Complaints & Appeals Policy

All students have the right of an appeal.

A student should address concerns to the subject teacher concerned. If further action is necessary, the student should go to:

1. Head of Department
2. Head of Vocational Education & Training
3. Assistant Principal Senior Curriculum

For more information please contact the Marymount College Careers Centre on phone: 55 861 063 or email: careers@marymount.qld.edu.au

www.marymount.qld.edu.au

- Vocational Education & Training Program
- Assessment Information
- RPL Form
- Vocational Placement Form
- Unique Student Identifier (USI) Documents
- Work Experience
- Issue of Awards
- Administration and quality management

Vocational Education Program 2015

Provider No. 30332

Last Updated: 1st March 2015
**Course Options**

<table>
<thead>
<tr>
<th>Certificate (or part thereof)</th>
<th>School Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert I in Financial Services (FNS10110)</td>
<td>Cert I in Financial Services 10FNS110C11</td>
</tr>
<tr>
<td>Cert I in Business (BSB10112)</td>
<td>Cert I Business 10BSB112C11/2</td>
</tr>
<tr>
<td>Cert II in Business (BSB20112)</td>
<td>Cert II Business 11BSB107C21</td>
</tr>
<tr>
<td>Cert II in Tourism (SIT20112)</td>
<td>Certificate II in Tourism 12SIT112C21</td>
</tr>
<tr>
<td>Cert III Childrens Services (CHC30708)</td>
<td>Certificate III Children’s Services in partnership with Cairns Training Academy 11/12CHC708C31</td>
</tr>
</tbody>
</table>

All Courses are accredited by Qld Curriculum & Assessment Authority (QCAA)

**Course Outcomes**

- **Cert I**: 2 points towards your QCE.
- **Cert II**: 4 points towards your QCE.
- **Cert III**: Up to 8 points towards your QCE.

Where do I get more information?

Information on courses is available in the Senior Handbook.

How are VET courses assessed?

Assessments in the VET certificate courses are competency based. A number of opportunities to achieve competency are granted.

What if I have already completed a competency?

Credit Transfer or Recognition of Prior Learning (RPL) may be granted if competency can be demonstrated prior to undertaking learning.

What if I leave school before I finish Year 12?

Students who leave before completing Year 12 will be issued with a Statement of Attainment.

Where a course requires Work Experience or Structured Workplace Learning such arrangements are made by the Marymount College Careers Centre. Competencies achieved are certified by both the participating employer and the subject teacher.

Unique Student Identifier (USI)

From January, 1, 2015, all students doing nationally recognised training need to have a USI. This includes students doing Vocational Education Training (VET) in schools. By having a USI you will be able to access your training records and results (or transcript) whenever you need them. Students are required to register online and forward details via email to the Marymount College Careers Centre.

- To register visit www.usi.gov.au
- Email: llutze@marymount.qld.edu.au

Staff involved in teaching VET courses are suitably qualified to meet specific QCAA registration requirements, and undertake professional development to maintain and develop vocational knowledge and skills.

Credit Transfer (CT) or Recognition of Prior Learning (RPL)

Credit Transfer applies where documentary evidence exists.

Applications for RPL will only be accepted using the RPL form, available from the Marymount College Careers Centre or from the College website.

Initial evaluation of application is undertaken by the Subject Teacher and may be certified on the basis of satisfactory documentary evidence.

If unsuccessful at this stage, the application is referred to the Head of Vocational Education & Training for evaluation and action.

Work Experience/Structured Workplace Learning

Applications for Work Experience can be made by submitting the ‘Vocational Placement Form’ available from the Marymount College Careers Centre or from the College website.

www.marymount.qld.edu.au