



Vocational Education and Training (VET) Student Handbook

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Introduction



Congratulations on enrolling in a nationally recognised vocational course.

This handbook has been written to provide students with important information about the Vocational Education and Training (VET) qualifications offered at Browns Plains High School as well as your rights and responsibilities as a VET student.

Students should take the time to study this handbook carefully and ask their VET teacher if they are unsure of any details. Students should keep this handbook (or electronic copy from School Website) for reference throughout their enrolment.

The Australian Qualifications Framework (AQF)



All of the VET courses offered by this School lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).

There are different types of qualifications that can be obtained. These are shown in the following diagram.

AQF qualifications



Source: *Australian Qualifications Framework Second Edition January 2013*
(<https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf>)

Your VET teacher will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

The following qualifications are available for completion at this School

Qualification Code	Qualification Title
FSK20113	Certificate II in Skills for Work and Vocational Pathways
SIT10216	Certificate I in Hospitality

1. Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at this School participate in the same enrolment and selection processes as other students at the School. Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received.

Browns Plains High School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on the Student Management System.

The HOD of Senior Schooling (or delegate) will induct all VET students with this handbook.

2. Qualification or accredited course information

Information pertaining to your qualification or accredited course can be sourced from course documentation provided by your VET teacher, subject specific information included in the Senior Subject Selection handbook (or similar document), through the VET student handbook and on the School website or intranet (if applicable).

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered
- Delivery location and duration of course
- Modes of delivery and assessment
- Fees and charges
- RTO guarantee information
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Partnership or off-campus arrangements (where applicable)

3. Marketing and advertising of course information

The School will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

The NRT logo will only be employed in accordance with its conditions of use.

The School will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration.

Browns Plains High School will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the School's scope of registration. If the School loses access to these resources, the School will provide students with alternative opportunities to complete the course and the related qualification.

4. Legislative requirements

As an RTO the School will observe all Australian, state and territory laws governing Vocational Education and Training. The School will also meet all legislative requirements of the National Vocational Education and Training Regulator Act 2011, Standards for Registered Training Organisation (RTOs) 2015, Financial Viability Risk Assessment Requirements 2011, Data Provisions Requirements 2012, Australian Qualifications Framework, Education Services for Overseas Student Act 2000, Australian Education Act 2013, the Work Health and Safety Act 2011, Student Identifiers Act 2014 and Privacy Act 1988, AVETMISS and National VET Data Policy 2017, as they relate.

If students require any further information, please see the HOD of Senior Schooling.

5. Fees and charges, including refund policy

The School does not charge students fees for VET services. Fees are only collected for consumable costs or other additional services such as the issuing of a replacement qualification testamur. Any fees and charges that do occur for additional services will be made known to students prior to enrolment.

Students who enrol past the commencement of the school year will be charged student fees at a pro-rate basis for the duration of the school year.

The School will refund on a pro-rate basis any fees collected for consumable costs to students who leave before completion of the VET service.

Matters regarding payment of fees or refund of fees will be managed by the School 's Business Services Manager in accordance with the principles contained in the School's Fee Policy.

6. Student services

Browns Plains High School will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this School will have involvement with some or all of the following processes, designed to establish their educational needs:

- SET plans
- subject selection processes
- career guidance services

The provision of educational services will be monitored to ensure the School continues to cater for student needs through review of Student Senior Education and Training (SET) Plans, as needed. The School will also ensure that all students receive the services detailed in their agreement with the RTO.

The School will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e. through individual student assessment feedback, course evaluation feedback, quality indicators — student engagement surveys and school-generated surveys (where applicable).

7. Student support, welfare and guidance services

Students have access to a wide range of support, welfare and guidance services at this School, including:

- VET teachers
- Head of Departments
- Wellbeing Team - Career Counsellor/Guidance Officer/Youth Support Coordinator/School Nurse and Deans
- HOD Senior School
- Deputy Principal
- Principal
- Learning Support teachers

8. Provision for language, literacy and numeracy assistance

If you are undertaking a VET subject, which has embedded units of competency from a training package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the HOD of Senior Schooling.

9. Access and equity policy and procedure

The access and equity guidelines at Browns Plains High School are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects.

This School is inclusive of all students regardless of sex, race, impairment or any other factor. Any matter relating to access and equity will be referred to the HOD of Senior Schooling, as the designated Access and Equity officer.

Access and equity guidelines will be implemented through the following strategies:

- The School curriculum, while limited by the available human and physical resources, will provide for a choice of VET subject/s for all students
- Links with other providers, such as TAFE institutes will be considered where additional resources are required.
- Access to school-based apprenticeships and traineeships may be available to students
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I or II or III (where applicable)
- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.
- If the School loses access to either physical and or human resources, the School will provide students with alternative opportunities to complete the course and the related qualification.

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc. This School strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity **without discrimination.**

For example, the following principles apply:

1. VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students have quality outcomes.
2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairment will participate with an initial and annual panel meeting with their parent/guardian and relevant School staff to ensure that the training and assessment provided meets their needs.
3. All students will be actively encouraged to participate in VET qualifications, irrespective of background/cultural differences.
4. Prior to participating in structured work placement, students will be provided with an induction programme that will equip them with the knowledge to recognise harassment/discrimination should it occur and to ensure they have the strategies to deal with anything like this. Appropriate support will be provided to ensure students are successful in their work placement.
5. Literacy/numeracy is integrated throughout all VET qualifications, as well as being delivered separately through your English/literacy and Maths/numeracy programme.
6. This School will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.
7. Any complaints in relation to discrimination/harassment will be treated seriously, in line with the School's complaints and appeals policy.

10. Flexible learning and assessment procedures

The following represent the basic VET assessment principles of this School. They are designed to promote fairness and equity in assessment.

- All VET students at this School will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.
- Information given to students, on the assessment cover sheet, will include:
 - advice about the assessment methods
 - assessment procedures
 - the criteria against which they will be assessed
 - when and how they will receive feedback.
- Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a course.
- The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
- Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Opportunities for feedback and review of all aspects of assessment will be provided to students.
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students in the School's VET Quality Manual. This is available from the HODSS.

Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted at Browns Plains High School.

11. Competency based assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subjects assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

Assessment methods

Each VET teacher will maintain a student profile (or similar document) for each student and on completion of the program of study an exit level will be awarded, based on the principles of assessment and rules of evidence.

Elements of competency will be assessed and recorded once the VET teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, RPL.

A master record detailing students' achievements of the units of competency is maintained at the School on the Student Management System.

This will record all elements and units of competency achieved. This will be held by the School and will be issued to the student once they complete the program of study or upon exit (in line with the QCAA Student Management System data entry timelines).

12. Recording student data policy and procedure

Browns Plains High School is committed to regularly providing students with information regarding their participation and progress.

VET teachers maintain accurate and current records of each student's progress towards and achievement of competencies. These records will be forwarded for entry on the QCAA-approved School Management Software System (SMSS) prior to each of QCAA's advertised collection dates for data. The data recorded on the SMSS will be printed out and returned to the VET teacher and Head of Department for checking. Once approved as accurate, the School's SMSS Officer is notified to this effect.

When the student nears completion for the full qualification, the VET teacher then checks student achievements against the qualification packaging rules. When the student has achieved the requirements for completion of the qualification, the School's SMSS Officer is notified for recording that qualification. The data recorded on SMSS will be printed out and returned to the VET teacher and Head of Department for checking. Once approved as accurate, the School's SMSS Officer is

notified to this effect. Certificate and Statement of Attainment will be issued to students with verified USIs within required timelines.

VET teachers will provide access to a student's own records at least once each semester, or on request by the student. Students may also be given access to "for checking" SMSS printouts from the School's SMSS Officer. Students will also have access to information regarding any unit achieved through their own online learning account.

13. Unique Student Identifier (USI)

Prior to the enrolment in a VET course, all students will be required to complete and return the USI acknowledgement form. USIs are recorded using the QCAA approved SMSS and provided to QCAA within the required timeframe. All USI information is securely retained by Browns Plains SHS and access is restricted to authorised RTO delegated officers only. All USIs are verified prior to the first reporting period.

AQF certification documentation will only be issued to students who are entitled to receive it and have provided Browns Plains SHS with a verifiable USI. Nationally recognised VET transcripts will be available to students who have provided a USI through the national USI transcript service. If you do not provide a verified USI then Browns Plains SHS can prevent issuing the student with a nationally recognised VET qualification or Statement of Attainment when you complete the course.

QCAA reports all student outcomes and relevant enrolment data to NCVER (National Centre for Vocational Education Research), including USI codes. National VET reporting is done through the services of the Queensland Department of Employment, Small Business and Training. NCVER provides the student data in various forms to the national USI transcript service and Australian Bureau of Statistics.

For further information or assistance with USI numbers see HOD of Senior Schooling or SMSS Officer.

14. Privacy Notice

Privacy Notice

Under the *Data Provision Requirements 2012*, **Browns Plains State High School** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by **Browns Plains State High School** for statistical, regulatory and research purposes. **Browns Plains State High School** may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

15. Employer contributing to learner's training and assessment

Wherever possible the School will place students in workplaces that provide experience in the competencies included in their VET qualifications. This School does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook (or similar document). The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at this School will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

16. Complaints and appeals procedures

Complaints and appeals are managed by the School in a fair, efficient and effective manner. The School will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the school RTO's services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the school RTO has made, for example assessment decisions.

Complaints

Policy

- Complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable.
- Complaints can involve the conduct of the RTO's officers, students or third-party service providers of the RTO.
- Any RTO officer may receive a complaint verbally, in writing or electronically.
- The RTO identifies two types of complaints:
 - type 1: allegations of inappropriate behaviour and/or child protection. These allegations are processed according to the RTO's complaints policy and procedure
 - type 2: all other complaints.
- Without limiting the action in type 1 complaints, this complaints policy is publicly available and upholds the principles of natural justice and procedural fairness.
- A review of the issues that triggered the complaint is undertaken. The review aims to identify corrective actions that will eliminate or mitigate the likelihood of a similar complaint occurring in the future.
- Records of complaints are securely retained and registered in the RTO's Complaints and appeals register.

Inform

- On receipt of a complaint, the delegated RTO Complaints officer:
 - provides written acknowledgment to the complainant
 - informs both the complainant and the respondent of their right to be assisted by a support person or representative throughout the complaint process
 - communicates on the progress of the proceedings to the complainant and the respondent throughout the complaint process
 - if the complaint relates to the conduct of a third-party service provider, the Complaints officer informs the third party on receipt of the complaint and communicates progress on the proceedings with the third party.
- All communication by the RTO complies with the RTO's privacy policy and personal information management.

Act

- The RTO officer receiving the complaint forwards it to the RTO Complaints officer (unless it relates to the Complaints officer, in which case it is forwarded to the Principal).
- For type 1 complaints, the Complaints officer follows the school's complaints policy and procedure in accordance with the student protection policy.
- For type 2 complaints, the Complaints officer:
 - organises a mediation process that is non-threatening to the complainant
 - establishes a review by an appropriate party independent of the RTO if mediation has not resolved the complaint
 - refers the complainant to the QCAA website for further information about complaint processes if the complainant is still not satisfied. <https://www.qcaa.qld.edu.au/senior/vet/appeals-complaints>
- Students are informed that they may lodge a complaint to QCAA only after exhausting this complaints and appeals policy and procedure. <https://www.qcaa.qld.edu.au/senior/vet/appeals-complaints>

Recording and review

- The Complaints officer:
 - establishes a written record for each complaint received
 - Updates the record throughout the complaint process.

- The RTO Manager:
 - registers the complaint in the RTO's Complaints and appeals register
 - securely retains all complaint records
 - reviews each complaint process to identify corrective action/s that eliminate or mitigate the likelihood of reoccurrence
- Ensures corrective actions are implemented including those actions impacting on any third-party arrangements.

Requirements for processing complaints

Complaints

- The receiving RTO officer informs the complainant that an appropriate delegated RTO officer will contact them regarding the complaint.
- Whenever applicable, the receiving RTO officer ensures that the safety of the complainant is maintained.

Forwarding complaints

- For type 1 complaints, the receiving RTO officer immediately commences to implement the school's complaints or child protection policy.
- For all other complaints, the receiving officer forwards the complaint to the RTO's Complaints officer for processing (unless it relates to the Complaints officer, in which case it is forwarded to the Principal).
- The Complaints officer is responsible for ensuring a written record is established for all complaints received (unless it relates to the Complaints officer, in which case the Principal is responsible).

Timeframe

- The Complaints officer finalises complaints within 60 calendar days.
- If more than 60 days are required, the complainant and respondent are informed in writing of the reasons for the need to extend the time required to finalise the complaint.

Impacting policies and procedures

- Policies that must be considered in conjunction with this policy and procedure include the school's:
 - Privacy policy
 - Student protection policy.

Appeals

Policy

- All appeals received by the RTO will be acknowledged in writing and finalised as soon as practicable.
- Two types of appeal may be lodged:
 - appeal of final assessment decision
 - appeal of any other RTO decision.
- This policy is publicly available and upholds the principles of natural justice and procedural fairness.
- A record of each appeal process is reviewed to identify and implement corrective actions that aim to eliminate or mitigate the likelihood of reoccurrence.
- Records of appeals are securely retained and registered in the RTO's Complaints and appeals register.

Inform

- The RTO Manager provides written acknowledgment to the appellant.
- On receipt of an appeal, the RTO Manager informs a third party of the appeal if the appeal relates to a decision made by an employee of the third party.
- The RTO Manager communicates the progression of the appeal to all parties throughout the appeals process.

Act

- When appealing final assessment decisions, the RTO Manager actions the following process:
 - appellant's trainer/assessor reviews the decision
 - if the appellant is not satisfied, an independent trainer/assessor reviews the assessment decision
 - if the appellant is still not satisfied, the RTO Manager refers the appellant to the RTO's complaints policy and procedure.
- For all other appeals:
 - the RTO Manager reviews the original decision
 - if the appellant is not satisfied, an appropriate independent party reviews the RTO's decision
 - if the appellant is still not satisfied, the RTO Manager refers the appellant to the RTO's complaints policy and procedure.

Record

The RTO Manager:

- establishes a written record for each appeal received
- updates the record throughout the appeal process
- registers the appeal in the RTO's Complaints and appeals register
- Securely retains all appeal records.

Review

The RTO Manager:

- reviews each appeal process to identify corrective actions that eliminate or mitigate the likelihood of reoccurrence
- Ensures corrective actions are implemented including those actions impacting on any third party arrangements.

Requirements for processing appeals

Appeals

Appeals must be submitted to the RTO in writing using the RTO's Appeal form.

Forwarding appeals

If the appeal relates to a decision made by the RTO Manager, the appeal is forwarded to the Principal for actioning.

Timeframe

- The RTO Manager finalises appeals within 60 calendar days.
- If more than 60 days are required, the appellant is informed in writing of the reasons for the need to extend the time required to finalise the appeal.

Assessment results appeals

For assessment results appeals, the RTO Manager ensures the appeals process is informed by the:

- assessment requirements of the relevant training package or accredited course
- Principles of Assessment
- Rules of Evidence.

17. Recognition arrangements for RPL and credit transfer

All VET students have access to a procedure that gives RPL or Credit transfer at this School.

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

Recognition of prior learning policy

All students shall have access to, and will be offered RPL. All applications for RPL will be responded to once a written application has been received. The HOD of Senior Schooling will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the School to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Recognition of prior learning procedure

Each year at the VET student induction, the VET teachers and the HOD of Senior Schooling shall make students aware of the School's RPL policy via the VET student handbook. VET teachers will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL, will be:

- provided with a copy of a RPL application form by their relevant VET teacher
- provided sufficient information about the types of evidence that can be used to support an RPL application by the VET teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions
- required to provide a completed RPL application form and associated evidence to support the application
- able to appeal an RPL decision via the RPL student appeals form if unsuccessful

The VET teacher will:

- notify the student of their outcomes from the RPL process
- develop and assess any alternative methods of assessment required as a result of an RPL application
- notify the student of any gap training required as a result of the review of their application
- update the student's records if RPL is granted upon consulting with the HOD of Senior Schooling.

Credit transfer

Refers to the granting of credit to students of exact units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfill these requirements they should approach their VET teacher first, who will bring it to the attention of the associated HOD. At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the HOD of SS.

18. Recognition of AQF qualifications and statements of attainment issued by another RTO or school

The School recognises all AQF qualifications issued by any other RTO. The School will seek verification of the certification from the relevant RTO where there is some ambiguity.

Recognition of qualifications procedure

- The VET teacher will make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the School during the VET student induction at the beginning of the year.
- VET teachers will remind students of this policy at the beginning of each new term.
- If a student presents an AQF qualification or statement of attainment to a VET teacher, the teacher will take a copy and bring it to the attention of the HOD.
- The HOD will verify the authenticity of the qualification or statement of attainment.
- The verified copy of the qualification or statement of attainment is placed in the student's file.
- Once the qualification or statement of attainment is verified, the VET teacher will give the student exemption for the units of competency identified in the qualification or statement of attainment and update the student's records accordingly. Information will then be entered in SMSS using the 'credit transfer' option.

Internal recognition of qualifications procedure

- The School will complete a comprehensive mapping exercise (where relevant) to identify common units of competency across qualifications on the scope of registration
- At the beginning of each year, those students who are enrolled in courses where there are common units of competency, or who have progressed from Certificate I to Certificate II (where applicable) are identified
- The HOD of Senior Schooling and VET teachers will meet to establish the processes for delivery and assessment ensuring accurate data is recorded
- This process is repeated throughout the year for students who change subjects
- The information is entered into SMSS using the 'credit transfer' option in all instances where the student has already gained the unit of competency (i.e. the student may only once be deemed as competent).

19. Qualification and accredited course guarantee

A course guarantee is where the School gives a guarantee to the student that the RTO will complete the training once the student has started student in their chosen qualification or accredited course (where applicable).

Students who enter a course after the start date have the opportunity to negotiate a package of units that will lead to a statement of attainment/s. This adjustment will be reflected in the VET Student Agreement form which will be signed by both the student and parent/guardian.

In the event of losing a specialist trainer, and the RTO being unable to obtain a suitable replacement, Browns Plains High School will arrange for agreed training and assessment to be completed through another RTO, if this is possible. (Fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and agreement to those arrangements, including any refund of fees will be obtained. In the event that the RTO cannot organise another RTO, then the students will be issued with a Statement of Attainment for any successfully completed units of competency.

If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days' of all conditions being met:

- An *AQF certificate* and *record of results* will be issued if the qualification in which the learner is enrolled is complete
- A *Statement of Attainment* will be issued if the qualification in which the learner is enrolled is partially complete

If replacement certificate documentation is required by a student, they will need to contact the school and pay a fee of \$25.00, plus postage and handling (if the documentation is not collected from the school).

20. Student forms

The following pages contain student forms that will need to be completed and returned prior to course enrolment:

- 1) VET Student Agreement Form (either prior to enrolment or after commencement of course)
- 2) Unique Student Identifier collection, verification and privacy form
- 3) USI application through school RTO (Only if applicable)

VET Student Agreement Form – prior to enrolment

This Student Agreement Form has been completed by (please print):

(Full Legal Name)

Who is enrolled in the following qualification/s:

Qualification code	Qualification title	Enrolled
FSK20113	Certificate II in Skills for Work and Vocational Pathways	<input type="checkbox"/>
SIT10216	Certificate I in Hospitality	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Specified units of competency per qualification or accredited course are outlined in the Subject Selection Form (or similar document) or in the VET subject course outline

Acknowledgment of receipt of information

I also acknowledge that prior to commencement in my VET programme at this School; I have been provided with a *VET Student Handbook* and have been inducted in the information on the topics listed below.

- Student selection, enrolment and induction/orientation procedures
- Qualification or accredited course information
- Marketing and advertising of course information
- Legislative requirements
- Fees and charges, including refund policy
- Student services
- Student support, welfare and guidance services
- Provision for language, literacy and numeracy assistance
- Access and equity policy and procedure
- Flexible learning and assessment procedures
- Competency based assessment
- Student access to accurate records policy and procedures
- USI Numbers
- Privacy Notice
- Employer contributing to learner’s training and assessment
- Complaints and appeals procedures

- Recognition arrangements for RPL and credit transfer
- Recognition of AQF qualifications and statements of attainment issued by another RTO or school
- Qualification and accredited course guarantee

I am aware that the School will ensure that I will complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the School must arrange for training and assessment to be completed by another suitable training organisation. Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I acknowledge that I have read the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.

Student signature

Date

VET Student Agreement Form – after commencement of course

This Student Agreement Form has been completed by (please print):

(Full Legal Name)

Who is enrolled in the following qualification/s:

Qualification code	Qualification title	Enrolled
FSK20113	Certificate II in Skills for Work and Vocational Pathways	<input type="checkbox"/>
SIT10216	Certificate I in Hospitality	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

*Specified units of competency per qualification or accredited course are outlined in the Subject Selection Form (or similar document) or in the VET subject course outline. *or units of competencies as negotiated*

Acknowledgment of receipt of information

I also acknowledge that prior to commencement in my VET programme at this School; I have been provided with a *VET Student Handbook* and have been inducted in the information on the topics listed below.

- Student selection, enrolment and induction/orientation procedures
- Qualification or accredited course information
- Marketing and advertising of course information
- Legislative requirements
- Fees and charges, including refund policy
- Student services
- Student support, welfare and guidance services
- Provision for language, literacy and numeracy assistance
- Access and equity policy and procedure
- Flexible learning and assessment procedures
- Competency based assessment
- Student access to accurate records policy and procedures
- USI Numbers
- Privacy Notice
- Employer contributing to learner’s training and assessment
- Complaints and appeals procedures

- Recognition arrangements for RPL and credit transfer
- Recognition of AQF qualifications and statements of attainment issued by another RTO or school
- Qualification and accredited course guarantee

I am aware that the School will ensure that I will complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the School must arrange for training and assessment to be completed by another suitable training organisation. Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I am aware that I have entered the course after the start date and have been provided with a negotiated program of units which may lead to a statement of attainment/s only.

I acknowledge that I have read VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.

Student signature

Date

Unique Student Identifier collection, verification and privacy form

Student details									
Student's full legal name									
Date of birth									
Unique Student Identifier									
<p>Note: If you don't have a USI or have forgotten it, you can create or retrieve your USI at www.usi.gov.au/students and complete this form.</p>									
Privacy notice: Use of your personal information and USI									
<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we Browns Plains State High School can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI.</p> <p>The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> • applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation • replacing an authenticated AQF certification document • recording a student's final outcomes that will be made available on the national USI register. <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> • Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> – the purpose of administering and auditing VET, VET providers and VET programs – education-related policy and research purposes – assistance with determining eligibility for training subsidies • VET regulators to enable them to perform their regulatory functions • VET admission bodies for the purpose of administering VET and VET programs • current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme • schools for the purpose of delivering VET courses to the individual and reporting on these courses • the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted • any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system. <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>									
Student declaration									
<p><input type="checkbox"/> I hereby give permission for Browns Plains State High School to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.</p> <p>If you would like Browns Plains State High School to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.</p>									
Student name					Parent/carer name				
Student signature					Parent/carer signature				
Date					Date				

USI application through school RTO

We need to verify your identity to create your USI. Please fill in the following details or present to the office for verification.

Please provide details for one of the forms of identity below (numbered 1 to 6).

Please ensure that the name written in the 'Student's full legal name' section is identical to that written in the document you provide.

In accordance with Section 11 of the *Student Identifiers Act 2014*, Browns Plains State High School will securely destroy personal information that we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Student details	
Student's full legal name	
Date of birth	
Town/city and country of birth <i>(name of the Australian or overseas town or city where you were born)</i>	
1	Medicare card <i>Name identified on card</i>
	Card number
	Individual reference number (next to your name on Medicare card)
	Expiry date (MM/YYYY) Green <input type="checkbox"/>
2	Australian birth certificate <i>Name identified on certificate</i>
	State or Territory
	Certificate number
3	Australian passport <i>Name identified on passport</i>
	Passport number
4	Non-Australian passport (with Australian Visa) <i>Name identified on passport</i>
	Country of birth
	Town/City of birth
	Country of issue
	Passport number
5	Immigration card <i>Name identified on card</i>
	ImmiCard number
6	Citizenship certificate <i>Name identified on certificate</i>
	Certificate number

For office use only	
Processed by	Signature
USI verified by <i>OneSchool</i>	
USI recorded in SMSS <input type="checkbox"/>	Date <i>Choose date.</i>

