



**Vocational Education &  
Training:  
Student Information  
Handbook  
2019**

*St Joseph's College,  
Toowoomba (RTO 30103)*



BSB20115 Certificate II in Business

SIT20416 Certificate II in Kitchen Operations

ICT10115 Certificate I in Information, Digital Media and Technology

ICT20115 Certificate II in Information, Digital Media and Technology

**BLUE DOG TRAINING**

CPC10111 Certificate I in Construction

MEM20413 Certificate II in Engineering Pathways

## INTRODUCTION

### **Congratulations on your decision to enroll in a nationally recognised vocational course.**

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.

St Joseph's College is a Registered Training Organisation (RTO 30103). We are responsible for ensuring a high quality of VET course delivery and assessment.

This handbook has been written to provide students with important information about the VET programs offered by St. Joseph's as well as about your rights and responsibilities as a VET student.

You will be asked to sign that you have received this handbook, so please take the time to study it carefully and to ask your VET teachers about anything which you unsure. This handbook will also be available on the College Website.

**You should also know that the contents of this handbook in many instances represent the key points of various VET Policies and Procedures developed by St. Joseph's. You can access full copies of all policies and procedures by approaching the Vocational Education Coordinator.**

## The Australian Qualifications Framework

All of the VET courses offered by St Joseph's College lead to nationally recognised qualifications – a 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 in Australia. This is because in Australia we now have a national qualifications framework called the Australian Qualifications Framework (AQF). There are 13 different types of qualifications you can obtain. They are shown in the diagram below.



## STUDENT SELECTION, ENROLMENT AND INDUCTION/ORIENTATION PROCEDURES

Students enrolled in VET courses at St. Joseph's College participate in the same enrolment and selection processes as other students at the College. Where numbers are limited for VET subjects, selection will be made on the basis of an interview and/or on the order in which enrolments were received.

Students must obtain a **Unique Student Identifier (USI)** to enroll in any VET course.

Students are provided with the following documentation upon enrolment:

- USI Fact Sheet.
- USI Collection, Verification & Privacy Form

For more information on the USI system visit [www.usi.gov.au](http://www.usi.gov.au)

NOTE: Students will not be issued with either a Certificate or Statement of Attainment, if they have not provided a USI to St Joseph's College.

## QUALIFICATION INFORMATION

Information pertaining to your qualification can be sourced from your Trainer and Assessor. Training and Assessment Strategies for each qualification are accessible on the College Website – Senior Curriculum.

Training and Assessment Strategy – Information for Students:

- Qualification course code and title
- Packaging rules as per Training package
- Units of Competency (code and title) to be delivered
- Entry requirements
- Fees and charges
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Third party or off campus arrangement (where applicable)

**Disclaimer: The offering of all courses of study is dependent on sufficient numbers of students to conduct a class and that there is qualified staff to teach the subject. The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements.**

## LEGISLATIVE REQUIREMENTS

St Joseph's College will observe all Australian, state and territory laws governing Vocational Educational and Training. St Joseph's College will also meet all legislative requirements of the:

Education (General Provisions) Act 2006  
National Vocational Education & Training Regulator Act 2011  
Copyright Act (1968)  
Education (Work Experience) Act 1996  
Child Protection Act 1999  
Work Health and Safety Act 2011  
Anti-discrimination Act 1991  
Privacy Act 1988 (2014)  
Information Privacy Act 2009

Copies of all policies and procedures are available online using the following links:

[http://www.australia.gov.au/Law\\_and\\_Legislation](http://www.australia.gov.au/Law_and_Legislation)  
<http://www.legislation.qld.gov.au/OQPChome.htm>  
<http://education.qld.gov.au/strategic/eppr/>

## **WORKPLACE HEALTH AND SAFETY**

The safety and wellbeing of the staff and students of this College 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/trainer and observe good housekeeping practices
- Report all injuries or near misses to a teacher/trainer
- Ensure that your conduct does not interfere with:
  - College property
  - College staff safety or welfare, or with their ability to perform their duties
  - Student safety or welfare, or their ability to participate in and benefit from instruction.

## **STUDENT SERVICES**

St Joseph's College will establish the needs of their students and deliver services to meet their individual needs where applicable. Students are involved with some or all of the following processes;

- SET plans
- Subject Selection processes
- Career Guidance services
- Vocational Education Coordinator services

St Joseph's College will review feedback through informal and formal processes – student assessment feedback, Course evaluations – learner surveys.

## **PROVISION FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT**

If you are undertaking a VET course which has 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 choice.

If you still feel you need additional language, literacy or numeracy support, please approach your VET teachers or the Vocational Education Coordinator.

## **STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES**

Students have access to a wide range of support, welfare and guidance services at St. Joseph's, including;

- Principal
- Assistant Principal Curriculum
- Vocational Education Coordinator/RTO Manager
- Heads of Department
- Trainers and Assessors

- Career Counsellor
- Middle Leader Student Services
- Learning Support Teachers

## ACCESS AND EQUITY

The access and equity guidelines at St Joseph's College are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET courses.

St Joseph's College is inclusive of all students regardless of sex, race, impairment or any other factor. Any matter relating to access and equity will be referred by the Vocational Education Coordinator to the Principal.

St. Joseph's strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity **without discrimination**.

**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.

The following guidelines apply:

- VET curriculum areas will be adequately resourced; with teachers with the right qualifications and physical resources to meet the requirements of the training package.
- VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the different ways in which students learn. Students with special needs will participate with an initial and annual panel meeting with their parent/guardian and relevant College staff to ensure that the training and assessment provided meets their needs.
- Links with other Training providers will be considered where additional resources are required.
- Access to School Based Apprenticeships and Traineeships
- Access to VET courses will be available to students regardless of sex, gender or race.
- Any complaints/grievances in relation to discrimination/harassment will be treated seriously, in line with the College's VET Policies & Procedures: Student Complaints and Appeals.

## ASSESSMENT POLICY & PROCEDURES

- All VET students at this College will be fully informed of the VET assessment process and requirements and have the right to appeal.
- Your VET teacher/trainer will provide you with a thorough overview of the assessment requirements for your VET course.
- 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

- Assessment method will cater for language, literacy and numeracy needs of the students
- Reasonable adjustment will be made to ensure equity for all students, while maintain the integrity of the assessment outcomes.
- Opportunities for feedback will be provided to students.
- A clearly documented complaints and appeal policy is available to students on the College website

## COMPETENCY BASED ASSESSMENT

To be successful in gaining competency, students must demonstrate consistent application of knowledge and skills to the standard of performance required in the work place. Students must be able to transfer skills and knowledge to new situations and environments.

In most courses, assessment tasks are completed a number of times throughout the delivery period. Results for each assessment item will be marked using terms **Satisfactory or Unsatisfactory**, or **Working towards Competence**.

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

- **C for Competent**
- **NC for Not Competent**

## CREDIT TRANSFER

*Credit transfer* is training credit for a unit of competency previously completed and includes recognition granted for AQF qualifications and Statements of Attainment issued by another RTO.

If you have a Statement of Attainment listing a unit of competency in a course you are currently enrolled, please take a certified copy of this to your teacher or VET Coordinator. You will not be assessed on this unit/s.

- A student has successfully completed the unit of competency at another school or with another registered training organisation and has the evidence to substantiate their claim. The student is to bring a copy of the evidence for records.
- A student has successfully achieved a unit of competency in one qualification at your school, and is enrolled in a subsequent qualification at your school that involves that same unit of competency. In this situation the student will be assessed for the unit in the first qualification, and “Credit transfer” for the unit in any subsequent qualification.

## RECOGNITION OF PRIOR LEARNING (RPL)

All students have access to a procedure that gives Recognition of Prior Learning. RPL is an assessment process that assesses an individual’s level of knowledge and skills against individual or multiple units of competencies.

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 RPL 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.

The RPL process is a very supportive one, i.e. your trainer/assessor will guide you through the process, the steps of which are outlined below:

- Lodge RPL Application Form and Provide types of Evidence required by Trainer/Assessor
  - Evidence can take many forms, and will usually include such things as:
    - examples of work
    - photographs, videos, letters and reports
    - awards, certificates and qualifications
    - employer references
    - letters from work colleagues, etc.
- Trainer/Assessor will then make an assessment judgement. If there are any gaps the Trainer/Assessor will inform student.
- Trainer/Assessor will inform Vocational Education Coordinate of any RPL applications and results to be recorded.

## **CERTIFICATION AND ISSUING OF QUALIFICATIONS**

St Joseph's College will issue to students whom it has assessed as competent in accordance with the requirements of the Training Package, a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2015.

St Joseph's College will ensure that through the implementation of the AGF Qualifications Issuance Policy:

- Students will receive the certification documentation to which they are entitled within 30 days of being awarded.
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance – logo, water print
- A clear distinction can be made between AQF qualifications and non AQF qualifications
- Certification documentation is used consistently across the RTO.

St Joseph's College maintains a Register of Certification documents. Learners can request a reissue of their documentation at a later date. The replacement will identify that it is a re-issued version.

## **STUDENT ACCESS TO ACCURATE RECORDS**

St Joseph's College is committed to regularly providing students with information regarding their participation and progress. Trainers/Assessors must maintain accurate and current records of each student's progress towards and achievement of competencies.

Trainer/Assessors will provide access to a student's own records at least once each semester, or on request by the student.

### **Confidentiality**

- Information about a student, except as required by law or as required under the VET QUALITY FRAMEWORK, is not disclosed without the student's written permission and that of their parent/guardian if the student is less than 18 years of age. The RTO will ensure that they have consent from each student.

## **COMPLAINTS AND APPEALS**



St Joseph's College has a Complaints and Appeals policy specific to its operations as a Registered Training Organisation.

A complaint can be made to the school RTO regarding the conduct of:

- The school RTO, its trainers, assessors or other school RTO staff
- Students of the RTO
- Any third parties providing services on behalf of the school RTO.

Complaints may be made to any member of staff.

All complaints and appeals are heard and resolved within 60 calendar days of receipt.

Full Complaints and Appeals Policy and Procedures is available on the College Website.

### **VET CURRICULUM/SUBJECT LEVIES AND REFUND POLICIES**

All Certificate course costs are incorporated into the college's all inclusive fee. Any additional costs for excursions and Third party training will be advised from subject teachers at the commencement of each term.

Once a student commences in a VET program/curriculum area, no refunds of levies will be made for that particular term. Where levies 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 levies.