



HONEST AND HARDWORKING

KINGAROY STATE HIGH SCHOOL (Registered Training Organisation)

STUDENT HANDBOOK

VOCATIONAL EDUCATION

AND

TRAINING

Compiled by Leanne Krosch
Updated November 2017

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.

Section 1

Introduction

In recent years there has been a move within secondary schools in Queensland to provide, to students, a range of subjects, which 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 in providing these types of subjects 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.

Section 2

VET Subjects

All VET courses offered at Kingaroy State High School are Stand-Alone and are not used in the standard OP calculation, although they may result in the allocation of a Notional OP.

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 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

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.

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.
 - OR RTO Manager will contact the Queensland Curriculum and Assessment Authority printing service (details as per agreement) and
 - 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

BSB20115 Certificate II in Business

ICA20115 Certificate II in Information, Digital Media and Technology

FSK10213 Certificate I in Skills for Vocational Pathways

FSK20113 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

SIS20115 Certificate II in Sport and Recreation

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 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 and the Arts.

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.

3. 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 includes 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.

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 along with an electronic student profile. These records will be accessed for entry on the school's Student Data Capture System (SDCS) prior to each of Queensland Studies Authority's advertised collection dates for data. The data recorded on SDCS 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 data entry operator 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 class teacher/HOD for checking. Once approved as accurate, the school data entry operator/data manager is notified to this effect.

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" SDCS printouts from the school data manager.

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 complaints 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, who 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.

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 English or English Communication 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.

Section 7

Access and equity

The school is inclusive of all students regardless of sex, race, impairment, or any other factor. The access and equity officer or equivalent, **the Principal**, has access and equity as a nominated part of his duties.

Access and equity procedure

The School has written access and equity policies and all staff are provided with copies which they must adhere to. Staff and students, in their induction to the school, are made aware of the school's access and equity policy and that they may contact the access and equity officer or equivalent for information and/or support and the school's access and equity policy.

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.

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.

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:

<http://education.qld.gov.au/students/placement/vet/>