



Australian Alpine Training Institute

RECRUITMENT SELECTION PROCEDURES

Marketing

The Australian Alpine Training Institute conducts training as a service to a business and industry. As a general principle, The Australian Alpine Training Institute will market registered courses only to potential clients. Members of the general public or applicants from outside the Information Technology and Retail services industries may be accepted under special circumstances. Generally, priority will be given to people currently employed in the industry or who have been guaranteed employment as a result of training.

The Australian Alpine Training Institute may conduct training on a fee for service basis for other organisations from time to time, but only where it can be shown that the training is for the improvement of the industry and that The Australian Alpine Training Institute clients will not be disadvantaged.

Course Participants Information

The Australian Alpine Training Institute will provide potential course participants and/or employers with up to date information about courses and training. This information will include:

- Copy of the Code of Practice
- Admission procedures and criteria
- Course fees
- Qualifications to be gained from course
- Competencies to be achieved by trainees
- Assessment procedures
- Arrangements for recognition of prior learning
- Complaints or appeal procedures