

# VET STUDENT HANDBOOK 2023

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*Know you can.*



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## PURPOSE OF THE VET STUDENT HANDBOOK

Congratulations on your decision to enrol in a national recognised vocational course.

This handbook has been written to provide VET students with important information about the VET programs offered by St Peter Claver College, as well as information about your rights and responsibilities as a VET student.

This handbook provides you with the information you will need during your Vocational Education and Training course of study. Please make sure you have ongoing access to this manual as you will need to refer to it throughout your course. Each VET department will issue individual learning and assessment plans informing you of the requirements of each VET subject. You will be asked to acknowledge on the VET Student Induction Checklist that that you have read and understood this handbook, so please take the time to read it carefully. Should you have any problems or queries, please contact your VET Teacher or the Curriculum Leader Vocational Education & Training and Careers.

This handbook is available electronically via email. Please see your VET teacher if you require a hard copy.

## VET STUDENT INDUCTION PROCEDURES


Each subject area is responsible for student induction.

At the beginning of the year, all VET students will receive an induction in the form of direct instruction and electronic access to a copy of this handbook. VET teachers will also ensure that students are informed about assessment and the specific competencies covered. During this induction, students will be reminded about College Workplace Health and Safety procedures.

The College will provide student information and induction to each student before enrolment. Where the College is the RTO for the qualification the enrolment will be recorded on Student Management Application (SMA). The student induction will include:

- The Australian Qualifications Framework (AQF).
- Unique Student Identifier (USI).
- Student Selection and Enrolment Procedures.
- Course Information 2023.
- Fees and Charges, Including Refund Policy.
- Marketing and Advertising of Course Information
- Legislative Requirements.
- Language, Literacy and Numeracy Assistance.
- Student Support, Welfare and Guidance Services.
- Disciplinary Procedures.
- Access and Equity.
- Flexible Learning and Assessment.
- RTO Complaints and Appeals Procedures.
- Recognition of Prior Learning (RPL).
- Recognition of AQF Qualifications/Statement of Attainments Issued by another RTO and Credit Transfer.



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- Certification and Issuing of Qualifications.
  - Access to Records.

VET teachers will ensure that all students complete and sign the VET Student Induction Checklist (refer Appendix 1).



## THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

In Australia we have a national qualifications framework called the Australian Qualification Framework (AQF). This framework governs the different types of qualifications that all Australian students can attain.



In addition to the Senior Secondary Certificate of Education (QCE), there are ten different levels of qualifications students can obtain as shown below.

AQF Qualifications by Education Sector			
	Senior Schools Sector	Vocational Education and Training Sector (e.g. TAFE, Private RTOs)	Higher Education Sector (e.g. Universities)
Level 10			Doctoral Degree
Level 9			Masters Degree
Level 8			Bachelor Honours Degree Graduate Certificate Graduate Diploma
Level 7			Bachelor Degree
Level 6		Associate Degree Advanced Diploma	Associate Degree Advanced Diploma
Level 5		Diploma	Diploma
Level 4		Certificate IV	
Level 3	Certificate III	Certificate III	
Level 2	Certificate II	Certificate II	
Level 1	Certificate I	Certificate I	
	Senior Secondary Certificate of Education (QCE)		





All VET programs at St Peter Claver College form part of this national framework and can lead to nationally recognised qualifications. If you complete all the requirements of the VET qualification you are enrolled in, you will receive a nationally recognised qualification, or statement of attainment for those modules that you do successfully complete.

### UNIQUE STUDENT IDENTIFIER (USI)

Student Identifiers Act 2014 – This new initiative was implemented on the 1 January 2015. A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all their training results from all providers including all completed training units and qualifications. Further information of the USI can be obtained at [www.usi.gov.au](http://www.usi.gov.au).

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. The USI is available at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1<sup>st</sup> January 2015. Further information on the USI can be obtained at [www.usi.gov.au](http://www.usi.gov.au).

During the Year 10 SET Plan meetings, students and parents/caregivers will complete a USI Permission Form and supply identification to the College to enable them to create, retrieve or verify a USI number on behalf of students selecting VET subjects in Years 11 and 12. If students enrol at different times, they will be asked to complete and sign a copy of the form. The students will be advised of their USI number by the USI Registry Office. The USI number can be retrieved or verified by the Careers Office using the eMinerva system. In cases where the College is the RTO the College will verify and store the USI on the eMinerva system. The Careers Office staff may provide assistance with the creation of a USI number if the student requires it.

### STUDENT SELECTION AND ENROLMENT PROCEDURES

St Peter Claver College is inclusive of all students regardless of sex, race, impairment, or any other factor. Enrolment at St Peter Claver College is processed through the College Enrolments Secretary.

All students will receive information about VET courses available in the College in Term 3 of Year 9 and Year 10. Subject Selection forms are part of the SET Plan procedure in Year 10 and are processed by the College Curriculum Office.







## COURSE INFORMATION 2023

Below is a list of VET qualifications offered to students in 2023.  
All courses are Nationally Recognised Training Courses.

VET Qualification	RTO & Code	Course/Resources Fee	
		Year 10	Year 11 & 12
SIT10216 Certificate I in Hospitality	St Peter Claver College 30028	\$200.00	
CPC10120 Certificate I in Construction	Blue Dog Training 31193		Selection 1 - VETiS Subsidised Fee - Cost \$300. Includes Course Consumables - \$300. Selection 2 - Non-Subsidised Fee - Cost \$1500. Includes RTO charges - \$1200. Course Consumables - \$300.
CHC24015 Certificate II in Active Volunteering	IVET 40548		Selection 1 - Cost \$200. Includes RTO charges - \$150. Course Consumables - \$50.
MEM20413 Certificate II in Engineering Pathways	Blue Dog Training 31193		Selection 1 - VETiS Subsidised Fee - Cost \$300. Includes Course Consumables - \$300. Selection 2 - Non-Subsidised Fee - Cost \$1500. Includes RTO charges - \$1200. Course Consumables - \$300.
FSK20119 Certificate II in Skills for Work & Vocational Pathways	IVET 40548		Selection 1 - Cost \$250. Includes RTO charges - \$250
SIS20115 Certificate II in Sport & Recreation (Rugby League)	Binnacle Training 31319		Selection 1 - VETiS Subsidised Fee - Cost \$390. Includes Course Consumables - \$390. Selection 2 - Non-Subsidised Fee - Cost \$655. Includes RTO charges - \$265. Course Consumables - \$390.
SIT30315 Certificate III in Fitness	Binnacle Training 31319		Selection 1 - Cost \$675. Includes RTO charges - \$365. Course Consumables - \$310.
HLT33115 Certificate III in Health Services Assistance ( <i>HLT23215 Certificate II in Health Support Services</i> )	Connect 'n' Grow 40518		Selection 1 - VETiS Subsidised Fee - \$125 Selection 2 - Non-Subsidised Fee - Cost \$923. Includes RTO charges - \$798. Course Consumables - \$125.
SIT30622 Certificate III in Hospitality	Blueprint Career Development 30978		Selection 1 - VETiS Subsidised Fee - Cost \$300. Includes Course Consumables - \$300. Selection 2 - Non-Subsidised Fee - Cost \$1275. Includes RTO charges - \$975. Course Consumables - \$300.

\*Please be aware students who access their VETiS funding to attend TAFE will incur a \$1200 fee for enrolment with CPC10120 Certificate I in Construction and/or MEM20413 Certificate II in Engineering Pathways.





## FEES AND CHARGES, INCLUDING REFUND POLICY

The College will issue refunds as per College policy.

Where the College enters into a partnership agreement with another RTO, the fees must be paid prior to the commencement of the course.

Students who enrol past the commencement of the school year will be charged student fees at a pro-rata rate for the duration of the school year. Students who leave the college before the end of their school year will be entitled to a pro-rata refund based on the amount received and the period of the school year for which they were enrolled.

The College must have certain teachers and equipment to run VET courses. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification. The College retains the right to cancel the course if it is unable to meet requirements.

## MARKETING AND ADVERTISING OF COURSE INFORMATION

The College will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its Scope of Registration. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

The Nationally Recognised Training (NRT) logo will only be employed in accordance with its conditions of use. The College will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the Scope of Registration. Where VET accredited courses are being delivered onsite through outside RTOs, permission to advertise these courses to students in subject selection booklets will be obtained in writing from the outside RTO.

## LEGISLATIVE REQUIREMENTS

St Peter Claver College will observe all Australian, State and Territory laws governing Vocational Education and Training. The College 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](#)

If students require any further information, please see the Curriculum Leader Vocational Education & Training and Careers.







## LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

Language, literacy, and numeracy assistance can be obtained from the course teacher. Where additional assistance is required, this can be requested from the Inclusive Education Program/Learning Support area via the course teacher.

## STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES

Students have access to vocational, educational, and personal counselling through the Pastoral team. The key personnel are:

- Assistant Principal Curriculum.
- Assistant Principal Pastoral Care.
- Curriculum Leader Vocational Education & Training and Careers.
- Guidance Counsellors.
- Indigenous Support Workers.
- Learning Support Teachers.

Appointments can be arranged by contacting the key personal directly.

## DISCIPLINARY PROCEDURES

The same practices and protocols relevant for all students at St Peter Claver College apply for the behaviour and work ethic of students involved in VET courses.

The policies are outlined in the eDiary which is supplied to all students. The Code of Behaviour is also published in the student eDiary.

Appeal or mediation is available to students via teachers, the Guidance Counsellors, Curriculum Leaders, Assistant Principal Pastoral Care or the Deputy Principal.

## ACCESS AND EQUITY

St Peter Claver College is committed to providing equal opportunity and promoting inclusive practices and processes and integrating the principles of access and equity in its policies and procedures.

St Peter Claver College will provide inclusive education services and a learning environment that is free from discrimination, harassment, and victimisation in accordance with the Anti-Discrimination Act 1991.

In addition, all staff and contractors employed or engaged by St Peter Claver College are obliged to comply with legislative requirements.

## FLEXIBLE LEARNING AND ASSESSMENT

Learning and assessment materials are developed to accommodate class sizes, student needs, delivery methods and assessment requirements.





## TRAINING AND ASSESSMENT STRATEGIES

Training and assessment strategies will be developed for each qualification that is delivered and assessed. These strategies will be developed in consultation with industry and will be validated through the internal review procedures. These strategies will reflect the requirements of the relevant Training Package.

These strategies will identify target groups.

The College has access to the staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate client numbers, client needs, delivery methods and assessment requirements.

Each teacher will maintain a student profile for each student and on completion of the program of study; an exit level will be awarded, based on the principles of assessment.

Elements of competency will be assessed and recorded once the teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, Recognition of Prior Learning (RPL). The College will provide a written report of detailing student progress no less than twice per year. On request to the class teacher an update of student progress and achievement will be provided at any time throughout the course. A certificate or statement of attainment will be issued to the student once they complete the program of study or within 30 days of exit.

## COMPETENCY BASED ASSESSMENT

Competencies and modules studied at the College are part of accredited courses and National Training Packages. In order to be successful in gaining competency, students must demonstrate they have the necessary underpinning knowledge and can apply this in a practical way in a workplace setting to industry standard over a range of different contexts.

In most subjects' assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a subject profile sheet or will be visible on the online training platform. This assists students to become competent as their skills improve.

Assessment of competencies will be graded as either continuing enrolment, competency not achieved, or competency achieved/passed.

What does it mean to be competent? People are considered to be competent when they are able to apply their knowledge and skills to complete work activities successfully in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

This means that when a student demonstrates a competency, they will not just demonstrate they can do a task on their own but must be able to demonstrate they can do it in a range of different circumstances, as outlined above.





## RESOURCES

The College has access to all relevant physical resources as outlined in the relevant Training Package or course. Staff are provided with the resources necessary to meet the human resource requirements of the relevant Training Package or course.

If, for whatever reason, the College cannot maintain the relevant resources to deliver the Training Package or course, the College will attempt to provide students with alternative opportunities to complete the course and the related qualification. The College retains the right to cancel the course if it is unable to meet requirements.

## RTO COMPLAINTS AND APPEALS PROCEDURES

Complaints and appeals are managed fairly, efficiently, and effectively. St Peter Claver College creates an environment where clients' views are valued. Any person wishing to make a complaint against the College, concerning its conduct as an RTO, or an appeal regarding an RTO decision, shall have access to the complaints and appeals procedure.

All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. The designated person will keep a Complaints and Appeals Register which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

## 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 Curriculum Leader Vocational Education & Training and Careers (RTO Manager).
- The complaint will be entered into the RTO Complaints and Appeals Register.
- 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 Curriculum Leader Vocational Education & Training and Careers will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the Complaints and Appeals committee.
- The Complaints Committee shall not have had previous involvement with the complaint and will include representatives of:
  - The Principal.
  - The teaching staff.
  - 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 and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the complaint will be filed in the student files in Administration.
- If the processes fail to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
- If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints ([Make a complaint | Queensland Curriculum and Assessment Authority \(qcaa.qld.edu.au\)](https://www.qcaa.qld.edu.au))

The root 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 Curriculum Leader Vocational Education & Training and Careers.
  - The appeal will be entered into the RTO Complaints and Appeals Register.
- 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 Curriculum Leader Vocational Education & Training and Careers 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.
  - 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 and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the appeal will be filed in the student files in Administration.
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the College.
- If the appellant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints ([Make a complaint | Queensland Curriculum and Assessment Authority \(qcaa.qld.edu.au\)](https://www.qcaa.qld.edu.au)).

The root cause of any appeal will be included in the systematic monitoring and evaluation processes of St Peter Claver College so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.





## RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) is the process used to assess individuals' existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the College's RPL policy prior to enrolment in Year 10 Certificate I in Hospitality. They are made aware of the RPL application form. As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them.

RPL applications will only be considered if the College's RPL application form is used. RPL applications must be submitted to the teacher of the qualification in the first instance.

## RPL PROCEDURE

Students with an application for RPL have access to the following procedures:

- The St Peter Claver College RPL application form must be used.
- All applications for RPL go to the teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions.
- The RPL and its outcome will be recorded in writing in the RPL Register. Trainers and assessors/teachers dealing with the RPL application will provide feedback throughout the process to the student.
- The teacher responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within ten days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The teacher handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The teacher will update the student records if RPL is granted, following consultation with the Curriculum Leader Vocational Education & Training and Careers.
- The student will be made aware of any gaps in training as a result of the review of their application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

## RPL APPEAL PROCEDURE

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The St Peter Claver College RPL appeal form must be used.
- All RPL Appeal applications are go to the Curriculum Leader Vocational Education & Training and Careers.
- The Curriculum Leader will request from the VET teacher the original RPL application, including the documented evidence that supported the student's initial claim.







- The RPL Appeal and its outcome will be recorded in writing in the RPL Register. The Curriculum Leader Vocational Education & Training and Careers will provide feedback throughout the appeal process to the student.
- The Curriculum Leader Vocational Education & Training and Careers will make arrangements for the student's application to be re-assessed for RPL by another subject matter expert (VET Trainer and Assessor/Teacher) NOT involved in the original assessment.
- The Appeal Review will be conducted within 15 days of receipt of the RPL Appeal form.
- The Curriculum Leader Vocational Education & Training and Careers will forward the original RPL application and the findings of the re-assessment to the Principal to make the final decision.
- The outcome of the RPL Appeal will be made available to the student.

St Peter Claver College recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate procedure regarding the credit transfer process for this, as outlined in the Recognition of Qualifications Issued by Other RTOs Policy.

#### RECOGNITION OF AQF QUALIFICATIONS/STATEMENT OF ATTAINMENTS ISSUED BY ANOTHER RTO AND CREDIT TRANSFER.

The College will recognise all AQF qualifications issued by any other RTO. The College will seek verification of the certification from the relevant RTO where there is some ambiguity.

#### CREDIT TRANSFER PROCEDURE

- In the first VET class of the year, the teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the College. Teachers will remind students of this policy at the beginning of each new term.
- If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the Curriculum Leader of Vocational Education & Training and Careers.
- The Curriculum Leader Vocational Education & Training and Careers, if required, will verify the authenticity of the qualification or statement.
- The verified copy of the qualification or statement will be forwarded to the Senior Years Curriculum Secretary to enter credit transfer into SMA and then placed in the student's file (for the Certificate I in Hospitality only).
- The teacher will advise the student of the credit for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.


#### CERTIFICATION AND ISSUING OF QUALIFICATIONS

St Peter Claver College must issue to students whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2015.

The College will ensure that through the implementation of the AQF Issuance and Replacement Policy:





- 
- Students will receive the certification documentation to which they are entitled.
  - AQF qualifications are correctly identified in certification documentation.
  - AQF qualifications are protected against fraudulent issuance.
  - A clear distinction can be made between AQF qualifications and non-AQF qualifications.
  - Certification documentation is used consistently across the College.
  - The College will establish anti-fraud mechanisms by including the College's own logo and seal on each document issued to ensure there is no fraudulent reproduction or use of credentials.
  - All AQF documentation must be issued to students by mail or in person within 30 days of the award/attainment or issuance date.
  - Students and Parents/Caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework (AQF).

Records of issuance must be retained for reprinting, archive and audit purposes for a period of 30 years.

#### ACCESS TO RECORDS

There are occasions when it is necessary for the College to provide information about the student to another organisation (e.g. QCAA, the Department of Employment and Training etc).

When enrolling students into a Brisbane Catholic Education school, parents/caregivers must complete and sign an Application for Enrolment form. By completing and submitting this application, parents/caregivers have confirmed their understanding of, and agreement to, details pertaining to the Brisbane Catholic Education Information Collection Notice. The disclosure of information section is as follows:

'The Disclosure of Information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education Schools, medical practitioners, people providing services to school, such as specialist visiting teachers and consultants.'

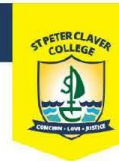
The College is committed to regularly providing students with explicit feedback on their progress in VET qualifications. Students will be provided with access to their Student Profile each semester, or on request.

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



## APPENDIX 1 – VET STUDENT INDUCTION CHECKLIST

### VET STUDENT INDUCTION CHECKLIST 2022



<b>Student Name:</b>		<b>Year Level:</b>	
<b>Course:</b>			
<b>Teacher:</b>			
<input type="checkbox"/>	<b>Welcome and Introduction of Course</b>		
<input type="checkbox"/>	<b>Workplace Health and Safety</b> ✓ Roles and Responsibilities. ✓ Fire and Evacuation Procedures – Assembly Points, Exits, Drills. ✓ Accident Reporting. ✓ First Aid Procedures, Location, Officers. ✓ Dress Standards. ✓ Sexual Harassment, Anti-Discrimination, Bullying and Equity.		
<input type="checkbox"/>	<b>Student VET Handbook</b> ✓ Purpose of the VET Student Handbook. ✓ VET Student Induction Procedures. ✓ The Australian Qualifications Framework (AQF). ✓ Unique Student Identifier (USI). ✓ Student Selection and Enrolment Procedures. ✓ Course Information – 2022. ✓ Fees And Charges, including Refund Policy. ✓ Marketing and Advertising of Course Information ✓ Legislative Requirements. ✓ Language, Literacy and Numeracy Assistance. ✓ Student Support, Welfare and Guidance Services. ✓ Flexible Learning and Assessment. ✓ RTO Complaints and Appeals Procedures. ✓ Disciplinary Procedures. ✓ Access and Equity. ✓ Recognition of Prior Learning (RPL). ✓ Recognition of AQF Qualifications/SOAs Issued by another RTO and Credit Transfer. ✓ Certification and Issuing of Qualifications. ✓ Access to Records.	<input type="checkbox"/>	<b>Student VET Handbook</b> Student has accessed an electronic copy located on the School Portal/Student Workspaces/VET Documents/ <b>OR</b> has been provided with an electronic copy by the VET teacher.
		<input type="checkbox"/>	<b>VET Policies and Procedures Manual</b> Student has accessed an electronic copy located on the School Portal/Student Workspaces/VET Documents <b>OR</b> has been provided with an electronic copy by the VET teacher.
<input type="checkbox"/>	<b>College and Course Information</b> ✓ Course Information Booklet/Learning Program – Received, Read and Understood. ✓ Work Areas, Classrooms and Lockers. ✓ Method of Delivery. ✓ Assessment Requirements – Assessment Guidelines, Re-assessment Procedures. ✓ Absenteeism, Failure to Progress. ✓ RPL and Credit Transfer. ✓ Vocational Placement (if applicable).		
<input type="checkbox"/>	<b>Student Rules and Code of Conduct</b> ✓ Outlined in the eDiary. ✓ Misconduct and Consequences of Misconduct.		
<input type="checkbox"/>	<b>Learning Support Needs Analysis</b> ✓ I am aware of the Inclusive Education Program and Learning Support Services. ✓ I have received information about the Inclusive Education Program and Learning Support Services.		

<b>Student Name:</b>	<b>Date:</b>
<input type="checkbox"/> By ticking this box the student declares that the information provided is correct.	
<b>Induction Conducted by:</b>	<b>Date:</b>
<input type="checkbox"/> By ticking this box the teacher declares that the information provided is correct.	

File location: <https://mybceatholic.edu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/8. Student Information/Student Induction/2022/VET Student Induction Checklist 2022.docx>

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Approved: Karen Daly

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APPENDIX 2 – RTO COMPLAINTS AND APPEALS FORM

St Peter Claver College



## RTO Complaints and Appeals Form

Complaints and Appeals Register No.:

**STUDENT TO COMPLETE FORM AND SUBMIT TO THE CURRICULUM LEADER VOCATIONAL EDUCATION & TRAINING AND CAREERS**

<b>Student Name:</b>	<b>Home Class:</b>	<b>Year Level:</b>
<b>Address:</b>		
<b>Post Code:</b>		
<b>Telephone:</b>	<b>Date of Incident:</b>	
<b>Course:</b>	<b>Type of Incident:</b> <input type="checkbox"/> Complaint <input type="checkbox"/> Appeal <input type="checkbox"/> Assessment Appeal	
<b>Describe the nature of the complaint/appeal:</b>		
<b>Student Signature:</b>		<b>Date:</b>

File location: <https://mybceatholicedu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/4. Complaints & Appeals/Complaints Register & Form/RTO Complaints and Appeals Form.docx>

Version No. and date: V1 22 November 2022      Review date: November 2023

Ownership: 30028: St Peter Claver College      Approved: Karen Daly      Page 1 of 2





APPENDIX 3 – RTO COMPLAINTS AND APPEALS REGISTER



St Peter Claver College

## RTO Complaints and Appeals Register

Ref. No.	Date Complaint/ Appeal Received	Complaint Received From	Student/ Parent/ Outside Agency	Complaint/Appeal Details	Complaint Reviewed By	Complaint/Appeal Outcome	Corrective Action Taken to Eliminate or Mitigate the Likelihood of Reoccurrence	Complaint Initiator Advised of Result	Date Complaint Closed
e.g.	10/10/22	Parent/Caregiver	Parent	Would like a review of her son's Cert I in Business Administration results. Parent has concerns with regard to quality of teaching in that particular subject.	Principal Curriculum Leader VET & Careers	Student results have been revised. Teacher has been assigned a mentor to revise lesson planning. Teacher has undertaken PD in RTC procedures.	All teachers have annual PD in RTC procedures and lesson plans are annually reviewed with the Curriculum Leader VET & Careers.	Yes	01/11/22
001									
002									
003									
004									
005									
006									
007									
008									
009									
010									
011									
012									
013									
014									

File location: <https://mybceatholic.edu.sharepoint.com/sites/sp-sbcc/staff/VET/SPCC RTO - NEW/4. Complaints & Appeals/Complaints Register & Form/RTO Complaints and Appeals Register.docx>  
 Version No. and date: V1.22 November 2022  
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 Approved: Karen Daly  
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## APPENDIX 4 – STUDENT RPL APPLICATION FORM

St Peter Claver College



### Student RPL Application Form

This form must accompany your RPL application. The RPL application form has two parts. Part 1 is a cover sheet that you complete only once. Part 2 must be completed for each competency you want to RPL. For example, if you are applying for three units of competency to be RPL'd you complete Part 1 once and complete Part 2 three times, providing evidence for each competency you are submitting.

Refer to St Peter Claver College Recognition of Prior Learning (RPL) Policy and Procedure and seek assistance from your teacher to complete this form. The completed form and evidence must be given to your teacher who will pass it to the Careers Office to be recorded in the St Peter Claver College Student RPL/Appeals Register.

#### **PART 1**

##### **Student Information**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

LUI Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Qualification Code:  
*e.g. BSB20107*

Qualification Name:  
*e.g. Certificate II in Business*

I hereby certify that the information provided and the documentation attached are true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY
Teacher: _____
Date Received from Student: _____
Date Entered into RPL/Appeals Register: _____
RPL /Appeals Register Number: _____

File location:	<a href="https://mybceatholic.edu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/3. Assessment system/RPL/Student RPL Application Form.docx">https://mybceatholic.edu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/3. Assessment system/RPL/Student RPL Application Form.docx</a>		
Version No. and date:	V1 22 November 2022	Review date:	November 2023
Ownership:	30028: St Peter Claver College	Approved:	Karen Daly







APPENDIX 5 – STUDENT RPL APPLICATION/APEALS REGISTER



St Peter Claver College

**Student RPL Application/Appeals Register**

App. No.	Date Application/ Appeal Received e.g. 10/10/22	Student Name	LUI Number	Year Level	Teacher	Certificate	Units/Competencies	Evidence Provided	Outcome (C/NYC)	Date Advised Data Capture
		Student Name	000111111	11	Teacher Name	CPC10120 Certificate I in Construction	CPCWHS1001 Prepare to work safely in the construction industry	Yes	C	10/10/22
001										
002										
003										
004										
005										
006										
007										
008										
009										
010										
011										
012										
013										
014										
015										
016										

File location: <https://mybceatholic.edu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/3. Assessment system/RPL/Student RPL Application and Appeals Register.docx>  
 Version No. and date: V1.22 November 2022  
 Review date: November 2023  
 Ownership: 30028: St Peter Claver College  
 Approved: Karen Daly  
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## APPENDIX 6 – STUDENT RPL APPEALS FORM

St Peter Claver College



### Student RPL Appeals Form

The RPL Appeals application form has two parts. Part 1 is a cover sheet that you complete only once. Part 2 must be completed for each competency you want to include in your RPL Appeal. For example, if you are appealing for three units of competency you complete Part 1 once and complete Part 2 three times, providing a summary of the reasons for your appeal, listing the additional information you will present as part of your appeal.

Refer to St Peter Claver College Recognition of Prior Learning (RPL) Policy and Procedure and seek assistance from your teacher to complete this form. The completed form and evidence must be given to your teacher who will pass it to the Careers Office to be recorded in the St Peter Claver College Student RPL/Appeals Register.

#### **PART 1**

##### **Student Information**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

LUI Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Date of Original RPL Application: \_\_\_\_\_

Date of Lodgment of Appeal: \_\_\_\_\_

Qualification Code:  
*e.g. BSB20107*

Qualification Name:  
*e.g. Certificate II in Business*

I hereby confirm that I have been advised of the appeals process:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

##### **OFFICE USE ONLY**

Teacher: \_\_\_\_\_

Date Received from Student: \_\_\_\_\_

Date Entered into RPL/Appeals Register: \_\_\_\_\_

RPL /Appeals Register Number: \_\_\_\_\_

File location: [https://mybceatholicedu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/Policies & Procedures \(Prior 2021\)/3. Assessment system/RPL/Student RPL Appeals Form.docx](https://mybceatholicedu.sharepoint.com/sites/sp-spcc/staff/VET/SPCC RTO - NEW/Policies & Procedures (Prior 2021)/3. Assessment system/RPL/Student RPL Appeals Form.docx)  
Version No. & date: V1 22 November 2022 Review date: November 2023  
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## STUDENT PRIVACY NOTICE

The *Privacy Notice* explains how personal information provided by the student may be collected, held, used, or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The *Privacy Notice* also makes it clear that the notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

Students must be advised how to access the DESE VET Privacy Notice (at [www.dese.gov.au/national-vet-data/vet-privacy-notice](http://www.dese.gov.au/national-vet-data/vet-privacy-notice)) and other privacy policies.

If the Privacy Notice on the DESE's website cannot be accessed electronically by the student, the RTO is required to provide the student with a downloaded or hard copy of that notice.

It is not mandatory to provide the notice to parents or guardians.

Minimum mandatory Privacy Notice links to be provided to the students are:

Queensland Privacy Notices and Policies Relevant to VET Students	
QCAA Open Data Strategy	<a href="http://www.qcaa.qld.edu.au/about/corporate-policies/information">www.qcaa.qld.edu.au/about/corporate-policies/information</a>
DESBT RTO Data Collection	<a href="https://desbt.qld.gov.au/training/docs-data/statistics/rto-data">https://desbt.qld.gov.au/training/docs-data/statistics/rto-data</a>
DESE VET Privacy Notice	<a href="http://www.dese.gov.au/national-vet-data/vet-privacy-notice">www.dese.gov.au/national-vet-data/vet-privacy-notice</a>
NCVER Privacy Policy	<a href="https://www.ncver.edu.au/privacy">https://www.ncver.edu.au/privacy</a>

