St Teresa's Catholic College 31297

2015 VET Student Handbook
VET Quality Framework
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Introduction
Welcome to students undertaking a vocational education and training (VET) course this year. The purpose of this handbook is to provide all VET students with information about the VET programs offered. It also outlines your rights and responsibilities as a VET student studying at this College. Take the time to read everything in this handbook, as you will be required to sign that you understand its contents. If there is anything that you do not understand, please ask your teacher about it. You may need to refer to this handbook throughout your period of enrolment in your VET course/s. Please note that the Policies and Procedures covered in this handbook are edited to provide you with the key concepts. You can access the full copies of all the policies and procedures at any time by making a request to your VET Coordinator.

St Teresa’s Catholic College is a Registered Training Organisation (RTO) and as such, is able to deliver and assess Nationally Recognised Qualifications under the Australian Qualification Framework (AQF). Information about the College as an RTO can be accessed at: www.training.gov.au

RTO Contact Details:
Name: Rose Calland
Position: Pathways / VET Coordinator / RTO Manager
Email: rcalland@bne.catholic.edu.au

Certification and Credit Transfer
Students are reminded that they must inform the RTO Manager if they have completed a previous qualification or unit of competency prior to delivery. If a student has completed a unit of competency previously and retains a Statement of Attainment from the Registered Training Organisation (RTO), they can apply for credit transfer of that unit. Students must contact the RTO Manager if this is the case.

Students who meet the training and assessment requirements of the training package or VET accredited course, will be awarded a Nationally Recognised Qualification under the Australian Qualification Framework. The RTO Manager will ensure that the student retains a verified USI prior to awarding of the certificate or statement of attainment. All certificates or statements of attainment will be awarded within 30 calendar days of course completion, providing all fees have been paid.

A replacement qualification can be requested through the RTO Manager at any time but may incur a fee.

Unique Student Identifier (USI)
Student Identifiers Act 2014
The new initiative was implemented on the 1st January 2015. A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual’s USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

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

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1st January 2015.

Further information on the USI can be obtained at: http://www.usi.gov.au/Pages/default.aspx
Process
During VET class in the first week of the College year, students will be directed to log on to the USI website and be assisted to create their USI. The required form of identification will be the student’s birth certificate registration number, a record of which is held by the College. Students will provide the College with permission to access their training record while they are a student enrolled at the College, to facilitate management of their VET records. This process applies to students undertaking VET programs on the College’s scope of registration and those delivered by external RTOs.

Enrolment and Induction Procedures
1. All students will receive information about VET courses available in the College in Term 3 of Year 10.
2. Students applying to enrol in a VET course will participate in an interview to clarify course nature and expectations and to ascertain student suitability based on the students' demonstrated interests and aptitudes.
3. At the beginning of the year, all VET students will receive an induction in the form of direct instruction and electronic access to a copy of this handbook. VET teachers will also ensure that you are informed about assessment and the specific competencies covered. During this induction, you will be reminded about College Work Health and Safety procedures.

Fees and Refund Policy
The College VET Fees policy and policy on refunds for 2015 can be found in the VET Enrolment Information letter forwarded to the parents of all applicants.

The College must have certain teachers and equipment to run these VET courses. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification. The College retains the right to cancel the course if it is unable to meet requirements.
Course Information
Below is a list of VET qualifications currently undertaken by students in 2015. For detailed information on these courses please refer to the Senior Phase Learning Handbook or the website of the training provider.

<table>
<thead>
<tr>
<th>VET Qualification</th>
<th>Delivery (Year 10, 11 &amp;/or 12)</th>
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</thead>
<tbody>
<tr>
<td>ICA20111 Certificate II in Information Digital Media &amp; Technology</td>
<td>STCC 31297 Year 10</td>
</tr>
<tr>
<td>ICA30111 Certificate III in Information Digital Media &amp; Technology</td>
<td>STCC 31297 Year 11 and 12</td>
</tr>
</tbody>
</table>

Qualifications accessed through external RTO’s

<table>
<thead>
<tr>
<th>VET Qualification</th>
<th>RTO Name and Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT32412 Certificate III in Allied Health Assistance</td>
<td>East Coast TAFE 0418 Year 12 2015</td>
</tr>
<tr>
<td>ACM20110 Certificate II in Animal Studies</td>
<td>TAFE Queensland Brisbane 0275 Year 11 2015</td>
</tr>
<tr>
<td>CHC30712 Certificate III in Children’s Services Year 12 2015</td>
<td>ACCCO 5404 Year 12 2015</td>
</tr>
<tr>
<td>HLT32912 Certificate III in Health Administration</td>
<td>TAFE Queensland East Coast 0418 Year 12 2015</td>
</tr>
<tr>
<td>BSB30112 Certificate III in Business</td>
<td>Binnacle Training 31319 Year 11 &amp; 12</td>
</tr>
<tr>
<td>CPC10111 Certificate I in Construction</td>
<td>Blue Dog Training 31193 Year 11 &amp; 12 2015/16</td>
</tr>
<tr>
<td>SIS30313 Certificate III in Fitness</td>
<td>Fitnance 32155 Year 11 &amp; 12 2015/16</td>
</tr>
<tr>
<td>SIS30313 Certificate III in Fitness</td>
<td>TAFE Queensland East Coast 0418 Year 12 2015</td>
</tr>
<tr>
<td>SIS30313 Certificate III in Fitness</td>
<td>Binnacle Training 31319 Year 12 2015</td>
</tr>
<tr>
<td>SIS40210 Certificate IV in Fitness</td>
<td>Fitnance 32155 Year 12 2015/2016</td>
</tr>
<tr>
<td>SIT20213 Certificate II in Hospitality</td>
<td>Smartskill 5710 Year 11 &amp; 12</td>
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<tr>
<td>39292QLD Certificate IV in Justice Studies</td>
<td>Unity College 32123 Year 11 and 12</td>
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<tr>
<td>CUF30107 Certificate III in Media</td>
<td>Workskills 31384 Year 12 2015</td>
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<tr>
<td>CUS40109 Certificate IV in Music</td>
<td>TAFE Queensland East Coast 0418 -Year 11 &amp; 12</td>
</tr>
<tr>
<td>SIS30513 Certificate III in Sport &amp; Recreation</td>
<td>Binnacle Training 31319 Year 11 &amp; 12 2015/16</td>
</tr>
<tr>
<td>SIS30513 Certificate III in Sport &amp; Recreation</td>
<td>TAFE Queensland East Coast 0418 Year 12 2015</td>
</tr>
<tr>
<td>SIT20112 Certificate II in Tourism</td>
<td>Smartskill 5710 Year 11</td>
</tr>
<tr>
<td>SIT30112 Certificate III in Tourism</td>
<td>Smartskill 5710 Year 12</td>
</tr>
<tr>
<td>ACM40412 Certificate IV in Veterinary Nursing</td>
<td>Open Colleges 90796 / NSW TAFE Year 11 2015</td>
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Student Support and Guidance
The College will provide any educational or support services, as required. These may include things like:

a) Study support and study skills programs;

b) Language, literacy and numeracy (LLN) programs or referrals to these programs;

c) Equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;

d) Learning resource centres;

e) Mediation services or referrals to these services;

f) Flexible scheduling and delivery of training and assessment;

g) Counselling services or referrals to these services;

h) Information and communications technology (ICT) support;

i) Learning materials in alternative formats, for example, in large print;

j) Any other services that the RTO considers necessary to support learners to achieve competency.

There are many people on staff who will be able to assist you if you are in need of help.

People involved in support and guidance services at this College include:

Ms. Sue Kraljevic – Guidance Counsellor
Ms. Clare Waterworth – Inclusion Support Teacher
Ms. Rose Calland – Pathways / VET Coordinator
Mrs. Meegan Ford – Pathways Assistant
Mrs. Aimee Peacock – Work Transition Mentor
Mr. Julian Wood – IT Technician
Mr. Mitch Saunders – IT Technician
Mrs. Deb McGee – Teacher Librarian

Language, Literacy and Numeracy Support
You are undertaking a VET subject that has embedded units of competency from a Training Package and as such you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered/assessed in the context of the VET area of your choice.

In addition to the above you will receive further support in English or English Communication, and Pre-Vocational Mathematics or Mathematics A/ B/ C, depending on which one/s you have chosen to do.

Behaviour Management Policy and Attendance
Every family in the College has access to the Student Rights and Responsibilities Policy. Please make sure that you read it, as its application is also relevant to all College VET programs. Attendance in VET classes complies with the College’s Attendance policy.
Flexible Learning and Assessment Procedures
At this College, all VET students will be fully informed of the VET assessment process and requirements and will have the right to appeal. The mode of delivery will be specific to each subject area. A combination of the following will occur:
- Face-to-face
- Online delivery and assessment
- Blended delivery
- On-the-job training and third party reports contributing to evidence for assessment
- Private study
- Tutorials, if required

The following information represents some general information about the VET assessment process adopted at this College.

Competency based Assessment
The College will comply with the assessment guidelines from the relevant Training Package or accredited course. Assessment will be competency-based (See Appendix 1: Definitions) Essentially, students are considered to be competent when they are able to apply their knowledge and skills to successfully complete activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace, as specified in the training package or VET accredited course.

Principles of Assessment
The College’s delivery and assessment of VET courses is designed to promote valid, reliable, flexible and fair assessment that is also informative in its context and purpose. These principles comply with the College’s Assessment Policy found in the Parent Handbook.

This means that:
a) Students will be given clear and timely information on assessment, including:
   - Advice about the assessment methods
   - Assessment procedures
   - The performance criteria against which they will be assessed
   - When and how they will receive appropriate feedback
   - The mechanism for appeal.

b) Sufficient evidence will be gathered to enable a fair and accurate judgment of each student’s competence.
c) The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
d) Reasonable adjustments will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes as stated in the Training Package.
e) Opportunities for feedback and review via surveys of all aspects of assessment will be provided to students.
f) Clearly documented mechanisms for appeal against assessment processes and decisions will be available to students.
g) All students have access to reassessment on (informal) appeal.
Flexibility
All VET courses are flexible and they are designed to give every student an opportunity to demonstrate competence. This means that if you have an identified need, the conditions of the assessment task that you do may be changed. For example, a learning support aide may read the tasks to you or they may act as a scribe. These conditions for assessment must still comply with training package requirements. Your trainer, together with the Learning Support Staff, will decide what adjustment needs to be made. In making an adjustment, the rigor or difficulty level of the task will not change as you will still need to be judged ‘competent’ in order to gain the qualification. The fact that the conditions under which the task was performed has changed will be noted on your assessment task sheet.

Recognition of Prior Learning (RPL)
When you commence a VET program, you may think there are some units of competency you can already do, which, therefore, make you competent. You can apply for ‘recognition’ for those specific units of competency. If you do, you will need to provide evidence that you can in fact already do these particular tasks and have the knowledge associated with these competencies. You may need to perform a ‘skills test’ to support your claim.

Process
If you believe that you have sound reasons to apply for recognition ask your teacher to guide you through the process listed below.

1. Discuss the recognition process with your teacher.
2. Obtain a copy of the Recognition of Prior Learning Kit from the VET Coordinator.
3. Ensure that you understand the full recognition application process, including the Appeals Process.
4. Collect evidence of your prior learning from a variety of sources. Evidence can take many forms, and will usually include such things as:
   a. Letters or testimonials from employers
   b. Photographs, videos, reports
   c. Awards, certificates and qualifications
5. Discuss your self-assessment with your teacher. If there are full units of competency for which you and your teacher feel recognition may be given, you will be encouraged to complete a Recognition of Prior Learning Application Form found at the back of this handbook.
6. Complete and submit the Recognition of Prior Learning Application Form.
7. You will know the outcome of your application within 15 days of application.
8. Should you wish to appeal the decision, complete the Complaints and Appeals Form.

Note: If you have a Statement of Attainment from another Registered Training Organisation for any units of competency which are the same as those in any of the College’s VET programmes, you will be awarded automatic recognition and it will not be necessary for you to apply. You must make the VET teacher aware if this is the case.
Complaints and Appeals
You may approach the College if you are dissatisfied with any aspect of your VET program. This includes:

- An administrative matter such as, for example, the non-issue of qualifications/statements within the prescribed timeline;
- Another person in the College (student or teacher);
- A complaint about any aspect of the course or its delivery;
- A complaint about the results of an assessment or about the way the assessment was undertaken.

The full Complaints Policy and Appeals Policy and Procedure can be accessed in the VET section of the College website.

Process
This is the process to follow:

a) You should discuss the matter with a teacher or person in authority with whom you feel comfortable.

b) If this person does not consider the matter to be particularly serious, or where your complaint does not relate to allegations of unlawful behaviour (e.g. assault, illegal discrimination or harassment, etc.), and you feel comfortable to do so, you will be encouraged to raise your complaint directly with the person concerned. You can ask for another teacher, of your choice, to be present when you do this.

c) Where you do not feel comfortable about doing this, or where the matter is of a more serious nature, you will be asked to put the complaint in writing on a Complaints and Appeals Form, which can be found at the back of this handbook.

d) The relevant Student Development Leader will handle the complaint if the matter is about another student. If the complaint is about a member of staff, the Principal will handle it.

e) If the complaint cannot be resolved by the above procedure, then an independent party will be retained to review the complaint.

f) If the complaint will take longer than 60 calendar days to process and resolve, then you will be advised in writing of this and regular updates will be given on the progress of your complaint.

f) The person handling your complaint will:
- Tell the person you are complaining about, about the complaint. He/she will be given the opportunity to present their understanding of the matter;
- Ensure that only those people who need to know about the complaint are involved/informed;
- Give you written advice about the outcome and the reasons for it.

Work Health and Safety
The safety and wellbeing of the staff and students of this College is one of our greatest responsibilities. All of us, including you, have responsibilities to ensure a safe environment.

You are required to:
- Use and take reasonable care of any equipment that is provided
- Obey any reasonable instructions in relation to health and safety
- Not interfere with or remove any safety devices from machinery
• Report unsafe acts or equipment to a teacher and observe good housekeeping practices
• Report all injuries or near misses to a teacher
• Ensure that your conduct does not interfere with:
  College property;
  College staff safety or welfare, or with their ability to perform their duties; or
  College student safety or welfare, or their ability to benefit from instruction.

First Aid is available at the College Administration Office. Students or staff should not handle injuries that involve spilled blood without wearing gloves. Trained College personnel must clean all blood spills appropriately.

An ambulance will be called in case of an emergency.

Access to Records
You can have access to your own personal assessment records at any time, by approaching the VET Teacher concerned. If the matter is not related to any one specific subject you should approach the VET Coordinator.
Appendix 1: Definitions

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

RTO means a Registered Training Organisation

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Training Package means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s that contains industry advice to RTOs on different aspects of implementation.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

VET means vocational education and training
Appendix 2: Legislation

**Work Health and Safety Act 2011**
The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Queensland workplaces. The objective of the Act is to prevent fatalities, injuries and illnesses caused by a workplace, by workplace activities or by a specified high risk plant.

**Workplace Harassment, Victimisation and Bullying**

**Industrial Relations Act 1999**
The principal objective of the Industrial Relations Act 1999 is to provide a framework for industrial relations that supports economic prosperity and social justice.

**Anti-Discrimination**

**Anti-Discrimination Act 1991**
The Anti-Discrimination Act 1991 aims to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including education and training. The services developed by RTOs, including their administrative practices and assessment processes, must take into account the principles established by this legislation.

**Privacy**

**Information Privacy Act 2009**
The Information Privacy Act 2009 is an Act to make provision to protect the privacy of individuals, and for related purposes. The Federal Privacy Act contains eleven Information Privacy Principles. It also has ten National Privacy Principles (NPPs).

**VET & Apprenticeships/Traineeships**

**National VET Regulator Act 2011**
An Act to establish the National Vocational Education and Training Regulator, and for related purposes

**Work Experience**

**Education (Work Experience) Act 1996**
An Act regulating work experience provided to students as part of their education. A work experience arrangement is an arrangement made between a student's educational establishment and a person (the 'work experience provider') under which the person will provide experience ('work experience') to the student as part of the student's education. An educational establishment may make work experience arrangements for its students.

The work experience arrangement must be in writing. A work experience arrangement may be made for a student only with the approval of the principal of the student's educational establishment.

# Recognition of Prior Learning (RPL) Application Form

## Details

**Name:**

**Date:**

**Qualification Code and Name:**

<table>
<thead>
<tr>
<th>Units of competency</th>
<th>Details of relevant previous experience including formal training, work experience and life experience (Interests, skills etc.) Attach copies of relevant evidence</th>
<th>For office Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Name</td>
<td><code>\</code></td>
</tr>
</tbody>
</table>

## Student Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Signature:</th>
<th>Date: / /</th>
</tr>
</thead>
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2015
ST TERESA’S CATHOLIC COLLEGE  31297  
Vocational Education & Training (VET) Formal Complaint/Appeal Form

| Name: |
| Date raised |
| C/A No: |

Please tick reason/s
- Breach of VQF Standards
- Student Complaint/Appeal
- Staff Complaint
- Other

Section 1: to be filled in by the complainant (attach extra sheets if needed)

| Describe in detail your complaint/appeal: |
| What outcome do you hope to achieve |

Section 2: To be filled in by the RTO Manager (in conjunction with the Assistant Principal, Curriculum)

| Action to be taken (to be filled in by the committee) |
| Who: |
| When: |
| Action: |

Action required by Signature
Committee Representative Name: |

Section 3: Agreed action completed and effective

| RTO Manager: |
| Signature |
| Date: / / |