

Tully State High School

National RTO Provider No. 30448



VET

Student Handbook

Introduction

Welcome to Vocational Education and Training (VET) at Tully State High School. Vocational Education and Training (VET) provides a pathway to develop skills that are relevant to work.

The purpose of this handbook is to provide VET students with information about the VET qualifications offered. It also outlines your rights and responsibilities as a VET student studying at Tully State High School. You may need to refer to this handbook throughout your period of enrolment. Policies and procedures covered in this handbook ensure that you are treated fairly and equitably. If there is anything you do not understand, clarify with your teacher. This handbook is part of our compliance obligations, but more importantly, it guarantees that learners are provided with information that supports and enhances their educational outcomes. You should refer to this handbook throughout your enrolment, as it contains key information.

Tully State High School endeavours that courses offered will be fully delivered. If in the event that due to compliance a course needs to be withdrawn from the timetable, fair and reasonable efforts will be taken to organise an alternate Registered Training Organisation (RTO) to deliver the course.

Tully State High School (RTO 30448) is an RTO and is able to deliver and assess Nationally Recognised Qualifications under the Australian Qualification Framework (AQF). Information about Tully State High School as an RTO can be accessed at:

www.training.gov.au

Disclaimer

This VET Student Handbook contains information that is correct at the time of collation. Changes to legislation and/or Tully SHS policy may impact on the currency of information included.

About Us

Tully State High School has been operating as an RTO for many years. We are committed to quality, customer service and compliance.

Tully State High School offers quality training services to Tully State High School students only (Years 11-12).

Office Location and Contact Details:

Address : 59337 Bruce Highway
Tully Q 4854

Telephone : (07) 40 684 555

Email : info@tullyshs.eq.edu.au

Office Hours : 8:00 am – 4:00 pm
Monday – Friday (School Days)

RTO CEO

Name : Helen Carne

Position : Principal

Email : hcarn2@eq.edu.au

RTO Manager

Name : Robyn Sloan-Orlandi

Position : Head of Senior Secondary

Email : rsloa5@eq.edu.au

Vocational Education and Training

National Training Packages

Training packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A training package and the qualifications contained within it are statements about what a person is competent to do in a workplace.

National Training Packages are developed by industry through the national Skills Council and involve consultation with industry to make sure they meet industry and enterprise needs. As an RTO, Tully State High School uses training packages as the basis for developing training programs in specific areas.

A training program is a structured approach to the development and attainment of competencies for a particular qualification. Core and elective units are delivered and assessed to comply with the training package requirements.

Competency Based Training

Competency standards are used to describe what industry accepts as effective performance in the workplace. This includes the knowledge, skills and attitudes needed to do a job. These standards are divided into units of competency that match specific activities performed in the workplace.

Each unit of competency is broken down into elements and performance criteria.

These are what assessors use when using to determine if a student is 'competent' or 'not yet competent'.

Being 'competent' means that a student can:

- Perform the job or specific task
- Understand why it should be done in a certain way
- Manage different tasks simultaneously
- Deal with everyday problems that may occur
- Understand and comply with workplace policies and procedures
- Work effectively with others in a team or workplace
- Perform tasks consistently and regularly

National Recognition

Tully State High School recognises and accepts qualifications and statements of attainment issued by other RTOs. Students who can provide documentation of previous nationally recognised training should request a Credit Transfer or RPL (Recognition of Prior Learning). This may mean that you will have fewer units of competence to complete in order to fulfil the requirements of a qualification.

Credit Transfer is a process whereby an RTO formally 'credits' qualifications and statements of attainment issued by other RTOs to a course of study. If you have completed or partially completed another qualification, please speak to your teacher about the possibility of prior competency being recognised.

Recognition of Prior Learning (RPL) is a formal process whereby an RTO evaluates your life and work experience against the qualification or course of study enrolled in, thus potentially eliminating the need to undertake some units of competence.

Sufficient evidence to demonstrate competency in each performance criteria and the responsibility for providing proof lies entirely up to the student. Evidence could include: performance appraisals, work samples, employer and/or customer letters, written and/or oral responses to questions.

Discuss this option with your teacher.

Vocational Placement is where a student is placed in a workplace to receive practical training and experience, as part of a training program. Vocational placement complements structured training. Assessment of competence in the workplace is a requirement of a vocational placement.

It is a valuable experience for students to practice skills in a 'real' workplace environment and develop confidence. Additionally, it is recognisable on a resume.

Enrolment Information

Tully State High School Scope of Registration

Qualification Code	Qualification Name	Delivery	QCE Points
SIT20322	Certificate II in Hospitality	Years 11-12	4
ACH21216	Certificate II in Rural Operations	Years 11-12	4

Pre-enrolment Information

Information is provided through a variety of platforms prior to enrolment.

- Heads of Departments and Teachers
- Wellbeing lessons – career lessons
- Information Evening – Term 3
- Year 10 Subject Information
- Years 11-12 Subject Information
- Year 10 SET PLAN Interview
- Guidance Officer – if required
- Enrolment interview with Deputy Principal (for new students)

Tully SHS must be compliant to deliver VET qualifications. If the School is unable to meet the requirements (e.g., Qualified teacher, appropriate resources) the qualification may be withdrawn from subject selection. A course may not be delivered if there are not adequate student numbers selecting the subject. The School will endeavour to support students to consider an alternate subject choice if a subject is withdrawn from the timetable.

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference made up of numbers and/or letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the national Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET Course that is completed from 1st January 2015.

Enrolment Details

If any of your personal details change during the training, inform administration staff immediately.

Fees and Refund Policy

Tully State High School does not charge students a fee for VET services, a flat Resource Scheme Fee applies that covers all enrolled subjects. This information is provided to parents/caregivers. Invoices are sent at the start of the school year or on enrolment. Students with outstanding fees may not be eligible to enrol in high consumable subjects.

If a student leaves Tully State High School, fees are reviewed and adjustments made and where required, a refund may be provided.

A student with outstanding fees may not be issued a certificate or statement of attainment.

For further fee information refer queries to BM (Business Manager)

Mrs Emmy Sommerfeld.

Teaching and Assessment

Trainers and Assessors (Teachers)

Tully State High School engages staff with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the qualification offered. Trainers and Assessors are registered teachers with Education Queensland. In addition, teachers regularly undertake professional development and vocational placement in their industry to retain currency and credibility.

Learning Environment

Tully State High School has adequate facilities, equipment and training materials to deliver qualifications of Scope of Registration. Simulated work environments are required for some delivery methods to ensure student success.

Language, Literacy and Numeracy

VET qualifications have embedded units of competency from a Training Package. Vocational literacy and numeracy elements are incorporated in delivery of qualifications.

If additional support is required there is a range of staff that can assist.

- Your teacher
- Head of Department for relevant qualification
- CEC – Community Educational Counsellor
- Senior Secondary Support Teacher – Ms Bromley
- Inclusive Curriculum Department

Tully SHS services are socially inclusive educational environments that provide empowering pathways for young people.

Tully SHS is justice focused, inclusive and creates supportive learning environment which encourages young people to reach their maximum potential.

Support Services

The following support services are available:

Learning support

- Learning support is available for all enrolled learners with literacy and numeracy difficulties.

Academic support

- Tully SHS can offer support for students with difficulties in their training and formulate alternatives if personal situations impact on learning.

Disability services

- Tully SHS provides support services and advice for learners with a disability.

Career support and school to work transition

- Career and Transition support is available to provide support for learners seeking employment.

Indigenous student support

- Indigenous student support officer is available to provide study support to Aboriginal and Torres Strait Islander learners.

Language learning support

- Tully SHS provides support for people from non-English speaking backgrounds.

Positive Behaviour for Learners

Tully SHS has a detailed policy. Elements of this is reinforced frequently to students.

Assessment

The purpose of assessment is to collect evidence about student knowledge and skills and compare it to a set of industry standards. This comparison will result in a 'satisfactory' or 'not satisfactory' outcome for an individual assessment task. If you are deemed 'not satisfactory', your assessor will discuss what you can do to show further evidence to become satisfactory.

Competency Based Assessment

Tully State High School complies with assessment guidelines from the relevant training packages. Assessment is competency based.

Assessment (of a competency) – 'means the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant endorsed industry/enterprise competency standards of a Training Package or by the learning outcomes of a VET accredited course.'

Essentially, to be deemed competent, a student needs to be able to show evidence of their knowledge and skill, to industry standard.

Principles of Assessment

The delivery and assessment of VET courses are designed to promote valid, reliable, flexible and fair assessment that is also informative in its context and purpose.

This means that:

1. Students will be given clear and timely information on assessment, including:
 - Assessment methods
 - Assessment procedures
 - Performance criteria against which they will be assessed
 - Appropriate feedback
 - Mechanism for appeal
2. Sufficient evidence will be gathered to enable a fair and accurate judgement.
3. Assessment methods will cater for the language, literacy and numeracy needs of students.
4. Reasonable adjustments will be made to ensure equity for all students, while maintaining the integrity of the assessment outcomes as stated in the Training Package.
5. Opportunities for feedback and review via surveys of all aspects of assessment will be provided to students.
6. Appeal against assessment processes and decisions are available to students.

7. All students have access to reassessment if not yet competent or a teacher requires further evidence.

Recognition of Prior Learning (RPL)

Your prior knowledge and skills may help you gain competency quicker. You will need to provide evidence that you can already do these tasks. You may need to perform a 'skills test' to support your claim.

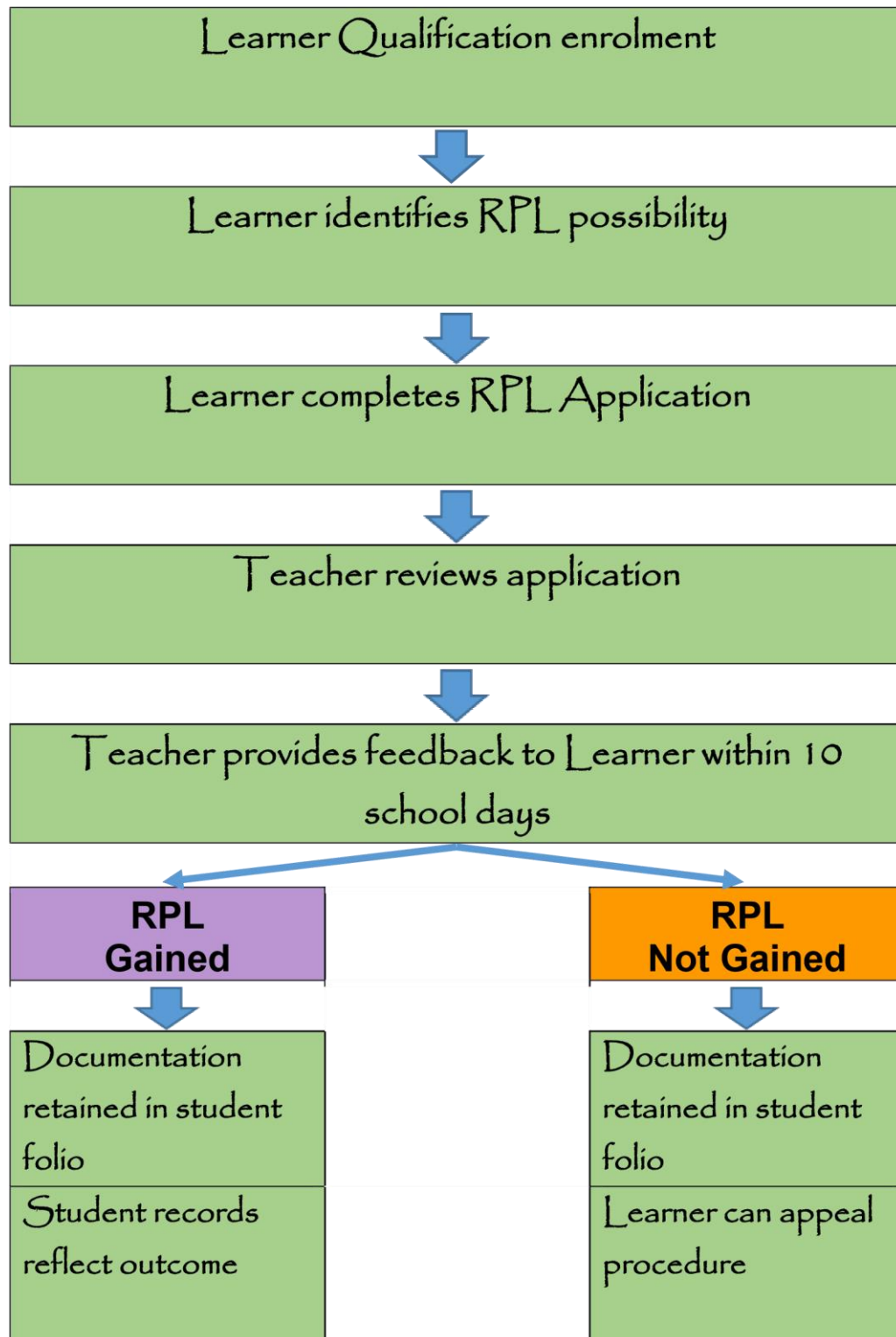
If you consider that you have sound reasons to apply for RPL ask your teacher to guide you through the process.

1. Discuss the RPL process with your teacher.
2. Ensure that you understand the process, including the appeals process.
3. Collect evidence of your prior learning from a variety of sources. Evidence may include:
 - a. Letters or testimonials from employers
 - b. Photographs, recorded footage
 - c. Awards, certificates and qualifications
4. Complete and submit the RPL Application Form.
5. Your application will be assessed within 10 school days.
6. Appeal process may be considered if you are unsuccessful.

NOTE:

If you have a Statement of Attainment from another Registered Training Organisation (RTO) for any units of competency which are the same as those in the qualification, you will be awarded credit. You are not required to complete an RPL process.

RPL Process



Complaints and Appeals

If you are dissatisfied with any aspect of your VET course you may make an official complaint or appeal.

Complaints may include:

- An administrative matter
- A person – student or teacher
- Delivery of the course
- Assessment results

Process

1. Discuss matter with your Teacher, Head of Department or Deputy Principal – Student Services.
2. If the matter is not resolved, complete a Complaint & Appeal Form.

Student Responsibility

- The onus is on the student to complete and submit assessments within the time specified by the trainer or to make alternative arrangements before the due date. Tully State High School has a clear Assessment Policy which aligns with this requirement.
- Always retain a copy of electronic assessment tasks.
- Keep track of your progress, when necessary discuss progress with your trainer.

Issuance of Certification

At the completion of a nationally recognised training program, a student will be issued either – Qualification Certificate OR Statement of Attainment (whichever is applicable).

This information will be issued within 30 days of the course completion.

It is important to keep this document in a safe place. If you misplace your original document, it can be reissued (a small fee may be incurred).

Appendix 1



RECOGNITION OF PRIOR LEARNING (RPL) APPLICATION

Learner Name	
Date	
Course	
Assessor	

Unit Code and Name	Evidence

Assessor's Comments/Recommendations:

☐ Granted ☐ Not Granted

Trainer & Assessor – Name and Signature: _____

Date: _____

HOD Comments/Recommendations: -

☐ Granted ☐ Not Granted

Name and Signature: _____

Date: _____

Office Use Checklist:

- ☐ Trainer & Assessor OR HOD to inform student
- ☐ Record on OneSchool in Contacts and attach scanned copy of RPL document
- ☐ RPL Document to be filed in student folio for qualification
- ☐ Update student profile if required

Appendix 2



APPEAL FORM

Confidential Document

Learner Name	
Date	
Course	
Assessor	

Reason for Appeal:

Please attach any additional information

Have you requested the assessor/s to reconsider their decision? Yes / No

Please note that the information that you provide on this form is 'personal information' pursuant to the Privacy Act 1998 ('the Act'). This information is being collected for the purposes of processing your appeal and keeping you informed of the progress and result of this appeal. The intended recipient of this information will be Tully State High School and its service providers. Please note that the provision of this information by you is voluntary. However, if you do not provide the information requested, Tully State High School may be unable to process your appeal. You have the right of access to, and alteration of, personal information concerning yourself held by Tully State High School in accordance with the Act.

Signature: _____

Office Use Checklist:

- ☐ Trainer & Assessor OR HOD to inform learner of outcome
- ☐ Record on OneSchool in Contacts and attach scanned copy of Appeal document
- ☐ Appeal Document to be filed in student folio for qualification
- ☐ Update student profile if required

Appendix 3



COMPLAINT FORM

Confidential Document

Learner Name	
Date	
Course	
Assessor	

Party/ies about whose conduct this complaint is made:

Complaint details:

Signature: _____

Office Use Checklist:

- ☐ Trainer & Assessor OR HOD to inform learner of outcome
- ☐ Record on OneSchool in Contacts and attach scanned copy of Complaint document
- ☐ Contact Parent/Caregiver and record in OneSchool Contacts