



HOSPITALITY ALLIANCE TRAINING
clubs wa

STUDENT HANDBOOK

Clubs WA Incorporated: RTO 6226

Trading as – Hospitality Alliance Training



Our Commitment To You

Clubs WA Incorporated is a Recognised Training Organisation (RTO code 6226), and has been an industry association since 1958 and an RTO since 1998.

Clubs WA Incorporated trades as Hospitality Alliance Training (HAT) for accredited training portal services, both online and classroom (in-person). As a not-for-profit community-based organisation, we pride ourselves on providing personalised training to assist all students obtain the best possible learning outcome.

HAT complies with all mandated training legislative and licensing requirements for our courses.

Student Support

We will provide you with a friendly and supportive environment for the duration of your selected course of study through to your completion.

If you require any assistance during your training, please contact us by telephone Monday to Friday between 8:30am to 4:30pm (WST).

You can also email us at training@hat.edu.au We commit to reply to your query within one (1) business day.

All students engaging HAT for your training will be:

- Respected and provided assessment that is fair and flexible
- Provided a safe learning environment
- Supported with your individual needs and circumstances
- Provided training by skilled trainers
- Encouraged to provide feedback
- Able to access your own records by contacting our friendly team during business hours (WST)

We also provide a detailed guide to help you navigate online courses. This can be found after you start the course by going in to the “Student Resources” section.

All Course Resources

Access Resources related just to your course in general or view a complete list of Resources within your enrolled Units of Competency

Course Resources **1**

Unit of Competency Resources **0**

Student Resources

General



aXcelerate Learner Portal Guide

Jan 7, 2021



HAT commits to:

- Remain current and compliant with all training courses
- Guarantee to complete the training and/or assessment throughout your training period.
- Provide information on the assessment process
- Ensure trainers and assessors are suitable qualified
- Assess and provide feedback on submitted assessment tasks
- Issue AQF certification documentation upon successful completion of your Nationally Recognised training course
- Advise you through email of any changes to agreed services

Access and Equity

HAT will treat all applicants seeking to enrol with fairness and equality and will ensure that throughout the process of selection and admission, applicants are treated courteously and in a timely manner.

HAT recognises the individual rights of our students and ensures that all students and prospective students, feel inclusive including support for all regardless of age, gender, religious, cultural, or ethnic background, sexuality, disability or impairment, socio-economic status, location, or employment status.

HAT reserves the right to cancel from their training courses students who are:

- Unable to actively participate in the course activities as a result of injury.
- Disruptive or aggressive through current or past behaviour with our RTO.
- Affected by drugs or alcohol.
- Abusive through either verbal and/or written communication.

In the event this situation arises, immediate and discreet contact will be made with the student to discuss future training options for the individual(s) concerned.

Should HAT cancel your training at any stage and for any reason, you will be entitled to a full refund. In the unlikely event HAT is unable to deliver the training, we will provide you with details of other RTO's that deliver the current course. Any fees paid in advance owing to you for training and assessment services not yet provided will be refunded to you within seven (7) working days of the training being cancelled by HAT.

Our Courses

Our courses are available:

- Online through the training portal www.hospitalityalliancetraining.edu.au
- Courses are self-paced, with the flexibility to log off and on as often as you wish.
- Self-paced distance learning via correspondence.
- By appointment at Clubs WA offices – Unit 2/12 Hammond Road, Cockburn Central WA 6164.
- Onsite by arrangement.

Each of the courses includes a training manual designed to be used in conjunction with the course, which will prove to be a valuable resource after you have completed your training.

We provide the following accredited courses:

Nationally Recognised Training (Statement of Attainment)

- SITHFAB021 – Provide responsible service of alcohol
- MLPLCA001 – Manage legislative responsibilities for the sale, supply and service of liquor
- 52863WA - Course in Management of Licensed Premises
- SITXFSA005 - Use hygienic practices for food safety
- SITSS00069 – Food Safety Supervisor Skill Set

Non-accredited courses

In addition to our nationally accredited courses and units of competency, HAT also conducts industry based courses. This includes the Department of Local Government, Cultural Industries and Sport recognised Clubs WA RSA Course for venues with a Club, Club Restricted or Occasional licence. More information on this course can be found on the HAT website.

English Based Content and Assessment

All courses/units are delivered and assessed online and in person are in English only. Unfortunately HAT does not have the option for assessments to be submitted or assessed in a language other than English.

Competency Based Training and Assessment

Competency based assessment is the process of gathering evidence to confirm that Students can perform required skills and knowledge. You will be given feedback on all Assessment Activities. Competency based assessment does not use a marking scale rather you are deemed “competent” or “not yet competent”.

Duration

HAT courses/units that are delivered online are self-paced. The actual time to complete a course/unit, including your practical assessments, will depend on a number of factors including: Your past experience; language; learning capability; and your knowledge and understanding of the topic. You have 3 months to complete the courses but may find that you can complete it in 3 days.

Language, Literacy, Numeracy and Digital Skills

Language, Literacy, Numeracy & Digital Skills (LLND)

Each Unit of Competence requires LLND skills. To work out if you will need assistance with your chosen course you are required to complete a Language, Literacy, Numeracy and Digital assessment. This assessment is not assessing your ability, it is to determine what if any assistance is required.

Appropriate concessions will be made for language, literacy, numeracy and digital support only where those concessions do not compromise the requirements of the course/unit as well as the integrity, equity and fairness of the assessment. It may be determined that the course is not suitable for you and in that event you will be referred to external agencies that may be able to provide you with further support.

For your reference, External Agencies that are also able to provide support are contained in Appendix 1.

Reasonable Adjustment

Online Learning

Please advise prior to enrolment if you have any impairment (e.g. English language, literacy or numeracy difficulties, dyslexia, physical incapacitation etc) which may adversely affect your ability to successfully undertake the training and assessment.

Clubs WA understands that all students learn differently and that 'reasonable adjustments' may be made to the delivery of learning and/or assessment, to ensure that each student is provided every opportunity to achieve competency in the chosen course/unit.

Clubs WA may make the following reasonable adjustments to students identified as having particular learning support needs:

- Provide support within the student's learning environment
- Adjust learning material, activities and assessments where necessary, where such adjustment is reasonable and does not undermine the assessment, such as having someone read the assessment materials to students or having someone record the student's spoken responses to assessment questions
- Access specialist practitioner support for Language, Literacy and Numeracy identified considerations

Students requesting additional assistance will be provided with appropriate advice, support and guidance necessary for them to meet the requirements of the relevant training product. All assistance will be offered in a professional manner and will be based on the principles of fairness and flexibility of workplace assessment.

There is no charge for any additional assistance provided by Clubs WA

When Clubs WA is unable to assist due to limitations on our services, we will provide referrals to external services such as an agency with specialist skills in counselling.

Student Visa

Overseas Students are able to complete Nationally Recognised Training (Statement of Attainment issued) RSA and Food courses offered by Hospitality Alliance Training.

This instrument came into effect 29 June 2021. <https://www.asqa.gov.au/news-events/news/cricos-registration-no-longer-required-some-esos-courses>

Courses that HAT offers that are exempt are:

- SITHFAB021 – Provide responsible service of alcohol
- SITXFSA005 – Use hygienic practices for food safety
- SITXFSA006 - Participate in safe food handling practices

Courses that HAT offers that are NOT exempt are:

- 52863WA - Course in Management of Licensed Premises.
- MLPLCA001 - Manage legislative responsibilities for the sale, supply and service of liquor.
- MLPLCA002 - Manage premises for the sale, supply and service of liquor.
- SITSS00069 - Food Safety Supervision Skill Set*

**please note that you are able to do the two units of SITXFSA005 and SITXFSA006 separately and will be issued Statement of Attainment certificate for these two units.*

If you are an Overseas Student as defined in Section 5 of the ESOS Act 2000, you are NOT eligible to enrol into these courses with HAT.

Note 1: When enrolling for the above noted courses which are NOT exempt, all students will be required to accept the following statement:

- *I am not an Overseas Student as defined in Section 5 of the ESOS Act 2000*

Note 2: In all instances of receiving a foreign passport or ImmiCard for a student enrolled into an Approved Manager Training course, HAT will verify the student's study entitlements using VEVO.

If a student has enrolled into an Approved Manager course and is found to be on a student visa, Clubs WA reserves the right to cancel out the student and will refund any monies that have been paid.

Credit Transfer

HAT provides credit to learners for units or modules where evidenced by AQF certification documentation or an authenticated VET transcript, unless licensing or regulatory requirements prevent this.

HAT will consider the following when assessing a Credit Transfer:

1. How current the Qualification/Statement of Attainment is.
2. How the Qualification/Statement of Attainment maps to the current training
3. If the training was undertaken with a Registered Training Organisation.

Students are required to formally apply for Credit transfer, supplying their certificates to HAT for verification. Students wishing to apply for a Credit Transfer will need to provide either an original Statement of Attainment and/or Certificate, or a certified copy.

All applications for Credit Transfer will then be authenticated with the issuing RTO to ensure its validity. In order to do this the student will also need to provide Clubs WA with authority to request validation from the issuing RTO. This can be an email to HAT, which will then be forwarded on to the issuing RTO to gain confirmation that the qualification/statement was issued by them.

There is no charge for Credit Transfer.

With Credit transfer, students are not required to undertake learning in the unit/s again, the student is exempt.

Recognition Of Prior Learning

Recognition of Prior Learning (RPL) is a method of assessing if you have evidence of competency for a particular Unit of Competency that you are enrolled in.

RPL is not a presumption of competence. Instead, RPL involves matching what a student already knows and can apply with the learning outcomes/performance criteria of the course.

To achieve RPL a student must provide evidence that shows how the performance and evidence criteria of the course/unit have been met.

It can be that with stand-alone units, the process of seeking RPL and the work involved in detailing evidence and then linking this evidence to the course outcomes is more time consuming than following the prescribed course

material. RPL is usually applicable for larger courses with multiple units. In addition, as there are regular changes to the performance criteria and assessments for the single units we deliver, it is unlikely that RPL will be provided.

If applying for RPL, any evidence you submit must include a declaration that it is your own.

When applying for RPL, you will need to contact HAT for an initial discussion. You will then be asked to provide documentation of your RPL application, including:

- Certified copies of any Statement of Attainment and/or Certificates
- Instruction manuals, written presentations and other material that you have previously completed
- Diarised evidence such as logbooks that indicate your involvement in the chosen industry
- Interview case studies
- References that can be authenticated and contacted for examples of your past work experience that helps to point out your role as a professional within your chosen industry

When submitting an application for RPL, a HAT Assessor will assess your evidence to see if it meets the following criteria:

- Regulatory requirements such as certificate expiration
- Full requirements of the Unit of Competency(s).
- Authenticity - that it is your own evidence and can be authenticated.
- That you can perform the competency consistently and reliably.
- The work is at the standard expected in industry and set out in the Australian Qualifications Framework (AQF).
- That there is sufficient evidence to make a judgment.

Important Note: As there are specific requirements in the training packages, Clubs WA offers an assessment only pathway for RPL. This means that if you are approved to proceed in the RPL pathway, you will still need to demonstrate the skills and knowledge as outlined in the Course/Unit – therefore you must still complete all written and practical assessments including verbal/oral demonstrations in an industry realistic/simulated environment to gain competency in the Course/Unit. All applications for RPL will require full payment of the course fees, as there is a requirement for an Assessor to review and confirm that all evidence provided meets the requirements of the training package and any additional conditions or requirements.

To apply for RPL, contact Hospitality Alliance Training (Clubs WA) for an Application Pack and fee schedule.

Unique Student Identifier (USI)

From 1st January 2015, everyone undertaking a nationally recognised training course requires a USI in order to receive their qualification or statement of attainment. USI's can be obtained from www.usi.gov.au.

The Unique Student Identifier (USI) is a reference number made up of 10 numbers and letters that:

- Creates a secure online record of your recognised training and qualifications gained in Australia
- Will give you access to your training records and transcripts
- Can be accessed online, anytime and anywhere
- Is free and easy to create
- Stays with you for life

For more information and to apply for your USI or an exemption please go to: <http://usi.gov.au/Training-Organisations/Pages/how-students-create-usis.aspx>

HAT ensures the security of your Student Identifier and all related documentation under its control, including information stored in its student management systems. Any personal information you provide in relation to your

USI is collected by training team only to verifying your USI, resolving any conflicts with a USI or to create an authenticated vocational education and training (VET) transcript.

The information may be disclosed to: Commonwealth and State/Territory government departments; VET Regulators; and bodies performing functions relating to VET for the purposes of administering and auditing the VET program and providers and for research and education purposes.

Information will only be disclosed with your consent unless authorised by you or required by or under law. Please also refer to “Confidentiality and Privacy” further in this Handbook.

All Students who are not in receipt of a verified USI will not be issued a certificate relating to nationally recognised training unless an exemption applies under the Student Identifiers Act 2014. Please refer to the USI Fact Sheet if you believe you are eligible for an exemption - www.usi.gov.au/students.

Enrolment

Once you have chosen the training course you wish to enrol in, you will be directed to information regarding that chosen course. You will need to ensure that you read and understand the information provided.

Before you can continue with your enrolment you will need to open, read and understand the Terms and Conditions. Once you confirm you have done this, you can then complete the enrolment process.

By accepting the terms and conditions, you are declaring that you have read and understood information provided by HAT. HAT’s student management system records your acknowledgment on that date and is retained in our system.

Payment is required on enrolment.

Enrol online at www.hospitalityalliancetraining.edu.au:

- Choose your training course
- Register your details and pay for the course
- Accept the terms and conditions
- Automated emails containing login details and confirmation of enrolment are sent out
- Use the Training Login Details email create your account
- Complete the OnBoarding form in the portal
- Complete a short Language, Literacy, Numeracy and Digital test
- Training is able to be commenced once LLND has been completed

Enrolment Declaration

Before you enrol with HAT, you will need to:

1. Accept the HAT’s Terms and Conditions
2. Declare that you are the person who will undertake the training and assessment and that the work you submit will be your own
3. Declare that you are not on a student visa [for courses that are not exempt – please see details for Overseas Students below]
4. Agree that you understand that you have three (3) months to complete your training
5. Agree that you understand the HAT Refund Policy
6. Confirm you have received and read the Privacy Notice

Complaints and Appeals

HAT is dedicated to providing a high standard of service. Should you have a complaint or wish to appeal a decision made by the RTO, you are encouraged to do so by using the following processes:

Complaints

Complaints are the expression of the dissatisfaction with the quality or any aspect of the business operations and service, including nuisances, discrimination or similar against another person, inclusive of Students, Staff and Contractors.

The following are examples of issues for which you may lodge a complaint:

- Enrolment
- training delivery
- training and/or assessment, including Recognition of Prior Learning
- any other activities associated with the delivery of training and assessment services
- issues such as discrimination, sexual harassment, student amenities, etc.

First instance: You are encouraged to speak immediately with your Trainer. If you are not comfortable addressing the issue with the Trainer you are encouraged to contact the Training and Compliance Manager.

Second instance: If the matter is still not resolved an independent third party will be requested to assist with resolution. Third parties may include relevant training representative(s), legal representative(s) e.g. Anti-discrimination board or other relevant personnel.

Outcomes of complaints will be provided to you in writing within fifteen (15) working days of the decision.

In the event that a complaint has been lodged, an Incident/Complaint Form must be completed and forwarded to the Training and Compliance Manager immediately, even if the situation has been resolved to the satisfaction of all parties.

If it is going to take more than 60 days to review the complaint you will be notified in writing and how long it should take before a decision is made.

Appeals

Appeals are the expression of the dissatisfaction of a decision made by the RTO. There are various grounds for lodging appeal. These include, but are not limited to:

- assessment results
- refused refund
- refused requests for an extension

Step 1

If you are not satisfied with a decision made by the RTO, you must complete the Appeals Form - Part A and forward to the Administration Manager.

Step 2

The decision is to be reviewed by a different a party other than the person who made the decision, findings of the review are to be summarised on the Appeals Form. You are to be advised of the appeals outcome within ten (10) working days.

Step 3

If you are not satisfied with the outcome of the appeal, you may request in writing a review by the Training and Compliance Manager, who will send an acknowledgement letter. If necessary, the Training and Compliance Manager will convene a review panel to thoroughly examine the appeal.

In the event that it is going to take more than 60 days to review the complaint you will be notified in writing and how long it should take before a decision is made.

Terms and Conditions

1. Authenticity

By accepting the terms and conditions of the Course Enrolment, you are warranting that you are the person completing this course and you give consent to Hospitality Alliance Training (Clubs WA) to verify information disclosed in this application.

For all nationally recognised training courses, you will be required to provide photographic identification and make a declaration that you personally completed the assessment.

If it is established that you were not the person who completed the assessment, any Statement of Attainment issued will be revoked.

2. As a Student You Agree To

- Read the Student Handbook (this document)
- Accept the terms and conditions provided for the course they have enrolled into
- Download the Student Training Manual –from the learner portal
- Provide correct enrolment details
- Have a working email account
- Have access to a computer or internet capable phone/tablet with:
 - audio/video/video-capture/webcam; and
 - PDF reading capability
- A working phone for the purposes of support or assessment
- A connection to the internet
- If you would like to print your own certificate you will need access to a printer
- A recent version of a common browser, such as [Safari](#), [Google Chrome](#) or [Firefox](#)

3. Confidentiality and Privacy

All reasonable efforts will be made to keep all information provided secure and to ensure that any of our employees or agents will not modify, reproduce, disclose or use that information without authorisation.

The information provided to us is considered confidential and will not be sold or divulged to any third party except:

- To the extent specifically required by law
- To the extent specifically required as an RTO for compliance purposes
- Where a learner's training is being provided in conjunction with another training institution or company and the learner has identified those parties through their registration and/or course purchase – by accepting the terms and conditions the learner has agreed that a copy of their statement

of attainment may be provided to the identified training organisation or company except where the learner has specifically requested this to not occur.

4. Privacy Notice (National VET Data)

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

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

Contact information

At any time (business hours Monday – Friday, excluding public holidays), you may contact HAT to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

The HAT Privacy Policy can be found [here](#).

For information on the HAT Privacy Policy, please contact our office on 08 9417 7149 or email info@hat.edu.au.

5. Student Access to Records

All students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should in the first instance contact HAT.

6. Replacement Statements of Attainment

- A replacement Statement of Attainment will be issued by email free of charge in PDF format.
- A fee of \$10 plus postage will be incurred for any different formats or an original certificate posted to you.

7. Refunds Policy

Please note HAT will NOT provide a refund.

Please carefully consider if this course is right for you at the time of registering.

For example:

- No refund for change of mind
- No refund if student has not completed the course within 3 months – extension may be granted in some circumstances.

Refunds will be CONSIDERED for requests made due to unforeseen circumstances.

For example:

- Serious illness supported with medical certificate
- Motor vehicle or industrial accident with supported evidence
- Error in purchase at time of enrolment – Not yet commenced course

8. Course Information

- Certificates / Statement of Attainments will not be issued unless the course has been completed satisfactorily

- Your course is non-transferable to another person
- All assessment work must be the original work of the enrolled student
- All courses have a time limit of 3-months for training and assessment to be completed
- Online courses will expire 3-months after enrolment
- After 3 months but no more than 12 months students may be re-enrolled in the same course at no extra cost, please contact HAT

APPENDIX 1 – EXTERNAL SUPPORT AGENCIES FOR LLN

Adult Migrant English Program (AMEP)

A free service to help eligible migrants and humanitarian entrants improve their English language skills.

<https://immi.homeaffairs.gov.au/settling-in-australia/amep/about-the-program>

AUSPELD

AUSPELD, The Australian Federation of SPELD Associations, responds to the needs of children and adults with Specific Learning Difficulties/Disabilities, such as the learning disability dyslexia, and those who care for, teach, and work with them, through the dissemination of information, advocacy, research, and support.

www.ausepeld.mediacloud.com.au

ALNARC - Adult Literacy and Numeracy Australian Research Consortium

This site contains key information about Australian adult literacy activity and links to a range of additional programme, professional development, resource, and research sites.

www.staff.vu.edu.au/alnarc

Australian Council for Adult Literacy

The Australian Council for Adult Literacy promotes adult literacy and numeracy policy and practice. The council exists to:

- provide leadership in Australian debate on adult literacy and numeracy practices and policy
- build understanding of adult literacy and numeracy issues
- advocate on behalf of equitable adult literacy and numeracy provision for all Australians
- build links between people, organisations and systems; the participants and stakeholders in the adult literacy and numeracy field
- Work with other organisations on issues of mutual concern.

www.acal.edu.au

Learning Difficulties Australia

Learning Difficulties Australia is an association of teachers and other professionals dedicated to assisting students with learning difficulties through effective teaching practices based on scientific research, both in the classroom and through individualised instruction.

www.ldaustralia.org

National Centre for Vocational Education Research Ltd (NCVER)

The information in the link below is based on research funded through the Adult Literacy Research Program (ALRP). The National Centre for Vocational Education Research (NCVER) managed this research program on behalf of the

former Commonwealth Department of Education, Science and Training (now Department of Education, Employment and Workplace Relations (DEEWR)).

www.adultliteracyresource.edu.au

Read Write Now!

A volunteer group in WA with volunteer tutors who provide free individualised assistance to adults wanting to improve their language, literacy and numeracy.

[Http://www.read-write-now.org/](http://www.read-write-now.org/)

1800 018 802

Reading Writing Hotline

National telephone referral service for adult literacy and numeracy.

[Http://www.readingwritinghotline.edu.au/](http://www.readingwritinghotline.edu.au/)

1300 655 506

LEGISLATION

Work Health and Safety Act 2020 (WA)

This Act ensures workplaces in WA are safe by requiring employers to manage risks, protect workers' health and safety, and comply with strict standards to prevent workplace injuries and harm.

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_43434.pdf/\\$FILE/Work%20Health%20and%20Safety%20Act%202020%20-%20%5B00-00-02%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_43434.pdf/$FILE/Work%20Health%20and%20Safety%20Act%202020%20-%20%5B00-00-02%5D.pdf?OpenElement)

Privacy Act 1988

The [Privacy Act 1988](#) makes provisions to protect the privacy of individuals, and for related purposes. It should be noted, however, that the Federal Privacy Act does not regulate state or territory agencies (except for the ACT).

For information on privacy regulations in other states and territories, visit the <http://www.privacy.gov.au>.

Copyright Act 1968

The Copyright Act 1968 is an Act relating to Copyright and the protection of certain performances, and for other purposes. For more information regarding the Copyright Act 1968, go to www.aph.gov.au/library/pubs/rn/1998-99/99rn26.htm

National Vocational Education and Training Regulator Act 2011

This Act was introduced in 2011 to establish a consistent registration and accreditation framework for Vocational Education and Training, by applying nationally agreed standards. For more information visit:

<https://www.legislation.gov.au/C2011A00012/latest/versions>

Equal Opportunity Act 1984 (WA)

The objectives of Equal Opportunity legislation are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality. For more information go to: <http://www.equalitylaw.org.au/elrp/resources/>

Australian Consumer Law (ACL) 2011

Australian Consumer Law (ACL) 2011 aims to provide an equitable, competitive, informed and safe market place. It makes provisions in respect to certain unfair or undesirable trade practices, and aims at regulating the supply of goods and services. For more information visit:

<http://www.consumerlaw.gov.au/content/Content.aspx?doc=home.htm>

Competition and Consumer Act (CCA) 2010

The object of the Competition and Consumer Act (CCA) 2010 is to enhance the welfare of Australians through the promotion of competition and fair trading, and through a provision for consumer protection. For more information visit: <http://www.accc.gov.au/content/index.phtml/itemId/815209>

Disability Discrimination Act 1992 (Commonwealth)

This legislation prohibits discrimination against individuals with disabilities in areas such as employment, education, and access to services. It aims to promote equal opportunities and inclusion for people with disabilities. <https://www.legislation.gov.au/C2004A04426/2018-04-12/text>

Environmental Protection (Noise) Regulations 1997 (WA)

These regulations set permissible noise levels for various activities to protect public health and the environment. They address noise from industries, construction, events, and residential areas.

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1399_homepage.html

Environmental Protection Act 1986 (WA)

The Act provides a framework for managing and protecting the environment in Western Australia. It includes measures to prevent pollution, regulate activities impacting the environment, and ensure compliance with environmental standards.

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_304_homepage.html

Food Act 2008 (WA)

The Food Act ensures food sold in Western Australia is safe and meets quality standards. It aligns with national food safety laws and includes rules for food handling, labelling, and inspections.

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_3595_homepage.html

Food Regulations 2009 (WA)

These regulations support the **Food Act 2008** by providing detailed requirements for food safety programs, inspections, enforcement, and hygiene practices for food businesses.

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_11233_homepage.html

Australia New Zealand Food Standards Code

This code sets the legal requirements for food safety, composition, labelling, and hygiene across Australia and New Zealand. It ensures food products are safe and meet quality standards.

<https://www.foodstandards.gov.au/food-standards-code>

Liquor Control Act 1988 (WA)

This Act governs the sale, supply, and consumption of alcohol in Western Australia. It sets out licensing requirements, responsible service obligations, and measures to minimise alcohol-related harm.

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_546_homepage.html

Liquor Control Regulations 1989 (WA)

These regulations provide additional detail on the implementation of the **Liquor Control Act**, including licensing conditions, trading hours, and signage requirements for venues.

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1735_homepage.html

Liquor Policies DLGSC (WA)

The Department of Local Government, Sport and Cultural Industries (DLGSC) issues policies to guide the management and enforcement of liquor laws. These policies cover responsible service practices, venue operations, and harm minimisation strategies.

<https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor/liquor>