VET Student Handbook 2020

VET Quality Framework
VET Coordinator: Gillian Meyers

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VET Student Handbook

Unity College – Registered Training Organisation 32123

Introduction

Welcome to students undertaking a vocational education and training (VET) course with Unity College. The purpose of this handbook is to provide all VET students with information about the VET programs offered. It also outlines your rights and responsibilities as a VET student studying at this College. Take the time to read everything in this handbook as you will be required to sign that you understand its contents. If there is anything that you do not understand, please ask your teacher/trainer about it. You may need to refer to this handbook throughout your period of enrolment in your VET course/s. Please note that the policies and procedures covered in this handbook are summarised to provide you with the key concepts. You can access the full copies of all the policies and procedures at any time by making a request to your VET Coordinator.

Unity College (32123) is a Registered Training Organisation (RTO) and as such, is able to deliver and assess Nationally Recognised Qualifications under the Australian Qualification Framework (AQF). Information about the College as an RTO can be accessed at:

www.training.gov.au

Alternatively, you can directly contact

Contact Details:

Name: Gillian Meyers

Position:RTO Manager

Email: gmeyers@bne.catholic.edu.au

Qualification

Students who meet the training and assessment requirements of the training package or VET accredited course, will be awarded a Nationally Recognised Qualification under the Australian Qualification Framework. This will be issued to the student within 30 calendar days and providing all agreed fees the student owes to the School RTO have been paid.

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives you access to your USI account. A USI will allow your USI account to be linked to the National Vocational Education and Training (VET) Data Collection, allowing you to see all of your training results from all providers, including all completed training units and qualifications.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that your VET records are not lost.

The USI is available online and at no cost. This USI will stay with you for life and be recorded with any nationally recognised VET course that is completed from 1st January 2015.

Under legislation, training organisations are not permitted to issue a statement of attainment or a qualification unless the student has provided a USI. Student Identifiers Act 2014

Further information on the USI can be obtained at: www.usi.gov.au and in Appendix 5

USI Provision Process for Unity College Students

Year 10 students and new students to Years 11 & 12 are required to supply a USI number prior to being enrolled into a VET course. You will need to follow the steps in Appendix 3 to be able to successfully complete the application. Once you have completed the process, your USI will appear on screen and you will receive an email confirming your USI. Please promptly forward this email to: schristie@bne.catholic.edu.au at Unity College. The number will then be stored on the BCE student database. Alternatively, you may prefer to do this privately. You will still need to forward the confirmation email to the email address above. Regardless, the following permissions relate to the Unique Student Identifier:

1. I give permission for Unity College as Registered Training Organisation to store my/my child's USI in Brisbane Catholic Education's School and Student Administration System.
2. I acknowledge that Brisbane Catholic Education will be providing my/my child's USI to the Queensland Curriculum and Assessment Authority (QCAA) who will store the USI in their systems for the purposes of Certification, including the issuing of Vocational Certificates and Statements of Attainment for Unity College and to report to the Australian Government on Vocational Outcomes.

3. I give permission for Unity College to provide my/my child's USI to other RTOs with whom the school has partnership agreements in place to deliver Nationally Recognised Training at Unity College when I/my child enrol/s in these courses.

USI Provision Process for External students

Students enrolling into Certificate IV Crime and Justice need to provide their USI as part of the enrolment into aXcelerate. Please ensure you have your LUI and USI numbers ready before enrolling – these are mandatory requirements.

1. LUI numbers – issued by your school

2. USI numbers – create via www.usi.gov.au

3. Students must use full legal names as per Birth Certificate.

Enrolment and Induction Procedures for Unity College students

You will receive information about VET courses available in the College in Term 3 through the Subject Selection Handbooks.

Should any VET Course be over-subscribed, auditions according to set criteria, where applicable, will be used to make selections. When auditions are not possible, students will be selected, in consultation with staff members, based on the students' demonstrated interests and aptitudes.

At the beginning of the year, all VET students will receive an induction in the form of direct instruction and a copy of this handbook. VET teachers will also ensure that you are informed about assessment and the specific competencies covered. During this induction, you will be reminded about School Work Health and Safety procedures.

Fees and Refund Policy for Unity College Students

The College Fees policy can be found at Fee Policy for Unity College Students

The College's policy on refunds for Vocational Education course costs can be found at Refund Policy for Unity College Students on page 18.

The College must have certain teachers and equipment to run VET courses. If the School loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification. The College retains the right to cancel the course if it is unable to meet requirements.

Refund Policy for External Students

Refund for students exiting a certificate course is on a pro rata basis related to the costs incurred of the unit/s of competency covered (less a $50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or showing extreme personal hardship). Applications for refund are made to the College Principal in writing and are at the discretion of the Principal.

Reissue of Certificates

Transcripts of your VET results can be obtained via your USI account at www.usi.gov.au. However, these may not be available until several months after your results are awarded.

Original certificates are either awarded in person or sent to the student address provided to the College. It is the responsibility of every student undertaking VET training to ensure that the College has your current address details. External students can update address details at any time via aXcelerate.

The College can provide replacement copies of certificates and results it holds. To protect privacy, copies can only be provided to the person named on the certificate. If you require replacement certificates, please contact the College.

Reissuance of a Certificate will incur the following Fee: -

$30 to reissue a certificate to cover administration/stationary/photocopying costs Plus

$7 express postage.

Student Support and Guidance

The College will provide any educational or support services, as required. These may include things like:

- study support and study skills programs;
- language, literacy and numeracy (LLN) programs or referrals to these programs;
- equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;
- learning resource centres;
- mediation services or referrals to these services;
- flexible scheduling and delivery of training and assessment;
- counselling services or referrals to these services;
- information and communications technology (ICT) support;
- learning materials in alternative formats, for example, in large print;

or any other services that the RTO considers necessary to support learners to achieve competency.

Within the College there are many people on staff who will be able to assist you if you are in need of help. People involved in support and guidance services at this school include:

Vince Webb – Assistant to the Principal Student Services
Bianca Beard & Amanda Paton – Pathways Coordinators
Gillian Meyers – RTO Manager
Lena Redman & Anthony Ross – College Guidance Officers

Susan Bates & Leila Flannery – Learning Support
Sherry Christie – VET & Pathways Administrative Support Officer

Language, Literacy and Numeracy Support

All VET subjects have embedded units of competency from a Training Package and as such you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of the VET area of your choice.

In addition to the above you will receive further support in English or Essential English, and Essential Mathematics or General/Specialist Mathematics/Mathematical Methods, depending on which one/s you have chosen to do.

Behaviour Management Policy and Attendance

Every family in the College has access to the Behaviour Management Policy. Please make sure that you read it as its application is also relevant to all School VET programs. Attendance in VET classes/activities complies with the College's Attendance policy.

Flexible Learning and Assessment Procedures

All VET students will be fully informed of the VET assessment process and requirements and will have the right to appeal.

The mode of delivery will be specific to each subject area. A combination of the following will occur:

Face-to-face
Online delivery and/assessment
Blended delivery

Private study
Tutorials, if required

The following information represents some general information about the VET assessment process.

Competency-based Assessment

The College will comply with the assessment guidelines from the relevant Training Package or accredited course. Assessment will be competency-based (See Appendix 1: Definitions)

Essentially, students are considered to be competent when you are able to apply your knowledge and skills to successfully complete activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace, as specified in the training package or VET accredited course.

Principles of Assessment

The College's delivery and assessment of VET courses is designed to promote valid, reliable, flexible and fair assessment that is also informative in its context and purpose. These principles comply with the College's Assessment Policy in the College Diary and on the College website www.uc.qld.edu.au.

This means that:

a) You will be given clear and timely information on assessment, including:

- advice about the assessment methods
- assessment procedures
- the performance criteria against which you will be assessed
- when and how you will receive appropriate feedback
- the mechanism for appeal.

b) Sufficient evidence will be gathered to enable a fair and accurate judgment of your competence.

c) The assessment approach chosen will cater for your language, literacy and numeracy needs.

d) Reasonable adjustments will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes as stated in the Training Package.

e) Opportunities for feedback and review via surveys of all aspects of assessment will be provided.

f) Clearly documented mechanisms for appeal against assessment processes and decisions will be available.

g) All students have access to reassessment on (informal) appeal.

Flexibility

All VET courses are flexible and they are designed to give every student an opportunity to demonstrate competence. This means that if you have an identified need, the conditions of the assessment task that you do may be changed. For example, a learning support aide may read the tasks to you or they may act as a scribe. These conditions for assessment must still comply with training package requirements. Your teacher, together with the Learning Support staff, will decide what adjustment needs to be made. In making an adjustment, the rigor or difficulty level of the task will not change as you will still need to be judged 'competent' in order to gain the qualification. The fact that the conditions, under which the task was performed has changed, will be noted on your assessment task sheet.

Recognition of Prior Learning (RPL)

When you commence a VET program, you may think there are some units of competency you can already do. Your current knowledge and abilities may make you competent in these units without having to do the assessment. You can apply for 'recognition' for those specific units of competency. If you do, you will need to provide evidence that you can in fact already do these particular tasks. You may need to perform a 'skills test' to support your claim.

Process

If you believe that you have sound reasons to apply for recognition, ask your teacher to guide you through the process listed below.

1. Discuss the recognition process with your teacher.
2. Retain a copy of the Recognition of Prior Learning Policy from the VET Coordinator
3. Ensure that you understand the full recognition application process, including the Appeals process.
4. Collect evidence of your prior learning from a variety of sources. Evidence can take many forms, and will usually include such things as:

- letters or testimonials from employers
- photographs, videos, reports
- awards, certificates and qualifications

5. Discuss your self-assessment with your teacher. If there are full units of competency for which you and your teacher feel recognition may be given, you will be encouraged to complete a *Recognition of Prior Learning Application Form*. These can be obtained by contacting the RTO Manager or your trainer who will assist you with this.
6. Complete and submit the *Recognition of Prior Learning Application Form*.
7. You will know the outcome of your application within 15 days of application.
8. Should you wish to appeal the decision, complete the Complaints and Appeals Form which you can get from the VET Coordinator.

Note: If you have a Statement of Attainment from another Registered Training Organisation for any units of competency which are the same as those in any College VET program, you will be awarded automatic recognition and it will not be necessary for you to apply. You must make the VET teacher & Coordinator aware and provide your certification.

Complaints and Appeals

You may approach the College if you are dissatisfied with any aspect of your VET program. This includes:

- an administrative matter such as, for example, the non-issue of qualifications/ statements within the prescribed timeline;
- another person in the school (student or teacher);
- a complaint about any aspect of the course or its delivery;
- a complaint about the results of an assessment or about the way the assessment was undertaken.

The full Policy can be accessed at Complaints and Appeals Policy on page 16-17.

Process
This is the process to follow:

a) You should discuss the matter with a teacher or person in authority with whom you feel comfortable.

b) If this person does not consider the matter to be particularly serious, or where your complaint does not relate to allegations of unlawful behaviour (e.g. assault, illegal discrimination or harassment, etc.) and you feel comfortable to do so, you will be encouraged to raise your complaint directly with the person concerned. You can ask for another teacher, of your choice, to be present when you do this.

c) Where you do not feel comfortable about doing this, or where the matter is of a more serious nature, you will be asked to put the complaint in writing on a Complaints and Appeals Form. A copy of this can be located in Appendix 6 of this Handbook.

d) If the complaint is about another student, the matter will then be handled by the VET Coordinator or Guidance Officer. If the complaint is about a member of staff, it will be handled by the Principal.

e) If the complaint cannot be resolved by the above procedure, then an independent party will be retained to review the complaint.

f) If the complaint will take longer than 60 calendar days to process and resolve, then you will be advised in writing of this and regular updates will be given on the progress of your complaint.

f) The person handling your complaint will:

- **tell the person you are complaining about, about the complaint. He/she will be given the opportunity to present their understanding of the matter;**
- **ensure that only those people who need to know about the complaint are involved/informed;**

- **give you written advice about the outcome and the reasons for it.**

Work Health and Safety

The safety and wellbeing of the staff and students of this College is one of our greatest responsibilities. All of us, including you, have responsibilities to ensure a safe environment.

You are required to:

- Use and take reasonable care of any equipment that is provided
- Obey any reasonable instructions in relation to health and safety
- Not interfere with or remove any safety devices from machinery
- Report unsafe acts or equipment to a teacher and observe good "housekeeping" practices
- Report all injuries or "near misses" to a teacher
- Ensure that your conduct does not interfere with:
- College property;
- College staff safety or welfare, or with their ability to perform their duties; or
- College student safety or welfare, or their ability to benefit from instruction.

First Aid is available at the Administration Office. Students or staff should not handle injuries which involve spilled blood without wearing gloves. All blood spills must be cleaned appropriately by trained College personnel.

An ambulance will be called in case of an emergency.

Access to Records

You can have access to your own personal assessment records at any time, by approaching the VET Teacher/Trainer concerned. If the matter is not related to any one specific subject, you should approach the Teaching and Learning Coordinator or VET Coordinator.

Appendix 1: Definitions

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

RTO means a Registered Training Organisation

Statement of attainment means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Training Package means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

Unit of competency means the specification of the standards of performance required in the workplace as defined in a training package.

VET means vocational education and training

Appendix 2: Legislation

Health and Safety at Work

Work Health and Safety Act 2011
The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Queensland workplaces. The objective of the Act is to prevent fatalities, injuries and illnesses caused by a workplace, by workplace activities or by a specified high risk plant.

Workplace Harassment, Victimisation and Bullying

Industrial Relations Act 2016
The principal objective of the Industrial Relations Act 2016 is to provide a framework for industrial relations that supports the delivery of high quality services, economic prosperity and social justice for Queenslanders.

Anti-Discrimination

Anti-Discrimination Act 1991
The Anti-Discrimination Act 1991 aims to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including education and training. The services developed by RTOs, including their administrative practices and assessment processes, must take into account the principles established by this legislation.

Privacy

Information Privacy Act 2009
The Information Privacy Act 2009 is an Act to provide safeguards for the handling of personal information and to allow access to and amendment of personal information.

VET & Apprenticeships/Traineeships

National VET Regulator Act 2011
An Act to establish the National Vocational Education and Training Regulator, designed to provided national consistency in the regulation of VET using a standards-based quality framework.

Work Experience

Education (Work Experience) Act 1996

An Act regulating work experience provided to students as part of their education.
A work experience arrangement is an arrangement made between a student's educational establishment and a person (the 'work experience provider') under which the person will provide experience ('work experience') to the student as part of the student's education. An educational establishment may make work experience arrangements for its students.

The work experience arrangement must be in writing. A work experience arrangement may be made for a student only with the approval of the principal of the student's educational establishment.

Further information on legislation is available via:

the State government web site www.legislation.qld.gov.au

the Commonwealth government website: www.legislation.gov.au

Appendix 3: Student Training Agreement Form (sample)

Your Trainer/Teacher will give you a partially filled form for you to complete and return.

Student Details:	
Name:	
LUI Number:	
VET USI Number	
Registered Training Organisation (RTO) details:	
School RTO Name:	
National Provider No.	
Address	
Contact Name:	

Ask your trainer to help you fill in the following details if needed.

Training Details:			
Qualification Name: Eg: Certificate II			
NTIS Code: Eg: SIT20207			
Commencement Date:		Planned Completion Date:	
Competencies being undertaken:			
Code:	Name:		

School Responsibilities

The School must have certain teachers and equipment to run this course. If the School loses access to these resources, it will provide students with alternative opportunities to complete the course and the related qualification. The School retains the right to cancel the course if it is unable to meet requirements.

If a student enrols late into a Vocational Education and Training course, the student may not complete all competencies to enable them to attain the full Qualification. If this is the case, the student will receive a Statement of Attainment outlining the competencies they have completed.

Student Responsibilities

I acknowledge that I have been provided with a *VET Student Handbook*. I acknowledge that I have read this Handbook and understand that I can access further information on these topics should I wish to do so from my Vet Teacher/s or the VET Coordinator. I also understand that this information is available on the School's Intranet and I can request a copy via my trainer or RTO Manager.

Consent

I _____ (Student's Name), a student of Unity College, hereby consent to the College providing relevant information about me to the Queensland Curriculum and Assessment Authority (QCAA), and any other government organisation in order to facilitate the recording of my results and the issuing of relevant certification.

I have read the College refund policy as explained on of the VET student handbook.

I understand that student work is required in order to satisfy the QCAA that all assessment is correct and to industry standard. This acknowledgement form will be valid for the full delivery period of any certificated vocational course spanning Years 10, 11 and/or 12.

Student Signature:			
School Contact:		Contact Signature:	

Appendix 4: USI Letter to Parents

Dear Parents/Caregivers

VET Unique Student Identifier (USI number)

From 1 January 2015 the Australian Government requires all students undertaking vocational training (VET) to have a Unique Student Identifier (USI). Registered Training Organisations (RTOs) are required to collect and verify a student's USI for the purposes of reporting on training activities or to issue an AQF certification document, such as a qualification or statement of attainment.

All students in Years 10, 11 & 12 undertaking a certificate course must apply for a USI number. It is highly recommended that **all** senior phase students create a USI. Your student will need valid forms of identification as listed on the website www.USI.gov.au to be able to successfully complete the application. Please ensure to use LEGAL NAMES ONLY.

Once students have completed the process, their USI will appear on screen and they will receive an email confirmation. Please forward this email to schristie@bne.catholic.edu.au at Unity College. The number will then be stored on the BCE student database.

Further clarifications regarding this number can be viewed in the following clip.

https://www.youtube.com/watch?v=HRYaaF-B7Ho&list=UU4PhcooSNGfRWzrI-gVfxHw&index=2

The following permissions relate to the Unique Student Identifier for you/your student:

I give permission for Unity College as Registered Training Organisation to store my/my child's USI in Brisbane Catholic Education's School and Student Administration Systems.

I acknowledge that Brisbane Catholic Education will be providing my/my child's USI to the Queensland Curriculum and Assessment Authority (QCAA) who will store the USI in their systems for the purposes of Certification including the issuing of Vocational Certificates and Statements of Attainment for Unity College and to report to the Australian Government on Vocational Outcomes.

I give permission for Unity College to provide my/my child's USI to other RTOs with whom the school has partnership agreements in place to deliver Nationally Recognised Training at Unity College when I/my child enrol/s in these courses.

....
Name of Parent or Guardian   Signature of Parent or Guardian   Date

....
Name of Student   Signature of Student   Date

Appendix 5: Creating your USI number

1. **Log onto the USI website http://usi.gov.au**
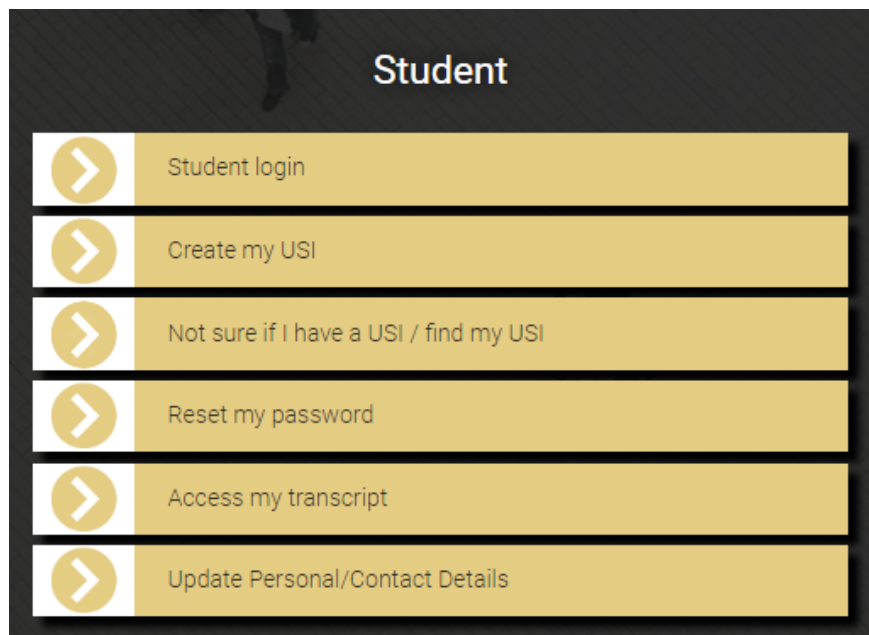
2.   Click on Create my USI and make sure you have acceptable ID.

A USI is for life! You only have to create it once.

If you have done training since 2015, you probably have a USI.

If you are unsure, go to the Find my USI page to check.

You will need to provide identification to create a USI.

One of the following are acceptable forms of ID

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver's Licence
- Medicare Card
- Certificate of Registration by Decent
- Citzenship Certificate
- ImmiCard

Should take less than 5 minutes to complete

Create a USI

3. Tick - Agree to the terms and conditions.

1. Select Create USI

5.   Select Document type for evidence of identity.

6. Fill in your personal details etc.

7. Confirm details and then select Next if all correct.

8. Set password

9. **Once you have done this your USI will be displayed on the screen and an email will be sent to your main contact.**
10. **Unity College students must forward this email with your USI number on it to Mrs Christie at schristie@bne.catholic.edu.au .**
11. **External Cert IV Crime and Justice students must ensure that this number is correctly recorded in aXcelerate.**
12. **A training provider can only view your transcript with your permission. You can set an expiry date for this permission to coincide with your school completion.**

Please follow the instructions in the following link to give permission for Unity College to view your training records. This can assist you to get recognition for prior learning that you have undertaken.   The Unity College organisation code is **32123**

www.usi.gov.au/faqs/how-does-student-give-permission-training-organisation-view-their-training-records

Appendix 6: Complaints and Appeals Form

Surname:		**Title:**	
First Given Name:			
Course title:			
Trainer / Assessor:			
Date of occurrence:			
Reason for your submission:			
Occurrences leading up to this submission:			
What outcomes are you seeking?			
Can we improve our system to avoid these situations in the future:			

By signing this form, I certify that the information provided is true and correct.

Signed: _____ Date: _____ / _____ / _____

Upon completion of the form, please email the form to gmeyers@bne.catholic.edu.au