

Prescott College Southern

Vocational Education and Training (VET) Handbook





Prescott College Southern VET Program Student & Parent Information

Please retain this information sheet and return the attached form to the VET Coordinator

From the VET Coordinator.....

We are pleased to offer you the opportunity to participate in the Vocational Education & Training (VET) Program. Please spend some time with your parents/caregivers reading this information and completing the form attached.

Please note that registering your interest in this program DOES NOT guarantee that a placement is able to be made. To be accepted into a VET course is a privilege, not an expectation, so your application is based upon your grades, attitude towards learning, school attendance, and any other special consideration which is specific to your learning needs in Years 11 and 12.

VET courses are Vocational Education and Training courses that students can undertake as part of their secondary studies. These courses are typically delivered off campus and completion by the student provides credit towards a recognised VET qualification within the Australian Qualifications Framework. At Prescott College Southern, some students in Year 11 and Year 12 may undertake a VET course instead of one or two of the subjects we offer in our standard program. Universities may accept a completed Certificate III or higher as the fourth 20 Credit option for calculation of the ATAR for university entrance.

VET courses can be a valuable part of a student's secondary education but they are not the best option for all students. It is important for both students and parents to carefully consider the reasons for undertaking a VET course while at school.

As a VET course may require a student to be off campus, the student may miss lessons from the school subjects they are studying. This means that the student must have good organisational and time management skills and must be able to provide evidence of these skills, along with a consistent record of school attendance, to be considered for a VET pathway. It is the student's responsibility to catch up on work missed – they must approach their teachers for handouts and negotiate deadlines if they are absent on the day that assessment tasks are due.

A VET course might be a good choice if you satisfy each of the following:

- You have a clear idea about your career pathway, and the course is going to give you skills and a qualification towards your goal.
- You have a real talent and interest in that practical area.
- You have a consistent school attendance record.

PROGRAMS

Aged Care
Animal Studies
Automotive
Beauty Services
Business
Childcare
Community Services
Construction
Disabilities
Electro
Technology
Engineering
Filmmaking
Fitness
Game Design
Hair & Beauty
Hospitality
Info Technology
Plumbing
Signwriting
Tourism
Other...



- You are good at managing your time, staying organised, and learning independently. Students who do VET courses often miss many lessons in other subject areas and missed work needs to be completed in study time at school and at home.

You should think twice about doing a VET course if:

- You need to keep your options open by doing a range of school subjects or you intend to go to university after leaving school. In this case, more traditional school subjects might better suit your needs.
- You are considering a VET course because you think it will be easier or more interesting than a subject at school.
- You are using the VET course to see if you are interested in a particular career. There are other ways to “try out” career ideas without dropping school subjects and we can help you explore your options.

Of course, we understand that every student has different talents, aspirations, and goals for the future. We are committed to working with individual students and their families to assist them in developing their talents and achieving their goals.

The attached application form is designed to help us assess whether undertaking a VET course is the best option for your child. We ask parents to sign the application form also, to indicate that they are aware of their child’s interest to undertake a VET course.

Mr Phillip Hodges
VET Coordinator

Further Information.....

VET in the SACE

Vocational Education and Training (VET) is education and training that gives students skills and knowledge for work. VET operates through a national training system, and is delivered, assessed, and certified by Registered Training Organisations (RTOs).

The SACE is designed to give students increased flexibility, including greater opportunities to have diverse forms of learning and achievement recognised. The SACE enables students to include a significant amount of VET in their SACE studies. Students can gain recognition for up to 150 SACE credits at Stage 1 and/or Stage 2 for successfully completed VET.

These recognition arrangements help students to build coherent pathways in the SACE through VET, and encourage students to complete, or make significant progress towards completing, VET qualifications while completing the SACE.

SACE Credits

Students can gain SACE credits for the successful completion of VET qualifications or units of competency. A student will earn 10 SACE credits for the successful completion of 70 nominal hours of VET, up to the maximum number of credits allocated to each qualification, passed and completed.

A student will earn 5 SACE credits for the successful completion of 35 nominal hours of VET.

Students must be deemed ‘competent’ in a unit of competency to be awarded the appropriate SACE credits (i.e. ‘Academic Pass’ does not signify ‘competent’).

Recognition of VET at SACE Stage 1 and/or Stage 2

All VET qualifications or units of competency that make up a qualification, in the Australian Qualifications Framework (AQF) can contribute to the completion requirements of the SACE.



The SACE Board determines the SACE stage at which qualifications will be recognised in the SACE. In most cases a VET qualification (i.e. all the units of competency that make up the qualification) will be recognised at either Stage 1 or Stage 2.

However, specific units of competency from some Certificate II or Certificate III qualifications will be recognised at Stage 1, whereas other units of competency from the same qualifications will be recognised at Stage 2.

VET Recognition Register

The VET Recognition Register lists qualifications that

- are most commonly undertaken by students
- have been recommended for delivery by key stakeholders

For each qualification, the register shows the:

- maximum and minimum number of SACE credits that students can earn by completing the qualification
- SACE stage(s) at which SACE credits earned for the qualification will be recognised for SACE purposes

For further information please refer to the VET Recognition Register on the SACE Board website

(www.sace.sa.edu.au)

Number of VET Qualifications

Students can use a maximum of two qualifications at Certificate I level to gain credits towards the completion of the SACE. There is no limit to the number of qualifications at Certificate II level or higher that students can use to gain credits towards the completion of the SACE.

Achieving an 'Australian Tertiary Admission Rank' (ATAR) using VET

Universities may accept a completed Certificate III or higher as the fourth 20 Credit option for calculation of the ATAR for university entrance. No individual VET units of competencies will contribute to the calculation of an ATAR or TAFE SA selection score.

For further information please refer to the VET Recognition Register on the SACE Board website

(www.sace.sa.edu.au).

Records of achievement

Students' VET achievements must be certified on a transcript and/or statement of attainment to be recorded on their *SACE Record of Achievement*. The School will enter the data on Schools Online. It is the primary responsibility of the student, their family and the Registered Training Officer (RTO) to ensure that results are maintained and sent to the school, especially before the end of year Schools Online cut-off date.

How much does VET cost?

The cost of VET courses will vary depending on the course and whether it is a semester or full-year course and/or a full or partial certificate. The cost for purchasing VET courses is the full responsibility of the parents/guardians of the student. However, some financial relief may be available via the 'Training Guarantee for SACE Students' (TGSS).

How Do I Apply for VET study?

If you are interested in undertaking a VET course in the following semester or year, then you must...

- obtain the VET Selection Form (included in brochure) and return to VET Coordinator.
- complete the VET Student Application Form and get associated Implication and Expectations section signed by parents.
- return the form including USI, supporting statements, and evidence attached or emailed to the VET Coordinator.
- A meeting with the VET Coordinator will be arranged with you and your parent(s)/caregiver(s) at an appointed time to assess your application.



Prescott College Southern Vocational Education and Training Student Application Form

Dear Student,

All students who are applying for a Vocational Education & Training (VET) course as part of their studies must demonstrate a clear understanding of how a VET course will assist them with their future career pathway.

Please answer ALL questions on this form and return to the VET coordinator

Student Name: _____ **D.O.B:** _____

Year Level: _____ **Homeroom Teacher:** _____

Address:

Student Mobile Number: _____

Student USI Identification Number: _____ **SACE number:** _____

See attached for the USI creation instructions.

Parent / Guardian Contact details:

Name: _____ **Number:** _____ (h/w/m)

Name: _____ **Number:** _____ (h/w/m)

Emergency Contact:

Name: _____ **Number:** _____ (h/w/m)

VET Course Nominations

List in order of preference

	Course/Area of Interest	Semester Start date and year	VET Provider (e.g. Marcellin, TAFESA, AIE)	Location
1.				
2.				
3.				



Student Statement

The reason I would like to undertake a VET course as part of my senior school studies is

In the future I would like to be employed in the _____
Industry.

Please describe your career goals and how these have been developed by your work in the EIF? How will any industry skills, knowledge, and experience gained through participating in VET advance you? e.g. TAFE, Uni, Australian Apprenticeship, open employment.

Undertaking a VET course requires good time management, organisational and independent learning skills. Describe how you have developed and demonstrated these skills in your schooling.

How do you plan to catch up on work missed at school?

Is University an option for you? Why/why not?

What are some of your concerns and/or barriers that you may need to overcome whilst participating in a VET course?

- ☐ Transport to and from VET course
- ☐ Don't like meeting new people
- ☐ Find reading and writing difficult
- ☐ Other concerns (please list)



Please list any medical conditions, learning needs or special needs that you have.

Please list any relevant work experience that you may have completed that is relevant to your application. Please be as specific as possible and provide written evidence (e.g. Work Experience forms, EIF Assignments, relevant industry work references).

Supporting Statements & Industry Evidence

As part of the VET Application process we are asking students to get a parent Supporting Statement.

It is a requirement of the VETRO application process that supporting evidence is attached to all Registration of Interest forms.

- Relevant Industry Immersion documents.
 - Primary Evidence – Work Experience, Career Immersion Days
 - Secondary Evidence – Related School-Based Assessments
- Photo ID (Student ID, Driver's License/Learner's Permit)
- USI

Parent/Guardian Supporting Statement

Name: _____

Relationship to student: _____

Statement:

Parent/Guardian's signature: _____ Date: _____

VET Coordinator

Approved / Not Approved

VET Coordinator Signature: _____

VET Coordinator Comment:



Prescott College Southern Vocational Education and Training Terms and Conditions

Students undertaking Vocational Education and Training (VET) programs must be aware of the extra responsibilities that come with participation and therefore commit to the following terms and conditions prior to placement.

Attendance, Cooperation, and Conduct

- Students must attend all sessions. If absent, it is the student's responsibility to inform both the VET course and the College before 9.00a.m. VET lessons must take priority over sporting and social activities. Missing three sessions may result in withdrawal.
- Students can expect a check by the school on their attendance.
- Students, whilst in the workplace, must observe Occupational Health & Safety guidelines, and follow all reasonable instructions given by their supervisor.
- **Students must at all times cooperate with teachers and trainers** delivering the VET program, both behaviourally, and in meeting course requirements and deadlines.
- Students are responsible to maintain consistent school attendance on non-VET days and negotiate work with their subject teachers prior to the dates of class absences.
- **Dismissal from the course because of poor attitude, performance, or behaviour** will result after one official warning has been ignored.

VET Work Placement

- Some VET courses require students to undertake a block release of industry placement. To minimise interruptions, it is encouraged that industry placement be undertaken during school holiday periods.

Induction, WHS, and Careers Evenings

- All students are expected to attend compulsory Induction sessions associated with their VET course.
- Students are also expected to attend VET graduation ceremonies and career information evenings as required.

I, (student's name) _____
have read and understood the above conditions for undertaking Vocational Education & Training at Prescott College Southern in 20____.

I understand that failure to meet these conditions will result in an official warning being communicated to my parents/guardian, followed by my removal from the course.

I have attached the following:

- ☐ USI
- ☐ Relevant Industry Immersion documentation
- ☐ Copy of Photo ID (Student ID, Driver's License/Learner's Permit)

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____



STUDENT QUICK GUIDE

HOW TO CREATE A USI

It should only take less than 5 minutes online!

Go to www.usi.gov.au

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select 'Create USI'

You will need one of the following forms of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Follow the steps to create a USI

You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click [here](#) for more information.

USI Creation— Handy Tips

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

You will only need one USI and it's yours for life!

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.

YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'. You will need a current form of ID if you want to change your name(s) or date of birth.

If you have given your training organisation permission to update your details, they can make the changes for you.

I FORGOT MY USI OR PASSWORD—HOW DO I LOOK IT UP?

Go to www.usi.gov.au

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select 'Forgotten your USI?' or 'Forgotten your password?'

Choose One of the following:

- Email address
- Mobile number
- Personal information

- If you select the email option, you will be sent a link to reset your password that will expire after 10 minutes. If you are retrieving your USI, your USI details will be emailed to you.
- If you select the mobile number option, you will also need to include your date of birth. Once matched, you will be sent a pin to reset your password that will expire after 60 seconds. If you are retrieving your USI, your USI details will be sent to you via a text message.
- If you select personal information you will need to either answer your check questions or provide ID.

Handy Tips

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account

Make sure the answers to your check questions are entered exactly as you set them up (e.g. street instead of st)

HOW TO LET MY TRAINING ORGANISATION VIEW MY TRANSCRIPT OR USI ACCOUNT?

A really useful tool that will save both you and your training organisation time

Go to www.usi.gov.au

Select 'Student Login'

Read and Agree to the Terms and Conditions

Login to your USI account

Select 'Provide your USI' tile

Select 'Set up access to your USI Account / Permissions'

Search Organisation by either their Organisation code or name

Set Permissions and expiry date

Transcripts: The training organisation can view your transcript but cannot update it.

View Details: The training organisation will be able to view your personal and contact details.

Note: If you do not want your training organisation to view your contact details, Select 'Update Contact Details' and click on 'Hide Contact Details'.

Update Details: The training organisation will be able to update your personal and contact details.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation, but will come in handy if you misplace your documentation

TRANSCRIPTS

- Training completed before 1st of January 2015 will not appear in your USI transcript.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.