



RTO Name:	Flexi RTO
RTO Code:	46087
Qualification:	11110NAT Certificate II in Functional Literacy
Date Implemented:	January 2026

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Introduction

You have enrolled to complete training with Flexi RTO (herein referred to as the RTO) through your Flexible School. Issuing this handbook is part of our compliance obligations but more importantly, it ensures that learners are provided with information that supports and enhances their educational experience.

About us

Flexi RTO, is owned by Edmund Rice Education Australia Flexible Schools Ltd.

The RTO supports our Flexible Schools, and other Education providers, community groups and organisation that partner with us, to provide an opportunity for young people to achieve accredited VET Learning.

Our training programs includes nationally recognised qualifications, nationally accredited courses, nationally recognised skill sets and skills sets specifically tailored to meet the needs of our students.

Phone:	07 3741 1111
Email	<i>flexirto@flexi.edu.au</i>
Website:	flexirto.edu.au
Address:	18/56 Lavarack Avenue Eagle Farm Q 4008
RTO Registration	#46087
Operating Hours:	8:30-4:00pm Monday to Friday

Your Flexible School is responsible for all delivery of training and assessment, education and support services and providing all the necessary resources and equipment to enable you to complete your course.

For the name and contact details of your Education and Support contacts please refer to the attachment included with this Learner Handbook.

Student rights and Responsibilities

Students have the right to be treated fairly and ethically so the Flexi RTO:

- Provides assistance to ensure the best possible outcome is achieved
- Practices open communication and fair decision making processes
- Makes every effort to help students successfully complete their courses
- Recognises the needs and circumstances of all students, taking into consideration their beliefs, ethnic, cultural and religious practices
- Respects the confidentiality and privacy of disclosed information

Enrolment

The enrolment process begins with you completing an online registration form. This form contains your personal information which is retained on file to comply with our obligations as an RTO. If any of your personal details change during the training, please let your trainer or us know immediately. You will need to have a verified Unique Student Identifier before any official certification can be issued to you. Once your registration is received you will receive a LLND assessment, which will be conducted using an interactive online LLND assessment tool to identify and measure your foundation skill levels. This is then reviewed by the RTO along with your enrolment data prior to your enrolment being approved. Once reviewed you will receive an email notifying you of acceptance in the course.

If your assessment indicates that you do not meet the entry requirement of the course, the RTO will contact the Trainer to determine if additional learning support can be reasonably provided. If reasonable additional support cannot be provided your trainer may suggest other courses that may be more suitable.

USI (Unique Student Identifier) Number

All individuals undertaking a VET qualification are required to have a valid USI number. For Qld school students, this is in ADDITION to the LUI number and SACE number for SA students

- All students are responsible for creating their own USI, with support available for those who have special needs, through the USI website www.usi.gov.au
- If assistance is required from the RTO, completion of the USI Permission form from the student is provided to allow the RTO Manager to create or search a USI on behalf of the student
- Trainers and assessors may assist students in accordance with USI regulations
- The only staff with responsibilities for USI assistance or verification is the RTO Manager
- All USIs are verified using dedicated software.
- The USI is to be provided to the RTO upon enrolment or as soon as possible after enrolment.
- Certificates and Statements of Attainment are issued only to students with a valid USI.

Data Collection

Under the Data Provision Requirements 2012, Flexi RTO is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). For further information about how NCVER handles your personal information, simply view their Privacy Policy on their website www.ncver.edu.au/privacy.

Your personal information (including the personal information contained on the enrolment form and your training activity data) may be used or disclosed by Flexi RTO for statistical, regulatory and research purposes.

The Training Process

- Once you have completed the enrolment you will receive an email confirming your enrolment in the course and a copy of your Learner Information Handbook
- Training delivery may be facilitated by your teacher or other VET staff as directed by the principal. It may include self-paced workbooks and other training activities as directed by your trainer
- All the necessary resources will be provided.
- All our courses will require knowledge and performance based evidence assessments
- You will be provided with a student login and password which you can use to view your results and completed units.

Course Details

This course aims to develop a skill set in reading, writing and oral communication and develop the ability to prioritise and set goals for young people to participate in the community and develop future learning (and potentially employment) pathways. It also aims to develop basic digital literacy skills and engaging with customers

Please ensure you read this Learner Guide as it has important information about your course.

1. Qualification Overview

1.1 Identifying Information

This section states the information identifying the RTO and the training products, as well as the person authorising the use of the strategy document.

RTO Legal Name	Edmund Rice Education Australia Flexible Schools Ltd		
RTO Trading Name	Flexi RTO		
RTO Code	46087		
Training Package Code	Accredited Course		
Training Package Title	N/A		
Qualification Code	11110NAT		
Qualification Title	Certificate II in Functional Literacy		
Period of Accreditation	25/09/2022 – 24/09/2027		
Status	Current	☒	Superseded ☐
Delivery Period	January 2025 – to present		
Contact Person	RTO Manager - Sandra Stannett		
Contact Details	flexirto@flexi.edu.au www.flexirto.edu.au PO Box 117 Pinkenba Qld 4008, 07 3741 1111, M 0408 161 869		
Authorised By	Sandra Stannett		

Learner Information Handbook

1.2 Qualification Packaging Rules

Based on information available from www.training.gov.au the following packaging rules apply for completion of this qualification

Total Number of Units	9
Number of Core Units	9
Number of Elective Units	0
Other notes (imported units, levels of units, etc)	Three units are imported from the BSB training package and one from the Foundation Skills Training Package.

1.3 Units of Competency

Consistent with the qualification packaging rules, the units listed below will be delivered for this qualification. The code and title of each unit is provided as well as an indication of core, elective (Elec), pre-requisite (Pre)/co-requisite (Co) and licensing requirements (Lic).

Description of licensing requirements (if indicated above)

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Code	Title	Supervised Hours	Core	Elec	Pre	Co	Lic
BSBOPS203	Deliver a service to customers	40	☒	☐	☐	☐	☐
BSBPEF201	Support personal wellbeing in the workplace	50	☒	☐	☐	☐	☐
BSBTEC201	Use business software applications	60	☒	☐	☐	☐	☐
FSKLRG007	Use strategies to identify job opportunities	15	☒	☐	☐	☐	☐
NAT11110001	Interpret and comprehend text documents	60	☒	☐	☐	☐	☐
NAT11110002	Apply written communication skills	60	☒	☐	☐	☐	☐

NAT11110003	Design personal goals and negotiate learning pathways	50	☒	☐	☐	☐	☐
NAT11110004	Participate in oral communication	60	☒	☐	☐	☐	☐
NAT11110005	Apply planning and organizational skills to achieve short and medium term goals	65	☒	☐	☐	☐	☐
TOTAL	Supervised hours in class	460					

2. Course Delivery

2.1 Entry Requirements

The specific course entry requirements are (for example, LLND, technology skills or pre-requisite qualifications):

Students registering for this course should be at least 15 years old and in Year 10. Upon registration a permission request will be sent to the nominated parent/guardian for approval. Once received the registration will proceed to the review stage.

All students will be required to undertake an LLND Assessment, this will be forwarded to you on registration for you to complete prior to your enrolment being approved. LLND assessment will be conducted using an interactive online LLND assessment tool designed to identify and measure an individual's foundation skill levels (language, literacy and numeracy skills as well as ACSF level). Once completed your results will be reviewed along with your registration form, if your assessment meets the required criteria your enrolment will be approved. If you do not meet the ACSF level required, the RTO will contact your Trainer to discuss your options. You may also be offered alternative training better suited to your capabilities.

Once your enrolment has been approved you will be provided with a Training Plan with estimated start dates for your course.

Personal Learning plans are formulated at your Flexible School with all young people of which VET qualifications may form part of their learning pathways and identify any Education or Support services required.

Foundation Skills

A learner should possess the following foundational skills to confidently engage with and succeed in this course.

Learning

L2.I1 Demonstrates some awareness of learning strengths and areas of need, and begins to plan and manage the learning process

L2.I2 Applies a limited range of learning strategies in structured and familiar contexts

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Reading	L2.I3 Identifies personally relevant information and ideas from texts on familiar topics L2.I4 Uses a number of reading strategies to identify and interpret relevant information within familiar text types
Writing	L2.I5 Conveys intended meaning on familiar topics for a limited range of purposes and audiences L2.I6 Produces familiar text types using simple vocabulary, grammatical structures and conventions
Oral Communications	L2.I7 Uses everyday language to provide information or maintain a conversation in familiar spoken contexts L2.I8 Listens for relevant information in oral texts across familiar contexts

Employability Skills

This course requires the following foundational employability skills to enhance workplace readiness and effectiveness.

Teamwork	Ability to actively participate in team activities, communicate effectively with team members, respect diverse opinions, and help achieve common goals through collaboration and problem-solving.
Problem Solving	Developing the ability to identify issues, think creatively to find possible solutions, and evaluate the best course of action with guidance.
Self Management	Developing the capacity to plan and organise tasks independently, set personal goals, manage time effectively, and stay motivated to complete work to a high standard.
Planning & Organising	Developing the ability to set goals, plan steps to complete tasks independently, manage time effectively, and organise resources to meet deadlines and priorities.
Technology	Developing the ability to use a range of digital tools confidently, including creating and editing documents, using online research, and navigating different software applications to complete tasks effectively.
Initiative & Enterprise	Taking responsibility for tasks, suggesting improvements, and demonstrating creativity and leadership in finding new ways to solve problems or complete activities.

Digital Literacy

As part of foundation skills development, we recognise that digital learning may be an important aspect of students' development. We reference the Digital Competency Framework 2.2 as an internal benchmark to guide the development of students' digital capabilities. We assess digital literacy using our LLND assessment tool, which helps us gauge students' skills and confidence in navigating digital environments. Our training and assessment strategies are designed to progressively build students' essential digital skills, supporting their ability to access and evaluate online information, communicate effectively via digital platforms, create and manage digital content, understand digital safety and privacy, and solve problems using technology. This approach ensures students are well-equipped to meet industry and workplace digital expectations confidently and responsibly.

2.2 Environment & Location

Your training will be conducted at your Flexible School, and some of the training facilities for this may include

- Classrooms
- Simulated Office/Computer Labs
- Simulated real-life learning environments
- Other suitable facilities to enhance learning
- Could include remote learning

Your trainer will provide you with any specific requirements.

2.3 Duration & Amount of Training

The duration of the training will be over the course of 1 or 2 years at school in class time. A timetable will be provided to show you your class times and duration.

This course is made up of supervised class time with your trainer as show in section 1.3. You will have structured learning in class to complete the course.

You will also be required to complete activities with other subjects at school and other activities on your own either online or as instructed by your trainer.

2.4 Mode of Delivery

The trainer-to-student ratio varies depending on the location and qualification level but generally ranges from 1:15 to 1:20 for classroom-based training. In practical or hands-on settings, the ratio may be lower to ensure sufficient supervision and support. Additionally, administrative and support staff are involved in coordinating course delivery and student welfare.

Modes of Delivery may include:

- Face to face
- Online
- On the job
- Combination
- Remote

Your trainer will provide you with any specific requirements.

2.5 Pathways

Study Pathways

The further study pathways available to learners who undertake this qualification include:

Other Certificate II courses in areas of interest.

Note: This RTO may not offer all qualifications listed above in possible pathways

Employment Pathways

The following employment pathways are available to students who complete this qualification:

Nil

2.6 Employability Skills Summary / Foundation Skills

The following Foundation Skills will be developed through this course

- Reading
- Writing
- Oral Communication
- Learning
- Problem-solving
- Teamwork
- Planning and organising
- Self-Management
- Technology skills
- Initiative and enterprise

2.7 Recognition Processes

Learners are able to have their competency from prior learning and work experience recognised in this qualification through the following arrangements:

Credit Transfer - Students are able to apply for a Credit Transfer to be applied if they have completed any units of competency previously that are included in this course. If you have achieved any units of competencies through another RTO, we will require the Flexi RTO Credit transfer application form to be completed and returned along with a copy of your transcript to your trainer for verification purposes and forwarding to the RTO for processing. Once verified and approved, results will be recorded in the Student Management System. Any units of competency previously completed with Flexi RTO will be recognised with a Credit Transfer automatically.

Refer to the Credit Transfer Policy & Procedure

Recognition of Prior Learning - RPL is an assessment only pathway that recognises skills and experiences attained from work or other activities. RPL is to be assessed via a process of competency conversations, 3rd party reporting and submission of portfolio of evidence. Trainer to complete the RPL kit and provide evidence as required, once approved, results will be recorded in the RTO Learner Management System.

Refer to the RPL Policy & Procedure

2.8 Educational & Support Services

Access to trainers, assessors, and other staff is crucial for the success of learners in any educational environment. At the RTO, learners have multiple avenues through which they can reach out for assistance. These include during class time, scheduled face-to-face meetings, email communication, and dedicated office hours. This range of access allows learners to choose the method that suits their individual preferences and learning styles, ensuring they can seek help promptly and effectively.

Timeliness is a fundamental aspect of the support system, and the RTO is dedicated to ensuring that learners receive prompt responses to their queries. Students are able to access their trainers & assessors during school hours. They may speak with their trainer during class time, at scheduled face-to-face meetings or via email. Trainers and assessors are required to respond to emails and inquiries within a specified timeframe, typically within 48 to 72 hours or the next school day. This commitment to timely communication not only empowers learners but also fosters a supportive learning environment where they feel valued and heard. No enquiries will be addressed outside of regular business hours 8.30am-4pm during school days.

In addition to your Trainer you may also talk to your HOC during school hours either scheduled face to face meeting, or email communication. If your queries are not responded to within the time frame noted please contact the RTO during business hours 8.30am-4pm. All enquiries directly to the RTO will be addressed with 24 hours on the next school day. These emails are monitored daily. You also have access to Educational and Support services at your school, these are outlined below.

Educational Support

In accordance with the Standards for RTOs 2025, support will include:

- Identifying particular requirements (such as literacy, numeracy, English language or physical capabilities) learners would need to complete each course, and
- Developing strategies to make support available where gaps are identified.

This may include providing:

- Language, Literacy & Numeracy (LLND) support
- Assistive technology
- Additional tutorials, and/or One-on-one tutorial support.
- Other mechanisms, such as assistance in using technology for online delivery components
- Adjusting environmental conditions where appropriate

The following processes will be applied for students considered to be "at risk":

- One-on-one support to ensure understanding of requirements of course.
- Instructions to be read verbally where needed.
- Regular monitoring of progress- adjusting support as necessary.

The RTO ensures an inclusive, safe, and supportive learning environment for students with varying needs, ensuring they receive appropriate support to thrive academically and socially. If you require any further support or information, please contact the Education Support Officer at your Flexible School.

Wellbeing support

The RTO is committed to fostering an inclusive, safe, and supportive learning environment for all learners. We recognize the diverse needs of our learner community and are dedicated to ensuring their wellbeing and safety. In alignment with the **Edmund Rice Education Australia Flexible Schools Ltd National Safeguarding Policy**, ensuring that our approach reflects best practices in learner support and safety.

In accordance with the Standards for RTOs 2025, support will include:

- Identify the wellbeing needs of diverse learners as relevant to the training content.
- Provide access to appropriate support services.
- Address risks to the safety and wellbeing of all learners, including implementing child safety principles.

This may include providing:

- Wellbeing check-ins with your trainers
- Ongoing Monitoring with your trainers
- Referral to support services through your Flexible School
- Access to information and available services via your Flexible School

The RTO ensures a supportive, safe, and inclusive learning environment that respects the wellbeing and diversity of all learners. If you require any further support or information, please contact the Wellbeing Support Officer at your Flexible School.

2.9 Resources/Equipment

All students involved in this qualification will have:

- Access to the current version of the units of competency, assessment requirements, relevant Training Package and companion volumes
- Access to training and assessment resources to meet the requirements of learners with special needs including procedures for making reasonable adjustments to the assessment process
- Access to equipment and facilities to meet the requirements of each unit of competency and successfully implement the program.

No additional Equipment is required to participate in this course. All equipment will be supplied by the Flexible School.

2.10 Course cancellation

If your course begins and is unable to be completed for example due to the nominated qualified Trainer and Assessor becoming unavailable and a suitable replacement being unable to be engaged, you will receive a Statement of Attainment for any units of competency completed at that time.

3. Assessment

3.1 Course Assessment

To complete the course you will be required to demonstrate your competency, examples of assessment techniques *may* include observation of performance, questioning, workbooks, practical tasks, simulation, interviews, and third party reports.

Prior to the assessment you will be provided with instructions on how to complete the assessments. The assessor will collect these tools as evidence and using the benchmarks provided by the unit standards will assess the student as *Competent or Not Yet Competent*.

Please note any adjustments that may be required to cater for different learner requirements:

- Instructions may be read to the learner.
- Additional tutorial support.
- One-on-one support to complete tasks.
- Access to technology.

No other requirements are needed to complete this course, ie travel or activities outside of the School.

3.2 Completion of Course

A Statement of Attainment or Certificate, with an attached statement of results, will be issued on the completion of the qualification/course within 30 days after the last assessment is completed. In accordance with the Certification and USI policy all students are required to provide the RTO with their USI number prior to certification being issued. Students can apply for a replacement Certificate or Statement of Attainment at no charge, an identity check will be required before providing the documentation

4. Fees and Charges

No fees are required such as training fees, administration fees, consumables, levies etc to complete this course.

5. Learners Rights and Responsibilities

5.1 Learner Feedback

We are committed to continuously improving our courses and we value your feedback regarding your experiences in completing this qualification. You may be asked for feedback from your trainer, and may receive a feedback form regarding your course. You will be asked to complete Learner Questionnaire which is a requirement for Quality Indicator Reporting

5.2 Withdrawal from the Course

If you wish to withdraw from the course you will need to complete a Student Withdrawal form. This form will be sent to the RTO for processing. You may also advise your teacher you wish to withdraw verbally, and they will inform the RTO on your behalf that you are no longer participating in the course. If you have completed any units of competency you will be issued with a Statement of Attainment prior to withdrawal.

Upon expiry of your enrolment at the end of the school year, your enrolment will be completed. Either by withdrawal from the course if you have not completed any units of competency, or a Statement of Attainment or Certificate will be issued as specified below. If you return to the Flexible School the following year you may reenroll in this course if it is available.

5.3 Complaints and Appeals

If a learner has a complaint concerning their training which may include but is not restricted to, matters of concern relating to training delivery and assessment; the quality of the training; student support and materials; discrimination; sexual harassment, or one of its third parties they may refer to the Complaints Policy located on the RTO website.

If a learner wishes to appeal a decision regarding their assessment. They must first discuss their concerns with their Trainer & Assessor, if this is unresolved they should then discuss with the Head of Campus. If still unresolved the learner should contact the RTO.

5.4 Student code of conduct

The RTO values all students and maintains the rights of all students, we expect all students participating in training to comply with the Student Code of Conduct at your Flexible School. Any students that are withdrawn from the Flexible School may also be withdrawn from the course.

5.5 Academic misconduct

Means cheating or assisting to cheat whether in an assessment or non-assessment context. Cheating or assisting another student with written or practical work with the intention that the student will obtain an unfair advantage will not be tolerated. Trainers who have reasonable grounds to believe that an act of general or academic misconduct has been committed by a student must report the matter to the RTO immediately. Students work or results may be cancelled, and students may be excluded from enrolment or programs offered by the RTO.

5.6 Learner Guidance on Using AI

As part of your learning journey, you may have the opportunity to use artificial intelligence (AI) tools and digital resources to support your research, problem-solving, and skill development. When using AI, it is important to do so ethically and responsibly. Always acknowledge AI contributions where applicable, ensure the work you submit reflects your own understanding and effort, and avoid practices that could be considered misconduct or plagiarism. Trainers will provide guidance on the appropriate and effective use of AI, including citation and recognition of AI-generated content, to help you make the most of these tools while maintaining academic integrity.

6. RTO Obligation

6.1 Information

The RTO is responsible for remaining compliant according to the Standards for RTOs 2025 at all times and ensuring it provides, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO.

6.2 Training & Assessment

The RTO is responsible for ensuring all training and assessment is conducted by appropriately qualified trainers and assessors.

6.3 Issuance of qualifications

The RTO is responsible for the issuing of all qualifications and statements of attainment.

There is no guarantee that a participant will be eligible to receive an award for any of our courses as this depends on the individuals' dedication, circumstances and previous experience.

A Statement of Attainment for partial completion or Certificate for full completion of your course, with an attached statement of results, will be issued on the completion of the qualification/course one month after the last assessment is completed as advised by your trainer or at the end of the school year, whichever comes first.

6.4 Changes to Delivery of Training

When there is a change to the Training Package, the RTO Manager will notify all staff affected as soon as possible who will then notify learners, and arrange either completion under the old package or transition to the new package as required by Standards for RTOs 2025 under the RTO Transition Policy & Procedure.

6.5 Changes to the RTO

The RTO will also notify learners when any change occurs that may affect the services we are providing them. This includes:

- a change in ownership of the RTO, and/or
- any changes to, or new third-party arrangements your RTO puts in place, for the delivery of services to those learners.

7. Further Information

If you have any further questions regarding this course please talk to your Trainer alternatively you can contact the RTO head office via the details outlined in this Learner Handbook.