



Byford Secondary College

VET POLICY

This policy is provided to all students at Byford Secondary College. Year 11 and Year 12 students are enrolled in a combination of ATAR, General and/or VET courses. Some students are also gaining credit for the WACE by undertaking one of the Vocational Education and Training (VET) qualifications and/or one or more of the endorsed programs available at the College.

Byford SC is committed to working with students and our broader community during their unique journey to meet WACE requirements. Students are encouraged to be active in the course counselling process in year 10. Should you have a more specific query that is not outlined in this policy please do not hesitate to contact Byford.SC.VET@education.wa.edu.au.

WACE and VET

There are the minimum requirements for students to receive a Western Australian Certificate of Education (WACE) in 2017 and beyond. Of the 20 units required for a WACE, up to a maximum of four Year 11 units and four Year 12 units may be substituted by VET qualifications and/or endorsed programs.

All delivery and assessment of VET must be conducted or supervised by a qualified trainer and assessor in partnership with a Registered Training Organisation (RTO) which operates under a VET regulatory and quality framework.

Certificates and the WACE

Certificates consist of a number of units known as *Units of Competency* (UOC). To demonstrate competence in each unit students must complete a number of assessments to standard. The effect of this is that a student must satisfactorily complete every assessment for every unit of competency to achieve the certificate. Unlike courses, a student can attempt an assessment piece a second time and then be deemed competent.

Completed Certificate II qualifications contribute to the WACE by converting to C grade equivalents. A Certificate II converts to four unit equivalents of which two units are credited to Year 11 and two to Year 12 regardless of the year the certificate was achieved. No credit is awarded for an incomplete Certificate II. The WAASA will detail which UOCs have been achieved in cases where full qualification requirements are not met. A non-ATAR student that does not achieve a certificate will not meet WACE requirements.

1. Student responsibilities

It is the responsibility of the student to:

- commit to full completion of the certificate enrolled in
- maintain a good record of attendance, conduct and progress
- attempt all assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- initiate contact with teachers concerning absence from class, Work Experience or TAFE
- adhere to the policies of Byford SC and our RTOs
- ensure student work and assessment is organised and available for storage

2. Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that aligns with current industry standards
- ensure that all assessment tasks are fair, valid and reliable
- provide students with timely assessment feedback and with guidance about how best to undertake future tasks

- maintain accurate records of student achievement and ensure storage of student work meets RTO requirements
- meet College and RTO timelines for assessment, moderation, validation and reporting
- inform students and parents of academic progress as appropriate

Certificate terms and conditions

Certificates are undertaken under an agreement between Byford SC and various Registered Training Organisations (third parties). This means:

- Data will be shared with RTOs – enrolment and result information and student/parent contact details
- The student will be a student of both Byford SC and the RTO and will therefore need to adhere to the policies of both organisations
- Qualifications are correct as at time of enrolment but are subject to change as qualifications are reviewed. Students may commence a qualification, but the qualification may change during the course of the enrolment to reflect the latest version or changed at the request of our partner Registered Training Organisation.

Unique Student Identifier

It is a federal government requirement that all students enrolled in a certificate require a student number called a Unique Student Identifier (USI). The student must make a request for a number online and provide it to the school for forwarding to the Registered Training Organisation that Byford SC is partnered with.

The USI allows a student's record of training to be recorded on a national training database and should be kept for future use when enrolling in further training or education.

See <https://www.usi.gov.au/> for details. USIs should be forwarded to Byford.SC.VET@education.wa.edu.au and include the student's name in the subject line.

Profile Placements

This arrangement is where schools access profile hours through state training providers (often TAFE). The course offerings, entry requirements, fees, timetable and application deadlines are determined by the relevant state training provider.

Students are required to equip themselves appropriately, make their own way to and from their placement and catch up on any missed school work. Students are entitled to one profile place per WACE. Should a student leave their profile place there is no guarantee they will get another opportunity. Sometimes it may be possible to release a student for private study to enable them to catch up on missed work.

VET Industry Specific courses

VET Industry Specific courses are for students aiming to enter further training or the workforce straight from school. These courses include a full AQF qualification, mandatory workplace learning and may contribute to the Certificate II requirement for WACE. CHC22015 Certificate II Community Services is currently offered as a VET Industry Specific course.

ADWPL

Workplace Learning is a SCSA developed endorsed program that is managed by individual schools. To complete this endorsed program, a student works in one or more **paid or unpaid** workplace/s to develop a set of transferable workplace skills.

The student must record the number of hours completed and the tasks undertaken in the workplace in the Authority's *Workplace Learning Logbook*. The student must also provide evidence of his/her knowledge and understanding of the workplace skills by completing the Authority's *Workplace Learning Skills Journal* after each 55 hours completed in the workplace.

Unit equivalence is allocated on the basis of one unit equivalent for each 55 hours completed in the workplace, to a maximum of four units. That is:

Less than 55 hours = 0 unit equivalents

55 -- 109 hours = 1 unit equivalent

110 – 164 hours = 2 unit equivalents
165 – 219 hours = 3 unit equivalents
220 + hours = 4 unit equivalents.

Work Placements

The VET team at Byford SC works with students, Registered Training Organizations and employers to facilitate the mandated work placement requirements of various courses. Students' Work Readiness is determined through their participation in our Year 10 Careers program, the pre-placement ADWPL Induction, and by maintaining Good Standing outlined in the college's Good Standing Policy. Worksites selected will accommodate students' needs and capabilities, including provisions for students with special needs (e.g. CALD, intellectual or physical disability, specified health issues, etc.). This is confirmed through previously outlined work site assessment processes.

Through the work site assessment processes, Byford Secondary College staff will work with students and their families to ensure that any prerequisites necessary for student(s) to engage with specific work places have been met (e.g. White Card for construction sites).

Students wishing to participate in ADWPL will be required to complete the Workplace SmartMove General Module Certificate and provide a copy to the VET office, prior to completing a work placement. This ensures students are aware of all aspects of the school's Workplace Learning Policy, procedures and Occupational Safety & Health regulations. VET students also complete WHS core Units of Competence as part of their studies.

Should the necessary processes in organizing work placements not be followed sanctions will apply. Should a student lose Good Standing or become at risk of not achieving their WACE, their work placement can be suspended. Logbooks and skills journals are student responsibilities. As this is not a timetabled class, student need to use Connect and check their student email to keep up with deadlines for assessment, feedback and reporting deadlines. At Byford Secondary College, we have an expectation that VET students will undertake work placements at a time when least impact upon their education is anticipated. This should be during exam/ADWPL breaks.

Secure storage of student assessment records

It is a requirement of Australian Skills Quality Authority that student work is stored for compliance purposes, RTO requirements vary. Student work may be physical or electronic; some RTO's require originals and The College will endeavour to keep an electronic copy wherever possible. Should students wish to have a copy of their work they must arrange this with the teacher prior to their departure from The College.

Any physical/printed work is stored in the student's individual physical/electronic files and managed under the direction of teachers while the student is currently enrolled and by the VET team once the student has left The College. Archives of electronic student work is stored on a hard drive accessible only by Byford Secondary College staff. Any physical work to be stored will be managed by the VET team in secure storerooms at The College. Student work will be stored for a period of up to 2 years before is it shredded and/or disposed of.

Grievance procedure

Byford Secondary College is committed to working with all members of the community (staff, students and parents) in a manner which upholds the importance of building and maintaining positive relationships. We aim to provide an environment where each member is recognised and respected as unique individual with rights and responsibilities.

This procedure is to ensure that all grievances are dealt with in a fair and transparent way which gives account to the College's obligation in terms of its duty of care to the students but also guarantees procedural fairness and natural justice to the employee.

When there is a concern and parents or students feel the need to make a complaint, the first response should be to speak to the staff member involved. If this initial discussion does not lead to a resolution, then the formal processes outlined should be followed. The aim at all times is to have a fair and just resolution for all parties involved. The following guidelines will assist if you have a concern.

1. The preferable first option is to make an appointment to talk to the relevant person, which in most instances will be a particular teacher or other staff member. There may be circumstances where this may not be appropriate but ideally this should be the first step to resolution. Let the person know beforehand what subject you wish to discuss as this will facilitate the process. Setting aside time by making an appointment allows the person to give you and the matter at hand his or her full attention. Check that all the facts are sought before the meeting. The teacher or staff member and parent should act together with an aim to reach a resolution. If either party considers the issue raised unresolved, it is important that that this is stated at the conclusion of the meeting.

2. If the issue is unresolved, make an appointment with the Manager/Deputy Principal as appropriate. Once again inform the senior staff member of the matter you wish to discuss to facilitate the process. Meet with the appropriate person.

3. Should there still be dissatisfaction with the concern at this point a meeting with the Principal is advised. The grievance should at this time be put in writing and sent to the Principal via the College office prior to meeting.

Commitment to access and equity principals

Standards for Registered Training Organisations state that access and equity policies and approaches are aimed at ensuring that VET is responsive to the individual needs of clients whose age, gender, cultural or ethnic background, disability, sexuality, language skills, literacy or numeracy level, unemployment, imprisonment or remote location may present a barrier to access, participation and the achievement of suitable outcomes.

Where an individual's needs present a barrier to access participation and the achievement of suitable outcomes the teacher may make reasonable adjustments to support learners. This adjustment must be consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

Endorsed program

An endorsed program is a significant learning program that has been developed for senior secondary work-ready students in Years 10, 11 and 12. Endorsed programs that students may participate in include things such as the Leeuwin Adventure program, if a student is unsure or would like to know more please contact the VET team we are happy to clarify any queries and support students' involvement in these programs. As always any time missed from school during the senior schooling years must be carefully considered and agreements around catch up made prior to commencement in these programs

Just Start It is a SCSA Endorsed program equating to 5 points towards year 12. Year 10 Semester 2 VET Preparation students will participate in this elective. Students will be working towards their own business start-up focused on creating a future of job creators, not job dependants. Potential to becoming Finalists in the Ozzapp Student Category in December which runs as part of the West Tech Festival first week of December.

Enrolling privately with a training provider

Should a student choose to enrol with a private provider in a Fee for Service type arrangement in order to complete a qualification and have this credited towards their WACE, the student is responsible for providing all relevant enrolment details to the VET team at Byford.SC.VET@education.wa.edu.au. Students are still expected to maintain their WACE commitments whilst at school and work collaboratively to ensure SCSA deadlines are met and the qualification/s is accurately reflected on their WACE. It is important to note that not all certificate courses can contribute towards a WACE. Approval of students engaging in courses with private providers will be considered by the College and approval on a case by case basis.

School Based Traineeship

If a student wishes to enrol in a School Based Traineeship please liaise with the Byford SC VET team. It is important to note that many SBTs do not have any impact upon the student's current timetable and can contribute towards their WACE. If the SBT does impact upon the student's timetable it is still expected they will continue to meet their WACE commitments whilst at school. While a student is participating in agreed training contract, the school retains the prime responsibility for the student's duty of care, but negotiates and shares this with the employer and the RTO. The student's school owes a non-delegable duty of care to each student indentured under a SBA/T training contract because the student is enrolled as a full time school student (Student eligibility requirements), is a minor (under 18 years of age) and due to the student-teacher relationship. The College is available during hours which the student usually attends school, outside of this time the caregivers assume responsibility for when the students attends the workplace during school holidays, evenings and weekends.

Transition to senior school

Byford SC celebrates its diverse student population and as such encourages students to engage in various opportunities. This may include off site programs such as Try-A-Trade, Certificate I in Agriculture and/or work placement from Year 10. Students who participate in such programs recognise their commitment may take them away from their usual timetable and they are responsible for catching up on any missed work. Teaching staff will make every reasonable effort to accommodate students.

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VET POLICY APPENDIX 2018

Certificate Courses on offer in 2018 at Byford SC

SIS20115 Certificate II Sport and Recreation

This qualification is delivered over two years under the auspices of YMCA RTO Code: 3979

This qualification allows individuals to develop basic functional knowledge and skills for work in customer contact positions in the sport or community recreation industry. These individuals are competent in a range of administrative activities and functions within a team and under supervision. They are involved in mainly routine and repetitive tasks using practical skills and basic sport and recreation industry knowledge. They work in locations such as sport and recreation centres or facilities, and leisure and aquatic centres assisting with the conduct of recreation activities, and facility maintenance and operations.

Units within Certificate II in Sport and Recreation include	
Core	
BSBWOR202	Organise and complete daily work activities
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
SISXCAI002	Assist with activity sessions
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXIND002	Maintain sport, fitness and recreation industry knowledge
Elective	
SISXCAI001	Provide equipment for activities
SISSCOP201A	Prepare a pre or post event meal
SISSCO101	Develop and update knowledge of coaching practises
SISSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSSTC301A	Instruct strength and conditioning techniques

CHC22015 Certificate II Community Services – VET Industry Specific

This qualification is delivered over two years under the auspices of YMCA RTO Code: 3979

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines. Students must complete relevant work placement to achieve this qualification.

Units within Certificate II in Community Services include	
Core	
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTWHS001	Participate in workplace health and safety
BSBWOR202	Organise and complete daily work activities
Elective	
CHCECE002	Ensure health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCECE006	Support behaviour of children and young people
CHCECE011	Provide experiences to support children's play and learning

CPC20211 Certificate II Construction Pathways

This qualification is delivered over two years under the auspices of VETiS Consulting Services
RTO code: 52499

This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship and this Certificate II allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shopfitting as well as carpentry, bricklaying and other occupations in general construction.

This Certificate II is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship.

The qualification has core unit of competency requirements that are required in most Certificate III qualifications. The elective options are structured to allow choice from areas of trade skills as an introduction to a range of occupations.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

Units within CPC20211 Certificate II Construction Pathways include	
Core	
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1013A	Plan and organise work
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2001A	Read and interpret plans and specifications
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
Elective	
CPCCCA2002B	Use carpentry tools and equipment
CPCCCA2011A	Handle carpentry materials
CPCBL2001A	Handle and prepare bricklaying and block laying materials
CPCBL2002A	Use brick and block laying tools and equipment
CPCCCM2006B	Apply basic levelling procedures
CPCCCM2005B	Use construction tools and equipment

BSB20115 Certificate II Business – Year 11 2017

This qualification is delivered over one year under the auspices of YMCA RTO Code: 3979

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Units within Certificate II in Business include	
Core	
BSBWHS201	Contribute to health and safety of self and others
Elective	
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver customer service to customers
BSBITU201	Produce simple word processed document
BSBITU202	Create and use spread sheets
BSBITU203	Communicate electronically
BSBSUS201	Participate in environmentally sustainable work practises
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use Business technology
BSBDIV301	Work effectively with diversity
BSBITU302	Create electronic presentations

BSB30115 Certificate III Business – Year 11 2017 / Year 12 2017 TBC

This qualification is delivered over two years under the auspices of YMCA RTO Code: 3979

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Units within Certificate III in Business include	
Core	
BSBWHS302	Apply knowledge of WHS legislation in the workplace
Elective	
BSBDIV301	Work effectively with diversity – Credit Transfer
BSBITU302	Create electronic presentations – Credit Transfer
BSBWOR204	Use business technology – Credit Transfer
BSBFLM303	Contribute to effective workplace relationships
BSBFLM311	Support a workplace learning environment
BSBIUNM301	Organise workplace information
BSBITU309	Produce desktop published documents
BSBITU304	Produce spreadsheets
BSBITU301	Create and use databases
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBWRT301	Write simple documents

Dual Qualification BSB20115 Certificate II Business and FNS20115 Certificate II in Financial Services

This qualification is delivered over two years under the auspices of VETiS Consulting Services RTO Code: 52499

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. It is also intended to meet the financial literacy and basic financial skill needs new entrants wishing to build potential pathways into the industry business administration industry and students are strongly advised to seek relevant work placement. Individuals in these roles generally work under direct supervision.

Units within Dual Qualification BSB20115 Certificate II Business and FNS20115 Certificate II in Financial Services	
Core	
BSBWHS201	Contribute to the health and safety of self and others
Elective	
BSBWOR204	Use business technology
BSBCMM201	Communicate in the workplace
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBSUS201	Participate in environmentally sustainable work practises
BSBITU203	Communicate electronically
BSBITU202	Create and use spreadsheets
BSBITU201	Produce simple word processed documents
FININC301	Work effectively in the financial services industry
FNSFLT201	Develop and use a personal budget
FNSFLT202	Develop and use a savings plan

ICT20115 Certificate II in Information, Digital Media and Technology

This qualification is delivered over two years under the auspices of ***** More research as VETiS requires Cisco training centre access, AICT/Skills Strategies?

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

Units within Certificate II in Information, Digital Media and Technology include	
Core	
BSBWHS201	Contribute to health and safety of self and others
BSBSUS201	Participate in environmentally sustainable work practices
ICTICT201	Use computer operating systems and hardware
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT203	Operate application software packages
ICTICT204	Operate a digital media technology package
ICTWEB201	Use social media tools for collaboration and engagement
Elective	

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SIT20116 Certificate II Tourism

This qualification is delivered over two years under the auspices of VETiS Consulting Services
RTO code: 52499

This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites, and any small tourism business. Students are strongly advised to seek relevant work placement.

Work could be undertaken in an office environment where the planning of tourism and travel products and services takes place, in the field where products are delivered, or a combination of both.

Units within SIT20116 Certificate II Tourism include	
Core	
SITTIND001	Source and use information on the tourism and travel industry
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
Elective	
SITXCCS001	Provide customer information and assistance
SITXCCS002	Provide visitor information
BSBCMM201	Communicate in the workplace
BSBWOR203	Work effectively with others
SITXCOM001	Source and present information
SITXCOM003	Provide a briefing or scripted commentary
HLTAID003	Provide First Aid

CUA31015 Certificate III Screen and Media

This qualification is delivered over two years under the auspices of VETiS Consulting Services
RTO code: 52499

This qualification reflects the role of a skilled operator in digital video, radio and online content creation, or a skilled assistant in the film and television production services who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge.

Units within CUA31015 Certificate III Screen and Media include	
Core	
BSBCRT301	Develop and extend critical and creative thinking skills
BSBWHS201	Contribute to health and safety of self and others
CUAIND301	Work effectively in the creative arts industry
Elective	
BSBDES201	Follow a design process
CUAANM301	Create 2D Digital animations
CUADIG201	Maintain interactive content
CUADIG302	Author interactive sequences
CUAPOS201	Perform basic vision and sound editing
CUASOU202	Perform basic sound editing
CUADIG303	Produce and prepare photo images

CUADIG304	Create visual design components
ICTICT204	Operate a digital media technology package
CUASOU201	Develop basic audio skills and knowledge

CUA20715 Certificate II in Visual Arts

This qualification is delivered over two years under the auspices of North Metropolitan TAFE
RTO code: 52786

This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice. This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice.

Units within CUA20715 Certificate II in Visual Arts include	
Core	
BSBWHS201	Contribute to health and safety of self and others
CUAACD101	Use basic drawing techniques
CUAPPR201	Make simple creative work
CUARES202	Source and use information relevant to own arts practice
Elective	
CUCDRA201	Develop drawing skills
CUAPAI201	Develop painting skills
CUAPRI201	Develop printmaking skills
CUASCU201	Develop sculptural skills
CUAPPR302	Document the creative work progress

VET POLICY APPENDIX Possible Options

CUA20113 Certificate II in Dance

This qualification is delivered over two years under the auspices of VETiS Consulting Services
RTO code: 52499

This qualification is a preparatory qualification that allows learners to develop basic technical skills and knowledge to prepare for work in the live performance industry.

Units within CUA20113 Certificate II in Dance include	
Core	
BSBWOR203	BSBWOR203 Work effectively with others
CUADAN201	CUADAN201 Develop basic dance techniques
CUADAN202	CUADAN202 Incorporate artistic expression into basic dance performances
CUAIND201	CUAIND201 Develop and apply creative arts industry knowledge
CUAPRF201	CUAPRF201 Prepare for performances
CUAWHS101	CUAWHS101 Follow safe dance practices
CUAWHS201	CUAWHS201 Develop a basic level of physical condition for dance performance
Elective	
CUADAN203	
CUADAN205	
CUARES202	
CUADAN208	
CUACHR301	

SIR20216 Certificate II Retail Services

This qualification is delivered over two years under the auspices of VETiS Consulting Services
RTO code: 52499

This qualification reflects the role of frontline retail team members who use a defined and limited range of operational skills to undertake workplace activities. They are involved in mainly routine and repetitive tasks and work under direct supervision of others.

This qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants.

Individuals with this qualification are able to perform roles such as frontline team member, customer service assistant and point-of-sale operator.

Units within SIR20216 Certificate II Retail Services include	
Core	
SIRXCEG001	Engage the customer
SIRXCOM001	Communicate in the workplace to support team and customer outcomes
SIRXIND001	Work effectively in a service environment
SIRXIND003	Organise personal work requirements
SIRXPDK001	Advise on products and services
SIRXRSK001	Identify and respond to security risks
SIRXWHS002	Contribute to workplace health and safety
Elective	
SIRRINV001	
SIRRMER001	
SIRXSLS002	
SIRXIND002	
SIRXIND004	

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