



**RTO 45567**

# **VOCATIONAL EDUCATION & TRAINING HANDBOOK 2024**



Information in this section is correct at time of publication but subject to change.

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## PURPOSE OF THE VET STUDENT HANDBOOK

This handbook has been written to provide VET students with important information about the VET programs offered by Faith Christian School of Distance Education, as well as provide information about your rights and responsibilities as a VET student.

This handbook provides you with the information you will need during your Vocational Education and Training course of study. Please make sure you have ongoing access to this manual as you will need to refer to it throughout your course. Each VET course will issue individual learning and assessment plans informing you of the requirements of each VET subject. Should you have any problems or queries, please contact your VET teacher or the Manager of Vocational Education & Training.

This handbook is available electronically via email. Please see your VET Teacher if you require an electronic copy.

## VET STUDENT INDUCTION PROCEDURES

Each subject area is responsible for student induction.

At the beginning of the year, all VET students will receive an induction in the form of direct instruction and electronic access to a copy of this handbook. VET teachers will also ensure that students are informed about assessment and the specific competencies covered. During this induction, students will be reminded about College Work Health and Safety procedures.

The college will provide student information and induction to each student before enrolment on Student Data Capture System (SDCS)/Student Management Application (SMA) for a course. This will include:

- The Australian quality framework (AQF).
- Unique student identifier (USI).
- Student selection and enrolment procedures.
- Course information.
- Fees and charges.
- Language, literacy and numeracy assistance.
- Student support, welfare and guidance services.
- Flexible learning, reasonable adjustment and assessment procedures.
- RTO complaints and appeals procedures.
- Disciplinary procedures.
- Access and equity policy.
- Staff responsibilities for access and equity.
- Recognition of prior learning (RPL).
- Credit transfer.

- Significant legislation.
- Access to records.

## Class Attendance

Scheduled classes *are a normal expectation* of a VET Student in order to interact with the trainer and other students. Classes are recorded as a revision tool only and *are a poor substitute* for attendance. *Non-attendance is likely to reduce the final result of the course.* Please check the course information page to check if your course has compulsory intensives that all students must attend. When intensives are listed at a location it is the parents responsibility to deliver and pick up your student from the selected location."

## THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

In Australia we have a national qualifications framework called the Australian Qualification Framework (AQF). This framework governs the different types of qualifications that all Australian students can attain.

There are 12 different types of qualifications students can obtain and are shown below.

AQF Qualifications by Education Sector		
Senior Schools Sector	Vocational Education and Training Sector (e.g. TAFE, Private RTOs)	Higher Education Sector (e.g. Universities)
		Doctoral Degree
		Masters Degree
		Graduate Diploma
		Graduate Certificate
		Bachelor Degree
	Advanced Diploma	Advanced Diploma
	Diploma	Diploma
	Certificate IV	
Certificate III	Certificate III	
Certificate II	Certificate II	
Certificate I	Certificate I	
Senior Secondary Certificate of Education (QCE)		

All VET programs at Faith Christian School of Distance Education form part of this national framework and can lead to nationally recognised qualifications. If you complete all the requirements of the VET qualification you are enrolled in, you will receive a nationally recognised certificate; or statement of attainment for those modules that you do successfully complete.

## UNIQUE STUDENT IDENTIFIER (USI)

Student Identifiers Act 2014 – This new initiative was implemented on the 1<sup>st</sup> January 2015. A Unique Student Identifier (USI) is a reference number made up on numbers and 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 their training results from all providers including all completed training units and qualifications. Further information of the USI can be obtained at [www.usi.gov.au](http://www.usi.gov.au).

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 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 1<sup>st</sup> January 2015. Further information on the USI can be obtained at [www.usi.gov.au](http://www.usi.gov.au).

As part of your enrolment process for vocational training courses with Faith Christian School of Distance Education, Permissions that will allow the RTO to organise your USI for you. It is compulsory that you must have a USI prior to the completion of the enrolment process.

## VET CERTIFIED COURSES

Faith Christian School of Distance Education is a Registered Training Organisation (RTO) number **45567**. The College can offer a range of nationally accredited certificates as part of the school curriculum. All Certificate courses offered at Faith Christian School of Distance Education incur a current fee of \$200.00 for students. The certificates described may change as new Training packages come into effect.

All students will be issued with a Certificate within 30 days of completing the course. Any eligible student who leaves from Faith Christian School of Distance Education and has incomplete units will be issued a Statement of Attainment within 30 days.

Faith Christian School of Distance Education offers the following qualifications:

Code	Title	Estimated Duration
CUA41220	Certificate IV Screen & Media	1 Year

ICT30120	Certificate III in Information, Digital Media & Technology	1 Year
CUA31020	Certificate III in Screen and Media	1 Year
10741NAT	Certificate III in Christian Ministry and Theology	1 Year
BSB30120	Certificate III in Business	1 Year
BSB30220	Certificate III in Entrepreneurship and New Business	1 Year
ICT20120	Certificate II in Applied Digital Technologies	1 Year
CHC22015	-Certificate II in Community Services	1 Year

## FEES AND CHARGES

Faith RTO keeps fees as affordable as possible. We charge a compulsory enrolment fee that is non refundable even if a student does not complete or leaves the school. We make these affordable so that students are able to use government funding for external courses

Students will have one month to change or withdraw from courses without being charged. The enrollment fee will be applied to all students for all courses after a month even if a student has not attended class or not logged into Learning at Faith.

If a student transferred to another course fees will be transferred to the new course.

Students will be offered to roll over to the following year. (except Year 12) If a student was enrolled at the start of the year they will need to pay a new enrolment fee. If a student was enrolled in semester 2 of a year they will not be charged an additional enrollment fee.

Certificate I Course \$100  
 Certificate II Courses \$200  
 Certificate III courses \$300  
 Certificate IV courses \$400

**Faith Christian School of Distance Education must have certain teachers and equipment to run VET courses. If the School loses access to these resources, the School will provide students with alternative opportunities to complete the course and the related qualification. Faith Christian School of Distance Education retains the right to cancel the course if it is unable to meet requirements.**

## LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

Language, literacy and numeracy assistance can be obtained from the course teacher.

## **STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES**

Students have access to vocational, educational and personal counselling through the student welfare team.

The key personnel are:

- Deputy Principal of Senior Secondary School.
- Manager of Vocational Education & Training.
- Learning Support Teachers.

Appointments can be arranged by contacting the RTO Administration Officer on 0435 560 940 or email: [mary-jane.dunnett@faith.qld.edu.au](mailto:mary-jane.dunnett@faith.qld.edu.au)

## **FLEXIBLE LEARNING AND ASSESSMENT**

Learning and assessment materials are developed to accommodate student needs, delivery methods and assessment requirements.

### **Training and Assessment Strategies Policy**

Training and assessment strategies will be developed for each qualification that is delivered and assessed. These strategies will be developed in consultation with industry and will be validated through the internal review procedures. These strategies will reflect the requirements of the relevant Training Package.

Faith Christian School of Distance Education has access to the staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate client numbers, client needs, delivery methods and assessment requirements.

Each teacher will maintain a student profile for each student and on completion of the program of study; an exit level will be awarded, based on the principles of assessment.

Elements of competency will be assessed and recorded once the teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, Recognition of Prior Learning (RPL). A master record detailing students' achievements of the units of competency is maintained at the school. This will record all elements and units of competency achieved. This will be held by the school and a certificate or statement of attainment will be issued to the student once they complete the program of study or within 30 days of exit.

### **Competency Based Assessment**

Competencies and modules studied at the school are part of accredited courses and National Training Packages. In order to be successful in gaining competency, students must demonstrate they have the necessary underpinning knowledge and can apply this in a practical way in a workplace setting to industry standard over a range of different contexts.

Assessment of competencies will be graded as either C for Competent or NYC for Not Yet Competent.

What does it mean to be competent? People are considered competent when they are able to apply their

knowledge and skills to complete work activities successfully in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

This means that when a student demonstrates a competency, they will not just demonstrate they can do a task on their own but must be able to demonstrate they can do it in a range of different circumstances, as outlined above. In most circumstances the student will be assessed using practical tasks in a simulated workplace and will be given full instruction on how the assessment will be conducted. The student may attempt the assessment multiple times, provided they have had an opportunity for retraining between assessments. Full explanations and feedback on results will be given to the student on the day of the assessment.

## TO COMPLAINTS AND APPEALS PROCEDURES

- Complaints and appeals are managed fairly, efficiently and effectively. Faith Christian School of Distance Education creates an environment where students and family members' views are valued. Any person wishing to make a complaint against the School, concerning its conduct as an RTO, or an appeal regarding an RTO decision, are encouraged to talk with the RTO Manager Mark Dunnett on 0478 196 193, who will set up a confidential meeting. If the matter cannot be addressed in this meeting a formal complaint will be created. Alternatively you can fill in the [RTO Complaints Form](#) or the [RTO Appeals Form](#)

### Complaints Procedure

- All formal complaints must be in writing and addressed to the Principal, as CEO of the RTO.
- On receipt of a written complaint:
- A written acknowledgement is sent to the complainant from the Principal (via admin support).
- The complaint is forwarded to the RTO Manager.
- The complaint will be entered into the RTO Complaints and Appeals Register.
- If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The Principal and/or the RTO Manager will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
- The complaints committee shall not have had previous involvement with the complaint and will include representatives of:
  - The Principal.
  - The teaching staff.
  - An independent person.
- The complainant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The relevant staff member, third party or student (as applicable) shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the complaint will be filed in the student files in Administration.
- If the processes fail to resolve the complaint, the individual making the complaint will have the



outcome reviewed (on request) by an appropriate party independent of the RTO.

- If the complainant is still not satisfied, the principal will refer them to the QCAA website for further information about making complaints ([www.qcaa.qld.edu.au/3141.html](http://www.qcaa.qld.edu.au/3141.html)).

**The root cause of any complaint will be included in the systematic monitoring and evaluation processes of the RTO so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of recurrence.**

**The root cause of any appeal will be included in the systematic monitoring and evaluation processes of Faith Christian School of Distance Education so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of recurrence.**

## **DISCIPLINARY PROCEDURES**

The same practices and protocols relevant for all students at Faith Christian School of Distance Education apply for the behaviour and work ethic of students involved in VET courses.

Appeal or mediation is available to students via teachers, or the RTO Manager.

## **ACCESS AND EQUITY**

Faith Christian School of Distance Education is committed to providing equal opportunity and promoting inclusive practices and processes and integrating the principles of access and equity in its policies and procedures.

The Access and Equity policy states how Faith Christian School of Distance Education will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation.

This policy relates to the provision of all education and support services by Faith Christian School of Distance Education to students. In addition, all staff and contractors employed or engaged by Faith Christian School of Distance Education are obliged to comply with this policy.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

Recognition of prior learning (RPL) is the process used to assess individuals' existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the College's RPL policy prior to enrolment in Faith Christian School of Distance Education Vet Courses. They are made aware of the RPL application form. As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them.

RPL applications will only be considered if the College's RPL application form is used. RPL applications must be submitted to the teacher of the qualification in the first instance.

### **RPL Procedure**

Students with an application for RPL have access to the following procedures:

- The Faith Christian School of Distance Education RPL application form must be used.
- All applications for RPL go to the teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions.
- The RPL and its outcome will be recorded in writing in the RPL register. Trainers and assessors/teachers dealing with the RPL application will provide feedback throughout the process to the student.
- The teacher responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The teacher handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The teacher will update the student records if RPL is granted, following consultation with the Head of Vocational Education & Training and Careers.
- The student will be made aware of any gaps in training as a result of the review of their application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

## **RPL Appeal Procedure**

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The Faith Christian School of Distance Education RPL appeal form must be used.
- All RPL appeal applications go to the Manager of Vocational Education & Training.
- The Coordinator will request from the VET teacher the original RPL application, including the documented evidence that supported the student's initial claim.
- The RPL appeal and its outcome will be recorded in writing in the RPL register. The Manager of Vocational Education & Training will provide feedback throughout the appeal process to the student.
- The Manager of Vocational Education & Training will make arrangements for the student's application to be re-assessed for RPL by another subject matter expert (VET Trainer and Assessor/Teacher) NOT involved in the original assessment.
- The appeal review will be conducted within 15 days of receipt of the RPL appeal form.
- The Manager of Vocational Education & Training will forward the original RPL application and the findings of the reassessment to the Principal to make the final decision.
- The outcome of the RPL appeal will be made available to the student.

Faith Christian School of Distance Education recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate policy and procedure regarding the credit transfer process for this, as outlined in the Recognition of Qualifications Issued by Other RTOs Policy.

## CREDIT TRANSFER

The college will recognise all AQF qualifications issued by any other RTO. The college will seek verification of the certification from the relevant RTO where there is some ambiguity.

### Procedure

- In the first VET class of the year, the teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the College. Teachers will remind students of this policy at the beginning of each new term.
- If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the manager of Vocational Education & Training.
- The Manager of Faith RTO, if required, will verify the authenticity of the qualification or statement.
- The verified copy of the qualification or statement will be forwarded to the RTO Administrator to enter credit transfer into The Student Management system and then placed in the student's file.
- The teacher will advise the student of the credit for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.

## SIGNIFICANT LEGISLATION

Faith Christian School of Distance Education complies with relevant Commonwealth, state or territory legislation and regulatory requirements that are relevant to its operations as an RTO and its scope of registration. These include:

- Commonwealth Legislation (available at <[www.comlaw.gov.au](http://www.comlaw.gov.au)>):
  - Copyright Act 1968.
  - Privacy Act 1988.
- State Legislation (available at <[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)>):
  - Anti-Discrimination Act 1991.
  - Child Protection Act 1999.
  - Vocational Education, Training and Employment Act 2000, Chapter 4: Vocational placement.
  - Vocational Education and Training (Commonwealth Powers) Act 2012.
  - Work Health and Safety Act 2011.

If students require any further information, please see the Manager of Vocational Education & Training.

## STUDENT AGREEMENT FORM

VET COURSE CODE AND TITLE:

As a VET student at Faith Christian School of Distance Education I will ensure I meet the following

- Agree that all submitted work was created by me and not by any other person.

- Complete the USI permission form so that the staff at Faith Christian school of Distance Education can create a USI for the student prior to the commencement in this course
- Have read and understood the information regarding VET courses on offer at Faith Christian school of Distance Education through the school website and/or VET handbook
- Can access and have knowledge of the Complaints and Appeals and Recognition of Prior Learning this will be available to all enrolled students through the New VET students Moodle page.
  
- (RPL) process regarding VET qualifications through the New Vet Students Moodle page that all students will have access to once enrolled.
  
- Complete all theoretical and practical components of my VET course. Practical components may include service periods, travel requirements, if I want to achieve the qualification
- Meet all deadlines regarding my work progress throughout the course or have my course enrolment reviewed with the VET Faculty
- Demonstrate a good work ethic and apply myself throughout the duration of my course and respect the equipment and environment
- Understand and comply with Workplace Health and Safety requirements as outlined by the VET teacher
- Will participate in any Work Placement that may be necessary to meet the requirements of the course.

I \_\_\_\_\_ have read the above requirements relating to the VET course/s and agree to abide by the instructions as outlined.

I HAVE READ THE VET COURSE STUDENT INFORMATION SHEET/S AND UNDERSTAND THAT IF I DO NOT FULFILL THE REQUIREMENTS AS OUTLINED IN THIS DOCUMENT, I WILL NOT BE SUCCESSFUL IN THE COMPLETION OF THE VET COURSE.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Privacy Notice

Under the *Data Provision Requirements 2012*, **Faith Christian School of Distance Education RTO** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational

Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by *[insert school RTO name]* for statistical, regulatory and research purposes. **Faith Christian School of Distance Education RTO** may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

**Personal information disclosed to NCVER may be used or disclosed for the following purposes:**

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).