



RTO

Registered Training Organisation
RTO No: 90413

Vocational Education & Training Courses

A Handbook for Students

Welcome

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.

The Association of Independent Schools NSW is the Registered Training Organisation (RTO 90413) for your school. We are 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 delivered at your school.

Courses and Qualifications

What are VET courses?

VET courses are accredited by the NSW Educational Standards Authority (NESA) and count towards the Higher School Certificate. They also have some characteristics that make them different from the other courses you will study. VET courses:

- are based on national training packages that are designed to meet industry training needs
- lead to the achievement of nationally-recognised qualifications within the Australian Qualifications Framework (AQF)
- 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

VET courses may be studied within your school (with The AISNSW as your RTO), at another school, at TAFE or through a private training provider.

What qualifications and certificates will I get at the end of my VET course?

For courses delivered at school, you can receive an AQF Certificate I, II or III, depending on the course and the units of competency you have achieved. If you have not achieved all of the course competencies or where the course does not cover all competencies for a particular Certificate, you will receive a Statement of Attainment towards the qualification.

Students completing VET courses receive:

- an AQF Certificate or Statement of Attainment. The AQF Certificate is awarded if all required Core and Elective Units of Competency have been achieved;
- transcript listing the Units of Competency achieved;
- for Stage 6 courses, a HSC testamur and Record of Achievement listing the VET course(s) studied along with your other HSC subjects.

More information on the actual content and vocational outcomes of these courses can be found in individual

VET course brochures available from your school or in your school's *Subject Selection Handbook*.

It is also possible for students to complete part-time apprenticeships or traineeships 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 the VET Compliance Officer or Careers Adviser at your school or visit the website <http://www.sbatinnsw.info/index.php>

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

Yes, one Category B course can contribute to your ATAR **if you sit the HSC examination** (all VET framework courses are Category B). If you do more than one VET course, the one with the best examination mark will contribute to your ATAR. Board Endorsed Courses do not count in the calculation of the ATAR.

Students should check with their school's Curriculum Coordinator to ensure that their subject choices meet entry requirements for the HSC and possible award of an ATAR.

Quality Training

The Association of Independent Schools NSW has met rigorous quality standards to become a Registered Training Organisation, registered with the Australian Quality Skills Authority (ASQA). All AISNSW RTO schools delivering VET courses comply with the Standards for Registered Training Organisations (2015). This means that:

- Your training and assessment meets national standards.
- The qualifications you receive will be recognised by other Registered Training Organisations.
- Your teachers are well qualified and have undertaken additional industry training and experience.
- There is a commitment to quality course delivery and ongoing improvement. You will be encouraged to give feedback on your VET course through surveys and discussions.

Student Support Services

All schools, as part of the AISNSW RTO, support student learning by providing:

- links with industry to ensure training meets industry standards;
- learning resources and facilities to enable you to develop course competencies;
- assistance with literacy, language and numeracy skills;
- support for students with special education needs;

If you need additional support to successfully complete your VET course, discuss this with your school's VET Compliance Officer.

Assessment

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 teacher will gather assessment evidence using a variety of assessment tasks in a variety of contexts. Your results 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.

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, tests, etc.

Do I have to do exams in VET courses?

You do not have to do the **optional external examinations** that are offered for HSC VET courses. However, if you want those courses to count towards the calculation of your ATAR, you **MUST** undertake the written exam. All 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. Follow your school's assessment appeal procedures.

How do I know what competencies I have achieved?

At the beginning of the course you will be given a list of all the Units of Competency that you can potentially achieve while undertaking the course. Your teacher will progressively record your achievement of competencies and regularly provide you with a printed update of your progress. Your school reports will indicate which Units of Competency you have achieved.

Your teacher will also inform the NSW Educational Standards Authority (NESA) of the units of competency you have achieved, and you can check your progress through the NESA Students Online facility. This enables you to view the Units of Competency you are enrolled in, your assessment status in those units and the credential you will be eligible to receive if you are assessed as competent.

Course Completion

At the end of the course you will be eligible for a Certificate and/or Statement of Attainment that lists the Units of Competency achieved. This will be issued by NESA on behalf of The Association of Independent Schools NSW RTO.

Work Placement

What is work placement?

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

- progress towards the achievement of industry competencies;
- develop appropriate attitudes towards work;
- practice the skills acquired in the classroom.

How many work placements must I do and when?

Generally, you will be expected to do 70 hours (2 weeks) over two years. However, work placement requirements do vary for different courses. Your teacher will inform you of specific requirements at the beginning of the school year.

For most VET courses, work placement is a mandatory HSC requirement and is a part of your assessment program. For these courses, if you do not complete your

work placement you will not meet NESA requirements and the course will not count towards your HSC.

NOTE: if you commence a two-year course and withdraw at the end of Year 11 without completing work placement, the course WILL NOT count towards your Preliminary unit requirements.

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

Who is responsible for organising work placement?

Your teacher, VET Compliance Officer and your local Work Placement Service Provider will work together to arrange work placements. Employers are chosen carefully to ensure they can 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 teachers will advise you of these.

Workplace Readiness

Students will be prepared for their work placement by their VET teacher. You will receive a booklet, *A Student Guide to Workplace Learning*, which will give 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 Work Health & Safety) prior to your work placement.

Recognition of Prior Learning (RPL)

What is Recognition of Prior Learning?

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, TAFE, 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 teacher. Your teacher will guide you through this application and will talk to you about the implications of exemption for your HSC.

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

Yes. All RTOs 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 TAFE or other private providers. This credit will effectively reduce the duration of the course.

Legislation

What are my rights and responsibilities?

There are some Commonwealth and State Legislative requirements that may affect you as a VET student.

Work Health and Safety Act 2011

Work Health and Safety 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 WorkCover Authority) outlines general health and safety requirements of workplaces. As prospective employees, the Act seeks to protect you in the workplace.

National Vocational Educational and Training Regulator Act 2011

Under this Act the Standards for NVR Registered Training Organisations have been established. Using these standards, the Australian Quality Skills Authority (ASQA) monitors the quality of all RTOs in Australia, including the AIS NSW.

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)

- Disability Discrimination Act 1992 (Commonwealth) and Disability Standards for Education (2005)
- Privacy Act 1988 (2004 amended)

Child Protection

The safety, protection and well-being of all students is of fundamental importance to Schools. The School {or Schools have} has a range of different obligations relating to the safety, protection and welfare of its students which include:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students;
- obligations under child protection legislation; and
- obligations under work health and safety legislation.

Safeguarding children in our community is a shared responsibility. There are three key legislative Acts that guide Schools in addressing its duty of care and ensuring students in the school are safeguarded. These include:

- the Children and Young Persons (Care and Protection) Act 1998 (NSW) (the Care and Protection Act);
- the Child Protection (Working With Children) Act 2012 (NSW) (the WWC Act); and
- the Ombudsman Act 1974 (NSW) (the Ombudsman Act).

In addition to a School's legislative obligations, Schools also have a range of policy and procedures which are aimed at addressing the needs of its students.

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.

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. It is your responsibility to maintain the resources and equipment required for your course.

Attendance

As competencies in VET courses are developed and assessed over time, regular attendance and participation is vital. Due to the practical nature of some courses, classes may need to be scheduled before and after school hours. Your teacher will inform you of any special requirements.

Do I have to wear a uniform?

Some VET courses may require you to wear a uniform for part or all of your classes. Because VET courses are designed to train you for employment in industry, students will be expected to conform to industry standards about uniform and other safety equipment.

Your teacher will give you more information about uniform and safety equipment for your particular VET course.

Are there special fees or costs that apply to VET courses?

For some courses, fees are charged to cover additional course costs such as uniforms, safety clothing, tool kits and consumable materials used in your training. Your school will provide you with this information.

If you withdraw from a course, a refund may be possible, unless resources and equipment have already been purchased on your behalf.

Complaints and Appeals

From time to time, concerns may arise about aspects of your course. You may wish to appeal an assessment decision or make a complaint.

The following procedures should be followed:

1. Speak to your teacher and try to sort out the problem with the person involved
2. If the problem is not resolved, speak to the VET Compliance Officer or the school's Principal. Notes and time of the meeting should be taken and agreed on at the end of the interview.
3. If a speedy resolution cannot be achieved, then the Association of Independent Schools of NSW, as the Registered Training Organisation (AIS RTO) must be contacted to assist in bringing about a resolution.

Contact:

VET Consultant
The Association of Independent Schools
Level 12, 99 York Street
SYDNEY
Ph: 9299 2845
www.aisnsw.edu.au

- All complaints and appeals will be treated privately, confidentially and as soon as practicable.
- 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 the complaint or appeal outcome, including reasons for the decision within 5 working days.
- If more than 60 working days are needed to bring about a resolution, from the time of the complaint or appeal, you will be notified in writing as to why more than 60 days are required and regularly kept up to date on progress of the matter. The complaint may proceed to the Office of Fair Trading NSW

www.fairtrading.nsw.gov.au

Unique Student Identifier

All students undertaking vocational training must 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. The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will ensure that your VET records are not lost. Your school will help you to obtain a USI.

Privacy Notice

Under the *Data Provision Requirements 2012*, **AISNSW RTO** 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 (personal information provided by your school to the NSW Education Standards Authority (NESA) and your training activity data) may be used or disclosed by **AISNSW RTO** for statistical, regulatory and research purposes.

Your personal information includes:

- Full Name
- Date of birth
- Gender
- Contact Details
- Home Address
- Language and Cultural Diversity
- Disability
- Schooling Delivery School Site
- Course Details
- Previous Qualifications achieved
- Employment
- Student Reason
- NESA Student Number
- Unique Student Identifier

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)