



**The Salvation Army Lawnton
Independent School**

VET STUDENT HANDBOOK



INTRODUCTION

Congratulations on your decision to enrol in a nationally recognised vocational course THROUGH TSA Independent School.

This handbook has been produced to provide you with important information about the vocational education and training (VET) qualifications offered through TSA Independent School as well as your rights and responsibilities as a VET student.

Please take the time to study the handbook carefully and ask your teacher if you are unsure of any details. Students should keep this handbook (or a note of the internet location of this document) for reference throughout your enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by TSA Independent School. You can access full copies of all policies and procedures by approaching a member of staff.

The Australian Qualifications Framework (AQF)

All of the VET programs offered through TSA Independent School can lead to nationally recognised qualifications (Certificate) if you successfully complete all the requirements of the qualification, or a Statement of Attainment for those parts that you do successfully complete (if you do not complete the full qualification). This certificate/statement of attainment will be recognised in all eight States/Territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 12 different types of qualifications you can obtain. They are shown in the diagram below. Those that are bolded are the ones that you have the opportunity to fully or partially complete through the VET programs you are undertaking at TSA Independent School.

AQF Qualifications by Educational Sector

Schools Sector	Vocational Education and Training Sector	Higher Education Sector
Queensland Certificate of Education (QCE)	Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

Your teacher will provide you with full information about the VET Qualification/s you are aiming for through TSA Independent School, including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes etc.

Qualifications offered through Third Party Agreements

The following qualifications are offered through Third Party Agreements and are studied by students enrolled at TSA Independent School.

Qualification Code	Qualification Title	Provider
CHC14015, CHC24015 and CHC34015	Certificate I, II and III in Active Volunteering	Volunteering Queensland National Provider #6020
FSK10119 FSK10219 FSK20119	Certificate I in Access to Vocational Pathways Certificate I in Skills for Vocational Pathways Certificate II in Skills for Work and Vocational Pathways	Eva Burrows College National Provider #0328
10185NAT	Certificate in Self Awareness and Development	Blueprint Career Development National Provider #30978

Student Selection, Enrolment and Induction Orientation Procedures

Students enrolled in VET course at TSA Independent School will need to apply for a [Unique Student Identifier](#) (USI). Information about the USI and the process for applying for a USI is explained later in this handbook.

TSA Independent School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations as part of the school induction process.

Please note: students wishing to enrol after the initial course start date will need to meet with the VET teacher and submit a new signed VET Enrolment Form.

Qualification Information

Information relating to your qualification can be sources from course documentation provided by your VET teacher, through this VET Student Handbook and on the College website.

Information available to students regarding course information will include:

- ◆ Qualification code and title
- ◆ Packaging rule information as per the specified Training Package
- ◆ Units of competency (code and title) to be delivered
- ◆ Entry requirements (if any)
- ◆ Any fees and/or charges – there are no fees for our enrolled students
- ◆ Course outcomes and pathways
- ◆ Work experience requirements (if any)
- ◆ Partnership or off-campus arrangements (where applicable)

Marketing and Advertising of Course Information

TSA Independent School will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration. TSA Independent School will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the School's scope of registration. If the School loses access to these resources, the School will provide students with alternative opportunities to complete the course and the related qualification.

Student Support Services

TSA Independent School will establish the needs of our students, and deliver services to meet their individual needs where applicable. All students at our school will have the opportunity to be involved with some or all of the following processes, designed to establish your educational needs:

- ◆ SET Plans
- ◆ Subject Selection Processes
- ◆ Career Guidance Services

Students have a wide range of support, welfare and guidance services available at TSA Independent School, including:

- ◆ VET Teacher
- ◆ Learning Support Teacher
- ◆ Teacher Aides
- ◆ Youth Workers
- ◆ Vocational Youth Worker
- ◆ Head of Student Learning
- ◆ Head of Student Support Services
- ◆ Head of School
- ◆ Other support agencies – referrals where applicable

Provision for Language, Literacy and Numeracy Support

If you are undertaking a VET subject which has embedded units of competency from a Training Package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of the industry vocational area of your choice. If you feel that you need extra language, literacy or numeracy support, please let your VET teacher know.

Access and Equity Guidelines

The access and equity guidelines at TSA Independent School are designed to remove any barriers to that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects. Our school is inclusive of all students regardless of sex, race, impairment or any other factor. Access and equity guidelines will be implemented through the following strategies:

- ◆ The school curriculum, while limited by the availability of human and physical resources, will provide for a range of VET subjects for all students.
- ◆ Links with other providers, such as TAFE institutes will be considered where additional resourcing is required and where the student has the demonstrated levels of literacy and numeracy for the course. Application process via Head of Student Learning.
- ◆ Where possible, students will be provided with the opportunity to gain a full Certificate at AQF level I and II and in some instances, Level III.
- ◆ Access to school-based apprenticeships and traineeships may be available to students. Application process via Head of Student Learning.
- ◆ Access to our VET programs will be available to all students regardless of sex, gender or race.

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age etc. TSA Independent School strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example, the following principles apply:

- ◆ VET curriculum will be adequately resourced with teachers with the appropriate qualifications, in order to ensure our students can achieve quality outcomes.
- ◆ VET training will be in line with industry standards to ensure quality outcomes for our students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairments have access to the learning support teacher.
- ◆ All students will be participating in VET qualifications, irrespective of background/cultural differences.
- ◆ Literacy/numeracy is integrated throughout all our VET subjects, particularly through the FSK qualifications.
- ◆ TSA Independent School will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.
- ◆ Any complaints in relation to discrimination/harassment will be treated seriously in line with our Complaints policy.

Flexible Learning and Assessment Procedures

Your VET Teacher will adjust learning procedures and processes to meet the different learning styles of students and the individual needs of students.

Types of assessment techniques which can be used to determine competency include: folio of work, scenarios – problem solving, written tests, case studies, teacher questioning, observations with checklists and self-assessment, diary/journals, role plays, oral presentations, demonstrations etc. The following represent the basic VET assessment principles of TSA Independent School. They are designed to promote fairness and equity in assessment:

- ◆ All VET students will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- ◆ Students will be given clear and timely information on assessment.
- ◆ The assessment approach chosen will cater for the language, literacy and numeracy needs of the students.
- ◆ Any special geographical, financial or social needs of students will be considered in the development and conduction of the assessment.
- ◆ Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining integrity of the assessment outcome.
- ◆ Opportunities for feedback and review of all aspects of assessment will be provided to students.

Competency based Assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments. Final record of assessment of competencies will be awarded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

Students will be given several attempts to demonstrate competency

Recognition of prior learning

As part of the VET student induction, the VET teacher will make the students aware of our school's RPL Policy via the VET student handbook. The teacher will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL will be:

- ◆ provided with a copy of our RPL application form
- ◆ provide information about the types of evidence that can be used to support an RPL application
- ◆ required to provide a completed RPL application form and associated evidence to support the application
- ◆ able to appeal an RPL decision if unsuccessful

The VET teacher will:

- ◆ notify the student of their outcomes from the RPL process
- ◆ develop and assess any alternative methods of assessment required as a result of an RPL application
- ◆ notify the student of any gap training required as a result of the review of their application
- ◆ update the student's record if RPL is granted

Credit transfer arrangements

You do not need to go through a RPL process if you already have a statement of attainment or qualification from another Registered Training Organisation (RTO) for any units of competency/ learning outcomes which are the same as those in any of our school's VET programs. You will be awarded automatic recognition in these cases. This is referred to as 'mutual recognition' and you will be eligible for credit transfer. Your VET teacher will assist with this process.

Work placement arrangements

Where possible, TSA Independent School will try to place students in workplaces that provide experience in the competencies included in their VET qualification. TSA Independent School does not use assessment by work placement supervisors. Students who access work placement may record their activities in a workplace logbook (or similar document). The Teacher/Vocational Youth Worker will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the students' entries in the logbook. This logbook may be used by the assessor to support judgements of competency.

TSA Independent School's obligations and communication process if changes occur to agreed services.

TSA Independent School is committed to completing the outlined training and assessment once students have started study in their qualification from the course start date (including delivery by a third party on TSA School's behalf).

Students who enter the course after the start date may have a negotiated package of units that will lead to a statement of attainment or they may take responsibility to catch up on any units already delivered.

In the event of losing the specialist trainer, and the RTO being unable to obtain a suitable replacement or third party school will not be able to continue delivery, TSA Independent School will, if possible, arrange for agreed training and assessment to be completed through another RTO. Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and/or parent/carer.

Complaints and Appeals

Complaints and appeals are managed by the College in a fair, efficient and effective manner. TSA Independent School will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the School's services and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the School has made. Appeals can relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to informal complaints process or a formal complaint or appeal process. Students will be notified of the process to be followed within 5 working days of a Dispute Resolution Form being submitted.

The school will keep a Register of complaints which documents all formal complaints and their resolution. Any substantial complaints will be reviewed as part of our continuous improvement process.

Complaints

- ◆ The initial stage of any complaint will be for the complainant to communicate directly with an appropriate staff member eg VET Teacher, who will record the outcome of the complaint.
- ◆ Any person(s) dissatisfied with the outcome of the complaint may initiate the following procedure:
 - if further action needs to be taken, a Dispute Resolution Form is required to be completed
 - this will be passed on to the Head of Student Support Services
 - On receipt of this, the Head of Student Support Services will convene a panel to hear the complaint.
 - The student will be given an opportunity to present their case to the committee and may be accompanied by a support person/parent/carer
 - The committee will make a decision on the complaint and communicate its decision on the complaint to all parties within five working days of making its decision
 - If a student is still not satisfied, the Principal will refer them to the Queensland Studies Authority appeals and complaint process
<https://www.qcaa.qld.edu.au/senior/vet/appeals-complaints-enforcement>

Confidentiality

Information about a student, except as required by law or as required under the [VET Quality Framework](#), is not disclosed without the student's written permission and that of their parent/carer if the student is under 18 and not independent. TSA Independent School will ensure that we have consent from each VET student. Every VET student will complete a Privacy Consent Form and Notice as part of your enrolment process

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives you access to your USI account. A USI will allow your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results from all providers including all completed training units and qualifications.

The USI will make it easier for you to find and collate your VET achievements into a single document. It will also mean your VET records are not lost. This USI is available on line and at no cost to students. Click on the USI link below for further information, to apply for a USI, to find your USI, to change your password and to access your training records.

Attachments

[Application Form](#)

[Privacy Consent Form and Notice](#)

[Unique Student Identifier Process \(USI\)](#)