









Vocational Education and Training

Student Handbook

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Contents

1. Introduction 5
2. Qualifications 6
   2.1 The Australian Qualifications Framework (AQF) 6
3. Enrolment and Induction 7
   3.1 LUI 7
   3.2 USI 7
   3.3 Course Induction 8
4. Roles and Responsibilities
5. Flexible Learning and Course Delivery 8
   5.1 Flexible Learning 8
   5.2 Course Delivery 8
6. Support and Guidance 8
   6.1 General Support and Guidance 8
   6.2 Language, Literacy, Numeracy and Digital (LLND) Skills 9
7. Prior Learning and Credit Transfers 9
   7.1 Recognition of Prior Learning (RPL) 9
   7.2 Credit Transfers 10
8. Course Attendance and Workshops 10
   8.1 Course Attendance 10
   8.2 Compulsory Structured Work Placement 10
   8.3 Placement Venues 10
9. Assessment 11
   9.1 Competency Based Assessment 11
   9.2 Principles of Assessment 11
   9.3 Flexible Assessment Provisions 12
10. Certification 12
   10.1 On Completion of Course 12
   10.2 Statement of Attainment 12
   10.3 Academic Transcript 13
   10.4 Reissue of Certification 13

11 Fees, Charges, Cancellations, Refunds 13
11.1 Fees and Charges 13
11.2 Course Cancelation 13
11.3 Refunds 14
12 Complaints and Appeals 15
Appendix 1: Definitions 17
Appendix 2: USI Student Quick Guide 19
Appendix 3: Work Health and Safety 22
Appendix 4: Additional Privacy Information Provided at Enrolment 23

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Welcome to the
Unity College
Student Vocational Education and Training Handbook

This handbook is an important reference for Unity College students undertaking Vocational Education and Training (VET) courses with the College.

Students should read this handbook thoroughly and contact their trainer/assessor or the VET coordinator should they have any questions.

Contact details

Address	47 Lomond Crescent, Caloundra West, Q, 4551
Phone	(07) 5490 5777
Email	unityvet@bne.catholic.edu.au
Website	www.uc.qld.edu.au
Office Hours	8.00am – 4.00pm school days

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1. Introduction

Welcome to Unity College's Vocational Education and Training (VET) Handbook.

Vocational Education and Training (VET) is an important learning pathway for students in Years 11 and 12. It offers practical, industry-relevant learning and provides students with the opportunity to gain nationally recognised qualifications while completing their senior secondary schooling. VET can support pathways to employment, apprenticeships, traineeships, further training and university study.

Through VET, students can:

- Develop industry-specific skills that are valued by employers.
- Gain hands-on learning experiences that connect classroom learning to real workplaces.
- Build confidence, communication and teamwork skills.
- Explore career pathways before leaving school.
- Improve their readiness for employment, apprenticeships, traineeships and further study.
- Attain qualifications that are recognised throughout Australia.
- Earn credits towards their Queensland Certificate of Education (QCE).
- Potentially contribute towards an ATAR through eligible VET qualifications, in accordance with QCAA requirements.

This handbook outlines details of the courses offered through Unity College and explains students' rights and responsibilities.

VET trainers will also provide students with specific information about their qualification, including an overview of units of competency and assessment requirements.

As these qualifications are nationally recognised and delivered through external RTOs, students must be enrolled in a Queensland registered school to undertake these qualifications. Students must also maintain enrolment in a Queensland school to continue studying certificate courses at Unity College. If students leave school before completing their qualification, they will be issued a Statement of Attainment for the competencies they have successfully completed (refer Section 9 – Certification).

If there is anything students do not understand in this handbook, they should ask their trainer/assessor. Students may need to refer to this handbook throughout their enrolment in their certificate course. Please note that the policies and procedures included are summaries only. Full copies of relevant policies and procedures are available directly from relevant RTO upon request.

Students should refer to Appendix 1 for assistance with definitions of terms used in this document.

2. Qualifications

The Australian Qualifications Framework (AQF)

There are 10 different levels of qualifications that can be obtained. These are shown in the diagram below.



Adapted from the Australian Qualifications Framework (AQF), aqf.edu.au

3. Enrolment and Induction

VET in Schools allows students to remain at school while completing vocational training. Students at Unity College can access VET in a number of ways. These include:

- Enrolling in courses with Registered Training Organisations (RTOs) that have a partnership with Unity College.
- Through a School-based traineeship or apprenticeship.
- Through courses offered by the Sunshine Coast Technical Trade Training Centre
- Enrolling in TAFE Queensland and other RTOs offering VET in Schools programs.

Most VET options are either timetabled within Unity College or delivered externally as either a full-day or half-day program. The delivery model for each VET course is outlined on the individual subject information pages.

Many of these courses require students to:

- Attend information sessions.
- Apply and enrol externally.
- Receive confirmation of a placement into the course.
- Provide supporting documentation from Unity College to confirm student enrolment.

Places in many courses are limited, so it is important that students complete an expression of interest by the given dates. Contact the VET coordinator for further information.

When enrolling in the course, students are required to enter their LUI (Learner Unique Identifier) and USI (Unique Student Identifier) in the relevant RTO's learner portal.

Please note, it is the responsibility of every VET student to keep their personal details updated in their relevant RTO's learner portal (including their personal and school email addresses) for ongoing communications and the issuing of qualifications.

3.1 LUI

A student's LUI number is required for the recording of completed certificate units of study in the QCAA (Queensland Curriculum and Assessment Authority) student portal.

Every senior student is issued a LUI number by their school. A student's LUI number allows them access to their senior education learning account on the QCAA student portal. This is where their senior secondary enrolments and results are recorded, as well as when and where students have undertaken their studies. If students study a VET course or QCE-recognised course of study, they will see the QCE credits from that course in their student account.

3.2 USI

A USI is a student's individual education number for life. It also creates an authenticated online record of a student's Australian VET training achievements and ensures their records will not be lost. Any completed certificate units of study and qualifications are recorded in a student's USI account. Training organisations are not permitted to issue a statement of attainment or a qualification to a student without a verified USI.

A USI is created online at www.usi.gov.au at no cost. Refer to Appendix 2 for more USI information.

3.3 Course Induction

Upon enrolment into the course, students will participate in an induction facilitated by their trainer/assessor. These sessions may take place face to face or online. Upon completion of the orientation and induction sessions, training will commence.

4. Roles and Responsibilities

The College:

- 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.
- Will make every reasonable effort to support students to complete their qualifications.
- Has a process in place that enables students to apply for Recognition of Prior Learning (RPL) for relevant units of competency.
- Has a process for addressing any concerns a student may have and offers students access to a range of people who can provide advice and guidance about the vocational education program.

Students are asked to:

- Make a serious commitment to studies undertaken.
- 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 College in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct.
- Meet all aspects of work health and safety requirements.
- Meet the expected demands of industry (for the course undertaken) in relation to WHS, dress/uniform and positive attitude to training.
- Be willing to work in team environments.
- Demonstrate perseverance and persistence with regard to all tasks.
- Maintain the reputation of Unity College when participating in courses delivered by external RTOs
- Have a suitable device (laptop) to be able to participate fully in the learning environments and activities offered by the certificate courses.

5. Flexible learning and course delivery

5.1 Flexible learning

Courses may be delivered through a combination of the following:

- Face to face
- Online
- Compulsory structured work placements

Students' individual situations will be considered, and delivery methods adjusted when required.

5.2 Course delivery

Unity College partners with Registered Training Organisations (RTOs) to deliver certificate

courses. College staff support students throughout their training while delivery and assessment are conducted in accordance with the requirements of the relevant RTO. If circumstances arise that affect the College's ability to deliver the course, the College will make every reasonable effort to provide alternative delivery arrangements or transition students to an appropriate alternative pathway. If no suitable alternative can be provided and the College is unable to meet the requirements for delivery and assessment, the College reserves the right to discontinue the course.

6. Support and Guidance

6.1 General Support and Guidance

Students requiring support or guidance whilst completing their certificate are encouraged to speak with their trainer or VET coordinator. Trainers will work with students to address any individual requirements. Examples may include:

- Language, Literacy, Numeracy and Digital Skills (LLND) programs or referrals to these programs.
- Equipment, resources and/or programs to increase access for learners.
- Flexible scheduling and delivery of training and assessment.
- Learning materials in alternative formats, for example, in large print.

6.2 Language, Literacy, Numeracy and Digital (LLND) Skills

To enrol in a certificate course in Years 11 and 12, students must have passed Year 10 English, demonstrating the language and literacy skills required to meet the course's training and assessment requirements.

All VET qualifications are made up of units of competency drawn from nationally recognised training packages. Language, Literacy, Numeracy and Digital (LLND) skills are integrated into learning and assessment activities. Students develop these foundation skills in a practical and meaningful context that is directly related to their chosen vocational area, supporting both their qualification outcomes and workplace readiness.

Students entering VET programs may be asked to complete an LLND assessment. This assessment is designed to identify any support that may help students succeed in their training. If additional Language, Literacy, Numeracy and Digital Skills support is required, trainers will work with students to implement individualised learning strategies.

7. Prior Learning and Credit Transfers

7.1 Recognition of Prior Learning (RPL)

Recognition of Prior Learning is a process that allows students to have their existing skills, knowledge and experience formally recognised towards a qualification or unit of competency.

Students may have gained relevant skills and knowledge through:

- Previous study or training
- Employment
- Work experience
- Volunteering
- Community involvement
- Life experiences

Students can provide evidence to demonstrate that they already meet the requirements of a unit of competency. Evidence may include qualifications, certificates, workplace documents, references, portfolios, or practical demonstrations of skills. If sufficient evidence is provided and competency is demonstrated, students may be awarded credit for the relevant unit(s) without needing to complete all training and assessment activities.

If a student believes that they have sound reasons to apply for recognition, they are encouraged to:

1. Discuss the recognition process with their trainer.
2. Collect evidence of their 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
3. Discuss their self-assessment with the VET coordinator. If there are full units of competency for which the VET coordinator feels recognition may be given, students will be encouraged to complete a Recognition of Prior Learning Application Form. These can be obtained by contacting the RTO or the student's trainer who will assist them with this.
4. Complete and submit the Recognition of Prior Learning Application Form.

Students will be advised of the outcome of their application within 15 days of application.

Should students wish to appeal the decision, they can complete the Complaints and Appeals Form which can be provided by the RTO.

7.2 Credit Transfers

All Registered Training Organisations may grant credit transfer for a unit of competency completed in another course. Credits will be allocated on presentation of a current and valid Statement of Attainment.
This means students will not need to do the unit of competency again. Students are encouraged to contact their trainer or VET coordinator for assistance with this process.

8. Course Attendance and Workshops

8.1 Course Attendance

Regular attendance and active engagement during lessons, including communication with the trainer and fellow students, are requirements in VET subjects. As VET qualifications are designed to prepare students for working in various industry areas and equip students with the Core Skills for Work, students will be required to actively demonstrate the development of their understanding, skill and competency during their lessons.

Attendance in VET classes/activities complies with the College Behaviour Management and Attendance policies.

8.2 Compulsory Structured Work Placement

In some courses, students are required to attend compulsory structured work placement. These placements may be hosted at other locations. Students will be provided with details of the placements by their trainer.

8.3 Placement Venues

When attending placement sites, normal school rules apply. These include:

- Signing in at the location.
- Adhering to Workplace Health and Safety guidelines. Refer Appendix 3 for further information.
- Following presenter/school representative instructions.
- Being respectful of the rules at the workshop location.
- Other normal school behavioural expectations apply.

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9. Assessment

9.1 Competency-Based Assessment

The College will comply with the assessment guidelines from the relevant training package or accredited course.

Assessment may include:

- Practical demonstrations.
- Projects and assignments.
- Workplace tasks.
- Simulated workplace activities.
- Observation by a trainer.
- Written or verbal questioning.
- Portfolios of evidence.

Assessments are competency-based. Students are considered to be competent when they are able to apply their 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.

Competency-based assessment helps ensure that students who achieve a qualification have demonstrated the skills and knowledge expected in the workplace. This gives employers confidence that graduates are prepared to perform tasks relevant to their industry.

9.2 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.

This means that:

1. Students will be given clear and timely information on assessment, including:
    - Advice about the assessment methods.
    - Assessment procedures.
    - The performance criteria against which students will be assessed.
    - When and how students will receive appropriate feedback.
    - The appeal process.
2. Sufficient evidence will be gathered to enable a fair and accurate judgment of a student's competence.

3. The assessment approach chosen will cater for a student's language, literacy, numeracy and digital skills needs.
4. 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.
5. Opportunities for feedback and review via surveys of all aspects of assessment will be provided.
6. Clearly documented procedures for appeal against assessment processes and decisions will be available.
7. Students may request a review of an assessment decision in accordance with the relevant RTO's assessment and appeals process.

9.3 Flexible Assessment Provisions

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

10. Certification, Transcripts and Results

Please note, it is the responsibility of every VET student to keep their personal details updated in their relevant RTO's learner portal (including their personal and school email addresses) for ongoing communications and the issuing of their certification.

10.1 On Completion of Course

Upon full completion of the course, a certificate will be awarded and emailed to students within 30 calendar days of completion, providing that a verified USI has been provided and all applicable course fees have been paid.

It is important that students download and save their certificate for future use.

10.2 Statement of Attainment

A Statement of Attainment is issued when a student has satisfied the requirements of a specified unit or units of competency but not the full number of units in the qualification. A Statement of Attainment is only issued upon a student's exit from the course and will not be issued as an interim progress statement for a continuing student. The Statement of Attainment will be emailed within 30 calendar days of course exit, providing that a verified USI has been provided and all applicable course fees have been paid.

10.3 Academic Transcript

An Academic Transcript is a record of a student's study and results. It is often used to show a student's overall study history and may include both completed and incomplete studies.

Students requiring an Academic Transcript during the course for educational or employment purposes can access their transcript via the relevant RTO's learner portal. Students' trainers will be able to provide assistance.

10.4 Reissue of Certification

If a student has lost their certificate, Statement of Attainment, or Academic Transcript, the first step is to contact the RTO who issued the qualification.

If the student does not know who the RTO is, they can:

- Log in to their USI account.
- View their VET transcript.
- Download a record of completed qualifications and units.
- Identify the RTO that issued the qualification and contact them for a reissue of the certificate.

11. Fees, Charges, Cancellations, Refunds

11.1 Fees and Charges

Certificate courses offered at Unity College come from a range of RTOs. Costs will vary from course to course.
In most cases payments for certificate courses will be collected through student levies and will be split over the semester or year of study.

Once Unity College has been invoiced for a student's participation in the course, the external RTO's refund policy applies.

Some courses will be eligible for Vocational Education and Training in Schools (VETiS) funding provided by the Queensland Government. More information can be found at VET in Schools overview on the Department of Trade, Employment and Training (DTET) website as well as VETiS 2026 Summary of Eligibility.

All courses are subject to a minimum number of students participating in the course for the course to run. To ensure a smooth process of establishing class lists and class numbers to all RTO providers, it is necessary that subject selection due dates are met.

Please refer to individual certificate course descriptions for a more detailed breakdown of course costs and how they are collected.

11.2 Course Cancellation

If a student no longer wishes to continue a certificate course, they should contact Pathways Team to discuss subject change implications. Any cancellation of a course must be accompanied by a signed Subject Change form. Procedures for course cancellation can then be followed depending on the relevant RTO's requirements.

11.3 Refunds

Once Unity College has been invoiced for the student enrolment in the course, any refund for withdrawal from the course is at the discretion of the external RTO provider. Usually, this is done on a pro-rata basis depending on units started. Most RTOs will refund the funds to the student via the school as the school will have paid the invoice. In these cases, Unity College will apply the credit to the student's school account. Students and parents should carefully read their refund policy as outlined by these providers. Please note: Some course costs are based on minimum numbers of students enrolling and withdrawals that put class size below the minimum will not be able to be refunded.

12. Complaints and Appeals

Students enrolled with an external RTO have the right to access that RTO's complaints and appeals procedures. RTOs are required to maintain fair and accessible processes for managing complaints and appeals. Students should refer to the relevant RTO's policies and procedures for information on how to lodge a complaint or appeal.

Appendix 1: Definitions

Academic Transcript
A record of a student's study history and results, including completed and incomplete studies.

AQF (Australian Qualifications Framework)
The national system that organises all Australian qualifications into levels, from Certificate I through to Doctoral degrees.

Competency-Based Assessment
Assessment that measures whether a student can demonstrate the required skills and knowledge to industry standards rather than achieving a percentage grade.

Credit Transfer
Recognition of units of competency completed through another qualification or training provider, so they do not need to be repeated.

LLND (Language, Literacy, Numeracy and Digital Skills)
The foundation skills needed to successfully participate in training, assessment and the workplace.

LUI (Learner Unique Identifier)
A Queensland student number used by the QCAA to track senior schooling enrolments, results and QCE credits.

QCAA (Queensland Curriculum and Assessment Authority)
The organisation responsible for senior schooling, the QCE and ATAR processes in Queensland.

QCE (Queensland Certificate of Education)
The qualification awarded to students who successfully complete the required amount of senior secondary study.

Recognition of Prior Learning (RPL)
A process that recognises skills and knowledge gained through previous study, work, volunteering or life experience towards a qualification.

Registered Training Organisation (RTO)
An approved training provider authorised to deliver and assess nationally recognised vocational qualifications.

Statement of Attainment
An official document issued when a student successfully completes one or more units of competency but does not complete the full qualification.

Training Package
A nationally recognised set of standards that outlines the skills, knowledge and assessment requirements for a particular industry qualification.

Unit of Competency
A specific skill or area of knowledge that forms part of a VET qualification.

USI (Unique Student Identifier)
A lifelong personal education number that records all nationally recognised VET training and qualifications completed in Australia.

VET (Vocational Education and Training)
Education and training that focuses on practical workplace skills and nationally recognised qualifications.

VET Transcript
A record of all nationally recognised VET qualifications and units completed by a student, accessible through their USI account.

VETiS (Vocational Education and Training in Schools)
Government-supported VET programs that allow secondary school students to complete vocational qualifications while at school.

WHS (Work Health and Safety)
The laws, policies and practices that help keep people safe in workplaces and training environments.

Appendix 2: USI Student Quick Guide

Australian Government

USI Unique Student Identifier



STUDENT QUICK GUIDE

HOW TO CREATE A USI

It should only take less than 5 minutes online!

Go to www.usi.gov.au

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select *'Create USI'*

You will need one of the following forms of ID to create your USI such as a:

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

Follow the steps to create a USI

You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click **here** for more information.

USI Creation—Handy Tips

You will only need one USI and it's yours for life!

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

Enter all of your name(s) as they appear on the form of ID you are using to create your USI

If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.



YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'. You will need a current form of ID if you want to change your name(s) or date of birth.

If you have given your training organisation permission to update your details, they can make the changes for you.

I FORGOT MY USI OR PASSWORD—HOW DO I LOOK IT UP?

Go to www.usi.gov.au

▼

Select 'Student Login'

▼

Read and Agree to the Terms and Conditions

▼

Select 'Forgotten your USI?' or 'Forgotten your password?'

▼

Choose One of the following:

- Email address
- Mobile number
- Personal information

▼

- If you select the email option, you will be sent a link to reset your password that will expire after 10 minutes. If you are retrieving your USI, your USI details will be emailed to you.
- If you select the mobile number option, you will also need to include your date of birth. Once matched, you will be sent a pin to reset your password that will expire after 60 seconds. If you are retrieving your USI, your USI details will be sent to you via a text message.
- If you select personal information you will need to either answer your check questions or provide ID.

Handy Tips

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account

Make sure the answers to your check questions are entered exactly as you set them up (e.g. street instead of st)

HOW TO LET MY TRAINING ORGANISATION VIEW MY TRANSCRIPT OR USI ACCOUNT?

A really useful tool that will save both you and your training organisation time

Go to www.usi.gov.au

▼

Select 'Student Login'

▼

Read and Agree to the Terms and Conditions

▼

Login to your USI account

▼

Select 'Provide your USI' tile

▼

Select 'Set up access to your USI Account / Permissions'

▼

Search Organisation by either their Organisation code or name

▼

Set Permissions and expiry date

▼

Transcripts: The training organisation can view your transcript but cannot update it.

View Details: The training organisation will be able to view your personal and contact details.

Note: If you do not want your training organisation to view your contact details, Select 'Update Contact Details' and click on 'Hide Contact Details'.

Update Details: The training organisation will be able to update your personal and contact details.

TRANSCRIPTS

- Training completed before 1st of January 2015 will not appear in your USI transcript.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation, but will come in handy if you misplace your documentation

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FOR MORE INFORMATION ▸ usi.gov.au ▸ Email: usi@education.gov.au

1. Once students have created their USI it will be displayed on the screen and will also be emailed to students for their records.
2. Students must ensure that they enter their USI correctly when they enrol via the relevant RTO's learner portal.
3. A training provider can only view a student's transcript with the student's permission. Students can set an expiry date for this permission to coincide with their school completion.

Appendix 3: Work Health and Safety

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

At all school learning locations students are required to:

- Use and take reasonable care of any equipment that is provided.
- Obey any reasonable instructions in relation to health and safety.
- Report unsafe acts or equipment to a trainer/assessor and observe good “housekeeping” practices.
- Report all injuries or “near misses” to a trainer/assessor.
- Ensure that their conduct does not interfere with:
    - school property
    - school staff safety or welfare, or with their ability to perform their duties; or
    - student safety or welfare, or their ability to benefit from instruction.

First Aid is available at the school 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 school personnel. An ambulance will be called in case of an emergency.

Appendix 4: Privacy and Use of Personal Information

Unity College is committed to protecting the privacy and confidentiality of student information.

Students undertaking VET courses through external Registered Training Organisations (RTOs) may be required to provide personal information, including a Unique Student Identifier (USI), for the purposes of enrolment, training, assessment, reporting and certification.

Relevant student information may be shared with the external RTO delivering the qualification, the Queensland Curriculum and Assessment Authority (QCAA), and other authorised agencies where required for reporting and certification purposes.

Students and parents/carers will receive any additional privacy notices and consent forms required by the external RTO at the time of enrolment.

Student Acknowledgement

By enrolling in a VET course, students acknowledge that they:

- have access to the VET Student Handbook;
- understand their rights and responsibilities as a VET student;
- consent to Unity College sharing relevant enrolment and achievement information with the external RTO and authorised agencies for the purposes of VET delivery, reporting and certification