

VET Student Induction

2022

What does VET mean?

- Vocational Education and Training
- Education that occurs in Registered Training Organisations (RTOs) and
- Focuses on relevance to the workplace
- Traditionally, takes place in TAFEs or other training organisations

How is VET different to my other subjects?

- Training – work-based
- Assessment – competency-based
- Outcomes and reporting

Fees and Charges

- Subject fee to cover consumable costs
- Reissue of a certificate by the school– possible charge
- Partnership fees with other RTOs
- Pro rata refund for consumable fees
- Further information can be found on School website -
<https://namboursc.eq.edu.au/curriculum/senior-secondary>

Award benefits

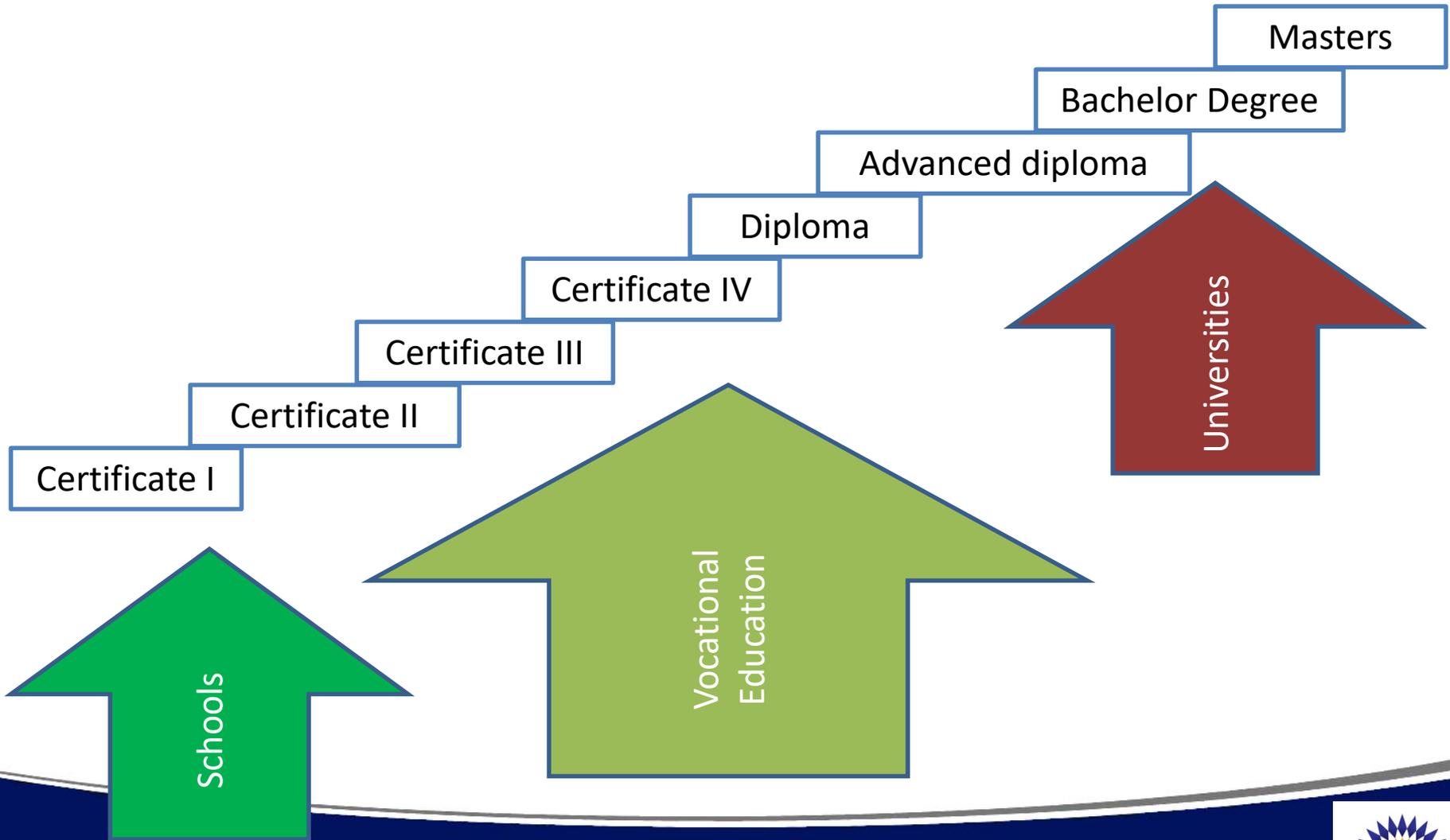
Certificate

- Great entry level qualification for applying to enter the workplace
- Great skills for a part time job while doing further study
- Use it as a starting block to do other certificates
- Full QCE points for relevant Qualification

Statement of Attainment

- You can finish the certificate at a TAFE or other training organisation
- Fees will be charged for training at a TAFE
- Partial QCE points for completed competencies

Levels of Certificates



Reporting and Results

- Rated “Competent” or “Not Competent” at the end of the course and for each Competency
- Report card:
 - No results – not criteria based (A, B, C, D, E)
 - Competency based - WTC (Working towards competency)
- Student Profile
- You may access your VET records or assessment instruments by approaching your teacher.

QCE Points

If you successfully complete the certificate you will receive credit toward your Queensland Certificate of Education.

- The points you receive varies depending on the qualification
- See your teacher for points relevant to each qualification.
- Note: a maximum of 8 points from a single VET qualification can contribute to your QCE

Why is a VET qualification valuable?

- All VET certificates are nationally recognised qualifications.
- This means that your qualification will be recognised by a potential employer (or other training organisation) anywhere in Australia.
- VET certificates provide you with skills and knowledge that you can use in the workplace
- If you don't finish your certificate at school, you can finish it at a TAFE or other training organisation
- Once you complete a certificate you may 'add' to it
- Certificate III Qualifications now contribute to an ATAR

Competency based assessment

- Competencies set out the skills, knowledge and attitudes required to operate effectively in the workplace
- Competency standards are determined by industry
- VET assessment tools provide a means of collecting the evidence that assessors use in making judgments about whether students have achieved competency.

Having another go!

- In an assessment instrument for VET, if the teacher ticks “Unsatisfactory task performance”, you may have another go at showing that you are competent.
- This may involve teacher questioning, teacher observation, demonstration, completing another task or fixing up mistakes in a task.

VET Teachers

Your teacher has to :

1. Have practical knowledge and work experience in the area being taught
2. Have qualifications to teach VET
3. Update their knowledge of VET practices each year
4. Attend 'work experience' regularly to update their knowledge of current industry practices

Student Feedback

- At the end of each assessment you have an opportunity to provide feedback
- At the end of the year, you will also be asked to provide some feedback on the course – topics, learning strategies and assessment via an online survey that all RTOs use to measure their performance
- This is then used to continually improve VET in the school

Recognition of Prior Learning

RPL means getting credit for what you know - *no matter where or how you learnt it* - if your knowledge and skills are of the same standard as required in your vocational course.

Your knowledge and skills may have been learnt in:

- Other subjects
- Work experience or industry placement
- A part-time job or unpaid work
- Hobbies, activities, clubs, and sports interests inside or outside school
- Activities you undertake as part of your family, holiday, home routines

RPL Procedure:

1. Complete an RPL application form
2. The teacher will give you information about the types of evidence that can be used to support your application
3. The teacher will make a decision and notify you
4. If granted, your records may be updated.

Recognition of Qualifications

Recognition of qualifications and statements of attainment issued by other RTOs

- If you already have competencies from a qualification that you completed with another training organisation, they will be recognised by the school.
- This may occur if you did some units of competency at a TAFE or another school.
- If you think you have this see your teacher as soon as possible to identify how this impacts on your qualification and if you can be credited for it.

Access and Equity

Nambour SC is inclusive of all students regardless of race, impairment, or any other factor.

- Students may contact the Deputy Principals or Senior Schooling HOD for information and/or support regarding access and equity.
- Please make an appointment through the school administration if you have any concerns or queries.

Language, Literacy and Numeracy Assistance

- Support is available to those students who need or would like assistance with language, literacy and numeracy from your teacher.
 - Where additional assistance is required this can be requested via the course teacher.

Student Support, Welfare and Guidance Services

Support is available to students in relation to careers guidance, help with subject selections, support with workloads or any other issues.

- The key personnel are:
 - Head of Department VET
 - Head of Department Senior Schooling
 - Dean of Students
 - Guidance Counsellors
 - Community Education Counsellor
 - School Chaplains
 - Teacher/Librarian
 - Learning Support Teachers
 - EAL Support Staff

Complaints and Appeals Procedure

Persons with a complaint against the school or appeal against an assessment decision by the RTO on how it conducts its responsibilities with regard to:

- The RTO, trainers and assessors or other staff
- A third party providing services on the school RTO's behalf, its trainers and assessors or other staff or
- Another learner of the school RTO

Informal Complaint:

1. Talk to your teacher
2. If dissatisfied, make a complaint to the RTO Manager who will make a decision, the complaint and outcome will be recorded using the *Complaints and Appeals form* located on the School Website (<https://namboursc.eq.edu.au/curriculum/vocational-education>).
3. If still dissatisfied, make a formal complaint with the principal (CEO) of the school RTO.

Formal Complaint:

1. On receipt of a formal complaint the principal shall convene an independent panel to hear the complaint; this shall be the 'complaint and appeal committee'
2. An independent panel, consisting of a Principal or representative, teacher, HOD Senior Schooling, staff and an independent person, will hear the complaint
3. The student (with a support person) will present their complaint to the panel
4. The relevant staff member will present their case to the panel
5. The panel will make a decision regarding the complaint
6. The panel will communicate its decision to all parties, in writing, within five working days of receiving the formal written complaint
7. If the complaint will take more than 60 days to finalise, written notification will be given to all people involved explaining the delay.

Competency in Cert I, Cert II and Cert III

Certificate I students will have:

- basic skills to participate in everyday life and further learning
- cognitive and communication skills to receive, pass on and recall information in a narrow range of areas
- technical skills involving the use of tools appropriate to the activity and use of basic communication technologies

Certificate II students will have:

- cognitive skills to access, record and act on a defined range of information from a range of sources
- cognitive and communication skills to apply and communicate known solutions to a limited range of predictable problems
- technical skills to use a limited range of equipment to complete tasks involving known routines and procedures with a limited range of options

Certificate III students will have:

- cognitive, technical and communication skills to interpret and act on available information
- cognitive and communication skills to apply and communicate known solutions to a variety of predictable problems and to deal with unforeseen contingencies using known solutions
- technical and communication skills to provide technical information to a variety of specialist and non-specialist audiences
- technical skills to undertake routine and some non-routine tasks in a range of skilled operations

Student Rights and Responsibilities

In addition to the student rights and responsibilities outlined in the school policies, you may also:

- Access your records and assessment by negotiating with your teacher
- Lodge a complaint or appeal
- Apply for RPL (Recognition of Prior Learning)
- Have a previous qualification recognised
- Have a replacement certificate issued

In addition, you must also:

- Comply with any legislation that is relevant to your work area or qualification
- Work conscientiously to provide your teacher with ample evidence that you are competent

Guarantee of Services

In the unfortunate event that the School loses the specialist teacher of your course, the School will:

1. Attempt to replace the teacher with a suitable replacement,
2. Try to arrange for your training to be completed through another training organisation, or
3. In rare cases we may need to cancel the course should we not have the requirements.

VET Student Handbook

- The VET Student Handbook can be found on the school website (<https://namboursc.eq.edu.au/curriculum/vocational-education>), or emailed to you by the teacher.
- It outlines in more detail the information you have just been given.

Student Enrolment Form

You now need to read and sign the student enrolment form. This outlines:

- The qualification and competencies you are enrolled in
- Yours and the schools responsibilities
- National Data Policy and Privacy notice
- Once signed please hand back to your teacher

USI (Unique Student Identifier)

- What is a USI?
<https://www.youtube.com/watch?v=HRYaaf-B7Ho>
- National Initiative
- Collates all VET achievements in one place
- Need one to get a Certificate issued
- Available online – no cost – need ID – eg Medicare card etc
- www.usi.gov.au

Guide – How to get a USI

Getting a Unique Student Identifier (USI) is quick, easy and free. Follow the steps below to create your USI.

Before you start, you must have a valid form of ID.

1. Go to the USI Registry System (<https://www.usi.gov.au/>).
2. Agree to the terms and conditions (if you have previously agreed to the terms and conditions, you might not see this step).
3. Select **Create USI**
4. Select your evidence of identity document (there are a number of different types of ID you can use).
5. Enter your personal details exactly as they appear on your form of ID.
6. Enter your **contact details** (use a personal email not your school email), including at least two contact methods.
7. Confirm your identity.
8. Secure your account with a **USI password** and **check questions**.

(Information accessed at: <https://www.usi.gov.au/students/get-a-usi>)

To watch a video of completing the above steps, please view [video](#).