

# VOCATIONAL EDUCATION AND TRAINING (VET)

VET refers to education and training that focuses on delivering skills and knowledge required for specific industries. It is a learning option for students in the senior phase of learning. Student achievement in subjects with vocational competencies receives credit towards qualifications recognised nationally within the Vocational Qualification Framework (VQF).

## Participating in VET can:

- provide credit points towards the attainment of a Queensland Certificate of Education, and/or the attainment of a nationally recognised VET qualification
- receive an industry specific vocational Certificate or Statement of Attainment
- support students' transitions to employment, vocational and higher education pathways

## Other benefits of participating in VET include (but are not limited to):

- obtaining practical experience from work
- gaining familiarity on how a workplace operates
- developing employability skills
- developing and improving interpersonal skills
- allowing students to explore the potential career path they would like to pursue

## Students at Kawana Waters State College can access VET in a number of ways including:

- through Kawana Waters State College (30070) as a Registered Training Organisation
- at TAFE Queensland East Coast
- through another Registered Training Organisation
- through a School-Based Apprenticeship or Traineeship

Vocational Education and Training (VET) in Schools allows students to remain enrolled at school while completing vocational training delivered either by Kawana Waters State Colleges' Registered Training Organisation (RTO) or by other external Registered Organisations.

## Enrolment Options

### Option 1

Choose a course that is delivered by qualified teachers at the School under our Registered Training Organisation 30070 (as of 6<sup>th</sup> October, 2017):

- CPC20211 Certificate II in Construction Pathways
- ICT10115 Certificate I in Information, Digital Media and Technology
- SIT20116 Certificate II in Tourism
- BSB10115 Certificate I in Business
- BSB20115 Certificate II in Business
- CUA20215 Certificate II in Live Production and Services
- CUA30415 Certificate III in Live Production and Services
- CUA10315 Certificate I in Visual Arts
- CUA20715 Certificate II in Visual Arts
- CUA20215 Certificate II in Creative Industries
- CUA20215 Certificate II in Creative Industries (Media)

### Option 2

Choose a course that is delivered by qualified teachers at the school under an external RTO:

- MEM20413 Certificate II in Engineering Pathways – Blue Dog Training 31193
- SIT20316 Certificate II in Hospitality – Smartskill 5710
- CHC30113 Certificate III in Early Childhood Education and Care - TAFE Queensland East Coast 0418
- HLT23215 Certificate II in Health Support Services – TAFE Queensland East Coast 0418
- HLT31215 Certificate III in Basic Health Care - TAFE Queensland East Coast 0418

### Option 3

There are many Registered Training Organisations that offer nationally recognised training; these organisations offer programs specially targeting students in the Senior Phase of Learning. These include:

- TAFE Queensland East Coast – refer to School Guide
- Coastal Cookery Trade Training Centre (CCTTC)
- Sunshine Coast Technical Trade Training Centre (SCTTTC)

Many of these courses require:

- attendance at information sessions
- submitting an application
- receiving confirmation of a placement into the course

There are limited numbers in many of these courses, so it is important that you complete an expression of interest by given set date. Contact the Vocational Education Officer for further information.

### Option 4

School Based Apprenticeships and Traineeships. Contact the Vocational Education Officer for further information.

## VET STUDENT HANDBOOK

- Kawana Waters State College will, prior to course commencement, give students all relevant information about the course curriculum, program of study, availability of learning resources and appropriate support services. Students will also be given access to a current copy of the curriculum associated with the qualification.

## ROLES AND RESPONSIBILITIES

The school:

- recognises the importance of students receiving a broad-based education, comprising both general and vocational education and training
- will follow all human resource policies and regulations which may mean changes in modes of delivery and or cancellation of courses if the particular qualifications are not held by staff due to staff changes and transfers. All efforts will be taken to ensure course completion in line with the relevant VQF policy.
- Has a process in place that enables students to apply for Recognition of Prior Learning (RPL) for the vocational education competencies (refer to the VET Student handbook for further information)
- Has a process for addressing any concerns a student may have and offers the students access to a range of people who can provide advice and guidance about the vocational education program.

### ***Kawana Waters State College has a complaints and appeals policy specific to the RTO operations:***

*A complaint can be made to the school Registered Training Organisation (RTO) regarding the conduct of*

- *Kawana Waters State College, its trainers, assessors or other school RTO staff;*
- *students of Kawana Waters State College;*
- *any third parties providing services on behalf of Kawana Waters State College (if relevant)*

*An appeal can be made to Kawana Waters State College to request a review of a decision, including assessment decisions.*

*Kawana Waters State College will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If Kawana Waters State College considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.*

*If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.*

*Complaints or appeals should be directed to the principal as CEO of Kawana Waters State College [admin@kawanawaterssc.eq.edu.au](mailto:admin@kawanawaterssc.eq.edu.au).*

*Refer to complaints and appeals policy and procedure document for further information.*

### **Students are asked to:**

- make a serious commitment to studies at the school
- attempt to complete all units of competency on the first attempt and agree to revisit competencies if not competent after the first attempt
- participate in structured workplace learning as arranged by the school
- meet the expectations and demands of the school in terms of participation, co-operation, punctuality, successful submission of work and high standards of behaviour and conduct
- maintain the high standard and reputation of Kawana Waters State College when participating in courses conducted by outside RTO's.

## ENROLMENT AND ADMISSION

Access to VET Certificates is open to all students, regardless of race, gender and ability. Subjects will be offered if enrolment numbers are viable and human and physical resources comply with VQF standards.

## FEES

Subject charges vary according to individual Certificate requirements – refer to individual course information outline in this booklet, VET Offerings and VETiS Funding forms. If a student withdraws from a course where Kawana Waters State College is the registered training provider, a pro-rata refund policy applies. Where students are undertaking a course provided by an external registered training provider, students and parents should carefully read their refund policy as outlined in each course description.

*Refer to VET Quality Assurance Manual 2015*

*Refer to the VET Student Handbook located on the School Website: [www.kawanawaterssc.eq.edu.au](http://www.kawanawaterssc.eq.edu.au)*