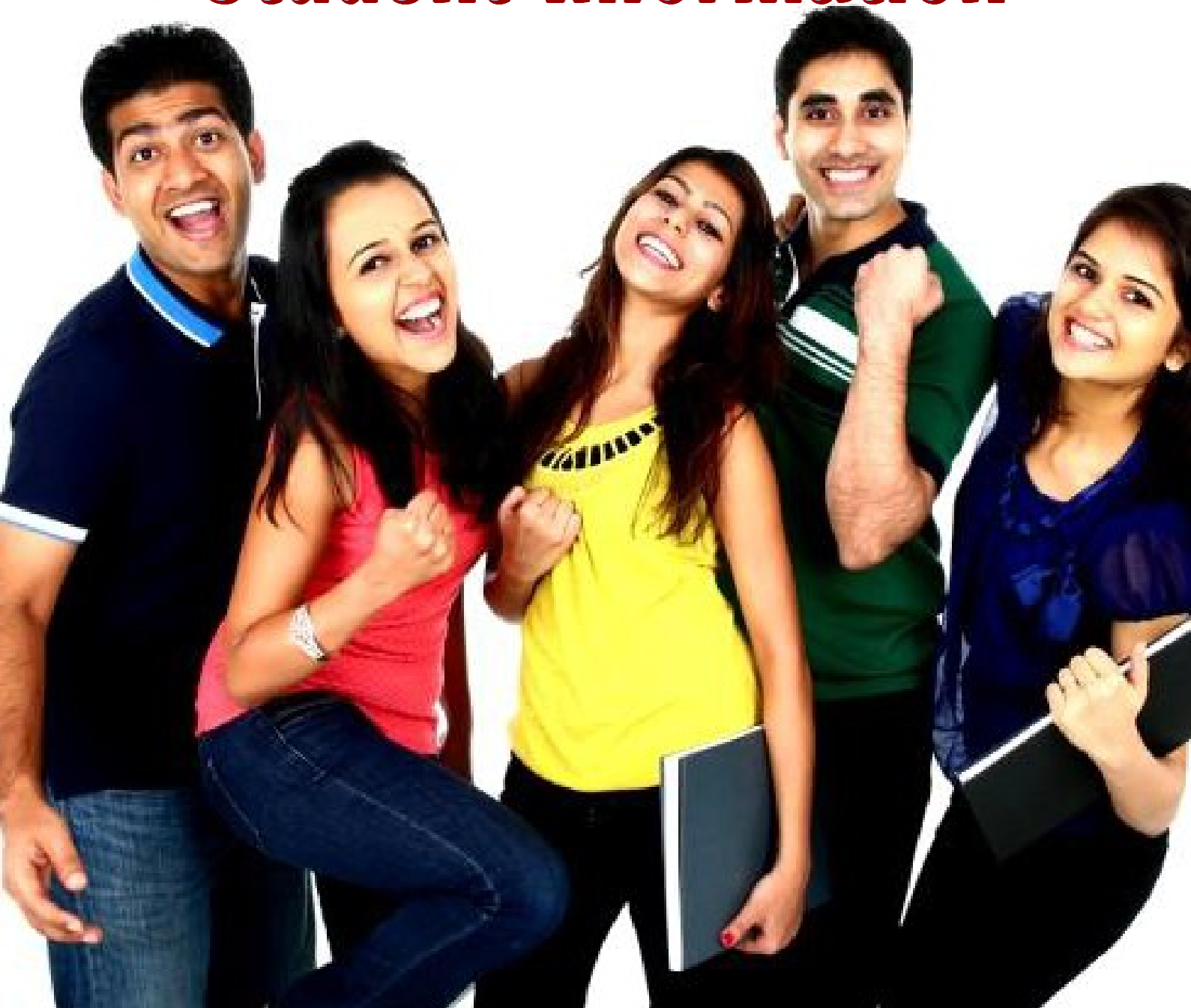


Vocational Education and Training Student Information



So you've chosen a VET course as part
of the HSC**WHAT NOW?**

Welcome



Congratulations on making the choice to enroll in a Vocational Education and Training (VET) course as part of your school studies. This leaflet informs you of opportunities available to you as a VET student and the facts about VET courses.

Your school is part of a **Registered Training Organisation Public School NSW Tamworth RTO 90162**. This means the training you receive must meet national industry standards and the qualifications you receive must be recognised nationally by employers and other training organisations.

Tell me more about VET...

Foundation Skills

Vet courses are developed in consultation with industry. Vocational training courses provide you with the opportunity to develop the skills, knowledge and attitudes required by industry for employment. These **foundation skills** include:

- ✓ Learning
- ✓ Reading
- ✓ Writing
- ✓ Oral communication
- ✓ Numeracy
- ✓ Core Skills for Work:
 - Navigate the world of work
 - Interact with others
 - Get the work done

What will you have to pay?

- Costs of required **uniforms** and personal protective equipment (PPE). Some schools have hire arrangements for these.
- Some or all of the costs of **materials** used in your training.
- Some or the entire course costs for the Construction Induction Course (White Card) as part of Construction and Entertainment courses,
- The costs of **work placement travel**.

Quality Training

- ✓ VET teachers have undergone **additional training** to ensure they meet industry standards and are **trained to assess** in the workplace.
- ✓ We are committed to making **links with industry** to ensure that our training provision meets industry standards and needs.
- ✓ Valuing the views of employers and students on the quality of our **training provision**.
- ✓ Providing students with timely **advice** and support their learning.

Supporting student learning needs

We support your learning through:

- ✓ developing **links with industry** to provide you with the opportunity to develop skills in a real industry setting;
- ✓ providing a **safe and healthy learning environment** both within the school and during work placement;
- ✓ **counselling and careers advisory** services,
- ✓ **assessment available** of the Australian Core Skills.

Specialist staff are available in schools to assist with:

- ✓ literacy, language and numeracy skills;
- ✓ students with disabilities;
- ✓ Aboriginal and Torres Strait Islander students;
- ✓ students from non-English speaking backgrounds.

Why are VET qualifications important?

- Vocational training courses count towards meeting **Higher School Certificate** requirements.
- Some VET courses allow you to include a mark in the calculation of your **Australian Tertiary Admission Rank (ATAR)**. Please check with your school's career adviser.
- Industry identifies the units of competency that must be achieved in each VET course to gain a vocational qualification in a national training package.
- The NSW Education Standards Authority (NESA) issues either a **Statement of Attainment** or a **Certificate** listing all units of competency achieved. This is in addition to your RoSA or HSC qualification. This is known as **Dual Accredited**.
- The rules and structure of HSC VET courses vary from the qualification packaging rules. In some cases additional units of competency are required to meet NESA requirements than are required for the qualification. Information about your course is contained in the syllabus document issued by The NSW Education Standards Authority and Educational Standards and from your school:
<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

How does VET assessment occur?

- Assessment does not compare you against other students. It compares each **individual against the 'competence'** requirements of the training package.
- At the commencement of the course, you will be given an assessment schedule indicating the timing, competencies and methods of assessment. You will have the opportunity to develop skills over time.
- Teachers will usually organise a number of chances for students to demonstrate a competency. You may seek further opportunities to demonstrate competencies during the course.
- Some assessment will be ongoing and evidence of competence will be gathered on a continuous basis. Other evidence will be collected through specific assessment tasks and events such as projects and assignments, written and practical tests, portfolios, role plays and simulations.
- **Your competence can only be assessed by a qualified VET teacher and/or an industry qualified assessor.**

What is competence?

Demonstrating competence means that you can perform the task or show an understanding to the level required by the industry standards. When you successfully demonstrate your competence against a particular standard you will be judged as competent. There is no pass or fail. You are either competent or not yet competent.

If you believe that you have not been fairly assessed you have a right of appeal. The school's assessment policy provides full details on how each unit of competency will be assessed and the appeals process. Consistent attendance and sustained effort at all course activities are essential for gaining the qualification and meeting HSC requirements.

What is Recognition of Prior Learning (RPL)?

- *If you* have had **previous work or life experiences** you will need to produce **evidence** to enable your teacher to assess your skills to ensure they are at **industry standard**.
- RPL will only be granted for competencies where you are able to demonstrate achievement of all of the learning outcomes and performance criteria for that unit of competency. You would then be exempted from undertaking the training and assessment for that unit of competency.
- *If you* have already completed content and learning for all or part of a similar unit/s of competency that is deemed equivalent, you may be eligible for credit transfer. Credit Transfer will be granted where you provide a result notice, certificate or competency record.

What is Credit Transfer?

- *If you*.....have already completed content and learning for all or part of a similar unit/s of competency that is deemed equivalent, you may be eligible for credit transfer. Credit transfer will be granted where you provide a result notice, certificate or competency record.



Your teacher or the school's VET coordinator can provide more details about the RPL and Credit Transfer processes

What about examinations?

- In most vocational courses you can choose to undertake an optional HSC examination in order to count the course towards your Australian Tertiary Admission Rank (ATAR).
- Exams throughout the course may contribute to the determination of competence and will be used to calculate and estimate HSC examination mark in the case of misadventure.



What about results and records?

- The teacher keeps a record of competencies achieved by each student.
- At the end of each school term, your teacher will record the Units of Competency which you have achieved in the electronic NSW Education Standards Authority (NESA) record keeping system called NESA credentials.

At the completion of the course details can be also be found at:

<https://www.usi.gov.au/students/training-records-and-transcript>

What about Work Placement?

- **Work placement is compulsory for most VET courses.** This is a NSW Education Standards Authority (NESA) requirement and if not completed you may be given a “N” Award. If you have not completed the work placement requirement you will not have the course recognised by NESA for the units of credit towards the HSC.
- The minimum hours of work placement vary, but usually you are required to undertake 35 hours of work placement for every 120 hours of the VET course. Your teacher will provide details of work placement.
- To ensure that you are ready to undertake work placement, your teacher must deem you **Work Ready**.
- Work placement is organised for you through an organisation known as a Work Placement Service Provider. The Work Placement Service Provider is only funded to provide **ONE** work placement per student per year so it is important for you to perform your best during work placement.
- **You cannot be paid during work placement.** The Department of Education provides insurance coverage for you while you are on workplace learning programs, but the insurance cover is **not valid** for any student who accepts payment.
- Under some circumstances, paid work in an industry related casual or part time job can contribute to your work placement requirements. See your teacher to find out if your **current employment** is suitable.

Where do you stand?

Your Rights

To be accurately informed by being provided with:

- ✓ An outline of the course of study I am to undertake;
- ✓ Information about possible employment outcomes from the course of study;
- ✓ Information on how and when I will be assessed in the course;
- ✓ Information about my progress within the course.

To be treated fairly by being:

- ✓ Allowed equal access to a relevant and appropriate course of study;
- ✓ Appropriately supported in my learning and assessment;
- ✓ Able to work, and be assessed without discrimination.

To have my competencies recognised by being:

- ✓ Able to claim recognition for units of competence achieved with other training providers;
- ✓ Able to claim recognition for competencies that I have already achieved in work or life experiences;
- ✓ Given opportunity to have my competence assessed or reassessed.

To have the opportunity to evaluate my learning experience by being:

- ✓ Encouraged to provide information and feedback on the effectiveness of the training and assessment provided.

Your Responsibilities

To be properly prepared by:

- ✓ Coming to all classes, assessment events and work placement properly equipped and dressed;
- ✓ By accessing my competency record from my trainer/teacher and knowing which competencies I have achieved.

To respect the rights and property of others by:

- ✓ Not hindering the work of fellow students, teachers or fellow workers through disruptive behaviour or inappropriate conduct;
- ✓ Treating fellow students, teachers and other staff, fellow workers and employers with dignity and respect at all times;
- ✓ Working cooperatively with fellow students and teachers to ensure the health and safety of all.

To claim my rights appropriately by:

- ✓ Being aware of my rights and seeking advice and assistance where required;
- ✓ Asserting my rights where needed without treating others unfairly or disrespectfully.

IF YOU BELIEVE YOUR RIGHTS HAVE NOT BEEN MET.....you should firstly discuss it with your class teacher.

- *still not satisfied*discuss it with your **Head Teacher and/or School VET coordinator;**
- *still not satisfied*discuss it with the **school principal;**
- *still not satisfied*contact the **RTO manager.**