

Information for Prospective Trainees Regarding Entry Level Certificate Level Training

Fresh from School or Mature-aged, Future Force is seeking the most elite of trainee candidates. Over the past 10 years, our people have placed hundreds of Year 12 graduates in Operational and Administration roles within International and Domestic Forwarding, Import/Export, Logistics and Aviation. Future Force is an equal opportunity employer and as such encourages anyone interested to apply. People with disabilities are encouraged to apply. In many cases in Victoria, this training is delivered with Victorian Government funding assistance.

What we offer our Trainees

- A real career path in a vibrant, growing industry
- Earn an income whilst gaining a qualification
- Nationally recognised qualifications that supports further education and development
- Professional mentoring by Trainers and Host Company Managers

How does it work?

We assess your application and if you are eligible, we will:

- Interview, profile, reference check
- Skill test for Mathematics, English and IT
- Set research tasks, gauge motivation and suitability, profile and select
- Employ successful candidates and assign Trainees to a Host Company

The Curriculum

The qualification our entry level trainees enrol for is the

Certificate III in International Freight Forwarding.

This is a Nationally recognised qualification.

We also have other qualifications on our scope of registration including Certificate IV in the same qualification and other qualifications from the Transport and Logistics training package. Feel free to ask your Future Force representative about alternate qualifications.

These courses are delivered with assistance from the Federal Government and in Victoria, funding through skills Victoria, and as such may be completely cost neutral to the employer. Check with your local Future Force office for more detail.

Your Rights & Responsibilities

As a Future Force student, there are certain rights and responsibilities that you need to be aware of. In addition to those outlined on the Future Force Code of Practice (available on the web site) the following rights and responsibilities apply to all students.

Know your rights

You have the right to:

- a safe and healthy work and training environment
- basic industrial standards such as sick leave, holiday pay and superannuation
- quality training, assistance, assessment and supervision
- raise issues or problems with your training or trainer/assessor
- appeal decisions made by Future Force regarding your course

Know your responsibilities

You must:

- take an active role in the development and implementation of your training plan
- follow the conditions set out in your training contract and training plan
- attend the training session for the course in which you are enrolled
- complete work under instruction to agreed timeframes
- follow your employer's rules on health and safety
- work under instruction at agreed working times
- keep a record of your achievements, both at work and in training.

Attendance at Future Force Training Sessions

Non-attendance without approval is seen as a breach of your training contract and could result in a review of your participation in the traineeship program and ultimately, your employment.

Access to Records

Your trainer will maintain a file which records your participation and progress during the course. You will have input into the construction of, and be provided with a copy of, a Training Plan which outlines the intended delivery schedule as well as the units/modules to be completed. Any trainee may request information about their training records at any time. To obtain information about your records, simply make a verbal request to your trainer who will have trainee records at each training session. Should you wish to remove records for perusal outside of that, request a Release of Records form from your trainer and complete accordingly.

Appeals, Complaints and Suggestions

Procedures are available for any student/trainee to make appeals regarding assessments, or indeed to appeal any Future Force decision regarding the student, in addition to a complaint procedure.

A suggestion form is also available should you have suggestions to make about any aspect of the program, or any aspect of Future Force you may wish to comment on.

Should you require any of this information, simply phone your local Future Force office and request one (or more) of the following:

- Appeals Procedure
- Complaint Procedure
- Suggestion Form

Recognition of Prior Learning (RPL), Credit Transfer and National Recognition

During your school life, or shortly after, you may have had work experience that could qualify you for RPL. Alternatively if you have recent qualifications, the opportunity may exist for recognition of a competency in current unit or Credit Transfer for a previous version of a previously completed unit.

Should you believe you have relevant experience to gain RPL's, request an RPL Toolkit from Future Force for more information.

If you have current or recent qualifications from the Transport & Logistics training package, discuss it with your Future Force representative and if required, we shall supply the relevant application form for completion and assessment.

Applications for RPL, National Recognition or Credit Transfer need to be made at least 2 weeks prior to beginning your course. Future Force shall respond with the result of our assessment of your application prior to beginning your course.

To assist in working out which may apply to your circumstance, here is a definition of the various types of exemptions that you may be eligible to apply for:

Recognition of Prior Learning:

RPL involves the assessment of previously unrecognised skills and knowledge an individual has achieved outside formal education and training. RPL is an assessment process that assesses the individual's non formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency.

Recognition of Current Competency:

The assessment of a person's current capacity to perform; it applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained.

Credit Transfer:

Credit Transfer applies when a person has completed formal training in units/modules and wishes to have this recognised as being equivalent to other units/modules. If there is a demonstrated documented equivalence the Credit Transfer process will provide the recognition.

National Recognition:

RTO's must recognise the AQF qualifications and statements of attainment issued by all other RTO's thereby enabling national recognition of the qualifications and statements of attainment issued to any. Previously this was known as 'mutual recognition'.

Talk to your local Future Force representative if you feel you may qualify under one or more of the above categories.