



# Vocational Education and Training



# Student/Parent Handbook 2013



Catholic Schools Office  
Registered Training Organisation  
Diocese of Wagga Wagga



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# Vocational Education and Training (VET) in the HSC

Congratulations for considering a Vocational Education and Training (known as VET) course as part of your Higher School Certificate. A VET course has dual accreditation within the Higher School Certificate which means you will receive unit credit towards the HSC or Stage 5 studies as well a nationally accredited industry qualification upon successful completion.

Vocational Education and Training (VET) can provide you with skills, knowledge and **qualifications** that can improve your job prospects and prepare you for entry into the workforce and/or provide a pathway into further training opportunities. Upon successful completion of your training you will receive an additional credential listing the competencies you have achieved which will be a valuable addition to your resume portfolio. This means as well as the Higher School Certificate you will receive a nationally accredited certificate for your VET course.

The Catholic Schools Office, Diocese of Wagga Wagga has met rigorous quality standards to become a Registered Training Organisation (RTO 90306) with the Australian Skills Quality Authority (ASQA) <http://www.asqa.gov.au/>. Schools within the Diocese deliver VET under the Catholic Schools Office RTO, which means:

- ✓ The training you receive must meet national industry standards
- ✓ The qualifications/credential you receive will be recognised by employers and other Registered Training Organisations and as such is listed on the Australian Qualification Framework
- ✓ The training you receive will be delivered under Australian National Standards (SNR) - this means the skills you gain will be recognized by employers and other education providers.
- ✓ Teachers will have the appropriate industry and training qualifications and experience
- ✓ Your skills will be assessed using industry standards
- ✓ We are committed to quality delivery and ongoing improvement – which means you will be encouraged to give feedback on your VET course through surveys (Yr 10, Yr 11, Yr 12 & destination) and discussion which will help guide yours and future course delivery.

There are other registered RTOs such as TAFE who also offer VET to school students, for the purposes of this handbook unless specifically mentioned the information refers to the delivery of VET courses by the school internally, by school staff as a subject where the Catholic Schools Office is the RTO.

## Certificates Awarded Upon Successful Completion

1. Higher School Certificate listing the subjects you have studied including your VET course or courses
2. Certificate I, II or III in the VET subject area (if you study more than one VET course you will receive the certificates for each), which is a qualification in it's own right and listed on the Australian Qualifications Framework
3. Potentially an Australian Tertiary Admission Ranking – listing your best 2 units of English and the next best 8 units of subjects studied which were eligible as part of the HSC examination to contribute towards the ATAR (most VET subjects studied at school can contribute to the ATAR although students can only use one VET subject within an ATAR) – the purpose of an ATAR is for university entrance.

## **Qualifying for a Higher School Certificate**

To qualify for the HSC students must satisfactorily complete a preliminary (Yr 11) pattern of study comprising at least 12 units and a HSC (Yr 12) pattern of study comprising at least 10 units. Both patterns must include at least 6 units of Board Developed Courses, at least 2 units of Board Developed Course in English, at least 3 courses of 2 units value or greater (either Board Developed or Board Endorsed) and at least 4 subjects. VET courses are Board Endorsed Courses, some are VET Curriculum Frameworks and as such have an optional HSC examination and others are content endorsed having no HSC examination. As part of the Higher School Certificate VET curriculum framework courses have a mandatory work placement.

Satisfactory Completion of a HSC Course (including VET)

The following course completion criteria refer to both Preliminary and HSC courses.

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- a) Followed the course developed or endorsed by the Board; and
- b) Applied themselves with diligence and sustained effort to the set tasks and experiences provide in the course by the school; and
- c) Achieved some or all of the course outcomes

Within VET courses the mandatory work placement is part of the course requirements. It should be noted that if a student fails to complete the mandatory work placement component it may be determined that the student has not made a genuine attempt to complete course requirements. Students may apply for recognition of prior learning for work placement, this application will be assessed by the teacher based on whether the work experience they have gained is undertaken concurrently with the VET course, has the appropriate length of time and that the work undertaken provided evidence of the syllabus outcomes for the relevant VET course.

### ***Qualifying for an Industry VET Certificate***

VET Certificates are developed by industry, and relate directly to job roles within industry. Each certificate comprises a suite of units of competency which are the skills and knowledge expected by industry for a particular job role. Throughout the course the units of competency will be taught and assessed, as VET courses are "competency based" assessments will assess the student's ability to demonstrate competence against each unit. Each VET certificate is made up of core units and elective units specified by the industry training package, to achieve the Certificate all core units and the specified elective units must be achieved. It is possible that students may achieve some but not all competencies; if this is the case each competency achieved will be recognized in a Statement of Attainment (which is also a nationally recognized qualification).

## **WHAT IS A VET COURSE?**

Vocational Education and Training Courses in schools are developed from industry training packages in consultation with the Board of Studies and are nationally accredited. These courses are designed to give students the opportunity of gaining industry qualifications which

are recognised by other training organisations and employers while using this study towards the Higher School Certificate or in Stage 5 studies.

There are two types of VET courses as part of the Board of Studies syllabus, the first type are the Industry Curriculum Framework Courses, the second are Board Endorsed Courses.

Industry Curriculum Framework courses are VET courses that also allow for the student to sit an optional exam, the mark for this exam can contribute to an ATAR score for university entrance. Students can use only one of the VET Industry Curriculum Framework courses in their ATAR, the Industry Curriculum Framework VET courses are:

- |   |   |
|---|---|
| <input type="checkbox"/> Business Services      | <input type="checkbox"/> Retail                 |
| <input type="checkbox"/> Construction           | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Metals and Engineering | <input type="checkbox"/> Hospitality            |
| <input type="checkbox"/> Entertainment          | <input type="checkbox"/> Primary Industries     |

Not all schools offer all VET courses; please see your Curriculum Coordinator or VET Coordinator for the VET opportunities being offered at your school.

Other VET courses may be offered at schools as Board Endorsed Courses, but only the Industry Curriculum Framework Courses listed above can contribute to the ATAR.

## **BENEFITS OF STUDYING VET IN SCHOOL**

What are the benefits in studying a VET course?

- ✓ Dual qualifications at the completion of Year 12 – a HSC *and* an Industry Credential listing the competencies achieved
- ✓ Practical skills that will give students a greater “edge” when seeking employment and be useful in personal life
- ✓ Generic “employability skills” which are of benefit in all employment situations such as communication, team work, initiative, planning, learning, technology, problem solving and self management.
- ✓ Industry employment experience, gaining real experience through practical application at work placement
- ✓ First hand knowledge of industry job opportunities, giving insight into career pathways
- ✓ Plus – great practical skills for work, leisure and personal life

The industry Credential gained will be recognized by other RTOs such as TAFE therefore providing clear pathways to further education and employment opportunities.

*School students who have completed a VET qualification from a national training package as part of their HSC should have their qualifications recognised by all RTOs. In some cases, students complete units of competency only, which also **must be recognised** by RTOs as a vocational pathway, or as part completion of a qualification.”*

This means that students may be eligible for advanced standing in future courses/traineeships by gaining recognition of the qualifications issued through their HSC study.

# STUDYING VET WITH OTHER PROVIDERS

At the Principal's discretion students may be able to study some of their HSC VET courses with other providers, it is essential that students are aware that this may incur further fees to pay for provision of courses by RTOs other than the school.

TAFE offers many Industry Curriculum Framework Courses and Board Endorsed courses that can be studied as part of the HSC. The same rules apply, only the industry curriculum framework courses can be used to contribute to the ATAR and students may study more than one VET course as long as the unit requirement for the HSC are met (please refer to the school for HSC requirements).

When a student enrolls in a TAFE delivered VET course the TAFE charges fees for each student/course, partial subsidy is available from TVET funding (varying each year dependent on student numbers) for these courses and students may be required to contribute to the balance of those fees (please refer to the school for TVET fees). It is important to note that courses vary in cost with TAFE dependent on the resources and requirements for the specific course, fees are reviewed annually.

## COURSE FEES

While special tuition fees for VET courses delivered by the schools do not apply, there may be fees levied for materials and consumables in your course. (for example, most Hospitality students are required to have their own chef's uniform and knife set). Your school will have informed you of any such fees through the Student Subject Selection Handbook you received in Year 10.

You should also enquire about fee refunds. The school will have a policy about refunding fees, should you withdraw from a course. Commonly, a pro-rata (part) refund will be offered, unless resources and equipment have already been purchased on your behalf.

Extra fees may be applied to cover the cost of excursions; your teacher will inform you of these.

## STUDENT SELECTION FOR COURSES

VET courses are available to all students, although students with additional needs may need to discuss the requirements of the course with the curriculum coordinator to ensure maximum opportunities for participation. The skills gained will be assessed on competence for each unit studied. Therefore it is possible for students to achieve different competencies within a class group.

- Some courses will only run if there are sufficient students to constitute a class.
- Timetable clashes may also make it difficult for some students to access the VET course of their choice.
- If there are too many students applying for a course which has limited numbers, you may have to undergo a selection process that will assess your interest, diligence and career aspirations. Most schools give course places in the order in which student applications are received, until the class is filled. Teachers may then have a waiting list.

# Student Rights and Responsibilities

## Student Rights:

*To be accurately informed by being provided with:*

- An outline of the course of study*
- Information on possible employment outcomes*
- Information on how assessment will take place*
- Access to your assessment and personal records, this includes teacher records, reports and Students Online on the Board of Studies website*
- Information on fees*
- Information on complaints and appeals process*

*To be treated fairly by being:*

- Allowed equal access to a relevant and appropriate course of study*
- Appropriately supported in my learning and assessment*
- Able to learn, and be assessed, without discrimination*

*To have my competencies recognised by being:*

- Able to claim recognition for units of competence achieved with other training providers*
- Able to claim recognition for competencies achieved in work or life experiences*
- Given opportunities to have my competence assessed or reassessed*

*To have the opportunity to evaluate my learning experience by being:*

- Encouraged to provide information and opinion on the effectiveness of the training and assessment provided*

## Student Responsibilities:

*To be properly prepared:*

- By coming to all classes, assessment events and work placement properly equipped and dressed (some courses may require a uniform)*
- Conforming to industry standards for clothing and safety equipment*

*To respect the rights and property of others:*

- By not hindering the work of fellow students, teachers or fellow workers through disruptive behaviour or inappropriate conduct*
- At all times, by treating fellow students, teachers and other staff, fellow workers and employers with dignity and respect*
- By treating the property of fellow students, teachers, employers and the school with care*
- By working cooperatively with fellow students, and teachers to ensure the health and safety of all*
- By observing the Work Health and Safety standards within your course and at work placement*
- By respecting the rules of the employer at work placement in relation to punctuality, confidentiality and code of conduct.*

*To claim my rights appropriately:*

- By being aware of my rights and seeking advice and assistance where required*
- By asserting my rights where needed without treating others unfairly or disrespectfully*

# RECOGNITION OF PRIOR LEARNING (RPL)

If you have completed VET studies at another training provider such as TAFE or another school then your qualifications will be recognised through

- direct credit transfer where the unit of competency you have studied is nationally accredited and directly matches the unit of competency within the course to be studied, in this case the original certificate must be presented with your Recognition of Prior Learning Application (in some cases currency of skills may need to be assessed)

You may also have gained skills in the workplace, and wish to apply for recognition of prior learning for these. You will need to provide evidence that your skills match the units of competency you are requesting RPL for, this needs to be verified by your employer.

You may also apply for recognition of prior learning for the work placement component providing that the work is concurrent with the delivery of the VET course and meets the minimum length of time and demonstrates experience of the syllabus outcomes being taught. In all situations where you wish to apply for Recognition of Prior Learning you must discuss your experience and qualifications with your teacher and use the Recognition for Prior Learning Form enclosed in this handbook.

Further information and required forms for recognition of prior learning can be located on the Board of Studies site [http://www.boardofstudies.nsw.edu.au/voc\\_ed/rpl.html](http://www.boardofstudies.nsw.edu.au/voc_ed/rpl.html) .

## STUDENT SUPPORT SERVICES

Provision is made to support students with disabilities who study VET courses. The school will assess each student's particular support needs and provision will be made in terms of a study program, assessment, special equipment or workplace arrangements.

A full range of welfare and guidance services is available through your school counselor. Additional language, literacy and numeracy support is available through your school's Learning Support teacher. Your school's VET Coordinator will help you in these support matters.

## ASSESSMENT

Throughout your course you will be assessed by your teacher or at times maybe by another qualified assessor. VET courses can only be assessed by teachers or industry people with specific qualifications in vocational assessment.

### **Q How will I be assessed in my VET course?**

**A** All VET courses are competency based courses. This means your assessment is based on your competence or acquisition of skills, demonstrating what you can do and your understanding. Assessment procedures must address the key assessment principles of being valid (they must assess the skills and knowledge of the unit of competency being assessed), reliable (able to be demonstrated over a period of time), flexible, fair and cost-effective. You will be assessed "Competent" or "Not Yet Competent" in a range of activities. You are judged on what you can do, not against other people's work.

A range of assessment methods will be used, as appropriate. These could include

- Direct observation of performance
- Simulations of workplace activities

- Oral questioning
- Practical exercises
- Projects/assignments
- Work portfolios
- Written tests

**Q What are my rights regarding assessment?**

**A** Information regarding assessment can be found in your school's Senior Assessment Handbook.

- You are entitled to know when and how you are being assessed, as VET courses are competency based assessment occurs throughout the course specific dates will not be listed except for major assessments such as school examinations
- Assessment should take place when you are ready to undertake assessment, some students may be assessed before others and some students may benefit from reassessment if competency is not demonstrated
- Wherever practicable, assessment evidence should be gathered on a number of occasions and in a variety of contexts.
- Your teacher should give you feedback regarding all assessments.
- You should be entitled to three attempts to show competency.
- If you are not happy with the outcome of an assessment you have the right to appeal.
- Initially, you should approach your teacher to discuss your assessment. You also have the right to speak with the VET Supervisor about your concerns
- Students have the right to their assessment records, please ask your teacher if you require your assessment records

**Q Can I appeal the outcome of my assessment?**

**A** Yes, you may appeal the assessment decisions. Grounds for appeal are:

- Validity – the assessment task does not assess the stated competencies
- Fairness – the procedures for assessment used disadvantaged the student
- Reliability – you believe the assessment decision was incorrect

**Q How do I appeal the outcome of my assessment?**

**A** In the first instance speak to the teacher, then if you still feel that your assessment decision was not correct speak then the following procedure will take place:

- The student lodges a formal appeal in writing to the Principal clearly stating the grounds for appeal
- The appeal must be lodged within 5 days from the date of the assessment
- The school must deal with the appeal within 10 working days
- An Appeals Panel comprising the following should review appeal submissions:
  - a qualified VET teacher from the same ICF within the school
  - a qualified VET teacher from another ICF within the school
  - Senior Executive Representative
- The student will have the opportunity of formally presenting his/her case
- The panel may request the student and the teacher to present their views in person
- The student has the right to have a support person of their choice during the appeals process
- In response to the appeal, the Panel may:
  - request another assessor to review the assessment
  - schedule another assessment
  - uphold or reject the appeal stating reasons for doing so
  - refer the appeal to the CSO for determination
- The student has the right to a written response on the outcome of the appeal

# COMPETENCE

VET courses are competency based, which means that a student can perform a task, demonstrate a skill or knowledge and show an understanding to the level required by the industry standards.

When students successfully demonstrate competence against a particular standard they are given the status of “competent”, assessment will require the student to demonstrate competence in a number of tasks. There is no pass/fail. Students are either “competent” or “not yet competent”.

For your Industry Credential qualification, the award will only list those competencies students have achieved.

If students are undertaking the Higher School Certificate examination, the same marking procedure occurs for the HSC as for other subjects.

# EXAMINATIONS

In the Industry Curriculum Framework VET Courses HSC examinations provide the opportunity for VET courses to count towards the ATAR for university entry. In the case of misadventure ie if you are injured or ill and are unable to sit the formal HSC examination the Board of Studies will ask the school to provide an estimate of your HSC result, schools use HSC trials and other in school examinations to provide this estimate. These exams also help prepare you for the HSC examination. The teacher may also use those exams as a means of assessing your competencies.

# STUDENT RECORDS

Students have the right to access their VET records and competency status, there is a range of ways you can view your records.

1. Your teacher will have up to date records of your VET progress, you may request to see these records.
2. Your student reports should list the competencies that you have been studying and your assessment status
3. Through the Board Of Studies, Students Online site (using your HSC access code) you can access your VET subject, this will give you information on the Units of Competency you are enrolled in, your assessment status in those units and the Credential you will be eligible to receive upon competent assessment for each unit (this will be listed as eligible for Certificate in the Industry relevant, as packaging rules apply to the units selected for study)

# WORK PLACEMENT

**Q** **Must I do the work placement part of the VET course?**

**A** Yes, students must complete the work placement component for VET courses as mandated by the Board of Studies as part of the Higher School Certificate. Work placement is a valuable component to give practical experience within the industry setting and opportunities to learn more about the VET industry. In some courses you will

be assessed while on work placement, and your employer will give feedback regarding your performance – this can be a valuable addition to your resume.

Your work placement is planned and structured by your teacher and the host employer with whom you will be working. It lets you practice and develop skills you learn off-the-job at school. It helps you find out more about employment and training opportunities in industry.

**Q How much work placement must I do?**

**A** Generally you will be expected to do 35 hours in a 120 hours course, or approximately 1 week of placement per year for Year 11 and Year 12. If you are doing a 240 course, you will have to do 70 hours of work placement. Work placement may be in a block (of one week or two weeks), or may be organised on a part-time basis e.g. one day per week/fortnight. Under certain circumstances it may be necessary to complete work placement during school holiday periods. Some students who have a casual or part-time job in the industry area in which they are studying may also be able to achieve all or part of their work placement while at their job. However, you will need to check this with your VET teacher.

**Q Who is responsible for organising work placement?**

**A** Most schools use the services of a Workplace Coordinator, who organizes work placements for VET students in all schools within a town or region. In some cases students may know of a work place they would be interested in going to, ensure you consult with your teacher and gain approval – as placements not approved will not be counted or covered by insurance. It is recommended that students do not attend work placement which is overseen or owned by a relative. At all times, students should consult with their teacher to ensure that work placement is in a suitable area. Remember, in some instances, a student's regular part-time job may be suitable for VET work placement, if the employer can teach the necessary competencies as part of a formal work placement program. Your teacher will negotiate with an employer the competencies to be covered in the work placement.

**Q What will be expected of me in the workplace?**

- A**
- Behave like a new employee
  - Follow the rules of the workplace
  - Dress appropriately for the workplace
  - Work the hours usually required in the job you are doing
  - Carry out any directions given to you by your workplace supervisor, especially about safety.
  - Have a positive attitude
  - Be willing to learn
  - Listen to instructions.
  - Ask questions if you are not sure about what is being asked of you.
  - Ask for help with a task you find difficult.
  - Be polite courteous and well-mannered with staff, clients or customers.
  - Accept and act on advice given by workplace supervisors
  - Avoid distracting other employees from their work.
  - Complete any assignment tasks set by your teacher
  - BE PUNCTUAL.

*These are common sense things which will help you in any work place.*

The CSO will issue a Students Guide for Work placement which provides more information at the commencement of Year 11.

## LEGISLATION

There are some Commonwealth and State Legislative requirements which may affect VET students. For more information on the following legislation, 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 2011, model safety Regulations 2011, and model Codes of Practice 2011** –this act emphasizes the responsibility of all people in workplaces and as work placement students you are deemed a “worker” and **must** comply with the health and safety policy, procedures and instructions at any work placement.
- **National Vocational Education and Training Regulator Act 2011** – this act sets out the rules for the establishment of a national regulator for VET.
- **Anti-Discrimination Legislation** – the following Acts make it illegal to discriminate against people
  - Anti-discrimination Act 1977 (NSW)
  - Disability Discrimination Act 1992 (Commonwealth)
  - Racial Discrimination Act 1975 (Commonwealth)
  - Sex Discrimination Act 1984 (Commonwealth)
  - Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)

*In addition to this the Catholic Schools Office has a Harassment Policy.*

- **Apprenticeships and Traineeships Act 2001**
- **Privacy Act 1988 (2001 amended)**

## COMPLAINTS/APPEALS

If you have a complaint or appeal about a specific aspect of your VET course, please in the first instance speak to your teacher. If your complaint is not resolved then you may wish to make a formal complaint by:

- Writing a written complaint to the Principal
- The Principal and/or VET Coordinator will arrange to interview the student, the student will have the opportunity to formally present their case. Notes of the meeting are to be taken and agreed on at the end of the interview
- If the complaint is not settled, the CSO’s Education Officer-VET must be approached
- The complaint will then be heard by an independent person or panel convened for this purpose
- The complainant will receive a written statement of appeal outcome, including reasons for the decision:
  - all complaints will be treated privately, confidentially and in a timely manner
  - enough time will be allocated to hear, without judgement, 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 and interview kept
- a written record of all Complaints and Grievances will be kept by the school and

- made available on request to the CSO's Education Officer-VET
- Any complaint or appeal that is found to be substantiated will be acted upon by the school and CSO, this action will be recorded as the outcome of the complaint

## **DISCIPLINE**

As for all subjects, VET students will adhere to the school policies in respect of discipline.

## **WELFARE AND GUIDANCE SERVICES**

VET students are encouraged to seek the school welfare counselor or career counselor as needed.

## **EMPLOYABILITY SKILLS**

Employability Skills are skills that apply across a variety of jobs and life contexts. They are sometimes referred to as key skills, core skills, life skills, essential skills, key competencies, necessary skills, and transferable skills. Industry's preferred term is Employability Skills.

Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions".

There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology.

To find out the employability skills summaries that relate to your VET course go to <http://employabilityskills.training.com.au>

## **SCHOOL-BASED PART-TIME APPRENTICESHIPS OR TRAINEESHIPS**

Part-time school based apprenticeships/traineeships (SBAT's) can be a great way of combining work and study, SBAT's contribute significantly to the unit value of the HSC (4 or more unit credits over the Preliminary and HSC) and if in the VET framework industry areas can also contribute to the ATAR through sitting an optional examination. To undertake a SBAT you must have a willing employer. Employers receive financial incentives if they commit to school-based traineeships or apprenticeships, thereby forming a partnership with the student which contributes to the student Higher School Certificate.

Although school-based traineeships and apprenticeships are part-time, they incorporate all the requirements of full-time traineeships:

- Paid employment
- Indenture of traineeship
- Training program delivered by an RTO which leads to a nationally accredited qualification.

School-based part-time trainees usually undertake a Certificate II traineeship during Years 11 and 12, as part of the HSC. Trainees must complete a minimum of 100 days of paid employment during years 11 & 12 (to be completed by 31 December of the year they finish the HSC). The on-the-job component can be done after school, on weekends or during school holidays – in some cases students work in school time although it is essential that students consider how this may impact on the rest of their HSC study. Off-the-job training is undertaken at school during their VET class if the traineeship the school is offering the relevant VET course, or with another RTO (such as TAFE) by distance, face-to-face or block delivery.

School-based part-time apprenticeships undertake a Certificate III qualification during Years 11 and 12 and enter into a Training Contract for a nominal duration of generally five years – two years part-time followed by three years full-time post the HSC. Apprentices must undertake a minimum requirement of 100 days of paid employment (unless otherwise stated by the relevant VTO) by 31 December of the year they will complete their HSC. Generally school-based apprenticeships are delivered through external RTO's such as TAFE.

**School Based Apprentices should achieve all of the following:**

- demonstrated competencies equivalent to a minimum of stage one-year one of the trade qualification on completion of the part-time component while at school
- a Statement of Competencies Achieved (SoCA) as part of the school based formal training component
- HSC unit credit for the formal training component
- Progress to stage 2 of the apprenticeship and continue, generally with the same employer and RTO, on a full-time basis from 1 January in the year after the HSC for a maximum further three years.

School based apprentices may also receive additional HSC unit credit if they elect to undertake the Industry-based Learning course.

**School Based Trainees should achieve all of the following:**

- demonstrated competencies that meet the requirements of the Vocational Training Order
- a nationally recognised VET qualification from the RTO at the relevant level
- HSC unit credit for the formal training component
- a Certificate of Proficiency issued under the Apprenticeship and Traineeship Act upon completion of their traineeship contract post HSC
- progression to a related higher-level traineeship post school with credit where appropriate OR progression to a full time apprenticeship post school with credit where appropriate.

School based trainees may also receive additional HSC unit credit if they elect to undertake the Industry-based Learning course.

**Range of approved School Based Apprenticeships and Traineeships**

The Department of Education and Training, in conjunction with industry representative bodies, has identified industry qualifications that are available for school based apprenticeships and traineeships.

School based apprenticeships and traineeships will be offered in various industry and trade areas.

For more information on school-based part-time traineeships, see your school's Careers Advisor, VET Coordinator, or contact the RTO Contact Officer at the Catholic Schools Office. You may also visit <http://www.sbatinnsw.info>

## Pathways from VET Courses

The pathways through Vocational Education are extensive, so your learning just starts here, if you are interested in exploring where you can go to from here the following are some good websites.

Job Pathways Charts

<http://www.aapathways.com.au/Career-Resources/Job-Pathway-Charts-Link/Job-Pathways-Charts-PDF>

Traineeship and Apprenticeship Charts

<http://www.aapathways.com.au/Career-Resources/Training-Package-Pathway-Charts>

# Information on Courses Offered (not all schools offer all courses)

## Business Services (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC																																	
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)																																	
Exclusions with other Board Developed Courses – nil																																		
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## Construction (240 indicative hours)

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Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)																							
Exclusions with other Board Developed Courses – nil																								
<p><b>Course Description</b></p> <p>This provides students with the opportunity to obtain national vocational qualifications for employment in the construction industry. Students will be able to gain skills in planning and organising work, measuring and calculating, reading and interpreting plans, safe and environmentally sustainable work practices and the use of construction tools and equipment. Skills gained in this industry transfer to other industries. Occupations in the construction industry include: construction or trades assistant, builder’s labourer, tiler, concreter, painter and decorator and wall or floor tiler.</p>																								
<p><b>AQF VET Qualification(s)</b></p> <p>Depending on the selection and achievement of units of competency the possible qualification outcomes are:</p> <ul style="list-style-type: none"> <li>• Certificate II in Construction Pathways (CPC20211)</li> <li>• Statement of Attainment towards Certificate II in Construction Pathways (CPC20211)</li> </ul> <p>Summaries of the employability skills developed through these qualifications can be downloaded from:  <a href="http://employabilityskills.training.com.au">http://employabilityskills.training.com.au</a></p>																								
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## Entertainment Industry (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC		
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)		
Exclusions with other Board Developed Courses – nil			
<b>Course Description</b>			
This course provides students with the opportunity to obtain national vocational qualifications for employment in the entertainment industry. Students will be able to gain skills in communication, safe work practices, working with others, resolving complaints, staging and using audio, lighting and vision systems. Possible occupations include stage hand, booking/front of house clerk, lighting technician, set designer and sound technician.			
<b>AQF VET Qualification(s)</b>			
Depending on the selection and achievement of units of competency the possible qualification outcomes are:			
<ul style="list-style-type: none"> <li>• Certificate III in Live Production, Theatre and Events (Technical Operations) (CUE30203)</li> </ul>			
Summaries of the employability skills developed through these qualifications can be downloaded from: <a href="http://employabilityskills.training.com.au">http://employabilityskills.training.com.au</a>			
<b>Units of Competency</b>			
<b>Compulsory</b>		<b>Compulsory cont/d</b>	
<i>Unit code</i>	<i>Unit title</i>	<i>Unit code</i>	<i>Unit title</i>
BSBCMM201A	Communicate in the workplace	CUESOU07B	Apply a general knowledge of audio to work activities
BSBOHS201A	Participate in OHS processes	CUESTA05C	Apply a general knowledge of staging to work activities
CUEAUD06B	Apply a general knowledge of vision systems to work activities	CUFLGT101A	Apply a general knowledge of lighting to work activities
CUECOR01C	Manage own work and learning	CUEIND01D	Source and apply entertainment industry knowledge
CUCCOR02C	Work with others		
CUECOR03B	Provide quality service to customers		
CUECOR04B	Deal with conflict and resolve complaints		
		<b>Electives</b>	
		minimum <b>100</b> HSC indicative hours	
<b>Recognition of Prior Learning</b>			
Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.			
<b>Students with Special Education Needs</b>			
Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.			
<b>Assessment and Course Completion</b>			
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Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.			
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Students completing this course are eligible to sit a written HSC examination which may be used in the calculation of an ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET Statement of Attainment.			
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<b>Appeals</b>			
Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.			
<b>School-based Traineeship</b>			
A school-based traineeship is available. For more information: <a href="http://www.sbatinnsw.info">www.sbatinnsw.info</a>			
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For more information on this course: <a href="http://www.boardofstudies.nsw.edu.au/syllabus_hsc/entertainment.html">www.boardofstudies.nsw.edu.au/syllabus_hsc/entertainment.html</a>			

## Hospitality (240 indicative hours)

Board Developed Course

A total of 4 units of credit – Preliminary and/or HSC

Minimum mandatory work placement – 70 hours

Category B status for the Australian Tertiary Admission Rank (ATAR)

Exclusions with other Board Developed Courses – nil

### Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in the hospitality industry. Students will be able to develop generic hospitality skills in customer service, communication, environmentally sustainable work practices, hygiene and safety as well as basic skills in accommodation services, commercial cookery or food and beverage service. Occupations in the hospitality industry include hotel receptionist, housekeeper, hotel manager, waiter, bar attendant, kitchen hand, cook and restaurant manager/owner.

### AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:

- Certificate II in Hospitality (SIT20207) – food and beverage stream
- Statement of Attainment towards Certificate II in Hospitality (Kitchen Operations) (SIT20307) – commercial cookery stream
- Certificate II in Hospitality (Kitchen Operations) (SIT20307) – commercial cookery stream

Summaries of the employability skills developed through these qualifications can be downloaded from: <http://employabilityskills.training.com.au>

### Units of Competency

#### Compulsory

SITHIND001B	Develop and update hospitality industry knowledge
SITXCOM001A	Work with colleagues and customers
SITXCOM002A	Work in a socially diverse environment
SITXENV001A	Participate in environmentally sustainable work practices
SITXOHS001B	Follow health, safety and security procedures
SITXOHS002A	Follow workplace hygiene procedures

#### Stream - Food and Beverage

SITHACS006B	Clean premises and equipment
SITHFAB003A	Serve food and beverage to customers
SITHFAB010C	Prepare and serve non-alcoholic beverages
SITXFSA001A	Implement food safety procedures

**Elective** – minimum **90** HSC indicative hours

#### Stream – Commercial Cookery

SITHCCC001B	Organise and prepare food
SITHCCC002A	Present food
SITHCCC004B	Clean and maintain kitchen premises
SITHCCC005A	Use basic methods of cookery
SITXFSA001A	Implement food safety procedures

**Elective** – minimum **65** HSC indicative hours

### Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

### Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

### Assessment and Course Completion

#### Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

#### HSC examination

Students completing this course are eligible to sit a written HSC examination which may be used in the calculation of an ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET Statement of Attainment.

#### N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

#### Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

### School-based Apprenticeship/Traineeship

A school-based apprenticeship/traineeship is available. For more information: [www.sbatinnsw.info](http://www.sbatinnsw.info)

### More Information

For more information on this course: [www.boardofstudies.nsw.edu.au/syllabus\\_hsc/hospitality.html](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/hospitality.html)

## Information Technology (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank
Exclusions with other Board Developed Courses – nil	(Note however, exclusion with Computing Applications CEC.)

### Course Description

This course provides students with the opportunity to obtain national vocational qualifications for employment in the information and communications technology industry. Students will be able to develop knowledge and skills to enable them to be an effective ICT user and/or employer. Skills acquired in this course are transferable to other industries. Specialised occupations in ICT include technical support officer, desktop publisher, computer programmer, software designer/developer, website developer and systems analyst.

### AQF VET Qualification(s)

Depending on the selection and achievement of units of competency the possible qualification outcomes are:

- Statement of Attainment towards Certificate III in Information, Digital Media and Technology (ICA30111)
- Certificate III in Information, Digital Media and Technology (ICA30111) – with specialisation studies

Summaries of the employability skills developed through these qualifications can be downloaded from:

<http://employabilityskills.training.com.au>

### Units of Competency

#### Compulsory

- BSBOHS302B • Participate effectively in OHS communication and consultative processes
- ICAICT202A • Work and communicate effectively in an IT environment
- ICAICT302A • Install and optimise operating system software
- ICASAS301A • Run standard diagnostic tests

#### Stream

- Networking
- ICAICT303A • Connect internal hardware components
  - ICASAS305A • Provide IT advice to clients
  - ICASAS307A • Install, configure and secure a small office home office network

or

#### Stream

- Web and software applications stream
- ICAICT203A Operate application software packages
  - ICAICT308A Use advanced features of computer applications
  - ICASAS302A Build simple websites using commercial programs

#### Electives

minimum **70**  
HSC indicative  
hours

### Recognition of Prior Learning

Students may apply for Recognition of Prior Learning by submitting current evidence of their competency against relevant units of competency. If a student is assessed as competent in a unit of competency there is no need for further training for that unit.

### Students with Special Education Needs

Students with special education needs may access this course under regular course arrangements or access units of competency selected through the collaborative curriculum planning process.

### Assessment and Course Completion

#### Competency-based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency.

#### HSC examination

Students completing this course are eligible to sit a written HSC examination which may be used in the calculation of an ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive an AQF VET Statement of Attainment.

#### N Determinations

Where a student has not met Board of Studies course completion criteria, including meeting work placement requirements, they will receive an 'N' determination (course not satisfactorily completed). The course will then not count towards the HSC although units of competency achieved will still count towards an AQF VET qualification.

#### Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school or college.

### School-based Traineeship

A school-based traineeship is available. For more information: [www.sbatinnsw.info](http://www.sbatinnsw.info)

### More Information

For more information on this course: [www.boardofstudies.nsw.edu.au/syllabus\\_hsc/info-technology.html](http://www.boardofstudies.nsw.edu.au/syllabus_hsc/info-technology.html)

## Metal and Engineering (240 indicative hours)

Board Developed Course	A total of 4 units of credit – Preliminary and/or HSC																																						
Minimum mandatory work placement – 70 hours	Category B status for the Australian Tertiary Admission Rank (ATAR)																																						
Exclusions with other Board Developed Courses – Industrial Technology – Metals and Engineering Industries Focus Area																																							
<p><b>Course Description</b></p> <p>This course provides students with the opportunity to obtain national vocational qualifications for employment in the manufacturing, engineering and related industries. Students will be able to gain skills in safe work practices, routine work activities, working with others, quality procedures and systems, the use of hand and power tools, technical drawing and engineering measurement. Occupations in the manufacturing, engineering and related industries include fitter, toolmaker, engineering draftsman, boat builder/repairer and mechanical, production or marine engineer.</p>																																							
<p><b>AQF VET Qualification(s)</b></p> <p>Depending on the selection and achievement of units of competency the possible qualification outcomes are:</p> <ul style="list-style-type: none"> <li>• Certificate II in Engineering (MEM20105) [</li> </ul>																																							
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<p><b>School-based Apprenticeship/Traineeship</b></p> <p>School-based apprenticeships and traineeships are available. For more information: <a href="http://www.sbatinnsw.info">www.sbatinnsw.info</a></p>																																							
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## Sports Coaching Services (240 indicative hours)

Board Content Endorsed Course	A total of 4 units of credit – Preliminary and/or HSC																			
Minimum mandatory work placement – 70 hours	Non ATAR																			
Exclusions with other Board Developed Courses – nil																				
<p><b>Course Description</b></p> <p>The SIS20510 Certificate II Sport Coaching is a nationally accredited qualification for becoming a Coach or Instructor. This qualification facilitates the development of the following knowledge and skills at the state/territory level:</p> <ul style="list-style-type: none"> <li>• observing athlete’s performances to determine the level of instruction required;</li> <li>• instructing techniques for athletes to acquire additional skills or improve existing skills;</li> <li>• conducting practice sessions;</li> <li>• implementing sports first aid procedures and applying sports first aid;</li> <li>• implementing game strategy, in consultation with club officials;</li> <li>• monitoring the progress of games or competitions and giving signals/instructions to athletes;</li> <li>• carrying out after competition review of strategy and performance;</li> <li>• undertaking related administrative tasks such as booking venues, budgeting and arranging</li> </ul>																				
<p><b>AQF VET Qualification(s)</b></p> <p>Depending on the selection and achievement of units of competency the possible qualification outcomes are:</p> <ul style="list-style-type: none"> <li>• Certificate II Sports Coaching SIS20510</li> <li>• Statement of Attainment towards Certificate II Sports Coaching SIS20510</li> </ul> <p>Summaries of the employability skills developed through these qualifications can be downloaded from:  <a href="http://employabilityskills.training.com.au">http://employabilityskills.training.com.au</a></p>																				
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## Construction (100 indicative hours)

Board Endorsed Course	100 hour Stage 5 Elective														
Exclusions with other Board Developed Courses – nil															
<p><b>Course Description</b></p> <p>This qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential occupational health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.</p>															
<p><b>AQF VET Qualification(s)</b></p> <p>Depending on the selection and achievement of units of competency the possible qualification outcomes are:</p> <ul style="list-style-type: none"> <li>• Statement of Attainment towards Certificate I Construction (CPC10111)</li> </ul> <p>Summaries of the employability skills developed through these qualifications can be downloaded from:  <a href="http://employabilityskills.training.com.au">http://employabilityskills.training.com.au</a></p>															
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## Information and Digital Literacy (100 indicative hours)

Board Endorsed Course	100 hour Stage 5 Elective															
Exclusions with other Board Developed Courses – nil																
<p><b>Course Description</b></p> <p>This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices. Pathways from this qualification include Certificate II Information and Digital Technology (ICA2011) and Certificate III in Information, Digital Media and Technology (ICA30111), plus a range of other qualifications at AQF level II or higher.</p>																
<p><b>AQF VET Qualification(s)</b></p> <p>Depending on the selection and achievement of units of competency the possible qualification outcomes are:</p> <ul style="list-style-type: none"> <li>• ICA10111 Certificate I in Information, Digital Media and Technology</li> <li>• Statement of Attainment towards ICA10111 Certificate I in Information, Digital Media and Technology</li> </ul> <p>Summaries of the employability skills developed through these qualifications can be downloaded from:  <a href="http://employabilityskills.training.com.au">http://employabilityskills.training.com.au</a></p>																
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## Manufacturing Pathways (100 indicative hours)

Board Endorsed Course	100 hour Stage 5 Elective																
Exclusions with other Board Developed Courses – nil																	
<p><b>Course Description</b></p> <p>The MSA10107 Certificate I Manufacturing provides students the opportunity to develop skills in manufacture of objects in a range of technical areas including metals, fabric and wood. The course is designed to develop work related skills in the manufacturing industry and provide pathways to employment and further training. Within the school contexts the pathway could be to Certificate II Construction Pathways or Certificate II Engineering as part of a Higher School Certificate course of study.</p>																	
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