# What do I need to do?

- Know your rights and responsibilities as outlined in this presentation
- Provide your Unique Student Identifier (USI) (if you do not already have one) to
    - Mrs Austin (Senior School Data Officer)
    - Senior Learning Hub
    - or email to [aaust18@eq.edu.au](mailto:aaust18@eq.edu.au)
- Sign a student agreement form (with your qualification teacher)

# Legislation and requirements

- Refer to the VET Student Handbook on the school website
  - [https://kawanawaterssc.eq.edu.au/curriculum/vocational-education](https://kawanawaterssc.eq.edu.au/curriculum/vocational-education)
- Read through all information
  - The benefits of participating in VET
  - Roles and responsibilities
  - Students obligations

# My qualification

Read through all course information with your teacher:

- Course code and title
- Qualification and job roles
- The overall requirements to achieve the qualification, i.e. the number of units of competency included in the qualification
- Duration of course
- Fee information
- Entry requirements
- RTO obligations and service agreement
- Third party arrangements (if applicable)
- Fee information (if applicable)
- Record the following information on your student agreement form:
- Full course code and title
- Duration of course (start and end dates)

# My certificate delivery

General entry requirements – student agreement and ability to undertake the following:
- Demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level
- Attend and participate in scheduled training and assessment, including catch-up sessions if required
- Participate in workplace tasks to employer expectations
- Be able to work in an industry environment and handle industry standard equipment
- Comply with the RTO code of conduct requirements, directions on work, and health and safety matters

In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program or students withdraw from the VET program:
- Students will be issued with a Statement of Attainment for any successfully completed units of competency
- Any fees paid toward the program will be refunded on a pro rata basis or as explained in the RTO refund policy

# What if I need help?

When appropriate, reasonable adjustments will be applied by the RTO to take into account the individual student's needs, which may include:

- Accessible classrooms
- Note-taking support
- Course material in alternative formats – electronic, large print
- Use of laptop for assessments
- An Auslan (Australian Sign Language) interpreter
- Extra time or extensions for assessments or alternative assessment tasks
- Ergonomic chair/desk
- Use of assistive technology

The RTO will schedule supervised training and assessment sessions based on the timetable

- Students may negotiate support in addition to scheduled hours to develop the required skills and knowledge

# How do I get my Certificate?

If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days of all conditions being met:

- An AQF certificate and record of results will be issued if the qualification in which the learner is enrolled is complete
- A Statement of Attainment will be issued if the qualification in which the learner is enrolled is partially complete

A student may access their training records and results (transcript) using their online USI account. For more information, see usi.gov.au/Students/pages/default.aspx

# What if I have done this unit before?

You might not have to do this work again!

Credit arrangements:

- If a student already holds a unit of competency
  - If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer
- Recognition of prior learning (RPL) arrangements
  - Students may request recognition of prior learning (RPL) assessment
  - If requested, students will be provided with an RPL document allowing them to provide verifiable details of prior learning
  - The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.

Not sure? Ask HoD VET Miss Colquhoun in S Block.

# How are results reported?

- Your teacher will update a class mark book twice a term
  - C - Competency achieved
  - WTC - Working towards competency
  - CNA/NYT - Competency not achieved/Not yet competent
- This information is reported to QCAA so the units of competency completed are recorded on your QCAA and USI accounts
- You can ask to view your VET profile with your teacher
- As a school based RTO we share this information with the QCAA

# Work Experience

**Work experience is a requirement for all Year 10 Students**
- You will complete work experience in Term 2 of this year
- A work experience arrangement must be in writing and must be made before the student starts a work experience placement
- A letter will be sent home in Term 1 with
  - Work experience agreement form
  - Aims of work experience
  - Insurance information for employers and parents

# Appeals and Complaints

Complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable

A complaint may involve the conduct of the RTO's officers, students or third-party service providers of the RTO

- Any RTO officer may receive a complaint verbally, in writing or electronically
- All appeals received by the RTO will be acknowledged in writing and finalised as soon as practicable

There are two types of appeals that can be lodged:

- Appeal of final assessment decision
- Appeal of any other RTO decision

Appeals must be submitted to the RTO in writing using the RTO's appeal form

The complaints and appeals policy and procedure may be accessed via the publicly accessible school RTO website: https://kawanawaterssc.eq.edu.au/curriculum/vocational-education

# VET and QCE Points

Your VET qualification gives you points towards your QCE (Senior Certificate).

These vary between certificates and are impacted by duplication of learning, but in general:

- Certificate I = 2 credits
- Certificate II = 4 credits
- Certificate III = 8 credits + university entrance rankings
- Certificate IV = 8 credits + university entrance rankings
- Diploma = 8 credits + university entrance rankings (including TIME OFF YOUR DEGREE)

# Have your say

You always have an opportunity to give feedback on the course you are completing through:

- Your assessment coversheets
- Student survey forms at the end of the year

# Scope of Registration

**VET**

## Scope of registration

Registration end date: 31/12/2027

Registra

| Qualification ▲ | From ◆ | To ◆ |
|---|---|---|
| ✛ BSB20120 — Certificate II in Workplace Skills | 03/06/2022 | 31/12/2027 |
| ✛ CHC22015 — Certificate II in Community Services | 30/11/2023 | 31/12/2027 |
| ✛ CPC20220 — Certificate II in Construction Pathways | 29/01/2021 | 31/12/2027 |
| ✛ CUA20220 — Certificate II in Creative Industries | 31/05/2021 | 31/12/2027 |
| ✛ CUA20720 — Certificate II in Visual Arts | 31/05/2021 | 31/12/2027 |
| ✛ CUA30420 — Certificate III in Live Production and Technical Services | 31/05/2022 | 31/12/2027 |
| ✛ CUA31120 — Certificate III in Visual Arts | 31/05/2021 | 31/12/2027 |
| ✛ CUA40720 — Certificate IV in Design | 31/05/2021 | 31/12/2027 |
| ✛ FNS10120 — Certificate I in Basic Financial Literacy | 30/11/2022 | 31/12/2027 |
| ✛ FSK20119 — Certificate II in Skills for Work and Vocational Pathways | 30/09/2021 | 31/12/2027 |
| ✛ ICT20120 — Certificate II in Applied Digital Technologies | 31/08/2021 | 31/12/2027 |
| ✛ SHB20216 — Certificate II in Salon Assistant | 30/11/2023 | 31/12/2027 |

Plus Certificate III  in Early Childhood Education and Care and Certificate II in Sport Coaching...

# Other questions?

You can ask:

- Your teacher
- Melanie Colquhoun (KWSC RTO Manager)
  - HOD VET
  - S Block
  - [mcolq6@eq.edu.au](mailto:mcolq6@eq.edu.au)
- Chloe Brown (KWSC RTO CEO)
  - Deputy Principal
  - Main Office

# Thank You

DON'T FORGET TO SIGN YOUR STUDENT
INDUCTION AGREEMENT