



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 partner providers
- ensure student work and assessment is organised and available for storage
- provide a valid USI

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
- work with RTO's to ensure reasonable adjustment measures support learners and be consistent with the requirements of training packages and VET accredited courses

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
- Students moving to Byford SC during their senior school years need to provide a statement of attainment when applying to enrol, applications will be considered on a case by case basis and will involve our partner RTO's.
- Reasonable adjustment in teaching, learning and assessment activity lessens the impact of an individual's disability on their capacity to learn. The learner still needs to do the work and demonstrate the required knowledge. Reasonable adjustment does not change course standards or outcomes or guarantee success.
- 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 Careers program/s, 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. Students are responsible for meeting industry requirements; these may include things like White Card, Personal Protection Equipment, Drug and Alcohol screening, confidentiality agreements.

Students wishing to participate in work placement will be required to complete the Workplace SmartMove program annually and provide a copy of their Certificate to the VET office, as part of their expression of interest and induction into the ADWPL course. This ensures students are aware of 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 and absences will be recorded as unauthorized. Should a student lose Good Standing or become at risk of not achieving their WACE, their work placement can be suspended. Completion of logbooks and skills journals are student responsibilities, support is offered and students are encouraged to use Connect and check their student email to keep up with 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. Missing work placement will require a medical certificate. This should be during exam/ADWPL breaks, students will need to work with their teachers to catch-up on any school work that missed.

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 School Leader/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, Elite sports or Recreational Pursuits to name a few. 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 the coordination of students' enrolment and progress in these programs. 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 another SCSA Endorsed program equating to 5 points towards year 12. Sstudent's invited to be part of this course 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 Apprenticeship/Traineeship (SBA/T) please liaise with the Byford SC VET team. A School Endorsement Letter must be developed and agreed upon prior to commencement. It is important to note that many SBTs do not have any impact upon the student's current timetable whilst contributing meaningfully towards WACE. SBA/T's should not place extra pressure or negatively impact upon a student's ability to achieve their WACE. While a student is participating in an agreed

training contract they will be enrolled in ADWPL, it is anticipated that all course requirements will be met. 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.