



# Vocational Education Courses Student Information

## Welcome!

Vocational Education & Training (VET) can provide you with skills and knowledge that will improve your job prospects and prepare you for entry to the world of work and employment.

Government schools in the Sydney Region are part of a Registered Training Organisation.

This means:

- the training you receive must meet national industry standards; and
- the awards and qualifications you receive must be recognised nationally by employers and other training organisations.

## Supporting Student Learning

### 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 in work placement
- counselling and careers advisory services
- specialist staff to assist with literacy, language and numeracy skills
- specialist support staff, facilities and learning materials for students with disabilities
- specialist support staff for Aboriginal and Torres Strait Islander students and students from culturally and linguistically diverse backgrounds.

If you need additional support to successfully complete your vocational training course, please talk to the VET Head Teacher.

### Quality Training

- Our teachers are well qualified and very experienced
- Teachers of vocational training courses have undergone additional training and assessment to ensure they meet national industry standards.

We are committed to

- providing facilities within our schools and through our 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.

Consistent attendance at all programmed activities is essential for gaining the qualification within the allocated time.

## What you need to know about...

### Vocational Training Courses

Vocational training courses provide you with the opportunity to develop the skills, knowledge and understandings required by industry for employment in a related occupation.

The courses provide you with training and then with the opportunity to be assessed against industry-determined standards.

The assessment does not compare you against other students - it compares each individual against the "competence" requirements set down by industry.

### Vocational Training Courses in the NSW Higher School Certificate

Vocational training courses also count towards meeting NSW Higher School Certificate requirements.

Some courses also allow you to include a mark from the course in the calculation of your Australian Tertiary Admission Rank (ATAR).

Information on the course of study you are about to undertake is contained in the syllabus document issued by the Board of Studies and your school. Refer to [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

### Vocational Qualifications

Vocational qualifications are issued by the Sydney Region Registered Training Organisation.

These qualifications are in addition to your HSC credentialing.

Industry identifies the units of competency that must be achieved to gain a nationally recognised Vocational Certificate.

**Employability Skills Summaries** for your qualifications can be downloaded from <http://employabilityskills.training.com.au>

**Job Pathways information** for your course of study can be accessed from the Australian Apprenticeships Training Information Service: <http://www.aatinfo.com.au>

### 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/fail. You are either "competent" or "not yet competent".

The units of competency you achieve will be recognised on a vocational qualification.

### Assessment

Your competence can only be measured (assessed) by a qualified teacher and/or another industry-qualified assessor.

Teachers will usually organise a number of chances for students to demonstrate a competency.

You may seek further opportunities to demonstrate those competencies, but these need to occur without disruption to the work of fellow students.

If you believe that you have not been fairly assessed you have a right of appeal. Refer to the "If I believe my rights have not been met..." panel in this brochure.

The school's assessment policy provides full details on the appeals processes.

## Results and Records

As you demonstrate competence, your teacher or another qualified assessor, will record evidence. The teacher keeps a record of competencies achieved by each student.

It is your responsibility as a student to access these records at least twice a year.

At the end of each school term your teacher will notify the Board of Studies, through the Schools Online system of the units of competency in which you have achieved competency

## Examinations

In some vocational courses you can choose to undertake a HSC examination in order to count the course towards your ATAR for possible direct university entry.

If you are ill or injured and are unable to sit the formal HSC examination the Board of Studies will ask the school to provide other evidence to determine your HSC result.

You will be required to undertake exams throughout the course so that your teacher has the "other evidence" the Board of Studies might require.

These exams also help prepare you for the HSC examination.

The teacher may also use those exams as contributing evidence towards assessing your competencies.

## Work placement

The minimum hours of work placement vary but, in general, you are required to undertake at least 70-80 hours of work placement. Your teacher and your local work placement coordinator will provide details of work placement arrangements.

Paid work can contribute to meeting your work placement requirement, if you are working, or have recently worked, in a related casual job. Discuss this with your teacher.

Students on work placement are not to be paid.

Work placement is organised for you through a work placement service, an organisation set up to coordinate the placement of students into workplaces.

If you have not completed the work placement requirement you will not have the course recognised by the Board of Studies. This might mean that you will not receive your HSC.

## Recognition of existing skills

If you have already completed all or part of a similar vocational course elsewhere perhaps at TAFE or another school we may recognise your previous studies and results. You may not have to repeat that training and assessment.

You will need to produce evidence for example, a result notice, certificate or competency record.

If through previous work or life experiences, you have already developed high level skills in this course area we may be able to recognise those skills. If so, you would not have to repeat that training.

However, we will need to assess your skills to ensure they are at industry standard. The cost of this assessment activity has to be met by the student. You can negotiate appropriate assessment arrangements with your teacher.

Your teacher or the school's VET Coordinator can provide more details of the recognition process.

## Course Costs You will have to pay:

- the costs of required uniforms and safety clothing (some schools have hire arrangements for these)
- some or all of the costs of consumable materials, eg. food or timber used in your training
- some or all of the course costs for the OH&S Induction Certificate as part of the Construction course
- the costs of workplacement travel.

If cost is a barrier to you undertaking this vocational course, talk to your school's VET Coordinator.

## My rights in this course...

### To be accurately informed by being provided with

- an outline of the course of study I am to undertake
- information on possible employment outcomes from the course of study
- information on how and when I will be assessed in the course
- information on 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 opinion on the effectiveness of the training and assessment provided.

## My responsibilities in this course...

### To be properly prepared

- by attending all classes, assessment events and work placement properly equipped and dressed
- by accessing my competency record from the teacher and knowing which competencies you 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
- 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 co-operatively 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
- by asserting my rights where needed without treating others unfairly nor disrespectfully.

If	I should
I believe my rights have not been met	firstly discuss it with my class teacher
...If I am still not satisfied	discuss it with the Head Teacher and/or School VET Coordinator
...If I am still not satisfied	discuss it with the school/campus Principal
...If I am still not satisfied	write to a Regional Vocational Education Consultant