

Mt Gravatt State High School



RTO 30406

**AQF
Student VET Handbook
2016**

WHAT IS VET

Vocational Education and Training (VET) is "education and training for work" and part of a broader educational network in Australia that includes schools, universities and adult and community education.

It contributes to your chances of obtaining employment upon leaving school and offers other benefits such as QCE credits. Recognised vocational education and training allows you to reinforce and consolidate general learning in a practical way.

In this way, recognised VET programs also cater for a broader range of learning styles such as competency based assessment.

VET in schools potentially opens up a range of post-school further education, training and employment possibilities. Many of you are also able to link your study to a school-based apprenticeship or traineeship which you are able to undertake whilst completing Years 11 and 12. In some cases, students finish the traineeships or apprenticeships after completing Year 12.

Most VET in schools contains units of competency from National Training Packages. Qualifications and Statements of Attainment for National Training Packages are recognised in the Australian Qualifications Framework (AQF) and are recognised Australia-wide.

MISSION STATEMENT

Quality Learning

At Mt Gravatt we value:

People - each individual is important and is treated with respect.

Achievement - achievements are supported and celebrated.

Excellence - the pursuit of excellence and personal best is always encouraged.

Mount Gravatt High School is committed to strong values and beliefs. We believe that:

Learning is a personal activity and people learn in different ways.

Learning is a lifelong pursuit.

Learners in our community should be encouraged to achieve to their maximum learning potential.

Achievements should be acknowledged wherever possible.

A person's self concept and self management skills affect the ability to learn.

Setting high standards and expectations raises performance levels.

Learning should take place in a caring environment.

Education should equip students to be effective contributing members of Australia's society.

The education of our students is the responsibility of the total school community.

Our Educational Goals

The provision of quality teaching.

The development of all facets of a student's character.

The management of human, financial and material resources in a fair manner which meets the needs of students.

The maintenance of a school community which has the principles of social justice and safety as its central focus.

1. INTRODUCTION

1.1 The Purpose of this handbook.

This handbook has been written to provide Vocational Education and Training (VET) students with important information about the VET programs offered by Mt Gravatt State High School as well as your rights and responsibilities as a VET student.

You will be asked to sign that you have read this handbook, so please take the time to study it carefully and to ask your VET teacher about anything which you are unsure. This handbook is accessed through the student home page on the intranet and can be viewed at anytime you wish to clarify aspects of your training.

You should know that the content of this handbook in many instances represents the key points of various VET Policies and Procedures developed by this School as Registered Training Organisation (RTO).

1.2 The Australian Qualifications Framework (AQF)

The VET programs offered by this School can lead to a nationally recognised Certificate if you complete all of the requirements of the qualification, or a Statement of Attainment for those parts that you do successfully complete (if you do not complete the full qualification). This Certificate / Statement of Attainment will be recognised in all eight States / Territories of Australia.

There are 12 different types of qualification you can obtain. They are shown in the diagram below.

AQF Qualifications by Educational Sector

Schools Sector	Vocational Education and Training Sector (eg TAFE, Private RTOs)	Higher Education Sector (eg Universities)
	Advanced Diploma Diploma	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

Senior Secondary Certificate of Education	Certificate IV Certificate III Certificate II Certificate I	
Certificate I Certificate II		

Your VET teacher will provide you with full information about the VET qualification/s you are aiming for at this School, including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

2. STUDENT SELECTION, ENROLMENT AND INDUCTION PROCEDURES.

Students enrolled in VET courses will undertake the same enrolment and selection process as other students.

At the commencement of all VET subjects, VET teachers will induct students on Workplace Health and Safety Issues and will continue to incorporate WH&S issues throughout the VET course.

As of 1 January 2015, legislation requires that all students issued with a VET qualification/or Statement of Attainment must have a Unique Student Identifier, or USI number. Students must bring a form of ID as outlined by their teacher to register for this number and the school will need this number to be able to report on the students VET activity.

2.1 Student Rights when Training is ceased or students are unable to achieve any part of the Qualification

- Mt Gravatt SHS is committed to completing the outlined training and assessment once students have started study in their chosen qualifications or courses from the course start date (including delivery by a third party on the school RTO's behalf).
- Students who enter the course after the start date will have a negotiated package of units that will lead to a statement of attainment.
- In the event that the school RTO is unable to complete delivery of training, Mt Gravatt SHS will, if possible, arrange for agreed training and assessment to be completed through another RTO (fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.

3. COURSE INFORMATION, INCLUDING CONTENT AND VOCATIONAL OUTCOMES.

Subject information for VET courses has been included in the Senior Subject Selection Handbook. This information outlines industry/VET specific information relevant to the particular course and vocational outcomes. Information is also available from your VET teacher.

4. PROVISION FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT

If you are undertaking a VET subject that 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/assessed in the context of an industry vocational area of your liking/choice.

If you still feel you need additional language, literacy or numeracy support, please approach your class teacher or the Guidance Officer.

5. STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES

Students have access to a wide range of support, welfare and guidance services at Mt Gravatt State High School. At our school we:

- Assist students with learning by monitoring and tracking student progress to optimise outcomes
- Tailor support services to suit individual needs
- Conduct regular reviews to ensure students are on track and meet statement of expectations.
- Develop wellbeing plans to maximise student engagement

The student Support, Welfare and Guidance Team comprises:

Principal	Richard Usher
Deputy Principal – Senior School	Mr Beebe
Head of Department – Senior Schooling & VET	Mrs Wilson
Guidance Officers	Mr Wilson/Penny Budge
Head of Department	Mr Tucker – Business Mr Orth – Information Technology
Dean of Senior School	Ms Anderson
Administration Officer	Mrs Kelly

In addition, we set high standards in terms of:

- **Dress and appearance:** We are a uniform school from head to toe every single day.
- **Behaviour:** Students know that their behaviour is monitored in classrooms, in the playground, before and after school, and whilst on excursions.
- **Work habits:** We ask that students give of their best. If they need help with their work, we are more than happy to assist.

These are regularly monitored through the statement of expectations which is completed at the end of each semester by the Year Level Deputy, Head of Senior Schooling and Dean of Senior School.

6. VET ASSESSMENT POLICY PRINCIPLES

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

- (i) All VET students at this school will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- (ii) Information given to students, on the assessment cover sheet, will include:
 - The contents of the course including course competencies
 - The modes of delivery
 - The range of learning experiences
 - the performance criteria against which they will be assessed
 - advice about the assessment methods
 - assessment procedures
 - space for comments and feedback
 - other course related information upon request
- (iii) Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a 2 year course.
- (iv) The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- (v) Any special geographic, financial or social needs of students will be considered in the development and conduct of the assessment.
- (vi) Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- (vii) Opportunities for feedback and review of all aspects of assessment will be provided to students. A Student Progress Report will be issued for each VET qualification studied at the end of each semester.
- (viii) Clearly documented mechanisms for appeal against assessment processes and decisions will be available to students.

6.1 VET ASSESSMENT POLICY – COMPETENCY BASED

Competencies studied at Mt Gravatt State High School are part of accredited courses and National Training Packages. In order to be successful in gaining competency, students must demonstrate they have the necessary underpinning knowledge and can apply this in a practical way in a workplace setting to industry standard.

In most subjects assessment criteria are assessed a number of times throughout the year. Results for each assessment item will be marked on a subject profile sheet. This allows students to become competent as their skills improve.

Assessment of competencies will be graded as either:

- **CNA – Competency Not Achieved** (This result indicates that you are not on track and are not keeping up with the units of competency which need to be completed within the specified timeframe.)
- **WTC – Working Towards Competency** (This result indicates that you are on track in this course and are meeting all the expectations of the teacher/trainer and Assessor)
- **CA – Competency Achieved** (This result is awarded once you have successfully completed all units of competency which make up the certificate you are studying. This is usually awarded at the conclusion of the course.)

6.2 ASSIGNMENTS, EXAMINATIONS, PRACTICAL ASSESSMENTS AND ORALS

- The framework for assessment gives students a minimum of two attempts to demonstrate competency when presenting assignment. If successful on the first attempt, students will not need to present a second attempt.
- The due date for submission of assignments will be clearly set out in the subject Assessment Planner as well as on the Assessment Cover Sheet.
- For examinations, practical assessments and orals, students will be scheduled a first attempt date. This date will be clearly set out for students.
- Students who complete examinations, practical assessments and orals on this first attempt date, but who are unsuccessful in demonstrating competency, will receive appropriate feedback and support before being given a second opportunity to demonstrate competency.
- The scheduling of this second opportunity to demonstrate competency will be determined by teacher/ trainer and Assessor to fit in with the program planning and timetabling demands of the course (but no later than Semester end).

7. RECOGNITION (RECOGNITION OF PRIOR LEARNING - RPL)

When you commence a VET program, you may think there are some units of competency or modules you can already do and would be competent at. You could apply for what is called 'RECOGNITION OF PRIOR LEARNING' for those specific units of competency or modules. If you do, you will need to provide evidence that you can in fact already do these particular tasks. Your teacher will go through this process on how to apply during your VET lesson.

NOTE: You do not need to go through the following process if you already have a Statement of Attainment from another Registered Training Organisation for any units of competency/learning outcomes which are the same as those in any of the school's VET programmes. You will be awarded automatic recognition in these cases. This is referred to as "mutual recognition".

8. COMPLAINTS/APPEALS

On rare occasions, a student may disagree with the grade/result a teacher/ trainer and assessor has given for a particular assignment or test response that affects the outcome of a unit of competency. The complaints/appeals procedural steps are as follows:

- STEP 1:** The student consults the teacher about a review of the test, practical task, assignments or learning experiences.
- STEP 2:** In cases where no adjustment is made, the student is to complete a complaint and Appeal form and lodge this with the teacher. The teacher then informs the HOD from the relevant faculty area to review the assignment, test, practical task or learning experiences.
- STEP 3:** Before returning the script to the student, the teacher should be consulted by the relevant subject HOD before a final decision is made. An informal meeting or formal meeting should then take place between the student, teacher, HOD and parent (if appropriate) to resolve the complaint or appeal.
- STEP 4:** If the student fails to accept the decision arrived at by this group, then the complaint or appeal is to be put in writing and submitted the Principal for final consideration and resolution.

9. CONTINUOUS IMPROVEMENT: INTERNAL VALIDATION AND AUDITING

To assist the School in continuous improvement of our services, products and operations, we welcome comments and suggestions.

Each year an Internal Validation for scheduled VET subjects, will occur to evaluate the delivery of its Certificate courses. Students are encouraged to provide feedback through annual course feedback surveys as well as directly to the classroom teacher.

10. ACCESS AND EQUITY

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc.

Mt Gravatt State High School strives to meet the needs of each student through incorporating access and equity principles and practices in line with Education Queensland Policy which acknowledge the right of all students to equality of opportunity without discrimination.

11. WORKPLACE HEALTH AND SAFETY

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

You are required to:

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

12. ACCESS TO RECORDS STUDENT/PARENT CONSENT/ACKNOWLEDGEMENT FORM

No staff member of this school can provide information about you to a third party without your written permission. You will be required to provide written permission for those occasions when it is necessary for the school to provide information about you to another organisation (eg: the Department of Employment and Training or another registered training organisation, etc) for your results.

You can have access to your own personal records at any time by approaching the Head of Department or VET teacher **for the subject area** in which you wish to check your information.

13. VET CURRICULUM/SUBJECT LEVIES AND REFUND POLICIES

13.1 VET curriculum/subject levies - see Year 11&12 Subject Information Handbook (if applicable)

VET curriculum/subject charges for the academic year are required to be paid at the beginning of Term 1 or through other arrangements which your VET teacher will communicate to you via written correspondence.

13.2 Refund policy

Once a student commences in a VET program/curriculum area, no refunds of charges will be made for that particular term. Where material charges have been paid for the whole year, a pro rata refund system will apply for terms in which the student has not commenced, but has paid fees. All charges are known to participants before enrolment. Should Mt Gravatt State High School cancel any program, participants are entitled to a full refund or transfer of funds to another program.

14. CODE OF PRACTICE

EDUCATIONAL STANDARDS

As a Registered Training Organisation, Mt Gravatt State High School will operate within the Principles and Standards of the Australian Recognition Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

LEGISLATIVE REQUIREMENTS

Mt Gravatt State High School will meet all legislative requirements of the State and Federal governments. In particular, Workplace Health and Safety, Workplace Relations, Vocational Placement and Copyright Standards will be met at all times.

ACCESS AND EQUITY

All post-compulsory students are offered access to vocational education subjects through our subject selection process. All post-compulsory students receive individual counselling from the Guidance Office or Administration prior to finalisation of subjects.

Appropriately qualified staff will, based on their qualifications and experience, assess the extent to which the application is likely to achieve the stated competency standards and outcomes of the course. Course content, assessment procedures and vocational outcomes are outlined to students prior to their commencement of a subject.

QUALITY MANAGEMENT FOCUS

Mt Gravatt State High School is committed to providing a quality service and a focus on continuous improvement. We value feedback from participants, staff and employers for incorporation into future programs.

CLIENT SERVICE

We operationalise sound management practices to ensure an effective service is provided to students. Results are issued to students in accordance with QCAA requirements, are appropriate to competence achieved and issued in accordance with national guidelines.

Our quality focus includes a Recognition of Prior Learning Policy, a Complaints and Appeal process, and the provision of student welfare and guidance services. Where necessary,

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arrangements are made for those students requiring additional literacy and numeracy support. We will take every opportunity to ensure that this information is disseminated, understood and valued by members of our school community.

EXTERNAL REVIEW

Mt Gravatt State High School agrees to participate in external monitoring and audit processes conducted by the Queensland Curriculum and Assessment Authority (QCAA) against the VET Quality Framework which includes the Standards for NVR Registered Training Organisations. The school RTO will need to provide evidence to demonstrate that it is meeting the Framework Components and the Standards being audited.

MANAGEMENT AND ADMINISTRATION

Mt Gravatt State High School has policies and management strategies, which ensure sound financial and administrative practices. Student records are managed securely and confidentially and are available for student perusal on request.

MARKETING AND ADVERTISING

Mt Gravatt State High School provides students with a sound subject selection process aimed at helping students select a course of study best suited to their needs. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

TRAINING AND ASSESSMENT STANDARDS

Mt Gravatt State High School has staff with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition of Prior Learning and Credit Transfer) as required by QCAA. Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.

GUARANTEE

Mt Gravatt State High School will honour all guarantees outlined in this Code of Practice.

15. RELEVANT PROCEDURES AND FORMS

COMPLAINT OR APPEAL FORM

Date raised _____

Complaint/ _____

Appeal No. _____

REASON(S) (To be completed by the Teacher)

Step 2 (To be completed by applicant)

Complaint / Appeal: What is the issue? (Be specific with your concern, e.g. quote page number, unit of competency, element, etc.)

Signed _____ Dated: _____

Step 3 (To be completed by teacher in consultation with Head of Department and student)

Action to be taken:
What:

When:

Action required by: ____ / ____ / ____ Signed _____

Teacher/ HOD/ Student signatures:

Step 4

Agreed action completed and effective

Signed : _____
Principal Date _____

RPL Application

Student Name: _____

Date _____

Course: _____

Units of competency		Details of relevant previous experience including formal training, work experience and life experience (interests, skill etc) <i>Attach copies of relevant evidence</i>	FOR TEACHER USE		
Code	Name		Assessor's comments and recommendations	Comp	NYC

ADDITIONAL INFORMATION TO ASSIST THE RPL APPLICATION

Applicant's signature: _____

16. WEB SITE AND LINKS

Education Queensland takes no responsibility for the content of sites not operated by Education Queensland, nor does it endorse any opinions, advice or commercial goods or services that they might promote or contain.

The Queensland Government disclaims all responsibility and all liability (including, without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of information on these sites being inaccurate or incomplete in any way and for any reason.

Mt Gravatt State High School

<https://Mt.Gravattshs.eq.edu.au/Pages/default.aspx>

Welcome to Training.gov.au (TGA), the database on Vocational Education and Training in Australia.

www.training.gov.au

Australian Government Department of Education and Training

<http://education.gov.au/skills-and-training>

Queensland Curriculum and Assessment Authority (QCAA) – QCE Learning options and requirements

<http://www.QCAA.qld.edu.au/3171.html>

QCAA – Student connect (Personal learning account information for each student)

<https://studentconnect.QCAA.qld.edu.au/>

QCAA – QCE Guides and resources

<http://www.QCAA.qld.edu.au/3179.html>

Industry Skills Council

<http://www.isc.org.au/>

Australian Quality Training Framework (AQF)

<http://www.aqf.edu.au/>

Queensland Curriculum and Assessment Authority (QCAA)

<http://www.qcaa.qld.edu.au/index.html>

Careers and Guidance

<http://education.qld.gov.au/students/careers.html>

Centrelink

<http://www.centrelink.gov.au/>

Department of Education, Training and Employment (DETE)

<http://deta.qld.gov.au/>

Department of Justice and Attorney-General

www.justice.qld.gov.au.

Where To From Here

Pathways to vocational education and training for students

<http://training.qld.gov.au/index.html>

**STUDENT VET HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT BY STUDENT**

To be returned to your class teacher



NAME: _____ Year level: _____

I acknowledge I have received a Vocational Education and Training Student Information Handbook and have been advised to refer to it throughout my course of study.

By signing this form, I agree to all of the policies and procedures related to VET that are outlined in all school documentation pertaining to VET

Date: _____ Signature: _____

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