



**MOUNTAIN CREEK**  
**STATE HIGH SCHOOL**

# **VET Student Handbook**

**Mountain Creek State High School**  
**RTO 30411**

## Table of Contents

Introduction.....	3
Qualification .....	3
Replacement copies of certificates .....	3
Unique Student Identifier (USI) .....	4
Enrolment and Induction Procedures .....	4
Fees and Refund Policy .....	4
Course Information.....	5
Student Support and Guidance.....	5
Authentication signatures.....	5
Language, Literacy and Numeracy Support .....	6
Behaviour Management Policy and Attendance.....	6
Flexible Learning and Assessment Procedures .....	6
Recognition of Prior Learning (RPL) .....	7
Complaints and Appeals .....	8
Work Health and Safety .....	9
Access to Records .....	9
Appendix 1: Definitions.....	9
Appendix 2: Legislation.....	10
<i>Work Health and Safety</i> .....	10
<i>Work Health and Safety Act 2011</i> .....	10
<i>Workplace Harassment, Victimisation and Bullying</i> .....	10
<i>Industrial Relations Act 1999</i> .....	10
<i>Anti-Discrimination</i> .....	10
<i>Anti-Discrimination Act 1991</i> .....	10
<i>Privacy</i> .....	11
<i>Information Privacy Act 2009</i> .....	11
<i>VET &amp; Apprenticeships/Traineeships</i> .....	11
<i>Work Experience</i> .....	11
<i>Work Placement</i> .....	11
<i>Work Placement Legislation</i> .....	11
<i>Blue Card</i> .....	12
<i>General Construction Induction Training Card (White Card)</i> .....	12



### Introduction

Welcome to students undertaking a vocational education and training (VET) course this year. The purpose of this handbook is to provide all VET students with information about the VET programs offered. It also outlines your rights and responsibilities as a VET student studying at this School. Take the time to read everything in this handbook as you will be required to sign that you understand its contents. If there is anything that you do not understand, please ask your teacher about it. You may need to refer to this handbook throughout your period of enrolment in your VET course/s. Please note that the Policies and Procedures covered in this handbook are edited to provide you with the key concepts. You can access the full copies of all the policies and procedures at any time by making a request to your VET RTO Manager.

Mountain Creek State High School 30411 is a Registered Training Organisation (RTO) and as such, is able to deliver and assess Nationally Recognised Qualifications under the Australian Qualification Framework (AQF). Information about the School as an RTO can be accessed at:

[www.training.gov.au](http://www.training.gov.au)

### Contact Details:

Name: Kym Thomas

Position: Head of Department Business and VET Manager

Email: [kxtho9@eq.edu.au](mailto:kxtho9@eq.edu.au)

### Qualification

Students who meet the training and assessment requirements of the training package or VET accredited course, will be awarded a Nationally Recognised Qualification under the Australian Qualification Framework. This will be issued to the student within 30 calendar days and providing all agreed fees the student owes to the School RTO have been paid.

### Replacement copies of certificates

The QCAA provides replacement copies of certificates and other educational results it holds. To protect people's privacy, copies can only be provided to the person named on the certificate.

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/reissue-certificates>

Students who complete Year 12 **from 2020** will receive certificates and statements in electronic format via their [learning account](#) in the Student Portal on the [myQCE website](#). These are official versions, which students may download to save/print at any time. Print copies may also be requested from the QCAA:

- End of year certification — students can request a free print copy via their learning account by 31 January (of the year following certification). Copies are posted in March, once applications for verification have been finalised.
- Mid-year certification — students can request a free print copy via their learning account by 31 August (in the year of certification). Copies are posted in September, once applications for verification have been finalised.

Print requests received outside of the above timeframes will need to apply to the QCAA for a print copy (see How to apply to the QCAA below).

If your certificate is not listed above, check the other organisations table below for details of which organisation to contact.

### **Unique Student Identifier (USI)**

#### Student Identifiers Act 2014

The new initiative, was implemented on the 1<sup>st</sup> January 2015.

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1<sup>st</sup> January 2015.

Further information on the USI can be obtained at:

<http://www.usi.gov.au/Pages/default.aspx>

### **Process**

Students will be instructed on how to register online on the first day of attendance to the course. Students will be provided with the opportunity to complete the registration in class but will also have the information to be able to complete the registration at home. All students will be expected to register within the first week of the course commencement.

[Student Factsheet on Getting USI](#)

### **Enrolment and Induction Procedures**

1. All students will receive information about VET courses available in the School in Term 3 of Year 9 and 10.
2. Should any VET Course be over-subscribed, students will be selected, in consultation with staff members, based on the students' demonstrated interests and aptitudes.
3. At the beginning of the year, all VET students will receive an induction in the form of direct instruction and an electronic copy of this handbook. VET teachers will also ensure that you are informed about assessment and the specific competencies covered. During this induction, you will be reminded about School Work Health and Safety procedures.

### **Fees and Refund Policy**

The School Fees policy can be found at the school Finance office upon enrolment.

The School's policy on refunds can be found at the school finance office upon application

*The School must have certain teachers and equipment to run these VET courses. If the School loses access to these resources, the School will provide students with alternative opportunities to complete the course and the related qualification. The School retains the right to cancel the course if it is unable to meet requirements.*

### Course Information

VET qualifications currently offered at Mountain Creek State High can be found on the [VET Page of the School Website](#). This page outlines qualifications delivered under the Mountain Creek State High School RTO 30411, as well as those offered in partnership with External RTO's

For detailed information on these courses please refer to:

<https://mountaincreekshs.eq.edu.au/curriculum/senior-secondary/vocational-education-and-training>

### Student Support and Guidance

The school will provide any educational or support services, as required. These may include things like:

- a) study support and study skills programs;
- b) language, literacy, numeracy & digital literacy (LLND) programs or referrals to these programs;
- c) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;
- d) learning resource centres;
- e) mediation services or referrals to these services;
- f) flexible scheduling and delivery of training and assessment;
- g) counselling services or referrals to these services;
- h) information and communications technology (ICT) support;
- i) learning materials in alternative formats, for example, in large print;
- j) any other services that the RTO considers necessary to support learners to achieve competency.

There are many people on staff who will be able to assist you if you are in need of help. People involved in support and guidance services at this school include:

Guidance Officers – Louise Francis, Melissa O'Brien  
Deputy Principal Senior School – Angela Hix  
Principal Senior School – Donna Lancaster  
School Chaplains – Stu Cran & Tania Edwards

### Authentication signatures

Where applicable, the school accepts a registered Education Queensland email address in place of a handwritten signature on digital documents **and** QLearn assessment submissions as an acknowledgement of agreement.

### **Language, Literacy and Numeracy Support**

You are undertaking a VET subject which has embedded units of competency from a Training Package and as such 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 the VET area of your choice.

In addition to the above you will receive further support in English or Essential English, and Essential Mathematics, General Mathematics depending on which one/s you have chosen to do.

### **Behaviour Management Policy and Attendance**

Every family in the School has received and acknowledged receipt of the [Student Code of Conduct](#). Please make sure that you read it as its application is also relevant to all School VET programmes. Attendance in VET classes complies with the School's Attendance policy.

### **Flexible Learning and Assessment Procedures**

At this School, all VET students will be fully informed of the VET assessment process and requirements and will have the right to appeal.

The mode of delivery will be specific to each subject area. A combination of the following will occur:

- Face-to-face
- Online delivery and/assessment
- Blended delivery
- Private study
- Tutorials, if required

The following information represents some general information about the VET assessment process adopted at this School.

### **Competency-based Assessment**

The School will comply with the assessment guidelines from the relevant Training Package or accredited course. Assessment will be competency-based (See [Appendix 1: Definitions](#))

Essentially, students are considered to be competent when they are able to apply their knowledge and skills to successfully complete activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace, as specified in the training package or VET accredited course.

### **Principles of Assessment**

The School's delivery and assessment of VET courses are designed to promote valid, reliable, flexible and fair assessment that is also informative in its context and purpose. These principles comply with the School's Assessment Policy found in your student diary

This means that:

a) Students will be given clear and timely information on assessment, including:

- advice about the assessment methods
- assessment procedures
- the performance criteria against which they will be assessed

- when and how they will receive appropriate feedback
- the mechanism for appeal.

b) Sufficient evidence will be gathered to enable a fair and accurate judgment of each Student's competence.

c) The assessment approach chosen will cater for the language, literacy and numeracy needs of students.

d) Reasonable adjustments will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes as stated in the Training Package.

e) Opportunities for feedback and review via surveys of all aspects of assessment will be provided to students.

f) Clearly documented mechanisms for appeal against assessment processes and decisions will be available to students.

g) All students have access to reassessment on (informal) appeal.

### **Flexibility**

All VET courses are flexible and they are designed to give every student an opportunity to demonstrate competence. This means that if you have an identified need, the conditions of the assessment task that you do may be changed. For example, a learning support aide may read the tasks to you or they may act as a scribe. These conditions for assessment must still comply with training package requirements. Your teacher, together with the Learning Support staff, will decide what adjustment needs to be made. In making an adjustment, the rigor or difficulty level of the task will not change as you will still need to be judged 'competent' in order to gain the qualification. The fact that the conditions under which the task was performed has changed will be noted on your assessment task sheet.

### **Recognition of Prior Learning (RPL)**

When you commence a VET programme, you may think there are some units of competency you can already do which, therefore, make you competent. You can apply for 'recognition' for those specific units of competency. If you do, you will need to provide evidence that you can in fact already do these particular tasks. You may need to perform a 'skills test' to support your claim.

### **Process**

If you believe that you have sound reasons to apply for recognition ask your teacher to guide you through the process listed below.

1. Discuss the recognition process with your teacher.
2. Obtain a copy of the *Recognition of Prior Learning Application Form* from the VET Coordinator or RTO Manager.
3. Ensure that you understand the full recognition application process, including the Appeals process.
4. Collect evidence of your prior learning from a variety of sources. Evidence can take many forms, and will usually include such things as:
  - a. letters or testimonials from employers

- b. photographs, videos, reports
  - c. awards, certificates and qualifications
5. Discuss your self-assessment with your teacher. If there are full units of competency for which you and your teacher feel recognition may be given, you will be encouraged to complete a *Recognition of Prior Learning Application Form*.
  6. Complete and submit the *Recognition of Prior Learning Application Form*.
  7. You will know the outcome of your application within 15 days of application.
  8. Should you wish to appeal the decision, complete the Complaints and Appeals Form which you can get from the VET RTO Manager.

**Note: If you have a Statement of Attainment from another Registered Training Organisation for any units of competency which are the same as those in any of the School's VET programmes, you will be awarded automatic recognition and it will not be necessary for you to apply. You must make the VET teacher aware if this is the case.**

### Complaints and Appeals

You may approach the School if you are dissatisfied with any aspect of your VET program. This includes:

- an administrative matter such as, for example, the non-issue of qualifications/statements within the prescribed timeline;
- another person in the school (student or teacher);
- a complaint about any aspect of the course or its delivery;
- a complaint about the results of an assessment or about the way the assessment was undertaken.

Mountain Creek State High School RTO Complaints Policy and Appeals Policy can be accessed via the school website VET Page here: [Complaints & Appeals](#)

### Process

This is the process to follow:

- a) You should discuss the matter with a teacher or person in authority with whom you feel comfortable
- b) If this person does not consider the matter to be particularly serious, or where your complaint does not relate to allegations of unlawful behaviour (e.g. assault, illegal discrimination or harassment, etc), and you feel comfortable to do so, you will be encouraged to raise your complaint directly with the person concerned. You can ask for another teacher, of your choice, to be present when you do this.
- c) Where you do not feel comfortable about doing this, or where the matter is of a more serious nature, you will be asked to put the complaint in writing on a Complaints and Appeals Form, which can be obtained from the Head of Senior School
- d) If the complaint is about another student, the matter will then be handled by the Head of Senior School. If the complaint is about a member of staff, it will be handled by the Principal.

e) If the complaint cannot be resolved by the above procedure, then an independent party will be retained to review the complaint.

f) If the complaint will take longer than 60 calendar days to process and resolve, then you will be advised in writing of this and regular updates will be given on the progress of your complaint.

f) The person handling your complaint will:

- tell the person you are complaining about, about the complaint. He/she will be given the opportunity to present their understanding of the matter;
- ensure that only those people who need to know about the complaint are involved/informed;
- give you written advice about the outcome and the reasons for it.

### Work Health and Safety

The safety and wellbeing 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 equipment that is provided
- Obey any reasonable instructions in relation to health and safety
- Not interfere with or remove any safety devices from machinery
- 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:
  - School property;
  - School staff safety or welfare, or with their ability to perform their duties; or
  - School student safety or welfare, or their ability to benefit from instruction.

First Aid is available at the School Administration Office. Students or staff should not handle injuries which involve spilled blood without wearing gloves, and all blood spills must be cleaned appropriately by trained School personnel.

An ambulance will be called in case of an emergency.

### Access to Records

You can have access to your own personal assessment records at any time, by approaching the VET Teacher concerned. If the matter is not related to any one specific subject you should approach the Head of Department.

### Appendix 1: Definitions

**Assessment** means the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.

**Competency** means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

**RTO** means a Registered Training Organisation

**Statement of attainment** means a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

**Training Package** means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

**Unit of competency** means the specification of the standards of performance required in the workplace as defined in a training package.

**VET** means vocational education and training

## **Appendix 2: Legislation**

### ***Work Health and Safety***

#### [Work Health and Safety Act 2011](#)

The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Queensland workplaces. The objective of the Act is to prevent fatalities, injuries and illnesses caused by a workplace, by workplace activities or by a specified high risk plant.

### ***Workplace Harassment, Victimisation and Bullying***

#### [Industrial Relations Act 1999](#)

The principal objective of the Industrial Relations Act 1999 is to provide a framework for industrial relations that supports economic prosperity and social justice.

### ***Anti-Discrimination***

#### [Anti-Discrimination Act 1991](#)

The Anti-Discrimination Act 1991 aims to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including education and training. The services developed by RTOs, including their administrative practices and assessment processes, must take into account the principles established by this legislation.

### **Privacy**

#### *Information Privacy Act 2009*

The Information Privacy Act 2009 is an Act to make provision to protect the privacy of individuals, and for related purposes. The Federal Privacy Act contains eleven Information Privacy Principles. It also has ten National Privacy Principles (NPPs).

### **VET & Apprenticeships/Traineeships**

#### *National VET Regulator Act 2011*

An Act to establish the National Vocational Education and Training Regulator, and for related purposes

### **Work Experience**

#### *Education (Work Experience) Act 1996*

An Act regulating work experience provided to students as part of their education. A work experience arrangement is an arrangement made between a student's educational establishment and a person (the 'work experience provider') under which the person will provide experience ('work experience') to the student as part of the student's education. An educational establishment may make work experience arrangements for its students.

The work experience arrangement must be in writing. A work experience arrangement may be made for a student only with the approval of the principal of the student's educational establishment.

Further information on legislation is available on the State government web site [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au) and the Commonwealth government website: [www.comlaw.gov.au](http://www.comlaw.gov.au)

### **Work Placement**

Work placement is undertaken at Mountain Creek State High School by students in Year 11 or 12 who are studying a particular vocational subject in a specific industry. Many of these students are required to do mandatory placements in their field to demonstrate and enhance their classroom learn skills in a real workplace setting. Employers who host *Work Placement* students give young people an opportunity to expand and understand their skill set, as well as give them practical experience and advice that will benefit them in their future careers in the industry.

You cannot commence work placement until the school has a signed agreement between you, the work placement provider and the Principal on file. The agreement is available on the school website.

#### *Work Experience Placements for School Students form*

### **Work Placement Legislation**

The nature of the work placement often requires the student to satisfy specific legislative requirements. Which may include:

- Blue Card
- General Construction Induction (White) Card
- National Criminal History Record Check
- National Police Certificate

Your teacher will ensure that you are made aware of any legislative requirements for work placement in your qualification.

### **Blue Card**

Currently in Queensland you are required to obtain a Blue Card when undertaking work placement in the Health(HLT) and Community Services(CHC) sectors and some specific units of competency within the Fitness and Recreation(SIT) Sector. A National Criminal History Record Check is part of the Blue Card approval process.

See: [Blue Card Applications](#)

Blue cards for volunteers and trainee students are valid for three years and there is no application fee, unless the trainee student is a paid employee. Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider. A volunteer or trainee student must not commence regulated child-related work **until** they hold a valid blue card.

### **General Construction Induction Training Card (White Card)**

You are required to hold a General Construction Induction Training Card when you will be attending work placement at construction sites. The General Construction Induction Training Card can be undertaken on-line through many registered providers. You will pay a fee and be issued with a temporary certificate until your card is sent. Most organisations have a reduced fee for school students.

The General Construction Induction Training Card course (*CPCWHS1001 – Prepare to work safely in the construction industry*) is a mandatory requirement for anyone who wants to work in the construction industry. It is recommended that all students undertaking qualifications from the Furnishing and Engineering Sectors obtain this to ensure flexibility in your work placement opportunities.

It is important that you show your card to your teacher once obtained. Your name will be added to the teacher's register and a copy of your card will be kept in your file.

## **Training Agreement/ Enrolment Form**

The current VET Student Enrolment Form can be found on the school website:

[Student Training Enrolment Form](#)

This form may be completed electronically in some cases and External RTO's the work in partnership with the school have their own Enrolment Form.