



CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

Vocational Education & Training Student & Parent Handbook

WELCOME

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.

The Archdiocese of Canberra and Goulburn, Catholic Education Office is the Registered Training Organisation (RTO 46330 Catholic Archdiocese of Canberra and Goulburn Education Limited). The 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.

COURSES and QUALIFICATIONS

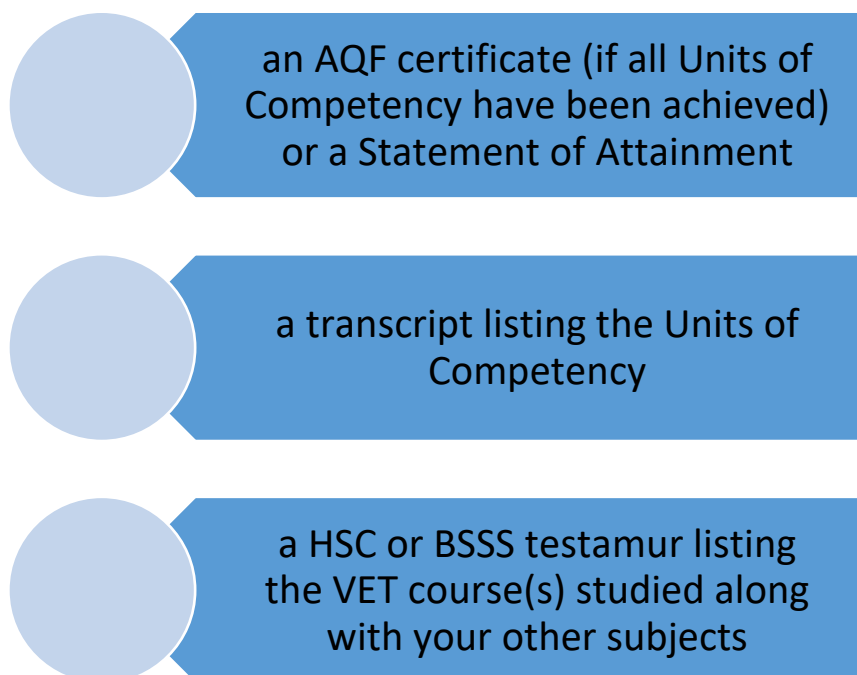
WHAT ARE VET COURSES?

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 NESA and count towards the Higher School Certificate. BSSS courses studied at the Tertiary level will contribute to the ATAR. These courses also have some characteristics that make them different from the other courses you will study.

VET courses:

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

Students completing VET courses receive:



WHAT ARE STATEMENTS OF ATTAINMENT?

If you have not achieved all of the competencies or where the course does not cover all competencies for a particular Certificate, 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.

UNIQUE STUDENT IDENTIFIER

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.

CAN MY VET COURSE CONTRIBUTE TO MY AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)?

NSW rules

Yes, if the course studied is categorised as a Framework Course by NESA and has an associated HSC exam.

Board Endorsed Courses do not count in the calculation of the ATAR.

Students should check with the Assistant Principal Curriculum and/or Careers Adviser that subject choices meet entry requirements for university (ATAR).

ACT rules

VET Courses that are studied at a T level can contribute to your ATAR as long as you meet all the requirements for the course.

E, A and M Courses do not count in the calculation of the ATAR.

Students should check with the Assistant Principal Curriculum and/or Careers Adviser that subject choices meet entry requirements for university (ATAR).

QUALITY TRAINING

The Archdiocese of Canberra and Goulburn, Catholic Education Office has met rigorous quality standards to become a Registered Training Organisation. All schools within the Archdiocese of Canberra and Goulburn comply with the Standards for Registered Training Organisations (RTOs) 2015.

This means that:

- Your training and assessment meets national standards
- The qualifications you receive will be recognised by employers and other Registered Training Organisations
- Your teachers 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

Consistent attendance at all programmed activities is essential for gaining the qualification within the allocated time.

SUPPORTING STUDENT LEARNING

We support your learning through:

- Developing links with industry to provide you with the opportunity to develop skills in a real industry setting
- Providing a safe and healthy learning environment, both within school and in work placement.
- Counselling and careers advisory services
- Specialist staff to assist with literacy, language and numeracy skills
- Specialist support staff, facilities and learning materials for students with disabilities
- Specialist support staff for Aboriginal and Torres Strait Islander students and students from non-English speaking backgrounds

If you need additional support to successfully complete this vocational training course, please talk to your school's VET Coordinator.

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 and knowledge 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 with your trainer.

VET courses in the ACT studied at an A or T level have an additional assessment component. Your assessment performance will be ranked against an assessment matrix and you will be awarded with an A to E grade depending on the level of achievement.

WHAT IS THE ASSESSMENT PROGRAM?

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 questioning, written assignments, portfolios and/or projects.

DO I HAVE TO DO EXAMS IN VET COURSES?

You do not have to do the external examinations that are offered for HSC VET courses. However, if you want those courses to count towards the calculation of your ATAR, you **MUST** undertake the written exam. In preparation for the HSC, students must complete any *internal* examinations and assessment tasks that are a part of the school's assessment program.

Students electing not to sit the HSC examination for the VET course must complete a "Student Request to Withdraw from Optional HSC Examination" form. This form can only be completed in Year 12. Once completed by student and

parent, and approved by trainer and Assistant Principal - Curriculum, **non ATAR** students may also withdraw from internal examinations, on the proviso that these examinations are not being utilised for competency assessment.

WHAT IS AN ASSESSMENT REVIEW?

If you disagree with the outcome of an assessment you have the right to appeal. You must ask for a review as soon as possible after receiving your result.

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. Students will have access to the learner portal in aXcelerate in order to view their progress. Your school reports will also indicate which Units of Competency you have achieved.

Your trainer will also notify NESA or BSSS of the units of competency you have achieved.

RECOGNITION OF PRIOR LEARNING

If you have already completed all or part of a similar vocational course elsewhere – perhaps at TAFE – we will recognise your previous studies and results. You will not have to repeat that training and assessment. You will need to produce evidence – for example, a result notice, certificate or competency logbook.

If through previous work or life experiences you have already developed high level skills in this course area we may be able to recognise those skills. If so, you would not have to repeat that training.

However, we will need to assess your skills to ensure they are at industry standard. The costs associated with this assessment activity will be met by the student. You will need to negotiate appropriate assessment arrangement with your teacher.

Can I use this qualification I achieve at school for RPL towards further study?

Yes. All RTO's must recognise that 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. This credit will effectively reduce the duration of the course.

WORK PLACEMENT

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?

In NSW, you will be expected to do 70 (2 weeks) over two years, 35 hours in Year 11 and 35 hours in Year 12. Work placement is a **mandatory** HSC requirement and is a part of your assessment program for the course. You must complete your Work Placement before your first HSC exam.

It is your responsibility to ensure you catch up on work missed while on work placement.

If you do not complete your work placement you will not meet NESA requirements and the course will not count towards your HSC.

Similarly, if you commence a two-year course and withdraw at the end of Year 11 without completing work placement, the course will not count towards your Preliminary unit requirements.

Part-time work in the industry can contribute to meeting your work placement requirement. If you are currently working you should discuss this option with your trainer.

Some qualifications also contain a mandatory work placement component to enable certain competencies to be achieved.

WHO IS RESPONSIBLE FOR ORGANISING WORK PLACEMENT?

Your trainer, VET Coordinator and your Structured Workplace Learning Coordinator will work together to arrange work placements. Employers are chosen carefully to ensure they are able to provide relevant learning experiences in a safe environment.

When you undertake work placement it is your responsibility to ensure that you catch up on work missed in other subjects. Systems have been put in place to help you manage your time and responsibilities in this regard and your trainers will advise you of these.

AM I COVERED BY INSURANCE FOR WORK PLACEMENT?

The School Care Personal Accident and Disability policy provides work placement cover for students and their host employers.

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

HOW WILL I BE PREPARED FOR THE WORKPLACE?

Students will be prepared for their work placement by their VET trainer. You will receive information such as: responsibilities of the student, child protection, safety, accidents and insurance, confidentiality, and other matters.

Prior to attending your work placement, you will be required to complete an online module (www.go2woplacement.com) to identify specific skills and competencies to focus on during your work placement.

On completion of the modules students are awarded a Work Placement Ready Certificate which informs the host employer that they have prepared for work placement.

LEGISLATION

WHAT ARE MY RIGHTS AND RESPONSIBILITIES?

There are some Commonwealth and State Legislative requirements that may affect you as a VET student. For more information on any of the following, visit the NSW Consolidated Acts website.

www.austlii.edu.au/au/legis/nsw/consol_act/

Work Health and Safety Act 2011

Work Health and Safety is an important part of any workplace. Your course will inform you about WH&S in your industry area of study and the Act, (administered by NSW Work Cover Authority) outlines general health and safety requirements of workplaces. As prospective employees, the Act seeks to protect you in the workplace.

Standards for Registered Training Organisations (RTOs)

The objectives of the Standards are to ensure nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training (VET) system.

Anti-discrimination Legislation

The following Acts make it illegal to discriminate against people:

- Anti-discrimination Act 1977 (NSW)
- Racial Discrimination Act 1975 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)

Student Identifiers Act 2014

This Act provides for student identifiers and access to transcripts relating to vocational education and training, and for related purposes. Please see the fact sheet for further information.

Apprenticeships and Traineeships Act 2001

This Act provides for the recognition of trade vocations and sets out roles and responsibilities of employers, apprentices and trainees.

Data Privacy

Under the *Data Provision Requirements 2012*, **Catholic Education Archdiocese of Canberra Goulburn** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd ([NCVER](#)).

Your personal information (including the personal information contained on the enrolment form), may be used or disclosed by **Catholic Education Archdiocese of Canberra Goulburn** for statistical, administrative, regulatory and research purposes. **Catholic Education Archdiocese of Canberra Goulburn** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- [NCVER](#).

Personal information that has been disclosed to [NCVER](#) may be used or disclosed by [NCVER](#) for the following purposes:

- populating authenticated [VET](#) transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating [RTO](#) student enrolment forms;
- understanding how the [VET](#) market operates, for policy, workforce planning and consumer information; and
- administering [VET](#), including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or **NCVER** employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National **VET** Data Policy and all **NCVER** policies and protocols (including those published on **NCVER**'s website at www.ncver.edu.au).

For more information about **NCVER**'s Privacy Policy go to <https://www.ncver.edu.au/privacy>

AUSTRALIAN SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

It is also possible for students to complete Australian School-Based apprenticeships or traineeships while at school. These involve the study of relevant VET courses and paid part-time work in the industry. There are different rules in undertaking a School Based arrangement in the ACT and NSW. The rules you must follow will depend upon the address of the employer. If you would like more information about these speak to the VET Coordinator or Careers Adviser at your school or visit the websites:

[NSW School Based Apprenticeships and Traineeships](#)

[ACT Australian School Based Apprenticeships](#)

VET COURSE EXPECTATIONS

WHAT ARE THE EXPECTATIONS 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 trainer. Because VET courses are designed to train you for employment in industry, students 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 must 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.

FEES & ADDITIONAL COSTS





For some courses, fees are charged to cover additional course costs such as uniforms, safety clothing, first aid, white card, 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 help with fees.

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

Initially, you should speak to your trainer, or if that is not suitable, your school's VET Coordinator. The following grievance procedure will be followed:

1. Speak to your trainer and try to sort out the problem with the person involved.
2. If the problem is not resolved, speak to the VET Coordinator.
3. If informal procedures fail to bring about a resolution, then complaints are directed to the school Principal. Notes of the meeting are taken and agreed on at the end of the interview.
4. The complaint is handled in less than 60 days. If more than 60 days are required to process and finalise the complaint or appeal, the school informs you, including reasons for the delay and regularly updates you on the matter.
5. If a speedy resolution cannot be achieved, then the Archdiocese of Canberra and Goulburn, Catholic Education Office Registered Training Organisation Manager is contacted to assist in bringing about a final resolution.

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.

FOR MORE INFORMATION

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

Syllabus documents are available from NSW Education Standards Authority and Board of Secondary School Studies

<https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet>

https://www.bsss.act.edu.au/act_senior_secondary_system/curriculum/atmcv_courses2



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