



**KEPNOCK**  
STATE HIGH SCHOOL

*Success is Earned*

# VET

# STUDENT HANDBOOK

# 2016

VERSION: 1

**QCAA NUMBER: 366**

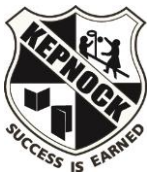
**RTO NUMBER: 30321**





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## INTRODUCTION

### **Congratulations on your decision to enrol in a nationally recognised vocational course.**

This handbook has been written to provide students/parents/carers with important information about the Vocational Education and Training (VET) qualifications and related matters during senior schooling at Kepnock State High School (KSHS). It outlines your rights and responsibilities as a VET student and should be read in conjunction with KSHS documents such as the Subject Selection Book and Student Diary/Planner.

Students should take the time to study this handbook carefully and ask their VET teacher if they are unsure of any details. Students should keep this handbook for reference throughout their enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by this school. The VET Student Handbook is available on the school website.

<https://kepnockshs.eq.edu.au/Enrolments/Pages/Enrolments.aspx>

### **What is VET?**

The term Vocational Education and Training (VET) covers a range of work experiences and training activities within the secondary school curriculum. VET courses develop industry and workplace specific skills and knowledge. The objective of VET courses is to give students experience in the workplace, broaden post-school options and prepare them for the transition between school and work.

### **What are the benefits of VET?**

There are many benefits to undertaking a VET course while at school. These include:

- Gaining a nationally recognised qualification
- Developing relevant industry knowledge and skills for employment
- Networking and establishing links with employers through work placement
- Achieving points towards the Queensland Certificate of Education (QCE)
- Provides a pathway to employment or further study

### **The Australian Qualifications Framework (AQF)**

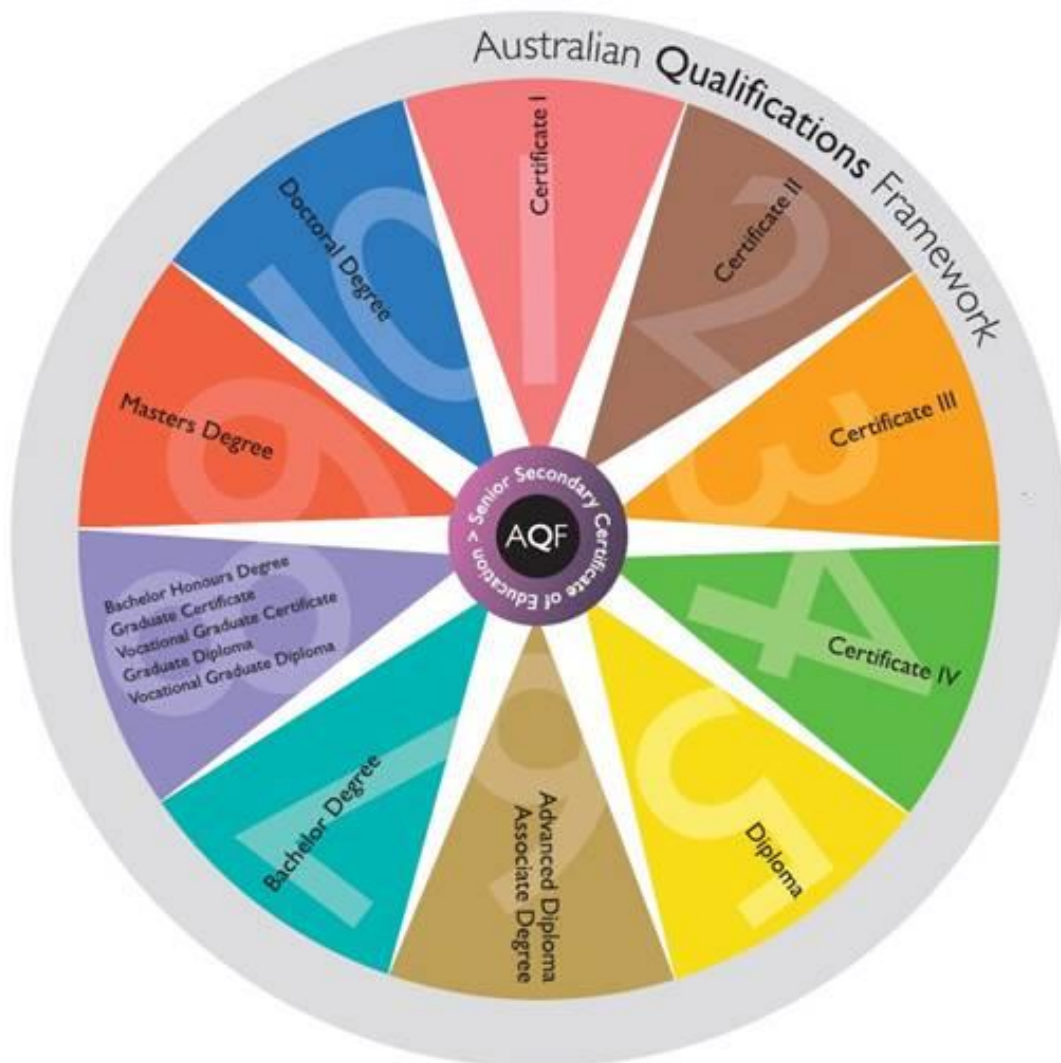
All of the VET courses offered by this school lead to nationally recognised qualifications- a Certificate (if all of the requirements of the qualification are completed) (See Appendix 1) OR a Statement of Attainment (for those parts that are successfully completed where the full qualification is not completed). (See Appendix 2)



This Certificate/Statement of Attainment will be recognised in all eight state/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).

There are 13 different types of qualifications that can be obtained. These are shown in the following diagram.

### AQF qualifications



Source: Australian Qualifications Framework Second Edition January 2013

Your VET teacher will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.



## National VET Regulator (NVR) Standards

To deliver nationally recognised qualifications under the AQF, KSHS became a registered training organisation (RTO) in 1998 operating under the authority of the Queensland Curriculum and Assessment Authority (QCAA) under delegation from the Australian Skills Quality Authority (ASQA).

As an RTO, KSHS is registered to deliver, assess and issue qualification for Certificate qualifications that fall within its Scope of Registration. The Scope of Registration indicates the vocational area, level of qualifications and period of registration.

The qualifications available under the KSHS RTO are listed in the following table:

<b>Qualification Code</b>	<b>Qualification Title</b>
CPC10111	CERTIFICATE I IN CONSTRUCTION
SIT20213	CERTIFICATE II IN HOSPITALITY
ICA30115	CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY
SIR20212	CERTIFICATE II IN RETAIL SERVICES
AHC21210	CERTIFICATE II IN RURAL OPERATIONS
SIT20112	CERTIFICATE II IN TOURISM
MEM10105	CERTIFICATE I IN ENGINEERING
MSF10113	CERTIFICATE I IN FURNISHINGS

This qualification listed below is available at KSHS. However, the course material and certificates are provided by the RTO listed.

<b>Qualification Code</b>	<b>Qualification Title</b>
SIS30310	CERTIFICATE III IN FITNESS Binnacle Training RTO No. 31319



## **Partnership with external RTOs**

KSHS operates in partnership with external RTOs (Binnacle Training, TAFE and SDS Training) to deliver and assess industry specific units of competency.

Delivery and assessment of the competence is conducted at KSHS. The external RTO is responsible for recording student achievement data as well as certifying and issuing Qualifications and Statements of Attainment upon completion of the course.

## **Additional VET opportunities**

KSHS students are able to access additional VET opportunities which are delivered, assessed and managed by external RTO's and organisation. All student interest and applications for these options are discussed with the Work Experience Coordinator, Deputy of Senior Secondary, and are approved by the Head of Department Senior Secondary.

**VET through TAFE or other RTOs** – Students are able to access courses offered by TAFE or other Learning Providers while they are in Years 11 and 12 (and in some instances Year 10).

**School based Apprenticeships or Traineeships (SAT)** – KSHS also offers a range of school based SAT opportunities, which allow students to continue to study school-based subjects while completing structured 'on the job' paid training.

### **1. Student selection, enrolment and induction/orientation procedures**

Students enrolled in VET courses at this school participate in the same enrolment and selection processes as other students at the school. Where numbers are limited for VET subjects, selection will be based on the interview and/or on the order in which enrolments were received.

KSHS will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session and in the VET Student Handbook)

### **2. Qualification or accredited course information**

Information pertaining to your qualification or accredited course can be sourced from course documentation provide by your VET teacher, subject specific information included in the Senior Subject Selection Handbook, through this VET Student Handbook and on the school website.



Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered
- Entry requirements
- Fees and charges (where applicable – only for course provided by external RTOs)
- RTO guarantee information
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Partnership or off-campus arrangements (where applicable)

### 3. Marketing and advertising of course information

The school will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

The NRT logo will only be employed in accordance with its conditions of use. The school will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration.

Kepnock State High School will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the school's scope of registration. If the school loses access to the resources, the school will provide students with alternative opportunities to complete the course and the related qualification.

### 4. Legislative requirements

The RTO Manager will observe all Australian, state and territory laws governing Vocational Education and Training. The RTO Manager will also meet all legislative requirements of the:

- Education (General Provisions) Act 2006
- National Vocational Education and Training Regulator Act 2011
- Copyright Act 1968 (2006)
- Education (work Experience) Act 1996



- Child Protection Act 1999
- Work Health and Safety Act 2011
- Anti-discrimination Act 1991
- Privacy Act 1988 (2014)
- Information Privacy Act 2009

If students require any further information, please see their VET teacher.

#### 5. Fees and charges, including refund policy

The school does not charge students fees for VET services (except when the course is offered through an external RTO). Fees are only collected for consumable costs or other additional services such as the issuing of a replacement qualification document. Any fees and charges that do occur for additional services will be made known to students prior to enrolment. The school will refund on a pro-rata basis any fees collected for consumable costs to the students who leave before completion of the VET service. Matters regarding payment of fees or refund of fees will be managed by the school's Fee Policy.

#### 6. Student Services

KSHS will establish the needs of their students and deliver services to meet their individual needs where applicable. All students at this school will have involvement with some or all of the following processes, designed to establish their educational needs:

- SET plans
- Subject selection processes
- Career guidance services
- Student Services Faculty support

The provision of education services will be monitored to ensure the school continues to cater for student needs through review of student senior education and training (SET) plans, as needed and the Study Coach process. The school will also ensure that all students receive the services details in their agreement with the RTO.

The school will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e. through individual student assessment feedback, course evaluation feedback and quality indicators -student engagement surveys and school generated surveys.





### 7. Student support, welfare and guidance services

Students have access to a wide range of support, welfare and guidance services at this school including:

- Principal
- RTO Manager/Head of Department Senior Secondary
- Head of Department Student Services
- Head of Faculty
- Trainers and Assessors
- Guidance Officer
- Learning Support Teachers

### 8. Provision for language, literacy and numeracy assistance

If you are undertaking a VET subject which has embedded units of competency from a training package, 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 and assessed in the context of an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the VET coordinator.

### 9. Access and equity policy and procedure

The access and equity guidelines at KSHS are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects.

This school is inclusive of all students regardless of gender, race, impairment or any other factors. Any matter relating to access and equity will be referred to the Head of Department Senior Secondary School, as the designated access and equity officer.

Staff and students, in their induction to the school, are made aware of the school's access and equity policy, and that they may contact the Principal and/or the RTO Manager for information and/or support about the policy.

Access and equity guidelines will be implemented through the following strategies:

- The school curriculum, while limited by available human and physical resources, will provide for a choice of VET subjects/s for all students
- Links with other providers, such as TAFE institutes will be considered where additional resources are required.



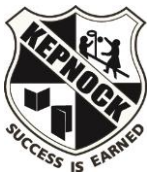
- Access to school - based apprenticeships and traineeships may be available to students
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I or II (where applicable)
- Access to industry specific VET programs will be available to all students regardless of gender or race
- If the school loses access to either physical and or human resources, the school will provide students with alternative opportunities to complete the course and the related qualification.

**Discrimination** occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age etc.

This school strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example, the following principles apply:

- VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students have quality outcomes.
- VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairment will participate with an initial and annual panel meeting with their parents/guardian and relevant school staff to ensure that the training and assessment provided meets their needs
- All students will be actively encouraged to participate in VET qualifications, irrespective of background/cultural differences. Prior to participating in structured work placement, students will be provided with an induction programme that will equip them with the knowledge to recognise harassment/discrimination should it occur, and to ensure they have the strategies to deal with anything like this. Appropriate support will be provided to ensure students are successful in their work placement.
- Literacy/numeracy is integrated throughout all VET qualifications, as well as being delivered separately through your English/literacy and Maths/numeracy programme.
- This school will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.
- Any complaints in relation to discrimination/harassment will be treated seriously, in line with the school's Complaints and Appeals policy.



## 10. Flexible learning and assessment procedures

The following represent the basic VET assessment principles of this school. They are designed to promote fairness and equity in assessment.

- All vet students at this school will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment
- Information given to students, on the assessment cover sheet, will include:
  - Advice about the assessment methods
  - Assessment procedures
  - The criteria against which they will be assessed
  - When and how they will receive feedback
- Students will sight their profile sheet of results in each VET subject on at least six occasions throughout a two year course
- The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
- Reasonable adjustments will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes
- Opportunities for feedback and review of all aspects of assessment will be provided to students
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students in the Student Diary.

Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted at KSHS.

## 11. Competency based assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subjects assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory or Working Towards Competence. This assists students to become competent as their skills improve.



Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

### **Assessment methods**

Each VET teacher will maintain a student profile (or similar document) for each student, and on completion of the program of study, an exit level will be awarded based on the principles of assessment and rules of evidence.

Elements of competency will be assessed and recorded once the VET teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, RPL.

A master record detailing students' achievements of the units of competency is maintained at the school on the Student Data Capture System (SDCS).

This will record all elements and units of competency achieved. This will be held by the school and will be issued to the student once they complete the program of study or upon exit (in line with the QCAA SDCS date entry timelines).

If you successfully complete the required assessments for a particular competency you will receive the result of **SUCCESSFUL** in that competency. If you are yet to complete or are marked as 'not yet competent' you will receive a result of **CONTINUING**.

### **12. Results and Certification**

A certification will be issued if all the requirements of the qualification are completed, i.e. all competencies successfully completed. If the qualification is **NOT** completed but you are successful in some of the competencies then you will be issued with a Statement of Attainment. The school and QCAA will hold records of your records of your results for 30 years.

Upon completion of your certificate please check Student Connect on the QCAA Website [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au). Let the VET department know if your certificate does not appear.

Your Certificate or Statement of Attainment is printed by QCAA and mailed to you by KSHS.

**NOTE:** For external RTO students, your RTO will keep a record of your results and keep a record and issue your Certificate/Statement of Attainment.



## **Reissue of certification documentation**

The RTO maintains a Register of Certification Documents Issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The RTO ensures that this is stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the learner to the QCAA.
- The request will be forwarded to the RTO Manager to coordinate who may request the SDCS Operator to print the certification documentation
- The RTO will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document, or contact QCAA for reissue
- The replacement will identify that it is a re issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation
- The replacement will be issued within 30 working days of receipt of the written request

### **13. Unique Student Identifier (USI)**

From the 1 January 2015, students enrolling in nationally recognised training in Australia will require a Unique Student Identifier (USI). Students will not be issued with a Certificate or Statement of Attainment without a USI.

The USI is a file number that will link students to their training records which are held in a national training collection. Students will be able to access their records online, download them, and share them with future training organisations electronically.

KSHS will apply for a student's USI on their behalf with permission from the student. This requires entering details from approved forms of ID which will be obtained from the school enrolment files, or requested from the student if required.

### **14. Student access to accurate records policy and procedures**

KSHS is committed to regularly providing students with information regarding their participation and progress.

VET teachers maintain accurate and current records of each student's progress towards and achievement of competencies. These records will be forwarded for entry on the school's SDCS prior to each of QCAA's advertised collection dates for data.



The data records on the SDCS will be printed out and returned to the VET teacher for checking. Once approved as accurate, the VET Administrator is notified to this effect, and signed records are kept on file. When the student nears completion for full qualification, the VET teacher then checks student achievements against the qualification packaging rules. When the student has achieved the requirements for completion of the qualification, the VET Administrator is notified to check the “qualification complete” on OneSchool for that student in that qualification. The data recorded on SDCS will be printed out and returned to the VET teacher for checking. Once approved as accurate, the VET Administrator is notified to this effect and signed records are kept on file.

VET teachers will provide access to a student’s own records at least once each semester, or on request by the student. Students may also be given access to ‘for checking’ SDSC printouts from the VET Administrator. Students will also have access to information regarding any unit achieved through their own online learning account.

#### 15. Confidentiality procedure

Information about a student, except as required by law or as required under the VET Quality Framework (see VET Coordinator for a copy of the VQF) is not disclosed without the student’s written permission and that of their parent or guardian if the student is less than 18 years of age. The school will ensure that they have consent from each VET student.

#### 16. Employer contributing to learner’s training and assessment

Wherever possible the school will place students in workplaces that provide experience in the competencies included in their VET qualifications. This school does not use assessment by work placement supervisors. Students on work placement may record their activities in a Workplace Experience Logbook (or similar document). The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student’s entries in the log. This logbook (or similar document) may be used by the assessor to support judgements of competency. Students at this school will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

#### 17. Complaints and appeals procedures

Complaints and appeals are managed by the RTO in a fair, efficient and effective manner. The RTO will create an environment where learner’s views are valued.



This policy and procedure will be made publicly to the school community by being made available on the RTO's intranet, and in materials provided to learners on commencement of enrolment. In the case of delivery through third parties, the material will be made available to the learners through the third party.

KSHS ensures that all formal complaints and appeals will be heard with resolutions reached within 60 calendar days where possible. In the case of the time frame being longer than this, the RTO will communicate with the complainant/appellant why the process is taking longer, and an estimated time frame for resolution, as well as being kept informed regarding ongoing progress.

Details of all formal complaints and appeals will be securely maintained in a Register of Complaints and Appeals, and will take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

### **Informal complaint**

The initial stage of any complaint shall be for the complainant to communicate directly with the Trainer and Assessor who will make a decision, and record the outcome of the complaint.

Learners dissatisfied with the outcome of the complaint to the Trainer and Assessor may then communicate the complaint to the Head of Faculty, who will make a decision in regards to proceeding with a formal complaint or appeal process.

Learners dissatisfied with the outcome of the informal complaint may initiate a 'formal complaint or appeal' with the RTO Manager.

### **Formal complaint or appeal**

Formal complaints may only proceed after the informal complaint procedure has been finalised and will follow the below procedure:

- All formal complaints or appeals will be in writing addressed to the CEO and submitted to the RTO Manager
- On receipt of a formal complaint or appeal the RTO manager shall reply in writing to acknowledge receipt of the complaint, then inform the CEO
- The RTO Manager and the CEO will meet to discuss the complaint or appeal and either make a decision or convene an independent panel to hear the complaint. This shall be the "Complaint and Appeal Committee" and will consist of members who have not been involved in the issue to this point. It will include the CEO, a member of staff and a representative of the School community



- When a decision is reached this will be communicated in writing to the complainant/appellant within 60 calendar days of the complaint or appeal being received as well as being recorded on the Complaints and Appeals Register
- If the decision will take longer than 60 calendar days the complainant/appellant will be notified in writing of the reasons why a decision has not been reached, and provide regular updates regarding the progress of the matter
- The complainant/appellant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- The relevant staff member, third party or other learner shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- The Complaint and Appeal Committee will make a decision on the complaint
- The Complaint and Appeal Committee will communicate its decision on the complaint to all parties in writing, and this will be recorded in the Complaints and Appeals Register
- If the complainant/appellant is still not satisfied, the CEO will appoint an independent third party (outside the RTO) to mediate, with costs being communicated to all parties prior to commencement
- If the complainant/appellant is still not satisfied, the CEO will refer them to the QCAA website for further information about making complaints ([www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au))
- After the complaint or appeal is finalised, the RTO Manager will organise a meeting of relevant parties to review the decision and outcome, and evaluate the policies, procedures and strategies of the RTO in order to take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

#### 18. Recognition arrangements for RPL and credit transfer

All VET students have access to a procedure that gives RPL or Credit transfer at this school.

#### **Recognition of Prior Learning (RPL)**

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

#### **Recognition of prior learning policy**

All students shall have access to, and will be offered RPL. All applications for RPL will be responded to once a written application has been received. The VET Coordinator will keep an RPL register which documents all RPL applications and their outcomes.





Once the evidence has been provided to the school to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

### **Recognition of prior learning procedure**

Each year at the VET student induction, VET teachers and the VET Coordinator shall make students aware of the school's RPL policy via the VET Student Handbook. The VET Coordinator will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL will be:

- Provided with a copy of a RPL application form by their relevant VET teacher
- Provided sufficient information about the types of evidence that can be used to support an RPL application by the VET teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions
- Required to provide a completed RPL application form and associated evidence to support the application
- Able to appeal an RPL decision via the RPL student appeals form if unsuccessful

The VET teacher will:

- Notify the student of their outcomes from the RPL process
- Develop and assess any alternative methods of assessment required as a result of an RPL application
- Notify the student of any gap training required as a result of the review of their application
- Update the student's records if RPL is granted upon consulting with the VET coordinator

Relevant documentation can be found on the KSHS website  
<https://kepnockshs.eq.edu.au/Enrolments/Pages/Enrolments.aspx>

### **Credit transfer**

Refers to the granting of credit to students of exact units of competency they have completed previously.

Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfil these requirements they should approach their VET teacher first, who will bring it to the attention of the associated VET coordinator.



At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the VET teacher or VET coordinator.

#### 19. Recognition of AQF qualifications and statements of attainment issued by another RTO or school

The school recognises all AQF qualifications issued by any other RTO. The school will seek verification of the certification from the relevant RTO where there is some ambiguity.

##### **Recognition of qualifications procedure**

- The VET teacher and the VET coordinator will make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the school during the VET student induction at the beginning of the year
- VET teachers will remind students of this policy at the beginning of each new term
- If a student presents an AQF qualification or statement of attainment to a VET teacher, the teacher will take a copy and bring it to the attention of the VET coordinator
- The VET coordinator will verify the authenticity of the qualification or statement of attainment
- The verified copy of the qualification or statement of attainment is placed in the student's file
- Once the qualification or statement of attainment is verified, the VET teacher will give the student exemption for the units of competency identified in the qualification or statement of attainment, and update the student's records accordingly. Information will then be entered in SDCS using the 'credit transfer' option

##### **Internal recognition of qualifications procedure**

- The school will complete a comprehensive mapping exercise (where relevant) to identify common units of competency across qualifications on the scope of registration
- At the beginning of each year, those students who are enrolled in courses where there are common units of competency, or who have progressed from Certificate I to Certificate II or III (where applicable) are identified



- The VET Coordinator and VET teachers will meet to establish the processes for delivery and assessment ensuring accurate data is recorded
- This process is repeated throughout the year for students who change subjects
- The information is entered into SDCS using the 'credit transfer' option in all instances where the student has already gained the unit of competency (i.e. the student may only once be deemed as competent)

## 20. Qualification and accredited course guarantee

A course guarantee is where the school gives a guarantee to the student that, as the RTO, the school will complete the training once the student has started in their chosen qualification or accredited course (where applicable). (It does not guarantee that a student will successfully complete and gain the full qualification or a statement of attainment).

Students who enter a course after the start date have the opportunity to negotiate a package of units that will lead to a statement of attainment/s. This adjustment will be reflected in the VET Student Agreement form which will be signed by both the student and the parent/guardian.

In the event of losing a specialist trainer, and the RTO being unable to obtain a suitable replacement, KSHS will arrange for agreed training and assessment to be completed through another RTO if this is possible. (Fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and agreement to those arrangements, including any refund of fees, will be obtained. If an external transfer is not possible, the RTO will gain a written agreement for a subject/course transfer within the school from the student and parent/guardian.

The school Senior Subject Selection Information booklet (or similar document), as well as any Subject Transfer Form (or similar document ) used by the school will include a disclaimer stating that by 'signing the form, they agree to all of the policies and procedures related to VET that are outlined in all school documentation pertaining to VET'.

When an enrolment form is received, the form is checked to ensure it has been signed by both the student and their parent/guardian.



Appendix 1



**SUNSHINE STATE HIGH SCHOOL**

RTO code 30000

This is to certify that

**JANE SMITH**

has fulfilled the requirements for

**BSB10115**

**CERTIFICATE I in BUSINESS**

Awarded: 30 November 2015



*William Jones*  
**SUNSHINE STATE  
HIGH SCHOOL**

**William Jones**  
Principal  
SUNSHINE STATE HIGH SCHOOL

Document ID: CiB150032  
Printed: 24 December 2015  
Reprinted: 24 June 2016



Australian  
Qualifications  
Framework



**NATIONALLY RECOGNISED  
TRAINING**



Appendix 2



**STATEMENT OF ATTAINMENT**

A STATEMENT OF ATTAINMENT IS ISSUED BY A REGISTERED TRAINING ORGANISATION  
WHEN AN INDIVIDUAL HAS COMPLETED ONE OR MORE ACCREDITED UNITS

**SUNSHINE STATE HIGH SCHOOL**

RTO code 300000

This is a statement that

**JANE SMITH**

has attained

BSBWHS201	Contribute to health and safety of self and others
BSBADM101	Use business equipment and resources
BSBITU101	Operate a personal computer

These competencies form part of  
BSB10115 CERTIFICATE I in BUSINESS

Dated: 26 June 2015

  
**SUNSHINE STATE  
HIGH SCHOOL**

William Jones  
Principal  
SUNSHINE STATE HIGH SCHOOL

Document ID: 110000  
Printed: 13 July 2015  
Reprinted: 30 November 2015





# Notes



## VET Consent and Agreement Form

REMOVE FORM FROM THIS BOOKLET, COMPLETE AND RETURN TO STUDENT SERVICES

This consent form has been completed by **(please print)**:

\_\_\_\_\_ , of Kepnock State High School

(Full name)

And (if student is under 18 years of age) \_\_\_\_\_

(Parent/Guardian name)

Qualification Code	Qualification Title	Enrolled
AUR10112	CERTIFICATE I in AUTOMOTIVE VOCATIONAL PREPARATION	<input type="checkbox"/>
CPC10111	CERTIFICATE I IN CONSTRUCTION	<input type="checkbox"/>
BSB20115	CERTIFICATE II IN BUSINESS	<input type="checkbox"/>
MEM10105	CERTIFICATE I IN ENGINEERING	<input type="checkbox"/>
SIS10113	CERTIFICATE I IN SPORT AND RECREATION	<input type="checkbox"/>
MSF10113	CERTIFICATE I IN FURNISHING	<input type="checkbox"/>
30981QLD	CERTIFICATE II IN WORKPLACE PRACTICES	<input type="checkbox"/>
SIT20213	CERTIFICATE II IN HOSPITALITY	<input type="checkbox"/>
ICA10111	CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	<input type="checkbox"/>
ICA20111	CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	<input type="checkbox"/>
ICA30115	CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	<input type="checkbox"/>
AHC21210	CERTIFICATE II IN RURAL OPERATIONS	<input type="checkbox"/>
SIT20112	CERTIFICATE II IN TOURISM	<input type="checkbox"/>
SIR20212	CERTIFICATE II IN RETAIL SERVICES	<input type="checkbox"/>

Qualification Code	Qualification Title	Enrolled
SIS30310	CERTIFICATE III IN FITNESS Binnacle Training RTO No. 31319	<input type="checkbox"/>

Specified units of competency per qualification are outlined in the Senior Subject Selection document on the school's website.



## Consent

I hereby consent to the school providing relevant information about me to the following agencies/organisations, in order to facilitate the recording of my results and issuing of relevant certification:

- Queensland Curriculum and Assessment Authority (QCAA)
- Department of Education and Training (DET)
- Independent Schools Queensland (ISQ)

I also consent to the school providing relevant information about me to the agencies/organisations associated with structured work placement or school-based traineeships/apprenticeships and **external RTOs where applicable**.

### This information will include:

- Name, address, age and contact details
- Preferences for work placement and access to transport
- Additional information which will ensure the most appropriate and supportive structured work placement or school-based traineeship/apprenticeships

### USI (Unique Student Identifier)

I agree to the school applying for an USI on my behalf and providing the necessary personal information to the USI authority as required. I agree to the school using an approved form of identification from my enrolment record or as provided by me for the USI application process.

I agree to complete any relevant paperwork required by relevant external organisations, realising they too may require separate consent forms to be signed. I agree to the school showing copies of any of my VET completed assessment tasks to the QCAA should QCAA undertake an external audit of the VET offered at this school. I understand that student work is required in order to satisfy the QCAA that all assessment is of the correct industry standard.

### Acknowledgment of receipt of information

I acknowledge that I have been provided with a VET student handbook which contains information on the topics below.

- Student selection, enrolment and induction/orientation procedures
- Course information, content, competency based assessment, vocational outcomes, flexible learning and assessment procedures, results and certification
- Unique Student Identifier (USI)
- Relevant legislation, fees and charges, including refund policy and exemptions (where applicable)
- Students support, provision for language, literacy and numeracy assistance
- Staff responsibilities for access and equity, appeals and complaints procedures
- Recognition of AQF qualifications and statements of attainment issued by other RTOs

### Recognition of Prior Learning and Credit Transfer process

I am aware that the school will endeavour to ensure I will complete the training and assessment as agreed, though there is no guarantee that I will successfully attain the qualification. If circumstances (e.g. loss of a teacher and the inability to obtain suitable replacement) then the school must arrange for training and assessment to be completed by another suitable training organisation (This also applies to third party arrangements). Prior to the transfer to another RTO, I will be formally notified of the arrangements, and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I acknowledge that I have read this handbook and understand that I can access further information on some of these topics should I wish to do so.

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**Student signature**

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**Date**

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**Signature of Parent/Guardian**

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**Date**