# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>3</td>
</tr>
<tr>
<td>COURSES AND QUALIFICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>What are VET courses?</td>
<td>3</td>
</tr>
<tr>
<td>Business Services</td>
<td>4</td>
</tr>
<tr>
<td>Construction</td>
<td>4</td>
</tr>
<tr>
<td>Entertainment Industry</td>
<td>4</td>
</tr>
<tr>
<td>Hospitality</td>
<td>4</td>
</tr>
<tr>
<td>Metal and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>Retail Services</td>
<td>4</td>
</tr>
<tr>
<td>Sports Coaching</td>
<td>4</td>
</tr>
<tr>
<td>Can my VET Course contribute to my Australian Tertiary Admission Rank (ATAR)?</td>
<td>5</td>
</tr>
<tr>
<td>Quality Training</td>
<td>5</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>5</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>6</td>
</tr>
<tr>
<td>How will I be assessed in my VET course?</td>
<td>6</td>
</tr>
<tr>
<td>What is the assessment program?</td>
<td>6</td>
</tr>
<tr>
<td>Do I have to complete exams in VET courses?</td>
<td>6</td>
</tr>
<tr>
<td>What is an assessment review?</td>
<td>6</td>
</tr>
<tr>
<td>How do I know what Competencies I have achieved?</td>
<td>6</td>
</tr>
<tr>
<td>Course Completion</td>
<td>7</td>
</tr>
<tr>
<td>WORK PLACEMENT</td>
<td>7</td>
</tr>
<tr>
<td>What is work placement?</td>
<td>7</td>
</tr>
<tr>
<td>How many work placements must I do and when do I do it?</td>
<td>7</td>
</tr>
<tr>
<td>Who is responsible for organising work placement?</td>
<td>7</td>
</tr>
<tr>
<td>Workplace Readiness</td>
<td>7</td>
</tr>
<tr>
<td>MUTUAL RECOGNITION OF QUALIFICATIONS</td>
<td>8</td>
</tr>
<tr>
<td>RECOGNITION OF PRIOR LEARNING (RPL)</td>
<td>8</td>
</tr>
<tr>
<td>What is Recognition of Prior Learning?</td>
<td>8</td>
</tr>
<tr>
<td>How do I apply for RPL?</td>
<td>8</td>
</tr>
<tr>
<td>Can I use the qualifications I achieve at school as RPL towards further study?</td>
<td>8</td>
</tr>
<tr>
<td>LEGISLATION</td>
<td>9</td>
</tr>
<tr>
<td>What rights and responsibilities do I have?</td>
<td>9</td>
</tr>
</tbody>
</table>
Work Health and Safety Act (NSW) .............................................................................................................. 9
Vocational Education & Training (Commonwealth Powers) Act (NSW) .......................................................... 9
Anti-discrimination Legislation ..................................................................................................................... 9
Apprenticeships and Traineeships Act 2001 .................................................................................................. 9
VET COURSE EXPECTATIONS ..................................................................................................................... 10
   What are the expectations of me as a VET student? .................................................................................. 10
   Attendance ................................................................................................................................................ 10
   Do I have to wear a uniform? .................................................................................................................... 10
   Are there special fees that apply to VET courses? ................................................................................... 10
COMPLAINTS AND APPEALS ..................................................................................................................... 11
   If I have a formal complaint about any aspect of my training, what should I do? .................................. 11
MORE INFORMATION ABOUT VET COURSES ....................................................................................... 12
WELCOME

The Catholic Schools Office, Diocese of Broken Bay is the Registered Training Organisation (RTO) for your school. As the RTO we are responsible, in partnership with your school, for ensuring a high quality of Vocational Education and Training 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.

- MacKillop Catholic College, Warnervale.
- Mater Maria Catholic College, Warriewood.
- Mercy Catholic College, Chatswood.
- St Joseph’s Catholic College, East Gosford
- St Leo’s Catholic College, Wahroonga.
- St Paul’s Catholic College, Manly.
- St Peter’s Catholic College, Tuggerah.
- Loreto College, Normanhurst.
- Mt St Benedict College, Pennant Hills.
- St Edward’s College, East Gosford.

COURSES AND QUALIFICATIONS

What are VET courses?

Vocational Education and Training (VET) courses have the following characteristics that distinguish them from other courses studied for the HSC. They are:

- based on national training packages that are designed to meet industry training needs
- written and assessed in competency based terms
- designed to provide clearly defined pathways to further education, training and employment
- accredited by BoSTES for the HSC and under the Australian Qualifications Framework (AQF) for industry.

VET courses may be studied within your school (with the CSO as your RTO), or externally at another school, TAFE or through a private provider such as a business college.
What qualifications and certificates will I get at the end of my VET course?

VET courses lead to an AQF level I, II or III Certificate 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 that will list the competencies you have achieved.

Students completing a VET course will receive:

- An AQF certificate (if all Units of Competency have been achieved) or a Statement of Attainment.
- A transcript listing the Units of Competency achieved.
- A HSC testamur listing the VET course(s) studied along with your other HSC subjects.

The VET qualifications that may be offered in schools operating under the RTO Catholic Schools Office, Diocese of Broken Bay are:

**Business Services**

- 240 hours: Certificate II in Business (BSB20112)

**Construction**

- 240 hours: Certificate II in Construction Pathways (CPC20211)
- 120 hour specialisation studies Certificate III Carpentry (CPC30211)

**Entertainment Industry**

- 240 hours: S.O.A towards a Certificate III in Live Production and Services (CUA30413)
- 60 hour specialisation studies Certificate III in Live Production and Services (CUA30413)

**Hospitality**

- 240 hours: Certificate II in Hospitality - *food and beverage focus* (SIT20213) or a Certificate II in Kitchen Operations (SIT20312) or a Statement of Attainment towards a Certificate II in Kitchen Operations (SIT20312)
- 60 or 120 hour specialisation studies Certificate II in Kitchen Operations (SIT20312)

**Metal and Engineering**

- 240 hours: Certificate I in Engineering (MEM10105)

**Retail Services**

- 240 hours: Certificate II in Retail Services (SIR20212)

**Sports Coaching**

- 240 hours: Certificate II in Sports Coaching. (SIS20513)
More information on the actual content and vocational outcomes of these courses can be found in your school’s Subject Selection Handbook.

It is also possible for students to complete part-time traineeships or apprenticeships 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 your VET Coordinator or visit the website:

http://www.sbatinsw.info/

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 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 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, such as Sport Coaching & Outdoor Recreation, do not count in the calculation of the ATAR.

Quality Training

The Catholic Schools Office, Diocese of Broken Bay has met rigorous quality standards to become a Registered Training Organisation with the Australian Skills Quality Authority (ASQA). All schools within the Diocese of Broken Bay comply with the Standards for Registered Training Organisations (RTO’s) 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 improvements. 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;
- students 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 courses. This means your assessment is based on your ability to demonstrate course competencies. Your performance is judged against standards prescribed for each element of competency in the course. Wherever practical, your teacher will gather assessment evidence of your knowledge and skills in each competency on a number of occasions and in a variety of contexts. You will be judged as either competent or not yet competent. If you are judged as not yet competent then you should be given other opportunities to demonstrate competence.

What is the assessment program?

The assessment program is a schedule of formal assessment tasks. While competencies in VET courses are often assessed while you are completing practical tasks, there will also be opportunities for competencies to be demonstrated in a more formal way through written assignments, presentations, tests, etc.

The assessment program gives you an indication of the timing of these tasks so that you can plan ahead for your preparation. The assessment program for your VET course can be found in your school's Senior Assessment Handbook.

Do I have to complete exams in VET courses?

You do not have to complete the optional external examinations that are offered for HSC VET courses. However, if you want those courses to be available for inclusion in the calculation of your ATAR, you MUST undertake the written exam. Of course all students must complete any tests, internal examinations and assessment tasks that are a part of the school's assessment program for these courses.

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 receive a list of all units of competencies and elements that you can potentially achieve while undertaking the course. Your teacher will progressively record your achievement of competencies and regularly provide you with an update of your progress. Your school reports will indicate which Units of Competency you have achieved.

Your teacher will also register with BoSTES the units of competency that you have achieved and you can check your progress through BoSTES 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 and/or Statement of Attainment that lists the Units of Competency achieved. This will be issued by BoSTES on behalf of the Catholic Schools Office, Diocese of Broken Bay.

WORK PLACEMENT

What is work placement?

Work placement is structured learning in the workplace. Work placement is a mandatory HSC requirement of each VET Framework course and is a part of your assessment program for the course. Students must demonstrate that they are Work Ready before they commence Work placement. In some special cases work placement may be conducted as a simulated workplace experience. Learning in the workplace will enable students to:

- progress towards the achievement of industry competencies
- develop appropriate attitudes towards work
- learn a range of behaviours appropriate to the industry
- practise the skills acquired in the classroom

How many work placements must I do and when do I do it?

Generally you will be expected to complete 70 hours, (a total of 2 weeks) or approximately one week of placement per year for Year 11 and Year 12. This may be in a block of one week or on a part-time basis e.g. one day per week/fortnight. 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. You will be advised of the timing of work placement at the beginning of the school year.

Who is responsible for organising work placement?

Your teacher in collaboration with the VET Co-ordinator, your local Work Placement Service Provider and local employers arrange work placement. You will receive a booklet, A Student/Parent Guide to Work Placement, which will give necessary information for this part of your course.

Workplace Readiness

Students will be prepared for their work placement by their VET teachers. You will receive a booklet A Student’s/Parent’s Guide to Workplace Learning which details 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 Workplace Health and Safety) prior to your work placement.
MUTUAL RECOGNITION OF QUALIFICATIONS

Every school must provide to students prior to the course enrolment acknowledgement of qualifications achieved through another delivery site or RTO. This includes the provision of RPL for relevant units of competency and workplace learning.

Examples of situations which may present themselves at school level:

- student transferring from another school within NSW
- student transferring from an interstate school.
- student re-enrolling after a period of absence who has undertaken some TAFE studies.
- student repeating a year of senior study

Schools should ensure that the student presents a competency record book or TAFE/other RTO transcript for the industry curriculum framework for which recognition of prior learning is sought.

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 or study in another course, part-time work or life experience. In some circumstances, for example, part-time work can be counted as work placement if your job is in an area that is closely related to your VET course.

How do I apply for RPL?

If you believe that you may qualify for RPL then you should examine the units of competency from the syllabus for your course and 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 as RPL towards further study?

Yes. Under the Australian Quality Training Framework (AQTF), an RTO must recognize 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 rights and responsibilities do I have?

There are some Commonwealth and State Legislative requirements which may affect you as a VET student. To get 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 (NSW)**

Work Health and Safety is an important part of any workplace. Your course will inform you about Work Health & Safety 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.

**Vocational Education & Training (Commonwealth Powers) Act (NSW)**

This Act, administered by the Australian Skills Qualification Authority (ASQA), sets out the role and function that ASQA is required to demonstrate. ASQA monitors the quality of every RTO in Australia (including the Catholic Schools Office, Diocese of Broken Bay).

**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)

**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.
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 by your teacher in the course.

Attendance

As competencies in VET courses are developed and assessed over time, regular attendance and participation is essential. Due to the practical nature of VET courses, classes may need to be scheduled in blocks or before or after school hours. Your VET teacher will inform you of any arrangements that are required for your VET course.

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 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 specific information.

If you are studying the course within the school and you drop out or change courses early in the year then the school will commonly refund any special fees 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.
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, 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 grievance procedure will be followed:

1. Speak to your VET teacher and try to sort out the problem with the person concerned;

2. If the problem is not resolved speak to the VET Coordinator, or in the case of harassment, with the school's Principal. Notes of the meeting will be taken and agreed upon at the end of the interview.

3. If a speedy resolution cannot be achieved, then the Catholic Schools Office as Registered Training Organisation must be contacted to assist in bringing about a final resolution.

4. In the event of the referral of an appeal or complaint to the Catholic Schools Office. The VET Education Officer at the Catholic Schools Office must be notified (by student/parent) within 30 days of the matter being raised by the student/parent with the school's VET Coordinator or College Principal.

Write to: VET Education Officer
Catholic Schools Office
Diocese of Broken Bay
PO Box 967
Pennant Hills 1715
Ph 9847 0346
Fax 9847 0001

In the event that an external review is required in resolving a complaint, the Catholic Education Commission NSW will be consulted.

After all opportunities to resolve the matter through the school and system internal complaints process are exhausted, complainants may seek to have their complaint investigated by ASQA. Complaint forms can be found on the ASQA website at http://www.asqa.gov.au/forms.html#Complaints

Some important points to note:

- All complaints will be treated privately, confidentially and in a timely manner;
- Enough time will be allocated to hear, without judgment, the complaint;
- 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 their appeal outcome, including reasons for the decision.
MORE INFORMATION ABOUT VET COURSES

For more information contact the teacher of your VET course or VET Coordinator.

Syllabus documents are available from BoSTES: www.boardofstudies.nsw.edu.au