

## 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 to undertake this training. The FGM trainer will be monitoring your individual training plan that has been drafted and 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 a combination of Core Modules and Elective Modules. Core module training is normally delivered in the companies training room as well as other more complex subjects. 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.

## Trainers at the Sites:

FGM have 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 to access at any time.

## ☹☹ If you're not Happy

If you're 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. Aboriginal and Torres Strait Islanders.



## Contact Page

### FGM Consultants Head Office Details:

**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](http://www.fgmconsultants.com.au)

Our National registration number is: 21183

Listed below are our Meat Processing trainer:

- 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) 5626 8358 – [admin@fgmconsultants.com.au](mailto:admin@fgmconsultants.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)	<a href="http://www.australianapprenticeships.gov.au">www.australianapprenticeships.gov.au</a>
Training, skills and higher education	<a href="https://djsir.vic.gov.au/what-we-do/training,-skills-and-higher-education">https://djsir.vic.gov.au/what-we-do/training,-skills-and-higher-education</a>
Privacy Legislation	<a href="https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027">https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027</a>
WorkSafe Victoria	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
Department of Health Victoria	<a href="https://www2.health.vic.gov.au/public-health/food-safety">https://www2.health.vic.gov.au/public-health/food-safety</a>
Department of Education, Employment and Workplace Relations	<a href="https://www.education.gov.au/">https://www.education.gov.au/</a>
Racial Discrimination Act, Sex Discrimination Act, Human Rights & Equal Opportunity Act, Privacy Act, Disability Act	<a href="http://www.hreoc.gov.au">www.hreoc.gov.au</a>
Charter of Human Rights and Responsibilities Act 2006	<a href="http://www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/">www.austlii.edu.au/au/legis/vic/consol_act/cohrara2006433/</a>
Disability Act 2006	<a href="https://services.dffh.vic.gov.au/your-rights">https://services.dffh.vic.gov.au/your-rights</a>
Working With Children	<a href="https://www.workingwithchildren.vic.gov.au">https://www.workingwithchildren.vic.gov.au</a>
Guide to Apprenticeships and Traineeships and Industry Guides	<a href="https://www.vrqa.vic.gov.au/apprenticeships/Pages/for-apprentices-and-trainees.aspx">https://www.vrqa.vic.gov.au/apprenticeships/Pages/for-apprentices-and-trainees.aspx</a>
Scope of Registration	<a href="http://www.training.gov.au">www.training.gov.au</a>
Victorian registration and Qualifications Authority	<a href="http://www.vrqa.vic.gov.au">www.vrqa.vic.gov.au</a>
Australian Skills Quality Authority	<a href="https://www.asqa.gov.au/">https://www.asqa.gov.au/</a>