

Brisbane

Bayside

State

College



Brisbane Bayside State College

INDEPENDENT PUBLIC SCHOOL

**VET STUDENT
INDUCTION BOOKLET
2024**

February 2024

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1. Introduction

Congratulations on your decision to enrol in a nationally recognised vocational course!

This booklet and induction course will:

- Give you important information about VET (Vocational Education and Training)
- Explain your rights and responsibilities
- Explain policies and procedures in the College related to VET

If you have any questions ask your VET Teacher or visit the VET Manager/Senior Schooling HOD in Student Services Administration Block.

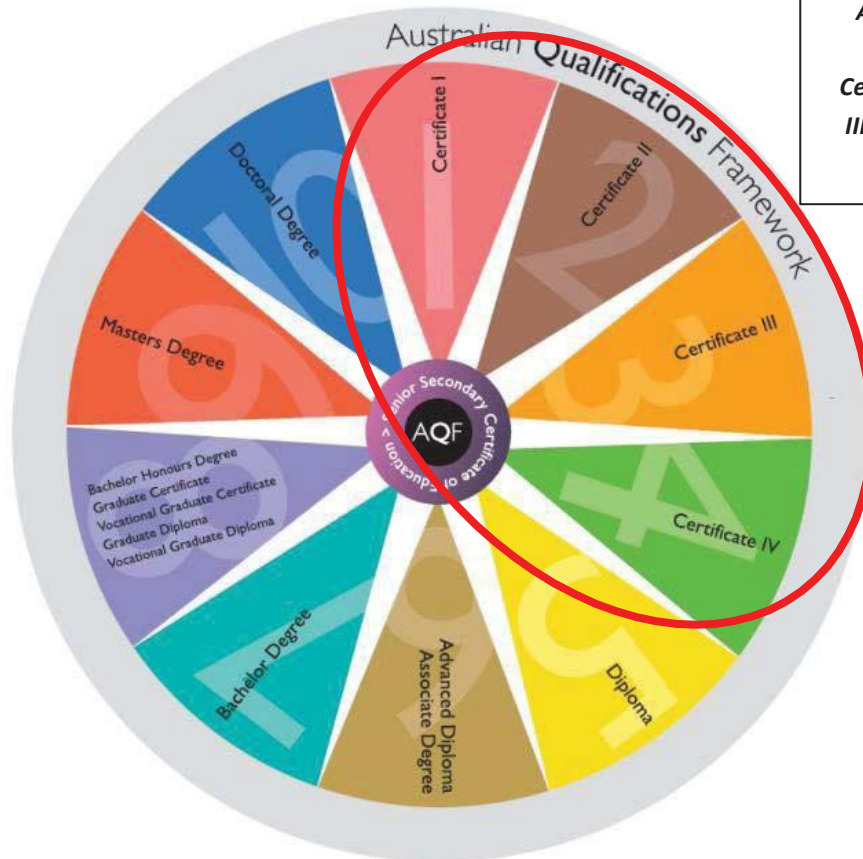
2. The AQF



- Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).
- There are 15 different types of qualifications that can be obtained.
- The VET Subjects you are enrolled in at BBSC will lead to a nationally recognised qualification –
 - a certificate – if all of the requirements of the qualification are completed or
 - a statement of attainment – for those parts that are successfully completed where the full qualification is not completed
- Where you see this logo the Registered Training Organisation (RTO) has been approved by ASQA (Australian Skills Quality Authority) to deliver VET Qualifications.



Schools Sector	Vocational Education and Training Sector Accreditation	Higher Education Sector Accreditation
Remember the senior secondary certificate of education is called the QCE in Queensland		<i>Doctoral Degree</i>
		<i>Masters Degree</i>
	<i>Vocational Graduate Diploma</i>	<i>Graduate Diploma</i>
	<i>Vocational Graduate Certificate</i>	<i>Graduate Certificate</i>
		<i>Bachelor Degree</i>
	<i>Advanced Diploma</i>	<i>Associate Degree, Advanced Diploma</i>
	<i>Diploma</i>	<i>Diploma</i>
<i>Senior Secondary Certificate of Education</i>	<i>Certificate IV</i>	
	<i>Certificate III</i>	
	<i>Certificate II</i>	
	<i>Certificate I</i>	



At school you will participate in Certificate I, II, III and IV programs.

Watch this video to get a taste of VET: <http://www.youtube.com/watch?v=3LhoV4OntpU>

(VCE is the equivalent of obtaining an ATAR for university in QLD)

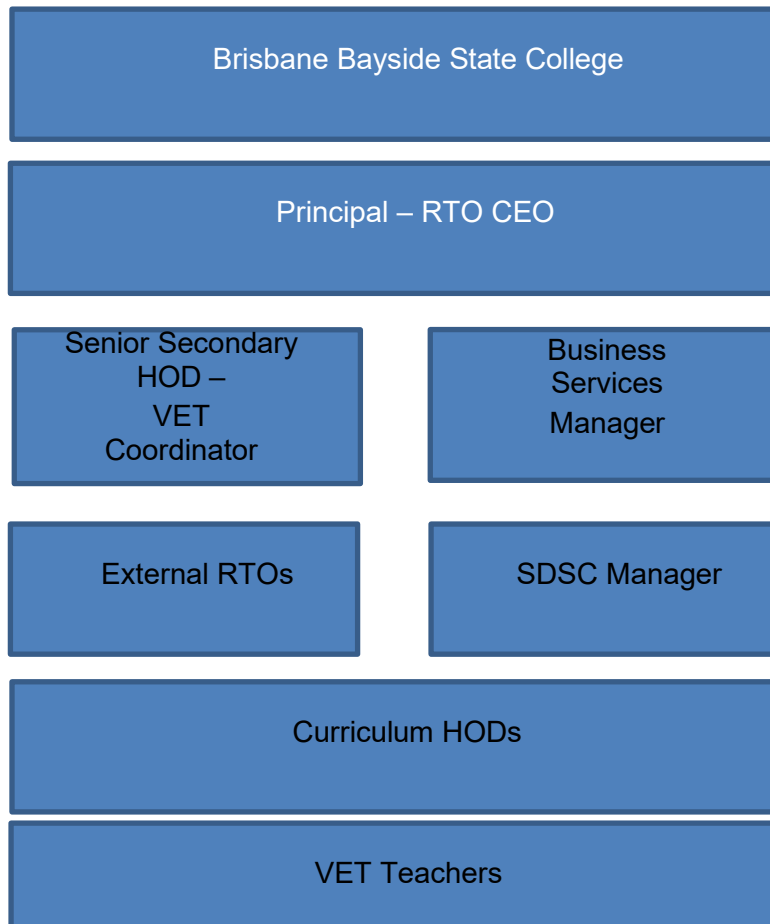
Why is this induction so important for VET Subjects?

There are many laws that schools and other RTOs must follow when teaching VET (as well as other subjects) in the College. BBSC will meet all legislative requirements of the:

- National VET Regulator Act 2012,
- Education (General Provisions) Act 1989,
- Education (General Provision) Regulation 2000,
- Vocational Education, Training and Employment Act 2000,
- Education (Work Experience) Act 1996,
- Vocational Education and Training Act 2000,
- Education (Overseas Students) Act 1996,
- Child Protection Act 1999,
- Commission for Children and Young People Act 2000,
- Workplace Health and Safety Act 1995,
- Anti-Discrimination Act 1991,
- Disability Services Act 1992,
- Freedom of Information Act 1992 and
- Privacy Act 2001

It is important that students know their rights and responsibilities in relation to VET.

3. Who is involved?



All BBSC and external Staff listed in this diagram are working to create an environment of access and equity and to provide quality training and assessment to you.

At times other BBSC staff will be involved to support you in relation to other issues during your enrolment in VET Subjects:

- SET Planning and Student Reviews
- Support, Welfare and Guidance
 - o DP SS, HOD SS, HOSES, Guidance Officer & Curriculum HODS
 - o Language, Literacy and Numeracy Support

4. Student subject selection and reviews

In Year 10 you participated in (or will soon participate in) an exploration of pathways and selected that enrolment in a VET course would help you achieve your long-term goals. This process allowed BBSC to establish educational plans and programs to meet the needs of our students.

Throughout the next two years both you and your teachers will have the opportunity to review your pathway, goals and achievement in subjects.

If you wish to change your pathway or subjects the decisions will be made in consultation with the DP SS, HOD SS, and the Curriculum HOD, your VET Teacher and your family or guardian.

If you wish to discuss your subject selection or a review of your current enrolment you must speak with your teacher first, then go and see the Senior Schooling HOD.

Certification & the Unique Student Identifier (USI)

It has become a Federal Government requirement that all people undergoing Vocational Educational Training (VET) must now apply for a USI (Unique Student Identifier). This includes all school students as well as adult learners.

<http://usi.gov.au/create-your-USI/Pages/default.aspx>

This process can only be completed online, and the school requires a USI for all students to present any Vocational Educational Training (VET) certificates. The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

Fees & Charges

BBSC provides fees and charges information during the Subject Selection process in Year 10.

Code of Practice

As a registered Training Organisation, BBSC has agreed to operate within the Principles and Standards of the Standards for Registered Training Organisations 2015. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations. The school is registered to deliver a range of VET programs under the direction of Queensland Curriculum and Assessment Authority (QCAA) and Department of Employment and Training (DET). The mission of the school as an RTO is to deliver quality training and assessment across a range of selected industry areas in accordance with the National Training Packages. BBSC reserves the right to amend the code of practice to suit the needs of training organisations as required. All amendments will be in accordance with legislation governing RTOs.

Access and Equity

All students will be informed of the requirements of the curriculum or National Training Packages. Our Access and Equity Policy ensures that student selection decisions comply with equal opportunity legislation.

The access and equity guidelines at BBSC are designed to remove barriers and obstacles so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects. Any matter relating to access and equity will be referred to the Senior Schooling HOD, as the designated Access and Equity Officer.

Access and equity guidelines will be implemented through the following strategies:

- The school curriculum, while limited by the available human and physical resources, will provide for a choice of VET subject/s for all students
- Links with other providers, such as TAFE Institutes will be considered where additional resources are required. Students seeking TAFE enrolments must apply for permission to the Senior Schooling HOD
 - stating the subject, they wish to enrol and the reasons for enrolment
- Access to school-based apprenticeships and traineeships may be available to students within appropriate parameters, such as the pool of available employers. All requests must be sought through the HOD Senior Schooling.
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I or II
- Access to industry specific VET programs will be available to all students regardless of gender or race.

Appropriately qualified staff will assess the extent to which the student is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Enrolment and Admission Procedures

Access to subjects with a VET outcome will be open to all students and will be offered according to viability of numbers and the availability of physical and human resources.

Courses with VET outcomes will be advertised to students through the 'Year 10 Subject Selection Handbook', and 'Senior Subject Selection Handbook'.

An enrolment form will be completed with personal details and special needs documented. The following details will be provided to students throughout their courses: -

- a course outline indicating units of work, units of competency, assessment requirements, materials and equipment required and a training plan.
- A VET Student Handbook will be issued and discussed in Term 1
- RPL processes, credit transfers and complaints & appeals procedures will be outlined
- the school's code of practice
- details relating to assessment and reporting procedures, vocational outcomes and opportunities, certification and support services
- the availability of credit transfers to further study, employment and traineeships/apprenticeships
- access to their personal records
- VET student consent form
- details of school-based traineeships and apprenticeships

ASQA has waived the requirement for schools seeking registration and renewal of registration with QCAA as delegate of ASQA, to submit to an assessment of financial viability. The waiver is granted on the grounds that the financial viability risk for Queensland 's secondary school is considered low.

Client Service

The school has sound management practices to ensure effective service to students. In particular, service standards ensure timely issue of student assessment results and qualifications. These will be appropriate to competencies achieved and issued in accordance with national guidelines.

The school's quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaints and Appeals Policy, an Access and Equity policy and Student Welfare and Guidance Services.

Where necessary, appropriate programs will be developed for those students' requiring literacy and/or numeracy support. Every opportunity will be taken to ensure that such programs are disseminated to, understood and valued by staff, students and parents. Information relating to all fees and charges, course content, assessment procedures and vocational outcomes will be outlined prior to enrolment.

The school RTO is committed to completing the outlined training and assessment once students have started

study in their chosen qualifications or courses from the course start date (including delivery by a third party on the school RTO's behalf).

Students who enter the course after the start date will have a negotiated package of units that will lead to a statement of attainment.

In the event that the school RTO is unable to complete delivery of training, the school RTO will, if possible, arrange for agreed training and assessment to be completed through another RTO (fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.

Language, Literacy and Numeracy Services

Language, literacy and numeracy assistance can be obtained from the course teacher. Where additional assistance is required, this can be requested from the SEP Unit via the course teacher

Recognition of Qualifications issued by another RTO

- a. The student will present a copy to the relevant HOD, who will bring this to the attention of the Senior Schooling HOD, for verification of authenticity. The verified copy of the qualification is placed in the student's file and the qualification is recorded on the QCAA Student Management system for possible use by the QCAA in issuing the QCE and Senior Statement.
- b. Once the qualification is verified, the Senior Schooling HOD will give the student exemption for the units of competency or modules identified in the qualification and update the student's records accordingly. The relevant VET Staff will be notified of this update.

RTO Assessments

At BBSC assessment within VET subjects will focus on the achievement of competencies and the assurance of either a Qualification or Statement of Attainment will be obtained within the scope of its registration.

An assessment task sheet ensures students are informed of the context and purpose of the assessment and assessment process.

Various assessment pieces should be developed in consultation with industry using the moderation and validation template. An accompanying criterion sheet/profile sheet showing evidence of judgements made about student achievement and feedback needs to be provided to the student in a timely manner.

The assessment process not only needs to comply with these principles, it must demonstrate equity and address the cultural, language, literacy and numeracy needs of participants.

Students are to be advised of the assessment methods, complaints, appeals and RPL processes prior to enrolment into a VET course.

Recognition of Prior Learning Policy

All VET students shall have access to, and be offered, Recognition of Prior Learning (RPL).

At the beginning of each course, the VET teacher will be responsible to ensure that the students are informed of the Recognition of Prior Learning procedure. RPL information and forms can be obtained from the Senior Schooling HOD. This information will also be included in the 'VET Student Handbook'. Teachers will remind students at the beginning of each new term and provide opportunities to engage in the RPL process.

When approached by a student seeking RPL, VET Staff will refer the student to the Senior Schooling. The Senior Schooling HOD will assist students in the following procedure:

1. provide the student with a copy of the 'RPL Student Application Form'
 2. provide the student with information about the types of evidence that can be used to support the 'RPL Student Application Form'
 3. the Senior Schooling HOD and relevant VET Staff member will make a prompt decision and notify students of the outcome of the RPL process
 4. the Senior Schooling HOD will kept all copies of RPL applications on file
 5. the relevant VET Staff member will update the students records if RPL is granted
 6. if the student is not happy with the outcome of the RPL process they can obtain a copy of the 'RPL - Student Appeals Form' from the Senior Schooling HOD
 7. the Senior Schooling HOD will look at each appeal on a case-by-case nature
- Each piece of evidence provided by the student must be:
 - Valid
 - Authentic
 - Current
 - Reliable
 - If the piece of evidence meets these 4 criteria, then it is a sufficient piece of evidence.
 - Even though a student may provide sufficient evidence which meets all of the criteria above, it does not automatically make the student competent overall

Flexible Learning and Assessment Procedures

Training and assessment materials are developed to accommodate class sizes, student needs, delivery methods and assessment requirements.

Assessment Validation - A Moderation Process

All teachers of a course will continually review, compare and evaluate the assessment processes, tools and evidence contributing to their judgements.

Resources

If, for whatever reason, the school cannot maintain the relevant resources to deliver the Training Package or course, the school will attempt to provide students with alternative opportunities to complete the course and the related qualification. The school retains the right to cancel the course if it is unable to meet requirements.

5. Qualification information

After you complete this VET INDUCTION your VET Teachers will provide you with Qualification specific information about:

- The course you are enrolled in,
- The topics you will be studying over the next two years, (Units of Competency)
- The assessment you will be required to complete,
- Additional requirements you need to fulfil the requirements of the course
 - ie Work Experience, Industry Visits, Volunteer Work etc
- Materials or resources you need to access
- Excursions or activities you need to participate in
- Costs involved in relation to materials, resources, excursions or activities

BBSC will provide the training, assessment and resources required for you to complete the VET Qualification as advertised during your Year 10 Subject Selection process and in the Senior Phase of Learning Subject Information Handbook.

Fees are charged per subject. These fees are advertised in the Subject Selection Handbooks each year.

Language, Literacy and Numeracy skills are embedded in the training and assessment for each Qualification. These are being delivered in the context of your industry or vocational area of study. If you need further assistance ensure you see your VET TEACHER, CURRICULUM HOD, VET MANAGER or HOSES.

Feedback is an important part of VET Subjects. At the end of every piece of assessment VET Teachers will ask you to complete a feedback sheet or questionnaire. At the end of every year all students will be asked to complete a Learner Questionnaire. You are also invited to provide informal feedback at any time to any staff member listed in the Organisational Structure. The information gathered by VET Teachers from this feedback will be used to continuously improve the training, assessment, resources and procedures in the VET subject and whole College VET program.

6. Competency based assessment

Competency based assessment is DIFFERENT from the criteria-based assessment you have experienced previously at school. To be successful in GAINING COMPETENCE you need to:

- demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace
- be able to transfer and apply skills and knowledge to new situations and environments

In most subjects you will have opportunity to complete assessment items a number of times in a semester or year. Results are marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Teachers will use the following codes when reporting at the end of term or semester.

- **WTC** for Working Towards Competency –

Final results will be recorded as either:

- **C** for Competent
- **CNA** for Competency Not Achieved

BBSC knows that it is important for students to get feedback about their work and assessment. To ensure you are provided with regular information about your participation and progress, VET Teachers will:

- Record your progress in a student profile in the classroom that you can access to monitor your achievements.
- Provide a list of the Units of Competency you have achieved to the RTO Manager each term.

The QCAA Student Management records are used at the end of Year 12 to determine your overall competency and achievement of the VET Qualification.

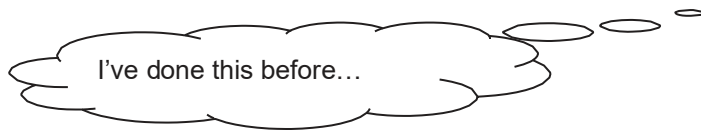
7. Assessment practices

Assessment principles at BBSC are designed to promote fairness and equity. This information is provided to fully inform you of the VET assessments and procedures at BBSC.

- You will be provided with the following information on the assessment cover sheets
 - assessment methods
 - assessment procedures
 - the criteria against which they will be assessed
 - when and how they will receive feedback
- You will have access to their profile sheets and will view these after each assessment items results have been updated
- Assessment will cater for the language, literacy and numeracy needs of students
- Any specific geographic, financial or social needs of students will be considered in the development and implementation of the assessment
- Reasonable adjustments will be made to the assessment items and strategy to ensure equity for all students, while maintaining the reliability of the assessment tools
- Teachers will provide feedback to you throughout and at the end of the assessment period
- You have the right to appeal a decision in relation to assessment.

8. Recognition of prior learning (RPL)

- x Have you completed parts of this qualification at another school or TAFE?
- x Have you completed work similar to what you are doing in class in a work place?



If the answer to either of these questions is YES then you could receive CREDIT for the knowledge and skills you have already demonstrated through a process called RECOGNITION OF PRIOR LEARNING.

The process involves you:

- Providing copies of certificates from other RTOs to the VET Manager
- Obtaining a statement from your employer detailing the period of your employment, your role as well as the duties and tasks your completed

The VET Manager and your Teacher will then review the evidence you have provided in relation to the Units of Competency and apply credit where relevant. If only partial competency is established the VET Teacher will create modified assessment tools or program that will suit the individual needs of the RPL student. The RPL form is available on QLearn, via your class Notebook or your teacher can provide you with one.

9. Student support

Within VET Subjects support is offered to students in many ways. Student Support also refers to providing access and equity to all students so that you will all have the opportunity to gain skills, knowledge and experience through access to VET subjects. All students at BBSC have the right to:

- Access the VET curriculum
- Achieve VET Qualifications they have been enrolled in
- Gain training and complete assessment that is of industry standard
- Experience a range of teaching and assessment methods
- Access partnerships with tertiary and industry groups
- Access support in relation to language, literacy and numeracy
- Feel valued and contribute from their culturally diverse backgrounds
- Be treated fairly in work placements
- Make a complaint or lodge an appeal.

10. Complaints and appeals

If you feel that you are dissatisfied with an aspect of the school's VET services you have the right to make a complaint or lodge an appeal. BBSC values student's views and will act in a fair, efficient and effective manner in relation to the concern. All formal complaints or appeals will be heard and decided within 15 working days of the receipt of the written complaint by the VET Manager.

To comply with VET Quality Framework and of the Standards for Registered Training Organisations (RTOs) 2015, it is the responsibility of Brisbane Bayside State College; RTO 30458 to ensure that complaints and appeals are managed by the school ensuring that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal.

1. All formal complaints or appeals will be heard and decided within 15 working days of the receipt of the written complaint by the school.
2. If the school RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.
3. If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.
4. All formal complaints or appeals will be heard and decided within 15 working days of the receipt of the written complaint by the school.
5. Any substantiated complaints, as well as the complaints and appeals policy, will be reviewed as part of the continuous improvement processes and appropriate corrective action taken to eliminate or mitigate the likelihood of reoccurrence.
6. The principal (as the chief executive officer) of the BBSC RTO 30458 is ultimately responsible for ensuring that the school RTO complies with the VQF. This includes the complaints and appeals policy and procedures.
7. The RTO Manager will keep a Register of Complaints which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.
8. Students with a complaint or appeal have access to both informal and formal procedures.

Scope

This policy and procedure covers:

- The RTO, its trainers, or other staff;
- A third-party providing services on the RTO's behalf, its trainers, assessors or other staff; and
- A learner of the RTO.

Complaints may be made regarding the conduct of the above parties, and appeals may be made for a review of decisions, including assessment decisions, made by the RTO or a third-party providing services on the RTO's behalf.

Definitions

The Standards for **Registered Training Organisations (RTOs) 2015** is a set of nationally agreed quality assurance arrangements for training and assessment services delivered by Registered Training Organisations (RTOs).

Procedures

Informal complaint

- The initial stage of any complaint shall be for the complainant to communicate directly with any operational representative of the school with whom they feel comfortable, e.g. any VET teacher; RTO Manager; Support Services Staff; member of Administration, who will present the complaint to RTO Manager. They will investigate, make a decision, report the outcome to all relevant parties and record the outcome of the complaint.
- Person(s) dissatisfied with the outcome of the complaint to the staff member may then advise the RTO Manager, they have decided proceed with a formal complaint or follow the appeal process
 - Person(s) dissatisfied with the outcome of the complaint may initiate a 'formal complaint' with the principal.

Formal complaint or appeal

- All formal complaints or appeals must be submitted in writing to the principal
- The complaint or appeal and its outcome shall be recorded in writing through a Complaints and Appeals Record Form the complaint or appeal and its outcome shall be recorded in writing through a Complaints and Appeals Record Form
- On receipt of a formal complaint or appeal the principal shall convene an independent panel to hear the complaint; this shall be the complaint and appeal "complaint committee"
- The complaint and appeal committee shall not have had previous involvement with the complaint or appeal, should include representatives of: the principal, teaching staff and an independent person
- The student shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- The relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation he relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- The complaint and appeal committee will make a decision on the complaint, the complaint and appeal committee will make a decision on the complaint
- The complaint and appeal committee will communicate its decision on the complaint to all parties in writing within five working days of making its decision, the complaint and appeal committee will communicate its decision on the complaint to all parties in writing within five working days of making its decision.
- An appeal can be made to the school RTO to request a review of a decision, including assessment decisions.
- The school RTO will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If the school RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.
- If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested. Complaints or appeals should be directed to the principal as CEO of the school RTO.

The school uses the Complaints and Appeals Register as invaluable data about aspects of the school's operations that could be improved.

11. AQF Issuance and Replacement Policy

Background

Clause 3.1

The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

Clause 3.2

All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.

Clause 3.3

AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

Clause 3.4

Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.

Policy Statement

The College will have controls in place to ensure qualifications, statements of attainment and records of results are not issued unless the learner has completed all requirements. Certification will only be issued to learners after they have fully demonstrated competence and where evidence of this is in place.

To ensure credibility of qualifications the College will ensure it meets the requirements of the AQF Qualifications Issuance Policy and will include any additional information specific to the VET sector, as per Schedules Four and Five of the Standards.

Procedure

In accordance with the Standards a student is only issued with:

- a **Qualification** when they meet the training package requirements
- a **Statement of Attainment** when one or more units of competency are successfully completed.

Before a Testamur or Statement of Attainment is awarded, the RTO Manager/delegated representative will ensure that:

- The units of competency for the award have been completed and assessed as competent.
- The student's Unique Student Identifier has been verified, refer to Student Identifier Policy

Sufficient information is provided on a Testamur and or Statement of Attainment to ensure that the documentation can be authenticated and to reduce chances of fraudulent reproduction. To reduce fraudulent reproduction

- All certification will have an identification number that is unique to the course participant who completed the course.
- All certification will have the College's name, RTO code and Logo (pre-printed stationery)

- To ensure templates remain compliant and current, they will be regularly updated.

Electronic copies of course participant data will be maintained in OneSchool and back-ups maintained.

- The College will retain sufficient data to be able to reissue a qualification or statement of attainment for the 30-year period
- If the College ceases being an RTO, the College will provide this information to QCAA in digital form

Policy	Qualification	Statement of Attainment (SoA)	Timeframe	Records
A student is only issued with: <ul style="list-style-type: none"> • a Qualification when they meet the training package requirements • a Statement of Attainment when one or more units of competency are successfully completed. 	Issue an AQF certificate and record of results if the qualification in which the student is enrolled is successfully completed.	Issue an SoA if the qualification in which the student is enrolled is partially completed.	Issue certification documentation to a student within 30 calendar days of all conditions for issuance being met.	Maintain sufficiently detailed records capable of identifying the student, type of certification (Certificate or SoA), qualification, award/attainment date and issuance date.
Conditions for issuance				
Unique Student Identifier (USI)	Fees and exemptions	Verification	Templates	Replacement
<ul style="list-style-type: none"> • A USI must be held prior to issuance. • The USI must be verified by the RTO using the USI Registry System website. 	<ul style="list-style-type: none"> • Any agreed student fees have been paid. • Certification may be issued on sighting confirmation that a student has been granted an exemption issued by the USI Registrar. 	<ul style="list-style-type: none"> • AVETMISS-compliant data that supports issuing of certification. • Data held in the QCAA provided AVETMISS-compliant student management system. 	Certification documentation is based on templates compliant with Schedules 4 and 5 of the Standards and the AQF. Templates include the RTO's measures to reduce fraudulent reproduction.	A certification documentation replacement policy and procedure is in place

When issuing a certificate/statement the following procedure will be followed:

1. The Trainer/Assessor will complete a Student Completion Record for students who have completed their course, exited the qualification early or left the College. The Student Completion Record will indicate any completed or partially completed qualifications.
2. The Trainer/Assessor will forward the Student Completion Record to the RTO Manager who will update QCAA SM records.
3. The RTO manager will provide the Course Completion record to the Deputy of Senior Schooling to Issue Certificate or Statement of Attainment in OneSchool.
4. Deputy of Senior School provides Certificate or Statement of Attainment to Administration Officer for printing.
5. Student is given the Certificate or Statement of Attainment in person or via mail.

Replacement Qualifications

For certificates/statements of attainment issued by the college, the College will provide replacement copies of issued qualifications to students and past students.

Policy	Verification	Records	Templates	Replacement
On request the RTO permits replacement of AQF certification documentation it has issued in the previous 30 years.	Verify the identity of the applicant (name, address, date of birth) based on suitable proof of identity documents.	Confirm details of certification to be replaced using records from the AVETMISS-compliant student management system provided by QCAA.	Issued certification documentation is based on templates that meet the requirements of Schedules 4 and 5 of the Standards and the AQF.	The replacement certification documentation shows the current Principal's signature and the original award/attainment date.

Requests for a replacement qualification or statement of attainment (within the 30-year period) are processed as follows:

- Requests for a replacement qualifications or statements of attainment can be in writing (emails acceptable) or via telephone from the student or past student of the College.
- The request will be forwarded to the RTO Manager for verification and confirmation
- The Senior Schooling Deputy will re-issue replacement qualifications and statements of attainment as per the original details in the register through OneSchool.
- There is no cost for replacement copies.
- The replacement qualification will identify that it is a re-issued version
- The replacement qualification will be issued within 14 working days of receipt of written/verbal request.

Issuance requirements

All AQF documentation:

- must be printed using the RTO-approved templates and school certificate stationery
- must not include student USIs
- must be issued to students by mail or in person within 30 days of the award/attainment or issuance date
- must include the following fraud prevention measures:
 - o document number

Records of issuance must be retained for reprinting, archive and audit purposes for a period of 30 years.

Certificate template includes:

- the RTO name, code and logo
- the qualification code and title
- the NRT logo, as per NRT logo requirements
- either the AQF logo or the statement: 'This qualification is recognised within the Australian Qualifications Framework.'

Record of results

Records of Results template includes:

- the RTO name, code and logo
- the mandatory title 'Record of Results'
- the qualification code and title
- where relevant, the Record of Results mandatory statement: 'These units/modules have been delivered and *assessed in* [insert language]' is used and only required if assessed in another language
- does not include the NRT or AQF logos.

Statement of Attainment (SoA)

SoA templates include:

- the RTO name, code and logo
- the mandatory statement: 'These competencies form part of [code and title of qualification/course]'
- the mandatory statement: 'A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.'
- where relevant, the mandatory statement 'These units/modules have been delivered and assessed in [insert language]' followed by a listing of relevant units/modules (only required if assessed in another language).

12. Student agreement

Now that you have completed the VET Student Induction you are required to complete a VET Student Acknowledgement Register. What do I need to do?

- Write your name and USI number
- Write which VET Subjects you are doing at BBSC
- Think of any extra questions you want to ask your VET Teacher and do that now



Sign the form in the STUDENT section.

RECOGNITION OF PRIOR LEARNING (RPL) – APPLICATION

When submitting this application, you (student) will need to provide adequate evidence that you have demonstrated competence in this area within the workplace. Any relevant documents/evidence that you can provide, along with this application will improve your chance of a successful outcome. All sections of this form must be completed sufficiently and correctly.

Student Name: _____ Certificate Code/Title: _____ / _____

Unit of competency (for request for RPL): _____

Part A – Employer assessment of student	Part B – Trainer/Assessor assessment of RPL application	
<p>Overall please indicate which level of competence you believe the student demonstrates. Please complete marking criteria before making this judgement.</p> <p><input type="checkbox"/> Highly competent (highly skilled) OR</p> <p><input type="checkbox"/> Competent (Adequately skilled) OR</p> <p><input type="checkbox"/> Working towards competent (More work on skills required)</p>	<p>Evidence provided by student is:</p> <p><input type="checkbox"/> Authentic</p> <p><input type="checkbox"/> Valid</p> <p><input type="checkbox"/> Current</p> <p><input type="checkbox"/> Reliable</p>	<p>Documents provided:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Comments from employer:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature of employer: _____</p> <p>Date: ____/____/____</p>	<p>Name of Trainer/Assessor: _____</p> <p>Date of RPL assessment: ____/____/____</p> <p>Signature of Trainer/Assessor: _____</p> <p>Outcome of RPL:</p> <p><input type="checkbox"/> Sufficient Evidence Towards Competency</p> <p><input type="checkbox"/> Insufficient Evidence Towards Competency</p>	

Part C: Student Self Reflection Questions

1. Can I do all the work tasks and activities that are covered by the units of competency? (explain)

2. If not, what parts do I have difficulty with and would benefit from further training? (explain)

3. Do I know and understand all of the things I need to carry out the workplace activities? (explain)

4. Are there any gaps in my knowledge and understanding where I would benefit from some additional training? (explain)

5. What evidence do I have to support my application for RPL?

Part D: Feedback from Trainer/Assessor to student regarding RPL
