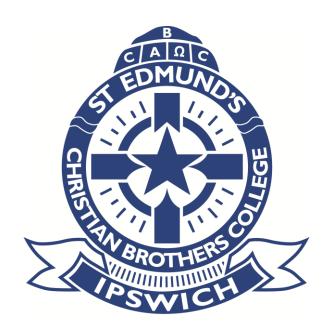# St Edmund's College

Vocational Education & Training

Student Handbook

2020

Edmund Rice Education Australia trading as

St Edmund's College

(RTO 30353)

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St Edmund's College VET Student Handbook 2020

Introduction

This handbook is an important reference for all students undertaking Vocational Education and Training (VET) at St Edmund's College (SEC). This document should be kept for the duration of your VET studies at the College and should be the first point of reference if you have questions regarding the qualification you are undertaking. Further information can be obtained from your trainer/assessor or the Head of Department (HOD) VET.

Vocational Qualifications

The courses offered are nationally recognised certificated qualifications with a mixture of practical and theory. St Edmund's College in conjunction with other external Registered Training Organisations (RTO), deliver and assess the skills of students enrolled in these courses. Certificates of Qualifications and Statements of Attainment are issued by St Edmund's College or the external RTO when a student completes or exits a course.

Vocational qualifications are competency based which means that students must be able to demonstrate that they have the required knowledge and can perform the required skills.
This means that for school reporting, students will be awarded a result of either S (satisfactory) or U (unsatisfactory) depending on the student's skill level at the time of reporting. These subjects afford students the ability to continue practising the required skills, to achieve competency later.

TAFE at School's Program

Students can complete a certificate course in conjunction with their senior studies and points gained on completion of this certificate course can count towards the Queensland Certificate of Education (QCE). St Edmund's College offers external TAFE Certificate courses to students whereby they attend Bundamba TAFE one day per week.

Training at School

St Edmund's College has partnered with TAFE Queensland to deliver vocational qualifications. Teachers are given specific training to enable them to deliver TAFE Queensland courses at SEC. Students undertaking these certificates have the opportunity to receive a TAFE Queensland certificate when the course is complete or a statement of attainment.

The Australian Qualifications Framework (AQF)

VET courses offered at St Edmund's College provide students with nationally recognised qualifications upon successful completion. As a Registered Training Organisation (RTO), all VET certification issued by the college will be nationally recognised in all States and Territories under the *Australian Qualifications Framework* (AQF).

The AQF identifies and defines 10 levels of qualification with SEC offering qualifications at Certificate I, II, III and IV level. Students often use VET qualifications attained at the College as a stepping stone to completing higher levels of qualification post school. See the diagram below for other qualifications available under the AQF.

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VET Qualifications Offered at St Edmund's College

In 2020, the school will offer a variety of vocational education in school qualifications using a number of Registered Training Organisations.

St Edmund's College RTO   30353

- BSB20115   Certificate II in Business
- ICT20115   Certificate II in Information, Digital Media and Technology

Institute of Faith Education RTO 31402

- 10741NAT   Certificate III in Christian Ministry and Theology
- 1074NAT   Certificate IV in Christian Ministry and Theology

TAFE Queensland RTO 0275 – Program for schools offered at SEC Trade Training Centre

- AUR20716   Certificate II in Automotive Vocational Preparation
- CPC10111   Certificate I in Construction
- MEM20413   Certificate II in Engineering Pathways
- MEM30505   Certificate III in Engineering Technical (CAD)

Binnacle Training RTO 31319 – Program for Schools offered at SEC

- SIS20115   Certificate II in Sport and Recreation
- SIS30315   Certificate III in Fitness

TAFE Queensland RTO 0275 – External TAFE Courses

(face to face one day per week at Bundamba Campus)

- UEE22011 Certificate II in Electrotechnology
- HLT23215 Certificate II in Health Support Services
- SIT20316 Certificate II in Hospitality
- SIT20416 Certificate II in Kitchen Operations
- SIT20116 Certificate II in Tourism

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Enrolment and Induction Procedures

Enrolment in VET qualifications will be open to all students in Years 11 and 12. Students undertaking VET qualifications, participate in the same Senior Education and Training (SET) Plan, enrolment and selection process as all other senior students in the College.

The aim of the SET Plan is to set out students' planned course of education and training through their senior phase of learning.   SET planning will help students decide on their course of study before commencing senior education.

Prior to commencement of a VET qualification, students will be provided with a general VET induction ensuring they are familiar with their rights, responsibilities and obligations. This induction will be conducted by their teacher at the start of their class and is complimented by this handbook. If a new student enrolls or transfers into a VET qualification the induction will be completed by the HOD of VET and a copy of the handbook given to student/s.

Additionally, students will be provided with a qualification specific induction conducted by the respective trainer/assessor (teacher). The induction process will provide students with documentation of:

- Qualification course code and title they have enrolled in
- *Packaging Rules* of the qualification
- Units of competency to be studied
- Additional enrolment requirements
- Additional fees and charges
- Potential outcomes and pathways from the qualification
- Work experience or work placement requirements
- Any licensing or regulatory requirements
- Any Third Party arrangements or external providers
- Off-campus training or assessment requirements

Once a student has completed the *Senior Subject Selection Form* (or Subject Transfer Form), *New VET Student Profile Form* and undertaken the VET induction process, students agree to abide by all the policies and procedures that are outlined in documentation pertaining to VET at the College.

Entry Requirements

Entry requirements for this program include the student's 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 any relevant 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.

Also see student subject selection book.

Work experience or work placement requirements

Trade Pathway (TP):

Students complete mandatory unpaid work placement in an industry of their choice.

Variable Pathway (VP):

Students who choose this pathway have the option to undertake work placement throughout their final year. This may be one day a week in Year 12 or a block of time during the school holidays.

Behavioral Standards

Training in each VET qualification aims to simulate a workplace context. As such, expectations within the course are designed to mirror the relevant industry expectations and importantly, how we believe St Edmund's College students should present themselves in the workplace, as ambassadors of the College.

The following principles of workplace behaviour will be enforced and monitored:

- Working with others – this reflects your ability to work cooperatively with other students in meeting production schedules.
- Punctuality – arrival to class on time remains a key focus of all practical areas.
- Safe Workplace Practices – this includes bringing all appropriate safety equipment and following occupational health and safety regulations whilst in the workshops, kitchens or laboratories.

Trainers/assessors have been asked to keep a running record of student performance in these areas and significant breaches will be acted upon. Students are reminded that

teachers are constantly being asked for references and recommendations and this sort of information will be vital in our discussions with any potential employers.

Breaches of behaviour expectations will be dealt with under the College's pastoral care policies and procedures.

Marketing and Advertising Course Information

St Edmund's College markets VET training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. The College will only market and advertise qualifications approved on its *Scope of Registration* or for which there is a third-party agreement in place with an external RTO*.*

The College will ensure it meets all physical and human resource requirements to provide training and assessment for all qualifications on its *Scope of Registration* or for which there is a third-party agreement in place with an external RTO. If unforeseen circumstances mean SEC cannot meet these resource requirements the College will provide students a Statement of Attainment and provide students with alternative opportunities to complete affected qualifications.

Legislative Requirements

St Edmund's College is bound by Federal and State laws governing Vocational Education and Training. The College RTO will also meet all legislative requirements of the:

- Education (General Provisions) Act 2006
- National Vocational Education and Training Regulator Act 2011
- Copyright Act 1968 (2006)
- Education (Work Experience) Act 1996
- Child Protection Act 1999
- Work Health and Safety Act 2011
- Anti-discrimination Act 1991
- Privacy Act 1988 (2014)
- Information Privacy Act 2009

For further information on these legislative obligations see the HOD VET.

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Fees and Charges

Although SEC does not charge additional fees for enrolment in VET qualifications, there may be incidental levies for additional resources or services. Such fees and charges will be made known to students and their parents prior to enrolling in the qualification.

If a student enrols after the commencement of delivery, a pro-rata fee may be applicable. Students who withdraw from a VET qualification may be eligible for a partial refund for those additional resources and/or supplementary services that have not been accessed in full.

Fees for any training provided by external RTO's are determined by the respective training providers. Examples of such components may include Construction Safety Induction Courses (White Card), First Aid and CPR courses.

All payment of fees and requests for refunds are to be directed to the College's finance staff.

Catering for Student Needs

The College has a responsibility to determine the needs of all students, and differentiate services to meet their individual and group needs where possible and practical. The following processes are utilised by the College to determine the academic and pastoral needs of students:

- SET plans
- subject selection processes
- career guidance services
- literacy and numeracy assessment and testing
- regular Pastoral Coordinator meetings

The suitability of available services will be monitored to ensure the College continues to cater for student needs. The College will inform the improvement and modification of its student services through the collection and analysis of relevant student data, feedback, results and other quality indicators.

Available Support, Welfare and Guidance Services

The first point of contact for any VET related support is the trainer/assessor of the qualification the student is enrolled in. The VET HOD is also an important point of contact for VET related issues.

Additionally, students at the College have access to a range of support, welfare and guidance services. Services and personnel available include:

- Pastoral Leaders
- School Counsellor
- Careers Counsellor
- Head of Department Vocational Training and Education
- Exceptional Learning and Learning Support Staff
- Administration Staff
- VET Assistant
- Heads of Department
- Deputy Principal
- The Principal

Catering for Language, Literacy and Numeracy Needs

Exceptional learning centre staff are available to provide support to students with ascertained literacy and numeracy learning issues. Additionally, basic literacy and numeracy is embedded in all VET qualifications delivered the by trainer/assessor. This will assist students in their VET studies, as well as the development of their general literacy and numeracy skills. If additional support is required students should consult their trainer or exceptional learning staff.

Access and Equity Policy and Procedure

As an educational institution in the Edmund Rice tradition, the College is inclusive of all students regardless of protected characteristics such as race, socio-economic background and political persuasion*. Matters that arise pertaining to access and equity will be referred to the Principal for resolution.

The College has formal access and equity policy documents that can be accessed through communication via the college website https://www.sec.qld.edu.au/our-college/policies-procedures

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Access and equity guidelines will be implemented through the following strategies:

- The curriculum (including VET Qualifications) is accessible to all students.
- External providers may be engaged if additional physical, human and training resources are required.
- All students are permitted to undertake School Based Traineeships and Apprenticeships if it is deemed beneficial to their individual career pathways.
- Students undertaking a "tertiary" or "university" pathway are still permitted to enrol in a VET qualification.
- If circumstances dictate the College cannot provide sufficient physical and/or human resources to deliver a qualification, alternative options to complete the course of training will be provided to students.

(*As an all-boys institution the College does not enrol female students in any VET qualifications offered by the College.)

Competency Based Assessment

VET qualifications assess students on their ability to consistently demonstrate industry recognised knowledge, skills and affective attributes. Students must be able to transfer and apply these characteristics to new situations and environments.

Evidence for assessment tasks will generally be gathered on multiple occasions throughout enrolment in the qualification. Students will generally be deemed "successful" or "unsuccessful" for each assessment task.

Results for each assessment item will be marked on a student profile sheet that will be made available to students at the end of each Semester (or on student request).

Final records of assessment for individual units of competencies will be awarded as follows:
- **S** - Satisfactory
- **U** - Unsatisfactory
- **W** - Withdrawn

Assessment Procedures

The College's academic assessment policy applies to all students enrolled in VET qualifications. This includes any requests for extensions or special consideration. Points to note about assessment:

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- Students will be provided with sufficient and timely notice of any assessment requirements.
- The nature of assessment will consider the socio-economic and learning (including literacy/numeracy) needs of the cohort. A range of assessment/evidence gathering techniques may be adopted to suit the cohort including projects, oral questioning, practical observations, written responses, evidence portfolios and tests.
- Assessment conditions and environments will closely simulate the relevant workplace or industry to ensure authenticity of learning and training.
- 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 provided with opportunity to address any gaps in evidence identified in assessment. These gaps will be clearly documented on assessment task sheets.
- Students will regularly be provided with opportunity to submit feedback on assessment undertaken.
- Students have the right to appeal assessment outcomes as per the College *Complaints and Appeal Policy.*
- Assessment cover sheets will provide all relevant information required to successfully complete the task. This includes:
  - the type of assessment/evidence gathering item
  - authenticity statement
  - assessment procedures, equipment, time limits and conditions
  - the criteria and checklists used in reaching an assessment outcome
  - the scope for feedback from the assessor including identification of any gaps in evidence
  - the outcome of the assessment (ie. Successful/Not Successful)

Recording of Results

A student profile will be maintained for each student enrolled in a VET qualification at the College. The student's final result for each unit of competency recorded on the profiles (eg. competent, not yet competent, withdrawn, RPL).

A centralised database of student results for all elements and units of competency is maintained on the Student Management System.

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Unique Student Identifier

The Unique Student Identifier (USI) is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create
- stays with you for life

All students undertaking a VET qualification are required to have a USI. Once enrolled the College will assist students (if required) to generate a USI when:

- they have returned a completed and signed *Student Profile* form*
- provided a copy of one of the following forms of identification:
    - Birth certificate
    - Passport
    - Medicare card

An expectation prior to SET Plan is that all students are to have their USI and provide this information at their SET Plan interview. If this has not been done a follow up email will be sent advising the student.

Once a USI has been generated, an automatic email will be sent to the creator of that USI advising them that a USI has been created. The email will contain the USI.

(* students over the age of 18 can sign the *Student Profile* form themselves).

Students who already have a USI are required to provide this in writing on the *Student Profile* form.

More information regarding USI is available at:
https://www.usi.gov.au/documents/students-and-usi-factsheet-students

Student Access to Records

St Edmund's College is committed to regularly providing students with explicit feedback on their progress in VET qualifications. Students will be provided with access to their student

profiles each semester, or on request. The College may also distribute SDCS reports for students to check from time to time.

Students are also encouraged to track their progress through their online *QCAA Student Connect* Account (https://myqce.qcaa.qld.edu.au/).Data in this account reflects results uploaded by the College through SDCS.

Confidentiality Procedure

Information about a student, except as required by law or as required under the *VET Quality Framework*, is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age.

Complaints and Appeals Policy

A complaint can be made to the College RTO regarding the conduct of:

- the College RTO, its trainer/assessors or other College RTO staff;
- students of the RTO;
- any third parties providing services on behalf of the school RTO (if relevant)

An appeal can be made to the school RTO to request a review of a decision, including assessment decisions.

The College will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. If the College considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

The HOD VET will maintain a secure Complaints and Appeals Register, which documents all formal complaints, appeals and their outcomes.

Any substantiated complaints, as well as the complaints and appeals policy, will be reviewed as part of the continuous improvement processes and appropriate corrective action taken to eliminate or mitigate the likelihood of re-occurrence.

The Principal (as the chief executive officer) of the school RTO is ultimately responsible for ensuring that the College complies with the VET Quality Framework (VQF). This includes the complaints and appeals policy and procedures.

Complaints or appeals should be directed to the Principal as CEO of the school RTO at – secmail@sec.qld.edu.au

Informal Complaint

The initial stage of any complaint shall be for the complainant to communicate directly with their trainer/assessor or the student's pastoral care teacher who will initiate the process described in the policy and procedure for complaints and appeals.

Learners dissatisfied with the outcome of the complaint to the trainer/assessor may then communicate the complaint to the HOD VET, who will make a decision in regard to proceeding with a formal complaint or appeal process.

Learners dissatisfied with the outcome of the informal complaint may initiate a 'formal complaint or appeal' with the HOD VET.

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 HOD VET.
- 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 HOD VET will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.

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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.

- If the process fails to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.

The 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 HOD VET.

- 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 HOD VET 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;

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- 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.

- If the process fails to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the RTO.

The cause of any appeal 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.

NB. The College Complaints and Appeals Policy and Procedures are also posted on the school website https://www.sec.qld.edu.au/

Recognition of Prior Learning (RPL)

All VET students have access to a procedure that allows for recognition of prior learning (RPL). RPL is an assessment process that assesses the competency(ies) of an individual that may have been acquired through *formal*, *non-formal* and *informal* learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses. To elaborate:

a. Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).

b. Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business).

c. Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Information regarding Recognition of Prior Learning (RPL) will be provided to all students at the Student Induction. Students who join a VET qualification as a late enrolment will be taken through the induction process by the HOD VET.

In particular, students will be informed of:

- The College's obligation to offer RPL to all students
- Application forms used in the RPL process
- Examples of evidence that may be submitted for RPL
- The RPL application process
- Appealing decisions for RPL

Students seeking RPL will be guided through the process with the support of their trainer /assessor and/or the HOD VET. All reasonable efforts will be made to assist students with completing application forms and collecting relevant evidence.

Once the required evidence has been submitted, the trainer/assessor will make an assessment judgement. If there are gaps in the evidence the trainer/assessor will inform the student and the required training and assessment to address these gaps will be identified. The trainer/assessor will clearly document the assessment decision using the qualification specific documentation that is to be retained in accordance with the *Retention of Student Records* Procedure. Students may have access to reassessment on appeal.

The trainer/assessor will inform the HOD VET of the application and details will be recorded in an RPL Register.

Credit Transfer

If a student has previously completed a unit of competency (either at the College or at another RTO) contained in a qualification they are currently enrolled in, then credit transfer can be awarded for that unit of competency.

Students who have previously completed a unit of competency at the College (ie. across qualifications being undertaken at the same time) will automatically be awarded credit transfer. The HOD VET and Student Management System Operator will identify all units of competency across the RTO that are offered in multiple courses to expedite the awarding of credit transfer.

The College will only award credit transfer for units of competency completed at external RTOs upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO. It is the responsibility of the student to obtain this documentation.

Certification documentation must be submitted to the HOD VET. A copy of the certification will be provided to the trainer/assessor to store a copy with the student profile/portfolio as evidence. The SDCS Operator will update SDCS accordingly.

The school RTO will not issue an AQF certificate, record of result or statement of attainment to a student without having a verified USI for that individual. A student may access their training records and results (transcript) by accessing their USI account online. For more information visit: http://usi.gov.au/Students/pages/default.aspx

Certification

Students completing all requirements of a qualification will be issued with a *Certificate*. If, however, a student partially completes requirements of a VET qualification, a *Statement of Attainment* may be issued*. Both certificates and statements of attainment will be nationally recognised in all states and territories under the Australian Qualifications Framework (AQF).

* Students will only be issued certification if they have submitted and verified a Unique Student Identifier (USI) to the College.

The school RTO will not issue an AQF certificate, record of result or statement of attainment to a student without having a verified USI for that individual. A student may access their training records and results (transcript) by accessing their USI account online. For more information visit: http://usi.gov.au/Students/pages/default.aspx

Issuance of Certification

The College will ensure students are issued with AQF certification documentation within 30 calendar days of meeting the requirements of the training product in which they are enrolled. The College will maintain a register of certification documents for a period of 30 years for future reference and replacement of certifications. All certification documentation will meet the requirements of the Standards for RTOs 2015.

The RTO will ensure that through the implementation of the AQF Qualifications Issuance Policy:

• All relevant certfication is awarded to students within required timeframes.

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- AQF qualification codes and titles are correctly identified.
- Measures are taken to protect AQF qualifications fraudulent issuance or copying of certification.
- Clear distinction can be made between AQF qualifications and non-AQF qualifications.
- Certification documentation is used consistently across the College.
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF.

Replacement of Certificates

The College maintains a Register of Certification Documents issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The College copies are stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be made in writing (email is acceptable) to the HOD VET or SDCS Operator (who will liase with the HOD VET).

- The request will be checked against the Register of Certification. Bona fide requests will be reissued.

- The replacement will clearly identify that the certification is a re-issued version. All other requirements of the Standards for RTOs 2015 will be met with reissued certification.

- The replacement will be issued within 30 working days of receipt of the written request.

Qualification Guarantee

The College gives a guaranteed commitment to deliver all training and assessment required to complete the respective qualification once a student is enrolled. Late enrolments may negotiate delivery of revised bundle of units that will lead to a statement of attainment only.

Should the College lose access to qualified trainer/assessors or physical resources, the school will arrange to negotiate training and assessment to be completed through external RTO's where possible. Any additional fees will be as per the external RTO's pricing scheme.

Should such an arrangement be necessary, affected students will be formally notified and parental agreement will be sought to proceed with any external RTO.

Industry Placement

All TP students will undertake industry placement as part of their vocational learning and development (as opposed to VET). The College does not use this placement for formal assessment or evidence gathering against VET qualifications. However, there is a direct link to the English curriculum via required assessment tasks relating to the students' particular work placement.

Variable Pathway (VP) students will have an opportunity to negotiate 1 day per week work placement, whilst ATAR eligible students enrolled in an eligible VET course may use their qualification as credits towards university entrance.

School Based Apprenticeships

School-based apprenticeships and traineeships (SATs) are one of the senior schooling pathways available for students in Years 11 or 12 at the College.

What is a SAT?

SATs allow students, typically in Years 11 and 12, to study for their Queensland Certificate of Education (QCE), work for an employer and earn a wage, and train towards a recognised vocational qualification, while completing high school. Students in Year 10 may also do a SAT.

SATs are available in many fields ranging from rural to retail, business to building, hospitality to hairdressing, and automotive to arts.

Depending on the qualification and when the SAT is started, many students can complete a school-based traineeship while at school.

A school-based apprenticeship provides a head start into a full-time or part-time apprenticeship and career. It is possible to complete up to a third of an apprenticeship while at school. After school this can be converted to a full-time arrangement.

Why do a SAT?

A SAT can support a student's transition from school to work. The Queensland Government's *Next Step Report 2008* shows that young people who undertake a SAT were

more likely to be working full-time or undertaking further education or training than young people who do not undertake a SAT.

A comparison of students with an ATAR and students with a SAT shows that although the post school pathway is different, both cohorts of students are likely to be in full-time work or study after completing Year 12.

SATs and the QCE
Achievement in a SAT can contribute credit towards the QCE.

School-based Traineeships
- School-based traineeships are generally Certificate II or III qualifications that include on-the-job training.
- Completed traineeships contribute four (4) credits for Certificate II and up to eight (8) credits for Certificate III qualifications.
- Partially completed certificates undertaken as part of a traineeship may contribute credit towards the QCE. The same provisions apply as for other VET certificates.

Note: The on-the-job training component of a school-based traineeship does not contribute any credit towards the QCE.

School-based Apprenticeships
- School-based apprenticeships are generally Certificate III qualifications.
- Students can complete up to 30 per cent of competencies while enrolled at school.
- Completion of 30 per cent of competencies can contribute up to two (2) credits towards the QCE, but are not counted towards completed core courses of study.
- In addition, the on-the-job component of 96 days over a two-year period may contribute four (4) credits towards core courses of study for a QCE.
- An incomplete on-the-job component can contribute one (1) credit per 20 days of participation.

SATs and university entrance
Results from VET undertaken as part of a SAT can be used by students who are ATAR-ineligible to gain a selection rank for university entrance.

Selection ranks for ATAR-ineligible students are calculated from schedules developed by the Queensland Studies Authority (QSA) and the Queensland Tertiary Admissions Centre (QTAC) in consultation with tertiary institutions. The schedules provide selection ranks that

are based on the best possible information about how well a student did against all other ATAR and ATAR-ineligible students.

How do SATs work?

A SAT is a legally binding contract of training and employment. The student is considered an employee in the workplace and is paid a wage in accordance with the payment set for the industry.

SATs are essentially the same as mainstream apprenticeships and traineeships. The key difference is that SATs integrate school studies with training and paid work. A flexible school program allows a student to effectively combine a SAT with study for a QCE and/or an ATAR.

The student may attend the workplace for a period of time, usually between eight to 15 hours per week. This may represent one day a week, with or without weekend work, some evening and weekend work or some work during the school term, with longer periods during school vacations. The student may negotiate their timetable to accommodate this arrangement.

The vocational training aspect of the program may be done on-the-job or may require the student to attend training separately. The choice of the training provider rests with the employer but may be a TAFE or a private training provider. The student is not paid for attendance at training.

Organising a SAT

It is the policy of this College that students wishing to take up a school-based apprenticeship or traineeship:

- speak to the Guidance Officer/ HOD VET / Head of Senior Schooling
- undertake work readiness preparation sessions
- undertake work experience prior to signing up into the SAT

Summary

A school-based apprenticeship or traineeship:

- counts towards the Queensland Certificate of Education (QCE)
- can count towards a selection rank for university
- can lead to recognised vocational qualifications and skills
- provides hands-on workplace experience
- is paid for the on-the-job component

- helps to develop confidence and contacts to move from school to work or further education or training

Free brochures on SATs for students, parents or guardians and employers are available on Queensland Government website https://desbt.qld.gov.au/training/apprentices/about or telephone 1800 210 210.

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