



CATHOLIC SCHOOLS OFFICE, DIOCESE OF BROKEN BAY RTO 90488

SCHOOL BASED VOCATIONAL TRAINING COURSES 2018 VET STUDENT HANDBOOK

Version 1.0

Vocational Education and Training (VET) courses can provide you with industry skills, knowledge and experiences that will improve your job prospects and prepare you for the world of work and further study after school.

The Diocese of Broken Bay is the Registered Training Organisation (RTO 90488) for your school. The RTO is responsible for ensuring a high quality of VET course delivery and assessment.

This means:

- the training you receive meets national industry standards; and
- the awards and qualifications you receive will be recognised nationally by employers and other training organisations.

Our aim is that, through the quality training we provide, you will have an improved opportunity for meaningful employment supporting a productive and enjoyable life.

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 the 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

Quality Training

- Our teachers are well qualified and very experienced.
- Teachers of vocational training courses have undergone additional training and assessment to ensure they meet national industry standards.

We are committed to

- Improving facilities within our schools and our links with industry to ensure that our training provision meets industry standards and needs.
- Valuing the views of employers and students on the quality of our training provision.
- Providing students with timely advice and support their learning.

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

Work Placement

In VET courses work placement is compulsory for all students

Work placement is a requirement of the NSW Education Standards Authority (NESA).

The minimum required hours of work placement vary but, in general, you are required to undertake at least 70 hours of work placement. Your teacher will provide details.

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

If you are working, or have recently worked, in a related casual job, that paid work can contribute to meeting your work placement requirement.

Students on work placement are not paid.

Your teacher and your local work placement service coordinator will provide details of work placement arrangements.

If you are starting a two-year VET course and decide to drop that course at the end of the first year you must have completed the work placement requirement in order to have that first year of study recognised by NESA.

If you don't complete the work placement requirement you will not have the course recognised by NESA. This could mean that you will not receive your HSC

Workplace Readiness

Students will be prepared for their work placement by their VET teacher. You will receive a *Student's/Parent's Guide to Workplace Learning*, booklet which will give the necessary information such as responsibilities of the student, child protection legislation, accidents and insurance, safety, confidentiality, and other matters. In addition, your course will be designed so that you cover important knowledge and skills (such as WH&S) prior to your work placement.

Schools may also run a work readiness program including completing activities on www.go2workplacement.com or undergoing a workshop with your work placement provider.



Recognition of Existing Skills

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 log book.

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 arrangements with your teacher.

Your teacher or the school's VET Coordinator can provide more details of the recognition process (RPL)

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

Yes. All RTO's must recognise the AQF qualifications and statements of attainment issued by any other RTO, so that you can apply for credit when enrolling with TAFE or other private providers. This credit will effectively reduce the duration of the course.

Course Costs

You will have to pay:

- The costs of required uniforms and safety clothing [some schools have hire arrangements for these].
- Some or all of the costs of materials used in your training.
- The costs of work placement travel and accommodation.

If you withdraw from the course you may be eligible for a refund. Speak to your course teacher or school's VET Coordinator.

If cost is a barrier to you undertaking this vocational course, talk to your school's VET Coordinator

Unique Student Identifier

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

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript.

Legislation

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 (WHS) is an important part of any workplace. Your course will inform you about WHS 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 2015

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

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.



What You Need To Know...

About Vocational Training (VET) Courses

VET courses provide you with the opportunity to develop the skills, knowledge and understandings required by industry for employment in a related occupation.

The courses provide you with training, and then with the opportunity to be assessed against industry-determined standards.

The assessment does not compare you against other students – it compares each individual against the “competence” requirements set down by industry.

About VET Courses in the HSC

VET courses also count towards meeting Higher School Certificate requirements.

Some also allow you to include a mark from the course in the calculation of your Australian Tertiary Admission Rank (ATAR).

Information on the course of study you are about to undertake is contained in your school’s subject prospectus and in the syllabus document issued by NESA.

About “Competence”

Demonstrating competence means that you can perform the task or show an understanding to the level required by the industry standards.

When you successfully demonstrate your competence against a particular standard you will be judged as “competent”. There is no pass/fail. You are either “competent” or “not yet competent”.

The units of competency you achieve will be recognised on a vocational qualification. Your school reports will contain an on-going record of your achievements.

About Vocational Qualifications

The School as part of the RTO will issue you with a document listing your competencies. These are in addition to your HSC qualifications.

At the conclusion of the course all students will receive a **Competency Certificate** listing all Units of Competency achieved.

Not all HSC courses will allow you to gain a full Certificate you may need to study extra courses. In some circumstances students are able to complete an extension course as part of their HSC to acquire the full Certificate.

Industry identifies the units of competency that must be achieved to gain a Vocational Certificate. If you achieve all of these units of competency you will receive a

Certificate. If not a Statement of Attainment towards the Certificate will be issued by the RTO.

You will be provided with this information in a separate handout and your teacher will provide further explanation.

About Assessment

Your competence can only be measured (assessed) by a qualified teacher and/or another industry-qualified assessor.

Teachers will usually organise a number of chances for students to demonstrate a competency.

You may seek further opportunities to demonstrate those competencies, but these need to occur without disruption to the work of fellow students.

If you believe that you have not been fairly assessed you have a right of appeal. Students must lodge an appeal against an assessment within 7 days of the assessment event.

Students should also refer to the “if I believe my rights have not been met...” panel on the back of this handbook.

About Results and Records

As you demonstrate competence your teacher, or assessor, will keep a record of your achievement.

You can ask your teacher if you wish to access these records.

You will be issued with a **Competency Report as part of the normal reporting system at the school.**

Your teacher will notify NESA of the units of competence in which you have displayed competence during the course.

When you leave or complete this course you will be issued with a Certificate of Competency by your teacher.

About Examinations

In some VET courses you can choose to undertake an HSC examination in order to count the course towards your ATAR for possible direct university entry.

If you are ill or injured and are unable to sit the formal HSC examination, NESA will ask the school to provide other evidence to determine your HSC result.

You may be required to undertake exams throughout the course so that your teacher has the “other evidence” NESA requires.

These exams also help prepare you for the HSC examination.

My rights in this course...

To be accurately informed by being provided with

- An outline of the course of study I am to undertake.
- Information on possible employment outcomes from the course of study.
- Information on how and when I will be assessed in the course.
- Information on my progress within the course.

To be treated fairly by being

- Allowed equal access to a relevant and appropriate course of study.
- Appropriately supported in my learning and assessment.
- Able to work, and be assessed, without discrimination.

To have my competencies recognised by being

- Able to claim recognition for units of competence achieved with other training providers.
- Able to claim recognition for competencies that I have already achieved in work or life experiences.
- Given opportunities to have my competence assessed or reassessed.

To have the opportunity to evaluate my learning experience by being

- Encouraged to provide information and opinion on the effectiveness of the training and assessment provided.

My responsibilities in this course...

To be properly prepared

- By coming to all classes, assessment events and workplacement properly equipped and dressed.
- By making every effort to achieve the competencies studied.

To respect the rights and property of others

- By not hindering the work of fellow students, teachers or fellow workers through disruptive behaviour or inappropriate conduct.
- At all times, by treating fellow students, teachers and other staff, fellow workers and employers with dignity and respect.
- By treating the property of fellow students, teachers, employers and the school with care.
- By working cooperatively with fellow students, and teachers to ensure the health and safety of all.

To claim my rights appropriately

- By being aware of my rights and seeking advice and assistance where required.
- By asserting my rights where needed without treating others unfairly nor disrespectfully.

If I believe my rights have not been met and would like to appeal...

I should firstly...

Discuss it with my class teacher

If still not satisfied...

Discuss it with the Year Adviser and/or School Leader of VET

If still not satisfied...

Discuss it with the Principal

If you are still not satisfied contact:

Phil Cox

Education Officer – VET

PO Box 967

Pennant Hills, NSW 1715

phone +61 2 98470346

email phil.cox@dbb.catholic.edu.au

or contact:

[Australian Skills Quality Authority \(ASQA\)](#)