

Equal Employment Opportunities

Teach Me Law Enforcement does not discriminate when applying for enrolment, or any activities during its courses. All session teachers and tutors for Teach Me Law Enforcement are reminded of their obligations under EEO guidelines to report any breaches and are bound by the same principals. Participants in a course who are found to discriminate or harass other students because of their marital status, religion, race, sexual preference, background, height, age, weight, or gender, may be removed from the course without refund.

Access and Equity

Teach Me Law Enforcement encourages enrolments from participants from all backgrounds and beliefs and will not discriminate. TMLE will advise and assist participants to obtain assistance if their language, literacy or numeracy skills or disability would prevent them from successfully completing any of our courses. This may be given as a referral to a government agency, or enterprise who has the resources to further skill, educate or assist the participant prior to enrolment, or evaluate their ability to complete the course of their choice.

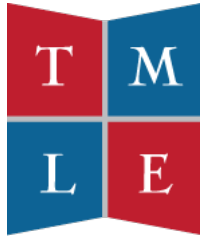
Sex Based Harassment

Teach Me Law Enforcement does not allow Sex Based Harassment during its courses. All session teachers and tutors for Teach Me Law Enforcement are reminded of their obligations to report incidences under Sex Based Harassment guidelines and are bound by the same principals.

Any student who displays offensive pictures or photographs, improperly touches another student, tells offensive or explicit jokes or stories, makes suggestive or lewd comments, leers or stares at another students, pesters or persists in asking another participant on a date, may be removed from the course without refund.

Occupational Health and Safety

Teach Me Law Enforcement does not allow unsafe work environments. All session teachers and tutors are reminded of their obligations to report unsafe work practices and workplaces, under the *OH&S Act* and its *Regulations*. To report any Occupational Health & Safety issue you can inform your tutor or complete a form which is in the back of this workbook.



Any student who contributes to an unsafe workplace, or makes the workplace unsafe, ie; the training venue, by an act or omission, may be removed from the course without refund.

Racial Vilification

Teach Me Law Enforcement does not allow Racial Vilification in any form. All sessions teachers and tutors are reminded of their obligations to report such behaviour.

Any student who is found participating in racial vilification by intimidating or harassing other course participant because of their background, race or looks may be removed from the course without refund.

Bullying

Teach Me Law Enforcement does not allow Bullying in any form. All session teachers and tutors are reminded of their obligations to report such behaviour.

Any participant found to be bullying or participating in conduct which appears to be bullying, which includes verbal threats, pushing, unwanted touching, written threats, threatening demeanour, derogatory remarks, may be removed from the course without refund.

Offensive Language / behaviour

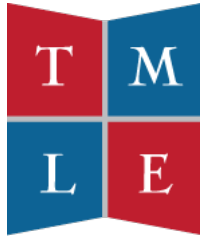
The use of offensive language or behaviour being used 'out of context' for the purposes of training will not be used or encouraged in any form. If offensive language or behaviour is used or the trainer deems the language or context of the conversation is deemed offensive merely because of the references being made they will ask the language or the way it used to be stopped. If it persists the trainer will ask the person/s to leave and they will have no further input in the class and no refund will be given. If an employee of TMLE is using offensive language or behaviour, out of normal training scenarios, and customers find this inappropriate or offensive, they can make a formal complaint to the CEO of Teach Me Law Enforcement in writing.

Victimisation

Teach Me Law Enforcement does not allow victimisation. All session teachers and tutors are reminded of their obligations to report such behaviour. Any participant found to be victimising another course participant, which may include, picking on them, continually laughing at them, bringing up old embarrassing stories, highlighting recent mistakes may be removed from the course without refund.

Privacy Policy

Teach Me Law Enforcement recognises every persons right to confidentiality. We only request information which will assist us with enrolment and course delivery. If you do not supply all relevant information required we may not be able to process your application. Access to your personal details is strictly monitored and secured in our head office. Participants should be aware however, due to government requirements your details may be required to be produced as part of an audit process to ensure our training standards are



compliant. If you wish to access your personal information, application can be made to Teach Me Law Enforcement in writing or phone 0410697779 for advice. **TMLE acknowledge the guidelines of the Privacy legislation which governs the security and release of personal or private information. This information is duplicated on the TMLE website.**

Enrolment and Refund Policies

Enrolment

Enrolments for any of our courses are dealt with individually when an enrolment form is received. To facilitate timetable and venue bookings, enrolments are accepted 1 week prior to course commencement. Fees must be paid prior to course commencement and at time of application. Course participants need not be employed as a law enforcement officer to complete the courses as scenarios and extra material is supplied to complete the final assessable tasks.

Upon enrolment which will be accepted on the enrolment application form by post, fax or email, the participant can nominate a course and venue which best suits them. Their place on that course, pending availability, will be confirmed and a tax invoice forwarded to the address on the enrolment form. It is the participants responsibility to ensure any change of address is forwarded to our office to ensure correspondence is redirected.

Refund policy

Teach Me Law Enforcement recognises the unavailability of course participants at times to complete their chosen studies. For this reason, the following circumstances will be allowable 100% refundable fees upon written application;

- The course has been cancelled and the participant cannot reenrol
- The course cannot be delivered through no fault of the participant
- Written notice was received from the participant of withdrawal at least 1 month prior to course commencement
- Misadventure or illness prevents the participant attending (Doctors certificate required)

If a participant withdraws or cancels from the course 10 days prior to course commencement, 50% of the fee will be refunded only. If a candidate withdraws or cancels without notice 5 days prior to commencement of the course 100% of the fee will be retained.

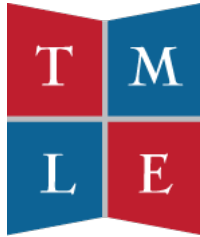
In the event of a participant withdrawing or cancelling, no penalty will apply if a replacement participant attends that course. The participant will be responsible for filling that position with another candidate.

How to apply for Recognised Prior Learning (RPL) & Credit Transfer

RPL

A fee applies for these applications.

Teach Me Law Enforcement recognises that your previous learning, either in the workplace, or 'life experience' may allow you credit within this or other courses.



To apply for RPL you need to submit your application at the time of enrolment. An example RPL might be a ranger, who has to prepare a brief of evidence. Whilst receiving no formal qualifications in 'brief preparation' you have performed the task. If that task or in this case the 'brief' is to an acceptable standard, you will receive credit. Or perhaps you are the administrator of electronic communication at work. Your role is to communicate and let other employees know what's going on by using the latest in communications. This will allow you credits in the course as well, as long as you explain clearly your duties. You need to gather your qualifications. Those qualifications need to be copied and if possible, find what subjects or 'units of competence' were delivered in that course. These will be identified by a number alongside a subject, such as;

PSPEHC401A Uphold the values and principals of public service

Or

PSPOHS301A Contribute to workplace safety

Once you have gathered your qualifications, copy them, and have a Justice of the Peace (JP) sign them as being true copies of the originals (ie; they have not been altered).

If your qualifications or certificates have no subjects listed on them send the copies of the certificates (signed). You will also need to prepare a report, outlining how this course or qualification is used in the workplace and its relevance to this course. The more you explain your theory, the easier it will be to determine if you get credits, or you do the entire course!

Credit Transfer

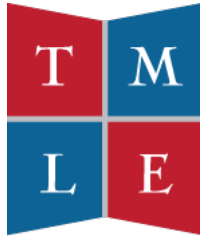
Credit Transfer is slightly different. This is where you have formal qualifications, You need to indicate on your application you wish to apply for RPL or credit and download an application from the website, www.tml.com.au or one will be sent to you. A fee is payable which you must send with your RPL/Credit transfer application. This is separate from course enrolment and course fees.

Attendance records for courses

Teach Me Law Enforcement has an obligation as a Registered Training Organisation to ensure records are kept of participation in course learning. For this reason you, as a teacher will have a participation sheet for each session. The participants name will be marked present / absent. These will be secured at our office for audit purposes.

Transfer Policy

Requests for a transfer to another course must be received in writing 10 days prior to course commencement of enrolled course. Transfers will only apply when the course fee has been paid.



Program Changes

Teach Me Law Enforcement reserves the right to cancel courses if enrolment criteria are not met or conditions beyond our control prevail. We reserve the right to change guest speakers / curriculum. All participants will be notified in the event of cancellation and fees fully refunded (See refund policy)

Financial Management policy

Finances will be managed by the CEO. All monies and fees, either payment or refunds will be administered by the CEO. All accounts and balances will be oversighted by an independent bookkeeper. An independent Certified Practicing Account will oversight and submit tax accounts and BAS accounts when required. An audit of finances will be arranged with an independent CPA if required by VETAB.