



HONEST AND HARDWORKING

# **KINGAROY STATE HIGH SCHOOL** **(Registered Training Organisation-** **30385)**

## **STUDENT HANDBOOK**

### **VOCATIONAL EDUCATION** **AND** **TRAINING**

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***The offering of VET subjects at Kingaroy State High School is subject to the registration processes, available teachers and resources.***

***Once students are enrolled in a certificate course offered by the school, the school will complete training and if circumstances arise where the school can't complete the training, another suitable RTO will complete the training.***

***Students will be formally notified of the arrangements and agreement were this to occur.***

***Information in this handbook is correct at time of printing.***



# Section 1

## *Introduction*

In recent years there has been a move within secondary schools in Queensland to provide, to students, a range of subjects, that address learning outcomes not often found in the “academic” subjects such as Ancient History, Music. This area of the curriculum, known as Vocational Education and Training (VET) is made available to students in a number of forms, e.g. Stand-Alone VET, Structured Work Placement and School-Based Apprenticeships and Traineeships. The aim of the school is to provide quality learning experiences for all students. All of the subjects in our VET curriculum are certified nationally and will provide the diligent student with certification which is guaranteed recognition nationally at the same level as TAFE or private VET providers.

## *National Endorsement*

Certificates/competencies are able to be taught by schools once they are registered with the Queensland Curriculum and Assessment Authority (QCAA) and the competencies are assessed and certified at a level comparable with all other Registered Training Organisations (RTOs) nationally. Students deemed competent will receive credit for their work when they enrol in another course, which contains the competency, anywhere in Australia.

## *Mutual Recognition Obligation - Completion of Courses*

As a Registered Training Organisation (R.T.O.) Kingaroy State High School, it is our responsibility to recognise qualifications given by other RTOs and for them to recognise our given qualifications. This means that students entering Vocational Training at Kingaroy SHS should make staff aware of previous training qualifications received so appropriate training may be planned. When students complete their Vocational Training at Kingaroy S.H.S., their qualifications are recognised across Australia.

## *Certification*

On completion of Year 12, students who have their 20 credit points will be awarded their Queensland Certificate of Education. Those who don't have their 20 credit points will get a Senior Statement and for those who qualify, a Queensland Certificate of Individual Achievement. These will be issued by the Queensland Curriculum and Assessment Authority.

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The QCAA is making some minor changes to the eligibility requirements for achievement of a Queensland Certificate of Education (QCE).

The changes will apply to students whose learning accounts are opened in 2018 and who will graduate from Year 12 in 2020 or continue to work towards their QCE after leaving school.

Students will not accrue credit where duplication of learning is identified. Applied subjects and Certificate II level VET qualifications that have similar subject matter and learning goals (as determined by the QCAA) are considered duplication of learning.

To ensure the requirements for the amount and breadth of learning for a QCE are met, limitations are placed on the amount of QCE credit that can contribute to the QCE for some VET qualifications. Credit for the QCE is accrued when a student completes new learning. When students complete multiple VET qualifications, an RTO may transfer credit from completed units of competencies from one

qualification toward completion of another qualification. New learning in VET is identified as units of competency that are recorded as competent, rather than credit transfer. Credit transfer relates to learning in VET qualifications, which is different from credit contributing to a QCE.

Credit accrues to the QCE when a student completes new learning. For certification, when competencies within a qualification are reported as credit transfer, this is not considered to be new learning. All completed VET qualifications are recorded on the statement of results.

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## Section 2

### *VET Subjects*

All VET courses offered at Kingaroy State High School are Stand-Alone certificates. In the new QCE system, achievement of a VET Certificate III or above, in combination with results in General subjects, can contribute to the calculation of a student's [Australian Tertiary Admission Rank \(ATAR\)](#).

Students who successfully complete all competencies will be issued with their certificate by Kingaroy State High School as the RTO. Those who do not complete all competencies will receive a Statement of Attainment from Kingaroy State High School as the RTO. AQF certification documentation is issued within 30 calendar days of the student being assessed as meeting the requirements of the training product, if the training program in which the learner is enrolled is complete.

### *USI*

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The Unique Student Identifier (USI) scheme, enabled by the Student Identifiers Act 2014, allows learners to access a single online record of their VET achievements. The scheme also allows for reliable confirmation of these achievements by employers and other RTOs. The online system provides each learner with a USI.

A qualification or statement of attainment will only be issued by the RTO to a learner after:

- the learner has provided a verified USI.

It is the student's responsibility to apply for a USI and provide it to the school/RTO. If students require assistance with this process they can ask their VET teacher or RTO manager.

The RTO will protect the security of all information related to USIs.

All students and parents/guardians/carers are required to sign a VET Data Use Statement as outlined in the revised National VET Data Policy. This is completed at the SET Plan interviews.

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Kingaroy State High School has a system in place where one-off statements are required (e.g. for school transfers or for those students exiting the school early). The school will print the certificate or statement of attainment in a timely manner, and also keep an appropriate record of this issue.

### *Replacement of certification documentation procedure*

The following procedure is to be followed:

- Arrange for the replacement document. Note: there may be a fee for this service. All requests for a replacement qualification or statement of attainment must be in writing (emails acceptable) from the student to the school RTO.
- The request will be forwarded to the RTO Manager to coordinate. The RTO Manager will access the archived records/AQF qualifications issued register to access the required information for the replacement document.
- 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.

- The replacement will be issued within 14 working days of receipt of written request.
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### **RTO – 30385 - Kingaroy State High School**

SIT20316 Certificate II in Hospitality (Year 12)

SIT20322 Certificate II in Hospitality (Year 11)

BSB20120 Certificate II in Workplace Skills

FSK20119 Certificate II in Skills for Work and Vocational Pathways

CHC24015 Certificate II in Active Volunteering

### **RTO- 31193- Blue Dog Training-**

CPC10111 Certificate I in Construction

MEM20413 Certificate II in Engineering Pathways

### **RTO- 31319-Binnacle Training**

SIS30315 Certificate III in Fitness

## **Section 3**

### ***School Based Apprentices and Trainees***

Students undertaking a School-Based Apprenticeship or Traineeship are required to study their negotiated school subjects, complete training through a Registered Training Organisation, and complete a minimum of 50 days paid work a year, 80 days if they are doing an apprenticeship in electrotechnology. The proportion of each of these activities throughout a week is negotiated as part of the agreed Training Agreement. The employer, student, parents and training provider are all signatories to the Training Agreement. While Apprenticeships continue for some time after a student has left school, traineeships, in general, will cease at the end of Year 12 (unless completion date is after the end of school).

Students interested in a School-Based Apprenticeship or Traineeship should ensure they obtain all relevant information from Ms Krosch, Head of Department, Senior Schooling.

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## **Section 4**

### ***Welfare and Guidance Services in Association with RTO***

(Please note these are brief notes specifically for the organisation of VET at Kingaroy SHS)

#### ***1. Heads of Departments***

The role of Heads of Departments at Kingaroy State High School is to work at creating group cohesion among staff and students, ensure curriculum and assessment allows all students to contribute and achieve, provide support and guidance for teachers with student management and maximise communication in their subject area.

#### ***2. Year Coordinators:***

The role of Year Coordinators at Kingaroy State High School is a multi-faceted one: ***Discipline and Student Welfare***. Implement the Behaviour Management Policy in a Supportive School Environment by monitoring behaviour of students, counselling students, regularly recording teacher's documentation and disciplining individual students when necessary.

### ***Guidance Officer:***

The role of the Guidance Officer is to provide guidance and counselling support to schools and their communities, so that equity is achieved in educational access, participation and outcomes for all students. The Guidance Officer role also involves the provision of support to schools and their communities in developing supportive school environments. Guidance and counselling support include both direct service delivery to students and their families, and indirect service delivery to schools through consultation, collaboration and the provision of in-service and professional development programs.

### ***Chaplain:***

The School Chaplain supports students, parents and staff in times of need, and works closely with the Guidance Officer in this.

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## **Section 5**

### ***Student access to accurate records and complaints procedure***

#### ***Accuracy of Records***

Class teachers maintain accurate and current records of each student's progress towards and achievement of competencies. These will be kept on G Drive/hard copy, along with an electronic student profile. These records will be accessed for entry on the school's Student Management application in the QCAA Portal. The data recorded will be printed out and returned to the class teacher/HOD for checking. Once approved as accurate, the school data entry operator/data manager is notified to this effect.

When the student nears achievement of sufficient competencies for award of the full qualification, the class teacher checks student achievements against the qualification packaging rules. When the student has achieved the requirements for completion of the qualification, the teacher completes the Manage VET Certificates/Configuration on OneSchool, and when checked for accuracy, the certificate/statement of attainment will be printed by the Senior Transitions officer.

#### ***Student access to records***

Class teachers will provide access to a student's own records throughout the course. Students will/may also be given access to "for checking" printouts.

#### ***Complaints policy***

Any person wishing to make a complaint against the school concerning its conduct as an RTO, whether a complaint, appeal or other matter, shall have access to the complaint's procedure. All formal complaints will be heard and decided within 15 working days of the receipt of the written complaint by the school. The RTO Manager will keep a 'Register of Complaints' which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

#### ***Complaints procedure***

Persons with a complaint concerning the manner that the school conducts its responsibilities as an RTO, have access to the following procedure:

##### ***Informal complaint:***



- a. the initial stage of any complaint shall be for the complainant to communicate directly with the operational representative of the school, e.g. the teacher will make a decision, and record the outcome of the complaint
- b. person(s) dissatisfied with the outcome of the complaint to the teacher may then complain to the relevant Head of Department (HOD) or equivalent, who will make a decision, and record the outcome of the complaint
- c. person(s) dissatisfied with the outcome of the complaint to the relevant HOD may initiate a 'formal complaint'.

**Formal complaint:**

- a. formal complaints may only proceed after the informal complaint procedure has been finalised
- b. the complaint and its outcome shall be recorded in writing
- c. on receipt of a formal complaint, the principal shall convene an independent panel to hear the complaint; this shall be the 'complaint committee'
- d. the complaint committee shall not have had previous involvement with the complaint and should include representatives of:
  1. the principal
  2. the teaching staff
  3. an independent person
- e. the complainant shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support, or as representation
- f. the relevant staff member shall be given an opportunity to present his/her case to the committee, and may be accompanied by one other person as support, or as representation
- g. the complaint committee will make a decision on the complaint
- h. the complaint committee will communicate its decision on the complaint to all parties, in writing, within 5 working days of making its decision.

**The root cause of the complaint will be included in the continuous improvement cycle of the relevant standard/s.**

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## **Section 6**

### ***Provision for language, literacy and numeracy assessment***

Senior students at Kingaroy State High School are required to undertake a two-year course of study. All students study General English or Essential English and a Mathematics subject. This allows for students having difficulties in these areas to undertake a course of study suited to their ability level and their needs, but ensures the coverage of literacy and numeracy.

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## **Section 7**

### ***Access and equity***

The school is inclusive of all students, regardless of sex, race, impairment, or any other factor.

## **Section 8**

### ***Recognition of Prior Learning (RPL) arrangements***

All students shall have access to, and be offered, Recognition of Prior Learning (RPL).

#### ***Recognition of Prior Learning procedure***

In the first VET class of the year, the teacher shall make students aware of the school's RPL policy. Teachers will remind students of this policy at the beginning of each new term, and provide opportunities to engage in the RPL process.

When approached by a student seeking RPL, teachers will:

- a. provide the student with copies of an RPL Application Form
  - b. provide the student with information about the types of evidence that can be used to support an RPL application
  - c. make a prompt decision, and notify students of the outcome of the RPL process
  - d. update the student's records if RPL is granted

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## **Section 9**

### ***Disciplinary Procedures***

The normal school rules and procedures apply to all VET students; see your School Diary for the Code of Behaviour.

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## **Section 10**

### ***Learning and Assessment Procedures***

Assessment within VET subjects varies from that in other subjects. VET subjects are concerned with the learning and development of specific industry skills, and as such are assessed in terms of the students' competency to perform these specific skills.

Competency-based assessment means that students are not working towards a grade, or level of achievement, but rather collecting, or attaining skills. In normal testing, students are only given one chance at the item being assessed. However, in competency-based assessment, the student is allowed to attempt to gain that skill in a variety of testing methods given by the teacher, until the skill is demonstrated. This retesting of skills should be the assessor's responsibility to organise when students are ready. It is not the trainer's responsibility to organise the student for retesting, but may assist where they believe it is necessary.

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## **Section 11**

### ***Refund Policy***

If a student leaves a VET subject they will be refunded the materials costs on a pro rata basis.

## ***Significant Legislation for Vocational Education***

The most up to date information on Legislation pertaining to the needs of Vocational Education for students can be found at <http://www.comlaw.gov.au/Details/F2011L01356>

## ***Further Information on Vocational Education & Training in Schools***

Go to the following site:

<https://www.qld.gov.au/education/further-ed/vet>