



NOOSA DISTRICT STATE HIGH SCHOOL

VET Student Handbook

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Ownership: NOOSA DISTRICT STATE HIGH SCHOOL

Review date: December 2017

Approved: Chris Roff, Principal

1 Subject selection and enrolment procedures

Noosa District State High School is inclusive of all students regardless of sex, race, impairment or any other factor.

Enrolment at Noosa District SHS is processed through the Office.

Subject selection forms a part of the SET Plan procedure in Year 10.

2 Qualification and accredited course information

CODE	VET QUALIFICATION/ACCREDITED COURSE	DELIVERY	QCE CREDITS
ACM10110	Certificate I in Animal Studies	Yr 10	2
AHC10216	Certificate I in AgriFood Operations	Yr 11	2
AHC21216	Certificate II in Rural Operations	Yr 12	4
CUA20215	Certificate II in Creative Industries	Yrs 11 & 12	4
CUA30415	Certificate III in Live Production and Services	Yr 12	8
BSB20115	Certificate II in Business	Yrs 11 & 12	4
MSA20216	Certificate II in Manufacturing Technology	Yrs 11 & 12	4
30981QLD	Certificate II in Workplace Practices	Yrs 11 & 12	4
FSK20113	Certificate II in Skills for Work & Vocational Pathways	Yrs 10, 11 & 12	4
ICA10115	Certificate I in Information, Digital Media and Technology	Yr 11	2
ICA20115	Certificate II in Information, Digital Media and Technology	Yr 12	4

Further information on the units of competency, duration of courses, modes of delivery, assessment, workplacement requirements, pre-requisites and materials to be provided by students can be found in the Noosa District SHS Senior Subject Selection Booklet.

3 Fee information

Noosa District State High School charges a fee of \$8.00 per student per year for VET services. Other course specific fees are listed in the Noosa District SHS Senior Subject Selection Booklet. Fees paid in advance for VET services are held in trust.

NDSHS will refund the VET services fee only if a student has not been awarded a Statement of Attainment or Certificate for the course enrolled.

Students requiring a replacement qualification testamur must contact the Senior Schooling HOD. A fee will be charged by the Noosa District SHS for this service.

Where NDSHS enters into a third party agreement with another RTO – the fees must be paid prior to the commencement of the course. Students may request a full refund up to 3 weeks prior to the commencement of the course.

4 How VET qualifications and courses differ from other school courses

VET at Noosa District State High School provides students with valuable work-related knowledge and skills and qualifications that lead to a portfolio of recognized and transferable skills.

VET qualifications are delivered as stand-alone programs. Assessment is competency based therefore no achievement level is recorded. Competency standards are an industry-determined specification of performance that sets out the skills, knowledge and attitudes required to operate effectively in employment. Students are awarded the full certificate if they are deemed competent. A statement of attainment is awarded to students who partially complete a certificate course.

5 Student support, welfare and guidance services

Students have access to vocational, educational and personal counselling through our Welfare team.

The key personnel are:

- Mrs Riley - Head of Department Senior School
- Mrs Thompson - School Based Youth Health Nurse
- Mr Quinn - Guidance Officer
- Mrs Campbell - Vocational Employment Officer
- Ms Muggleton - Aboriginal Education Liaison Aide
- Lisa - Chaplain
- Mrs Tanner - Teacher /Librarian

Appointments can be arranged directly with the relevant personnel or through the office for appointments with the Guidance officers.

6 Recognition of prior learning (RPL) procedures

RPL recognises your current skills and knowledge obtained through:

- other subjects
- previous training
- things you have learned outside school e.g. community or sporting involvement
- work experiences or industry placement
- part-time jobs

and measures them against the vocational parts of the subject you are doing or want to do.

If what you have learned at work or elsewhere is relevant to the vocational parts of the subject, you may not have to do those parts.

If you think you might be eligible for RPL, you should talk to your teacher. You can apply for RPL at any time during your course or training program. RPL application forms are available from your teacher or the Head of Department – Senior School.

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7 Recognition of Australian Qualifications Framework (AQF) credentials, and statements of attainment issued by other RTOs

Noosa District State High School will recognise all qualifications issued by any other Registered Training Organisation (RTO). The school will seek verification of the certification from the relevant RTO.

8 School RTO's obligations to the student in regard to providing quality training and assessment, and issuance of AQF certification

The VET certificates offered are within The Australian Qualifications Framework (AQF), Australia's national policy for regulated qualifications in accredited vocational education and training. All VET certificate courses meet the needs of industry. Noosa District SHS is a registered training organisation which is monitored and audited by the Queensland Curriculum and Assessment Authority (QCAA). It fulfils all of the requirements of the Australian Skills Quality Authority (ASQA) and standards for registered training organisations.

9 Student's rights if the school RTO or a third party delivering training on its behalf ceases to deliver any part of the qualification that a student is enrolled in.

Noosa District State High School is committed to completing the outlined training and assessment once students have started study in their chosen qualification/s or accredited course/s from the course start date, (including delivery by a third party on the school RTO's behalf) and meeting all of their student responsibilities. 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 of losing the school being unable to obtain to complete delivery of training, Noosa District SHS 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.

10 Complaints and appeals process

Noosa District SHS will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

Complaints procedure

- All formal complaints must be in writing and addressed to the Principal.
- On receipt of a written complaint, a written acknowledgement is sent to the complainant from the Principal
- 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 Senior School Head of Department will either deal with the complaint or convene an independent panel to hear the complaint.
- The complaints committee shall not have had previous involvement with the complaint and will include representatives of the Principal, the teaching staff and 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.

Appeals procedure

- All formal appeals must be in writing and addressed to the Principal.
- On receipt of a written appeal, a written acknowledgement is sent to the appellant from the Principal.
- 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 Senior School Head of Department will either deal with the appeal or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
- The appeals committee shall not have had previous involvement with the appeal, and will include representatives of, the Principal, the teaching staff and 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.

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