Vocational Education Training
Student handbook

Vocational training can provide you with skills and knowledge that will improve your job prospects and prepare you for entry to the world of work and employment.

Your school provides training and assessment within the requirements of a Registered Training Organisation.

This means:

- ✓ the training you receive must meet national industry standards; and
- ✓ the awards and qualifications you receive must 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.

What is a Vocational Education and Training (VET) course?

VET studied in schools gives students the opportunity to study a Vocational course while completing the Higher School Certificate (HSC). This allows school students to gain credentials from both NESA in terms of the **HSC** and from a Registered Training Organisation (RTO), in terms of a **nationally recognised qualification**. This means that you can receive **dual accreditation** for your course.

VET is different from other HSC courses as they
- are based on national training packages 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 and assessed in competency based terms

Assessment for VET

During your course you will be assessed for the purposes of:
1. An Australian Qualifications Framework (AQF) VET qualification. This compares each individual against the competence requirements set down by industry.
2. **Your course may include the optional HSC examination, for Industry Curriculum Framework subjects. The mark contributes towards your Australian Tertiary Admissions Rank (ATAR) as a Category B subject.**
3. Board Endorsed Courses are non - examinable and do not count in the calculation of the ATAR

Assessment for AQF Certifications is *competency based*. VET trainers will use a variety of assessment strategies to assess your competence including written and practical tests, demonstrations and projects or portfolios. Some forms of assessment will be ongoing and evidence of competence is gathered on a continuous basis.

AQF Qualification Certification

To achieve full qualification and be issued with a *'Certificate of Achievement'* you must achieve all units of competence specified in the qualification rules. If a qualification is only partly achieved, a *'Statement of Attainment'* is issued for successful competencies.
Further training and assessment of necessary competencies can be undertaken at a later date (within currency of the qualification) until you have achieved all the competencies required for the full qualification.

Qualification Pathways

Students may pursue higher qualifications with other providers after completion of their vocational course of study. Qualification pathway information is available from the *Australian Apprenticeships Training Information Service*:
https://www.aapathways.com.au/students

Higher School Certificate (HSC) Record of Achievement

Courses will be listed on the Higher School Certificate Record of Achievement, together with the **unit value of the course.**

The Record of Achievement will refer to the relevant Australian Qualifications Framework (AQF) *'Certificate'* and/or *'Statement of Attainment'*, which is issued separately. Students who undertake the written HSC examination, have a scaled examination mark recorded on their HSC Record of Achievement. Students can access their records through the *Students Online* link on
http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/about-HSC
NESA holds details of competencies achieved and HSC results for **30 years.**

Unique Student Identifier

The Australian Government requires all students undertaking Vocational training to have a Unique Student Identifier (**USI**).
This 10 digit personal identity will allow you to access all VET training records from an online account.

This will make it easier for you to find, store and collate your VET achievements into a single authenticated script.

You will be guided through registering for a USI if you do not have one.

Assessment Schedule

Competencies are continuously assessed throughout Year 11 and 12.

You will be given an *Assessment Schedule* as part of your Assessment handbook (Preliminary and HSC) indicating the timing and method of competency assessment.

An HSC examination estimated mark is reported to NESA prior to the HSC examination in the event of illness or misadventure. This estimate may be based on your trial HSC exam result.

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 VET Coordinator.

Quality Training

Teachers of vocational training courses have undergone additional training and assessment to ensure they meet national industry standards. All schools within the Maitland-Newcastle Diocese comply with the Standards

for Registered Training Organisations (RTOs) 2015. 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.

Work Placement

Workplacement is a NESA requirement.

You may be required to undertake 35 - 70 hours work placement for your VET course.

If you are working, or have recently worked, in a related casual job, then that paid work may contribute to meeting your work placement requirement.
Note that some employers/industry areas require workers to produce evidence of COVID 19 vaccination prior to entering the workplace.
For further details: https://www.nsw.gov.au/covid-19/vaccination/requirements-for-workers

Students on work placement are not paid.
Your teacher and your local Work Placement Service Provider (WPSP) will provide details of work placement arrangements. They will endeavour to place you with a suitable employer for development of your skills.

When you undertake work placement, it is your responsibility to complete and return the signed required documents in the allocated timeframe and to catch up on missed work.

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 compulsory work placement requirement you will not have the course recognised by NESA. This may affect your eligibility to receive the HSC.

Prior to attending your work placement, you will be required to complete a series of online modules (**www.go2workplacement.com**) to identify specific skills and competencies to focus on during your work placement.

Insurance

Two separate policies provide work placement cover for students and their host employers.

1. **CCI Student Work Experience Personal Accident Policy or Schoolcare Policy (CCI)**

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

2. **Work Experience/Work Placement Public Liability Policy with ASNVAR Insurance (Australia) Limited.**

Catholic Schools NSW (CSNSW) purchases this policy on behalf of participating Catholic Schools.

For further details see online at: https://www.csnsw.catholic.edu.au/vet/

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

Recognition of Existing Skills

Recognition of Prior Learning (RPL) is the recognition of a person's current skills and knowledge acquired through prior learning from other training, work or life experience.
You will not have to repeat that training and assessment.
Recognition of Prior Learning Process
If you wish to claim RPL, you must complete the *'Student Application for RPL'*.
https://www.educationstandards.nsw.edu.au/w

ps/portal/nesa/11-12/stage-6-learning-areas/vet/recognition-of-prior-learning

You will need to produce sufficient evidence eg a result notice …. or a portfolio of evidence from the workplace.
The school's VET Coordinator will support the trainer in making the initial determination of your claim for RPL claim.
RPL will only be granted for competencies where you are able to demonstrate achievement of all of the critical evidence. Assessment of your skills to ensure they are at industry standard, may involve a cost which may have to be met by the student.

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

Credit Transfer
Competence achieved from another Nationally accredited deliverer is recognised as Credit Transfer. A copy of your transcript is required.

Course Costs

You will have to pay:

- The costs of required uniforms and safety equipment.

- Some or all of the costs of consumable materials used in your training.

- The costs of extraordinary work placement travel and accommodation.

- Costs of any externally delivered units of competency eg First Aid or General Construction Induction (White card)

- Work placement insurance ($20 per annum)

Refund Policy

If you withdraw from the course you may be eligible for a pro rata refund. Speak to your course teacher or school's VET coordinator.
Your school has provided you with information about the fees for your VET courses.

If cost is a barrier to you undertaking this course, talk to your VET Coordinator.

Competency Assessment

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".

Your competence can only be measured (assessed) by a qualified teacher and/or another industry-qualified assessor. Teachers can offer a maximum of 3 opportunities for students to demonstrate a competency.

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.

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

Reporting

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**.
The school notifies NESA of your units of competence for inclusion in your HSC.
If you leave the course early you will be issued with a Statement of Attainment from NESA.

Complaints and Appeals Procedures

Complaints arise when a student is not satisfied with an aspect of service and requests action to be taken to resolve the matter. **Appeals** arise when a student is not satisfied with a decision

made. Appeals can relate to assessment decisions or identified exclusions.

Students are encouraged to resolve complaints and appeals through the school's complaint process. Refer to the process on page 7.

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 (NSW) 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) (Cwth)2015
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 (Cwth) 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 (Cwth)2001   This Act provides for the recognition of trade vocations and sets out roles and responsibilities of employers, apprentices and trainees.

Privacy Notice

Under the *Data Provision Requirements 2012*, RTO 90477 (Diocese of Maitland-Newcastle Catholic Schools Office) 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 your enrolment form) may be used or disclosed by the Diocese of Maitland-Newcastle Catholic Schools Office for statistical, regulatory and research purposes. The Diocese of Maitland-Newcastle Catholic Schools Office may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies;

- NCVER;

Personal information 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;

- prepopulating RTO enrolment forms

- understanding how the VET market operates, for policy, workforce planning and consumer information; and

- administering VET, including program administration, monitoring and evaluation.

You may receive an student survey which may be administered by a government department or an NCVER employee, agent or third party contractor or other authorised agencies. 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).

This Privacy Notice is given to students in addition to the RTO's standard Privacy Notice.

The Diocese of Maitland Newcastle Catholic Schools Office RTO operates within the boundaries of the Catholic Schools Office Privacy Policy available on your school's website.

Core Skills for Work

The *Core Skills for Work* describe a set of non-technical skills, knowledge and understandings that underpin successful participation in work. These are sometimes called *employability skills*, *key competencies* or *transferable skills*. These skills are an integral part of any VET course and students will have the opportunity to develop these skills in the context of the course that they are studying.

The *Core Skills for Work* Framework describes a combination of knowledge, skills and understandings and their application to work. The Framework organised the skills into three clusters:

Navigate the World of Work	Interact with Others	Get the Work Done
Manage career and work life - Identify work options; Develop relevant skills and knowledge	**Communicate for work** - Respond to communication systems, practices and protocols; speak and listen; Understand, interpret and act; Get the message across	**Plan and Organise** Plan and organise workload and commitments; Plan and implement tasks
Work with roles, rights and protocols - Work with roles and responsibilities; operate within legal rights and responsibilities; Recognise and respond to protocols	**Connect and work with others** - Understand self; Build rapport; Cooperate and collaborate	**Make decisions** Establish decision making scope; Apply decision- making processes; Review outcomes
	Recognise and utilise diverse perspectives - Recognise different perspectives; Respond to and utilise diverse perspectives; manage conflict	**Identify and solve problems** Identify problems; apply problem solving processes; Review outcomes
		Create and innovate Recognise opportunities to develop and apply new ideas; Generate ideas; Select ideas for implementation
		Work in a digital world Use digitally based technologies and systems; Connect with others; Access, organise and present information; manage risk

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 make effort to understand my course compliance requirements.
- [ ] To choose courses with an understanding of their pathways and articulation into further study
- [ ] To ensure that all work submitted is my own.

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.
- [ ] By working safely and in compliance with Work Health and safety legislation requirements in

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.
- [ ] By seeking redress where necessary in the prescribed process of appeal.

If I believe my rights have not been met…

I should firstly...
Discuss it with my class teacher

If still not satisfied…
Discuss it with the School VET Coordinator or Curriculum Coordinator

If still not satisfied…
Discuss it with the School/Campus Principal

If still not satisfied…

Contact Geraldine Blake
Education Officer (VET)
Catholic Schools Office,
Diocese of Maitland-Newcastle
49791221
or

ASQA (Australian Skills Quality Authority)
1300 701 801