VOCATIONAL EDUCATION

STUDENT & PARENT GUIDE

2018

WELCOME

Vocational Education and Training (VET) courses provide you with skills, knowledge and experiences to improve your job prospects and prepare you for work and further study after school.

Merici College is a Registered Training Organisation (88011). The RTO is responsible for ensuring a high quality of VET course delivery and assessment. This handbook has been prepared to provide you with the information that you need prior to commencing a VET course delivered at your school.

RTO Details

Registered Business Name: Merici College

Registered Trading Name: Merici College

RTO Number: 88011

VET Coordinator: Kerry McDonnell

Introduction

The Handbook provides students with information about the nationally recognised training courses they are enrolled in and about the operations of Merici College as a Registered Training Organisation. It also covers your rights and responsibilities and the key concepts of Policies and Procedures that are relevant to your studies and time spent at the College.

If you have any questions about anything included in this Handbook please ask your trainer/assessor or contact VET Coordinator

Courses and Qualifications

What are VET courses?

VET 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 competency requirements set down by industry.

Vocational Education and Training (VET) courses have the following characteristics that distinguish them from other courses studied for the Senior Secondary Certificate They are:

- designed to meet industry training needs
- supported by industry in curriculum design and course delivery
derived from national Training Packages

- written and assessed in competency based terms
- designed to provide clearly defined pathways to further education, training and employment
- VET courses may be studied within your school, at CIT/TAFE or through a private provider such as a business college.

What does "Competence" mean?

Demonstrating competence means that you can perform the task or show an understanding to the level required by 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".

How will I know how I am progressing with my achievement of competencies?

Your VET teacher will have a system of progressively recording your achievement of course competencies. You can ask to see this record at through the Student Management System, AXCELERATE. You teacher will show you how to login to the Portal during the first few lessons of the course. You can update your details, add your USI through AXCELERATE. Once you have done this, you can monitor your own progress of competency completion.

Our Training Programs

We have been approved by ASQA, the national regulator for vocational education and training (VET) in Australia, to deliver and assess the following Qualifications:

BSB10115- Certificate I in Business (Release 1)

BSB20115 Certificate II in Business (Release 1)

BSB30115 Certificate III in Business (Release 1)

ICT10115 Certificate I in Information, Digital Media and Technology (Release 1)

ICT30115 - Certificate III in Information, Digital Media and Technology (Release 1)

ICT30115- SOA in Certificate III in Information, Digital Media and Technology (Release 1)

SIS20115 - Certificate II in Sport and Recreation (Release 1)

SIT10216 - Certificate I in Hospitality (Release 1)

SIT30616- - Certificate III in Hospitality (Release 1)

CHC14015 - Certificate I in Active Volunteering (Release 2)

MST20616 - Certificate II in Applied Fashion Design and Technology (Release 1)

CUA20215 - Certificate II in Creative Industries (Media) (Release 1)

We deliver our courses by in the classroom, in the workplace, online and simulated workplace environment. We have chosen this method because we feel it best meets the training needs of our students allowing them to complete their training in a supportive learning environment/ integrate learning and practice into the workplace and further existing workplace skills
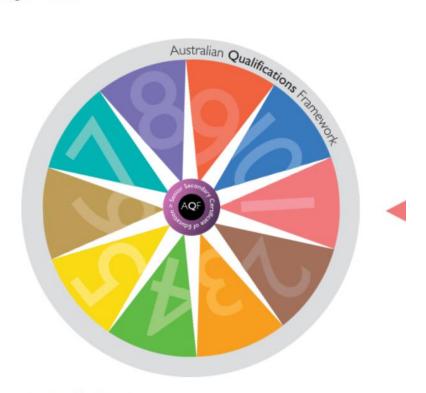
What qualifications and certificates will I get at the end of my VET course?

Most VET courses lead to an Australian Qualifications Framework (AQF) Certificate I or II, depending on the units of competency you have achieved in the course. If you have not achieved all of the competencies or where the course does not cover all competencies for a particular Certificate, you will receive a Statement of Attainment that will list the competencies you have achieved.

Generally, the ACT Board of Senior School Studies issues qualifications and/or Statements of Attainment listing your competencies achieved on behalf of the Merici College as the RTO. These certifications are in addition to your Senior Secondary Certificate qualification and are recognised across Australia by other education and training institutions.

AQF levels

- Level 1 – Certificate I
- Level 2 – Certificate II
- Level 3 – Certificate III
- Level 4 – Certificate IV
- Level 5 – Diploma
- Level 6 – Advanced Diploma, Associate Degree
- Level 7 – Bachelor Degree
- Level 8 – Bachelor Honours Degree, Graduate Certificate, Graduate Diploma
- Level 9 – Masters Degree
- Level 10 – Doctoral Degree

Can my VET Course contribute to my Australian Tertiary Admission Rank (ATAR)?

Yes, it can, if your course is a Tertiary course that is part of your subject selection. You must check with your teacher as to whether the course you are studying is Tertiary or Accredited. This does not apply to Vocational subjects studied in Year 10.

Unique Student Identifier (USI)

From 1 January 2015 the Australian Government requires all students undertaking vocational training to have a Unique Student Identifier (USI). This 10 digit number and letter identifier will allow you to access your VET training records and results from the online USI account.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that your VET records are not lost.

How do I get a USI?

Your teacher will provide advice on this process but essentially you will need to go online at:

http://www.usi.gov.au/Pages/default.aspx and verify one identity document (ie Medicare Card, Birth Certificate). This will occur as part of the Student Induction Process which will occur in the first few lessons of the course.

I already have a USI, do I need a new one for each new course undertaken?

No, this number is yours for life. You will be required to provide the USI to the RTO, each and every time you undertake a VET course

What are the expectations of me as a VET student?

1. As with other areas of study, you are expected to work hard to develop, achieve and demonstrate the knowledge and skills of the course.
2. The focus of VET courses is on working in industry, so your behaviour must be reliable and responsible both at school and in the workplace.
3. You must observe all Work, Health & Safety requirements of your course.
4. It is your responsibility to maintain the resources and equipment required by your teacher in the course.

Our Guarantee

We guarantee that we will provide quality training and assessment that meets the requirements of the Australian Quality Framework, other legislation that is relevant to Registered Training Organisations and in the time frame and as described in our Course Information.

Code of Practice

The following list describes the principles that guide our operations.

Merici College provides quality training and assessment for all students in accordance with its responsibilities as a Registered Training Organisation and is committed to fair, reasonable, and ethical practices in all of its undertakings.

Training and Assessment Delivery: Training and Assessment delivery will ensure clients are given every opportunity to achieve a satisfactory learning outcome.

Client Information: We ensure practices conform to Privacy Legislation requirements and that all staff are aware of their responsibilities with regard to confidentiality of student information. Students will be made aware when Personal Information is to be shared with Government or other bodies.

Complaints and Appeals: We have an accessible Complaints and Appeals Policy and Procedure which ensure all complaints and appeals are dealt with in a timely and fair manner.

Access and Equity: We are committed to an inclusive approach to the development, conduct and evaluation of training programs. A demonstrated commitment to these equity principles and practices is a core responsibility for all those involved in education and training.

Anti-Discrimination and Harassment: We are committed to ensuring that all staff and students have the right to work and learn in an environment where they are treated with dignity and respect and are free from all forms of discrimination or harassment.

Legislative Compliance: We provide training and work environment that complies with all relevant federal and state legislation including Equal Opportunity, Work Health and Safety, Disability Standards, Privacy, Anti-Discrimination and Fair Work requirements.

Records management: We have systems in place to assure accurate record and data management that enable client's access to records and information within a stated timeframe. Accurate statistical information will be provided to relevant organisations as required. We implement USI requirements according to Government policy.

Recognition: We ensure that all students have access to information regarding opportunities of recognition including RPL, RCC and Credit Transfer. Procedures and forms are in place to ensure any application for recognition is assessed in a timely and supportive manner. See separate recognition policy, procedures and forms.

Professional Staff: We employ trainers and assessors with relevant and current qualifications and industry experience. We review ongoing professional development needs to ensure current relevance of skills and knowledge.

Qualifications Issuance: We implement systems to ensure that Qualifications and Statements of Attainment are issued within the legislated timeframe after a competency decision has been made.

Workplace Health and Safety: We are committed to ensuring the health, safety and welfare of staff and students at all worksites and training venues.

Liaison with Industry: We are committed to ensuring that training and assessment practices are relevant to current industry needs by developing ongoing networks with Industry and Industry groups. Independent industry representatives will be consulted with regard to the development of training and assessment strategies and for validation of assessment tools.

Structured Work Placement

Structured Work Placement (SWL) may be required in some of the VET courses, so you will need to check with your trainer. SWL is structured learning in the workplace that enables students to:

- progress towards the achievement of industry competencies

- develop appropriate attitudes towards work

- practise the skills acquired in the classroom

Part-time work in the industry can contribute to meeting your work placement requirement. If you are currently working you should discuss this option with your trainer.

Who is responsible for organising Structured Work Placement (SWL) ?

Your teacher and VET Coordinator will work together to arrange work placements. Employers are chosen carefully to ensure they are able to provide relevant learning experiences in a safe environment.
When you undertake work placement it is your responsibility to ensure that you catch up on work missed in other subjects. Systems have been put in place to help you manage your time and responsibilities in this regard and your trainers will advise you of these.

Am I covered by Insurance for Workplacement?

Two separate policies provide work placement cover for students and their host employers.

1. CCI School Care Personal Accident and Disability with Catholic Church Insurances (CCI)
    1.
This policy covers students for personal injury sustained whilst engaged in Work Placement activities. Students are covered whilst directly travelling to and from work places.

2. Work Experience/Work Placement Public Liability Policy with QBE Insurance (Australia) Limited.
Catholic Education Commission NSW (CEC NSW) purchases this policy on behalf of participating Catholic Schools.

For further details see online at:

http://www.cecnsw.catholic.edu.au/dbpage.php?pg=view&dbase=programs&id=37

Under Commonwealth legislations, these policies cannot pay for any Medicare services including the Medicare gap. These services should be claimed through Medicare and or private health insurance where available. Work placement students are not eligible for coverage through workers compensation.

You will be provided with a summary of QBE insurance including key exclusions and a certificate of currency at the time your placement is being organised.

How will I be prepared for the workplace?

Students will be prepared for their work placement by their VET trainer. You will receive information such as: responsibilities of the student, child protection, safety, accidents and insurance, confidentiality, and other matters.

If you do not complete the work placement requirement you will not have the course recognised by the BSSS. This could mean that you will not receive your Senior Secondary Certificate or Qualification.

See the VET Coordinator for SWL documents

Assessment

How will I be assessed in my VET course?

All VET courses are competency-based courses. This means your assessment is based on your ability to demonstrate course competencies. Your performance is judged against standards prescribed for each element of competency in the course. Wherever practical, your teacher will gather assessment evidence of your knowledge and skills in each competency on a number of occasions and in a variety of contexts. You will be judged as either **competent** or **not yet competent**.

If you are initially considered to be not yet competent, your teacher will normally organise an additional opportunity for you to demonstrate competence at a later time. You may seek further opportunities to demonstrate competencies not yet achieved but these will need to occur without disruption to your fellow students.

If you believe that you have not been fairly assessed you have a right of appeal. Students must lodge an appeal against an assessment within 7 days of the assessment event. The Complaints and Appeals form is available for the VET Coordinator.

What is the assessment program?

The assessment program is a schedule of formal assessment tasks. While competencies in VET courses are often assessed while you are completing practical tasks, there will also be opportunities for competencies to be demonstrated in a more formal way through written assignments, tests, etc.

The assessment program gives you an indication of the timing of these tasks so that you can plan ahead for your preparation. The assessment program for your VET course can be found in your School's Senior Assessment Handbook or may be obtained from your VET teacher.

Recognition of Existing Skills

What is Recognition of Prior Learning (RPL)?

If you have already completed all or part of a similar vocational course elsewhere – perhaps at CIT/TAFE – we will recognise your previous studies and results via credit transfer. You will not have to repeat that training and assessment.

You will need to produce evidence – for example, a result notice, certificate or competency log book to be granted competency. 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, we will need to assess your skills to ensure they are at industry standard through an assessment activity or through a formal RPL process

How do I apply for formal RPL?

If you believe that you may qualify for RPL then you should examine the units of competency from the syllabus for your course and obtain a copy of the **Student Application for Recognition of Prior Learning (RPL)** from your VET Coordinator.

Can my part-time job count as work placement?

In some circumstances part-time work can be counted as work placement. If your part-time job is in an area that is closely related to your VET course then you may apply for an exemption from part or the entire work placement requirement of the course. Please see your VET Coordinator for more information.

Can I use the qualifications I achieve in this course towards further study once I leave school?

Yes. All Registered Training Organisations (RTO's) must recognise the AQF Qualifications and Statements of Attainment that are issued by other RTO's. This means that you can apply for credit

when enrolling with CT/TAFE or any other private provider. This credit should effectively reduce the duration of the course.

Supporting Student Learning

What support is there for students with disabilities?

Provision is made to support students with disabilities who study VET courses. The school will assess each student's particular support needs and provision will be made in terms of the study program, assessment, special equipment or work placement arrangements. Parents should speak to the VET teacher and/or Special Needs Support teacher about any concerns.

Reasonable Adjustment

We understand that not all students are able to demonstrate competency in the same way, therefore, it may be necessary to adjust the assessment tasks for individual students. This is called Reasonable Adjustment and it is the process of adjusting or changing the assessment to meet the needs of the student being assessed.

Students with any of the following could expect reasonable adjustment to occur and should speak to their trainers and assessors regarding any changes they feel they need:

- physical disabilities
- limited language
- limited literacy and numeracy skills
- limited communication skills
- limited learning strategies.

The types of adjustments that are made must be within our capacity to provide them and include:

- Oral response to questions rather than written
- Allowing extra time for assessment
- Using a support person
- Enlarging reading material
- Braille translations

Literacy/Numeracy Support Services:

Additional language, literacy and numeracy support is available for all students. Other types of support such as assessment preparation and time management are available on request. Students should discuss this with their teacher.

Employability Skills

What are Employability Skills?

Employability Skills are skills that apply across a variety of jobs and life contexts. They are sometimes referred to as key skills, core skills, essential skills, key competencies, necessary skills, and transferable skills. Industry's preferred term is Employability Skills.

Employability Skills are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions"

The Department of Education Science & Training (DEST), the Business Council of Australia (BCA) and the Australian Chamber of Commerce and Industry (ACCI) have identified the following employability skills for the for effective participation in the work environment:

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organising
- Self-management
- Learning
- Technology

Employability Skills in Training Packages

Employability Skills are embedded in Training Package units of competency and *Employability Skills Summaries* are prepared for each Training Package qualification. The assessment of Employability Skills is undertaken through the standard integrated assessment of competency, as part of a student's regular assessment program.

Employability Skills Summaries website

Students are able to download Employability Skills Summaries for the specific Training Package qualification that they are completing from http://employabilityskills.training.com.au/

Syllabus documents are available from the BSSS:

My rights...

To be accurately informed by being provided with:

❑ An outline of the course of study I am to undertake.

❑ 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...

To be properly prepared

❑ By coming to all classes, assessment events and work placement properly equipped and dressed.

❑ By making every effort to achieve the competencies studied.

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 cooperatively with fellow students, and teachers to ensure the health and safety of all.

To claim my rights appropriately

❑ By being aware of my rights and seeking advice and assistance where required.

❑ By asserting my rights where needed without treating others unfairly nor disrespectfully.

Complaints and Appeals

Learners are encouraged in the first instance to talk to the person involved; this might be the Trainer/Assessor, member of staff or another learner. The Trainer/Assessor will make of notes of the concern and follow up with the *VET Coordinator.*

If the problem continues or is not easy to resolve informally a meeting with the *VET Coordinator* is arranged. A record of the meeting is kept including the grievance and the agreed proposed solution. Any investigation of matters raised is followed up and a response made within an agreed time-frame. Both parties are to sign this record of the meeting.

If the learner is not satisfied with the above actions a written grievance can be made. A Complaints Form is available in the Learner Handbook or on the website. In this instance, the complaint will by the handled by the *Assistant Principal of Learning.*

The Assessment Appeals Process

Merici College will consider all appeals against assessment decisions as documented below.

Learners are encouraged in the first instance to talk to the assessor who made the assessment decision within one week of receiving the result. Learners are entitled to two attempts at assessment so in most cases the matter can be resolved by the Assessor providing feedback and a resubmission or reattempt organised at a mutually convenient time.

If the outcome is not resolved, then the assessment will be remarked by another, fully qualified, Assessor. This should be completed with 14 days of receiving the appeal.

If the learner is still not satisfied with the assessment outcome, the appeal should be put in writing within 7 days using the Appeals Form which is available in the Learner Handbook and on the website.

On receipt of the Appeals Form a meeting with the *VET Coordinator* is arranged. A record of the meeting is kept including the reasons for appeal and the agreed proposed solution. Any investigation of matters raised is followed up and a response made within an agreed time-frame. Both parties are to sign this record of the meeting.

If the matter is still unresolved, the Assistant Principal for Learning will be assigned to examine the matter. The written decision of the AP will be final and will be made within 60 days of the Complaint first being submitted

Legislative Requirements

As a Registered Training Organisation we comply with relevant Commonwealth, State and regulatory requirements including the NVR Standards for Registered Training Organisations 2015. If there changes in legislation or regulations that may affect your participation in your studies we will make sure you are informed of them through emails and by updating this Handbook and our website.

The following legislation is relevant to our operations:

Commonwealth Legislation

- National Vocational Education and Training Regulator Act 2011
- Work Health and Safety Act. 2011
- Australian Human Rights Commission Act 1986
- Equal Opportunities ACT 1987
- Age Discrimination Act 2004 (Cwth)
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Sex Discrimination Act 1984
- Privacy Act 1988 and Australian Privacy Principles (2014)
- Trade Practices Amendment (Australian Consumer Law) Act (No. 1 and 2) 2010
- Competition and Consumer Act 2010
- Fair Work Act 2009
- Copyright Act 1968
- Student Identifiers Act 2014
- Competition and Consumer Act 2010

Australian Capital Territory

- Training and Tertiary Education Act 2003
- Work Health and Safety Act 2012
- Workers Compensation Act 1951
- Discrimination Act 1991
- Fair Trading Act 1992

Merici College Complaints & Appeals Form

Date Raised	Click here to enter a date.		Reason/s	Identify
Name of Person initiating	Click here to enter text.		Student Complaint/Appeal	NA
			Staff Complaint/Appeal	NA

Complaint/Appeal/Problem	
Cause:	

Action to be taken:	

Who will take action:	
When:	Click here to enter a date.
VET Coordinator	
VET Teacher	

Agreed action completed and effective

VET Coordinator to sign off | |

Credit Transfer Application Form

Please complete this form and return with Certified Copies of your Qualifications or Statements of Attainment to: **VET Coordinator**

Student Name		Phone Number	
Teacher			
Email			

Name of Qualification	
Are you currently enrolled in this Training Program	yes/no

Code and name of competency for which application is made	Existing Unit: code, name and Issuing RTO (name and number)	Certified copy retained Yes/No	Credit Transfer Awarded Yes/No

Name of Person and position of responsible for awarding CT

Signature | Date

Merici College RPL Application Form

This form is to be used as an initial expression of interest in seeking RPL for a unit or a number of units. It is intended as a first step only and more detail regarding the RPL process will be provided on receipt of the application.

Student Name	
ID Number	
Phone Number	
Email	

Employment Details

Currently Employed Yes/No	
Employer or type of employment	
Position Title	

Training Program Details

Name of Training Program	
Are you currently enrolled in this Training Program?	Yes/No

Name of competency RPL applied for	

Please supply a brief summary of evidence that can be supplied to support the RPL application

Do you have a resume or a CV? Y/N	
Give details of any relevant past training, workshops or courses	
Give details about relevant employment history or work experience	
Give details of relevant life experiences or other evidence	

Signature of Applicants		Date	

Return Form to

Mrs McDonnell

Student Induction Checklist

Teacher	Click here to enter text.
Instructions	The following is a student Induction Checklist. The teacher will go through all the information relating to the points below. Once you have gone through the points please sign the form. Please do not sign the form if you do not feel you have been shown all the items mentioned.

Induction Information related to:	Date	✔
VET student & parent handbook		
Access to student VET handbook online through Merici website		
Access to Axcelerate Management system for students		
RPL arrangements explained		
Appeals and grievances from handbook		
Mutual Recognition obligations		
Meaning of competency based courses		
Core and elective units		
Assessment and how they will be conducted		
Importance of evidence		
USI enrolment		

Student signature:	