



FGM Consultants Student Fact Sheet

Welcome to our New Trainees!

We trust that this fact sheet provides you with some useful information and contact numbers that you may require from time to time during your training. Our staff will always be available to support you during your training.

NB. If you have an employment related query you should first speak with your immediate Workplace Supervisor.

About YOUR Training and Assessment

Your training will be conducted by FGM Consultants at your worksite using an experienced workplace trainer to assist you undertake this training. The FGM trainer will be monitoring your individual training plan that has been drafted, agreed and signed during the Pre Training Review. Any Prior Qualifications and Credit Transfers will be taken into consideration prior to your formal individual training plan being signed by you, your supervisor and FGM. Each Qualification level of the Training Program has Core Modules that must be completed fully prior to any elective unit being completed. A minimum score of 80% must be obtained for each Core and Elective unit. Core module training is normally delivered in the companies training room as well as other more complex subjects. Both Core and elective units will be trained 'on-the-job' within normal working hours. Some units have Pre Requisite Modules that need to be completed prior to commencing another unit while others allow for co-delivery while you acquire the skills required.

The training will use Nationally Accredited materials and be customised (where necessary) to support your specific manufacturing process. All training will ensure that the scope of the unit is covered throughout all the sessions and the Assessment process will also ensure each element of the unit is covered. Each Assessment will involve three people. They are; 1) FGM Assessor, 2) Workplace Referee and 3) yourself. Each person must be willing to sign off that you are Competent in the unit under review. In most cases the FGM Assessor will have made contact with you and your immediate Supervisor to discuss your progress prior to arranging a time to conduct any Assessment. If you feel that you are unsatisfied with the training or feel that you are not yet fully competent we ask that you clearly convey this to each party. We do not want to put either party at risk during the Assessment process.

Victorian Training Guarantee

We have discussed the Victorian Training Guarantee and you have signed off that you understand that you are using a Victorian Funded place for this course.

Privacy Statement Information

All vocational education and training (VET) providers who receive funding from the Victorian Government are required to provide data to Higher Education and Skills on a regular basis through the VET statistical collection. Information derived from the collection is used to shape policy, monitor VET activity, evaluate initiatives and plan for the future. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>).

Trainers at the Sites:

FGM have three trainers across various sites throughout the Gippsland Region and Metropolitan Areas. The trainers are accessible throughout the course of your traineeship. We encourage you to read the FGM Student Handbook for further information regarding the traineeship you are undertaking. The student handbook is available on the FGM website and should be on hand in the workplace for you too access at any time.

☹☹ If you're not Happy

If your not happy with the training that FGM is providing we want to know about it. There is a specific area in the FGM Student Handbook that covers our complaints and appeals procedures. If there is something that can be improved we encourage you to speak with your on- site trainer or drop us a line on the contact details we have supplied in this fact sheet. We want you to be satisfied with your training ☺☺

FGM Approved Training:

We encourage you to visit our website to view what qualifications we are approved to deliver. Note: Traineeships are open to all people, including those with disabilities and special learning needs.



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Handy Contact Page

FGM Consultants Head Office Details Detail's:

Managing Director: Michael Grogan

Mailing Address: PO BOX 1329, Warragul. Victoria. 3820
 Office Address: 645 Old Sale Road, Brandy Creek. Victoria. 3821
 Phone: (03) 5626 8358
 Website: www.fgmconsultants.com.au
 Our National registration number is: 21183

Below is listed the trainers at their sites.

- Peter Savage – 0417 135 143
- Paul Grogan – 0431 956 679
- Rolph Smith – 0458 844 040

Administration at FGM Head Office:

FGM Office is manned Mon-Friday, from 8:30am – 4:30pm if you need to access any information regarding your traineeship or any other administrative information. Please call or email as listed below; Re-print of Certificates and Statements of Results can be issued upon request.

- Vanessa Grogan – (03) 56268358 – vanessa@fgmconsultants.com.au
- Katie Pemberton – (03) 56268358 – admin@fgmconsultants.com.au
- **MEGT:** Is the Apprenticeship Network Providers that are contracted by the Australian Government to offer a free service to apprentices, trainees and employers to assist them with the sign-up, administration and management of apprenticeships and traineeships. Lisa Johnson is our Apprenticeship Field Consultant. Her details are listed as below if you feel the need to contact her at any time throughout your training with any enquiries.
- Lisa Johnson - 0404 824 625 - lisa_johnson@meqt.com.au

The following websites have been provided to offer access to relevant legislation:

Legislation (Act, Regulations, Codes of Practice)	Contact Website
Australian Apprenticeship Scheme (National)	www.australianapprenticeships.gov.au
*Higher Education and Skills Group	www.education.vic.gov.au
Privacy Legislation	www.privacy.vic.gov.au
WorkSafe Victoria	www.worksafe.vic.gov.au
Department of Health Victoria	www.health.vic.gov.au/foodsafety
Department of Education, Employment and Workplace Relations	www.employment.gov.au
Racial Discrimination Act, Sex Discrimination Act, Human Rights & Equal Opportunity Act, Privacy Act, Disability Act	www.hreoc.gov.au
Charter of Human Rights and Responsibilities Act 2006	www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/
Disability Act 2006	www.dhs.vic.gov.au/for-individuals/disability/your-rights/disability-act-2006
Working With Children	http://www.workingwithchildren.vic.gov.au/utility/home/
Guide to Apprenticeships and Traineeships and Industry Guides	www.skills.vic.gov.au/corporate/publications
Scope of Registration	www.training.gov.au
Victorian registration and Qualifications Authority	www.vrqa.vic.gov.au

