



Vanguard Business Education

STUDENT HANDOUT

www.vanguardbusinesseducation.edu.au

Welcome

Welcome to Vanguard Business Education. We are committed to providing a supportive and high-quality learning environment that helps you achieve your goals. This handbook provides important information about your rights, responsibilities, and how we will support you throughout your learning journey.

About Vanguard Business Education

At Vanguard Business Education, we believe education has the power to transform lives. Founded in 2006 (originally as KS Training), we have supported individuals and organisations across Australia in building the knowledge, skills, and confidence to thrive.

In 2025, we rebranded from KS Training to Vanguard Business Education to better reflect our mission: to empower people and organisations to unlock their full potential and make a positive impact in their communities.

We deliver nationally recognised training and development programs designed to be practical, flexible, and transformative. Our focus is on creating engaging learning experiences, backed by a supportive and inclusive environment that encourages lifelong growth.

Mission: To provide exceptional learning experiences that empower individuals and organisations to achieve their goals.

Vision: To be a catalyst for transformation through education, helping learners unlock their full potential and contribute meaningfully to their communities.

Core Values:

- **Excellence:** We are committed to delivering exceptional learning experiences that meet the highest standards of quality and effectiveness. We continuously seek to improve our programs and services to better serve our clients.
- **Innovation:** We embrace creativity and innovation as essential components of our approach to learning. We explore new ideas and technologies to enhance the learning experience.
- **Collaboration:** We believe that teamwork and partnership are essential to achieving our goals and making a positive impact in our communities.
- **Inclusivity:** We value diversity and inclusivity. We are committed to creating a welcoming and supportive learning environment that respects all individuals.
- **Integrity:** We conduct ourselves with honesty and transparency in all our interactions, upholding the highest ethical standards.
- **Lifelong Learning:** We believe that learning is a lifelong journey. We encourage a culture of continuous growth and development, both within our organisation and with our clients.

Our Commitment to You

We are committed to:

- Delivering quality training that meets national standards
- Supporting your individual learning needs
- Providing fair and transparent assessment processes
- Treating all students with dignity and respect

This handbook supports compliance with:

- **Outcome Standard 2.1.1** – Clear and inclusive learner information
- **Outcome Standard 2.1.4** – Behaviour expectations
- **Outcome Standard 4.1** – Leadership and accountability

Student Rights

You have the right to:

- Access high-quality, nationally recognised training
- Be treated fairly and respectfully regardless of background
- Learn in a safe, inclusive, and harassment-free environment
- Have your privacy protected in accordance with the Privacy Act 1988
- Be informed of your progress and receive timely assessment feedback
- Request a review of assessment decisions
- Lodge a complaint or appeal without fear of disadvantage

Student Responsibilities

You are responsible for:

- Attending scheduled classes or sessions punctually
- Participating in learning activities and completing assessments on time
- Maintaining academic integrity and avoiding plagiarism or cheating
- Using AI tools ethically (see below)
- Respecting trainers, staff, and fellow students
- Notifying us of any changes to personal details
- Following all safety, behaviour, and assessment guidelines

Use of AI in Learning

Vanguard Business Education supports the ethical use of AI-assisted learning tools (e.g. chatbots, feedback assistants, scenario bots) for improving your understanding of course content.

However:

- AI-generated content must not be submitted as assessment work
- Misuse of AI tools may be considered academic misconduct
- Trainers may use AI-assisted tools to help deliver content and provide feedback

You will be guided during your induction on appropriate AI usage and expectations.

Academic Integrity

Academic misconduct includes:

- Plagiarism
- Submitting another person's work
- Contract cheating
- Submitting content generated by AI as your own

Breaches of academic integrity may result in:

- Assessment re-submission
- Formal warning
- Suspension or cancellation of enrolment

Support Services

We offer a range of support services, including:

- Language, Literacy, and Numeracy (LLN) assistance
- Study skills support
- One-on-one trainer guidance
- Mental health referral support
- Digital learning assistance

Complaints and Appeals

If you are unhappy with a decision, service, or outcome:

- You can lodge a complaint or appeal in writing
- Your issue will be handled fairly and confidentially
- Forms are available from our website or student portal

Privacy and Data Security

We manage your information in accordance with the Privacy Act 1988 and protect your Unique Student Identifier (USI). Your records are stored securely and only accessed by authorised personnel.

Refunds and Withdrawal

Refer to the Fees and Refund Policy for current conditions related to cancellations, refunds, and transfers.

Workplace Health & Safety

All students must:

- Follow trainer instructions at all times
- Report hazards or incidents
- Refrain from dangerous conduct or bringing prohibited substances into training locations

Legislative Awareness

We comply with relevant Commonwealth and NSW legislation including:

- Privacy Act 1988 (Cth)
- Work Health and Safety Act 2011 (NSW)
- Anti-Discrimination Act 1977 (NSW)
- Fair Trading Act 1987 (NSW)
- Student Identifiers Act 2014 (Cth)

Final Checklist

Before commencing, ensure you have:

- Completed the enrolment form
- Provided a valid USI
- Received a copy of this handbook
- Attended or scheduled an induction session

Acknowledgement and Agreement

By enrolling, you agree to:

- Comply with Vanguard Business Education's policies and procedures
- Engage in your training and assessments with integrity
- Use AI tools only as permitted

Review Cycle

This policy is reviewed annually or earlier if required due to changes in legislation, technology, or training conditions.

Approved by: CEO, Vanguard Business Education

Next Review Due: May 2026