

Charleville State High School



30259

VET Pathways Student Handbook 2022

INTRODUCTION

Congratulations on your decision to enrol in a nationally recognised vocational course.

This handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at Charleville State High School as well as your rights and responsibilities as a VET student.

Charleville State High School offers students a broad range of pathway options for students to undertake throughout their senior phase of learning including Certificate I, II, III and Diploma courses delivered onsite at Charleville SHS, School-based apprenticeships and traineeships (SAT), TAFE and external Registered Training Organisations (RTO) course offerings.

Students should take the time to study this handbook carefully and ask their VET teacher if they are unsure of any details. Students should keep this handbook (or note the intranet location of this document) for reference throughout their enrolment. The contents of this handbook, in many instances, represent the key points of various VET policies and procedures developed by this school. A copy of the VET Quality Manual outlining the School's VET policies and procedures can be obtained via the Head of Department - VET at Charleville SHS, Miss Stefanie Andriolo.

Our community engagement, a diverse learning program offerings that meets the labour market and dual qualification certificates optimising learning and pathways ensuring students undertaking a VET qualification are equip with workforce ready skills.

We look forward to supporting you as you progress through your VET Pathway!

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What is VET?

VET are programs undertaken by high school students as part of the senior schooling phase of learning that provides credit towards a nationally recognised qualification within the Australian Qualifications Framework. Let's break that down:

1 An extra qualification

You can gain a nationally recognised VET qualification while undertaking Queensland Certificate of Education (QCE). You receive the VET qualification from a Registered Training Organisation, such as a TAFE.

2 Connected to the workplace

VET qualifications can give you industry exposure and experience in the workplace that reinforces your skills development. This connection also makes for a smooth transition between training and work.

3 Units of competency

Units of competency are the building blocks that make up a VET qualification. Each unit of competency includes specific skills and knowledge.

4 Competency based assessment

VET students are assessed as 'competent' or 'not yet competent' in each unit of competency. To be assessed as competent, you must show a consistent application of skills and knowledge to the standard required in the workplace.

What are the benefits?



Nationally recognised qualification

VET is a national system with qualifications that are recognised and can lead to employment anywhere in Australia.



Contribution towards QCE

VET qualifications can contribute towards your Queensland Certificate of Education (QCE) and Australian Tertiary Admission Rank (ATAR) dependent on your Subject Selection.



Skills

Students develop technical skills and employability skills through specialised training for a specific job or industry. Likewise, students develop non-technical skills that can be applied across different jobs and industries. Skills including communication, teamwork, problem solving and self-management.



Knowledge

Students gain knowledge through specialised training to understand and perform specific workplace tasks. Students learn practical knowledge of how an industry works which enables you to see the big picture and learn how to progress your career.



Employment opportunities

VET can lead to full-time, part-time or casual employment opportunities. This flexibility may allow you to follow multiple interests at the same time – like employment, further education and volunteering.



Financial outcomes

Students can earn while they learn - School-based apprenticeships and traineeships (SATs) allow you to earn an income as you train, study and work. SATs help students go places, whether that's a full-time job, a trade career, University, TAFE or other professional training.



Education pathways

VET can lead to TAFE, further learning at a Registered Training Organisation (RTO) or University – it is up to you and your goals.

What is SAT?

SAT is a School-based Apprenticeship or Traineeship.

School-based apprenticeships and traineeships (SATs) allow high school students, generally in Years 10, 11 or 12, to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education (QCE).

SATs can help you get practical on the job training, a trade career, University, TAFE or other training. School-based apprentices and trainees, typically in Years 10, 11 and 12, are trained in the workplace and with a supervising registered training organisation (SRTTO), in their chosen apprenticeship or traineeship while continuing to study towards their Queensland Certificate of Education (Senior Certificate or equivalent).

To commence a school-based apprenticeship or traineeship (SAT), a student must have the support of the employer, the school, the SRTTO, and their parent or caregiver.

The employer, student and parent or caregiver (if applicable and appropriate) will be required to sign a training contract (with the assistance of an Australian Apprenticeship Support Network [AASN] provider) agreeing to work together for the length of the apprenticeship or traineeship.

It is anticipated that, prior to lodging the training contract for registration, the AASN provider will ensure that the parties to the contract work together, and with the parent or caregiver and the school, to negotiate a schedule of education, training and employment (ETES). There must be some impact on the student's school timetable for the program to be considered school-based and this schedule will show that impact.



How can I get an apprenticeship or traineeship (SAT)?

The first thing you need to do is find an employer. You can do this by looking through job ads or try talking to family and friends to see if they know of any opportunities. Senior Schooling send out regular communications and newsletters with SAT opportunities that you can apply for.

The Australian Government contracts Australian Apprenticeship Support Network (AASN) Providers are the first point of contact to provide information and advice to support employers, apprentices and trainees across Australia to better navigate the apprenticeship and traineeship system.

You can register at your interest or subscribe to the job board at any of the below APSN providers:

Busy at Work

Email: busy@busyatwork.com.au

Web: www.busyatwork.com.au

MEGT (Australia) Ltd

Email: info@megt.com.au

Web: www.megt.com.au

MAS National Pty Ltd

Email: info@masexperience.com.au

Web: www.masexperience.com.au

Sarina Russo Job Access

Email: apprenticeships@sarinarusso.com.au

Web: www.sarinarusso.com/apprentices/

What job can I get by studying a VET course?

There are many opportunities for graduates of a VET qualification.

The Foundation for Young Australians (FYA) research shows "when you train for one job, you learn the skills for 13 other jobs". The New Work Mindset report by FYA talks about how skills are portable and jobs may be more related than we first thought.

My Skills website is the national directory of vocational education and training (VET) organisations and courses. It is an Australian Government initiative to enable consumers to search for, and compare, VET courses and training providers. The Skills Match tool that will show you jobs or careers that use your skills.

VET Qualification, the ATAR and Tertiary Selection:

Did you know that a Certificate III, IV or a Diploma is a pathway to University?

You can convert your results to a selection rank, which will give you an idea of which University you can apply to. There are different selection ranks assigned to Australian Qualification Framework (AQF) courses for each University and different requirements.

Some universities may require you to sit a Special Tertiary Admissions Test and/or if the Certificate does not meet the English subject prerequisite. The English prerequisite can be satisfied by achieving a minimum grade of C (Units 3 and 4) in English, English as an Additional Language, Literature or English and Literature Extension in Year 12.

Certificate III - A completed AQF Certificate III awards estimated rank range 62-68*

Certificate IV - A completed AQF Certificate IV awards estimated rank range 68-74*

Diploma - A completed AQF Diploma estimated rank range 74-82*

* A completed Australian Quality Framework (AQF) Certificate III, IV or higher, undertaken while at high school, TAFE or through a private provider, may allow you to apply to study a range of degrees at selected universities, please see the QTAC website.

You can visit the below universities who accept VET as a pathway:

- **Griffith University** <https://www.griffith.edu.au/apply/admission-pathways/vet>
- **Queensland University of Technology** <https://www.qut.edu.au/study/applying/vet-study>
- **University of Southern Queensland** <https://www.usq.edu.au/study/student-advisors/vet-pathways-to-usq>

What are the costs?

VET in Schools (VETiS) funding

Students undertaking VETiS, funded by the VET investment budget, can complete one employment stream qualification at the Certificate I or II level.

VETiS qualifications funded by the VET investment budget are listed on the Priority Skills List (DESBT Portal 2018-2020) by the Department of Employment, Small Business and Training (DESBT).

These qualifications have been identified in consultation with industry as leading to employment outcomes and are based on skills shortages and Queensland Government priorities.

Who is eligible to receive VETiS funded training?

To be eligible to access a VETiS qualification funded by the Queensland Government, prospective students must:

- Be currently enrolled in a secondary school, in Year 10, 11 or 12;
- Permanently reside in Queensland;
- Be an Australian citizen, Australian permanent resident, a temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.



What are the options

All students will have the option to either 'opt in' or 'opt out' of the VETiS funding. However once a student has consumed their VETiS funding, they cannot use it again whilst at school.

Other Certificate III qualifications may be delivered as a dual qualification at a Fee for Service cost utilising existing VETiS funding under the Cert I or II.

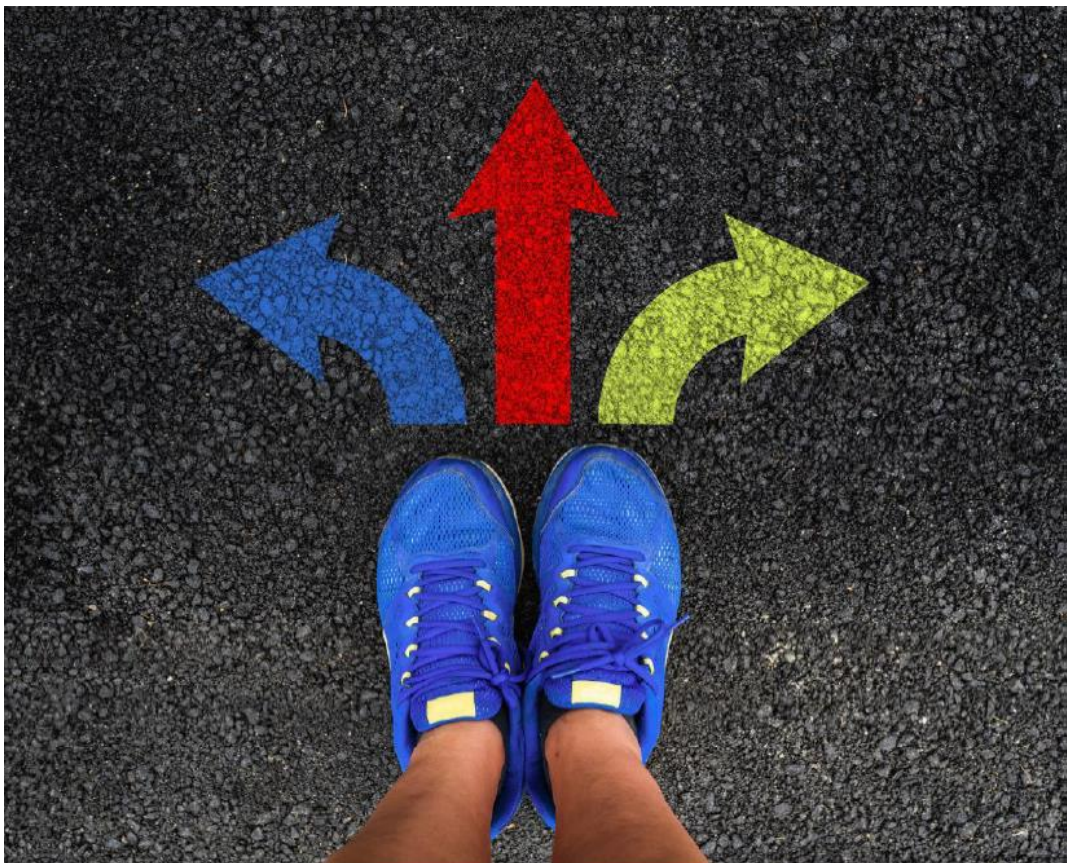
VET Pathways

There are three different pathways for senior schooling that can include a VET qualification course.

Pathway A – Academic Pathway (ATAR)

Pathway B - Blended Pathway (ATAR &/or Future Skills (VET))

Pathway C - Future Skills (VET)



Students in every Pathway are expected to have an attendance rate of at least 90%, engage fully in the program of instruction and complete all assessment to a satisfactory (C or above) standard. Students who fail to meet the above expectations will have their enrolment reviewed and this may result in cancellation.

VET Pathways on offer

The following qualifications are currently available for completion through Charleville State High School:

Qualification code	Qualification title	Mode of delivery	Page for further information
SIT10216	Certificate I in Hospitality	Face-to-face only	Page 12
CHC24015	Certificate II in Active Volunteering	Face-to-face Online	Page 13
FSK20119	Certificate II in Skills for Work and Vocational Pathways	Face-to-face Online	Page 14
ICT20120	Certificate II in Applied Digital Technologies	Face-to-face Online	Page 15
ICT30120	Certificate III in Information Technology	Face-to-face Online	Page 16

See pages 13 - 16 for individual course details

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

** All information on this page is correct at time of publication but subject to change*

Individual Course Details:

Certificate I in Hospitality

Registered Training Organisation: Charleville State High School

RTO Code: 30259

Qualification Code: SIT10216

Title: Certificate I in Hospitality

Mode of delivery: Face-to-face only

Course Description:

This qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities. They work under close supervision and are given clear directions to complete tasks.

Successful completion of the Certificate I in Hospitality qualification contributes up to a **maximum of two (2) credit points** towards a student's **QCE (Preparatory)**.

Pathways:

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Cost: None - There are no fees for this Certificate Course, but students are required to own suitable personal protective equipment including shoes and gloves.

Units of study:

Course Code	Unit Description	Course Assessment
BSBWOR203	Work effectively with others	Competency Based Assessment will be delivered using a variety of techniques, including: <ul style="list-style-type: none"> • Practical assessment • Written tasks • Teacher observation • Teacher questioning
SITXCCA001	Provide customer information and assistance	
SITXWHS001	Participate in safe work practices	
SITHCCC001	Use food preparation equipment	
SITHCCC002	Prepare and present simple dishes	
SITXFSA001	Use hygienic practices for food safety	

Individual Course Details:

Certificate II in Active Volunteering

Registered Training Organisation: Charleville State High School

RTO Code: 30259

Qualification Code: CHC24015

Title: Certificate II in Active Volunteering

Mode of delivery: Face-to-face and Online

Course Description:

This qualification reflects the role of entry level volunteer workers. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

Successful completion of the Certificate II in Active Volunteering qualification contributes up to a **maximum of four (4) credit points** towards a student's **QCE (Core)**.

To achieve this qualification, students must have **completed at least 20 hours** of volunteer work.

Pathways:

This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.

Cost: None - There are no fees for this Certificate Course.

Units of study:

Course Code	Unit Description	Course Assessment
CHCVOL001	Be an effective volunteer	<p style="text-align: center;">Competency Based</p> <p>Assessment will be delivered using a variety of techniques, including:</p> <ul style="list-style-type: none"> • Practical assessment • Written tasks • Teacher observation • Teacher questioning
BSBCMM201	Communicate in the workplace	
HLTWHS001	Participate in workplace health and safety	
CHCDIV001	Work with diverse people	
CHCCOM005	Communicate and work in health or community services	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	
FSKDIG003	Use of digital technology for non-routine tasks	

Individual Course Details:

Certificate II in Skills for Work and Vocational Pathways

Registered Training Organisation: Charleville State High School

RTO Code: 30259

Qualification Code: FSK20119

Title: Certificate II in Skills for Work and Vocational Pathways

Mode of delivery: Face-to-face and Online

Course Description:

This qualification is a suitable option for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.

Successful completion of the Certificate II in Skills for Work and Vocational Pathways qualification contributes up to a **maximum of four (4) credit points** towards a student's **QCE (Core)**.

Pathways:

There are no specific job outcomes to this qualification, but the skills achieved will assist in preparing for work.

Cost: None - There are no fees for this Certificate Course.

Units of study:

Course Code	Unit Description	Course Assessment
FSKLRG011	Use routine strategies for work-related learning	<p>Competency Based</p> <p>Assessment will be delivered using a variety of techniques, including:</p> <ul style="list-style-type: none"> • Practical assessment • Written tasks • Teacher observation • Teacher questioning
FSKLRG009	Use strategies to respond to routine workplace problems	
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	
FSKNUM017	Use familiar and routine maps and plans for work	
FSKOCM007	Interact effectively with others at work	
FSKRDG008	Read and respond to information in routine visual and graphic texts	
FSKRDG010	Read and respond to routine workplace information	
FSKWTG008	Complete routine workplace formatted texts	
FSKWTG009	Write routine workplace texts	
FSKDIG002	Use digital technology for routine and simple workplace tasks	
ICPSUP2810	Use computer systems in the printing and graphic arts sectors	
SIRXHWB001	Maintain personal health and wellbeing	
SIRXHWS002	Contribute to workplace health and safety	

Individual Course Details:

Certificate II in Applied Digital Technologies

Registered Training Organisation: Charleville State High School

RTO Code: 30259

Qualification Code: ICT20120

Title: Certificate II in Applied Digital Technologies

Mode of delivery: Face-to-face and Online

Course Description:

The qualification is designed for those developing the necessary digital and technology skills in preparation for work.

These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They perform a range of mainly routine tasks using limited practical skills and knowledge in a defined context. The qualification is suitable for someone generally performing under direct supervision.

Successful completion of the Certificate II in Applied Digital Technologies qualification contributes up to a **maximum of four (4) credit points** towards a student's **QCE (Core)**.

Pathways:

This qualification provides a pathway to equip learners with the foundation skills and knowledge to use basic applied digital technologies in varied contexts.

Cost: None - There are no fees for this Certificate Course.

Units of study:

Course Code	Unit Description	Course Assessment
BSBSUS211	Participate in sustainable work practices	<p>Competency Based</p> <p>Assessment will be delivered using a variety of techniques, including:</p> <ul style="list-style-type: none"> • Practical assessment • Written tasks • Teacher observation • Teacher questioning
BSBTEC202	Use digital technologies to communicate in a work environment	
BSBWHS211	Contribute to health and safety of self and others	
ICTICT213	Use computer operating systems and hardware	
ICTICT214	Operate application software packages	
ICTICT215	Operate a digital media technology package	
BSBTEC302	Design and produce spreadsheets	
BSBTEC303	Create electronic presentations	
ICTICT207	Integrate commercial computing packages	
ICTSAS214	Protect devices from spam and destructive software	
ICTWEB304	Build simple webpages	
ICTWEB305	Produce digital images for the web	

Individual Course Details:

Certificate III in Information Technology

Registered Training Organisation: Charleville State High School

RTO Code: 30259

Qualification Code: ICT30120

Title: Certificate III in Information Technology

Mode of delivery: Face-to-face and Online

Course Description:

This qualification is for individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, IT support services, networking, programming, systems and web development.

Successful completion of the Certificate III in AgriFood Operations qualification contributes up to a **maximum of eight (8) credit points** towards a student's **QCE (Core)**.

Pathways:

This qualification may lead to employment as an IT technician, Help desk officer, customer service representative and user support specialist. You also may be able to continue your education and study the Certificate IV in Information Technology (specialisation) ICT40120. Currently, we do not offer this course.

Cost: None - There are no fees for this Certificate Course.

Units of study:

Course Code	Unit Description	Course Assessment
BSBCRT301	Develop and extend critical and creative thinking skills	<p>Competency Based</p> <p>Assessment will be delivered using a variety of techniques, including:</p> <ul style="list-style-type: none"> • Practical assessment • Written tasks • Teacher observation • Teacher questioning
BSBXCS303	Securely manage personally identifiable information and workplace information	
BSBXTW301	Work in a team	
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	
ICTPRG302	Apply introductory programming techniques	
ICTSAS305	Provide ICT advice to clients	
ICTSAS214	Protect devices from spam and destructive software	
ICTSAS308	Run standard diagnostic tests	
ICTWEB304	Build simple web pages	
ICTWEB305	Produce digital images for the web	
ICTWEB431	Create and style simple markup language documents	
ICTWEB444	Create responsive website layouts	

Further information

1. Student selection, enrolment and induction/orientation procedures

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

Charleville State High School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on Student Data Capture System (SDCS).

The HOD VET and/or a qualified trainer/assessor will induct all VET students with this handbook.

2. Qualification or accredited course information

Information pertaining to your qualification can be sourced from course documentation provided by your HOD VET/VET teacher, subject specific information included in the Senior Subject Selection Handbook, this VET student handbook and on the School website or intranet.

Information available to students regarding course information will include:

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

3. Legislative requirements

As an RTO the School will observe all Australian, state and territory laws governing Vocational Education and Training. The School will also meet all legislative requirements of the National VET Regulator Act 2012, Education (General Provisions) Act 1989, Education (General Provision) Regulation 2000, Vocational Education, Training and Employment Act 2000, Education (Work Experience) Act 1996, Vocational Education and Training Act 2000, Education (Overseas Students) Act 1996, Child Protection Act 1999, Commission for Children and Young People Act 2000, Workplace Health and Safety Act 1995, Anti-Discrimination Act 1991, Disability Services Act 1992, Freedom of Information Act 1992 and Privacy Act 2001 as they relate. If students require any further information, please see the HOD VET.

4. Fees and charges, including refund policy and replacement of certificates

The School does not charge students fees for VET services. Any fees and charges that do occur for additional services will be made known to students prior to enrolment.

Students who enrol past the commencement of the school year will be charged student fees at a pro-rate basis for the duration of the school year. The School will refund on a pro-rate basis any fees collected to students who leave before completion of the VET service.

Matters regarding payment of fees or refund of fees will be managed by the RTO Manager in accordance with the principles contained in the School's Fee Policy kept by the Business Services Manager. If a student, past or present, loses or misplaces a Certificate or Statement of Attainment produced by this RTO, they need to contact the school so that a new copy can be issued. A replacement fee of \$15 per certificate will apply to cover print costs.

5. Student services, welfare and guidance services

Charleville State High School will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this school will have involvement with some or all of the following processes, designed to establish their educational needs:

- SET plans
- subject selection processes
- career guidance services

The provision of educational services will be monitored to ensure the School continues to cater for student needs through review of student senior education and training (SET) plans, as needed. The School will also ensure that all students receive the services detailed in their agreement with the RTO.

Charleville State High School will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e. through individual student assessment feedback, course evaluation feedback, quality indicators — student engagement surveys and school-generated surveys (where applicable).

Students have access to a wide range of support, welfare and guidance services at Charleville State High School, including:

- Deputy Principal – Senior School & VET (Mrs Cassandra Kohli)
- Head of Department – Senior School & VET (Miss Stefanie Andriolo)
- Principal (Mr Barry Wallett)
- Guidance Officer
- Qualified VET teachers

6. Provision for language, literacy and numeracy assistance

If you are undertaking a VET subject, which has embedded units of competency from a training package, 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 an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the HOD VET.

7. Flexible learning and assessment procedures

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

- All VET students at this School will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.
- Information given to students, on the assessment cover sheet, will include:
 - advice about the assessment methods
 - assessment procedures

- the criteria against which they will be assessed
 - when and how they will receive feedback.
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- Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a two year course.
 - The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
 - Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
 - Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
 - Opportunities for feedback and review of all aspects of assessment will be provided to students.
 - A clearly documented mechanism for appeal against assessment processes and decisions is available to students in the School's VET Quality Manual. This is available from the HOD VET.

Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted at Charleville State High School.

8. Competency based assessment

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

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

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

- **C** for Competent
- **NYC** for Not Yet Competent

Assessment methods

Each VET teacher will maintain a student profile (or similar document) for each student and on completion of the program of study an exit level will be awarded, based on the principles of assessment and rules of evidence.

Elements of competency will be assessed and recorded once the VET teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, RPL.

A master record detailing student's achievements of the units of competency is maintained at the School on OneSchool and this information is transferred to QCAA. This information is also available to students through logging onto usi.gov.au.

This will record all elements and units of competency achieved. This will be held by the School and will be issued to the student once they complete the program of study or upon exit (in line with the QCAA data entry timelines).

9. Employer contributing to learner's training and assessment

Wherever possible the School will place students in workplaces that provide experience in the competencies included in their VET qualifications. This School does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook (or similar document). The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at this School will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

10. Recognition arrangements for RPL and credit transfer

All VET students have access to a procedure that gives RPL or Credit transfer at this School.

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

Recognition of prior learning policy

All students shall have access to, and will be offered RPL. All applications for RPL will be responded to once a written application has been received. The HOD VET will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the School to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Credit transfer

Refers to the granting of credit to students of exact units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfill these requirements they should approach their VET teacher first, who will bring it to the attention of the HOD. At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the HOD VET.