Vocational Education & Training Handbook

St Francis Xavier College

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Overview

Vocational Education and Training (VET) courses provide you with skills, knowledge and experiences to improve your job prospects and prepare you for work and further study after school.

St Francis Xavier College is your Registered Training Organisation (RTO 88024). Your RTO is responsible for ensuring a high quality of VET course delivery and assessment. This handbook has been prepared to provide you with the information that you need prior to commencing a VET course delivered at your school.

Contacts

SFX staff member	Area responsible
Julia Cattanach	Head of Department: VET and Careers
Bronwyn Jones/Lyn Hamilton	Careers Advisor

SFX organisation details on training.gov.au

Courses and qualifications

What are VET courses?

VET courses lead to the achievement of nationally recognised qualifications within the Australian Qualifications Framework (AQF). The VET courses delivered at schools in the Archdiocese of Canberra Goulburn are accredited by the Board of Senior Secondary Studies and count towards the Year 12 Certificate. These courses also have some characteristics that make them different from the other courses you will study.

VET courses:

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are based on national training packages that are designed to meet industry training needs
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provide opportunities for practical, work-based learning that will assist you in developing the knowledge and skills you need for work and further study
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are written and assessed in competency-based terms.
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Qualifications and certificates

Students completing VET courses receive:

- an AQF certificate (if all required units of competency have been achieved) or a Statement of Attainment

- a transcript listing the units of competency achieved

- a Year 12 Certificate listing the VET course(s) studied along with your other subjects.

What are Statements of Attainment?

If you have not achieved all the competencies or where the course does not cover all competencies for a particular Qualification, you will receive a Statement of Attainment towards the qualification. This Statement of Attainment will outline the units of competency that you achieved. See page 8 for more details about assessment.

When will I receive my Certificate or Statement of Attainment?

You will be issued with your Qualification or Statement of Attainment within 30 days of completing the course.

Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking vocational training to have a Unique Student Identifier (USI). This 10 digit number and letter identifier will allow you to access your VET training records and results from the online USI account.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that your VET records are not lost.

Applying for a USI is quick and easy—have your birth certificate, driver's licence or Medicare Card on hand.

Watch the USI information video and apply here.

Can my VET course contribute to my Australian Tertiary Admission Rank (ATAR)?

Yes, but only if your VET Course is a T course. If your VET Course is an A Course, it will not contribute to your ATAR.

You can check with the Senior Studies Coordinator that your subject choices meet entry requirements for a university (ATAR) if this is your desired pathway.

Quality training

St Francis Xavier College has met rigorous quality standards to become a Registered Training Organisation and comply with the Standards for Registered Training Organisations (RTOs) 2015. This means:

your training and assessment meets national standards
the qualifications you receive will be recognised by employers and other Registered Training Organisations
your trainers are well qualified and have undertaken additional industry training and experience.
we are committed to quality course delivery and ongoing improvement. You will be encouraged to give feedback on your VET course through surveys and discussions.

Student support services

We support your learning by providing:

links with industry to ensure training meets industry standards
learning resources and facilities to enable you to develop course competencies
student welfare and guidance services such as counselling, careers advice and study skills
specialist staff to assist with literacy, language and numeracy skills.

If you need additional support to successfully complete your VET course, discuss this with your teacher and/or your VET Coordinator.

Language, literacy and numeracy skills (LLN)

Language, literacy and numeracy (LLN) refers to learning, reading, writing, oral communication and numeracy skills—core skills that people need to participate in social and work activities. It is now recognised that people at all levels can undertake learning to improve their core LLN skills to adapt to new roles in life and work.

Using core LLN skills is not just about whether a person can read or write, but about how the skills can be used and applied in various situations, at various levels. Core LLN skills have become increasingly complex and include, for example, the ability to:

- 'read' a range of printed, electronic and visual texts
- master the new communication technologies via spoken and written language
- locate, manage, evaluate and use information or knowledge
- engage critically with media and other texts.

Adapted from: Lonsdale and McCurry 2004, Literacy in the new millennium

Core LLN skills for workplace training

There are three aspects of LLN in workplace training, regardless of the industry or the context. The three aspects are:

- the LNN skill levels of the worker or learner
- the LLN requirements of the training (this includes both the training benchmark or unit of competency, and the training strategies used by the trainer)
- the LLN requirements of the workplace.

The Australian Core Skills Framework

The ACSF is a nationally endorsed framework that provides:

- a consistent national approach to the identification of the core LLN skills requirements in diverse work, training, personal and community contexts
- a common reference point for describing and discussing performance in the five core LLN skill areas
    o learning
    o reading
    o writing
    o oral communication (speaking and listening)
    o numeracy.

Assessment

How will I be assessed in my VET course?

All VET courses are competency-based. This means your assessment is based on your ability to demonstrate your skills against the standards prescribed by industry. Your final unit results will be recorded as either **competent** or **not yet competent**. If you are judged as not yet competent you will be given other opportunities to be reassessed. This must be negotiated by you.

Reassessment must be organised to fit within the timeframes set by the BSSS for assessment to be lodged. It is best to make sure you are completely prepared by the assessment dates and any work required as evidence has been submitted.

Reassessment in the last week of semester will not be possible.

Assessment in VET courses consists of both formal and informal tasks. While competencies can be observed and assessed while you are completing practical tasks in class or on work placement, there will also be opportunities for competencies to be demonstrated in a more formal way through written assignments, portfolios or projects.

Can I appeal the decision of my trainer?

If you disagree with the outcome of an assessment, you have the right to appeal. The process for appeal is detailed in the SFX Senior Handbook. You may also contact your VET Coordinator to discuss your concerns.

How do I know what competencies I have achieved?

Your trainer will progressively record your achievement of competencies using a software management system known as aXcelerate. aXcelerate can be accessed online here in order to view your progress. Your school reports will also indicate which Units of Competency you have achieved or are still working towards.

Your teacher will also notify the BSSS of the units of competency you have achieved.

Prior learning (recognition of)

What is recognition of prior learning (RPL)?

Your past learning and experience may exempt you from certain study and assessment requirements in a VET course. This learning and experience may include study at other schools, TAFE, part-time work or life experience.

How do I apply for RPL?

If you believe that you may qualify for RPL you should obtain a copy of the *Student Application for Recognition of Prior Learning* from your trainer. Your trainer will guide you through this application and will talk to you about the implications of exemption for your BSSS course.

Can I use the qualifications I achieve at school for RPL towards further study?

Yes. Under the Standards for Registered Training Organisations (RTOs) 2015, an RTO must recognise the AQF Qualifications and Statements of Attainment issued by any other RTO. This means that you can apply for credit when enrolling with TAFE or other private providers. Receiving credit will effectively reduce the duration of the course.

Work placement – structured workplace learning (SWL)

Work Placement is structured learning in the workplace that enables students to:

- progress towards the achievement of industry competencies

- develop appropriate attitudes towards work

- practise the skills acquired in the classroom

How many work placements must I do and when?

It is suggested that you do 2 weeks over two years. In some VET courses SWL is compulsory. Your trainer will let you know what is required in your course.

Part-time work in the industry can contribute to meeting your SWL requirement. If you are currently working in the industry related to your course, you should discuss with your trainer having your work recognised.

How do I organise work placement?

You must discuss work placement with your teacher and then apply for SWL through the Careers Advisor. Please ensure you explain that you are in a VET course when you apply.
Your SWL must be done at a time when it does not interfere with any assessment you might have.
Please check your assessment calendar before you approach your teacher and Careers Advisor to plan suitable time options.
When you undertake SWL it is your responsibility to ensure that you catch up on work missed in other subjects.

Am I covered by insurance for work placement?
Two separate policies provide work placement cover for you and your host employers.

1. **CCI School Care [Personal Accident and Disability] Policy or Student Work Experience Personal Accident Policy with Catholic Church Insurances (CCI)**

This policy covers you for personal injury sustained whilst engaged in Work Placement activities. You are covered whilst directly travelling to and from workplaces.

2. **Ansvar Insurance Limited Insurance Work Experience/ Work Placement Public Liability Insurance Policy**

Catholic Schools NSW (CSNSW) purchases this policy on behalf of participating Catholic Schools. For further details and documentation, including the Certificate of Currency and participants, please contact CSNSW as listed below or online at: https://www.csnsw.catholic.edu.au/vet/

Under Commonwealth legislations, these policies cannot pay for any Medicare services including the Medicare gap. These services should be claimed through Medicare and or private health insurance where available.
Work placement students are not eligible for coverage through workers compensation

You will be provided with a summary of the appropriate insurance including key exclusions and a certificate of currency at the time your placement is being organised.

How will I prepare for the workplace?

You will be assisted in your preparation for your work placement by your VET teacher and the Careers Advisor. You will receive information regarding your responsibilities, child protection, safety, accidents and insurance, confidentiality, and other matters.

Prior to attending your work placement, you will be required to complete Workplace Health and Safety Training. The form of your WH&S training will depend on the VET course you are doing. Your teacher will explain any requirements specific to your industry. If there are no specific requirements, you must at least have completed the Workplace Health and Safety module.

Go to www.careersfx.com.au for instructions for completing the generic WH&S training. It appears under Workplace Learning – Workplace safety.

You must present evidence of your WH&S training to the Careers Adviser before you are allowed to undertake SWL.

Australian School-Based Apprenticeship

It is also possible for you to complete an Australian School-Based apprenticeship (ASBA) as part of your VET Course. This involves the study of your VET course and paid part-time work in the industry. More information is also available on the College Careers Website www.careersfx.com.au If you are considering undertaking an ASBA speak to the Careers Advisor.

VET course expectations

What is expected of me as a VET student?

1. As with other areas of study, you are expected to work hard to develop, achieve and demonstrate the knowledge and skills of the course.

2. The focus of VET courses is on working in industry, so your behaviour must be reliable and responsible both at school and in the workplace.

3. You must observe all Work Health & Safety requirements of your course.

4. You must wear the prescribed uniform and Personal Protective Equipment (PPE) as directed by your teacher. VET courses are designed to train you for employment in industry, you will be expected to conform to industry standards with regard to uniform and other safety equipment.

5. You must attend all timetabled classes. As competencies in VET courses are developed and assessed over time, regular attendance and participation is vital.

6. You may be required to attend work placement. This includes returning all required paperwork by the due date.

7. It is your responsibility to maintain the resources and equipment required for your course.

Complaints and appeals

If I have a formal complaint about any aspect of my training, what should I do?

From time to time, concerns may arise about aspects of your course. You may have a grievance or want to make a complaint. It may be about resources, facilities, another person, an assessment task or its result.

All complaints will be treated privately, confidentially and in a timely manner.

Discussion will be held with the complainant about how to arrive at a solution to the problem.

If necessary, further investigation will be carried out, with record of action kept.

The complainant will receive a written statement of appeal outcome, including reasons for the decision.

Complaint process

If your complaint is related to assessment, you must follow the procedure outlined in the SFX Senior Handbook.

If your complaint is related to a different matter then initially, you should speak to your teacher.

The following grievance procedure should be followed:

1. Speak to your teacher and try to sort out the problem with the person involved.

2. If the problem is not resolved, speak to the Department Coordinator or VET Coordinator.

3. If the problem is still not resolved speak with the Assistant Principal Teaching and Learning.

4. If the problem is still not resolved, you and your parents may make an appointment to meet with the principal.

5. If all avenues within the College are exhausted within the College and external advice is required in resolving a complaint, Catholic Education ACT may be consulted.

6. After all opportunities to resolve the matter through the school and system internal complaints process are exhausted; complainants may seek to have their complaint investigated by ASQA.

Are there special fees or costs that apply to VET courses?

For some courses, fees are charged to cover additional course costs such as uniforms, safety clothing, tool kits and consumable materials used in your training.

If costs are a barrier to you completing a VET course, please speak to your school VET Coordinator about fee exemptions that are available

Employability skills

Vocational Education and Training (VET) courses provide you with skills, knowledge and experiences to improve your job prospects and prepare you for work and further study after school.

To enhance your job prospects and further study options, The Department of Education Employment and Workplace Relations, the Australian Chamber of Commerce and Industry and the Business Council of Australia have developed the following list of employability skills:

Initiative

- adapting to new situations
- developing a strategic long-term vision
- being creative
- identifying opportunities not obvious to others
- translating ideas into action
- generating a range of options
- initiating innovative solutions

Communication

- listing and understanding
- speaking clearly and directly
- writing to the needs of the audience
- negotiating responsively
- reading independently
- empathising
- using numeracy effectively
- understanding the needs of internal and external customers
- persuading effectively
- establishing and using networks
- being assertive
- sharing information
- speaking and writing in languages other than English

Teamwork

- working with people of different ages, gender, race, religion or political persuasion
- working as an individual and as a member of a team
- knowing how to define a role as part of a team
- applying teamwork skills to a range of situations, e.g. crisis
- identifying strengths of team members
- coaching, mentoring and giving feedback

Technology

- having a range of basic IT skills
- applying it as a management tool
- using it to organise data
- being willing to learn new IT skills
- having the occupational health and safety knowledge to apply technology
- having the appropriate physical capacity

Problem solving

- developing creative, innovative solutions
- developing practical solutions
- showing independence and initiative in identifying problems and solving them
- solving problems in teams

- applying a range of strategies to problem solving
- using mathematics including budgeting and financial management to solve problems
- applying problem-solving strategies across a range of areas
- testing assumptions, taking the context of data and circumstances into account
- resolving customer concerns in relation to complex project issues

Self-management
- having a personal vision and goals
- evaluating and monitoring own performance
- having knowledge and confidence in own ideas and vision
- articulating own ideas and vision
- taking responsibility

Planning
- managing time and priorities – setting timelines, coordinating tasks for self and others
- being resourceful
- taking initiative and making decisions
- adapting resource allocations to cope with contingencies
- establishing clear project goals and deliverables
- allocating people and resources to tasks
- planning the use of resources including time
- participating in continuous improvement and planning
- developing a vision and a proactive plan to accompany it
- predicting – weighing up risk, evaluating alternatives, applying evaluation criteria
- collecting, analysing and organising information
- understanding basic business systems and their relationships.

Learning
- managing own learning
- contributing to the learning community at the workplace
- using a range of mediums to learn – mentoring, peer support, networking, it, courses
- applying learning to technical issues (e.g. products) and people issues (e.g. interpersonal)
- having enthusiasm for ongoing learning
- being willing to learn in any setting, on and off the job
- being open to new ideas and techniques
- being prepared to invest time and effort in learning new skills
- acknowledging the need to learn in order to accommodate change.

More information

Contact the trainer of the course or the VET Coordinator at school.

All course resources are available via Canvas, documentation can also be found in aXcelerate or via the SFX website.

Syllabus documents are available from the Board of Senior Secondary Studies:
https://www.bsss.act.edu.au/act_senior_secondary_system/curriculum/atmcv_courses2