SAINT MARY'S CATHOLIC COLLEGE

2021
VET STUDENT
HANDBOOK

NATIONAL PROVIDER NUMBER: 30486

TABLE OF CONTENTS

PURPOSE OF THE VET STUDENT HANDBOOK

This handbook has been written to provide VET students with important information about the VET programs offered by Saint Mary's Catholic College, as well as information about 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 department will issue individual learning and assessment plans informing you of the requirements of each VET subject. You will be asked to acknowledge on the VET Student Induction Checklist that that you have read and understood this handbook, so please take the time to read it carefully. Should you have any problems or queries, please contact your VET teacher or the VET Leader.

This handbook is available electronically. Please see your VET Teacher if you require a hard copy.

VET STUDENT INDUCTION PROCEDURES

Each subject area is responsible for student induction although a general annual induction will be conducted.

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.

General Induction topics include:

- Purpose of VET
- Australian Qualification Framework (AQF)
- Unique Student Identifier (USI)
- Student selection & enrolment
- Course information
- Fee & charges
- Language, Literacy and Numeracy assistance
- Student support
- RTO Complaints and Appeals procedure
- Access & Equity
- Recognition of Prior Learning (RPL)
- Credit transfer
- Access to Records
- Significant Legislation

VET teachers will ensure that all students complete and sign the VET Student Induction Checklist.

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 Saint Mary's Catholic College form part of this national framework and can lead to nationally recognised qualifications. If you complete all of 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 was implemented on the 1 January 2015. A Unique Student Identifier (USI) is a reference number made up of numbers and letters that give 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. Further information of the USI can be obtained at 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.

During the Year 10 SET Planning meetings, students and parents will complete a USI Permission Form and supply identification to the College to enable them to create, retrieve or verify a USI number on behalf of students selecting VET subjects in Years 11 and 12. If students enrol at different times, they will be asked to complete and sign a copy of the form. The students will be advised of their USI number by the USI Registry Office. The USI number is created, retrieved or verified by the Enrolments Secretary using the eMinerva system.

STUDENT SELECTION AND ENROLMENT PROCEDURES

Saint Mary's Catholic College is inclusive of all students regardless of gender, race, impairment, or any other factor. Enrolment at Saint Mary's Catholic College is processed through the main office.

All students will receive information about VET courses available in the College in Term 3 of Year 9 and Year 10. Subject Selection forms are part of the SET Plan procedure in Year 10 and are processed by the Student Administration Office.

COURSE INFORMATION – 2021

Below is a list of VET qualifications currently undertaken by students. All courses are Nationally Recognised Training Courses. VETiS funding is available if a student has not used the funding for a prior course.

VET Qualification	RTO & Code	Course/Resources Fee	
		Year 11	Year 12
MEM20413 Certificate II in Engineering Pathways	Saint Mary's Catholic College RTO Code 30486	$250	$250
CPC10111 Certificate I in Construction	Blue Dog Training RTO Code 31193	VETIS Funded if student is eligible + Material costs	
AHC21210 Certificate II in Rural Operations	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
VEE22011 Certificate II in Electrotechnology (Career start)	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
AUR20716 Certificate II in Automotive Vocational Preparation	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
SIT20316 Certificate II in Hospitality	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
SHB20216 Certificate II in Salon Assistant	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
AHC20116 Certificate II in Agriculture	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
CHC22015 Certificate II in Community Services	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
SIT20416 Certificate II in Kitchen Operations	TAFE RTO Code 0275	VETIS eligibility	VETIS eligibility
SIT20416/SIT30616 Certificate II in Kitchen Operations and Certificate III in Hospitality	TAFE RTO Code 0275	Partial VETIS eligibility	Partial VETIS eligibility
HLT23215/CHC22015 Certificate II in Health Services support and Certificate II in Community Services	Connect and Grow RTO Code 40518	VETIS eligibility	VETIS eligibility

COURSE ENROLMENT – 2021

VET enrolment forms will be provided on enrolment in a VET course at Saint Mary's Catholic College. All details requested are required to enable the College to provide your certification at the conclusion of your course. The VET enrolment form is available from the VET Leader and is situated on the College website.

FEES AND CHARGES

The College will issue refunds as per College policy.

Where the College enters into a partnership agreement with another RTO, the fees must be paid prior to the commencement of the course.

Students who enrol past the commencement of the school year will be charged student fees at a pro-rata rate for the duration of the school year. Students who leave school before the end of their school year will be entitled to a pro-rata refund based on the amount received and the period of the school year for which they were enrolled.

The College must have appropriate teachers and equipment to run VET courses. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification. The College 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. Where additional assistance is required this can be requested from the Inclusive Education Program/Learning Support area via 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:

- Secondary Technology Curriculum Leader- Ms Susan Mahoney
- Guidance Counsellor- Mr Graham Turnbull
- Indigenous Support Community Liaison – Ms Nikki Law
- P-12 Leader of Inclusive Education – Ms Louise Kennedy
- Head of Secondary – Mrs Mandy Sullivan

Appointments can be arranged through the Student Administration Office or directly with some personnel.

FLEXIBLE LEARNING AND ASSESSMENT

Learning and assessment materials are developed to accommodate class sizes, 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.

These strategies will identify target groups.

The College 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 a certification and record of results will be issued to students who have met the requirements of the vocational education and training qualification.

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' achievement of the units of competency is maintained at the school on the Student

Management Application. This will record all elements and units of competency achieved. This will be held by the College 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 College 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.

In most subjects, assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a subject profile sheet. This assists students to become competent as their skills improve.

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 to be 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.

Resources

The College has access to all relevant physical resources as outlined in the relevant Training Package or course. Staff are provided with the resources necessary to meet the human resource requirements of the relevant Training Package or course.

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

RTO COMPLAINTS AND APPEALS PROCEDURES

Complaints and appeals are managed fairly, efficiently, and effectively. Saint Mary's Catholic College creates an environment where clients' views are valued. Any person wishing to make a complaint against the College, concerning its conduct as an RTO, or an appeal regarding an RTO decision, shall have access to the Complaints and Appeals Procedure.

All formal complaints and appeals will be heard and decided on within 15 working days of receiving the written complaint or appeal. The designated person will keep a Complaints and Appeals Register which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

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 Vocational Education & Training Leader and 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 Head of Secondary 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)

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 reoccurrence.

Appeals Procedure

- All formal appeals must be in writing and addressed to the Principal, as CEO of the RTO
- On receipt of a written appeal:
  - A written acknowledgement is sent to the appellant from the Principal (via admin support)
  - The appeal is forwarded to the Vocational Education & Training Leader.
  - The appeal will be entered into the RTO Complaints and Appeals Register
- If the appeal is not finalised within 60 calendar days, the appellant 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 appeal 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 appeal, and will include representatives of:
  - The Principal
  - The teaching staff
  - An independent person
- The appellant 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, if 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 appeal will be filed in the student files in Administration
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the college
- If the appellant 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)

The root cause of any appeal will be included in the systematic monitoring and evaluation processes of Saint Mary's Catholic College so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

DISCIPLINARY PROCEDURES

The same practices and protocols relevant for all students at Saint Mary's Catholic College apply for the behaviour and work ethic of students involved in VET courses.

The policies are outlined in the Student Diary which is supplied to all students. The Code of Behaviour is also published in the Student Diary.

Appeal or mediation is available to students via teachers, the Guidance Officer, Curriculum Leaders or the Head of Secondary.

ACCESS AND EQUITY

Saint Mary's Catholic College 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 Saint Mary's Catholic College 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 Saint Mary's Catholic College to students. In addition, all staff and contractors employed or engaged by Saint Mary's Catholic College 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 Student Management. 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 Procedure

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

- The Saint Mary's Catholic College 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 Vocational Education & Training Leader & Head of Secondary
- 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 Saint Mary's Catholic College RPL appeal form must be used.
- All RPL appeal applications are go to the Vocational Education & Training Leader & Head of Secondary.
- The Head of Secondary 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 Head of Secondary will provide feedback throughout the appeal process to the student.
- The Head of Secondary 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 Head of Secondary will forward the original RPL application and the findings of the re-assessment to the Principal to make the final decision.
- The outcome of the RPL appeal will be made available to the student.

Saint Mary's Catholic College 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 VET Leader and RTO Manager.
- The RTO Manager, if required, will verify the authenticity of the qualification or statement.
- The verified copy of the qualification or statement will be forwarded to the Data Secretary to enter credit transfer into Student Management 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

Saint Mary's Catholic College 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>):
  - Copyright Act 1968.
  - Privacy Act 1988
  - Data Provision Requirements 2012
  - Students Identifiers Act 2014

- State Legislation (available at <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 Head of Secondary.

ACCESS TO RECORDS

There are occasions when it is necessary for the College to provide information about the student to another organisation (e.g. QCAA, the Department of Education, Skills and Employment, NCVER).

When enrolling students into a Brisbane Catholic Education school, parents/caregivers must complete and sign an Application for Enrolment form. By completing and submitting this application, parents/caregivers have confirmed their understanding of, and agreement to, details pertaining to the Brisbane Catholic Education Information Collection Notice. The disclosure of information section is as follows:

> **"The Disclosure of Information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education Schools, medical practitioners, people providing services to school, such as specialist visiting teachers and consultants."**

Students can view their own personal records by making a request to their VET subject teacher. An appointment will generally be made within three (3) working days of the request. The staff member will ensure that access is obtained to records. If the matter is not related to any one specific subject the student should approach the RTO Manager.

A record will be kept on the student's file to note that records have been accessed.

Privacy Notice

Under the *Data Provision Requirements 2012*, Saint Mary's Catholic College South Burnett is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Saint Mary's Catholic College South Burnett for statistical, administrative, regulatory and research purposes. Saint Mary's Catholic College South Burnett may disclose your personal information for these purposes to:
• Commonwealth and State or Territory government departments and authorised agencies; and
• NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
• populating authenticated VET transcripts;
• facilitating statistics and research relating to education, including surveys and data linkage;
• pre-populating RTO student enrolment forms;
• understanding how the VET market operates, for policy, workforce planning and consumer information; and
• administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Personal details

1. Enter your full name *

Family name (surname)	
Given names	

Name for encryption

*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year

Date of birth

3. Gender (Tick ONE box only)

Male	☐
Female	☐
Other	☐

Gender

4. Enter your contact details

Home phone _____   Work phone_____

Mobile_____   Email address_____

Alternative email address (optional)_____

Telephone number [home]
Telephone number [work]
Telephone number [mobile]
Email address
Email address [alternative]

5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

6. What is your postal address (if different from above)?

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Postal delivery information (e.g. PO Box 254)	
Suburb, locality or town	
State/territory	
Postcode	

Language and cultural diversity

7. In which country were you born?

Australia	☐ 1101
Other – please specify	

Country identifier

8. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	☐ 1201
Yes, other – please specify	

Language identifier

9. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	☐ 4	
Yes, Aboriginal	☐ 1	3 (yes to both)
Yes, Torres Strait Islander	☐ 2	

Indigenous status identifier

Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	☐ Y	
No	☐ N	**No – Go to question 12**

Disability flag

Created 18/1/21 Revision 18/1/22 v3

11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	☐ 11
Physical	☐ 12
Intellectual	☐ 13
Learning	☐ 14
Mental illness	☐ 15
Acquired brain impairment	☐ 16
Vision	☐ 17
Medical condition	☐ 18
Other	☐ 19

Disability type identifier

Schooling

12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	☐ 12
Year 11 or equivalent	☐ 11
Year 10 or equivalent	☐ 10

Highest school level completed identifier

13. Are you still enrolled in secondary or senior secondary education?

Yes ☐ Y

At school flag

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes	☐ Y	
No	☐ N	**No – go to question 16**

Prior educational achievement flag

15. If YES, tick ANY applicable boxes.

Certificate II	☐ 521
Certificate I	☐ 524

Employment

16. Of the following categories, which BEST describes your current employment status?
(**Tick ONE box only**)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Part-time employee	☐ 02
Employed – unpaid worker in a family business	☐ 05
Unemployed – seeking part-time work	☐ 07
Not employed – not seeking employment	☐ 08

Labour force status identifier

Study reason

17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	☐ 01
To get into another course of study	☐ 08
For personal interest or self-development	☐ 12
To get skills for community/voluntary work	☐ 13

Study reason identifier

Unique Student Identifier (USI)

From 1 January 2015, we Saint Mary's Catholic College, South Burnett can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

The following permissions relate to the Unique Student Identifier for you/your student:

- I give permission for Saint Mary's Catholic College, South Burnett as Registered Training Organisation to store my/my child's USI in Brisbane Catholic Education's School and Student Administration System.

- I acknowledge that Brisbane Catholic Education will be providing my/my child's USI to the Queensland Curriculum and Assessment Authority (QCAA) who will store the USI in their systems for the purposes of Certification including the issuing of Vocational Certificates and Statements of Attainment for Saint Mary's Catholic College, South Burnett and to report to the Australian Government on Vocational Outcomes.

Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faws/i-have-forgotten-my-usi/.

Unique Student Identifier (USI)

Unique student identifier

Please check the details provided are true and correct. Print out this form, sign and date on the lines below. Please ensure that your guardian/parent also checks and verifies the information provided.

_____
Student signature

_____
Signature of parent/guardian

_____
Date

_____
Date

APPENDIX 2 – RTO COMPLAINTS AND APPEALS FORM

Saint Mary's Catholic College South Burnett

RTO Complaints and Appeals Form

Complaints and Appeals Register No:

Student to complete and submit to the Principal

Student Name:		Home Class:		Year Level:
Address:				
			Post Code:	
Telephone:		**Date of Incident:**		
Course:		**Type of Incident:** □ **Complaint** □ **Appeal** □ **Assessment Appeal**		

Describe the nature of the complaint/appeal:

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……………………………………

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……………………………………

Describe any efforts made to resolve the issue:

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……………………………………

Student Signature:

APPENDIX 3 – STUDENT RPL APPLICATION FORM

Saint Mary's Catholic College South Burnett
Student RPL Application Form

This form must accompany your RPL application. The RPL application form has two parts. Part 1 is a cover sheet that you complete only once. Part 2 must be completed for each competency you want to RPL. For example, if you are applying for 3 units of competency to be RPL'd you complete Part 1 once and complete Part 2 three times, providing evidence for each competency you are submitting.

Refer to Saint Mary's Catholic College 'Recognition of Prior Learning (RPL) – AQTF Policy and Procedures' and seek assistance from your teacher to compete this form. The completed form and evidence must be given to your teacher who will pass it to the VET office to be recorded in the Saint Mary's Catholic College Student RPL/Appeals Register.

Part 1.

Student Information	
Surname:	First Name:
LUI Number:	Date of Birth:
Address:_____ _____ _____—__ _____	
Contact Telephone:	
Qualification Code: *e.g. BSB20170*	
Qualification Name: *e.g. Certificate II in Business*	
☐ I hereby certify that the information provided and the documentation attached are true and correct.	
Signed:	Date:

OFFICE USE ONLY	
Teacher:	
Date received from Student:	
Date Entered into RPL/Appeals Register:	
RPL/Appeals Register Number:	

APPENDIX 4 – STUDENT RPL APPLICATION/APPEALS REGISTER

Saint Mary's Catholic College South Burnett

Student RPL Application/Appeals Register

App. No.	Date Application/ Appeal Received	Student Name	LUI Number	Year Level	Teacher	Certificate	Units/Competencies	Evidence Provided	Outcome (C/NYC)	Date Advised Data Capture
	e.g. 10/10/11	Damien Smith	000111111	11	Gordon Mutch	LMF10102 – Certificate I in Furnishing	LMFCR0001A – Follow safe working policies and practices LMFCR0002A - Communicate in the workplace	Yes Yes	C C	10/10/11 10/10/11
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APPENDIX 5 – STUDENT RPL APPEALS FORM

Saint Mary's Catholic College South Burnett
Student RPL Appeals Form

The RPL Appeals application form has two parts. Part 1 is a cover sheet that you complete only once. Part 2 must be completed for each competency you want to include in your RPL appeal. For example, if you are appealing for 3 units of competency you complete Part 1 once and complete Part 2 three times, providing a summary of the reasons for your appeal, listing the additional information you will present as part of your appeal.

Refer to Saint Mary's Catholic College 'Recognition of Prior Learning (RPL) – AQTF Policy and Procedures' and seek assistance from your teacher to compete this form. The completed form and additional information must be given to your Teacher who will pass it to the College office to be recorded in Saint Mary's Catholic College Student RPL/Appeals Register.

Part 1.

Student Information	
Surname:	First Name:
LUI Number:	Date of Birth:
Address:_____	
Contact Telephone:	
Date of Original RPL Applications:	
Date of Lodgement of Appeal:	
Qualification Code: *E.g. BSB20107*	
Qualification Code: *E.g. Certificate II in Business*	
☐ I hereby certify that the information provided, and the documentation attached are true and correct.	
Signed:	Date:

OFFICE USE ONLY	
Teacher:	
Date received from Student:	
Date Entered into RPL/Appeals Register:	
RPL/Appeals Register Number:	