

SPRINGWOOD STATE HIGH SCHOOL



VET STUDENT INDUCTION HANDBOOK

V3. January 2021

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1. Introduction

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

This student handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at Springwood State High School as well as your rights and responsibilities as a VET student.

Students should take the time to study this handbook carefully and ask their Trainer and Assessor if they are unsure of any details. Students should keep this handbook (or note the location of this document) for reference throughout their enrolment, The contents of this student handbook in many instances represents the key points of various VET policies and procedures developed by this R.T.O. A copy of the RTO'S VET policies and procedures can be obtained via the R.T.O Manager.

Your VET student induction at Springwood State High School will:

- Provide you with important information about VET (Vocational Education and Training)
- Explain your rights and responsibilities
- Explain the policies and procedures at Springwood State High School related to VET
- ❖ If you have any questions relating to your VET induction please ask your VET Teacher or visit the VET RTO Manager in K-Block staffroom (Monday's, Thursday's & Friday's).

2. The Australian Qualifications Framework (AQF)

All of the VET course offered by this RTO (Springwood State High School) lead to nationally recognised qualifications.

- a certificate – if all of the requirements of the qualification are completed or
- a statement of attainment – for those parts that are successfully completed where the full qualification is not completed

This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 14 different types of qualifications that can be obtained. These are shown in the following diagram:

AQF QUALIFICATIONS



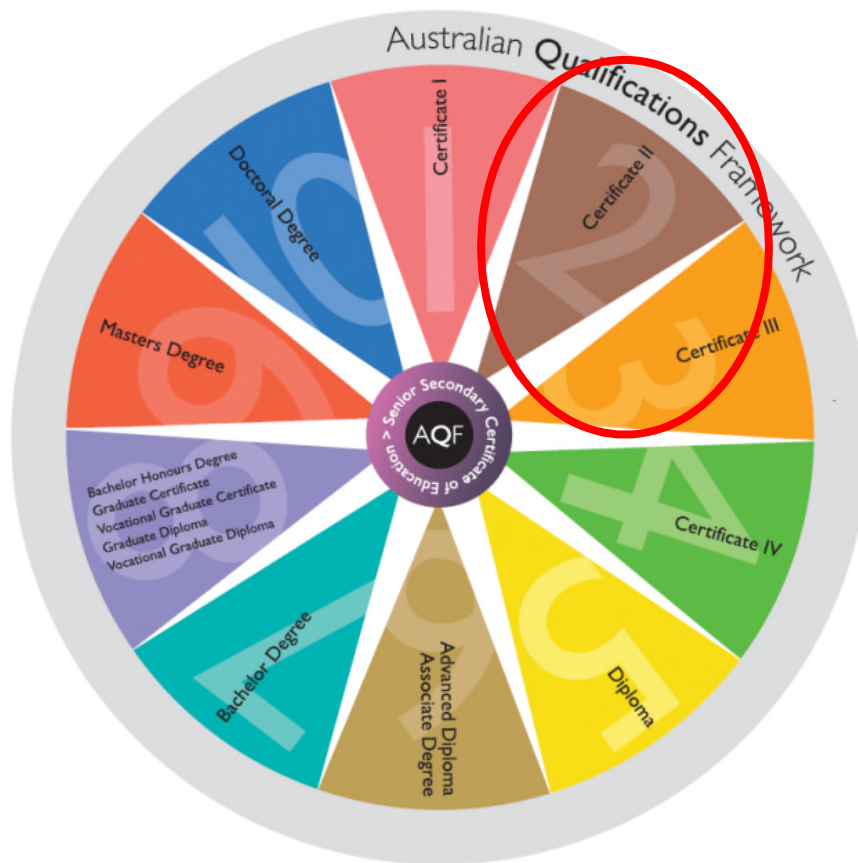
Source: Australian Qualifications Framework Second Edition January 2013

Your trainer and Assessor will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc. The qualifications available for completion at Springwood State High School are listed on the Enrolment Agreement that you will be provided with and can also be viewed in the Subject Selection Handbook.

- Where you see this logo the Registered Training Organisation (RTO) has been approved by ASQA (Australian Skills Quality Authority) to deliver VET Qualifications.



Schools Sector	Vocational Education and Training Sector Accreditation	Higher Education Sector Accreditation
Remember the senior secondary certificate of education is called the QCE in Queensland		<i>Doctoral Degree</i>
		<i>Masters Degree</i>
	<i>Vocational Graduate Diploma</i>	<i>Graduate Diploma</i>
	<i>Vocational Graduate Certificate</i>	<i>Graduate Certificate</i>
		<i>Bachelor Degree</i>
	<i>Advanced Diploma</i>	<i>Associate Degree, Advanced Diploma</i>
<i>Senior Secondary Certificate of Education</i>	<i>Diploma</i>	<i>Diploma</i>
	<i>Certificate IV</i>	
	<i>Certificate III</i>	
	<i>Certificate II</i>	
	<i>Certificate I</i>	



Watch this video to improve your understanding of VET:

<http://www.youtube.com/watch?v=3LhoV4OntpU>

Why is this induction so important for VET Subjects?

There are many laws that schools and other RTOs must follow when teaching VET (as well as other subjects) in the College. Springwood State High School will meet all legislative requirements of the:

- National VET Regulator Act 2012,
- Education (General Provisions) Act 1989,
- Education (General Provision) Regulation 2000,
- Vocational Education, Training and Employment Act 2000,
- Education (Work Experience) Act 1996,
- Vocational Education and Training Act 2000,

- Copyright Act 1968 (2006)
- Education (Overseas Students) Act 1996,
- Child Protection Act 1999,
- Commission for Children and Young People Act 2000,
- Workplace Health and Safety Act 1995,
- Anti-Discrimination Act 1991,
- Disability Services Act 1992,
- Freedom of Information Act 1992 and
- Privacy Act 1988 (2014)
- Information Privacy Act 2009

It is important that students know their rights and responsibilities in relation to VET.

3. Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at Springwood State High School participate in the same enrolment and selection processes as other students at the RTO. Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received. Springwood State High School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on the Student Data Capture System (SDCS)/SMS.

- Students must obtain a **Unique Student Identifier (USI)** to enrol in these Certificate courses.
- Students are provided with the following documentation upon enrolment:
 - ❖ USI Fact Sheets and Help
 - ❖ USI Collection and verification form
 - ❖ SSHS Privacy Policy
- For more information on the USI system visit www.usi.gov.au.

NOTE: Students will not be issued with either a Certificate or Statement of Attainment, if they have not provided a Unique Student Identifier (USI) to the RTO.

The RTO Manager and associated Trainers and assessors will induct all VET students with this handbook.

4. Student subject selection and reviews

Springwood State High School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on the Student Data Capture System (SDCS)/SMS.

In years 9 & 10 students participate in (or will soon participate in) an exploration of pathways and selected that enrolment in a VET course would help you achieve your long term goals. This process allows Springwood SHS to establish and meet the needs of students.

Throughout the next two years students and their teachers will have the opportunity to review student pathways, goals and achievement in their subjects.

If students wish to change their pathway or subjects, the decisions will be made in consultation with the DP SS, HOD SS, the Curriculum HOD, your VET Teacher and student's families or guardian/s.

If students wish to discuss your subject selection or a review of your current enrolment you must speak with your teacher first, then go and see the Senior Schooling HOD.

The RTO Manager and associated VET teachers will induct all VET students with this handbook.

5. Qualification or accredited course information

Information pertaining to your qualification or accredited course can be sourced from course documentation provided by your VET teacher, subject specific information included in the Senior subject selection handbook (or similar document), through the VET student handbook and on the Springwood State High School website or intrant (if applicable).

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rules information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered

- Entry requirements
- Fees and charges
- RTO guarantee information
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Partnership or off-campus arrangements (where applicable)

6. Marketing and advertising of course information

Springwood State High School 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 NRT logo will only be employed in accordance with its conditions of use. Springwood State High School will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration. Springwood State High School will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the School's scope of registration. If the School loses access to these resources, the School will provide students with alternative opportunities to complete the course and the related qualification.

7. Legislative requirements

As an RTO, Springwood State High School will observe all Australian, state and territory laws governing Vocational Education and Training. The School will also meet all legislative requirements of the National VET Regulator Act 2011, Education (General Provisions) Act 2006, Education (General Provision) Regulation 2006, Vocational Education, Training and Employment Act 2000, Education (Work Experience) Act 1996, Vocational Education and Training Act 2000, Education (Overseas Students) Act 1996, Copyright Act 1968 (2006), Child Protection Act 1999, Commission

for Children and Young People Act 2000, Workplace Health and Safety Act 2011, Anti-Discrimination Act 1991, Disability Services Act 1992, Freedom of Information Act 1992, Privacy Act 1988 (2014), Information Privacy Act 2009 as they relate. If students require any further information, please see the RTO Manager.

8. Fees and charges, including refund policy

Springwood State High School does not charge students fees for VET services. Fees are only collected for consumable costs or other additional services such as the issuing of a replacement qualification testamur. Any fees and charges that do occur for additional services will be made known to students prior to enrolment.

Students who enrol past the commencement of the school year will be charged student fees at a pro-rate basis for the duration of the school year.

Springwood State High School will refund on a pro-rate basis any fees collected for consumable costs to students who leave before completion of the VET service.

Springwood State High School will charge for VET Courses provided by external training providers via a memorandum of understanding with that provider.

Matters regarding payment of fees or refund of fees will be managed by the Business Service Manager in accordance with the principles contained in the School's Fee Policy.

9. Student services

Springwood State High School will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at Springwood State High School will have involvement with some or all of the following processes, designed to establish their educational needs:

- SET plans
- Subject selection processes
- Career guidance services

The provision of educational services will be monitored to ensure the School continues to cater for student needs through review of student senior education and training (SET) plans, as needed. Springwood State High School will also ensure that all students receive the services detailed in their agreement with the RTO.

Springwood State High School will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e. through individual student assessment feedback, course evaluation feedback, quality indicators — student engagement surveys and school-generated surveys (where applicable).

10. Student support, welfare and guidance services

Within our VET Subjects at Springwood State High School, support is offered to students in many ways. Student Support also refers to providing access and equity to all students so that you will all have the opportunity to gain skills, knowledge and experience through access to VET subjects. The learning focus through the Five Platforms at Springwood; Academic Excellence, Student Wellbeing, Community, Sport and the Arts, Pathways; inform the student support services in our school. All students at Springwood SHS have the right to:

- Access the VET curriculum
- Achieve VET Qualifications they have been enrolled in
- Gain training and complete assessment that is of industry standard
- Experience a range of teaching and assessment methods
- Access partnerships with tertiary and industry groups
- Access support in relation to language, literacy and numeracy

- Feel valued and contribute from their culturally diverse backgrounds
- Be treated fairly in work placements
- Make a complaint or lodge an appeal

Students at Springwood State High School have access to a wide range of support, welfare and guidance services at this School, including:

- Principal
- Deputy Principal
- RTO Manager
- Head of Department
- VET teachers
- ILO/Guidance Officer
- Learning Support teachers

11. Provision for language, literacy and numeracy assistance

If you are undertaking a VET subject, which has embedded units of competency from a training package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the RTO Manager.

12. Access and equity policy and procedure

The access and equity guidelines at Springwood State High School are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects.

Springwood State High School is inclusive of all students regardless of sex, race, impairment or any other factor. Any matter relating to access and equity will be referred to the Principal, as the designated Access and equity officer.

Springwood State High School has written access and equity policies documents in the School VET Quality Manual and all staff receive copies which they must follow. Staff and students, in their induction to the School, are made aware of the School's access and equity policy, and that they may contact the Access and Equity Officer for information and/or support about the policy.

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

- Springwood State High School's curriculum, while limited by the available human and physical resources, will provide for a choice of VET subject/s for all students
- Links with other providers, such as TAFE institutes will be considered where additional resources are required.
- Access to school-based apprenticeships and traineeships may be available to students
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I, or II or III (where applicable)
- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.
- If the School loses access to either physical and or human resources, the School will provide students with alternative opportunities to complete the course and the related qualification.

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc.

Springwood State High School strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example, the following principles apply:

1. VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students have quality outcomes.

2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairment will participate with an initial and annual panel meeting with their parent/guardian and relevant School staff to ensure that the training and assessment provided meets their needs.
3. All students will be actively encouraged to participate in VET qualifications, irrespective of background/cultural differences.
4. Prior to participating in structured work placement, students will be provided with an induction program that will equip them with the knowledge to recognise harassment/discrimination should it occur and to ensure they have the strategies to deal with anything like this. Appropriate support will be provided to ensure students are successful in their work placement.
5. Literacy/numeracy is integrated throughout all VET qualifications, as well as being delivered separately through your English/literacy and Maths/numeracy programme.
6. This School will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.
7. Any complaints in relation to discrimination/harassment will be treated seriously, in line with the School's Complaints and appeals policy.

13. Flexible learning and assessment procedures

The following represent the basic VET assessment principles at Springwood State High School. They are designed to promote fairness and equity in assessment.

- All VET students at Springwood State High School will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.

- Information given to students, on the assessment cover sheet, will include:
 - advice about the assessment methods
 - assessment procedures
 - the criteria against which they will be assessed
 - when and how they will receive feedback.
- Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a two year course.
- The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
- Reasonable adjustments will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Opportunities for feedback and review of all aspects of assessment will be provided to students.
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students in Springwood State High School's VET Quality Manual. This is available from the RTO Manager.

Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted at Springwood State High School.

14. Competency based assessment

Competency based assessment is DIFFERENT from the criteria based assessment you have experienced previously at school. To be successful in GAINING COMPETENCE you need to:

- demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace
- be able to transfer and apply skills and knowledge to new situations and environments

In most subjects you will have opportunity to complete assessment items a number of times throughout the year. Results for each assessment item are marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Teachers will use the following codes when reporting at the end of term or semester.

- **WTC** for Working Towards Competency –

Final results will be recorded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

Springwood State High School knows that it is important for students to get feedback about their work and assessment. To ensure you are provided with regular information about your participation and progress, VET Teachers will:

- Record your progress in a student profile in the classroom that you can access to monitor your achievements.
- Provide a list of the Units of Competency you have achieved to the SMS Manager each term.

The SMS records are used at the end of Year 12 to determine your overall competency and achievement of the VET Qualification.

15. Student access to accurate records policy and procedures

Springwood State High School is committed to regularly providing students with information regarding their participation and progress.

The VET teachers must maintain accurate and current records of each student's progress towards and achievement of competencies. These records will be forwarded for entry on the School's SDCS prior to each of QCAA's advertised collection dates for data. The data recorded on the SDCS/SMS will be printed out and returned to the VET teacher and the RTO Manager for checking. Once approved as accurate, the SDCS/SMS Officer is notified to this effect.

When the student nears completion for the full qualification, the VET teacher then checks student achievements against the qualification packaging rules. When the student has achieved the requirements for completion of the qualification, the SDCS Officer is notified to check the “qualification complete” button for that student in that qualification. The data recorded on SDCS/SMS will be printed out and returned to the VET teacher and RTO Manager for checking. Once approved as accurate, the SDCS/SMS Officer is notified to this effect.

VET teachers will provide access to a student’s own records at least once each semester, or on request by the student. Students may also be given access to “for checking” SDCS/SMS printouts from the SDCS/SMS Officer. Students will also have access to information regarding any unit achieved through their own online learning account.

16. Confidentiality procedures

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. Springwood State High School will ensure that have consent from each VET student.

17. Employer contributing to learner’s training and assessment

Wherever possible Springwood State High School will place students in workplaces that provide experience in the competencies included in their VET qualifications. Springwood State High School does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook (or similar document). The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student’s entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at Springwood State High School will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

17. Complaints and appeals

Complaints and appeals are managed by Springwood State High School in a fair, efficient and effective manner. Springwood State High School will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the School RTO's services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the School RTO has made. Appeals can relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to informal complaint process or a formal complaint or appeal process. All formal complaints or appeals will be heard and decided within 15 working days of the receipt of the written complaint by the School.

If you feel that you are dissatisfied with an aspect of the school's VET services you have the right to make a complaint or lodge an appeal. Springwood State High School values student's views and will act in a fair, efficient and effective manner in relation to the concern. All formal complaints or appeals will be heard and decided within 15 working days of the receipt of the written complaint by the VET Manager.

Informal Complaints and Appeals:

- the initial stage of any complaint shall be for the complainant to communicate directly with the operational representative of the School, e.g. the VET teacher, who will make a decision and record the outcome of the complaint
- The VET Teacher will record the complaint or appeal and make a decision
- If a student is dissatisfied with the outcome they may lodge a formal complaint or appeal with the VET RTO Manager

Formal Complaints and Appeals:

- formal complaints may only proceed after the informal complaint procedure has been finalised

- all formal complaints or appeals will go to the Principal
- Talk about the issue with the VET RTO Manager
- The VET RTO Manager will give you a Complaints and Appeals Form and help you to fill it out if you require assistance
- The VET RTO Manager will record the complaint or appeal and the date it was lodged
- The VET RTO Manager will organise an independent panel to hear the complaint, talk with the student and relevant staff members and make a decision
- The independent panel will communicate its decision on the complaint to all parties in writing within five working days of making its decision
- If a student is still not satisfied, the VET RTO Manager will refer them to the Queensland Curriculum & Assessment Authority appeals and complaint process
www.qcaa.qld.edu.au/3141.html

The School uses the Complaints and Appeals Register as invaluable data about aspects of the School's operations that could be improved.

18. Recognition arrangements for RPL and credit transfer

All VET students have access to a procedure that gives RPL or Credit transfer at this School.

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

Recognition of prior learning policy

All students shall have access to, and will be offered RPL. All applications for RPL will be responded to once a written application has been received. The RTO Manager will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the School to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Recognition of prior learning procedure

Each year at the VET student induction, the RTO Manager and associated VET teachers shall make students aware of the School's RPL policy via the VET student handbook. The RTO Manager will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL, will be:

- provided with a copy of a RPL application form by their relevant VET teacher
- provided sufficient information about the types of evidence that can be used to support an RPL application by the VET teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions
- required to provide a completed RPL application form and associated evidence to support the application
- able to appeal an RPL decision via the RPL student appeals form if unsuccessful

The VET teacher will:

- notify the student of their outcomes from the RPL process
- develop and assess any alternative methods of assessment required as a result of an RPL application
- notify the student of any gap training required as a result of the review of their application
- update the student's records if RPL is granted upon consulting with the RTO Manager.

Credit transfer

Refers to the granting of credit to students of exact units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfill these requirements they should approach their VET teacher first, who will bring it to the attention of the RTO Manager. At the beginning of each course, the

VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the Student VET Induction Handbook, VET teacher or through the RTO Manager.

19. Recognition of AQF qualifications and statements of attainment issued by another RTO or school

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

Recognition of qualifications procedure

- The VET teachers and the RTO Manager will make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the School during the VET student induction at the beginning of the year.
- VET teachers will remind students of this policy at the beginning of each term
- If a student presents an AQF qualification or statement of attainment to a VET teacher, the teacher will take a copy and bring it to the attention of the RTO Manager.
- The Deputy Principal in conjunction with the RTO Manager will verify the authenticity of the qualification or statement of attainment.
- The verified copy of the qualification or statement of attainment is placed in the student's file.
- Once the qualification or statement of attainment is verified, the VET teacher will give the student exemption for the units of competency identified in the qualification or statement of attainment and update the student's records accordingly. Information will then be entered in SDCS using the 'credit transfer' option.

Internal recognition of qualifications procedure

- The School will complete a comprehensive mapping exercise (where relevant) to identify common units of competency across qualifications on the scope of registration

- At the beginning of each year, those students who are enrolled in courses where there are common units of competency, or who have progressed from Certificate I to Certificate II or III (where applicable) are identified
- The RTO Manager and VET teachers will meet to establish the processes for delivery and assessment ensuring accurate data is recorded
- This process is repeated throughout the year for students who change subjects
- The information is entered into SDCS using the 'credit transfer' option in all instances where the student has already gained the unit of competency (i.e. the student may only once be deemed as competent).

20. Certification and issuing qualifications

The School 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 Australian Qualifications Framework (AQF) requirements;
- Identifies the RTO by its national provider number from the national Register; and
- Includes the Nationally recognised training (NRT) logo in accordance with the current conditions of service.

The School will ensure that through the implementation of the AQF Qualifications Issuance 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 School, and
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF

- The School will establish anti-fraud mechanisms by including the School's own logo and a unique watermark on each document issued to ensure there is no fraudulent reproduction or use of credentials.

Replacement of certification documentation policy

Requests for a replacement qualifications or statements of attainment (within a 30 year period) are handled in a timely manner.

Replacement of certification documentation procedure

The following procedure is to be followed:

- All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the student to the School
- The request will be forwarded to the RTO Manager to coordinate
- The School will access the archived records through the use of OneSchool to access the required information for the replacement document
- The replacement will identify that it is a re-issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the [NSSC Application of the AQF Qualifications Issuance Policy](#) and the [AQF Certification Explanation](#).
- The replacement will be issued with 14 working days of receipt of the written request.

21. Qualification and accredited course guarantee

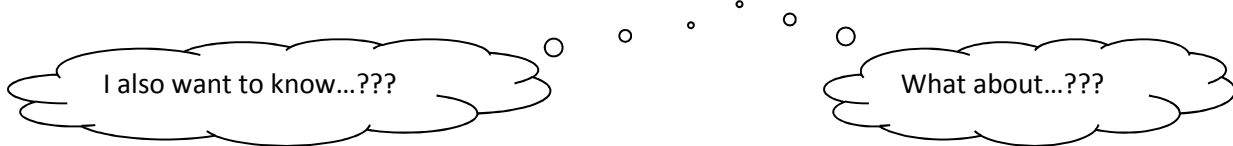
Springwood State High School gives a guarantee to the student that the School will complete the training once the student has started student in their chosen qualification or accredited course. Students who enter a course after the start date have the opportunity to negotiate a package of units that will lead to a statement of attainment only. This adjustment will be reflected in the VET Student Agreement form which will be signed by both the student and parent/guardian.

In the event of losing a specialist trainer, and the School being unable to obtain a suitable replacement, the School will arrange for agreed training and assessment to be completed through another RTO if this is possible. (Fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and agreement to those arrangements, including any refund of fees will be obtained. If an external transfer is not possible, the School will gain a written agreement for a subject/course transfer within Springwood State High School from the student and parent/guardian. When an enrolment form is received, the form is checked to ensure it has been signed by both the student and their parent/guardian.

22. Student Agreement information

Now that you have completed the VET Student Induction you are required to complete a VET Student Acknowledgement Register. What do I need to do?

- Write your name and form class
- Tick which VET Subjects you are doing at Springwood
- Think of any extra questions you want to ask your VET Teacher and do that now



- Tick that you are
 - In the right course
 - Have participated in an induction
 - Have read the declaration
- Sign the form in the STUDENT section

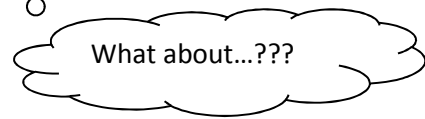
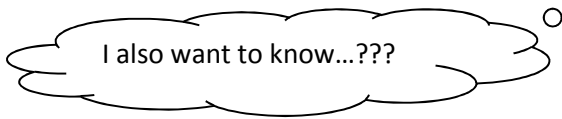
ENROLMENT AFTER THE START OF THE VET SUBJECT.

You are changing subjects or have enrolled at Springwood from another school. You have selected a VET subject as it aligns with your future goals and pathway.

What do I need to do?

- You will be given a VET Student Induction Handbook to read, review and discuss with your VET Teacher for your induction
- You will be given a VET Student Acknowledgement Form

- Write your name and form class
- Tick which VET Subjects you are doing at Springwood
- Tick that you have entered the VET Course DURING
- Think of any extra questions you want to ask your VET Teacher, DP SS, HOD SS or HOSES



- Sign the form in the STUDENT section

Take the form home and ask your parent or guardian to sign in the PARENT section