



**LOCKYER
DISTRICT**

HIGH SCHOOL

Vocational Education & Training Handbook

2024-2025

Lockyer District High School's vision for students

Our students, working together to ensure that every day, in every classroom, students are working and achieving, becoming enterprising, resilient, creative adaptable and confident.

Lockyer District State High School's Behaviour Expectations.

Safe...Respect...Learn

Every student succeeding

Every student succeeding is the shared vision of Queensland state schools. Our vision shapes regional and school planning to ensure every student receives the support needed to belong to the school community, engage purposefully in learning and experience academic success.

Queensland Department of Education
State Schools Strategy 2020-2024

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Introduction

Welcome to students undertaking VET courses at Lockyer District High School. Congratulations on your decision to enrol in a nationally recognised vocational course. This handbook outlines details of the courses as well as your rights and responsibilities as a VET student at Lockyer District High School. Your VET trainer/assessor will also provide you with information about the VET qualification, including an overview of the specific units of competency, as well as assessment requirements.

Due to RTO registration through QCAA, you must be enrolled at Lockyer District High School, or another Education Queensland school enrol into vocational education and training (VET) qualifications at this school. You must also maintain your Education Queensland school enrolment to continue studying any vocational certificate course at Lockyer District High School. If you leave school permanently before completion of your certificate course, you will be issued a Statement of Attainment for the competencies you have completed.

This handbook has been written to provide students with important information about vocational education and training (VET) qualifications offered at Lockyer District High School as well as your rights and responsibilities as a VET student. The handbook is an important reference for Lockyer District High School students undertaking vocational education and training (VET) courses at the school.

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 for reference throughout their enrolment.** The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by this RTO. A copy of the VET Quality Manual outlining the RTO's VET policies and procedures can be obtained via the RTO Manager.

Course Contact Details

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Disclaimer Statement:

While all care has been taken in preparing this publication, Lockyer District High School does not warrant that the content is complete, accurate or current. Lockyer District High School expressly disclaims any liability for any damage resulting from the use of the material contained in this publication and will not be responsible for any loss, howsoever arising, from use of, or reliance on this material. If you rely solely on the information in this publication, you are responsible for ensuring by independent verification its completeness, accuracy, and currency. The handbook has been prepared as a resource to assist students to understand their obligations and also, the obligations of Lockyer District High School as a Registered Training Organisation. Lockyer District High School reserves the right to vary and update information without notice. The information in this publication is correct at time of publishing and is subject to change without notice. Any updates to the information in this publication will be available on the Lockyer District High School website. All students need to read, understand, be familiar with, and follow the policies and procedures outlined.

The Australian Qualifications Framework (AQF)

All VET courses offered by this RTO 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 certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 10 different types of qualifications that can be obtained. These are shown in the following diagram.



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 this RTO are listed on the Enrolment Agreement that you will be provided with and can also be viewed in the Subject Selection Handbook.

Your Qualification

A Certificate qualification is an excellent opportunity to take the first step towards a successful career in a chosen industry. You will obtain a head start in the local job market and can use the qualification as a step towards further education.

VET courses can provide an excellent foundation for future University and TAFE study. Successful completion of a Certificate will contribute to QCE points and Certificate III qualifications and above will contribute towards your ATAR.

Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at this RTO 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. Lockyer District 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 Management Software System (SMSS). The Trainers and Assessors will induct all VET students with this handbook.

Student Enrolment procedures

Students are legally required to obtain a Unique Student Identification number (USI). At the start of each course, students must provide their USI number to their teacher (if not already on record at the RTO) or apply for a USI.

If students do not provide a USI number to the RTO or classroom teacher within the first calendar month of starting the course, students will not be able to continue in the program. Students will be provided with the USI Fact Sheet at the start of the course. The form is also located on the school's website:

<https://lockyerdistrictshs.eq.edu.au/curriculum/vocational-education>

Learners (students) will not be issued with certification documentation without first providing a USI. For more information, please visit <https://www.usi.gov.au/>

Certification and issuing qualifications including Unique Student Identifier (USI)

The RTO 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.

All learners (students) enrolled in a VET course must have a Unique Student Identifier (USI) prior to issuing certification documentation.

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

- Students will receive the certification documentation to which they are entitled once a verified USI has been obtained by the RTO
- 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 RTO, 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 RTO will establish anti-fraud mechanisms by including the RTO's own logo each document issued to ensure there is no fraudulent reproduction or use of credentials.

Qualification or accredited course information

Information pertaining to your qualification or accredited course can be sourced from course documentation provided by your Trainer and Assessor, subject specific information included in the Senior subject selection handbook, through the VET student handbook and on the RTO website.

The minimum information available to students regarding your qualification or accredited course will include:

- Qualification or VET accredited course code and title
- Delivery location(s)
- Duration of course and modes of delivery
- Packaging rule information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered and location(s) of delivery
- Modes of assessment
- Entry requirements
- Support Services
- USI information
- Fees and charges (if applicable)
- Recognition of prior learning
- Credit transfer arrangements (where applicable)
- Work placement requirements (where applicable)
- Licensing requirements (where applicable)
- Student's rights and obligations
- Third party or off-campus arrangements (where applicable)
- RTO obligations and communication process to be followed if there are changes to agreed services

Marketing and advertising of course information

The RTO 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 RTO will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration.

Lockyer District High School will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the RTO's scope of registration. If the RTO loses access to these resources, the RTO will provide students with alternative opportunities to complete the course and the related qualification.

Legislative requirements

The RTO will observe all Australian, state and territory laws governing Vocational Education and Training. The 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](#)

Fees and charges, including refund policy

The RTO does not charge students fees for VET services. Levies 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. To participate in the course, students must ensure that all consumable costs or other additional services are paid in full before commencement of the course.

Students who enrol past the commencement of the calendar year will be charged student levies at a pro-rata basis for the duration of the year. Students who leave a VET course before completion may be able to claim a refund for part of the course consumables (levy).

Fees for VET Courses provided by external training providers will be charged as per the third-party arrangements with that provider.

Matters regarding payment of fees or refund of fees will be managed by the Business Services Manager in accordance with the principles contained in the general fee policy of the school (not specific to VET).

Student Services

Lockyer District High School will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this RTO will be involved with some or all of the following processes, designed to establish their educational and support needs:

- SET plans
- subject selection processes
- career guidance services

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

The RTO 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 — learner (student) engagement surveys and school-generated surveys (where applicable).

Student support, welfare and guidance services

General support and guidance

Students have access to a wide range of support, welfare and guidance services at this RTO. Should you require support or guidance whilst completing your certificate, speak with your trainer/assessor and VET coordinator. They will work with you to address any individual requirements. Examples may include:

- language, literacy, and numeracy (LLN) programs or referrals to these programs
- equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity
- learning resources
- flexible scheduling and delivery of training and assessment
- learning materials in alternative formats, for example, in large print

If you need support and guidance, contact any of the following Lockyer District High School staff members:

- Principal
- Senior School Deputy Principal
- RTO Manager
- Heads of Departments
- Trainers and Assessors
- Career Counsellor/Guidance Officer
- Learning Support Teachers

Language, Literacy and Numeracy support

To enrol in a vocational education and training (VET) Certificate courses in Year 10, 11 and 12 you are required to have a pass in English. All VET subjects are made up of units of competency from a national training package and as such 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 the VET area of your choice. If additional language, literacy and numeracy support is required, your trainer/assessor will work with you to implement individualised learning strategies.

Access and equity policy and procedure

The access and equity guidelines at Lockyer District 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. This RTO 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 RTO Manager, as the designated Access and Equity Officer.

Lockyer District High School has written access and equity policies documents generally as a school (not specific to VET) and all staff are aware of these. Staff and students may contact the Access and Equity Officer, who is the Senior School Deputy Principal, for information and/or support about the policy.

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

- The 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 other RTOs 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 RTO loses access to either physical and or human resources, the RTO 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.

This RTO 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 RTO 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 programme 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 and Maths programme.
6. This RTO 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 RTO's Complaints and appeals policy.

Flexible learning and assessment procedures

The following represent the basic VET assessment principles of this RTO. They are designed to promote fairness and equity in assessment.

- All VET students at this RTO 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 competency 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 adjustment 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 and is publicly available in this handbook which is stored on the website.

Your Trainer and Assessor 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 Lockyer District High School.

Course attendance and workshops

Certificate courses will be delivered at Lockyer District High School. Regular attendance and active engagement during lessons, including verbal and non-verbal communication with the trainer/assessor and fellow students, is a requirement in VET subjects. As VET qualifications are designed to prepare you for working in various industry areas and equip you with the Core Skills for Work, students will be required to actively demonstrate the development of their understanding, skill and competency during their lessons. Attendance in VET classes and activities complies with the school's Behaviour Management and Attendance policies.

Compulsory structured work placement

In some courses, students may be required to attend compulsory structured work placement. These placements may be hosted at other locations. You will be provided with details of the placements by your trainer and assessor.

Placement venues

When attending placement sites, usual school rules apply. These include:

- Signing in at location
- Adherence to Workplace Health and Safety guidelines.
- Following presenter/school representative instructions
- Be respectful of the rules at the workshop location
- Other normal school behavioural expectations apply

Competency based assessment

The school will comply with the assessment guidelines from the relevant Training Package or accredited course. Assessment will be competency-based.

Essentially, students are considered to be competent when they are able to apply their knowledge and skills to successfully complete activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace, as specified in the training package or VET accredited course.

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subjects' assessment tasks are completed a number of times throughout the year. Results for each assessment item will be 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.

Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NC** for Not Competent

Principles of assessment

The school's delivery and assessment of VET courses is designed to promote valid, reliable, flexible and fair assessment that is also informative in its context and purpose. This means that:

1. You will be given clear and timely information on assessment, including:
 - advice about the assessment methods
 - assessment procedures
 - the performance criteria against which you will be assessed
 - when and how you will receive appropriate feedback
 - the mechanism for appeal.
2. Sufficient evidence will be gathered to enable a fair and accurate judgment of your competence.
3. The assessment approach chosen will cater for your language, literacy, and numeracy needs.
4. Reasonable adjustments will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes as stated in the Training Package.
5. Opportunities for feedback and review via surveys of all aspects of assessment will be provided.
6. Clearly documented mechanisms for appeal against assessment processes and decisions will be available.
7. All students have access to reassessment on (informal) appeal.

Assessment methods

Each Trainer and Assessor will maintain a student profile (or similar document) for each student and on completion of the program of study an exit level will be awarded, based on the principles of assessment and rules of evidence.

Elements of competency will be assessed and recorded once the Trainer and Assessor 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, RPL.

A master record detailing students' achievement of the units of competency is maintained at the RTO on the Student Management Software System (SMSS).

This will record all elements and units of competency achieved. This will be held by the RTO and will be issued to the student once they complete the program of study or upon exit (in line with the QCAA SMSS data entry timelines).

Student access to accurate records policy and procedures

Lockyer District High School is committed to regularly providing student with information regarding their participation and progress. The Trainers and Assessors must maintain accurate and current records of each student's progress towards and achievement of competencies.

Trainer and Assessors 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 printouts. Students will also have access to information regarding any unit achieved through their own online learning account.

On completion of Course

Upon full completion of the Course, a qualification certificate will be awarded and posted or emailed to you within 30 calendar days providing a verified USI and all agreed fees owed to the school RTO have been paid.

It is important that you download and save your certificate for future use. Upon completion, transcripts of your VET results can also be obtained via your USI account at www.usi.gov.au.

Statement of Attainment

A statement of attainment is issued when a student has satisfied the requirements of a specified unit or units of competency but not the full number of units in the qualification. A statement of attainment is only issued upon a student's exit from the course and will not be issued as an interim progress statement for a continuing student. The statement of attainment will be emailed within 30 calendar days of course exit, providing a verified USI and all agreed fees the student owes to the school RTO have been paid.

Accessing records and results

You can access your Course records and results by contacting your trainer and assessor. Results will also be uploaded to the QCAA student portal where completed units of study attract QCE credits.

Fees and charges

The cost of undertaking Certificate courses varies. Please refer to the Senior Subject Selection Handbook on the school's website for details.

Course Cancellation

If you no longer wish to continue your certificate course, please contact the Senior School Deputy Principal to discuss subject change implications. Any cancellation of a Course must be accompanied with a signed Subject Change form. Procedures for course cancellation can then be followed depending on the course RTO requirements.

Privacy Notice

Under the *Data Provision Requirements 2012*, Lockyer District High School is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by Lockyer District High School for statistical, regulatory and research purposes. Lockyer District High School may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVET may be used or disclosed for the following purposes

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.edu.au).

Employer contributing to learner's training and assessment

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

Complaints and appeals procedures

Complaints and appeals are managed by the RTO in a fair, efficient and effective manner. The RTO will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the RTO's conduct or services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the 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 60 calendar days of the receipt of the written complaint by the RTO.

The RTO Manager will keep a Register of Complaints which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

Students with a complaint or appeal have access to both informal and formal procedures.

Informal complaint

The initial stage of any verbal complaint shall be for the complainant to communicate directly Trainer and Assessor who will resolve the complaint, if possible, document the complaint, its cause, actions taken and decisions made in the secure Complaints and Appeals Register. If the complaint cannot be promptly and simply resolved, you will be advised that an appropriate staff member will deal with the complaint, but a written record of the complaint is required.

Learners dissatisfied with the outcome of the complaint to the Trainer and Assessor may then communicate the complaint to a third party such as a Head of Department or RTO Manager who will make a decision in regards 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 RTO Manager or Senior School Deputy Principal.

Formal complaint or appeal

All formal complaints or appeals will be in writing. The complainant/appeallant will be advised:

- they may use the support of a third party in progressing the complaint/appeal
- they can either put the complaint/appeal in writing themselves or use the form available through the school RTO Manager. The written record needs to be signed.

If the complaint/appeal is not in relation to the RTO Manager

- forward it on to the RTO Manager- it will be entered into a secure Complaints and Appeals Register

If the complaint is in relation to the RTO Manager

- forward it on to the Deputy Principal responsible for Senior School.
- a prompt written acknowledgement will be sent to the complainant either from the RTO Manager or Deputy Principal responsible for the Senior School, as appropriate

To resolve the complaint/appeal, the RTO Manager and/or Senior School Deputy Principal:

- discuss the issue/s with the staff member to whom the complaint/appeal was made
- give the complainant/appeallant an opportunity to present their case (they may be accompanied by other people as a support or as representation)
- give the relevant staff member, third party or student an opportunity to present their case.
- If necessary, convene an independent panel, the Complaints and Appeals Committee, to hear the complaint/appeal and deal with the issue.
- When a decision is reached this will be communicated in writing to the complainant/appeallant within 60 calendar days of the complaint or appeal being received as well as the cause, actions taken and decisions made being recorded in the secure Complaints and Appeals Register;
- If the decision will take longer than 60 calendar days the complainant/appeallant will be notified in writing of the reasons why a decision has not been reached and provide regular updates regarding the progress of the matter;
- The relevant staff member, third party or other learner may also be accompanied by one other person as support or as representation;
- If the complainant/appeallant is still not satisfied, the Principal will appoint an independent third party (outside the RTO) to mediate with costs being communicated to all parties prior to commencement;
- If the complainant/appeallant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (<https://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/appeals-complaints-enforcement>);
- After the complaint or appeal is finalised the RTO Manager will organise a meeting of relevant parties to review the decision and outcome and evaluate the policies, procedures and strategies of the RTO in order to take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.
- If processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

Recognition arrangements for RPL

All VET students have access to a procedure that gives Recognition of Prior Learning. RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

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 RTO to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Recognition of prior learning procedure

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about Recognition of Prior Learning (RPL) and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What RPL is;
- All students will have access to, and be offered RPL;
- The application forms used for RPL and the types of evidence that could be presented;

- The process that will be followed for RPL; and
- Appealing assessment decisions for RPL.

A VET student seeking RPL will be provided with a copy of a RPL application form by their relevant Trainer and Assessor along with receiving support and assistance to interpret the documentation and compile the evidence required.

Once the student has submitted the required evidence the Trainer and Assessor will examine the evidence provided and make an assessment judgement. If there are gaps the Trainer and Assessor will inform the student of the gaps and the required training and assessment that will need to be undertaken to address these gaps. The Trainer and 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.

The Trainer and Assessor must inform the RTO Manager of the application and result and the RTO Manager will record this in the RPL Application Register.

Recognition of AQF qualifications and statements of attainment issued by another RTO and credit transfer

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about credit transfer and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What credit transfer is;
- What documents need to be provided for credit transfer; and
- The process of obtaining credit transfer.

All students who are entitled to credit transfer from units of competency they have achieved within the RTO (i.e., through qualifications completed in year 10 or across qualifications being undertaken at the same time) will be awarded credit transfer automatically by the RTO. These instances will be identified by the RTO Manager and the SMSS Operator and the student and relevant Trainer and Assessor will be informed by the RTO Manager. In order to achieve this, the RTO Manager and SMSS Operator will identify all units of competency across the RTO that are offered in multiple courses and where students will be awarded credit transfer.

When students transfer in from other schools that are an RTO and the student has undertaken VET at the other school credit transfer will only be granted upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO (a Form S1 is not sufficient). It will be the responsibility of the student to obtain this and credit transfer will not be granted until the documented evidence has been provided. The documentation is to be provided to the Senior School Deputy Principal, RTO Manager or SMSS Operator directly. A copy of the Statement of Attainment/Record of Results will be provided to the Trainer and Assessor to store a copy with the student profile/portfolio as evidence. The SMSS Operator will update SMSS accordingly.

When students have undertaken qualifications through other non-school RTOs credit transfer will be granted when the student provides the Senior School Deputy Principal, RTO Manager or SMSS Operator with a copy of the Statement of Attainment or Record of Results. This will be recorded on SMSS by the SMSS Operator and a copy of the documentation given to the Trainer and Assessor for storing as evidence on the student profile/portfolio. For further information on VET and QCE credit- QCE requirements for Year 12 students from 2020 please see QCAA website: <https://www.qcaa.qld.edu.au/senior/senior-qce>

Replacement of certification documentation

The RTO 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 RTO ensures that this is 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 in writing (email is acceptable) from the learner (student) to the Senior School Deputy Principal or RTO Manager;
- The request will be forwarded to the Senior School Deputy Principal or RTO Manager to coordinate who may request the SMSS Operator to print the certification documentation;
- The RTO will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document,
- The replacement will identify that it is a re-issued version (date printed will appear) as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation; and
- The replacement will be issued with 30 working days of receipt of the written request.

For replacement of Worksafe Queensland's General Construction Induction Training course cards (White Cards), students are required to email Principal@lockyerdistrictshs.eq.edu.au with the following details:

- Card Number (of lost or destroyed card)
- Date Card was issued
- Full Name
- Date of Birth
- Full Address
- Contact phone number
- Contact email address

After receiving this email, the RTO will cancel the existing card, and replace the card to the qualified person.

Qualification and accredited course guarantee

The RTO gives a guarantee to the student that the RTO 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.

In the event of losing a specialist trainer, and the RTO being unable to obtain a suitable replacement, the RTO 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 RTO will gain a written agreement for a subject/course transfer within the RTO from the student and parent/guardian.

The Senior Subject Selection Form (or similar document), as well as any Subject Transfer Form (or similar document) used by the RTO will include a disclaimer stating that by '*signing the form, they agree to all of the policies and procedures related to VET that are outlined in all RTO documentation pertaining to VET*'.

Appendix 1: Definitions

Assessment	The process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course.
Competency	Consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
External RTO	A registered training organisation (other than Lockyer District High School) delivering a Certificate course.
RPL	RPL stands for Recognition of Prior Learning, which is an assessment process that uses your already existing skills, knowledge and experience to achieve a formal qualification or units of competency in place of study.
RTO	Stands for Registered Training Organisation. These organisations are registered under the Australian Skills Quality Authority (ASQA) to deliver Certificate courses. Lockyer District High School is an RTO.
Statement of Attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.
Training Package	Components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are units of competency; assessment requirements (associated with each unit of competency); qualifications; and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.
The certificate	The Certificate course you have enrolled in
The course	The Certificate course you have enrolled in
The school	Lockyer District High School
Unit of competency	Specification of the standards of performance required in the workplace as defined in a training package.
VET	Vocational education and training