



COOKTOWN STATE SCHOOL SENIOR SECONDARY

2023



VET Student Handbook

Cooktown State School
Student Vocational Education and Training Student Information Handbook

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1.0 Introduction

This handbook has been written to provide VET students with important information about the VET programs offered by this School as well as your rights and responsibilities as a VET student.

You will be asked to sign that you have read this handbook, so please take the time to study it carefully and to ask your VET teachers about anything, which you are unsure.

This handbook is located on the school's website as well as the student drive under Senior Schooling and should be used as a reference in regards to policies and procedures throughout the duration of your VET qualification.

1.1 Purpose of this Handbook

You should also know that the contents of this handbook, in many instances represent the key points of various VET Policies and Procedures developed by this School. The trainers and assessors of this registered training organisation (RTO) will support students to understand their rights as student learners with this training organisation. Cooktown VET trainers and Assessors access RTO policies and procedures from the School's Vet Oneportal website.

1.2 The VET Quality Framework (VQF)

The VET programs offered by this School can lead to a nationally recognised Certificate if you complete all of the requirements of the qualification, or a Statement of Attainment for those parts that you do successfully complete (if you do not complete the full qualification). This Certificate / Statement of Attainment will be recognised in all eight States / Territories in Australia.

There are 12 different types of qualifications you can obtain. They are shown in the diagram below:

AQF Qualifications by Educational Sector

Schools Sector	Vocational Education and Training Sector (e.g. TAFE, Private RTOs)	Higher Education Sector (e.g. Universities)
Senior Secondary Certificate of Education Certificate III Certificate II Certificate I	Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

Your VET teacher will provide you with full information about the VET qualification/s you are aiming for at this School, including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

The Australian Skills Quality Authority (ASQA) is the national regulator for Vocational Education and Training (VET) in Australia. It has established the VET Quality Framework (VQF) to ensure consistency in the way Registered Training Organisations (RTO's) deliver VET.

The Queensland Curriculum and Assessment Authority (QCAA) as delegate for the Australian Skills Quality Authority (ASQA) registers and audits Queensland school Registered Training Organisations (RTO).

The Australian Qualifications Framework (AQF) provides the standards for Australian qualifications. It is an integrated policy that includes the requirements for issuing qualifications and statements of attainment. The vocational education and training sector delivers eight qualifications under this framework – from Certificate I to Vocational Graduate Diploma.

2.0 Cooktown State School VET Courses on Offer

The following is a list of the Certificate Courses offered by Cooktown State School in 2023. All of these qualifications will provide students with a vocational qualification upon successful completion of the core and elective competencies students will complete during each qualification.

Code	Qualification	Delivering RTO	Maximum *QCE points
AHC21020	Certificate II in Conservation and Land Management	Tallebudgera Outdoor Environment Sustainability Training RTO:30685	4
CUA20720	Certificate II in Visual Arts	Cooktown State School RTO:30556	4
CUA31120	Certificate III in Visual Arts	Cooktown State School RTO:30556	8
FSK20113	Certificate II in Skills for Work and Vocational Pathways	Outdoor Environment Sustainability Training RTO:30685	4
SIT20316	Certificate II in Hospitality Funding for this vocational qualification which is delivered under a Third Party Agreement with TAFE Queensland (RTO 0275), is available through the Vocational Education and Training in Schools (VETiS) program, funded by the Queensland Government. Eligibility criteria applies.	TAFE Queensland RTO:0275	4

3.0 Student Selection, Enrolment and Induction / Orientation Procedures

Students enrolled in VET subjects at this School participate in the same enrolment and selection processes as other students at the School. Where numbers are limited for VET subjects, selection will be based on interview and/or review of student SET Plan document and further career direction in order to manage enrolments within VET courses on offer.

Access to VET Courses is open to all students in Year 10-12, if enrolment numbers are viable with human and physical resources are available to support course delivery. In some instance, students may be required to complete an application process prior to commencing their course. This is to ensure that the student has the necessary literacy and/or numeracy skills required to complete the qualification, and to identify any requirements for the student support services.

3.1 Units of Competency and USI

Students must obtain a Unique Student Identifier (USI) number to enroll in these Certificate courses.

Students are provided with the following documentation upon enrolment:

- USI Fact Sheets and Help
- USI Consent Form
- USI Collection and Verification Form

For more information on the USI system visit www.usi.gov.au.

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

At the commencement of all VET subjects, VET teachers/trainers will induct students on Workplace Health and Safety measures and will continue to incorporate WH&S issues throughout the VET course. Students who complete these qualifications are required to complete the Cooktown SHS Vet induction and sign and complete an individual VET enrolment contract that highlights any practical, mandatory and other inclusions of the course they are completing.

Cooktown State School P-12

VET Student Handbook

Correct at time of publication but subject to change

3.2 Employability Skills

The Employability Skills for your qualification are noted on your Course Outline. During the course students will also be required to develop and display key employability skills in order to support awarding of individual competencies

3.3 Fees and Charges

At Cooktown State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references: Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Please note a refund payment will only be issued to a parent which is free of any outstanding balance on their student's school account. Where a balance is owing a refund will be issued as a credit directly onto the student's school account to offset any outstanding amounts.

4.0 Language, Literacy and Numeracy Assistance

Students undertaking an AQF/ VET qualification through Cooktown P-12 State School will find that basic language, literacy and numeracy elements have been incorporated into both the AQF/VET course designed and the Cooktown P-12 State School training delivery and assessment. This should help VET students to learn the relevant literacy/numeracy components more readily and as they apply to the industry expectations of vocational learning. Students who believe they require additional language, literacy or numeracy (LLN) support, should seek further advice from the RTO Manager or the relevant Head of Department.

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5.0 Student Support, Welfare and Guidance Services

Students have access to a wide range of vocational, educational and personal counselling through the student welfare team. The key personnel include:

- Deputy Principal Senior Schooling Duncan Inglis
- Senior Schooling Head of Department - Jen Hall
- Guidance Officer - Peter Tarbuck
- School Nurse
- Youth Support Co-ordinator (External Organisations)
- School Chaplain – David Kamholtz
- External Agencies – Cooktown District Community Centre
- Deputy Principal Senior Schooling /RTO Manager

The **Deputy Principal** will individually review student performance with competency-based assessment. The academic coach reviews student achievement data, academic transcripts and competency completion provided by Senior Schooling HODs to support student with completion of competency-based assessment.

The **Deputy Principal** will provide career related information, assistance with work related activities, organise structured industry placement for on the job assessment relating to VET subjects, coordinate school-based traineeships and apprenticeships and assist with work experience.

Guidance Officer/Senior Schooling Head of Department

Provides help solving problems at school with work, VET trainers and assessors support from additional teachers or friends. Can also help you make decisions about subjects or your future career path. This RTO also refers students who need additional support from internal and external support agencies to provide the required assistance needed to support this student to complete the individual competencies or the qualification.

School Nurse

Provides help with issues related to health and well-being. School nurse is available to discuss health issues such as puberty, drugs, nutrition, sexual health, vision and hearing testing, stress and family problems.

Youth Support Coordinator – External Organisation

Provides support outside of the school in areas that relate to student welfare such as community support, housing and related issues.

Year Coordinators/School Chaplain

Provide support within the school in areas that relate to student welfare.

Psychologist

For problems, which require additional support, the School-based psychologist is available for referral via the Guidance Officer.

6.0 Flexible learning and assessment procedure

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

6.1 Assessment Validation - A Moderation Process

All teachers of a course will continually review, compare and evaluate the assessment processes, tools and evidence contributing to their judgements.

6.2 Resources

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

7.0 Complaints and Appeals Procedures





7.1 Appeals

Application for an explanation of decisions made by the Registered Training Organisation.

7.2 Informal Complaints

A complaint concerning the manner in which the school conducts its responsibilities as a Registered Training Organisation.

INFORMAL COMPLAINT PROCEDURE

Resolution	<p>Student makes an informal complaint to the teacher</p>  <p>Teacher makes a decision, communicates the decision to the student and records the outcome</p>
Resolution	<p>Student dissatisfied</p>  <p>Student makes complaint to the RTO Manager</p>  <p>HOD makes a decision, communicates the decision to the student and records outcome</p>
	<p>Student dissatisfied</p>  <p>Student makes a <u>formal</u> complaint</p>

Cooktown P-12 State High School

INFORMAL COMPLAINT RECORD

(To be completed by Subject Teacher/HOD)

STUDENT: _____ DATE: _____

SUBJECT: _____

TEACHER: _____

Complaint Summary:

Decision/Reason/Circumstances:

Outcome:

Teacher's signature

Student's signature

Date: _____

Date: _____

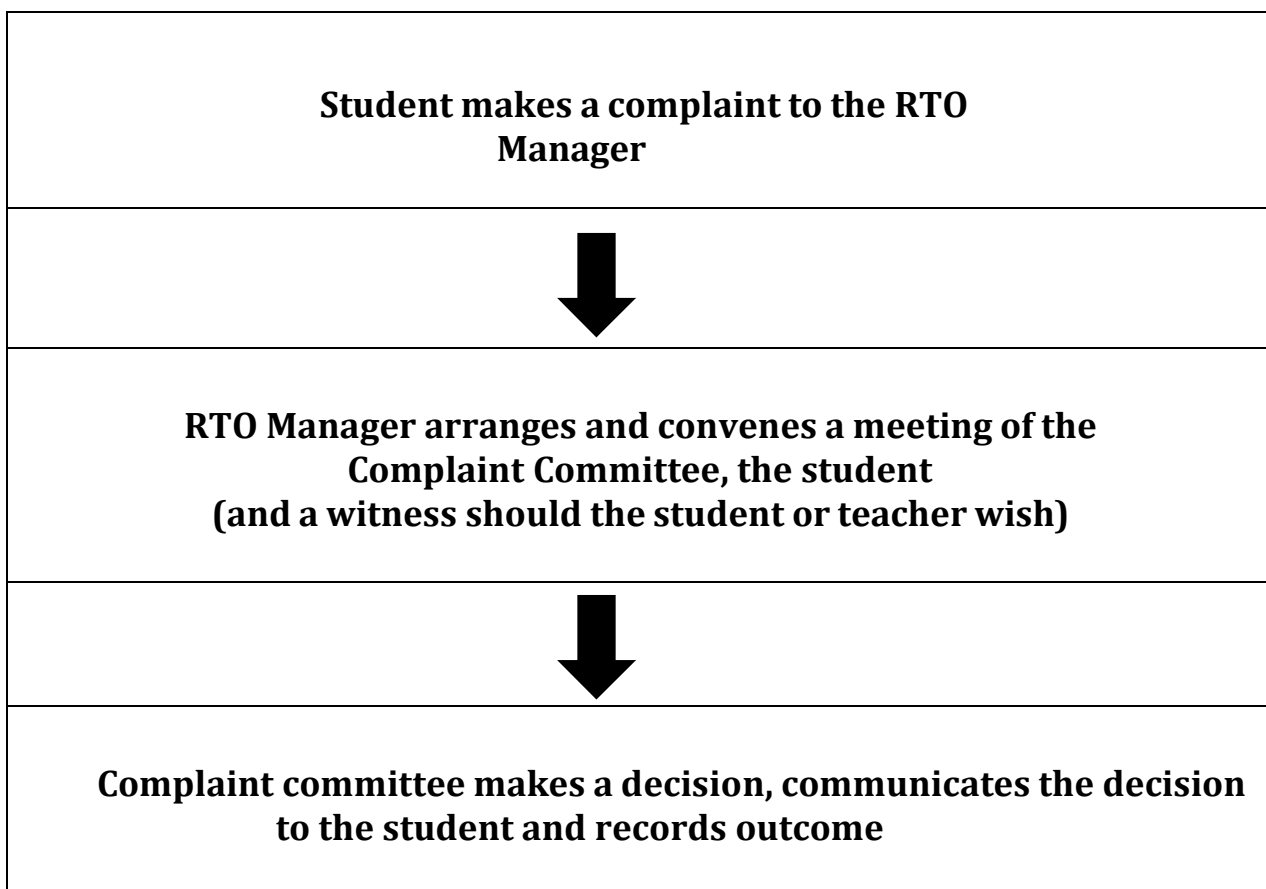
NB: If the student is not satisfied, a FORMAL COMPLAINT in writing can be lodged with the RTO Manager.

7.3 Formal complaints

Formal Complaints can only proceed after the informal procedure has been completed.

- Formal complaint forms are available from the RTO Manager. All formal complaints will be heard and decided within 15 working days of receipt of the written complaint. If a resolution is not achieved within 15 working days, you will be notified in writing and updated regularly.
- An independent compliant committee shall hear the complaint. The committee will be representatives of the Principal or appointee, RTO Manager, Independent Person. Should the complaints committee not be able to make a decision, it will then be referred to a party independent of the RTO.

FORMAL COMPLAINTS PROCEDURE



Cooktown P-12 State School

FORMAL COMPLAINT RECORD VET STUDENTS

(To be completed by the RTO Manager only)

STUDENT: _____ DATE: _____

SUBJECT: _____

TEACHER: _____

Complaint Summary:

Copy of written complaint attached.

Complaint Committee	1.	Principal or person appointed by the Principal
	2.	RTO Manager
	3.	Independent Person

Date of Hearing: _____ Time: _____

Decision/Outcome of Committee:

Reasons:

Signatures of Committee	Date	Signature of Student	Date
_____ Principal or Appointee	_____	_____ Student	_____
RTO Manager	_____		
Independent Witness	_____		

8.0 Disciplinary Procedures

The same practices and protocols relevant for all students at Cooktown P-12 State School apply to the behaviour and work ethic of students involved in VET courses.

The Responsible Behaviour Plan is published on the school website and is displayed in each classroom. Appeal or mediation is available to students via teachers, the Guidance Officer, Heads of Department or Heads of Year.

9.0 Credit transfer

Credit transfer provides a means for students to gain credit in a VET qualification on the basis of completed components of another VET qualification. This credit transfer will occur automatically due to the mapping system built into the OneSchool recording system. If a student is deemed competent in a particular competency for a qualification and the particular competency is also a part of a second qualification which the student is enrolled in, a credit transfer will automatically occur.

10.0 Recognition of Prior Learning

10.1 What is Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) recognises your current skills and knowledge obtained through:

- other subjects
- previous training
- things you have learned outside school, e.g. community or sporting involvement
- work experiences or industry placement
- measures your part-time job against the vocational parts of the subject you are doing or want to do.

If what you have learned at work or elsewhere is relevant to the vocational parts of the subject, you may not have to do those parts.

10.2 Why apply for RPL? What's in it for me?

It is important to apply for RPL if you think you already have some knowledge or skills that might be relevant to the vocational parts of your course.

Advantages:

- You will not have to do the vocational education parts of the course for which you have been granted RPL.
- You could finish your course earlier, or not have such a heavy workload.
- RPL recognises that you are entering a course with many skills—that you are not a total beginner.

How does RPL work? What happens?

Application: To apply for RPL you will need to fill out an application form giving details of any skills or knowledge that you already have. It is your responsibility to provide enough information in the application to support your case.

Assessment: You may be asked to attend a meeting to discuss the details of your application. This meeting is held to find out whether your current skills and/or knowledge match what would be learned and assessed in the vocational education parts of the course.

Notification: You will be told whether or not your application has been successful. If you have been granted RPL for some vocational parts of the course, you will not have to do those parts.

What do I do now? If you think you might be eligible for RPL, you should talk to your teacher – remember, you can apply for RPL at any time during your course or training program.

Cooktown P-12 State School

RPL APPLICATION FORM

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

Course: _____					
Units of competency		Details of relevant previous experience including formal training, work experience and life experience (interests, skills etc.)	FOR OFFICE USE		
Code	Name		Assessor's comments and recommendations	Comp.	NYC

Cooktown P-12 State School

RPL Notification

_____ (Name of Student) has been granted Recognition of Prior Learning for the following units of competency:

Competency code	Name

_____ No information is printed below this line.

OR

_____ (Name of Student) has not been granted Recognition of Prior Learning for the following units of competency:

Competency code	Name

_____ No information is printed below this line.

_____ Assessor's signature

_____ Date

11.0 Recognition of AQF Qualifications and Statements of Attainment issued by other RTOs

Cooktown P-12 State School will recognize all qualifications issued by any other Registered Training Organisation (RTO). The school will seek verification of the certification from the relevant RTO if there is any 'doubt' related to the authenticity of the qualification.

Where a student has studied VET at another school	Where a student has studied VET at another RTO which is not a School
A Form S1 is obtained from the previous school by the Office Administrator responsible for SDCS (data capture of student results for the QCAA)	
↓	Student presents the Qualification or Statement of Attainment at the main office to the Administrator responsible for VET Data Capture entry
Administrator copies and verifies qualification & keeps record in the school's Administrative VET file for that year	↓
↓	Administrator enters the information onto SDCS or QCAA Portal so that it will be included on the Senior Certificate
Administrator enters the information onto SDCS or QCAA Portal so that it will be included on the Senior Certificate	↓
↓	Administrator copies and verifies qualification & keeps the record in the school's Administrative VET file for that year
Office Administrator provides a copy of the S1 detailing successful competencies achieved to the faculty Head of Department. ↓	
Head of Department advises VET teacher ↓ Teachers updates student's record and gives exemption for the units of competency or modules identified in the qualification or statement of attainment	

12.0 Competency Based Assessment

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 Competency. 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

13.0 Reporting in VET subjects

Reporting of VET subjects uses different codes from other senior school subjects. Because VET courses are competency based, reporting comments must reflect this.

CA (Competency Achieved)

The student has met the requirements of the course during this assessment period and is on track to complete their certificate.

WTC (Working Towards Competency)

The student has met some of the course requirements during this assessment period, however greater application is required to ensure completion of their certificate.

CNA (Competency Not Achieved)

The student has not met the course requirements during this assessment period and at this stage will not complete their certificate.

14.0 Student access to accurate records policy and procedures

Cooktown P-12 State 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 profile card 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.

15.0 Certificates and Statements of Attainment

Once a student has successfully completed all units in a VET qualification, and results are submitted to the Deputy Principal, the student will be issued with a Certificate. This will also include a Statement of Results.

15.1 Statements of Attainment

In instances where a student does not complete the qualification, they may still be eligible for a Statement of Attainment (SOA) for the units of competency they have completed. Certificates and Statements of Attainment will be supplied by the school and issued to the students.

15.2 Re-Prints

If a student loses or misplaces his/her certificate or statement of Attainment he/she can contact the school for a replacement. Students who lose or misplace their Certificate or Statement of Attainment are to contact the Deputy Principal to organise a replacement.

16.0 Confidentiality procedure

Information about a student, except as required by law or as required under the VET Quality Framework, is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age. The RTO will ensure that they have consent from each student.

COOKTOWN STATE SCHOOL



Individual Student VET Agreement

This document is required to be completed by you, and counter-signed by your parent/career, as part of your undertaking to commence certificate courses with Cooktown State School. Your understanding and acknowledgement is essential. Please read through and complete ALL sections of this student contract. When completed, this document may be scanned and emailed or provided in person to your qualification trainer or the Senior Secondary School.

Student Name:	Internal/External VET Course: <input type="checkbox"/> Cooktown State School <input type="checkbox"/> External VET Course	Year and Level: In 2023, I will be in Year <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth dd / mm / yyyy
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Enrolled course offered by Cooktown State High School: (Please select or state the appropriate course)

Qualification Level	<input type="checkbox"/> I Level <input type="checkbox"/> II Level <input type="checkbox"/> III Level <input type="checkbox"/> IV Level Qualification Name: _____
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These courses are delivered and assessed by Cooktown State High School have qualified trainers and assessors, however, student evidence is verified with sufficient documentation regarding Statements and Certificate that may be issued or completed in conjunction with an external Registered Training Organisation (RTO).

	Specific Qualification Requirement	Response
1.	I understand that this qualification requires full payment of a course fee inclusive of \$___ payable over the two year course in yearly payments	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	I agree to undertake and complete the mandatory ____ work placement that is required as part of this qualification . I also agree to undertake this placement during nominated times during the school year. I agree to complete the other mandatory aspects of this qualification which include: completion of a First Aid certificate and CPR. I will submit and commit to completing this qualification including any work placement nominal hours or service periods in order to satisfy any qualification requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	I understand (highlight other required aspects of the qualification that students and parents must agree to in order to complete this qualification).	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	I have read through, or am familiar with Cooktown State High School's enrolment processes, fees and charges as well as the contents of school Policies and Procedures that contains the Assessment, Attendance and Grievance (Appeal) policies.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	I understand and acknowledge the following aspects of the Vet qualification offered by Cooktown State School.	Response
5.	As part of my selection for the qualification/s I am enrolled in, I have read the information such as Course Outline and/or Course or VET Handbook, either hard copy or via school website, that provides an overview of the certificate, the qualification or accredited course code and title, units to be delivered, entry requirements, course outcomes and pathways and, if applicable, work experience requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Vocational Education Training (VET) qualifications and courses differ from other school courses and criteria-based assessment, by including work-like activities, competency based training and assessment and competency standards, which are an industry-determined specification of performance that sets out the skills, knowledge and attitudes required to operate effectively in employment. Everything 'counts' in VET, for example, conversations, demonstrations and task/documentation submission. Video recordings of the student undertaking the task may count as observation for specific unit elements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Feedback and constructive suggestions to my trainer/assessor regarding my experiences in the enrolled Certificate course is welcomed and assists in ongoing course continuous improvement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Specific Qualification Requirement		Response
9.	I am required to demonstrate my competencies in skill and conversation to my trainer/assessor and this is facilitated through this school. I may need to fix-up submitted activities until my skill and knowledge is demonstrated to a satisfactory level according to unit requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	I need to read carefully and follow provided instructions. If I am unable to understand what is required of me I will seek assistance from my trainer/assessor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	All the work that has been/will be submitted under my name is in fact my own work and created within the last 18 month period in order to satisfy the training package requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	I need to ensure my postal address details are always kept up to date to assist in correct delivery of RTO documentation such as Statements of Results or Statement of Achievement and Certificate.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	I am aware that late enrolment into this qualification may impact on my training and assessment, therefore I may be asked to negotiate units of work which could be impacted by a reduced amount of curriculum time due to late entry into this course. I am aware that competencies must be completed in order to obtain a statement of attainment.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Student's Signature: _____	Date: __/__/__
<i>If Student < 18 years of age:</i>	
Parent / Carer's Name (Please Print): _____	
Parent / Carer's Signature: _____	Date: __/__/__
Deputy Principal/Principal _____	Date: __/__/__