

Mt Maria College Petrie



VET Student Handbook

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INTRODUCTION

Congratulations on your decision to enrol in a nationally recognised qualification.

This handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at Mt Maria College Petrie as well as your rights and responsibilities as a VET student.

Students should take the time to study this handbook carefully and ask their teacher if they are unsure of any details. Students should keep this handbook (or note the location of this document on the school’s website) for reference throughout their enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures.

1. The Australian Qualifications Framework (AQF)

All of the VET qualifications offered at Mt Maria College – Petrie lead to nationally recognised qualifications — a Certificate (if all of the requirements of the qualification are completed) or a Statement of Attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment is recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 14 different types of qualifications that can be obtained. These are shown in the following diagram.

2. AQF QUALIFICATIONS



Source: Australian Qualifications Framework Second Edition January 2013

Your Teacher will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

The following qualifications available for completion at Mt Maria College - Petrie can be viewed in the Subject Selection Handbook.

Qualification Code	Qualification Title	Registered Training Organisation used
10432NAT	Certificate III in Christian Ministry and Theology*	Institute of Faith Education
BSB20115	Certificate II in Business*	Binnacle Training
BSB30115	Certificate III in Business*	Binnacle Training
CHC20212	Certificate II in Active Volunteering*	Volunteering Queensland
FSK20113	Certificate II in Skills for Work and Vocational Pathways*	IVET
SIR20216	Certificate II in Retail*	Prestige Training
SIS20115	Certificate II in Sport and Recreation*	Binnacle Training
SIS30315	Certificate III in Fitness*	Binnacle Training
SIT20316	Certificate II in Hospitality*	Smartskills
SIT30116	Certificate II in Tourism*	Smartskills

3. Training Partnerships with external Registered Training Organisations (RTO's)

As shown by asterisks in the table above, several of the qualifications offered at the College are run in partnerships with outside training organisations. The College has partnership agreements with these organisations, which set out all the arrangements for teaching these qualifications by your teacher in our College. Your teachers can explain further how this works. The certificates for course completion are therefore issued by the external RTO, not the College.

4. Student selection, enrolment and induction/orientation procedures

Students enrolled in a VET qualification participate in the same enrolment and selection processes as other students at the College. Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received.

Students must obtain a Unique Student Identifier (USI) to enrol in these Certificate courses.

For more information on the USI system visit www.usi.gov.au.

NOTE: Students will not be issued with either a Certificate or Statement of Attainment, if they have not provided a Unique Student Identifier (USI) to the RTO.

5. Qualification or accredited course information

Information pertaining to the qualifications offered can be sourced from course documentation provided by your teacher, subject specific information included in the Senior Subject Selection Handbook, through this VET Student Handbook and on the specific RTO website.

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package
- Units of competency (code and title) to be delivered
- Entry requirements
- Fees and charges
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Third party or off-campus arrangements (where applicable)

6. Fees and charges, including refund policy

Fees for VET courses provided by external training providers will be charged as per the third party arrangements with that provider. Some qualifications are government funded via the VET in Schools (VETiS) program. For further fee information please see the schools Business Manager or VET Manager.

Matters regarding payment of fees or refund of fees will be managed by the Business Manager in accordance with the principles contained in the general fee policy of the school (not specific to VET).

7. Provision for language, literacy and numeracy assistance

When undertaking a VET qualification, basic literacy/numeracy elements have been incorporated. This makes learning these basic literacy/numeracy components easier, as they are being delivered and assessed in the context of an industry vocational area of the students choice. If the student still feels that they need additional language, literacy or numeracy support, they can seek further advice from the College.

8. Access and equity policy and procedure

The access and equity guidelines at Mt Maria College Petrie are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET qualifications.

Access and equity guidelines will be implemented through the following strategies:

- The curriculum, while limited by the available human and physical resources, will provide for a choice of VET subject/s for all students
- Links with other providers, such as other RTOs will be considered where additional resources are required.
- Access to school-based apprenticeships and traineeships may be available to students
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I, or II or III (where applicable)
- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc. The College strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example, the following principles apply:

1. VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students, have quality outcomes.
2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn.
3. All students will be actively encouraged to participate in VET qualifications, irrespective of background/cultural differences.
4. Literacy/numeracy is integrated throughout all VET qualifications, as well as being delivered separately through your English/literacy and Maths/numeracy programme.
5. Any complaints in relation to discrimination/harassment will be treated seriously, in line with the

9. Flexible learning and assessment procedures

The following represent the basic VET assessment principles. They are designed to promote fairness and equity in assessment.

- All VET students will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.
- Information given to students, on the assessment cover sheet, will include:
 - advice about the assessment methods
 - assessment procedures
 - the criteria against which they will be assessed
 - when and how they will receive feedback.
- Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a two-year course.
- The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
- Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Opportunities for feedback and review of all aspects of assessment will be provided to students.
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students and is publicly available in this handbook which is stored on the intranet.

The teacher will provide a thorough overview of the assessment requirements for each individual VET qualification. The following information, however, represents some general information about the VET assessment process adopted at Mt Maria College Petrie.

10. Competency based assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most qualifications assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Final records of assessment of competencies will be awarded as either:

- C for Competent
- NYC for Not Yet Competent

11. Student access to accurate records policy and procedures

Mt Maria College Petrie is committed to regularly providing students with information regarding their participation and progress. The teacher must maintain accurate and current records of each student's progress towards an achievement of competencies.

The teacher will provide regular access to a student's own records, or on request by the student. Students will also have access to this information via the Unique Student Identifier (USI) registry once the RTO has uploaded the results.

12. Confidentiality procedure

Information about a student, except as required by law or as required under the VET Quality Framework is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age.

13. Employer contributing to learner's training and assessment

If it forms a mandatory requirement of the qualification, the third party RTO may organise or help organise a workplace for the student. Students on work placements will be required to record their activities in a workplace experience logbook (or similar document). The workplace supervisor will be required to sign-off on the accuracy of the student's entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency.

14. Complaints and appeals procedure

Students can make a complaint verbally or in written format to the school or the third party RTO.

Complaints and appeals are managed by the RTO in a fair, efficient manner. Complaints arise when the student is dissatisfied with an aspect of the RTO's services and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the RTO has made. Appeals can

relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to an informal complaint process or a formal complaint or appeals process. All formal complaints or appeals will be heard and decided within 60 calendar days of the receipt of the written complaint by the Third Party RTO.

15. Recognition arrangements for RPL

All VET students have access to a procedure that gives Recognition of Prior Learning. RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

A VET student seeking RPL will be provided with a copy of an RPL application form by the relevant Third Party RTO along with receiving support and assistance to interpret the documentation and compile the evidence required.

All applications for RPL will be responded to once a written application has been received by the Third Party RTO. The Third Party RTO will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been assessed, the student will be notified of the decision. Students may have access to reassessment on appeal.

16. Recognition of AQF qualifications and statements of attainment issued by another RTO

All students who have previously, successfully completed a Units of Competency are entitled to a credit transfer. This includes across qualifications being undertaken at the same time.

When students transfer in from other schools and have undertaken a VET qualification at the other school, a credit transfer will only be granted upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO. It will be the responsibility of the student to obtain this and credit transfer will not be granted until the documented evidence has been provided.

17. Certification and issuing qualifications

The Third Party RTO must issue to students who have been assessed as competent in accordance with the requirements of the Training package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2015.

- Students will receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- Certification documentation is used consistently across the RTO, and
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework — the AQF
- The RTO will establish anti-fraud mechanisms by including the RTO's own logo each document issued to ensure there is no fraudulent reproduction or use of credentials.

18. Replacement of certification documentation

The Third Party RTO maintains a Register of Certification Documents Issued. This allows students to request a reissue of their documentation at a later date from the Third Party. The Third party RTO may charge a fee for the replacement certificate.