VOCATIONAL EDUCATION and TRAINING 2016

Marymount College
VET Student Induction
AGENDA

- Introduction of staff and subjects
- Careers Centre information
- LUI numbers
- QCE
- Assessment policy
- Statements of Attainment
- Complaints and Appeals procedure
- RPL
- Credit Transfer
- Website
- Nuts and bolts
- TAFE presentation
- Sign off
- Sausage sizzle & soft drink
VET STAFF

- Assistant Principal (Senior Curriculum)
  - Mr Shaw

- Head of VET / Careers
  - Mr Hamilton

- VET Teachers
  - Ms Andersen, Mrs Organ, Ms Horn, Mr Rezo, Mr Grant, Mr Turner, Mr West, Mr Symons

- VET / Careers Officers
  - Leesa Lutze and Petrina James
VET SUBJECTS

- Cert I in Business x 53
- Cert I in Construction (TAFE) x 11
- Cert II in Business x 16
- Cert II in Electrotechnology (TAFE) x 12
- Cert II in Engineering (TAFE) x 4
- Cert II Sport and Recreation / Cert III Fitness (TAFE) x 18
- Cert III in Children’s Services (Cairns Training Academy) x 18
- Diploma of Business (Careers Australia) x 16

- School-based Traineeships and Apprenticeships x 68
CAREERS CENTRE INFORMATION

- Open each day between 8am – 4pm.

- Careers Centre staff are there to help you through your journey but they are not there to do your work for you.

- TAFE/University information is available.
Vocational Education Program
2016

Student Guide

For more information, phone: 55 861 063
Website: www.marymount.qld.edu.au
Course Options

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Qualification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cert I in Business</td>
<td>BSD10111</td>
</tr>
<tr>
<td>Cert II in Business</td>
<td>BSD20115</td>
</tr>
<tr>
<td>Diploma of Business</td>
<td>In partnership with Careers Australia BSD50215</td>
</tr>
<tr>
<td>Cert III Children's Services</td>
<td>In partnership with My Other Mother CHE30113</td>
</tr>
<tr>
<td>Cert I in Construction</td>
<td>In partnership with GCIT CPC10111</td>
</tr>
<tr>
<td>Cert II in Electro Technology</td>
<td>In partnership with GCIT UEE20013</td>
</tr>
<tr>
<td>Cert II in Engineering</td>
<td>In partnership with GCIT MEM20113</td>
</tr>
<tr>
<td>Cert II Sport &amp; Rec/Cert III Fitness</td>
<td>In partnership with GCIT SIS203131</td>
</tr>
</tbody>
</table>

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

Unique Student Identifier (USI)

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 by visiting www.usi.gov.au and forward details via email to: llutze@marymount.qld.edu.au and also return the VET Unique Student Identifier form showing Parent/Caregiver signed permission.

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 is 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

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 & action.

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.

Applications for 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/trainer.

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.

Course Outcomes

By achieving a Cert/Dip through a VET course you will receive:

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

www.marymount.qld.edu.au
Complaints & Appeals Policy

A student should address concerns to the **subject teacher/trainer** 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

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**VET ATTENDANCE POLICY**

- Students must attend their workplace on the allocated days.
- Any changes to the work day must be approved with your employer and also the College VET Career Development Officer.
- If you wish to work additional days with your employer, this must be discussed with the Head of Careers & Vocational Education.
- If a student is absent, both the school and the workplace must be notified by 8.30am that day. If the student fails to attend their work placement, this will be recorded as a day absent and a note will be required from a parent/caregiver.
- Students must conduct themselves in a professional manner at all times.
- Phone calls and visits will be made to workplaces every week to verify attendance.
USI NUMBER (Unique Student Identifier)

- Each of you needs a USI number.

- You will not receive a certificate without a USI.

- These can be done today or in class ASAP.

- Careers Centre needs to receive the confirmation email…
From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

**Do you need a USI?**

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.
How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the ‘Create a USI’ link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.

For more information please visit: usi.gov.au
Or contact us at Email: usi@industry.gov.au
Phone: Skilling Australia Information line – 13 38 73
To view this document online please visit: usi.gov.au
IMPORTANT POINTS

- Does the Careers Centre have your correct contact details (as well as SAO)?

- Your teacher will indicate to the AC > Head of VET > APA if you are not performing well enough in your particular subject area.

- You have chosen a pathway toward your future which places you ahead of other students.
# THE QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

<table>
<thead>
<tr>
<th>Certificate I</th>
<th>2 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II</td>
<td>4 points</td>
</tr>
<tr>
<td>Certificate III/IV</td>
<td>5 – 8 points</td>
</tr>
<tr>
<td>Diploma</td>
<td></td>
</tr>
<tr>
<td>Partly finished certificates</td>
<td>25% of total points</td>
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<tr>
<td></td>
<td>50% of total points</td>
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<tr>
<td></td>
<td>75% of total points</td>
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</tbody>
</table>
COMPETENCY BASED ASSESSMENT

- Assessment is designed to be valid, reliable, flexible and fair.

- Demonstrate the necessary underpinning knowledge and is closely linked to the requirements of the relevant industry.

- Apply this knowledge in a practical way in a workplace setting to industry standard.

- You will be given a number of opportunities to prove you are competent.
COMPETENCY BASED ASSESSMENT

- Evidence (assessment) will be collected over the period of the course.

- Results recorded on a VET Completion Checklist.
  - You have access to your results at all times by asking your teacher.

- Results are not graded.
  - In school based reporting you will be graded on effort, behavior and attitude.
CERTIFICATES AND STATEMENTS OF ATTAINMENT

- On completion of the course you will be issued with a nationally recognised certificate.

- If you leave the subject or Marymount College prior to completing the course you will be issued with a nationally recognised statement of attainment. Also, if you change address immediately after school we must be advised.

- Keep these certificates in a safe place (saving electronically is a really good idea).
This is to certify that

[Signature]

has fulfilled the requirements for

ICA10111 CERTIFICATE I
in Information, Digital Media and Technology

Awarded 28 November 2014

Chief Executive
Marymount College

Printed 30 March 2015
Record of Results

has achieved the following units of competency
in ICA10111 Certificate I in Information, Digital Media and Technology

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit of competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICAICT104A</td>
<td>Use digital devices</td>
</tr>
<tr>
<td>ICAICT105A</td>
<td>Operate spreadsheet applications</td>
</tr>
<tr>
<td>ICAICT106A</td>
<td>Operate presentation packages</td>
</tr>
<tr>
<td>ICAICT101A</td>
<td>Operate a personal computer</td>
</tr>
<tr>
<td>ICAICT102A</td>
<td>Operate word-processing applications</td>
</tr>
<tr>
<td>ICAICT103A</td>
<td>Use, communicate and search securely on the internet</td>
</tr>
</tbody>
</table>

Issued 28 November 2014

Chief Executive
Marymount College
COMPLAINTS, GRIEVANCES AND APPEALS

- Complaint: an expression of dissatisfaction
- Grievance: the cause for complaint (may be an outcome, person or persons)
- Appeal: to apply for reconsideration of a decision or outcome.
COMPLAINTS AND APPEALS

- Most problems can be resolved informally.

- See your teacher/AC/Head of VET first…

- If a more formal process is required, you must put your concern in writing.

- A decision will then be made as to the next step.

- The full process can be found on the College Website.
COMPLAINTS AND APPEALS PROCEDURES

- **FORMAL COMPLAINT:**
  - Must be written (form available from Head of VET/Careers).
  - Heard by the School VET committee within 21 days.
  - Complainant has the opportunity to present case to the committee.
  - The decision in writing will be given within 5 days.
  - Register of Complaints and Appeals will be kept.

- **INFORMAL COMPLAINT:**
  - Teacher
  - HOD of subject area
  - Head of VET/Careers
  - APA – Senior Curriculum
RECOGNITION OF PRIOR LEARNING (RPL)

- Recognises what you have already learned from:
  - Other subjects
  - Activities you undertake outside of school
  - Voluntary work
  - Work experience
  - Industry placement
  - Part-time work
RECOGNITION OF PRIOR LEARNING (RPL)

- If you believe you meet the requirements for RPL:
  - Subject teacher will refer you to the Head of VET/Careers.
  - You will receive an RPL Application Form (available online).
  - You will need to provide evidence to support the application.
  - The VET staff will make a prompt decision and notify you.
  - Student records will be updated.
CREDIT TRANSFER

- A student gets a credit transfer when they provide the school with a statement of attainment or competencies or certificate studies from another registered training organisation.

- The school will recognise these qualifications after verifying their authenticity.

- Credit transfer: some courses offer the same competencies.
Welcome to Marymount College

Marymount College provides a very happy, safe and supportive Catholic school environment to meet the needs of each student. College staff work in close partnership with their families. We offer an extensive range of academic, cultural and sporting opportunities for students.

Students are encouraged to develop personal expectations around their particular strengths and
Reminders:

- Wear your uniform correctly and proudly to work.
- Inform the Careers Centre of ALL changes to your training/work days/cancellations/change of subject (eg: excursions…)
- Let your trainer and Careers Centre if you can’t attend (eg: sick)
- When at work/training use your best manners and behaviour. You’re are representing Marymount College.
- Study periods are spent in the Careers Centre or library. Sign in at the Careers Centre first.
- Complete every competency/unit along the way and you will receive the Certificate.
- Spot checks will be made to check attendance.