



St Clare's College  
*Seek Wisdom*

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# VET Courses Handbook

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# Welcome

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Vocational Education and Training (VET) courses provide you with skills, knowledge and experiences to improve your job prospects and prepare you for work and further study after school.

St Clare's College is a Registered Training Organisation under Catholic Education RTO (RTO 91369). The RTO is responsible for ensuring a high quality of VET course delivery and assessment. This handbook has been prepared to provide you with the information that you need prior to commencing a VET course.



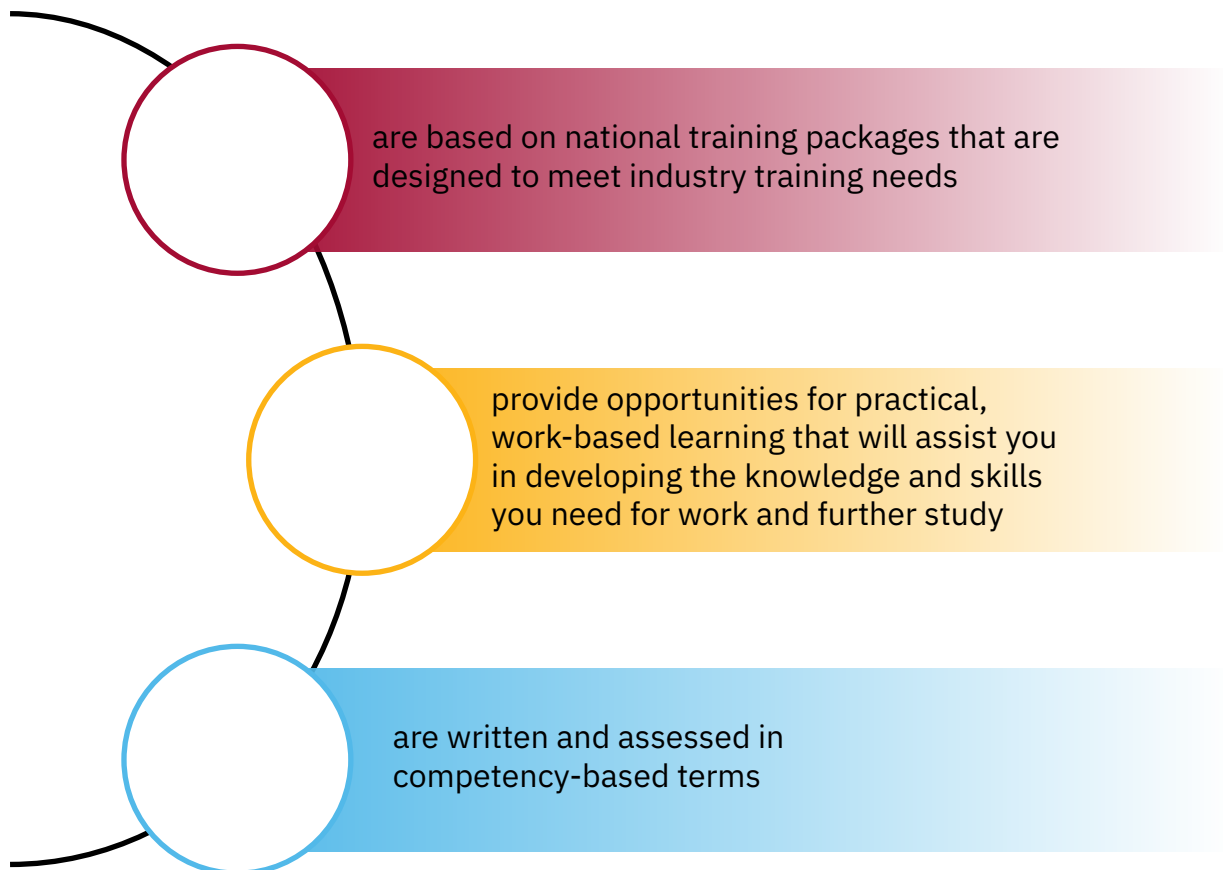
# Courses and Qualifications

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## What are VET courses?

VET courses lead to the achievement of nationally-recognised qualifications within the Australian Qualifications Framework (AQF). The VET courses delivered at St Clare's College are accredited by the ACT Office of the Board of Senior Secondary Studies (BSSS or (OBSSS) and contribute points towards the Year 12 Certificate. These courses also have some characteristics that make them different from the other courses you will study.


## VET Courses:





# Qualifications and Certificates

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Students completing VET courses receive:

 an AQF certificate (if all required Units of Competency have been achieved) or a Statement of Attainment

 a transcript listing the Units of Competency achieved

 a Year 12 certificate listing the VET course(s) studied along with your other senior subjects

## Statements of Attainment

If you have not achieved all of the competencies or where the course does not cover all competencies for a particular Certificate, you will receive a Statement of Attainment towards the qualification. This Statement of Attainment will outline the units of competency that you achieved and will count towards completion of the Certificate post-school. See page 8 for more details about assessment.

# Unique Student Identifier (USI)

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From 1 January 2015 the Australian Government requires all students undertaking vocational training to have a Unique Student Identifier (USI). This 10 digit number and letter identifier will allow you to access your VET training records and results from the online USI account. It is also required for certification.

**No USI = no certificate.**

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

## Can my VET Course contribute to my Australian Tertiary Admission Rank (ATAR)?

Yes, as long as you are completing it as a tertiary/vocational course. **Be aware that not all vocational courses are offered at tertiary level.**

Students should check with the Assistant Principal - Curriculum & Assessment that subject choices meet entry requirements for university (ATAR).

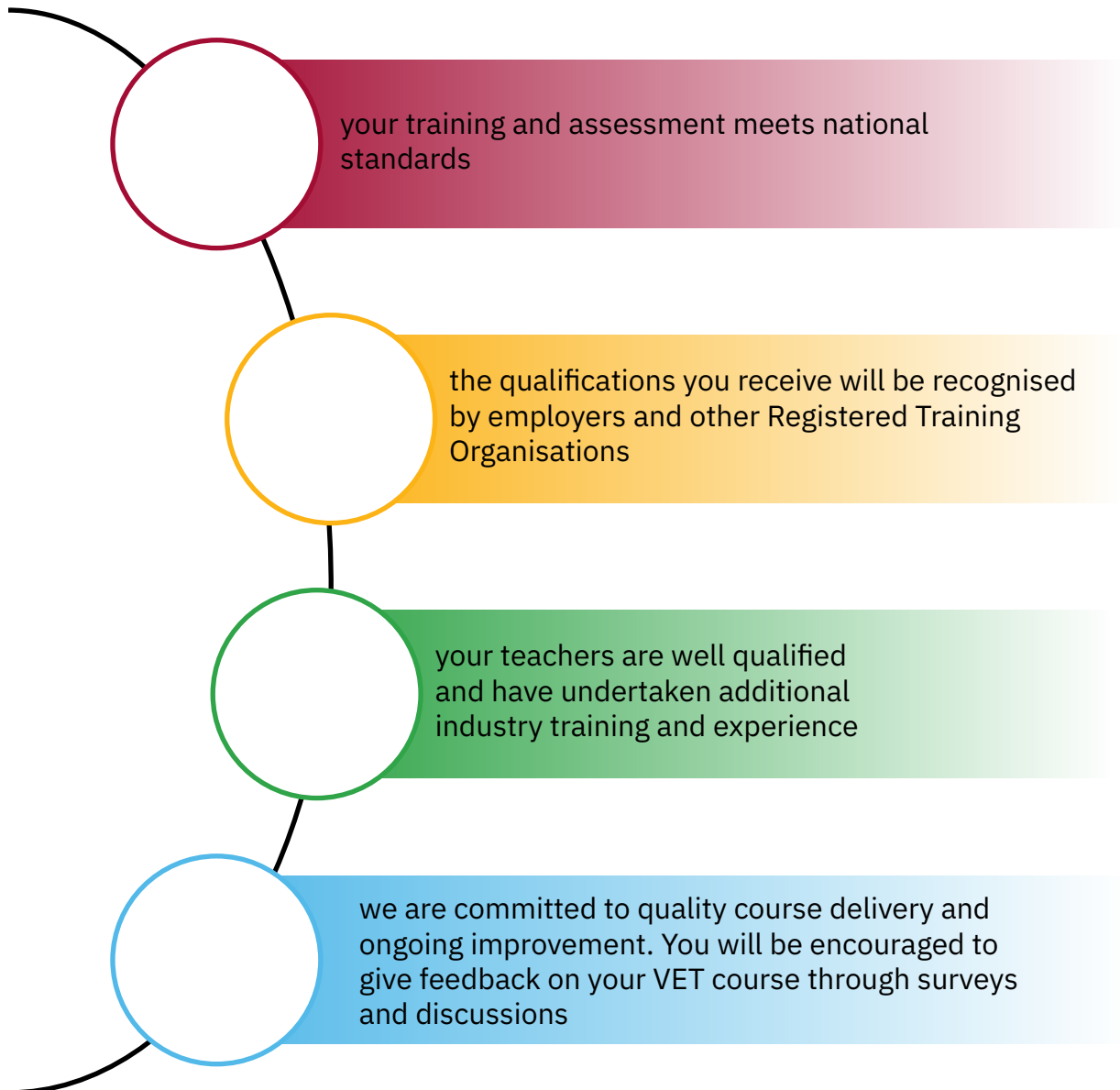


# Quality Training

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Meeting VET standards under Catholic Education RTO 91369 ensures our training aligns with national guidelines and upholds Catholic values, providing high-quality, industry-relevant education in a supportive environment.

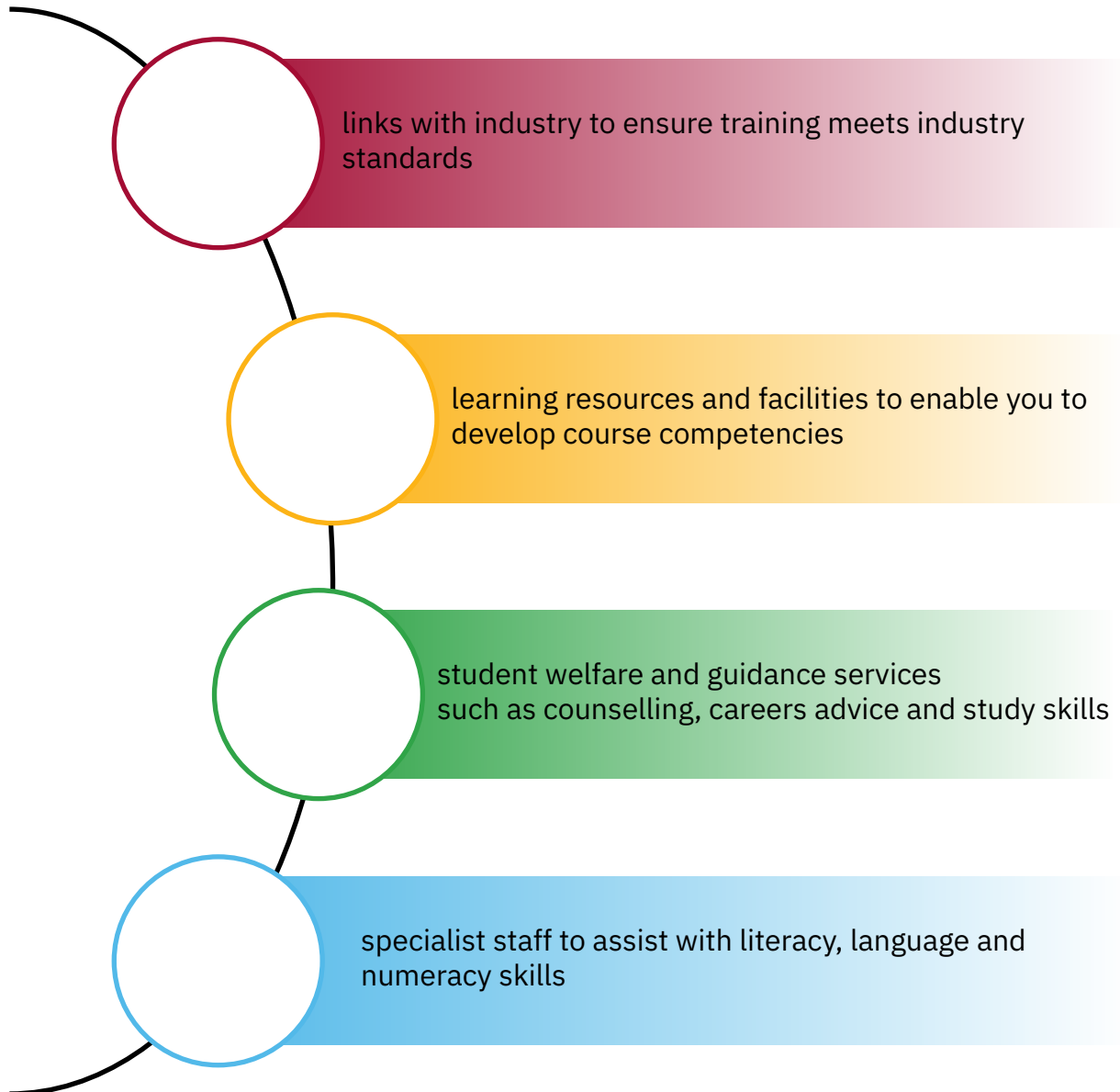
This means that:



# Student Support Services

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We support student learning by providing:



If you need additional support to successfully complete your VET course, please see the St Clare's College VET Coordinator.

# Assessment

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## How will I be assessed in my VET course?

All VET courses are competency-based. This means your assessment is based on your ability to demonstrate your skills against the standards prescribed by industry. Your assessments will be recorded as either competent or not yet competent. If you are judged as not yet competent you will be given other opportunities to be reassessed (resit). This must be negotiated with your trainer.

## What is the assessment program?

Assessment in VET courses consists of both formal and informal tasks. While competencies can be observed and assessed while you are completing practical tasks in class or on work placement, there will also be opportunities for competencies to be demonstrated in a more formal way through written assignments, portfolios or projects.

## Do I have to do exams in VET courses?

It is not a requirement of VET courses to have an examination however students must complete any internal examinations and assessment tasks that are a part of the school's assessment program.

## What is an assessment review?

If you disagree with the outcome of an assessment you have the right to appeal. You must ask for a review as soon as possible after receiving your result. Further information relating to this procedure can be found in the senior student handbook.

## How do I know what competencies I have achieved?

Your trainer will progressively record your achievement of competencies using a software management system known as Axcelerate. Students will have access to Axcelerate in order to view their progress. Your school reports will also indicate which Units of Competency you have achieved.

Your trainer will also notify the ACT Office of the Board of Senior Secondary Studies (BSSS) of the units of competency you have achieved, each semester.

# Recognition of Prior Learning

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## What is Recognition of Prior Learning (RPL)?

A student's past learning and experience may exempt the student from certain study and assessment requirements in a VET course. This learning and experience may include study at other schools, Canberra Institute of Technology (CIT), part-time work or life experience.

## How do I apply for RPL?

If you believe that you may qualify for RPL you should obtain a copy of the Student Application for Recognition of Prior Learning from your trainer. Your trainer will guide you through this application.

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

Yes. Under the Standards for Registered Training Organisations (RTO's) 2015, an RTO must recognise the AQF qualifications and statements of attainment issued by any other RTO. This means that you can apply for credit when enrolling with CIT, Technical And Further Education (TAFE) or other private providers. This credit will effectively reduce the duration of the course.



# Structured Work Placement

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Work placement is structured learning in the workplace that enables students to:

- progress towards the achievement of industry competencies
- develop appropriate attitudes towards work
- practise the skills and apply the knowledge acquired in the classroom.

## How many work placements must I do and when?

Structured work placements are not required in all VET courses, however it is recommended that you complete at least one week in your industry area. Please talk to your trainer for the requirements of your vocational course.

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

## Who is responsible for organising work placement?

Your VET trainer and VET Coordinator work with you to arrange work placements. Employers are chosen carefully to ensure they are able to provide relevant learning experiences in a safe environment.

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



## Am I covered by insurance for workplacement?

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

### 1. CCI School Care Personal Accident and Disability with Catholic Church Insurances (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

Catholic Education Commission NSW (CEC NSW) 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.

You will be provided with a summary of insurance including key exclusions and a certificate of currency at the time your placement is being organised.

## How will I be prepared for the workplace?

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

# Legislation

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## What are my rights and responsibilities?

There are some Commonwealth and State Legislative requirements that may affect you as a VET student. For more information on any of the following, visit the NSW Consolidated Acts website. [www.austlii.edu.au/au/legis/nsw/consol\\_act/](http://www.austlii.edu.au/au/legis/nsw/consol_act/)

## Standards for Registered Training Organisations (RTOs) 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.

## Work Health and Safety Act 2011

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

## 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)**

## Working with Vulnerable People (Background Checking) Act 2011

The Act aims to reduce the risk of harm or neglect to vulnerable people in the ACT, and requires people who have contact with vulnerable people to register with the Office of Regulatory Services (ORS).

Working With Vulnerable People forms and associated fees can be found on the Office of Regulatory Services website.

## 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.

# School Based Apprenticeships and Traineeships

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It is also possible for students to complete School-Based Apprenticeships or Traineeships (ASBA) while at school. These involve the study of relevant VET courses and paid part-time work in the industry. If you would like more information about these speak to St Clare's College VET Coordinator.

## VET Course Expectations

What are the expectations of me as a VET student?

1. As with other areas of study, you are expected to work hard to develop, achieve and demonstrate the knowledge and skills of the course.
2. The focus of VET courses is on working in industry, so your behaviour must be reliable and responsible both at school and in the workplace.
3. You must observe all Work Health & Safety requirements of your course.
4. You must wear the prescribed uniform and Personal Protective Equipment (PPE) as directed by your trainer. Because VET courses are designed to train you for employment in industry, students will be expected to conform to industry standards with regard to uniform and other safety equipment.
5. You must attend all timetabled classes. As competencies in VET courses are developed and assessed over time, regular attendance and participation is vital.
6. You must attend work placement, if this is a requirement of your VET course. This includes returning all required paperwork by the due date.
7. It is your responsibility to maintain the resources and equipment required for your course.

# Complaints and Appeals

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## If I have a formal complaint about any aspect of my training, what should I do?

From time to time, concerns may arise about aspects of your course. You may have a grievance or want to make a complaint. It may be about resources, facilities, another person, an assessment task or its result.

All complaints will be treated privately, confidentially and in a timely manner.

Discussion will be held with the complainant about how to arrive at a solution to the problem.

If necessary, further investigation will be carried out, with record of action kept.

The complainant will receive a written statement of appeal outcome, including reasons for the decision.

# Complaint Process

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

1. Speak to your trainer and try to sort out the problem with the person involved.
2. If the problem is not resolved, speak to the VE Coordinator.
3. If informal procedures fail to bring about a resolution then complaints are directed to the school Principal. Notes of the meeting are taken and agreed on at the end of the interview.
4. The complaint is handled in less than 60 days. If more than 60 days are required to process and finalise the complaint or appeal, the school informs you, including reasons for the delay and regularly updates you on the matter.
5. If a speedy resolution cannot be achieved, then the Archdiocese of Canberra and Goulburn, Catholic Education Office HR department is contacted to assist in bringing about a final resolution.
6. After all opportunities to resolve the matter through the school and system internal complaints process are exhausted; complainants may seek to have their complaint investigated by ASQA.

## Are there special fees or costs that apply to VET Courses?

For some courses, fees may be charged to cover additional course costs such as uniforms, safety clothing, tool kits and consumable materials used in your training.

If costs are a barrier to you completing a VET course, please speak to St Clare's College VET Coordinator about fee exemptions that are available.

# More Information About VET Courses

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## For more information:

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

Course documents are available from the Office of the Board of Senior Secondary Studies (BSSS).

**[www.bsss.act.edu.au/curriculum/courses](http://www.bsss.act.edu.au/curriculum/courses)**





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