



# Sydney Catholic Schools

**VET Courses:**

## **A Handbook for Students**

**For courses commencing in**

# **2019**

### **Welcome**

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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 Sydney Catholic Schools is the Registered Training Organisation (RTO 90478) 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 Education Standards Authority (NESA) and count towards the Record of School Achievement (RoSA) and NSW Higher School Certificate (HSC). They also have some characteristics which 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 Sydney Catholic Schools as your RTO), at another school such as a Trade Training Centre or Trade Skills Centre, at TAFE or through a private 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 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 required by the qualification have been achieved
- a transcript listing the units of competency achieved
- as applicable, you will have the VET courses you have studied included in your Transcript of Study, Record of School Achievement or Higher School Certificate testamur along with your other subjects/courses undertaken

The possible qualifications are:

#### VET in Stage 5

##### Construction

- Statement of Attainment towards Certificate I in Construction (CPC10111)

##### Hospitality

- Certificate I in Hospitality (SIT10216)

#### VET in Stage 6

##### Automotive (ICF)

- 240 hours: Certificate II in Automotive Vocational Preparation (AUR20716) or if an SBAT: Statement of Attainment Certificate II in Automotive Servicing Technology (AUR20516)
- 120 hours Specialisation: Certificate II in Automotive Servicing Technology (AUR20516)

##### Beauty (BEC)

- 120 hours: Statement of Attainment towards Certificate III in Make-up (SHB30215)
- 240 hours: Statement of Attainment towards Certificate III in Make-up (SHB30215)
- 360 hours: Certificate III in Make-up (SHB30215)

##### Business Services (ICF)

- 240 hours: Certificate II in Business (BSB20115)

##### Construction (ICF)

- 240 hours: Certificate II in Construction Pathways (CPC20211)
- 120hours Specialisation: Statement of Attainment towards Certificate III in Carpentry (CPC30211)

##### Early Childhood Education and Care (BEC)

- 240 hours: Statement of Attainment towards Certificate III in Early Childhood Education and Care (CHC30113)
- 360 hours: Statement of Attainment towards Certificate III in Early Childhood Education and Care (CHC30113)

##### Electrotechnology (ICF)

- 240 hours: Certificate II in Electrotechnology (UEE22011)

##### Entertainment Industry (ICF)

- 240 hours: Statement of Attainment towards Certificate III in Live Production and Services (CUA30415)
- 60 hours Specialisation: Certificate III in Live Production and Services (CUA30415)

### **Fitness (BEC)**

- 240 hours: Statement of Attainment towards Certificate III in Fitness (SIS30315)
- 360 hours (SBATs only): Certificate III in Fitness (SIS30315)

### **Furniture Making (BEC)**

- 180 hours: Certificate II in Furniture Making Pathways (MSF20516)

### **Hairdressing (BEC)**

- 120 hours: Statement of Attainment towards Certificate II in Salon Assistant (SHB20216)
- 180 hours: Certificate II in Salon Assistant (SHB20216)
- 300 hours: SBATs only: Statement of Attainment towards Certificate III in Hairdressing (SHB30416)

### **Hospitality (ICF)**

- 240 hours: Certificate II in Kitchen Operations (SIT20416) or Certificate II in Hospitality (SIT20316)
- 60 hours Specialisation: Statement of Attainment towards Certificate III in Commercial Cookery (SIT30816) if undertaking an SBAT or Certificate II in Kitchen Operations (SIT20416)
- 120 hours Specialisation: Statement of Attainment towards Certificate III in Catering Operations (SIT30916) or alternate Certificate II for students who have completed one Certificate II qualification

### **Human Services (ICF)**

- 240 hours: Statement of Attainment towards Certificate III in Individual Support (Ageing) (CHC33015)
- 360 hours: Certificate III in Health Services Assistance (Assisting in nursing work in acute care) (HLT33115)

### **Information Digital Technology (ICF)**

- 240 hours: Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICT30115)
- 60 hours Specialisation: Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICT30115)
- 180 hours Specialisation: Certificate III in Information, Digital Media and Technology (ICT30115)

### **Music (BEC)**

- 120 hours: Certificate III in Music Industry (CUA30915)

### **Primary Industries (ICF)**

- 240 hours: Certificate II in Agriculture (AHC20116)

### **Retail Services (ICF)**

- 240 hours: Certificate III in Retail (SIR30216)

### **Screen and Media (BEC)**

- 240 hours: Certificate III in Screen & Media (CUA3115)

### **Sport Coaching (BEC)**

- 240 hours: Certificate II in Sport Coaching (SIS20513)

### **Tourism, Travel and Events (ICF)**

- 240 hours: Certificate III in Events (SIT30516)

More information on the actual content and vocational outcomes of these courses can be found in the VET Courses section of the Sydney Catholic Schools VET website: <https://scs-vet.org/>

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 Coordinator or Careers Adviser at your school or visit the website <http://www.sbatinns.w.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 as long as you sit the HSC examination (all VET framework courses (ICF above) are Category B). If you study more than one VET course and you wish to obtain an ATAR then your units of study in other subjects plus your units in one ICF VET course must add up to 10. If you do more than one VET course, the one with the best examination mark will contribute to your ATAR. Board Endorsed Courses (BEC above) do not count in the calculation of the ATAR.

### **Quality Training**

The Sydney Catholic Schools meets rigorous quality standards to be a Registered Training Organisation, registered with the Australian Quality Skills Authority (ASQA). All schools within the Archdiocese of Sydney 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 employers and other Registered Training Organisations
- your teachers are well qualified and have undertaken additional industry training and experience
- we are committed 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

We 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
- student welfare and guidance services such as counselling, careers advice and study skills
- specialist staff to assist with literacy, language and numeracy skills
- specialist support staff, facilities and learning materials for students with disabilities
- specialist support staff for Aboriginal and Torres Strait Islander students and students from non- English speaking backgrounds

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

### 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 in the training package. 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, where practicable.

#### 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. Check the assessment schedule in your school's Senior Assessment Handbook for information on how and when you will be assessed.

#### 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 and elements 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 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 or Statement of Attainment that lists the units of competency achieved. This will be issued by the Board of Studies, Teaching and Educational Standards NSW on behalf of the Sydney Catholic Schools.



## 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
- practise 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 Stage 6 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. Similarly, 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 Coordinator and your local work placement broker will work together to arrange work placements. Employers are chosen carefully to ensure they are able to 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's/Parent's 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. For more information on any of the following, visit the NSW Consolidated Acts website: [www.austlii.edu.au/au/legis/nsw/consol\\_act/](http://www.austlii.edu.au/au/legis/nsw/consol_act/)

### 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.

### 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.



### **National Vocational Education and Training Regulator Act 2011 (as amended)**

Under this Act the *Standards for Registered Training Organisations (RTOs) 2015* have been established. Using these standards, the Australian Quality Skills Authority (ASQA) monitors the quality of all RTOs in Australia, including the Sydney Catholic Schools.

### **Student Identifiers Act 2014**

From 1 January 2015, the Australian Government requires all students undertaking VET training to have a Unique Student Identifier (USI). The 10-character alpha-numeric identifier allows students to access their VET training records and transcripts relating to all Vocational training from an online USI account.

### **Privacy Act 1988 (as amended)**

SCS Privacy Policy is available to assist all schools to implement the Commonwealth privacy laws: <https://sites.google.com/a/syd.catholic.edu.au/sydney-catholic-schools-policies/a-z-listing/privacy-policy>

A key component of the new legislation is the mandatory requirement for organisations to comply with the National Privacy Principles (NPPs). The NPPs set minimum standards that relate to the collection, security, storage, use, access, correction and disclosure of personal information.

### **Data Provision Requirements 2012**

Under the *Data Provision Requirements 2012*, Sydney Catholic Schools RTO 90478 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 (including the personal information contained on your online enrolment form and your training activity data, and which may include your name, Unique Student Identifier (USI), date of birth, contact details and training outcomes and performances) may be used or disclosed by Sydney Catholic Schools RTO for statistical, regulatory and research purposes. Sydney Catholic Schools RTO may disclose your personal information for these purposes to third parties, including:

- Your School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- NSW Education Standards Authority (NESA)
- Employer – if you are enrolled in training paid by your employer (i.e. SBATs);

- Commonwealth and State or Territory government departments and authorised agencies (e.g. USI Office);
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

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](http://www.ncver.edu.au)).

You and your parents (if you are under 18 years of age), will be asked to sign the Student Declaration and Consent to indicate that the information you have provided is to the best of your knowledge true and correct; and that you and your parents consent to the collection, use and disclosure of your personal information in accordance with the above Privacy Notice.

The Student Declaration and Consent is on the last page of this handbook. Please sign and return to your school.

### **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)

## 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 with regard to 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.

If costs are a barrier to you completing a VET course, please speak to your school VET Coordinator about fee exemptions that are available.

## How do I enrol in a VET Course?

After you have been accepted into the course through your school's Subject Selection process, your teacher will direct you to complete an online enrolment. Scroll to the end of the VET courses page of the SCS VET website and select your school's courses and click on the link to the online form.

## Complaints and Appeals

### If I have a formal complaint about any aspect of my training, what should I do?

From time to time, concerns may arise about aspects of your course. You may have a grievance or want to make a complaint. It may be about resources, facilities, staff, another person, an assessment task or its result.

A grievance is any type of problem, and may be about an act, omission, situation or decision you think is unfair, discriminatory or unjustified. Initially, you should speak to your teacher, or if that is not suitable, your school's VET Coordinator.

The following is an outline of the procedures you should follow. The full [Resolution and Complaints Policy](#) is available on the Sydney Catholic Schools website.

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 Coordinator, or in the case of harassment, the school's Principal. Notes of the meeting should be taken and agreed on at the end of the interview.
3. Those involved in the complaint or appeal will be informed of the allegations and given an opportunity to present their side of the matter. The process will operate in a fair and unbiased manner.
4. Your complaint will be responded to in writing as soon as possible and you will be kept informed of its progress by written communication.
5. Your complaint or appeal will be reviewed by an independent party.
6. If a resolution cannot be achieved within 60 calendar days, you will be informed in writing being given an explanation of reasons for the extended time.
7. If needed, Sydney Catholic Schools as the Registered Training Organisation must be contacted to assist in bringing about a final resolution.

Write to:

RTO Manager

Sydney Catholic Schools VET Office

PO Box 644 | Burwood NSW 1805

[vet@syd.catholic.edu.au](mailto:vet@syd.catholic.edu.au) Ph: 9568 8240

In the event that external advice is required in resolving a complaint, the Catholic Schools NSW may be consulted.

- # All complaints will be treated privately, confidentially and in a timely manner.
- # 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 appeal outcome, including reasons for the decision.
- # Records of the complaint and its outcome will be kept securely at the school.

### **More information about VET courses**

For more information contact the teacher of the course or the VET Coordinator at your school or look online at [sydcatholic.schools.nsw.edu.au](http://sydcatholic.schools.nsw.edu.au) > Vocational Education & Training > VET Courses.

Syllabus documents for Framework courses and Course Descriptions for Board Endorsed Courses are available from the NSW Education Standards Authority: <http://educationstandards.nsw.edu.au>



# Vocational Education and Training Privacy Notice and Student Declaration

Under the *Data Provision Requirements 2012*, Sydney Catholic Schools (SCS) as a Registered Training Organisation 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 (including the personal information contained on this enrolment form and your training activity data, and which may include your name, Unique Student Identifier (USI), date of birth, contact details and training outcomes and performances) may be used or disclosed by SCS for statistical, regulatory and research purposes. SCS may disclose your personal information for these purposes to third parties, including:

- A school – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Your employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

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](http://www.ncver.edu.au)).

## Student Declaration and Consent

Student Name: .....

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]\*

..... DATE .....

..... DATE .....

*\*Parental/guardian consent is required for all students under the age of 18. Please sign and return to your class teacher.*

CENTRAL OFFICE 38 Renwick Street PO Box 217 Leichhardt NSW 2040 • Ph (02) 9569 6111  
 EASTERN REGION 33 Banks Avenue Daceyville NSW 2032 • Ph (02) 8344 3000  
 INNER WESTERN REGION 3 Keating Street Lidcombe NSW 2141 • Locked Bag 83 Lidcombe NSW 1825 • Ph (02) 9643 3600  
 SOUTHERN REGION 300 The River Road Revesby NSW 2212 • Ph (02) 9772 7000

[www.sydcatholicsschools.nsw.edu.au](http://www.sydcatholicsschools.nsw.edu.au)

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AS TRUSTEE FOR THE SYDNEY CATHOLIC SCHOOLS TRUST ABN 26 158 447 082



