

## 2020 Canberra College VET Student Handbook



RTO Status: Canberra College t/a South Weston Network 88008

Canberra College is the auspicing RTO for the South Weston Network, which includes Narrabundah College. Course details in this handbook refer to Canberra College only.

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## Introduction

Vocational Education and Training (VET) enables students to gain nationally recognised qualifications for various types of training and develop specific skills to help them in the workplace. VET is competency-based learning that provides students with the opportunity to learn and demonstrate achievement of outcomes against competency standards set down by industry skills councils and educational bodies. Typically the duration of a training package is twelve months to two years and decisions about the duration of the delivery of a qualification takes into account the students' likelihood of successfully achieving the learning outcomes and ensures that the integrity of the qualification outcomes are maintained.

VET is usually work-oriented education that provides students with the opportunity to learn and apply occupational skills. To achieve a VET qualification, students must demonstrate their knowledge in theory and in practice within the framework of a nationally recognised Training Package. A Training Package leads to a specific qualification in a field of study/work and can reduce the time it takes to complete an apprenticeship when you enter the work force.

Canberra College is a Registered Training Organisation (RTO) and has an inclusive curriculum that values vocational courses along with tertiary and accredited programs. The College is scoped to deliver a range of vocational courses leading to industry qualifications at Certificate I and II levels. These can be viewed on: [training.gov.au](http://training.gov.au)

Students can combine work place learning with traditional programs of study, including working toward a Tertiary package with a VET component, as well as undertaking study in an Accredited package with a VET component or participating in a C course (competency only). These pathways are encouraged to provide students with a wider range of post- college options.

Students can study VET across a range of courses at the College, including:

- Hospitality
- Tourism
- Business Services
- Information Technology
- Music Industry

Course details can be found on page 6

Students may also pursue VET studies through an external RTO and have credit awarded to their ACT Senior Secondary Certificate for those studies. This may take the form of undertaking Certificate II or III studies or completing an ASBA (Australian School-Based Apprenticeship).

Students are given the opportunity throughout the year to provide feedback on the VET course they are undertaking study in. These surveys are anonymous, but VET teachers, the VET Coordinator and the College's Senior Executive use this feedback to improve courses, resources and assessment for students in the College.

The VET Student handbook has been developed to help provide you with the information you will require during your Vocational Education and Training course of study. It is available on the College webpage and you will need to download the acknowledgment form, sign and hand in to your classroom teacher upon reading this handbook.

As of January 2015 all VET students are required to have a Unique Student Identifier (USI) before they can receive any formal documentation relating to a VET qualification. To generate a USI see your VET teacher or visit the website [www.usi.gov.au](http://www.usi.gov.au)

Your VET co-ordinator will need to verify the USI, please ensure that you bring identification such as a driver's licence, Medicare card or passport.

It is important to know your rights as a student and are familiar with the competencies to be attained for each qualification you study. A process of RPL (Recognition of Prior Learning) and Direct credit can be applied to avoid duplication of learning and training. Appeals procedures exist for students who might disagree with competencies awarded.

Qualified staff are employed at the Canberra College who have a commitment to offer you quality learning and assessment experiences.

By choosing Vocational Education and Training (VET) subjects you will be provided with opportunities to achieve the following outcomes:

- Receive training in areas that have nationally recognised and valued outcomes.
- Be involved in learning which is relevant to you and your aspirations.
- Prepare yourself for the world of work.
- Have VET results recorded on the Senior Secondary Certificate and an industry specific Vocational Certificate or Statement of Attainment.
- Interact with people outside the school.
- Gain skills to contribute to your future skills base.

## Australian School Based Apprenticeships (ASBAS)

An ASBA is a part-time apprenticeship that involves paid work and training. Students are awarded credit towards their Year 12 Certificate for participating in an ASBA. All VET programs involve real work experiences and both external and internal assessment. Additionally, students can achieve recognition of competencies in a work environment, without a formal training component, as a part of RPL process.

Canberra College offers opportunities for ASBA's in a range of career fields. Please contact our ASBA Coordinator Sonya Bell for more information and details of opportunities.

Any student in the College can access ASBA opportunities, but there are long-term commitments to ASBAs that require students to be organised, punctual and dedicated so that they complete their ASBA within the specified time limit (in this case, up to two years of college study) and so that they fulfil their work obligations to the employer who their ASBA is with. Students participating are provided with details on their responsibilities and requirements of participating as an ASBA before they sign in to a training contract.

ASBAs in ACT government schools are guided by ETD policy, which can be found at:

[http://www.det.act.gov.au/school\\_education/vocational\\_learning\\_in\\_schools/asba](http://www.det.act.gov.au/school_education/vocational_learning_in_schools/asba)

For further information about traineeships or Apprenticeship-based training, students can access the following sites:

<https://jobsearch.gov.au>  
[www.aapathways.com.au](http://www.aapathways.com.au)

### Setting up an ASBA

The following website contains the management and setting up of an ASBA for students.

[http://www.det.act.gov.au/school\\_education/vocational\\_learning\\_in\\_schools/asba](http://www.det.act.gov.au/school_education/vocational_learning_in_schools/asba)

Importantly students are encouraged to speak to Transitions and Careers Advisors, the ASBA Co-ordinator or VET Co-ordinator regarding any questions that they have about ASBAs, VET and further education or training post-Year 12.

Once contractual paperwork, work days and classes have been organised, it is the responsibility of the student to turn up regularly for work and complete work activity in a professional manner. Any change of work days must be notified to the ASBA Co-ordinator along with any problems that might arise with completion of training, work or college assessment.

An ASBA placement is a privilege, not a right, and students who wish to apply for one in their Vocational area must prove they are ready to accept the responsibilities that go with working and completing training requirements.

# VET COURSE INFORMATION

## Hospitality

Canberra College is scoped to deliver:

SIT10216- Certificate I in Hospitality and SIT20316- Certificate II in Hospitality

Teacher: Lucas Consola

### COURSE OVERVIEW

This course gives you knowledge and a broad understanding of the Hospitality industry and commercial catering. It is comprised of both a theoretical and practical component whereby skills required to work in the operational areas of the Hospitality industry are taught.

### CERTIFICATES AWARDED

Certificate I in Hospitality Industry

Certificate II in Hospitality Industry

## Tourism

Canberra College is scoped to deliver:

SIT20116- Certificate II in Tourism

Teacher: Elena Kemezys

### Course Overview

Tourism is designed to provide an understanding of the role of the Tourism industry as well as the structure, scope and operation of related activities. As Tourism is closely related to the growing leisure and service sectors the program of study also enables you to develop necessary skills for employment in the leisure industry and in businesses within the service sector.

### CERTIFICATE AWARDED

Certificate II in Tourism

## Business Services

Canberra College is scoped to deliver:

BSB10115- Certificate I in Business and BSB20115- Certificate II in Business

Teacher Kulvinder Chopra

### Course Overview

This course gives you knowledge and understanding of the administrative requirements of the business world and provides you with a range of skills – technical, personal and interpersonal – necessary for efficiency operation within an office environment.

Certificates Awarded

Certificate I in Business and Certificate II in Business

## **Information Technology**

Canberra College is scoped to deliver:

ICT10115- Certificate I in Information, Digital Media and Technology and ICT20115- Certificate II in Information, Digital Media and Technology

Teachers: Sanjay Sharma and Kulvinder Chopra

### **COURSE OVERVIEW**

This subject aims to assist students to develop knowledge and skills which are essential for effective participation in today's technology society and particularly for the Information Technology and/or Multimedia industries. Students should develop skills in using a computer as a problem solving and communication tool.

Certificates Awarded

Certificate I In Information Technology and Certificate II in Information Technology

## **Music Industry**

Canberra College is scoped to deliver:

CUA20615- Certificate II in Music Industry

Teachers: Elena Kemezys and Graham Monger

### **COURSE OVERVIEW**

Music Industry focusses on Industry Pathways.

The Course offers instruction on sound production for live and recorded platforms

The unit has been validated by our teachers and Industry representatives

Certificate Awarded

Certificate II in Music Industry

## General Information

### Enrolment and Admission Procedures

The Canberra College follows the ACT Education Directorate's Policy on general enrolment. The procedures outlined in this policy need to be complied with for enrolment in the College. Access to VET subjects is open to all students and all subjects will be offered if enrolment numbers are viable and human and physical resources are available.

### ASSESSMENT

To determine a student's level of achievement a wide range of tasks is used. Assessment techniques may include: objective and short-response tests, role-plays, oral presentations, folio and written work, reports, group tasks, workplace and teacher observations, project and practical work.

### COMPETENCY-BASED ASSESSMENT

Competency based Assessment is the process of collecting evidence and making judgments about whether or not you have the knowledge and skill to meet the performance criteria required in the workplace. For example, are you able to use workplace equipment competently? With this type of assessment you will be given more than one opportunity to gain competency in particular units of competency or learning outcomes.

### Expectations

The expectations of the program have been developed specifically for the implementation and conduct of Vocational Education and Training programs offered by the College. The College reserves the right to amend the expectations to suit the needs of the educational institution as required.

#### THE COLLEGE:

- Recognises the importance of students receiving a broad-based education, comprising both general and vocational education and training;
- Is registered with the ACT Board of Senior Secondary Studies to provide the vocational education components of the Training Packages;
- Has access to the facilities and resources required for the registered vocational education and training programs;
- Has in place an assignment/assessment policy that applies to all subjects offered at the College;
- Has a process in place that enables students to apply for Direct Credit and Recognition of Prior Learning (RPL) for the vocational education competencies; and
- Has a process for addressing any concerns a student may have and offers the students access to a range of people who can provide them with advice and guidance about the vocational education program at the College

## THE STUDENT

- Makes a serious commitment to her/his studies at school
- Is prepared to re-sit competencies in her/his own time;
- Attends training provided by training providers outside normal school hours and meets the cost of transport and materials as required (if applicable).
- Participates in structured workplace learning as arranged by the College and
- Meets the expectations and demands of the College in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct.

## Code of Practice

Canberra College is a Registered Training Organisation (RTO) and discharges its responsibilities for compliance with the Australian Quality Training Framework (AQTF). This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations. The College is registered to deliver a range of Vocational Education and Training Programs under the direction of The ACT Board of Senior Secondary Studies (BSSS).

The mission of the College as a Registered Training Organisation is to deliver quality training across a range of selected industry areas in accordance with the National Training System.

Canberra College reserves the right to amend the code of practice to suit the needs of the training organisation as required. All amendments will be in accordance with legislation governing RTOs.

## LEGISLATIVE REQUIREMENTS

The Canberra College will meet all legislative requirements of State and Federal government. In particular, Workplace Health and Safety, Workplace Relations and Vocational Placement standards will be met at all times.

## ACCESS AND EQUITY

The Canberra College aims to contribute to an equitable vocational education and training system that offers responsive products and services to all students. The College is committed to providing equal opportunities in vocational education and training and welcomes all students. All trainees will be recruited in an ethical and responsible manner and consistent with the requirements of the curriculum or National Training System. Our Access and Equity Policy ensures that student selection decisions comply with equal opportunity legislation.

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

## **QUALITY MANAGEMENT FOCUS**

The Canberra College has a commitment to providing a quality service and a focus on continuous improvement. We value feedback from students, parents, staff and employers for incorporation into future programs.

## **CLIENT SERVICE**

We have sound management practices to ensure effective client service. In particular we have client service standards to ensure timely issue of trainee assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines. Students will receive a hard copy of the qualifications they have achieved within 30 days of the completion of their studies.

Our quality focus includes a Recognition of Direct Credit and Recognition of Prior Learning (RPL), an Appeal Policy, an Access and Equity Policy and student welfare and guidance services. Where necessary, arrangements will be made for those clients requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients.

Information given to parents will ensure that all fees and charges are known to students before enrolment. Course content and assessment procedures are explained in an induction session and vocational outcomes are outlined.

## **LEARNING SUPPORT**

All students are able to access student support services. Any student who has special learning requirements or disabilities is able to be provided with specialist learning support. Assessment techniques can be modified to suit individual learning styles and needs. Units of competency within the course can be selected to meet individual students with specific disabilities; however if all units of competency are incomplete, the student will not receive the full certificate.

## **EXTERNAL AUDIT**

The Canberra College has agreed to participate in external monitoring and auditing. This covers random quality audits, audits following complaint and audits for the purposes of re-registrations.

## **STUDENT FEEDBACK**

Feedback is encouraged and in the first instance should be directed towards your teacher. If you are not satisfied with the response please make an appointment to speak with the Faculty Executive teacher. At the completion of your course we will seek your comments and feedback in

relation to the course content/delivery method and your teachers. This feedback can be anonymous and helps us to identify program strengths and weakness for continuous improvement. Students complete a formal evaluation form in each course each year.

## **MANAGEMENT AND ADMINISTRATION**

The Canberra College has policies and management strategies which ensure sound financial and administrative practices. Student records are managed securely and confidentially and are available for perusal on request. The College has adequate insurance policies.

## **MARKETING AND ADVERTISING**

The Canberra College markets our vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

## **TRAINING AND ASSESSMENT STANDARDS**

The Canberra College has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of trainees.

## **EXITING A COURSE/RESULTS**

Provided you have successfully completed the requirements for the qualification, you will receive the relevant Certificate recorded on your Senior Secondary Certificate. If you have not obtained competency in all units you will receive a Statement of Attainment, which records successful units of competencies or learning outcomes.

## Appeals

Should a student seek to appeal the decision regarding Competency decisions, or decisions relating to Direct Creditor Recognition of Prior Learning the following procedure will be followed:

Grounds for an appeal in relation to assessment may include:

- Insufficient evidence being considered when making an assessment decision
- A belief that another assessor could reach a different decision.

### PROCESS FOR APPEALS

- Step 1 The student may make an informal approach to the teacher when the issue will be discussed. Documented notes will be kept. Negotiations may result in accepted outcome.
- Step 2 Should such an approach not resolve the appeal the student (with the support of parents/guardians) may initiate a formal appeal to the Vocational Education Executive teacher. Written details of the complaint are recorded on the Appeals Form and given to the Faculty Executive who will make a written reply to the issues raised.
- Step 3 After exchanging these documents the parties to the dispute need to meet to consider whether an accepted outcome has or can be reached.
- Step 4 Should a positive outcome not be reached, an independent body (two members and a chairperson) will review the Appeal. This body appointed by the Principal may consist of a subject expert, a teacher, a member of the leadership team, Board or an industry representative. All documentation will be provided to the appeal body who may choose to hear from the parties/witnesses orally.
- Step 5 After reviewing and evaluating all the evidence the independent body will:
- (i) Confirm the decision
  - (ii) Substitute another assessment
  - (iii) Nominate a different assessor to conduct and replace the assessment
  - (iv) Allow for and apply an alternative assessment method
- Step 6 Outcomes of the appeals process will be documented and signed by the Review Group Chairperson and a copy provided to the parties and placed on the student's file.

## Recognition of Prior Learning (RPL)

### The RPL PROCESS 5 Essential Steps

- ➤ STEPONE  
See the VET coordinator or Careers Adviser for the RPL  
  
information kit: What is RPL?
  
- ➤ STEPTWO  
Complete an application for the competency/s you are  
  
wishing to seek RPL for
  
- ➤ STEPTHREE  
Collect evidence that supports your application
  
- ➤ STEPFOUR  
Your evidence is assessed against the competency  
  
standards
  
- ➤ STEPFIVE  
Recognition is granted or denied

## Structured Workplace Learning (SWL)

Structured Workplace Learning (SWL) Structured Workplace Learning (SWL) is the workplace component of a nationally recognised industry specific VET delivered in Secondary Schools program. It provides supervised learning activities contributing to an assessment of competence and achievement of outcomes and requirements of a particular Training Package. SWL is not a mandatory component of all VET courses; see the VET teacher or VET co-ordinator for confirmation.

Students must be able to demonstrate identified competencies in SWL units with direct reference to elements of competence and required skills and knowledge from the relevant Training Package. Assessment of SWL units is competency based and reliant on the gathering of sufficient evidence from a student's work placement. Students will be awarded a grade Pass or Participated in the SWL unit (refer section 4.3.6.3 Unit Grades – BSSS Policies and Procedures Manual).

SWL contributes toward the successful completion of a qualification giving students valuable work place understandings; work readiness and can lead to employment. SWL is generally broken into blocks of hours that students spend in a workplace to demonstrate achievement of learned competencies in an industry context. A good example is Certificates I and II in Hospitality. Students who wish to complete a full qualification before the end of Year 12 are given opportunities to undertake and complete SWL.

Students who undertake SWL must be aware of the following responsibilities:

- Students who undertake SWL during the teaching period do so with an awareness of the balancing act of completing assessment and negotiating assessment deadlines with classroom teachers in other subjects to support their vocational studies.
- Must attend the required days and times to complete their SWL
- Be in contact with the employer (1 week prior) to ensure they understand workplace requirements.
- When undertaking a SWL placement, the student is required to notify classroom teachers of an expected absence prior to the completion of an SWL.
- Complete the 4 way agreement and returned to the SWL Co-ordinator.
- Complete their SWL booklet with their employer while on placement.

### 4.3 SWL Completion Requirements

To gain credit for SWL, students must complete all workplace and SWL booklet requirements. Different qualification levels require a number of workplace hours to be completed to meet the VET course or training package requirements. To understand the SWL requirements for your course please ask your VET teacher or the VET Co-ordinator.

## **TERMS YOU SHOULD KNOW**

### **Australian School-Based Apprenticeship**

### **Australian Skills Quality Authority (ASQA)**

A Commonwealth statutory authority with responsibility for the development of national policy, goals and objectives for the vocational education and training sector; the development, management and promotion of the National Training Framework; the administration and funding of national programs; and the collection and analysis of national statistical data on the vocational education and training system.

### **Australian Qualifications Framework (AQF)**

The national policy for regulated qualifications in the Australian education and training system. The AQF incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework. Further information can be found at: [www.aqf.edu.au](http://www.aqf.edu.au)

### **BSSS**

Board of Senior Secondary Studies

### **Credit Transfer**

the granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation. (also, see Credit)

### **Recognition of prior learning (RPL)**

An assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

### **Registered training organisation (RTO)**

An organisation, registered with ASQA in accordance with the requirements of the VET Quality Framework, to provide specific vocational education and training and/or assessment services.

### **Statement of Attainment**

Certification issued to a student for partial completion of a qualification, including, where relevant,

the units of competency achieved under nationally endorsed standards. Achievements recognized by Statements of Attainment can accumulate towards a qualification within the Australian Qualifications Framework.

### **Training package**

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.

### **Unique Student Identifier**

As of January 2015 all VET students are required to have a Unique Student Identifier (USI) before they can receive any formal documentation relating to a VET qualification. To generate a USI see your VET teacher or visit the website [www.usi.gov.au](http://www.usi.gov.au)  
Your VET co-ordinator will need to verify the USI, please ensure that you bring identification such as a driver's licence, Medicare card or passport.

### **Vocational education and training (VET)**

Post-compulsory education and training (excluding degree and higher level programs delivered by further education institutions) which provides people with occupational or work-related knowledge and skills.

## Student Quiz: Understanding Vocational Education (VET)

1. What is VET an acronym for? \_\_\_\_\_

2. What is SWL?

\_\_\_\_\_

3. What is a competency?

\_\_\_\_\_  
\_\_\_\_\_

4. What is a Training Package?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What is an ASBA? And, who can undertake an ASBA?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What Training Package are you enrolled in? Provide the full Certificate Level and title of the Training Package

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How long will it take you to complete your qualification?

\_\_\_\_\_

8. List 3 other VET courses that are offered by the College

\_\_\_\_\_  
\_\_\_\_\_

9. What is the AQF? \_\_\_\_\_

ACKNOWLEDGMENT FORM

Should you require any further explanation of any topics contained in this handbook, please contact Graham Monger (VET Co-ordinator) or your subject teacher for assistance.

I, \_\_\_\_\_ have received the Vocational Student Handbook and have read and understood its contents.

I acknowledge that I am required to present my Unique Student Identifier (USI- see page 16) to Canberra College for verification and that I have enrolled in the following VET subjects:

.....

.....

USI: .....

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Teacher)

Date: \_\_\_\_\_

STUDENTS will be required to complete an evaluation survey and package check every semester.

# Notes