# Table of Contents

Introduction

1. Student selection, enrolment and induction/orientation procedures
2. Qualification or accredited course information
3. Marketing and advertising of course information
4. Legislative requirements
5. Fees and charges, including refund policy
6. Student services
7. Student support, welfare and guidance services
8. Provision for language, literacy and numeracy assistance
9. Access and equity policy and procedure
10. Flexible learning and assessment procedures
11. Competency based assessment
12. Results and Certification
13. Unique Student Identifier (USI)
14. Student access to accurate records policy and procedures
15. Confidentiality procedure
16. Employer contributing to learner’s training and assessment
17. Complaints and appeals procedures
18. Recognition arrangements for RPL and credit transfer
19. Recognition of AQF qualifications and statements of attainment issued by another RTO or College
20. Qualification and accredited course guarantee

VET Student Agreement Form
INTRODUCTION

Congratulations on your decision to enrol in a nationally recognised vocational course.

This handbook has been written to provide students/parents/carers with important information about the Vocational Education and Training (VET) qualifications and related matters during senior schooling at Saint Andrew’s Anglican College (SAAC). It outlines your rights and responsibilities as a VET student and should be read in conjunction with other SAAC documents such as the Subject Selection Book, Student Diary/Planner.

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 for reference throughout their enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by this College. More detail regarding policies, procedures and the Standards for RTOs are located in the VET Quality Manual. The VET Quality Manual and VET Student Handbook are available on the School website.

What is VET
The term Vocational Education and Training (VET) covers a range of work experiences and training activities within the secondary school curriculum. VET courses develop industry and workplace specific skills and knowledge. The objective of VET course is to give students experience in the workplace, broaden post-school options and prepare them for the transition between school and work.

What are the benefits of VET
There are many benefits to undertaking a VET course whilst at school. These include:

- Gaining a nationally recognised qualification
- Developing relevant industry knowledge and skills for employment
- Networking and establishing links with employers through work placement
- Achieving points toward the Queensland Certificate of Education (QCE)
- Provides a pathway to employment or further study

The Australian Qualifications Framework (AQF)
All of the VET courses offered by this College 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 13 different types of qualifications that can be obtained. These are shown in the following diagram.

**AQF qualifications**

![AQF qualifications diagram](source)

*Source: Australian Qualifications Framework Second Edition January 2013*

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.
National VET Regulator (NVR) Standards

To deliver nationally recognised qualifications under the AQF, SAAC became a registered training organisation (RTO) in 2010 operating under the authority of the Queensland Curriculum and Assessment Authority (QCAA) under delegation from the Australian Skills Quality Authority (ASQA).

As an RTO, SAAC is committed to delivering training packages in accordance with National Training Packages and operates under the Principles and Standards of the National VET Register (VNR) Registered Training Organisations, 2012.

As an RTO SAAC is registered to deliver, assess and issue qualifications for Certificate qualifications that fall within its Scope of Registration. The Scope of Registration indicates the vocational area, level of qualification and period of registration.

The qualifications available under the SAAC RTO are listed in the following table:

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Qualification Title</th>
<th>QCE credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20112</td>
<td>Certificate II in Business</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>RTO No: 32322</strong></td>
<td></td>
</tr>
<tr>
<td>BSB30112</td>
<td>Certificate III in Business</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>RTO No: 32322</strong></td>
<td></td>
</tr>
<tr>
<td>ICA20111</td>
<td>Certificate II in Information, Digital Media &amp; Technology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>RTO No: 32322</strong></td>
<td></td>
</tr>
<tr>
<td>SIT20112</td>
<td>Certificate II in Tourism</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>RTO No: 32322</strong></td>
<td></td>
</tr>
<tr>
<td>SIT30112</td>
<td>Certificate III in Tourism</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td><strong>RTO No: 32322</strong></td>
<td></td>
</tr>
</tbody>
</table>

The qualifications available at this College, however, course material and certificates are provided by the external RTO are listed in the following table:

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Qualification Title</th>
<th>QCE credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS30310</td>
<td>Certificate III in Fitness</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>The College of Health and Fitness RTO No: 30798</strong></td>
<td></td>
</tr>
<tr>
<td>SIS40210</td>
<td>Certificate IV in Fitness</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>The College of Health and Fitness RTO No: 30798</strong></td>
<td></td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide First Aid</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td><strong>Binnacle Training RTO No: 31319</strong></td>
<td></td>
</tr>
</tbody>
</table>

Partnerships with external RTO’s

SAAC operates in partnership with external RTO’s (eg College of Health and Fitness and Binnacle Training) to deliver and assess industry specific units of competency. Delivery and assessment of the competence is conducted at SAAC. The external RTO is responsible for recording student achievement data as well as certifying and issuing Qualifications and Statements of Attainment upon completion of the course.
Additional VET Opportunities

SAAC students are able to access additional VET opportunities which are delivered, assessed and managed by external RTO’s and organisations. All student interest and applications for these options are discussed with the VET coordinator, Careers Advisor, Head of Secondary and are approved by the Deputy Principal and managed by the VET Coordinator.

VET through TAFE or other RTOs - Students are able to access courses offered by TAFE or other Learning Providers while they are in Years 11 and 12 (and in some instances Year 10). (eg Certificate IV in Justice Studies - RTO is Unity College, Certificate II in Engineering – RTO is TAFE)

School based Apprenticeships or Traineeships (SAT) – SAAC also offers a range of school based SAT opportunities, which allow students to continue to study school-based subjects while completing structured ‘on the job’ paid training.

1. Student selection, enrolment and induction/orientation procedures

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

St Andrew’s Anglican College 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 and in the VET student 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, through this VET student handbook and on the College website.

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
- Entry requirements
- Fees and charges (where applicable – only for courses provided by external RTO’s)
- RTO guarantee information
3. Marketing and advertising of course information

The College 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 College will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration without permission from the relevant RTO.

St Andrew’s Anglican College will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the College’s scope of registration. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification.

4. Legislative requirements

The RTO Manager will observe all Australian, state and territory laws governing Vocational Education and Training. The RTO Manager will also meet all legislative requirements of the:

- Education (General Provisions) Act 2006
- National Vocational Education and Training Regulator Act 2011
- Copyright Act 1968 (2006)
- Education (Work Experience) Act 1996
- Child Protection Act 1999
- Work Health and Safety Act 2011
- Anti-discrimination Act 1991
- Privacy Act 1988 (2014)
- Information Privacy Act 2009

If students require any further information, please see the teacher.
5. Fees and charges, including refund policy

The College does not charge students fees for VET services (except when course offered through external RTO). 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 College year will still be charged fees at a flat rate for the College year. The College 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 College’s Business Services Manager in accordance with the principles contained in the College’s Fee Policy.

6. Student services

St Andrew’s Anglican College will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this College 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 College continues to cater for student needs through review of student senior education and training (SET) plans, as needed. The College will also ensure that all students receive the services detailed in their agreement with the RTO.

The College 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 College-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 College, including:

- Principal
- RTO Manager
- Head of Faculty
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 VET Coordinator.

9. Access and equity policy and procedure
The access and equity guidelines at St Andrew’s Anglican College 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 College is inclusive of all students regardless of gender, race, impairment or any other factor. Any matter relating to access and equity will be referred to the VET Coordinator, as the designated access and equity officer.

St Andrew’s Anglican College has written access and equity policies documents in the College VET Quality Manual and all staff receive copies which they must follow. Staff and students, in their induction to the College, are made aware of the College’s access and equity policy, and that they may contact the Access and Equity Officer for information and/or support about the policy.

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

- The College 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 College-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 (where applicable)
- Access to industry specific VET programs will be available to all students regardless of gender or race.
• If the College loses access to either physical and or human resources, the College 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 College 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 College 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 College 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 College’s Complaints and appeals policy.
10. Flexible learning and assessment procedures

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

- All VET students at this College 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 two year 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 College’s VET Quality Manual. This is available on the College website and from the VET Coordinator.

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 St Andrew’s Anglican College.

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 College on the Student Data Capture System (SDCS).

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

If you successfully complete the required assessments for a particular competency you will receive the result of SUCCESSFUL in that competency. If you are yet to complete or are marked as ‘not yet competent’ you will receive a result of CONTINUING.

12. **Results and Certification**

A Certificate will be issued if all the requirements of the qualification are completed, i.e. all competencies successfully completed. If the qualification is NOT completed but you are successful in some of the competencies then you will be issued with a Statement of Attainment.

The College and QCAA will hold records of your results for 30 years.

Upon completion of your certificate please check Student Connect. Let the VET department know if your certificate does not appear.

Your Certificate or Statement of Attainment is printed by QCAA and mailed to you by the College.

**NOTE:** For external RTO students, your RTO will keep a record of your results and keep a record and issue your Certificate/Statement of Attainment.
Reissue of certification documentation

The RTO maintains a Register of Certification Documents Issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The RTO ensures that this is stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the learner to the teacher.
- The request will be forwarded to the RTO Manager to coordinate who may request the SDCS Operator to print the certification documentation;
- The RTO will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document, or contact QCAA for a reissue;
- The replacement will identify that it is a re-issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation; and
- The replacement will be issued with 30 working days of receipt of the written request.

13. Unique Student Identifier (USI)

From the 1 January 2015 students enrolling in nationally recognised training in Australia will require a Unique Student Identifier (USI). Students will not be issued with a Certificate or Statement of Attainment without a USI.

The USI is a file number that will link students to their training records which are held in a national training collection. Students will be able to access their records online, download them and share them with future training organisations electronically.

St Andrew’s Anglican College will apply for a students USI on their behalf with permission from the student. This requires entering details from approved forms of ID which will be obtained from the College enrollment files or requested from the student if required.

14. Student access to accurate records policy and procedures

St Andrew’s Anglican College is committed to regularly providing student 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 College’s SDCS prior to each of QCAA’s advertised collection dates for data. The data recorded on the SDCS will be printed out and returned to the VET teacher for checking. Once approved as accurate, the VET Administrator is notified to this effect and signed records are kept on file.

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 VET Administrator is notified to check
the “qualification complete” button for that student in that qualification. The data recorded on
SDCS will be printed out and returned to the VET teacher for checking. Once approved as
accurate, the VET Administrator is notified to this effect and signed records are kept on file.

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’ SDCS printouts
from the VET Administrator. Students will also have access to information regarding any unit
achieved through their own online learning account.

15. Confidentiality procedure
Information about a student, except as required by law or as required under the VET Quality
Framework (see VET Coordinator for a copy of the VQF) is not disclosed without the student’s
written permission and that of their parent or guardian if the student is less than 18 years of age.
The College will ensure that have consent from each VET student.

16. Employer contributing to learner’s training and assessment
Wherever possible the College will place students in workplaces that provide experience in the
competencies included in their VET qualifications. This College 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 College will be placed in workplaces where it forms a
mandatory requirement of the Training Package or Accredited course.

17. Complaints and appeals procedures
Complaints and appeals are managed by the RTO in a fair, efficient and effective manner. The RTO will
create an environment where learner’s views are valued. This policy and procedure will be made publicly
to the School/College community by being made available on the RTO’s intranet and in materials
provided to learners on commencement of enrolment. In the case of delivery through third parties, the
material will be made available to the learners through the third party.

St Andrew’s Anglican College ensures that all formal complaints and appeals will be heard with
resolutions reached within 60 calendar days where possible. In the case of the time frame being longer
than this, the RTO will communicate with the complainant/appellant why the process is taking longer
and an estimated timeframe for resolution as well as being kept informed regarding ongoing progress.
Details of all formal complaints and appeals will be securely maintained in a Register of Complaints and Appeals and will take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

**Informal complaint**

The initial stage of any complaint shall be for the complainant to communicate directly to the Trainer and Assessor who will make a decision and record the outcome of the complaint.

Learners dissatisfied with the outcome of the complaint to the Trainer and Assessor may then communicate the complaint to the Head of Faculty, who will make a decision in regards to proceeding with a formal complaint or appeal process.

Learners dissatisfied with the outcome of the informal complaint may initiate a ‘formal complaint or appeal’ with the RTO Manager.

**Formal complaint or appeal**

Formal complaints may only proceed after the informal complaint procedure has been finalised and will follow the below procedure:

- All formal complaints or appeals will be in writing addressed to the CEO and submitted to the RTO Manager;
- On receipt of a formal complaint or appeal the RTO Manager shall reply in writing to acknowledge receipt of the complaint, then inform the CEO;
- The RTO Manager and the CEO will meet to discuss the complaint or appeal and either make a decision or convene an independent panel to hear the complaint; this shall be the “Complaint and Appeal Committee” and will consist of members who have not been involved in the issue to this point. It will include the CEO, a member of staff and a representative of the School/College community;
- When a decision is reached this will be communicated in writing to the complainant/appellant within 60 calendar days of the complaint or appeal being received as well as being recorded on the Complaints and Appeals Register;
- If the decision will take longer than 60 calendar days the complainant/appellant will be notified in writing of the reasons why a decision has not been reached and provide regular updates regarding the progress of the matter;
- The complainant/appellant shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation;
- The relevant staff member, third party or other learner shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation;
- The Complaint and Appeal Committee will make a decision on the complaint;
• The Complaint and Appeal Committee will communicate its decision on the complaint to all parties in writing and this will be recorded in the Complaints and Appeals Register;

• If the complainant/appellant is still not satisfied, the CEO will appoint an independent third party (outside the RTO) to mediate with costs being communicated to all parties prior to commencement;

• If the complainant/appellant is still not satisfied, the CEO will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.u/3141.html);

• After the complaint or appeal is finalised the RTO Manager will organise a meeting of relevant parties to review the decision and outcome and evaluate the policies, procedures and strategies of the RTO in order to take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

18. Recognition arrangements for RPL and credit transfer
All VET students have access to a procedure that gives RPL or Credit transfer at this College.

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 VET Coordinator will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the College 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 VET Coordinator shall make students aware of the College’s RPL policy via the VET student handbook. The VET Coordinator 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 VET Coordinator

Relevant documentation found here:

..\..\..\SAAC VET Register of Doc's_NEW Mar 2015\RPL\PDR Recognition of Prior Learning.docx

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 VET Coordinator. 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 VET teacher or VET Coordinator.

19. Recognition of AQF qualifications and statements of attainment issued by another RTO or College

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

Recognition of qualifications procedure

- The VET teacher and the VET Coordinator will make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the College 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 VET Coordinator.
- The VET Coordinator 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 SDCS using the ‘credit transfer’ option.

**Internal recognition of qualifications procedure**

- The College 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 or III (where applicable) are identified.
- The VET Coordinator 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 SDCS 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).

**20. Qualification and accredited course guarantee**

A course guarantee is where the College gives a guarantee to the student that as the RTO the College will complete the training once the student has started in their chosen qualification or accredited course (where applicable). (It does not guarantee that a student will successfully complete and gain the full qualification or a statement of attainment).

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, St Andrew’s Anglican College 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. If an external transfer is not possible, the RTO will gain a written agreement for a subject/course transfer within the College from the student and parent/guardian.

The College Senior Subject Selection Form (or similar document), as well as any Subject Transfer Form (or similar document) used by the College will include a disclaimer stating that by
'signing the form, they agree to all of the policies and procedures related to VET that are outlined in all College documentation pertaining to VET'.

When an enrolment form is received, the form is checked to ensure it has been signed by both the student and their parent/guardian.
VET Consent and Agreement Form

REMOVE THIS FORM FROM THE BOOKLET, COMPLETE AND RETURN TO SECONDARY OFFICE

This consent form has been completed by (please print):

__________________________
of St Andrew’s Anglican College

(Full name)

and (if student is under 18 years of age)

__________________________
(Parent/Guardian name)

Who is enrolled in the following qualification/s:

St Andrew’s Anglican College RTO:

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Qualification Title</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20112</td>
<td>Certificate II in Business RTO No: 32322</td>
<td>□</td>
</tr>
<tr>
<td>BSB30112</td>
<td>Certificate III in Business RTO No: 32322</td>
<td>□</td>
</tr>
<tr>
<td>ICA20111</td>
<td>Certificate II in Information, Digital Media &amp; Technology RTO No: 32322</td>
<td>□</td>
</tr>
<tr>
<td>SIT20112</td>
<td>Certificate II in Tourism RTO No: 32322</td>
<td>□</td>
</tr>
<tr>
<td>SIT30112</td>
<td>Certificate III in Tourism RTO No: 32322</td>
<td>□</td>
</tr>
</tbody>
</table>

Outside Providers RTO:

<table>
<thead>
<tr>
<th>Qualification Code</th>
<th>Qualification Title</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIS30310</td>
<td>Certificate III in Fitness The College of Health and Fitness RTO No: 30798</td>
<td>□</td>
</tr>
<tr>
<td>SIS40210</td>
<td>Certificate IV in Fitness The College of Health and Fitness RTO No: 30798</td>
<td>□</td>
</tr>
<tr>
<td>39292QLD</td>
<td>Certificate IV in Justice Studies Unity College RTO No: 32133</td>
<td>□</td>
</tr>
<tr>
<td>MEM20413</td>
<td>Certificate II in Engineering Pathways TAFE QLD, East Coast RTO No: 0418</td>
<td>□</td>
</tr>
</tbody>
</table>

Specified units of competency per qualification are outlined on the St Andrew’s Anglican College Website.

Consent

I hereby consent to the College providing relevant information about me to the following agencies/organisations, in order to facilitate the recording of my results and the issuing of relevant certification:

- Queensland Curriculum and Assessment Authority (QCAA)
- Department of Education and Training (DET)
- Independent Schools Queensland (ISQ)
I also consent to the College providing relevant information about me to the agencies/organisations associated with structured work placement or school-based traineeships/apprenticeships and external RTOs where applicable.

This information will include:

- name, address, age and contact details
- preferences for work placement and access to transport
- additional information which will ensure that the most appropriate and supportive structured work placement or school-based traineeships/apprenticeships

**USI (Unique Student Identifier)**

I agree to the College applying for a USI on my behalf and providing the necessary personal information to the USI authority as required. I agree to the College using an approved form of identification from my enrolment record or as provided by me for the USI application process.

I agree to complete any relevant paperwork required by relevant external organisations, realising they too may require separate consent forms to be signed. I agree to the College showing copies of any of my VET completed assessment tasks to the QCAA should QCAA undertake an external audit of the VET offered at this College. I understand that student work is required in order to satisfy the QCAA that all assessment is of the correct, industry standard.

**Acknowledgment of receipt of information**

I acknowledge that I have been provided with a *VET student handbook*, which contains information on the topics listed below.

- student selection, enrolment and induction/orientation procedures
- course information, content, competency based assessment, vocational outcomes, flexible learning and assessment procedures, results and certification
- Unique Student Identifier (USI)
- relevant legislation, fees and charges, including refund policy and exemptions (where applicable)
- student support, provision for language, literacy and numeracy assistance
- staff responsibilities for access and equity, appeals and complaints procedures
- recognition of AQF qualifications and statements of attainment issued by other RTOs, Recognition of Prior Learning and Credit Transfer process

I am aware that the College will endeavour to ensure I will complete the training and assessment as agreed, though there is no guarantee that I will successfully attain the qualification. If circumstances (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 (this also applies to third party arrangements). 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 this handbook and understand that I can access further information on some of these topics should I wish to do so.

_________________________  __________________________
Student signature            Signature of parent/guardian

_________________________  __________________________
Date                         Date