



# Vocational Education Program 2022



## Student Guide

For more information:

Phone: 5586 1073

Website: [www.marymount.qld.edu.au](http://www.marymount.qld.edu.au)

## COURSE OPTIONS

Qualification Name	RTO
BSB10120 Certificate I in Workplace Skills	MMC
CPC10120 Certificate I in Construction	TAFE
UEE22011 Certificate II in Electrotechnology (Career Start)	TAFE
MEM20413 Certificate II in Engineering Pathways	TAFE
SIT20316 Certificate II Hospitality (with option of SIT30616 Certificate III Hospitality)	TE
SIS20319/SIS30315 Certificate II in Sport Coaching / Certificate III in Fitness	TAFE
BSB30120 Certificate III in Business	PST
CHC30121 Certificate III in Early Childhood Education & Care	ACCCO
CUA30113 Certificate III Dance	ATOD

Where do I get more information?

Information on courses is available in the Senior Subject Selection Handbook

How are VET courses assessed?

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

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

### Unique Student Identifier (USI)

All students undertaking 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, now and into the future.

Students can obtain a USI number online by visiting [www.usi.gov.au](http://www.usi.gov.au)

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

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.

## Work Experience/Structured Workplace Learning

Where a course requires Work Experience or Structured Workplace Learning, such arrangements are made by the student and the RTO.

Competencies achieved are certified by both the participating employer and the subject teacher/trainer. It is preferable that Structured Workplace Learning is undertaken during holiday/exam block times.

Applications for Work Experience can be made by submitting the 'Work Experience Placement' form available from the Marymount College Careers Centre (approval is required from parents and ALL relevant staff)



[www.marymount.qld.edu.au](http://www.marymount.qld.edu.au)

## 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.

## Course Outcomes

By achieving a Cert/Diploma through a VET course you will

Cert I	—	2 points towards your QCE
Cert II	—	4 points towards your QCE
Cert III	—	Up to 8 points towards your QCE
Diploma	—	Up to 8 points towards your QCE

# Complaints & Appeals Policy

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

All students have the right of an appeal

1

Head of Department

2

Head of Vocational Education & Training  
(Mr Hamilton)

3

Assistant Principal Senior Curriculum (Mr Shaw)

## 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 (Mrs Webster).
- If you wish to work additional days with your employer this must be discussed with the Head of Careers & Vocational Education (Mr Hamilton).
- 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 an absent day 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.
- Where a uniform is stipulated, it is to be worn to all work visits.