your language, literacy and numeracy needs. Tick the appropriate box on the enrolment form and let us work together to help you undertake your choice of training.

#### Assessment:

For those booked into a face to face course, a range of assessment will occur during the face to face day. Time will be allocated throughout the day to complete workbook questions so all assessments will occur on the day.

For students needing extra time, the option is available to take the workbook home and complete in your own time. The workbook must be completed and returned to your trainer within 3 weeks of the course date. You have 6 months for all course work to be finalised. After this time and 3 unsuccessful attempts to contact you, if you have not completed your course, your file will be closed and marked as incomplete. If you wish to reopen your file, a fee may be charged. If you have sent assessment documents to NAQ Nutrition Training and have not heard from your trainer within 2 weeks, you must contact NAQ Nutrition Training.

#### For those attending the Face to Face Course

##### Dress Code:

The dress code is casual, **however please ensure you wear closed in shoes** as you will be participating in food preparation activities.

##### What to bring:

Morning tea and lunch will be provided.