



INSCOPE
training

RTO 40926

VOCATIONAL EDUCATION AND TRAINING IN
SCHOOLS (VETiS)

STUDENT GUIDE

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CONTACT

1300 579 808

admin@inscope.edu.au

inscope.edu.au/

WELCOME

Thank you for choosing us as your preferred training provider. We're here to help you succeed by providing relevant and flexible training.

For the duration of your VET in School course, we support students to build the foundational skills and knowledge required for entry into a trade pathway.

Training can be delivered flexibly either on-site at the school or in-house at our purpose-built training facility, depending on the needs of the school and students.

Our flexible delivery model, combined with an easy-to-use and accessible learning portal and industry-relevant learning materials, supports student engagement and practical skill development while fitting around school commitments.

This guide has been produced as a point of reference for you to find general information about your course and expectations of your training and assessment to make your learning experience as productive, rewarding and enjoyable as possible.

We encourage you to familiarise yourself with the contents of this guide and use it to refer back to when required. This guide contains the following:

- about Inscope Training;
- general course information;
- your rights and obligations;
- our obligations;
- training and assessment processes;
- course extensions, completion, cancellation and suspension;
- funding, fees and refunds; and
- how to use the system.

We are absolutely dedicated to providing you the best training we possibly can. In light of this, we strongly encourage you to provide us with feedback (good and/or bad) about your learning experience, so that we can continue to improve.

Inscope Training welcomes you, and we look forward to working with you to achieve your learning goals.

Disclaimer

Changes to legislation, funding and/or Inscope Training's policies may impact on the currency of information included in this guide. Inscope Training reserves the right to vary and update information without notice.

Acknowledgement

Inscope Training respectfully acknowledges the Traditional Owners of Country and pay respect to Elders past, present and emerging. We honour the stories, traditions, and living cultures of Aboriginal and Torres Strait Islander peoples on this land and commit to building a brighter future together.

GLOSSARY OF TERMS

The following terms and acronyms are used throughout this document.

VETiS	Vocational Education and Training in Schools
AISS	Apprentice Info Self Service
ASQA	Australian Skills Quality Authority
LLND	Language, Literacy, Numeracy and Digital Literacy
LMS	Learning Management System (Ammonite)
NCVER	National Centre for Vocational Education Research
QLD	State of Queensland
RPL	Recognised Prior Learning
RTO	Registered Training Organisation
SATs	School Based Apprentices and Trainees
SRTO	Supervising Registered Training Organisation
DTET	Department of Trade, Employment and Training (QLD) Training
VET	Vocational Education Training



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ABOUT INSCOPE TRAINING

We're here to help you thrive throughout your course, by providing relevant and flexible training solutions that address current and future industry needs and provide you with the knowledge and skills for a successful trade career.

Our vision

Our vision is to be the leader in vocational education training, and safety awareness training for the industries we serve.

Our values

customer-focus	we put our customers at the centre of everything we do.
adapt	we change our approaches to suit the needs of our customers.
engage	we deliver in ways that engage our audience.
innovate	we continually look for better ways to deliver our training.
enlighten	we part greater knowledge and understanding of industry practices.

Our guarantee

Inscope Training ensures that once you are enrolled with us, we will provide you with every possible opportunity to succeed in your training. Whether it be simulated training at our purpose-built training facility, with our mobile training unit or on-site or online or over-the-phone support. We are here to support you in any way we can to help you grow both professionally and personally.

Registration

Inscope Training is a registered training organisation (RTO), registered with the Australian Skills Quality Authority (ASQA) since 2014. We deliver nationally recognised accredited short courses, qualifications and trade apprentice training to students across Queensland and New South Wales, and non-accredited short courses Australia-wide.

We deliver the following qualifications to Queensland secondary school students through Vocational Education and Training in Schools (VETiS) general training pathway funding:

CPC20220 – Certificate II in Construction Pathways

CPC10120 – Certificate I in Construction

We deliver the following qualifications to school-based apprentices under Career Start funding:

CPC30220 – Certificate III in Carpentry

CPC30620 – Certificate III in Painting and Decorating

CPC31220 – Certificate III in Wall and Ceiling Linings

CPC31320 – Certificate III in Wall and Floor Tiling

We can help you with your training needs throughout your career journey.

For a full list of nationally recognised training qualifications and non-accredited short courses delivered by us, visit our website.

Code of conduct

We are committed to providing our students with the highest standards of fairness and professional practice throughout all aspects of training and assessment delivery during the student journey. Our code of conduct commits us to:

- maintain appropriate standards of conduct;
- exhibit fairness, impartiality, honesty, and equity in all decision making; and
- foster and protect the reputation of Inscope Training.



Our trainers

All training and assessment delivered by us is performed by trainers who hold the appropriate qualifications and are professional and supportive in their approach to training and assessing.

All trainers have:

- obtained relevant certification in Training and Assessing (TAE40116 – Certificate IV in Training and Assessment or the equivalent);
- obtained relevant trade certification at least to the level they are delivering training and assessment to (i.e. CPC30220 – Certificate III in Carpentry or the equivalent);
- regular professional development to ensure their skills, knowledge, and experience is current to the needs of industry (i.e. industry conferences, days worked on-site, etc.)
- worked in the construction industry, with many having run a successful trade business.

We do not use third parties for training.

Purpose-built training centres

Our purpose-built training centres provide real-world, hands-on experience for our students. We have two training centres servicing greater Brisbane and Wide Bay Burnett regions.

Capalaba Training Centre

Head office, South Brisbane training rooms and Brisbane trade training centre
19-21 Neumann Road
Capalaba QLD 4157

Hervey Bay Training Centre

Wide Bay trade training centre
6/58 Islander Road,
Pialba

Mobile training units

We bring our fully equipped mobile training units to deliver practical training on school premises.

Innovative online learning platform

One of the first platforms created to deliver online learning and theory assessment to the industry, our learning platform delivers industry relevant learning materials through engaging interactive mediums such as photos, videos, and audio and is accessible 24 hours on any device with web access.

VETiS COURSE INFORMATION

A Certificate I or II is a great starting point if you're interested in a trade or hands-on career. It gives you the opportunity to build practical skills and industry knowledge through structured training and assessment delivered by a Registered Training Organisation (RTO).

This nationally recognised qualification can be completed as part of your school studies and helps prepare you for future pathways such as further training, a school-based apprenticeship or traineeship, or entry-level work in the industry.

VETiS steps



Who's involved in your course?

There are a number of parties involved in your training. Here is what we do and how we work together:

RTO	SCHOOL	ASQA	STATE TRAINING REGULATOR
Registered Training Organisation (i.e. Inscope Training)		The Australian Skills Quality Authority (Government Regulator)	DTET (Department of Trade Employment and Training)
RESPONSIBILITIES			
works with your school to set up your training plan; delivers training and assessment, provides you access to online theory; keeps track of your progress and supports your training; issues your qualification upon successful completion.	endorses and facilitates your training; assists RTO in learner support	ensures your SRTO provides quality VET education in line with national standards.	regulates and administers training and funding for your course.

Nominal term

Each qualification has a predetermined nominal duration, which is the expected timeframe for completion of the course. For school-based Certificate II programs delivered under VETiS arrangements, the training schedule is structured to align with school timetables and program requirements.

Students are expected to complete the qualification within the scheduled course duration. Actual completion time may vary depending on individual progress, attendance, and the achievement of all required units of competency.

VETiS	Nominal Duration (Months)
CPC10120 – Certificate I in Construction	4 School Terms (1 School Year)
CPC20220 Certificate II in Construction Pathways	4 School Terms (1 School Year)

Delivery location

The delivery location of training includes:

- Online (theory & assessment)
- In-house (Our training facility)
- On-site at your school

Course progression

Certificate I and Certificate II trade courses completed through VET in Schools (VETiS) are based on demonstrating skills, not just the amount of time spent in training. Each course has an expected timeframe, but what really matters is successfully completing all required units of competency.

You will finish the course once you have been assessed as competent in all units, meaning you can show you have the skills and knowledge needed for the course. This is done through training and assessments that meet national standards.

Most students complete their units gradually over the scheduled course period, which is planned to fit around school commitments and industry learning. accelerated period where appropriate and communicated between all parties in the Training Plan.

Delivery modes

There is no single training approach that suits every student. For qualifications delivered through VET in Schools (VETiS), training is designed to support individual learning needs while meeting the requirements of the relevant Training Package and DTET requirements.

The delivery and assessment methods for each unit of competency are outlined in your Training Plan. Inscope Training uses a blended delivery approach, combining online learning with face-to-face training and assessment.

YOUR RIGHTS

Discrimination and harassment

Students will receive fair and unbiased training and assessment from Inscope Training in an environment that is free from discrimination, bullying and harassment. All employees, contractors and clients are made aware that discrimination and harassment will not be tolerated under any circumstances.

Should you feel unfairly treated or disagree with an assessment outcome, Inscope Training encourages you to lodge a complaint through our complaints and appeals form on our website.

Access and equity

Inscope Training acknowledges that our students come from socially, culturally and linguistically diverse backgrounds. We endeavour to make our training accessible to all persons.

Every student has a right to be treated fairly. Inscope Training is committed to developing and delivering training that provides equal opportunity for all students regardless of their age, marital status, ethnic background, disability or mental ability, socio-economic status, religion, parental status, employment status, sexual-orientation and gender.

Our learning and assessment materials have been developed to be specifically sensitive to the needs of students from different cultural background. Our trainers can apply reasonable adjustment to training and assessment for individual learner needs. This is determined on an individual basis.

Consumer protection

Inscope Training is committed to providing high-quality training and assessment services to our clients. We recognise the importance of protecting the rights and interests of our clients and ensuring they receive the best possible experience when engaging with our services.

Our Consumer Protection Policy, (available from our website, outlines our commitment to ensuring that our clients are treated fairly, respectfully, and with dignity at all times.

Complaints and appeals

Inscope Training is committed to providing a fair complaints and appeals process.

What is a complaint?

Complaints may be made by any person but are generally made by students and/or schools. A complaint can be made through the Complaints and Appeals form, which is available on our website.

What is an appeal?

An appeal is an application by a student for reconsideration of a discipline outcome, or an unfavourable decision or finding during training and/or assessment. An appeal can be made through the Complaints and Appeals form, which is located on our website. It must specify the details of the matter in dispute. Appeals must be lodged within 28 days of the disputed decision or finding.

Complaint and assessment appeals handling

Inscope Training is committed to ensuring that any complaint from you is handled in a constructive, confidential, timely, fair, unbiased and equitable manner which is easily accessible and offered to you at no charge.

Inscope Training's Complaints and Appeals Policy is available from our website or you can contact us for further information.

Queensland Training Ombudsman

If you are not satisfied with our complaints and assessment appeals handling, you have the right to lodge an enquiry or compliant to the Queensland Training Ombudsman.

Visit: www.trainingombudsman.qld.gov.au



YOUR OBLIGATIONS

Equipment requirements

You must bring steel cap boots and a device with a webcam and microphone—such as a laptop, desktop computer, or tablet with internet access—to complete online learning and assessment to each lesson.

If you are training at an Inscope Training facility, all computer equipment will be provided for you. However, you are still required to wear steel cap boots at all times during practical training.

Changes to enrolment or personal details

To make changes to your enrolment or personal details, please contact Inscope Training by calling 1300 579 808 or email admin@inscope.edu.au with the details you require changed, and we will make the changes for you.

Student conduct

Inscope Training expects that all students will participate with commitment to their training, submit assessments in a timely manner, and behave in a manner that does not contravene workplace health and safety. Inscope Training views student misconduct seriously.

Expectations and responsibilities

In general, it is expected that as a student you will:

- be responsible for your learning program to achieve satisfactory progress;
- treat staff and fellow students courteously and with consideration at all times;
- maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing;

take reasonable care of Inscope Training's property, equipment, and facilities;

- give accurate enrolment details;
- provide Inscope Training of any feedback relating to your qualification;
- ensure your assessments are your own and not plagiarised;
- pay all fees within the required timeframe (if applicable);
- refrain from using mobile phones and other electronic devices that may disrupt a class;
- regularly attend all scheduled sessions as required and on time and notify your trainer and school if you're unable to do so.

equipment, and facilities;

- give accurate enrolment details;
- provide Inscope Training of any feedback relating to your qualification;
- ensure your assessments are your own and not plagiarised;
- pay all fees within the required timeframe (if applicable);
- refrain from using mobile phones and other electronic devices that may disrupt a class;
- regularly attend all scheduled sessions as required and on time and notify your trainer and school if you're unable to do so.

Examples of student misconduct include, but are not limited to:

- assaults, attempts to assault or threatens a person on Inscope Training's premises;
- disobeys or disregards any lawful direction given by a staff member of Inscope Training;
- carries or uses items such as firearms, knives, syringes etc. as a weapon;
- uses abusive language.

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- formal reprimand (warning);
- suspension from the course;
- paying for the costs incurred by any damage caused;
- cancellation of the course without refund and/or credit;
- referral to the police as appropriate.

If found guilty of misconduct, you have the right to lodge an appeal by following the Inscope Training's Complaints and Appeals Policy available on our website.

All students must:

- work towards achieving the competencies in the qualification within the nominal term;
- speak to their trainer promptly if they feel like they are falling behind or require additional support.

It is critical that all parties maintain open lines of communication and attempt to resolve any disputes among themselves in the first instance. If these attempts fail, disputes will be referred to the Department for further assistance and early intervention.

If you are under the age of 18 and in the care of a parent/ legal guardian, your parent/ legal guardian must be informed and be part of the decision-making process relating to changes in your qualification.

Assessment authenticity

Inscope Training uses online verification for assessing authenticity of our certificate courses. We require you to have and use a webcam to verify that you are the person completing the online component of a course.

The webcam will take a series of photos of you while you are doing the course. If there are any irregularities with the verification photos, for example, if there is more than one person in the photo, an Inscope Trainer will contact you to verify that you have the required knowledge.

If the trainer is not satisfied with your knowledge you will be required to repeat the course. After repeating the course you will be verified by an Inscope Trainer.

Workplace health & safety

Inscope Training expects that all staff and students will participate in maintaining a safe and healthy workplace environment. Students are reminded that they are responsible for their own safety and the safety of others in the workplace.

You must wear personal protection equipment/clothing to all training and assessment activities, including protective footwear.

Smoking, vaping and drugs

Inscope Training is a smoke-free workplace. Smoking and vaping is prohibited in all buildings and only permissible at designated locations away from building entrances; there is to be no smoking within five (5) metres of a building entrance.

Any student under the influence of drugs and/or alcohol is not permitted on Inscope Training's premises, or to use any training facilities or equipment, or when undertaking any learning related activities.

You must notify your trainer if you are taking prescription medication. Side effects to the prescription medication may hinder your training.

Unique Student Identifier (USI)

Since 1 January 2015, if you are undertaking nationally recognised training delivered by an RTO you will need to have a USI. Your USI account will contain all your nationally recognised training records and results from 1 January 2015, onwards.

Inscope Training is unable to issue any nationally recognised VET qualification or statement of attainment without your USI.

If you don't have a USI number, you can apply at:
www.USI.gov.au

OUR OBLIGATIONS

Legislative requirements

Inscope Training is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as a Registered Training Organisation (RTO), our obligations to students, and relates to the industry in which we conduct training. This legislation is continually being updated and all Inscope Training representatives are made aware of changes as they occur. In addition, courses may have specific legislative requirements that must be complied with. The legislation that particularly affects the delivery of our training and assessment services includes:

- Age Discrimination Act 2004
- Apprentice and Traineeship Act 2001 (NSW)
- Australian Skills Quality Framework (ASQA)
- Australian Qualifications Framework (AQF)
- Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)
- Child
- Competition and Consumer Act 2010
- Copyright Act 1968
- Cyber Security Act 2024
- Data Protection Requirements 2020
- Disability Discrimination Act 1992
- Further Education and Training Act 2014 (QLD)
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations 2025
- National Centre for Vocational Education Research (NCVER)
- National Principles for Child Safe Organisations (2019)
- National VET Data Policy
- Privacy Act 1988 and Australian Privacy Principles (2014) (as amended)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Spam Act 2003
- Student Identifiers Act 2014
- VET Quality Framework
- Vocational Education, Training and Employment Act 2000
- Vocational Education, Training and Employment Regulation 2000 (QLD)
- Work Health and Safety Act. 2011

Privacy

Inscope Training abides by and takes the privacy of students very seriously and complies with all legislative requirements including protection of our customers' personal information. These include the Privacy Act 1988 and Australian Privacy Principles (2014).

Information is only shared with external agencies such as ASQA to meet our compliance requirements as an RTO. All information shared is kept in the strictest confidence by both parties and is available on request.

In some cases we are required by law or required by the Standards for NVR Registered Training Organisations to make your information available to others such as the National Centre for Vocational Education and Research (NCVER). In all other cases, we will seek the written permission from you for such disclosure.

We take all reasonable steps to protect private information from misuse, loss, unauthorised access, modification, or disclosure including restricted access to electronic files, secure storage of paper files, and backup of data.

What kind of personal information do we collect?

We collect personal information that allows for your identification such as:

- Name
- Address
- Contact number
- Occupation
- Gender
- Date of birth
- Email address
- Literacy level
- Course results
- USI

More information is available in our Privacy Policy available from our website. You can request access to the personal information held by us. To access your records, please contact us.

Photography privacy

At Inscope Training we recognise that in some circumstances there are sensitivities relating to the taking of photographs. This is particularly relevant to capturing images of children. We may, from time to time, wish to take photos of training activities we are conducting. When these instances arise in an environment external to our own training facilities, we will first obtain permission from the premises owner or manager.

Our courses use webcam images to verify the identity of students conducting online training. We will inform you when a webcam is required for this purpose, and your consent will be required before it can be used.

These webcam images and video will only be used for verification and assessment purposes, and will never be released to any external agencies or entities, unless required to by law.

Records management

Inscope Training manages students' records to ensure their integrity and accuracy.

Inscope Training must hold students' records for certain amounts of time, depending on the type of information and who the regulatory body is.

Types of records include financial records (such as invoices), completed assessment resources (such as document evidence of marked assessments) and Certificates / Statements of Attainment (formal document that is evidence of completing a qualification or unit/s of competency).

For example Inscope Training must retain records of qualifications and statements of attainment issued on or after 1 January 2015 for a period of 7 years.

You can access your records including academic records, statements of attainments and financial history at any time by logging into the Inscope Training LMS.

Issuing qualifications, statement of attainment and record of results

Inscope Training undertakes to issue you with qualifications, statements of attainment or record of results as quickly as we possibly can.

Once you have successfully completed your course and all outstanding fees are paid, you will receive an email with your statement as an attachment.

Inscope Training will ensure that AQF certification documentation is issued to you within 30 calendar days of you being assessed as meeting the requirements of the training product, if the training program in which you are enrolled in is complete.

Unique Student Identifier (USI)

Prior to training, Inscope verifies that every student participating in training towards a nationally recognised outcome has a USI.

Inscope Training uses a copy of your VET Transcript (or SOA) to determine eligibility for potential Credit Transfers.

Marketing

Marketing of courses

Inscope Training will ensure that marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration.

We will always endeavor to ensure all marketing materials accurately represents the services it provides and the training products on its scope of registration.

Opt in to marketing

Inscope Training from time to time uses direct marketing via email and SMS to promote courses and events.

If you do not wish to receive direct marketing from us, please contact us to opt out.

Use of image for marketing purposes

During enrolment we will request your permission to use photos or videos taken during training for promotional purposes on our social media channels, our website, promotional material, documents, reports and submissions etc.

We may also provide you with our talent release form to provide consent at the time of taking the photos or video.

When taking photos of students under the age 18, Inscope Training will also seek permission from the student's Parent or Guardian to use photos for promotional purposes.

Skills check and support

Inscope Training has developed a skills check and LLND Indicator tool to assist in diagnosing your language, literacy, numeracy and digital literacy level and skills ability prior to enrolling in a course. This tool will help us determine your levels in accordance with the Australian Core Skills Framework and help us identify whether you may experience difficulty in successfully completing a course.

Our courses have been developed to assist persons with literacy problems by using a variety of multimedia including video, audio and images as well as written instructions and assessments. Details of the student support available through our learning management system is available to download from the Student Resources section of our website.

Support services

Inscope Training has access to various support and wellbeing services to assist you if needed.

Our trainers will be more than happy to discuss your training and career aspirations, and expectations from your training with Inscope.

Inscope Training will endeavour to provide support to you wherever possible, including:

- wellbeing support;
- physical support;
- financial assistance;
- technological including equipment and resources;
- academic (LLND) including one-on-one support from a trainer; and
- a translator

If you or our trainer determines that you may experience difficulty successfully completing the course, with the in-house support available, Inscope Training will first speak with your school to organise additional support. If external support is required, Inscope will assist with finding a suitable provider. External support can include:

Foundation Skills

If you need assistance with foundation skills, Inscope will discuss your needs with your School.

Translators

Inscope Training recognises the diversity of its students. Should the services of an translator be needed, Inscope will endeavour to locate an accredited translator to assist you. If translator services are not covered by government funding, the costs of an translator will be at the student's cost. However there are also a number of online services that might be used to assist students who may be having difficulty understanding English.

Disability support

Inscope Training is committed to supporting persons with disabilities. For example, persons who identify themselves as being hearing impaired during our enrolment process will automatically be provided with a written script of the learning resources contained in the course in which they are enrolled.

Our Learning Management System (LMS) has been designed to cater for persons with literacy problems. These persons can use a text-to-speech plugin (such as ispeech) on our LMS to have the course content read out loud.

For persons who have a disability that cannot be catered for by our system, we will undertake to find another provider that can accommodate their specific needs.

Reasonable adjustment

Reasonable adjustment can be made for students identified with a disability or special need. We can modify or make changes to a task so you can have the same opportunities in training as a person without disability.

The following factors will be considered when determining whether any adjustments are possible:

- the nature and impact of the disability and your needs, abilities and independence;
- the types of reasonable adjustment and resources available;
- how and where your course will take place;
- whether adjustments would adversely affect the VET competency standards for the training package you are undertaking.

Students on student visas

Inscope Training is NOT registered for training students who are in Australia on a student (study) visa. All of our accredited courses will ask you in the course introduction to declare that you are in fact not in Australia on a student visa.

Students who are in Australia on a study visa will need to apply to train through a CRICOS accredited training provider.

Wellbeing support

Where personal circumstances may affect your learning experience, Inscope Training will endeavor to support you wherever possible, including referring you to the following organisations:

Support service	Contact number
13 YARN (ATSI Crisis)	13 92 76
1800 RESPECT (Domestic Violence Support)	1800 737 732
Alcohol and Drug Information Support Hotline (QLD)	1800 177 833
Alcoholics Anonymous	1300 222 222
Australian Apprenticeships Line	133 633
Beyond Blue	1300 224 636
Child Protect NSW	13 21 11
Fair Work Australia	131 394
Harness (Men & Co Services)	07 3439 8640
Interpreting / Non-English Speaker Support Services (Skills for Education)	131 450
Kids Helpline	1800 551 800
Lifeline	131 114
Link 2 Home Homelessness (Sydney Homeless Connect)	1800 152 152
Mates in Construction Helpline	1300 642 111
Men's Line Australia	1300 789 978
National Debt Helpline	1800 007 007
Salvation Army Care Line	137 258
Woman Info Line	1800 177 577
Youth Emergency Service (Accommodation)	4023 455 187

ENROLMENT, CANCELLATION AND COMPLETION

Enrolment

Once we receive your application for enrolment we will email details to finalise your enrolment. Some of the information may be requested include:

- identification documents, proof of funding eligibility documents, USI number etc;
- completing a skills check and Language, Literacy, Numeracy and Digital Literacy assessment;
- ask consent to share personal information to government agencies (i.e. DTET, NCVER);

Induction

At your first lesson you will be provided with:

- details of the information available in this student guide and where to find it;
- training centre layout and evacuation procedures (if applicable),
- familiarisation of our learning management system (LMS);

Upon successful induction you will receive confirmation of enrolment by email.

Extensions

If you are unable to complete your Certificate I or Certificate II course within the scheduled timeframe (nominal duration), you may be required to apply for an extension. Extension requests must be submitted before the end of the scheduled course duration.

To apply for an extension in Queensland, the following steps apply:

- Discuss the need for an extension with your school and Inscope Training to determine the additional time required to complete the course.
- Provide supporting information, including:
- the reason the extension is required; and
- a proposed new completion date.
- Complete the relevant Queensland VETiS extension documentation in accordance with DTET requirements. Where required, approval from the school and a parent or guardian must be obtained.

Inscope Training will assist with the extension process and ensure all requirements are met in line with Queensland VETiS guidelines.

Please note that an extension may affect your Queensland Certificate of Education (QCE) results.

Suspensions

During a Certificate I or Certificate II course delivered through VET in Schools (VETiS), circumstances may arise where a student or school is temporarily unable to meet course requirements for a nominated period. Where appropriate, training may be placed on hold rather than cancelled.

Any pause or suspension of training is managed in accordance with VETiS and DTET requirements. Requests must be discussed with the school and Inscope Training and supported by the completion of the relevant documentation. Inscope Training can assist with this process where required.

Cancellations

In some situations, a student or school may decide that continuation in a Certificate I or Certificate II course delivered through VET in Schools (VETiS) is no longer suitable. The process for withdrawal or cancellation will depend on the individual circumstances.

Where the decision to withdraw is made by agreement between the student, school and Inscope Training, the appropriate withdrawal documentation must be completed in accordance with VETiS and DTET requirements.

If a withdrawal request relates to participation, progress, or other concerns, Inscope Training encourages early discussion with the school to explore options for support or resolution before finalising the withdrawal. Where required, matters may be referred to DTET for guidance.

In some cases, withdrawing from the course may not be the most appropriate option. Alternatives such as temporarily pausing training or adjusting delivery arrangements may be considered, where permitted under VETiS guidelines.

Under VETiS rules, a student who is not enrolled in a Queensland Secondary School (expelled or withdrawn) is not eligible for funding. In this case, Inscope Training will offer a student who has already commenced their training to continue their qualification through fee for service. If the student does not wish to pay for the qualification then the course is cancelled.

Completion

Once you have successfully completed all required training and assessment for your Certificate I or Certificate II course, there are a number of steps that must be completed before your qualification is finalised.

1. Achievement of competency

You must be assessed as competent in all units of competency included in your course. This means you have successfully met all training and assessment requirements in line with the relevant Training Package and Inscope Training's assessment standards.

Any applicable student contribution fees must be paid in full before completion can be confirmed.

2. Confirmation of course completion

Inscope Training will confirm that you have:

- achieved competency in all required units of competency; and
- met all course requirements outlined in the Training and Assessment Strategy and student agreement.

3. Completion Agreement

As part of the Queensland VETiS completion process, a **Completion Agreement** must be completed and signed.

This agreement confirms that:

- all required units of competency have been successfully completed; and
- the student has met the requirements of the VETiS program.

The Completion Agreement must be signed by the student, the school and Inscope Training. Where required, a parent or guardian may also be required to provide consent.

Once signed, Inscope Training will submit the Completion Agreement to the **Department of Training and Employment (DTET)** in accordance with Queensland VETiS reporting requirements.

4. Issuance of qualification

Following submission of the Completion Agreement and confirmation of completion, Inscope Training will issue your nationally recognised AQF qualification and a Record of Results, listing all units of competency you have successfully achieved. Qualifications are issued in line with ASQA standards and DETE requirements.

5. Final reporting

Inscope Training will complete all required reporting to DTET and notify the school of course completion, as required under the Queensland VET in Schools (VETiS) 2026 framework.

Links to further information can be found in Appendix A.

RTO Closure

In the event that Inscope Training ceases business, you will be transferred to a new training provider and will get a Statement of Attainment and will need to sign the appropriate paperwork to transfer RTOs.

TRAINING AND ASSESSMENT

Assessment

Inscope Training contextualizes its learning and assessment tools to ensure that students have absorbed the required knowledge and developed the necessary skills to be deemed competent, before a result is issued.

The goal is for our students to be able to apply their gained knowledge and skills to different environments and contexts in the work environment.

To achieve this goal you must be assessed against all tasks in a Unit of Competency, and demonstrate that you are capable of performing these tasks to an acceptable level.

At Inscope Training we recognise that assessment is a core service offered to our students and is at the centre of our operation as a Registered Training Organisation. Quality assessment ensures that the skills and knowledge of candidates are assessed using four principal determinants:

1. That assessment decisions are based on the assessment of skills and knowledge compared with units of competency drawn from industry Training Packages or VET accredited courses;
2. That the target industry or enterprise requirements are contextualised and integrated within the assessment;
3. That evidence is gathered that meets the rules of evidence; and
4. That assessment is conducted in accordance with the principles of assessment.

Training plan

A Training Plan is a personalised and regularly updated document that outlines the training and assessment requirements for your Certificate I or Certificate II course delivered through VET in Schools (VETiS). It reflects your current progress throughout the course.

The Training Plan is developed and maintained by Inscope Training in consultation with you and your school. It includes:

- what training is to be undertaken and
- outlines who provides the training;
- outlines how, when and where training will be delivered; and
- outlines how the assessments will occur and when you are deemed competent.

Your Training Plan is reviewed throughout the course to monitor progress and ensure you are meeting assessment requirements and scheduled milestones.

In-House Training

In-house training is delivered at our purpose-built training facilities, where students attend scheduled sessions to complete theory and practical training and assessment with a qualified trainer.

On-location training

Training may be delivered on-site at the school, with a qualified trainer attending the school to conduct scheduled training and assessment sessions.

Training record (QLD VETiS)

As part of your Certificate I or II course delivered under the VET in Schools (VETiS) program, you may be required to compile and submit a training record, portfolio or other evidence to demonstrate competence against the units of competency. Assessment is based on demonstrating required skills and knowledge through valid, sufficient evidence

Student responsibility

Students are responsible for participating in training activities and providing evidence of learning (such as work samples, portfolios, observations, photos or other documentation) as required by their trainer/assessor to meet the assessment requirements for each unit.

RTO responsibility

Inscope Training is responsible for providing access to any required training record or learning system and for advising students on how it is to be used as part of assessment.

Refer to **Appendix B** for instructions on completing training record entries, where applicable.

Failure to progress

Please notify your trainer at Inscope Training and your school as soon as possible if you believe you may have difficulty meeting the requirements outlined in your Training Plan. Early communication allows appropriate support to be put in place.

Inscope Training regularly monitors student progress throughout Certificate I and Certificate II VETiS courses and will make contact to discuss progress and offer support where required.

If a student is not progressing as expected, despite reasonable access to training, learning support and required technology, the following process may apply:

- Where a student falls behind the scheduled assessment milestones, Inscope Training may issue a **Student Progress Plan**. This plan is designed to identify any barriers to progress and outline additional support or strategies to assist the student to get back on track.
- Inscope Training will work with the student and the school to develop an action plan to support successful course completion.
- If a student does not respond to attempts to make contact or continues to disengage from training, further action may be taken in line with VETiS requirements, including referral to the school for follow-up and consideration of course continuation options.

The purpose of this process is to support students and provide every reasonable opportunity to successfully complete their course.

Recognition of Prior Learning (RPL)

Like assessment, RPL is a process whereby evidence is collected and a judgement is made by an assessor or assessment team. The judgement is made on evidence provided by you for the skills and knowledge that you have previously learnt through work, study, life and other experiences, and that you are currently using. It also includes evidence to confirm your ability to adapt prior learning or current competence to the context of the intended workplace or industry.

Our RPL process

Should you wish to apply for RPL for any of our courses or units of competency, you should contact Inscope Training to arrange for one of our qualified assessors to discuss your suitability.

Generally speaking, you will be required to submit evidence of your previous work experience or training that you will be using to apply for RPL. You will also be required to pay the applicable RPL fee. It may be required that you take part in an interview before RPL is granted. Of course, at the conclusion of the

RPL guidelines

The following guidelines are to be followed when an application for RPL is received:

- You may not apply for RPL for units of competency which is not included in Inscope Training's scope of registration;
- Whilst you may apply for RPL at any time, you are encouraged to apply before commencing a training program. This will reduce unnecessary training and guide you down a more efficient path to competence;
- Assessment via RPL is to apply the principles of assessment and the rules of evidence; and
- RPL may only be awarded for whole units of competency.

Forms of evidence

Forms of evidence toward RPL may include:

- Work records;
- Resume;
- Position description;
- Records of workplace training;
- Assessments of current skills;
- Assessments of current knowledge;
- Third party reports from current and previous supervisors or managers;
- Evidence of relevant unpaid or volunteer experience;
- Examples of work products;
- Observation by an assessor in the workplace;
- Performance appraisal; or
- Duty statements.

Many of these forms of evidence would not be sufficient evidence on their own. When combined together with a number of evidence items, you will start to provide a strong case for competence. We reserve the right to require you to undertake practical assessment activities of skills and knowledge in order to satisfy itself of your current competence.

Appealing RPL outcomes

If you are not satisfied with the outcomes of an RPL application, you may appeal the outcome like other assessment decisions, through the complaints / appeals process via the appeals form located on our website.

Credit transfer

Credit must be granted for studies completed by a student at an RTO or at any other authorised issuing organisation, such as a university.

Inscope Training is not obligated to issue a qualification or statement of attainment that is achieved wholly through recognition of units and/or modules completed at another RTO.

Inscope Training acknowledges the importance that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country—regardless of where they were issued. Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or licence condition (including an industry licensing scheme) requires it.

If a student provides suitable evidence they have successfully completed a unit at any RTO, we must provide credit for the unit.

When unit codes and titles are different

In the case of any non-equivalent units of competency, we will complete an analysis to determine the equivalence of the study completed, with the relevant units or modules before granting any credit.

Evidence requirements

Before providing credit on the basis of a qualification, statement of attainment or record of results, Inscope Training staff will either authenticate the information by directly accessing the USI transcript online, or by contacting the organisation that issued the document to confirm the content is valid.

Feedback

Inscope Training is committed to continuous improvement, and an important part of this process involves seeking, receiving, and acting upon the feedback we get from our students.

We provide many opportunities for you to provide feedback at all stages throughout your course, including at enrolment, after completion of each unit and at the completion of your qualification. Inscope Training staff regularly review this information and use it to improve our training products and use as a testimonial if permission is provided.

FUNDING, FEES AND REFUNDS

Funding Information

VET in Schools (VETiS) Funding - Queensland

Under the VET in Schools (VETiS) program, the Queensland Government provides funding through the Department of Trade, Employment and Training (DTET) to support eligible school students to complete one approved VETiS qualification while enrolled at school.

The following qualifications are delivered by Inscope Training under the Queensland VETiS 2026 framework:

CPC10120 – Certificate I in Construction

CPC20220 – Certificate II in Construction Pathways

VETiS funding is designed to support students to gain foundational vocational skills as part of their senior schooling.

Further information about the Queensland VETiS program is available on the department's website.

Funding Rules

The Queensland Government funds a range of vocational education and training programs, each with its own eligibility and funding conditions. VETiS funding arrangements differ from apprenticeship, traineeship and fee-for-service training.

Inscope Training confirms student eligibility for VETiS funding at enrolment and reports training activity in accordance with DTET requirements.

Eligibility for VETiS Funding

To be eligible for Queensland VETiS funding, students must:

- be a student enrolled in Years 10, 11 or 12 in a Queensland secondary school);
- not be an international secondary school exchange student;
- not have already completed a certificate I or II VETiS qualification funded by DTET;
- have a genuine interest in pursuing a post school vocational occupation.

Students and parents/guardians are encouraged to discuss VETiS options with the school's VET coordinator before enrolling, as choosing a VETiS qualification will use the student's government-funded entitlement.

Fee-for-Service Training

Where training is delivered outside of Queensland VETiS funding arrangements, fees may apply on a fee-for-service basis. Any such fees, payment arrangements and conditions will be outlined prior to enrolment. Inscope Training may suspend or discontinue training where required fees are not paid in accordance with agreed arrangements

Protecting fees being paid in advance

Inscope Training acknowledges that it has a responsibility to protect the fees paid by students in advance of their training and assessment services being delivered. To meet our responsibilities Inscope Training will not accept payment of more than \$1500 from each individual student prior to the commencement of any course it offers.

Following the course commencement, Inscope Training may require payment of additional fees in scheduled payments in advance from a student, but only such that at any given time, the total amount required to be paid does not exceed \$1,500

INDUSTRY PARTNERS

We are proud to collaborate with some of the most successful and influential businesses in the construction industry.

Our partners work with us to impart greater knowledge and understanding of industry practices and provide additional support to enable our students to thrive in their career.

Carpentry Australia



Carpentry Australia is the national industry association dedicated to supporting and representing carpenters across Australia.

[w carpentryaustralia.com.au](http://carpentryaustralia.com.au)

Ezy Profile Systems



Save time and money with Ezy Profile's light weight, re-usable and more accurate setout tool.

[w ezyprofile.com.au](http://ezyprofile.com.au)

Men & Co. Harness Program



Harness is a project aimed at engaging with construction workers about the concept of personal, relationship, and family wellbeing as well as how to seek support.

[w menandcoservices.org.au/services/harness](http://menandcoservices.org.au/services/harness)



APPENDIX A

RELEVANT FORMS AND LINKS

Cancellation <https://www.asqa.gov.au/course-accreditation/manage-course/cancel>

Extension <https://www.asqa.gov.au/course-accreditation/manage-course/extend>

Completion <https://dtet.qld.gov.au/training/providers/funded/vetis/vetis-overview>

Amendment <https://www.asqa.gov.au/course-accreditation/manage-course/amend>

FAQ, Scenarios, and Eligibility <https://dtet.qld.gov.au/training/providers/funded/vetis/2026>

Complaints and Appeals form <https://inscope.edu.au/train-with-us/resources#CAF>

Course Offerings <https://inscope.edu.au/courses>

Policies <https://inscope.edu.au/train-with-us/resources#POL>

APPENDIX B

ACCESSING THE LMS

How to navigate the Inscope System

Inscope Training utilises a Training and Assessment Management System, more commonly referred to as a Learning Management System (LMS), called Ammonite. We work together with Ammonite to bring our students the best possible learning experience through the use of the user-friendly Ammonite platform, and world class resources.

Log In

To log into your student portal, go to the Inscope Training website and click on the Log In button at the top right-hand side of the screen (Screenshot 1). From there, a Log In box (Screenshot 2) will appear where you can enter in your log in details.

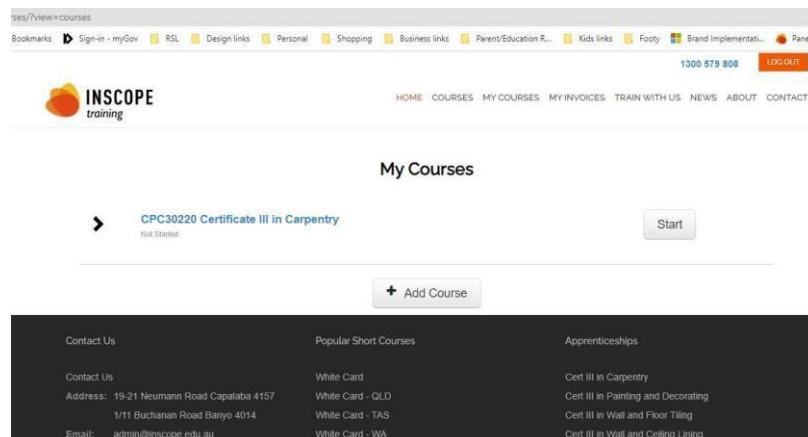
Your username is the email address supplied at registration and your password is supplied to you at your Induction. If you can't remember your username or password, please click on the forget password link to reset your password.

Access learning materials

When you initially log in, you will be taken to the My Courses page. This page lists:

- courses you have enrolled in or completed.

To access your course, click on the course name (Screenshot 3)



The screenshot shows the Inscope Training website homepage. At the top, there is a navigation bar with links for 'Bookmarks', 'Sign-in - myGov', 'RSL', 'Design links', 'Personal', 'Shopping', 'Business links', 'Parent/Education R...', 'Kids links', 'Footy', 'Brand Implementati...', and 'Panel'. Below this is a phone number '1300 579 808' and a 'LOG OUT' button. The main content area features a banner with the text 'Browse Courses' and several course thumbnails. One thumbnail for 'WHITE CARD - WA' is highlighted. At the bottom of the page is a footer with links for 'Contact Us', 'Popular Short Courses', 'Apprenticeships', and a 'My Courses' section showing a course named 'CPC30220 Certificate III in Carpentry' with a 'Start' button. The footer also includes links for 'Add Course', 'Contact Us', 'Popular Short Courses', 'Apprenticeships', and a 'My Courses' section.



SCREENSHOT 1: Inscope Training website (URL - <https://inscope.edu.au>) – circled in red is the log in button.



The screenshot shows the 'Log In' form. It has fields for 'Email' and 'Password', a 'Remember Me' checkbox, a 'Forgot Password' link, and a large orange 'Log In' button.

SCREENSHOT 2: Log In box

To accessing your learning materials, click on the unit name.

Your training plan is available in the top right corner to download as a PDF at anytime.

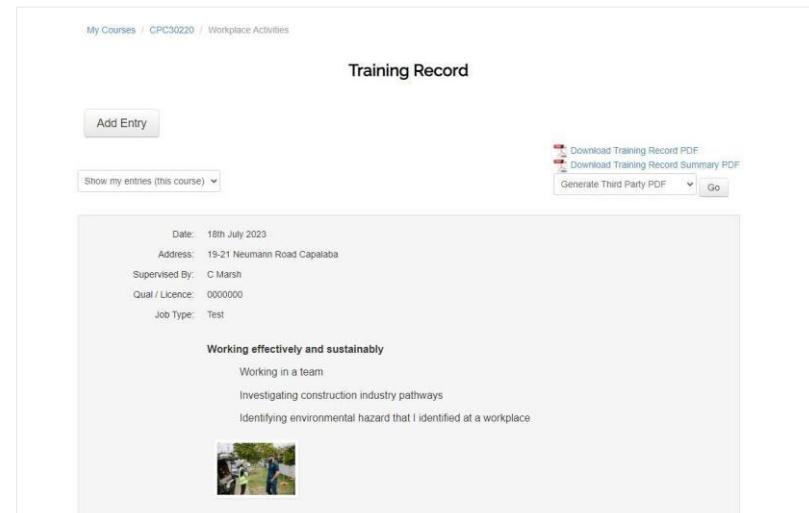
Units that have been opened up for you to complete will be highlighted blue. Units completed green and units not yet available yellow (Screenshot 4).



This screenshot shows a list of course units under the heading 'Units Due In 2024'. The units are color-coded: blue for 'Not Yet Started', green for 'In Progress', and yellow for 'Done'. Each unit entry includes the unit code, title, due date, and status.

Unit	Description	Due Date	Status
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	17 July 2024	Not Yet Started
CPCCOM1012	Work effectively and sustainably in the construction industry	17 July 2024	In Progress
CPCCOM1013	Plan and organise work		Done
CPCCOM1014	Conduct workplace communication	17 July 2024	In Progress
CPCCCM2008	Erect and dismantle restricted height scaffolding	17 July 2024	

SCREENSHOT 4: Course Units and Training Plan



This screenshot shows the 'Training Record' section of the system. It includes a 'Show my entries (this course)' dropdown, a 'Download Training Record PDF' button, and a 'Generate Third Party PDF' dropdown. Below these are sections for 'Working effectively and sustainably', 'Working in a team', 'Investigating construction industry pathways', and 'Identifying environmental hazard that I identified at a workplace'. A small thumbnail image of a person working is also visible.

SCREENSHOT 5: Training Record Entries

Accessing invoices (Student Contribution Fees)

Depending on your funding status, if you are required to pay a Student Contribution Fee, you will need to pay upon commencing a unit. You will be prompted for payment when you open the unit.

Training Record

To view your Training Record click on the "View Training Record Entries" Button.



This screenshot shows the INSCOPE training website. The user is viewing the 'CPC30220 Certificate III in Carpentry' course. The 'View Training Record Entries' button is highlighted with a red circle. Other buttons visible include 'Add Entry', 'Identification', and 'Start'.

Entries submitted will be displayed. You can access your full training record or a summary at anytime by clicking on the pdfs in the top right corner.

To add an entry click on "Add Entry" button. Fill in the information required. Upload photo or video evidence, select the unit the entry is related to and click the "Submit Entry" button.

This document is maintained as a controlled version to ensure all users are accessing the most current and accurate information. Updates may include amendments to policy, procedure, formatting, or content to reflect organisational, regulatory, or operational changes. The version control table below outlines the history of revisions, providing transparency and traceability for all modifications.

Version Control

Version	Date	Author	Changes Made
1.2	January 2026	Kaitlyn Hamilton	
1.1	January 2026	Teola Marsh	
1.0	January 2026	Kaitlyn Hamilton	Created



RTO 40926