

VET STUDENT AGREEMENT

Deception Bay State High School (RTO 30380) offers a broad range of Vocational Education and Training (VET) subjects. Through the SET (senior education and training) plan process, all VET students are provided with advice regarding the appropriateness of the qualification and/or accredited courses they would like to enrol in.

General entry requirements for a VET qualification include your agreement and ability to undertake the following:

- demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level
- attend and participate in scheduled training and assessment
- participate in workplace tasks to employer expectations
- be able to work in an industry environment and handle industry standard equipment
- comply with the RTO code of conduct requirements, directions on work, and health and safety matters

Individual course requirements are provided in the Senior Subject Handbook available on the school website including:

- qualification code and title with a set number of competencies, both core & elective
- obtaining and holding a **Blue Card** (eligibility to work with children and young people)
- obtaining a **White Card** (general construction induction card)
- mandatory work experience

If you have enrolled in a course after it has commenced you may not be able to achieve the full qualification but will be issued with a statement of attainment for completed competencies.

- Your trainer will complete a VET training agreement outlining an agreed list of units to be completed.
- If you wish to complete the full course you will need to complete additional work and may be required to attend Recharge.

As a Registered Training Organisation (RTO) Deception Bay State High School ensures the following:

- The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual.
- There are sufficient learning resources, equipment and facilities to enable students to meet the requirements for each unit of competency and support the number of students undertaking the training and assessment.
- Supervised training and assessment sessions are scheduled based on the timetable. Students may negotiate support in addition to scheduled hours to develop the required skills and knowledge.
- The RTO has a range of support, welfare and guidance services available to students
- Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Students will be given various opportunities to demonstrate competency across the duration of the course. Students who are unsuccessful in demonstrating competency, will receive appropriate feedback and support before being given further opportunities to demonstrate competency
- Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.
- If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of

competency making up the RTO program, the student may make a claim for a credit transfer.

- Assessments will be formative and conducted so that skills, knowledge and understanding may be demonstrated in a simulated or actual workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application.
- Evidence will be progressively gathered by the assessor until sufficient valid evidence is gathered to make assessment decisions on competency.
- Assessors update student profiles to confirm an individual student's submission of evidence and record interim and final outcomes. Student profiles are accessible to students on request
- If a student is assessed as meeting the requirements of the qualification, and all agreed fees have been paid, an AQF certificate and record of results will be issued; a Statement of Attainment will be issued if the qualification is partially complete.
- The RTO will issue certification within 30 calendar days of all conditions being met AND the student exiting the school OR on request. Unless requested earlier, certificates will be issued at graduation.
- In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver a program students will be issued with a Statement of Attainment for any successfully completed units of competency and any fees paid toward the program refunded on a pro rata basis. The RTO will assist students to identify suitable alternate training
- If a qualification is superseded with a new version before the end of the expected duration of the program, students will receive any appropriate certificates in the old qualification within 12 months of the release of the new version. If this is not practical, students will transition to the new qualification within 12 months and complete training and assessment within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.
- An auditable quality register of all AQF qualifications (including Statements of Attainment) issued and authorised to issue is held that contains sufficient information to correctly identify the holder of the qualification, the AQF qualification by its full title, and date of issue/award/ conferral for a period of 30 years.
- The RTO has a policy that permits the replacement of certification documentation and maintains responsibility for authentication and verification of any replacement certification documentation.
- The RTO has a complaints and appeal procedure available to students on the school website
- The RTO has provided students with information in print concerning privacy, use of personal data and reporting.
- Note that email addresses provide the same acknowledgment as a signature.

Student name

Student signature

Date

Parent/Carer Signature

Date

School Representative

Date