



# Vocational Education and Training (VET)

## Student Guide 2022

Student Name:	
<b>VET Program Details:</b>	
Site Name:	
Qualification Code and Title:	
VET Coordinator:	
VET Coordinator Phone:	
VET Coordinator Email:	
VET Quality Manager:	
Assistant Principal - VET	

### Student Guide Disclaimer

This Student Guide contains information that is correct at the time of printing. Changes to legislation and/or the **Tasmanian Secondary Colleges RTO** policy may impact on the currency of information included. The **Tasmanian Secondary Colleges RTO** reserves the right to vary and update information without notice.

This guide has been prepared as a resource to assist students to understand their obligations and also, those of the **Tasmanian Secondary Colleges RTO**. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this guide. Any queries can be directed to:

### Tasmanian Secondary Colleges RTO

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## Welcome

Congratulations on your choice to undertake a qualification with the Tasmanian Secondary Colleges RTO. As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications in the Senior Secondary Colleges and some 11/12 Extension Schools across the state. In Australia, only Registered Training Organisations can issue nationally recognised qualifications.

***This booklet contains important information about Vocational Education and Training and your responsibilities and rights as a VET student.***

***You should read and understand the information carefully as it will help you get the most out of your VET program.***



By participating in a VET program, you have the opportunity to:

- develop and apply knowledge and skills relevant to the workplace through off and on-the-job training
- achieve relevant and current skills that are recognised by industry
- achieve skills that will assist you in seeking employment and assist with recognition to further education and training
- gain knowledge of employers' expectations
- make contacts with employers and industry representatives
- be assisted in career planning
- gain nationally recognised qualifications

## Course Information

Your VET Coordinator will provide you with a specific induction regarding your VET program.

This will include details of the course content and units of competency, training and assessment arrangements, reporting timeframes, structured and simulated workplace learning.

### Attendance

You are required to attend all VET classes. Success is more likely when you attend and participate fully in your VET program. Refer to the Department of Education details at the link below.

[Attendance in Tasmanian Government Schools \(education.tas.gov.au\)](http://education.tas.gov.au)

### Work Placement

Work placement may be a component of your VET program. For students participating in work placement, your VET Coordinator will discuss work placement guidelines with you and give you the **Work Placement Handbook** prior to you attending work placement.

Work placement is not to be undertaken at a student's current place of employment.

Before work placement can commence the following requirements must be met by students:

- completion all WHS requirements prior to your first work placement;
- attendance and punctuality to all classes;
- competency in tasks which will be basic to the workplace; and
- consistent demonstration of acceptable behaviour in order to represent the College/School.

### Training and Assessment Strategies

**Tasmanian Secondary Colleges RTO** has a Training and Assessment Strategy for each of the qualifications we deliver and we outline our approaches for conducting assessment in these strategies.

**Tasmanian Secondary Colleges RTO** staff are appropriately qualified and have, relevant industry experience to train and assess the courses delivered by **Tasmanian Secondary Colleges RTO**. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL) and Credit Transfer (CT). All courses are assessed under the competency based training and assessment criteria established under the AQF.

### Flexible Learning and Assessment

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.

### Foundation Skills

All training and assessment delivered by **Tasmanian Secondary Colleges RTO** contain Foundation Skills. Foundation Skills are a mandatory component of Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills,



literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

## Assessment Information

### Competency Based Training and Assessment

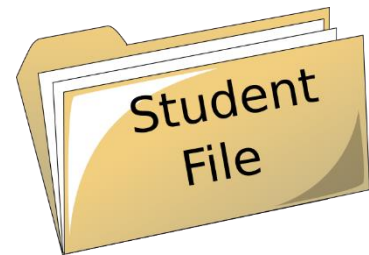
Competency Based Training (CBT) is an approach that focuses on allowing a student to demonstrate their ability to do something. CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace.

The nationally recognised qualifications are made up of Units of Competency that define the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

If a student's performance in the unit assessment does not demonstrate the requirements, rather than a fail, competency based assessment means the student is marked as 'Not Yet Competent', and more training is required to get to the point of being 'Competent'. Assessors look for evidence against which to base their judgements of competency. Units of competency assessed as Competent contribute points towards the Tasmanian Certificate of Education.

Some ways in which you might be assessed include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples



### Submitting Assessments

You are expected to complete assessments for all units in your qualification. You will need to submit assessments by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your VET coordinator to clarify anything that is not clear to you.

### Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the assessment requirements for each unit of competency. This information can be found at [www.training.gov.au](http://www.training.gov.au).

- **Resubmissions**

If you receive feedback to say your assessment task was not deemed satisfactory, you will need to provide more evidence to support your claim for competency. This may mean clarifying some of the knowledge questions, putting extra or more relevant information into your portfolio, or demonstrating a task again.

### Plagiarism

All work that you submit must be your own.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from

## Referencing

When it comes to properly acknowledging where information has come from, you will need to reference the source of information as per the process required at each site.

## Retention of Assessment Tasks

Your VET Coordinator is required to retain all your completed assessment tasks (electronic and/or hard copy) until 1 June of the following year. If you would like to keep these after this, you will need to make arrangements with your coordinator to collect them after this time.

## Access to Your Records

If you wish to access your VET student information and assessment file, please speak to your VET Coordinator.

## Student Feedback

**Tasmanian Secondary Colleges RTO** is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time, but will also specifically ask for it at various times throughout the school year.

## Legislation

As an RTO, the **Tasmanian Secondary Colleges RTO** is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes:

- the *Standards for Registered Training Organisations (RTOs) 2015*
- the *Standards for Registered Training Organisations (RTOs) Amendment 2017*
- *National Vocational Education and Training Regulator Act 2011*

Additionally, the **Tasmanian Secondary Colleges RTO** in conjunction with the Tasmanian Department of Education abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Apprenticeships and Traineeships*
- *Working with Vulnerable People*
- *Copyright*
- *Employment and Workplace Relations*
- *Equal Opportunity*
- *Fair Work (including harassment and bullying)*
- *Privacy and Personal Information Protection*
- *Workplace Health and Safety*



Additionally the **Tasmanian Secondary Colleges RTO** adheres to relevant Department of Education policies and procedures such as attendance, student conduct and risk management.

**Tasmanian Secondary Colleges RTO** is dedicated to following the provisions in the VET Quality Framework.

More information about these regulations and legal frameworks can be found at:

- [www.comlaw.gov.au](http://www.comlaw.gov.au) - Australian Government website for Commonwealth Law
- [www.asqa.gov.au](http://www.asqa.gov.au) - website for the regulator of Australia's vocational education and training (VET) sector

## TSC RTO Policies and Processes

The following policies and processes underpin the **Tasmanian Secondary Colleges RTO** operations. Please contact **your VET Coordinator** for more information:

- Privacy
- Access and Equity Policy
- Fees
- Assessments Appeals process
- Complaint Process
- Marketing Policy
- Certification Process
- Replacement Certification Process
- Recognition Process
- Enrolment Process
- Refund Policy and Process (Department of Education Policy)

### Privacy

The **Tasmanian Secondary Colleges RTO** strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the *Privacy Act 1988*. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

### Access and Equity

The **Tasmanian Secondary Colleges RTO** and the **Tasmanian Department of Education** prohibits discrimination based on factors including:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status



Together with your College/High School we will work to ensure all participants have the right resources available to allow successful completion of course requirements. This includes flexible

delivery and assessment arrangements if necessary, and language literacy and numeracy (LLN) support.

It is the responsibility of all staff at the Tasmanian Secondary Colleges RTO to uphold our commitment to Access and Equity principles. Your VET Coordinator will provide you with a copy of the Access and Equity policy on request. If you have questions or concerns, please contact the **Tasmanian Secondary Colleges RTO** Quality Manager at your site.

### **Fees**

Each site has a General Levy that is set by the Department of Education on a state-wide basis. Some programs will have additional charges for equipment, uniforms, and resources. Further details will be provided by your VET Coordinator. The Student Assistance Scheme (STAS) is available to students who meet the eligibility requirements. Every site also has a refund policy. For further information about levies, subject charges, refunds or STAS please contact the site administration department via your VET Coordinator.

### **Assessment Appeals**

Whilst as a student, you are able to lodge an appeal if you disagree with a decision regarding an assessment outcome, you are encouraged to speak with your VET Coordinator in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. The VET Quality Manager or VET Assistant Principal at your site can assist with this process.

### **Complaint Process**

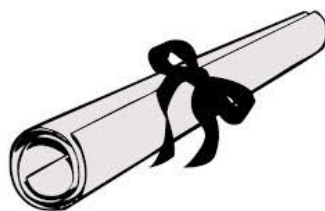
Should you wish to formally complain about a VET process or decision a complaint form, available from the VET Quality Manager, can be lodged with the Quality Manager, Assistant Principal or Principal. This will be investigated in consultation with the complainant.

### **Marketing**

The **Tasmanian Secondary Colleges RTO** has a policy to ensure accuracy of VET qualifications delivered, assessed and certificated at every site. It is the policy of the **Tasmanian Secondary Colleges RTO** to make available to students the most current version of a qualification.

### **Certification Process**

Upon successful completion of your coursework, a certificate or statement of attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements in the *Standards for RTOs 2015*.



- **Replacement Certification Process**

An administration fee of **\$20** applies for the **Tasmanian Secondary Colleges RTO** to re-issue a copy of your certificate or statement of attainment. Contact your site Quality Manager to discuss this process.

### **Recognition Processes**

The **Tasmanian Secondary Colleges RTO** offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below:



- **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement. Evidence must be:

- Authentic – it must be your own work
- Sufficient – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
- Valid – it must be relevant to what is being assessed

You may be eligible to apply for RPL on one or more units of competency in your course. Please speak with your VET Coordinator to discuss your options.

- **Credit Transfer**

The **Tasmanian Secondary Colleges RTO** recognises AQF qualifications and statements of attainment that have been issued by other RTOs. Credit transfer may be applied to units of competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a certified copy your documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact your **VET Coordinator**.

Units of Competency assessed by Credit Transfer do not contribute points towards the Tasmanian Certificate of Education as points have already been allocated.

### **Enrolment Process**

You will complete a VET **Training Enrolment Form**. Enrolment details will be retained at your College/High School. Information on the fees and charges relating to your proposed course of study will be provided to you.

- **Unique Student Identifier (USI)**

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, the **Tasmanian Secondary Colleges** cannot issue certificates or statements of attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply.

### **Refund Policy and Process**

Should you withdraw from a course for any reason, a full or partial refund may be applicable. Please contact your VET Coordinator or the site administration office to discuss individual circumstances.

