So you've chosen a VET course as part of the HSC. What now?
Congratulations on making the choice to enrol in a Vocational Education and Training (VET) course as part of your school studies. This leaflet informs you of opportunities available to you as a VET student and the facts about VET courses.

Your school is part of a Registered Training Organisation, Public School NSW Tamworth RTO 90162. This means the training you receive must meet national industry standards and the qualifications you receive must be recognised nationally by employers and other training organisations.

Tell me more about VET...

Employability Skills
VET courses are developed in consultation with industry. Vocational training courses provide you with the opportunity to develop the skills, knowledge and attitudes required by industry for employment. These employability skills include:
- Communication
- Team work
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning
- Technology

Quality Training
- VET teachers have undergone additional training to ensure they meet industry standards and are trained to assess in the workplace.
- We are committed to making links with industry to ensure that our training provision meets industry standards and needs.
- Valuing the views of employers and students on the quality of our training provision.
- Providing students with timely advice and support their learning.

You will have to pay:
- Costs of required uniforms and personal protective equipment (PPE). Some schools have hire arrangements for these.
- Some or all of the costs of materials used in your training.
- Some or the entire course costs for the Construction Induction Course (White Card) as part of Construction.
- The costs of work placement travel.

Supporting student learning needs
We support your learning through:
- developing links with industry to provide you with the opportunity to develop skills in a real industry setting;
- providing a safe and healthy learning environment both within the school and during work placement;
- counselling and careers advisory services.

Specialist staff are available in schools to assist with:
- literacy, language and numeracy skills;
- students with disabilities;
- Aboriginal and Torres Strait Islander students;
- students from non-English speaking background.

Why are VET qualifications important?
- Vocational training courses count towards meeting Higher School Certificate requirements.
- Some VET courses allow you to include a mark in the calculation of your Australian Tertiary Admission Rank (ATAR). Please check with your school’s career adviser.
- Industry identifies the units of competency that must be achieved in each VET course to gain a vocational qualification in a national training package.
- The Board of Studies issues either a Statement of Attainment or a Certificate listing all Units of Competency achieved. This is in addition to your RoSA or HSC qualification. This is known as Dual Accredited.
- The rules and structure of HSC VET courses vary from the qualification packaging rules. In some cases additional units of competency are required to meet NSW BOS requirements than are required for the qualification.
- Information about your course is contained in the syllabus document issued by the Board of Studies and from your school. Refer to www.boardofstudies.nsw.edu.au.
How does VET assessment occur?

- Assessment does not compare you against other students. It compares each individual against the ‘competence’ requirements of the training package.
- At the commencement of the course, you will be given an Assessment Schedule indicating the timing, competencies and methods of assessment. You will have the opportunity to develop skills over time.
- Teachers will usually organise a number of chances for students to demonstrate a competency. You may seek further opportunities to demonstrate competencies during the course.
- Some assessment will be ongoing and evidence of competence will be gathered on a continuous basis. Other evidence will be collected through specific assessment tasks and events such as projects and assignments, written and practical tests, portfolios, role plays and simulations.
- Your competence can only be assessed by a qualified VET teacher and/or an industry qualified assessor.

So what is competence?

- Demonstrating competence means that you can perform the task or show an understanding to the level required by the industry standards. When you successfully demonstrate your competence against a particular standard you will be judged as ‘competent’. There is no pass or fail. You are either ‘competent’ or ‘not yet competent’.
- If you believe that you have not been fairly assessed you have a right of appeal. The school’s assessment policy provides full details on how each unit of competency will be assessed and the appeals process.
- Consistent attendance and sustained effort at all course activities are essential for gaining the qualification and meeting HSC requirements.

What is RPL? RPL stands for Recognition of Prior Learning

If you ….. have had previous work or life experiences you will need to produce evidence to enable your teacher to assess your skills to ensure they are at industry standard. RPL will only be granted for competencies where you are able to demonstrate achievement of all of the learning outcomes and performance criteria for that unit of competency. You would then be exempted from undertaking the training and assessment for that unit of competency.

What is Credit Transfer?

If you …….. have already completed content and learning for all or part of a similar unit/s of competency that is deemed equivalent, you may be eligible for credit transfer. Credit Transfer will be granted where you provide a result notice, certificate or competency record.

Your teacher or the school’s VET Coordinator can provide more details about the RPL and Credit Transfer processes

What about examinations?

- In most vocational courses you can choose to undertake an optional HSC examination in order to count the course towards your Australian Tertiary Admission Rank (ATAR).
- Exams throughout the course may contribute to the determination of competence and will be used to calculate and estimate HSC examination mark in the case of misadventure.

What about results and records?

- The teacher keeps a record of competencies achieved by each student.
- At the end of each school term, your teacher will record the Units of Competency which you have achieved in the electronic Board of Studies record keeping system called eBOS.
- HSC students can access their eBOS VET records through the Students Online service at www.boardofstudies.nsw.edu.au
- It is your responsibility to access these records at least twice a year.
What about Work Placement?

- **Work placement is compulsory for most VET courses.** This is a Board of Studies requirement and if not completed you may be given a “N” Award. If you have not completed the work placement requirement you will not have the course recognised by the Board of Studies for the Units of Credit towards the HSC.

- The minimum hours of work placement vary, but usually you are required to undertake 35 hours of work placement for every 120 hours of the VET course. Your teacher will provide details of work placement.

- To ensure that you are ready to undertake work placement, your teacher must deem you **Work Ready.**

- **Work placement is organised for you through an organisation known as a Work Placement Service Provider.** The Work Placement Service Provider is only funded to provide **ONE** work placement per student per year so it is important for you to perform your best during work placement.

- **You cannot be paid during work placement.** The Department of Education and Communities provides insurance coverage for you while you are on workplace learning programs, but the insurance cover is **not valid** for any student who accepts payment.

- Under some circumstances, paid work in an industry related casual or part time job can contribute to your work placement requirements. See your teacher to find out if your **current employment** is suitable.

Where do you stand?

**Your Rights**

To be accurately informed by being provided with:

- an outline of the course of study I am to undertake;
- information about possible employment outcomes from the course of study;
- information on how and when I will be assessed in the course;
- information about my progress within the course.

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 work, 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 that I have already 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 feedback on the effectiveness of the training and assessment provided.

**Your Responsibilities**

To be properly prepared by:

- coming to all classes, assessment events and work placement properly equipped and dressed;
- by accessing my competency record from my trainer/teacher and knowing which competencies I have achieved.

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;
- treating fellow students, teachers and other staff, fellow workers and employers with dignity and respect at all times;
- treating the property of fellow students, teachers, employers and the school with care;
- working cooperatively with fellow students and teachers to ensure the health and safety of all.

To claim my rights appropriately by:

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

**If you believe your rights have not been met** …you should firstly discuss it with your class teacher.

- if still not satisfied…**discuss it with the Head Teacher and/or School VET Coordinator**
- if still not satisfied…**discuss it with the school Principal**
- if still not satisfied…**contact the RTO Manager**

For further Information contact your school or the Public Schools NSW Adamstown office
VET Student Induction Agreement 2015

School

Student Name:  

VET Course:  

I have been provided with information on (please tick ✓)

- Course outcomes and pathways.
- Course fees and charges including refund policy.
- Training and assessment arrangements including Recognition of Prior Learning and Credit Transfer.
- Complaints and appeals procedures.
- Accessing competency records throughout the VET course.
- Accessing VET records/qualifications from the NSW Board of Studies.
- Retention of my assessment evidence by the school.
- Work placement and BOS mandatory requirement of the preliminary and HSC courses.

I understand that:

- Requirements of the NSW Board of Studies may differ from the requirements of the qualification.
- I may access additional support if I have specific learning needs.
- I realise I am able to request modifications to learning material and assessment tasks.

Yes or No  I would like to speak to my trainer/teacher to discuss my individual learning needs (please circle Yes or No).

Student Name  Signature  Date

Trainer/Teacher Name  Signature  Date