



VET QUALIFICATION HANDBOOK



Vocational

Education

& Training



VOCATIONAL EDUCATION AND TRAINING (VET)

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Mountain Creek State High School RTO #30411

Quality, Opportunity, Excellence

Correct at time of publication but subject to change

VET Qualification Handbook 2021

VOCATIONAL EDUCATION AND TRAINING (VET)

OVERVIEW

Vocational Education and Training (VET) in Schools allows students to access industry specific training while still enrolled at school. VET in Schools offers many benefits for students including:

- gaining credit points towards the Queensland Certificate of Education (QCE)
- gaining entry into TAFE or further tertiary studies at the completion of Year 12
- gaining credit towards further qualifications in the industry
- participating in career focused training while still in high school
- building an understanding of their chosen industry

OPPORTUNITIES

Mountain Creek State High School provides a range of opportunities to include VET as a component of a student's education profile. These include:

ON CAMPUS

1. Accessing Qualifications for which Mountain Creek State High School is the registered training organisation (RTO) provider number 30411.
2. Accessing qualifications for which Mountain Creek State High School is the RTO for majority of the units of competency and partners with external RTO's for delivery of Units of Competency that the school is not resourced to deliver.
3. Accessing qualifications which Mountain Creek State High School deliver on behalf of an external RTO.
4. Accessing qualifications which are provided by external RTO's using our campus facilities. These are generally only available to students enrolled in the Skills Centre.

OFF CAMPUS

5. Enrolment through an external RTO with all delivery and assessment conducted at the external RTO's training facilities. This may be done privately outside of school hours or through consultation with the Head of Senior School if access during school time is necessary.
6. Through a workplace where the student is undertaking a school based traineeship or apprenticeship. School based traineeships and apprenticeships are organised through the administration support officer in Student Services. The opportunity can be found by the student and in many cases is an extension of their part-time employment.

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QUALIFICATION DESCRIPTIONS

All information regarding VET qualifications currently available through the school is mapped on the [VET Qualification Offerings Chart](#) provided on the school website and specific qualification details in [individual PDF documents](#). This information should be read in conjunction with general subject offerings in the [Senior School Subject Selection Handbooks](#) and chosen when completing the subject selection form.

PREREQUISITES

There are currently no entry or licensing requirements for any of the qualifications on offer. However, a genuine interest in the career pathway is expected. Work Placement may require the student to hold the White Card (construction industry induction) or Blue Card (working with children and young people).

ASSESSMENT

Vocational Education and Training (VET) is delivered as competency based training and assessment. Competency is determined by a student's ability to consistently match or exceed the performance and knowledge evidence requirements as detailed for each unit of competency covered by the qualification.

To be successful the students must respond to improvement feedback provided by the teacher throughout the course, complete and submit all assessment items and attend work experience when required. Many tasks will address a range of competencies and in some qualifications, the ability to demonstrate competence exists entirely within that task. It is an expectation that all assessment linked to a project or task is complete at the conclusion of the school term in which it is delivered.

REPORTING

The school encourages parents/carers to assist in supporting their student's pathway to successful completion. Teachers provide continuous feedback to students on their progress including identifying gaps in their knowledge and skills. It is the student's responsibility to actively address identified gaps. Teachers will communicate with parents/carers when gaps have been identified but are not being addressed adequately or in a timely manner. It is endeavoured that the partnership between the school and home will enable student success.

Students do not receive A-E grades for VET subjects. Instead the qualification will appear on school reports as (working towards competency) WTC. Upon successful completion of the qualification the students will be issued with a Nationally Recognised Training Certificate which will outline any units of competency they have achieved and if they fulfil the requirements of the full qualification, then the certificate for that qualification.

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DELIVERY FRAMEWORK

Mountain Creek State High School is a Registered Training Organisation (RTO) and discharges its responsibilities for compliance under the VET Quality Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations. The School is registered to deliver a range of VET Programs under the direction of Queensland Curriculum and Assessment Authority (QCAA).

OUR LEGAL RESPONSIBILITY

Mountain Creek State High School will meet all legislative requirements of State and Federal government, in particular Workplace Health and Safety, Workplace Relations and Vocational Placement standards.

ACCEPTED BELIEF AND FAIRNESS

Mountain Creek State High School provides an equitable vocational education and training system that offers responsive products and services to all students. The school is committed to providing equal opportunities in vocational education and training and welcomes all students. Students will be recruited in an ethical and responsible manner, consistent with the requirements of the National Training Package.

Appropriately qualified staff will assess the extent to which students achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

MANAGEMENT FOCUS

Mountain Creek State High School has a commitment to providing a quality service and a focus on continuous improvement. We value student feedback, as well as staff and employers for incorporation into future programs.

CLIENT SERVICE

We have sound management practices to ensure effective student standards ensure timely issue of student assessment results and qualifications. These will be appropriate to the competencies achieved and issued in accordance with national guidelines. Our quality focus includes Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaint and Appeal Policy, an Access and Equity Policy and student welfare and guidance services. Where necessary, arrangements will be made for students who require literacy and/or numeracy support programs.

All information regarding the implementation of VET at the school is in the [VET Student Handbook](#) which is available on the website. Students will sign a [Student Training Agreement Form](#) upon commencement of the qualification to acknowledge they have access to this information.

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UNIQUE STUDENT IDENTIFIER

All students accessing nationally recognised training delivered by an RTO must create a USI on the USI website <https://www.usi.gov.au/students/create-your-usi> to enable qualifications to be mapped to their learning profile. In many cases the students require their USI to be able to enrol in the qualification.

Information on how to set up a USI is available at <https://www.usi.gov.au/documents/factsheet-student-information-rtos> or the [school website](#). You will need one and preferably two of the following documents to complete the application.

- Driver's Licence
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

You must record your USI and password in such a manner so that you do not lose or reveal it. It will provide access to your complete training profile at any required throughout your life.

STUDENT FEEDBACK

Feedback is encouraged and in the first instance, students should discuss course content and assessment with their teacher. If students are not satisfied with the response, they are encouraged to make an appointment with the Academic Co-ordinator or Vocational Education Co-ordinator. At the completion of each course the teacher will seek students' comments and feedback in relation to the course content/delivery and assessment method by teachers. Data is collected annually through a national online reporting system. This feedback can be anonymous and helps the school to identify program strengths and weakness for continuous improvement.

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