



Student Induction to VET

•2019-2

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Welcome to VET



Congratulations on choosing a Vocational and Educational Training Course (VET)

Registered Training Organisations (RTOs) are responsible for the qualifications delivered at Alliance Schools (see the *KEY Alliance Handbook* for the particular RTO for your course)



Welcome to VET



VET courses are accredited by the NSW Educational Standards Authority (NESA) and count towards the Higher School Certificate.

VET courses:

- are based on national training packages that meet industry training needs
- lead to the achievement of a nationally recognised qualifications within the Australian Qualifications Framework (AQF)
- provide opportunities for practical, work-based learning that will assist you in developing the knowledge and skills you need for work and further study
- are written and assessed in competency-based terms
- VET can contribute towards an ATAR



Qualifications



Students completing VET courses may receive:

- an AQF Certificate I, II or III, depending on the course and the units of competency you have achieved
- an AQF Certificate or Statement of Attainment. The AQF Certificate is awarded if all required Core and Elective Units of Competency have been achieved
- transcript listing the Units of Competency achieved

Australian Qualifications Framework (AQF)

| SCHOOLS | VOCATIONAL EDUCATION | UNIVERSITY | AQF Level |
|---------|--|-------------------------|-----------|
| | | Doctoral Degree | Level 10 |
| | | Master's Degree | Level 9 |
| | | Graduate Diploma | Level 8 |
| | | Graduate Certificate | Level 8 |
| | | Bachelor Honours Degree | Level 7 |
| | | Bachelor Degree | Level 7 |
| | | Associate Degree | Level 6 |
| | | Advanced Diploma | Level 6 |
| | | Diploma | Level 5 |
| | Certificate IV | | Level 4 |
| | Certificate III | | Level 3 |
| | Certificate II | | Level 2 |
| | Certificate I | | Level 1 |
| | Senior Secondary Certificates of Education | | Level 1 |

Training and Assessment Strategies (TAS)



Reading through the TAS, your trainer will discuss the following:

- ✓ Certificate level at which course is being delivered is either a:
 - ✓ Statement of Attainment
 - ✓ Certificate I
 - ✓ Certificate II or
 - ✓ Certificate III
- ✓ Duration of the course
- ✓ Units of Competency to be delivered
- ✓ Type of assessment
- ✓ Assessment Plan (Scope and Sequence)
- ✓ Work Placement requirements

Student Support



All schools support student learning by providing:

- learning resources and facilities to enable you to develop course competencies
- assistance with literacy, language and numeracy skills
- support for students with special education needs
- if you need additional support to successfully complete your VET Course, discuss this with your trainer.

Student Profile Form



To gain a better understanding of all students enrolled in a VET course, students may be required to complete a profile form.

It is to be completed during this Induction Session.

The form will provide details of

- previous VET studies and current employment details (if applicable, could relate with RPL or Credit Transfer)
- why you are interested in doing this course
- support needs (if applicable)



RPL (Recognition of Prior Learning)



If you have:

- ✓ Previous work experience
- ✓ Completed a course with an RTO and have a transcript stating the units which are the same as you will be studying

You need to:

- ✓ Provide evidence eg certificates work record
- ✓ Apply to your trainer who will assess your skills to ensure they meet industry standards

Paid work in an industry can contribute to meeting your work placement requirement. Discuss this with your trainer.

Course Costs



For some courses, fees are charged to cover additional course costs such as uniforms, safety clothing, tool kits and consumable materials used in your training.

The *KEY Alliance Handbook* provides you with this information.

If you withdraw from a course, a refund may be possible, unless resources and equipment have already been purchased on your behalf.



Complaints and Appeals



From time to time, concerns may arise about aspects of your course. You may wish to appeal an assessment decision or make a complaint.


Complaints and Appeals Process

1. Speak to your trainer and try to sort out the problem
2. If the problem is not resolved, speak to the VET Coordinator or the School's Principal.
3. If the problem is still not resolved present the evidence to the RTO for review. A decision is then communicated to the student.
4. If you are still unsatisfied the complaint may proceed to the Office of Fair Trading



USI (Unique Student Identifier)



 The USI is a national registry that allows all student undertaking VET courses to track the competencies that they have achieved

 An introduction to the USI

<https://www.youtube.com/watch?v=HRYaaF-B7Ho>



How to create a USI

- if you haven't already



- ✓ Read USI Privacy Notice that tells you how the USI register collects, uses, stores and discloses your personal information and the way in which you can access and correct your personal information.

➤ <https://www.usi.gov.au/documents/privacy-policy>

- ✓ Find an appropriate form of identification. Either a passport, drivers license, medicare card or birth certificate.
- ✓ Go to <https://www.usi.gov.au/> and create a USI
- ✓ Once you have created you will receive a confirmation email or SMS
- ✓ Send your USI to the KEY Alliance Coordinator and to your trainer

Privacy Notice



- AISNSW RTO is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).
- Your personal information may be used or disclosed by the RTO for statistical, regulatory and research purposes.
- Due to changes in the National VET Data Policy, students are only required to read the Privacy Notice in the KEY Alliance Handbook (or as otherwise provided).

▪ <https://www.education.gov.au/national-vet-data-frequently-asked-question>

Privacy Notice (continued)



An RTO may disclose your personal information to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship (SBATs)
- Employer – if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVET
- Organisations conducting student surveys
- Researchers

Personal Information to NCVET

▪ understanding how the VET market operates, for policy, workforce planning and consumer information

▪ administering VET, including program administration, regulation, monitoring and evaluation

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

▪ issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts

▪ facilitating statistics and research relating to education, including surveys and data linkages



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www.pcs.nsw.edu.au -- and click the **KEY Alliance Button** for access to
the *KEY Alliance Handbook* and other KEY Alliance documents

The bottom section of the page features a dark grey horizontal band containing the "KEY ALLIANCE" logo. Below this band, on a red background, is contact information for Mike Geeves, including his title, school affiliation, email address, phone number, and website. A note indicates that a "KEY Alliance Button" is available for access to the "KEY Alliance Handbook" and other documents.