

Camden Haven High School

Senior Curriculum Distance Education

2018 Preliminary Year -VET (Vocational Education and Training)



Education & Communities

Public Schools NSW

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Introduction to Vocational Education and Training (VET)

VET courses provide the opportunity to develop the skills, knowledge and understandings required by industry for employment in a related occupation. The courses provide training, and with them, the opportunity to be assessed against industry determined standards. The assessment compares each individual against the “competence” requirements set down by industry. Vocational courses may be studied as:

- School delivered vocational courses (SVET)
- TAFE delivered vocational courses (EVET)
- Other vocational courses through private providers

At the conclusion of the course all students will receive a Statement of Attainment listing all Units of Competency achieved. Industry identifies the units of competency that must be achieved to gain a Vocational Certificate. If all of these units of competency are achieved a Certificate will be issued. Not all HSC courses will lead to a full Certificate qualification. Additional study may be required to acquire the full Certificate. Further information is provided in this booklet.

These qualifications are recognised nationally as part of the Australian Qualifications Framework.



NSW Education Standards Authority (NESA) issues qualifications for the Department of Education and (DoE), Registered Training Organisation (RTO). These are in addition to HSC qualifications.

School delivered Vocational Education and Training Courses (SVET)

COURSE PROVISION

All senior students are able to access Vocational Education and Training (VET) courses as part of their HSC at school. These courses are called school delivered VET courses or SVET. Most VET courses lead to an AQF Certificate II, depending on the units of competency achieved by the student in the course. The qualification will be recognised across Australia by other education and training institutions.

The creation of SVET courses each year is dependent on sufficient resource availability. Every effort is made to accommodate the individual students career requirements in their selection of vocational courses. Delivery of these courses is part of the students pattern of study and all delivering teachers are qualified and recognised by regulatory bodies and the DEC. Information about VET courses offered at Camden Haven High School is provided in the schools Subject Selection Handbook. More detailed information on the actual content and vocational outcomes of the VET courses will be provided in this VET Information book. All students selecting a SVET will undertake an induction program upon enrolment with their teacher.

ASSESSMENT

All VET courses are competency-based. Assessment is based on the students ability to demonstrate course competencies. There is no pass/fail. This means a course mark is not allocated. Performance is judged against standards prescribed for each element of competency in the course. Wherever practical, the teacher will gather assessment evidence of knowledge and skills in each competency on a number of occasions and in a variety of contexts. Students will be judged as either competent or not yet competent. If they are not judged as not yet competent then a student will be given other opportunities to demonstrate competence.

WORK PLACEMENT

Work placement is structured learning in the workplace (real or simulated). Work placement is a mandatory HSC requirement of each VET course offered at Camden Haven High School and plays an integral part of the assessment program for the course. Learning in the workplace will enable students to;

- progress towards the achievement of industry competency
- develop appropriate attitudes towards work
- learn a range of behaviours appropriate to the industry
- practise the skills acquired in the classroom

Generally students will be expected to do 35 hours in a 120 hour course, or approximately one week of placement per year of the course. This is usually organised as a block of one week. It is the responsibility of the student to ensure that missed work in other subjects is caught up.

The teacher, in collaboration with the VET Coordinator, the local work placement program (Mid Coast Connect) and local employers, will arrange work placement. It is the responsibility of the VET teacher to ensure that students are prepared to undertake work placement. The expected timing of work placement for VET courses is negotiated with Mid Coast Connect and the delivering teacher.

To establish links with industry and maximize the students work place opportunities the delivering teacher will initiate contact with the employer and if possible undertake a work place visit to assess student competence in consultation with the employer.

In some circumstances part-time work can be counted as work placement. If the part-time job is in an area that is closely related to the studied VET course then a student may apply for exemption from part or the entire work placement requirement of the course.

LEVIES AND REFUNDS

In addition to normal school fees, VET courses may attract a special fee or levy, usually to cover the cost of consumables and equipment. A receipt will be issued.

If you are studying the course and you drop out or change courses early in the year then the school will commonly refund any special levy unless resources and equipment have already been purchased on your behalf. Otherwise a pro rata system will apply.

Fees and levies are clearly stated in the Senior Prospectus and the enrolment application. Students experiencing financial difficulties may apply for support through the Student Assistance Scheme.

ACCESS AND EQUITY

Provision is made to support students with disabilities who study VET courses. The school will assess each student's particular support needs and provision will be made in terms of the study program, assessment, special equipment or work placement arrangements. Parents/caregivers should speak to the VET teacher or Student Learning Support Officer about any concerns.

Additional literacy and numeracy support is available for all students. Other types of support such as assessment preparation and time management are available on request. Students should discuss this with their teacher or Stage Coordinator.

RECOGNITION OF PRIOR LEARNING

A student's past learning and experience may exempt the student from certain study and assessment requirements in a VET course. This learning and experience may include study at other schools or study in another course, part-time work or life experiences.

If a student believes they may qualify for recognition of prior learning (RPL) then they should examine the units of competency from the syllabus for the course and obtain a copy of the Student for Recognition of Prior Learning from the teacher. The teacher will guide the student through this application and will talk about the implications of exemption for the HSC. It is the student's responsibility to provide evidence to support their RPL application.

CREDIT TRANSFER

Under the Australian Quality Training Framework (AQTF) by Mutual Recognition Obligations, a Registered Training Organisation (RTO) must recognise the AQF qualifications and statements of attainment issued by any other RTO. This means that you can apply for credit when enrolling with the school, TAFE or other private providers by providing the Certificate or Statement of Attainment of Competencies from another RTO. This credit will effectively reduce the duration of the course, though HSC preparation will still occur.

COMPLAINTS AND APPEALS

VET students may appeal if they feel in any way dissatisfied with the assessment process. If a student disagrees with the outcome of an assessment they have the right to appeal. Students must ask for a review as soon as possible after receiving their result. The appeal process is set out in the schools Assessment Guideline booklet.

The student should follow these steps when applying for an appeal.

1. Speak to the teacher who assessed the work
2. If not satisfied with your discussion with the teacher then make an appointment to speak to the Head Teacher of the particular VET course
3. The Head Teacher will discuss your concerns with you
4. A joint meeting will be arranged between you, the teacher and the Head Teacher so your concerns and those of the teacher can be addressed
5. The result of this meeting may be:
 - a) A revised assessment by the teacher
 - b) A new assessment task to replace **part** of the disputed task
 - c) A new assessment task to replace **the entire** disputed task
 - d) No change to the original result

Camden Haven High School Distance Education offers the following VET courses:

INDUSTRY CURRICULUM FRAMEWORK COURSES

- Business Services
- Information & Digital Technology
- Primary Industries - Agriculture
- Primary Industries - Horticulture
- Retail Services

FREQUENTLY ASKED QUESTIONS

What does VET mean?

VET means Vocational Education and Training. VET courses are available at Stage 5 and at stage 6 -Higher School Certificate (HSC) courses for students which allows the student to gain an HSC and an AQF credential at the same time. School, TAFE and other private providers deliver VET courses.

What is the difference between VET courses and other HSC courses?

VET courses can deliver dual accreditation, meaning a VET course can give an Australian Qualification Framework (AQF) qualification in addition to units of study counting towards the HSC.

Learning and assessment focuses on skills and is competency based.

What is reported on the HSC?

All VET courses are recorded on the HSC. As well, an HSC student receives either an Australian Qualification Framework (AQF) credential or a Statement of Attainment towards an AQF credential with a transcript of the units of competency achieved. Units of competencies are reported to NESA, Teaching & Educational Standards.

What are competencies?

A student is assessed for competency against standards set by industry for skill performance. Being assessed as competent means a student has reached a pre-defined minimum level of work performance in an industry skill area.

Do VET courses count towards the Australian Tertiary Admissions Rank (ATAR)?

VET courses can be included in the HSC pattern of study. All VET Industry Curriculum Framework Courses (ICF), VET Board Developed Courses (VET BEC) as well as Accounting (Board Developed Course) are Category B. Only one Category B course can be used in the calculation of the ATAR. In order for a VET course to count towards a ATAR, a student must study a 240 hour course and must sit a written exam for the HSC.

What is the Australian Quality Framework (AQF)?

The AQF broadly refers to national principles, standards for delivery and qualifications in VET. VET is delivered by Registered Training Organisations. Tamworth 90162 is currently delivering Vocational Education and Training in 118 schools.

What are Australian Qualification Framework (AQF) qualifications?

VET qualifications are expressed as AQF levels. They are recognised Australia wide. Students may gain an AQF credential at either Certificate I or II and in some instances either part or all of Certificate III depending on the VET course they study and the units of competency they achieve.

What are Industry Curriculum Frameworks?

NESA has packaged VET courses from national Training Packages into courses and units of study for the Higher School Certificate. A student may do a 120-hour course, 240-hour course, and may elect to do a 60 or 120-hour specialisation course.

What is the difference between an Industry Curriculum Framework (ICF) course and a VET Board Endorsed Course (VET BEC)?

A VET BEC course may have a mandatory work placement but does not have a HSC exam. Both ICF and BEC VET courses contribute to a student's HSC pattern of study.

However a Board Endorsed Course (VET BEC) does not contribute to the ATAR

What are Specialisation Courses?

Specialisation courses are 1 unit or 2 unit extensions added to the 240 hour (2 unit x two years) course. Specialisation courses build upon the normal ICF course and deliver more training towards AQF levels. They may be selected during the HSC year. These units do not count towards the ATAR but do count towards the HSC.

Why is work placement compulsory in some VET courses?

Industry says workplace learning greatly enhances classroom training. Work placement in a 240-hour course is 70 hours (usually done as two one-week blocks, one week during the Preliminary course and one week during the HSC course). Part-time work may be used to claim Recognition of Prior Learning (RPL) credit. Specialisation courses also have work placement requirements.

Who delivers VET to students?

VET courses are delivered in schools by teachers who have undertaken additional training to become qualified to deliver a VET course.

What is RPL?

Recognition of Prior Learning (RPL) allows students to seek recognition of their skills and knowledge gained prior to beginning a VET course as a result of formal training, work experience, life experience and part-time work. The relevant VET Coordinator at your school holds application forms.

What is Credit Transfer?

Credit Transfer (CT) allows students to seek recognition of their skills and knowledge gained as a result of previous achievement of units of competency and/or a qualification. The relevant VET Coordinator at your school holds application forms.

How do employability skills relate to VET courses?

Employability Skills feature in all units of competency; they are defined as “skills required not only to gain employment, but also to progress within an enterprise so as to achieve one’s potential and contribute successfully to enterprise strategic directions”. The eight Employability Skills are communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology.

All AQF Credentials or Statements of Attainment achieved by students provide an Employability Skills Summary that lists the elements of each skill that have been identified for the qualification.

STUDY IN A VET COURSE MAY GIVE A STUDENT ACCESS TO THE HSC AND AN AQF CREDENTIAL, WORKPLACE LEARNING AND AN ATAR.

Apprenticeships and traineeships

Apprenticeships and traineeships are a notable feature of Australia's VET system. They bring together training and employment under a legal contract between the apprentices and trainees, training providers (such as TAFE) and employers. Apprentices and trainees receive a training wage, which increases as they progress. In some cases, group training organisations employ the apprentice or trainee and place them with a suitable employer.

During the mid-1990s, the apprenticeship model of training and employment was expanded through the introduction of traineeships in areas outside the traditional trades, including sales, service and clerical occupations.

Today, apprenticeships and traineeships are available to all age groups and can be undertaken on a part-time basis (where available) or full-time. Apprenticeships and traineeships can also be undertaken by students in secondary school.

Employers are entitled to financial incentives when taking on new apprentices and trainees. These incentives also apply to employers who train or re-train their existing workers.

Business Services

Certificate II Business BSB20112

General Course Description

This course is designed for students who want to work in the business industry. The course provides an opportunity to obtain credit towards a national vocational qualification.

Students will be able to gain skills in office administration, business communication, safe work practices and the use of technology in an office environment. Skills gained in this industry transfer to other industries.

Assessment Strategies

Observation
Written tasks
Competency tests
Integrated practical tasks

Personal Requirements

Good communication skills
Enjoy working with people
Attention to detail

Stage 6

Topics Studied

Communicate in the workplace
Deliver a service to customers
Work Effectively in a business environment
Process & maintain workplace information
Contribute to health & safety of self and others
Participate in environmentally sustainable work practices
Organise & complete daily work activities
Work effectively with others
Use business technology
Handle mail
Develop keyboard skills
Produce simple word processed documents
Create & use spreadsheets
Communicate electronically

Further Studies

TAFE: Range of Certificate III qualifications, Diploma in Business,
University: Bachelor in Business

Career Pathways

Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior, Receptionist

| | |
|---------------------|--|
| Link Program | Tertiary, Employment - Career, Job |
| Type of course | Board Developed |
| Duration / Hours | 2 years / 240 hours |
| Unit Value | 2 units |
| ATAR category | Category B (if sitting optional HSC exam) |
| General Information | This is a nationally recognised qualification. Certificate II Business BSB20112 A school based traineeship is available 70 hours mandatory work placement (35 hours minimum per year) |

BSB20115 Certificate II in Business (BSB release 2.0)

Statement of Attainment towards BSB20115 Certificate II in Business (BSB release 2.0)

2018 STAGE 6 COURSE DESCRIPTION – BUSINESS SERVICES

| | | | |
|---|-------------------------|--------------------------|-------------------------|
| This Course is available as | 2Unit x 1year/120 hours | 2Unit x 2years/240 hours | 4Unit x 1year/240 hours |
| <i>The volume of learning usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.</i> | | | |
| <i>Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.</i> | | | |

| | |
|--|--|
| Board Developed Course | Category B status for Australian Tertiary Admission Rank (ATAR) |
| This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation. | |
| Course description - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the business administration and support industry. Students who are assessed as competent in sufficient of the above units will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service : | |

| Course structure: The following content will be addressed as part of this Qualification. Reduced or modified patterns of delivery may target specific units of competency. <i>Please discuss units of competency with your school.</i> | | | |
|---|---|--|---|
| Compulsory/Core Units – HSC Examinable | | Elective Units | |
| BSBWHS201 | Contribute to health and safety of self and others | BSBWOR202 | Organise and complete daily work activities |
| BSBCUS201 | Deliver a service to customers | BSBWOR203 | Work effectively with others |
| BSBIND201 | Work effectively in a business environment | BSBINM202 | Handle mail |
| BSBINM201 | Process and maintain workplace information | BSBITU201 | Produce simple word processed documents |
| TLIP2029 | Prepare and process financial documents | BSBITU202 | Create and use spreadsheets |
| BSBSUS201 | Participate in environmentally sustainable work practices | BSBWOR204 | Use business technology |
| BSBINN201 | Contribute to workplace innovation | BSBITU307 | Develop keyboarding speed and accuracy |
| | | BSBCMM201 | Communicate in the workplace |
| Course contribution (to be made directly to school): \$(Insert Contribution Amount) Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i> | | | |
| Refunds: Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i> | | | |
| Course specific resources and equipment: Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i> | | <ul style="list-style-type: none"> [Insert any school specific requirements and equipment] | |
| Exclusions: VET course exclusions can be checked on the NESA website at www.boardofstudies.nsw.edu.au/voc_ed/exclusions.html . | | | |

Assessment and course completion

Competency-based assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Credit Transfer and Recognition of Prior Learning (RPL)

Our RTO acknowledges the experience and prior learning of our students. Students who are able to present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

Mandatory Work Placement

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 1 year courses: 35 hours
- 2 Unit x 2 years courses: 70 hours
- 4 Units x 1 year courses 70 hours
- Some Specialisation Courses may require additional work placement

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

Specialisation studies

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

N Determinations

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

Qualification changes and updates

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

Foundation skills:

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

School-based Apprenticeships and Traineeships (SBATs)

A school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://northernsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

By enrolling in a VET qualification in NSW Public Schools Tamworth RTO 90162, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. You will be expected to complete assessments relevant to the qualification and adhere to the requirements of the NSW Education Standards Authority (NESA).

Information and Digital Media Technology

Statement of Attainment towards Cert III in Information, Digital Media & Technology ICA 30111

General Course Description

The Information and Digital Media Technology course offers students training in a broad range of industry skills that will assist them in gaining employment in the IDT field. Students learn how to build content for and administer simple web sites, effectively use a range of software packages, install and optimise operating system software and gain experience in using social media tools for collaboration and engagement.

Assessment Strategies

Competency based assessment- students must demonstrate to a qualified assessor that they can effectively carry out the various tasks to the standard required in the IDT industry.

Practical tasks

Research

Written examinations

Personal Requirements

Compulsory 70 hours of work placement

Access to a computer with necessary software and internet.

Computers supplied through DEC have the software preinstalled.

Stage 6

Topics Studied

Work health and safety in the IT industry

Installing software

Care for computer hardware

Running standard diagnostic tests

Working effectively in a IDT environment

Using software packages

Building simple websites

Producing digital images for the web

Further Studies

TAFE Certificates and Diploma
Tertiary: Bachelor of Information Technology

Career Pathways

Basic personal computer (PC) support

Network/system

Administration Help desk roles

Retailing or vendor support

| | |
|---------------------|---|
| Link Program | Tertiary, Employment - Career, Job |
| Type of course | Board Developed VET |
| Duration / Hours | 2 years / 240 hours |
| Unit Value | 2 units |
| ATAR category | Category B (if sitting optional HSC exam) |
| General Information | This course is available to all students. It is NOT necessary to have studied Information Software and Technology in stage 5 to study this subject. |

ICT30115 Certificate III in Information, Digital Media & Technology (ICT release 1)
Statement of Attainment towards ICT30115 Certificate III in Information, Digital Media and Technology
(ICT release 1)

Web and software applications stream

2018 STAGE 6 COURSE DESCRIPTION – INFORMATION & DIGITAL TECHNOLOGY

| | | | | |
|---|---|---|---|--|
| This Course is available as: | 2Unit x 1year 120 hours | 2Unit x 2years 240 hours | 4Unit x 1year 240 hours | 2Unit x 1 Year 120 hours specialisation study |
| <i>The volume of learning usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.</i> | | | | |
| <i>Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.</i> | | | | |
| Board Developed Course | | Category B status for Australian Tertiary Admission Rank (ATAR) | | |
| This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation. | | | | |
| Course description - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the information technology & digital media industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service : | | | | |
| Course structure: The following content will be addressed as part of this Qualification. Reduced or modified patterns of delivery may target specific units of competency. <i>Please discuss units of competency with your school.</i> | | | | |
| Compulsory/Core Units | | | Web and software applications stream | |
| BSBWHS304 | Participate effectively in WHS communication and consultation processes | ICTICT203 | Operate application software packages | |
| ICTICT202 | Work and communicate effectively in an ICT environment | ICTICT308 | Use advanced features of computer applications | |
| ICTICT302 | Install and optimise operating system software | ICTWEB302 | Build simple websites using commercial programs | |
| ICTSAS301 | Run standard diagnostic tests | <i>Students must complete a 240hour course and a 120 hour specialisation study to achieve a full Certificate III qualification</i> | | |
| ICTICT301 | Create user documentation | | | |
| Possible electives | | | | |
| ICTWEB301(E) (Web focus only) | Create a simple markup language document | ICTWEB303(E) | Produce digital images for the web | |
| *BSBSUS401(E) (Application focus only) | Implement and monitor environmentally sustainable work practices <i>*Unit is core to the training package if teaching the full Cert III specialisation study</i> | ICTWEB201(E) | Use social media tools for collaboration and engagement | |
| Specialisation to achieve a Certificate III in Information and Digital Media Technology requires additional units of 120 hour – 2 units – 1 year | | | | |
| Course contribution (to be made directly to school): \$0 Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i> Refunds: Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i> | | | | |
| Course specific resources and equipment: Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i> | | | Access to computer and internet MS Office and Adobe Suite – available through the school | |

Exclusions:

VET course exclusions can be checked on the NESA website at www.boardofstudies.nsw.edu.au/voc_ed/exclusions.html.

Assessment and course completion

Competency-based assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Credit Transfer and Recognition of Prior Learning (RPL)

Our RTO acknowledges the experience and prior learning of our students. Students who are able to present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

Mandatory Work Placement

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 1 year courses: 35 hours
- 2 Unit x 2 years courses: 70 hours
- 4 Units x 1 year courses 70 hours
- Some Specialisation Courses may require additional work placement

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

Specialisation studies

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

N Determinations

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

Qualification changes and updates

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

Foundation skills:

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

School-based Apprenticeships and Traineeships (SBATs)

A school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

By enrolling in a VET qualification in NSW Public Schools Tamworth RTO 90162, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. You will be expected to complete assessments relevant to the qualification and adhere to the requirements of the NSW Education Standards Authority (NESA).

Primary Industries

Certificate II Agriculture AHC20116

General Course Description

This is a practical course designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the Agriculture, Horticulture and Primary industries. Students develop an understanding of how a rural property works and is maintained, learning fencing and other construction techniques. They also learn about how environmental aspects are important in the propagation of plants and the care of animals.

Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment.

Assessment Strategies

Students in this course develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Assessment Strategies: Written tasks, practical activities, formal examinations

Students undertaking this course are required to complete work placement to the minimum hours listed below. Work placement involves the student completing real work experiences in industry settings.

Personal Requirements

Interest in the natural environment, animals and plants

Practical hands on approach to learning

Stage 6

Topics Studied

Participate in WHS processes
Participate in environmentally sustainable work practices
Observe and report on weather
Apply chemicals under supervision
Work effectively in the industry and *either*

Care for health and welfare of live stock *or*

Treat plants pests, diseases and disorders.

Students may study a range of units drawn from the following areas:

- Basic fencing
- Weed and pest treatment and prevention
- Use and maintenance of farm machinery
- Safe use of tractors and other farm vehicles
- Livestock care and welfare
- Plants and propagation

Further Studies

Tertiary: Bachelor AgSc, Bachelor Agribusiness, Bachelor Agriculture, Bachelor in Agriculture Production and Management
Vocational: Certificate III to Advance Diploma

Career Pathways

Farm Assistant, Station Hand, Head Stockman, Farm Overseer, Foreman or Supervisor, Station or Production Manager, Agribusiness Manager

| | |
|---------------------|---|
| Link Program | Tertiary, Employment - Career |
| Type of course | Board Developed |
| Duration / hours | 1 or 2 years / 120 or 240 hours |
| Unit Value | 2/4units |
| ATAR category | Category B (if sitting optional HSC exam) |
| General Information | Mandatory work placement of 35 hours each year. |

**AHC20116 Certificate II in Agriculture (AHC 1.1)
Statement of Attainment towards AHC20116 Certificate II in Agriculture (AHC 1.1)**

2018 STAGE 6 COURSE DESCRIPTION – PRIMARY INDUSTRIES

| | | | |
|---|-------------------------|--------------------------|-------------------------|
| This Course is available as | 2Unit x 1year/120 hours | 2Unit x 2years/240 hours | 4Unit x 1year/240 hours |
| <i>The volume of learning usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.</i> | | | |
| <i>Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.</i> | | | |

| | |
|---|--|
| Board Developed Course | Category B status for Australian Tertiary Admission Rank (ATAR) |
| This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation. | |
| Course description - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the Agriculture, Horticulture and Primary industries. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service : | |

Course structure: The following content will be addressed as part of this Qualification. Reduced or modified patterns of delivery may target specific units of competency. *Please discuss units of competency with your school.*

| Compulsory/Core Units – HSC Examinable | | Elective units |
|--|---|--|
| AHCWHS201 | Participate in WHS processes | Students may study a range of units drawn from the following areas <ul style="list-style-type: none"> • Basic fencing • Weed and pest treatment and prevention • Use and maintenance of farm machinery • Safe use of tractors and other farm vehicles • Livestock care and welfare • Plants and propagation <i>A variety of other units relevant to farm assistance and agricultural work may also be delivered by other RTOs. Talk to your school for more information.</i> |
| AHCWRK204 | Participate in environmentally sustainable work practices | |
| AHCWRK201 | Observe and report on weather | |
| AHCCHM201 | Apply chemicals under supervision | |
| AHCWRK209 | Work effectively in the industry | |
| and either | | |
| AHCLSK202 | Care for health and welfare of livestock | |
| AHCPMG202 | Treat plant pests, diseases and disorders | |

Course contribution (to be made directly to school): **\$50.00**
 Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course.
If you are unable to make contributions or are experiencing financial difficulty, please contact your school.

Refunds: Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course.
Please discuss any matters relating to refunds with your school

| | |
|---|--|
| Course specific resources and equipment: Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i> | <ul style="list-style-type: none"> • Covered leather shoes • Access to an Agricultural environment as training and assessment may occur off-site to meet course requirements NB: some support is provided to ensure availability – Please discuss this matter with your school. |
|---|--|

Exclusions:
 VET course exclusions can be checked on the NESA website at www.boardofstudies.nsw.edu.au/voc_ed/exclusions.html.

Assessment and course completion

Competency-based assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Credit Transfer and Recognition of Prior Learning (RPL)

Our RTO acknowledges the experience and prior learning of our students. Students who are able to present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

Mandatory Work Placement

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 1 year courses: 35 hours
- 2 Unit x 2 years courses: 70 hours
- 4 Units x 1 year courses 70 hours
- Some Specialisation Courses may require additional work placement

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

Specialisation studies

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

N Determinations

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

Qualification changes and updates

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

Foundation Skills

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

School-based Apprenticeships and Traineeships (SBATs)

A school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

By enrolling in a VET qualification in NSW Public Schools Tamworth RTO 90162, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. You will be expected to complete assessments relevant to the qualification and adhere to the requirements of the NSW Education Standards Authority (NESA).

Primary Industries

Certificate II Horticulture AHC20416

General Course Description

This is a practical course designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the Agriculture, Horticulture and Primary industries. Students develop an understanding of how a rural property works and is maintained, learning fencing and other construction techniques. They also learn about how environmental aspects are important in the propagation of plants and the care of animals.

Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment.

Assessment Strategies

Students in this course develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Assessment Strategies: Written tasks, practical activities, formal examinations

Students undertaking this course are required to complete work placement to the minimum hours listed below. Work placement involves the student completing real work experiences in industry settings.

Personal Requirements

Interest in the natural environment, animals and plants

Practical hands on approach to learning

Stage 6

Topics Studied

Participate in WHS processes
Participate in environmentally sustainable work practices
Observe and report on weather
Apply chemicals under supervision
Work effectively in the industry and *either*

Care for health and welfare of live stock *or*

Treat plants pests, diseases and disorders.

Students may study a range of units drawn from the following areas:

- Basic fencing
- Weed and pest treatment and prevention
- Use and maintenance of farm machinery
- Safe use of tractors and other farm vehicles
- Livestock care and welfare
- Plants and propagation

Further Studies

Tertiary: Bachelor AgSc, Bachelor Agribusiness, Bachelor Agriculture, Bachelor in Agriculture Production and Management
Vocational: Certificate III to Advance Diploma

Career Pathways

Farm Assistant, Station Hand, Head Stockman, Farm Overseer, Foreman or Supervisor, Station or Production Manager, Agribusiness Manager

| | |
|---------------------|---|
| Link Program | Tertiary, Employment - Career |
| Type of course | Board Developed |
| Duration / hours | 1 or 2 years / 120 or 240 hours |
| Unit Value | 2 / 4 units |
| ATAR category | Category B (if sitting optional HSC exam) |
| General Information | Mandatory work placement of 35 hours each year. |

AHC20416 Certificate II in Horticulture (AHC1.1)
Statement of attainment towards AHC20416 Certificate II in Horticulture (AHC1.1)

2018 STAGE 6 COURSE DESCRIPTION – PRIMARY INDUSTRIES

| | | | |
|---|-------------------------|--------------------------|-------------------------|
| This Course is available as | 2Unit x 1year/120 hours | 2Unit x 2years/240 hours | 4Unit x 1year/240 hours |
| <i>The volume of learning usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision.</i> | | | |
| <i>Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school.</i> | | | |

| | |
|---|--|
| Board Developed Course | Category B status for Australian Tertiary Admission Rank (ATAR) |
| This curriculum framework includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation. | |
| Course description - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the Agriculture, Horticulture and Primary industries. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service : | |

| | |
|---|---|
| Course structure: The following content will be addressed as part of this Qualification. Reduced or modified patterns of delivery may target specific units of competency. <i>Please discuss units of competency with your school.</i> | |
| Compulsory/Core Units – HSC Examinable | Elective Units |
| AHCWHS201 | Students may study a range of unit drawn from the following areas <ul style="list-style-type: none"> • Basic fencing • Weed and pest treatment and prevention • Use and maintenance of farm machinery • Safe use of tractors and other farm vehicles • Plants and propagation • Nursery work • Land care and management <i>A variety of other units relevant to farm assistance and agricultural work may also be delivered by other RTOs. Talk to your school for more information.</i> |
| AHCWRK209 | |
| AHCWRK201 | |
| AHCCHM201 | |
| AHCWRK204 | |
| AHCPMG202 | |
| Course contribution (to be made directly to school): \$0 Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i> | |
| Refunds: Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i> | |
| Course specific resources and equipment: Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i> | <ul style="list-style-type: none"> • Safety gear eg: covered leather shoes, gloves as required for any practical work during work placement. • Access to an agricultural environment as training and assessment may occur off-site to meet course requirements. NB: some support is provided to ensure availability – Please discuss this matter with your school |
| Exclusions: VET course exclusions can be checked on the NESA website at www.boardofstudies.nsw.edu.au/voc_ed/exclusions.html . | |

Assessment and course completion

Competency-based assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Credit Transfer and Recognition of Prior Learning (RPL)

Our RTO acknowledges the experience and prior learning of our students. Students who are able to present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

Mandatory Work Placement

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 1 year courses: 35 hours
- 2 Unit x 2 years courses: 70 hours
- 4 Units x 1 year courses 70 hours
- Some Specialisation Courses may require additional work placement

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

Specialisation studies

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

N Determinations

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

Qualification changes and updates

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

Foundation Skills

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

School-based Apprenticeships and Traineeships (SBATs)

A school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

By enrolling in a VET qualification in NSW Public Schools Tamworth RTO 90162, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. You will be expected to complete assessments relevant to the qualification and adhere to the requirements of the NSW Education Standards Authority (NESA).

Retail Services

Certificate III Retail Services

SIR30216

General Course Description

This course is designed for students to develop the skills and knowledge to become an effective employee in various Retail store settings, such as speciality stores, supermarkets, department stores and retail fast food outlets. Sales assistants aim to encourage customers in retail businesses to buy and return to buy again. They advise customers on the price, location, selection, use and care of goods available in the store as well as offering services such as laybys and delivery to provide good customer service.

Assessment Strategies

Observation
Written tasks
Competency tests
Integrated practical tasks

Personal Requirements

Good communication skills
Enjoy working with people
Attention to detail

Stage 6

Topics Studied

Engage the Customer
Assist with customer difficulties
Build customer relationships and loyalty
Work effectively in a team
Work effectively in a service environment
Identify and respond to security risks
Sell to the retail customer
Contribute to workplace health and safety
Receive and handle retail stock
Follow point-of-sale handling procedures
Produce visual merchandise displays
Advise on products and services
Either:
Balance and secure point-of-sale terminal
Organise and maintain the store environment
or
Support marketing and promotional activities
Work with diverse people

Further Studies

TAFE: Certificate IV - Diploma
University: Bachelor in Business

Career Pathways

Sales Assistant, Retail Assistant (Office), Sales Administrator, Supervisor, Trainee, Retail Store Manager, Retail Buyer

| | |
|---------------------|---|
| Link Program | Tertiary, Employment - Career, Job |
| Type of course | Board Developed |
| Duration / Hours | 2 years / 240 hours |
| Unit Value | 2 units |
| ATAR category | Category B (if sitting optional HSC exam) |
| General Information | NTIS—this is a nationally recognised qualification Certificate III Retail Services SIR30216 A school based traineeship is available. 70 hours mandatory work placement (35 hours minimum per year) |

SIR30216– Retail Services Training Package (Release 2.0)
Certificate III in Retail or statement of Attainment
2018 STAGE 6 COURSE DESCRIPTION – RETAIL SERVICES

| | | | |
|--|--------------------|--------------------|--------------------|
| This Course is available as | 2U x 1 yr 120 Hour | 2U x 2 yr 240 Hour | 4U x 1 yr 240 hour |
| The volume of learning usually includes 240 indicative hours and a minimum of 70 hours of work placement. All activities that the learner is required to be engaged in to complete this course are conducted under supervision. | | | |
| Our RTO is committed to providing high quality training to students. Please discuss course patterns with your school. | | | |

| | |
|--|--|
| Board Developed Course | Category B status for Australian Tertiary Admission Rank (ATAR) |
| This course includes courses which are accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation. | |
| Course description - This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the retail services and customer service industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service : | |

| Course structure: The course structure will be based on SIR30216 | | | |
|---|---|---|---|
| Compulsory/Core Units | HSC Examinable* | Elective Units | |
| | Units of competency | | |
| SIRXCEG001 | Engage the Customer | SIRRINV001 | Receive and handle retail stock |
| SIRXCEG002 | Assist with customer difficulties | SIRXSLS002 | Follow point-of-sale handling procedures |
| SIRXCEG003 | Build customer relationships and loyalty | SIRRMER001 | Produce visual merchandise displays |
| SIRXCOM002 | Work effectively in a team | SIRXPDK001 | Advise on products and services |
| SIRXIND001 | Work effectively in a service environment | SIRRRTF001 | Balance and secure point-of-sale terminal |
| SIRXRSK001 | Identify and respond to security risks | SIRXIND002 | Organise and maintain the store environment |
| SIRXSLS001 | Sell to the retail customer | | |
| SIRXWHS002 | Contribute to workplace health and safety | | |
| Course contribution (to be made directly to school): Course contributions are made to cover the ongoing costs of consumables and materials used as part of this course. <i>If you are unable to make contributions or are experiencing financial difficulty, please contact your school.</i> | | | |
| Refunds: Students who exit the course before completion may be eligible for a partial refund of fees. The amount of the refund will be pro-rata, dependent upon the time the student has been enrolled in the course. <i>Please discuss any matters relating to refunds with your school</i> | | | |
| Course specific resources and equipment: Due to the specific nature of training and assessment in this industry area, the following specific resources and equipment are required of students undertaking this course. <i>Please discuss with your school if you are unable to, or have difficulty meeting these requirements.</i> | | <ul style="list-style-type: none"> • Access to a computer and a printer | |
| Exclusions: VET course exclusions can be checked on the NESA website at www.boardofstudies.nsw.edu.au/voc_ed/exclusions.html . | | | |

Assessment and course completion

Competency-based assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standard. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

Credit Transfer and Recognition of Prior Learning (RPL)

Our RTO acknowledges the experience and prior learning of our students. Students who are able to present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.

Mandatory Work Placement

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

- 2 Unit x 1 year courses: 35 hours
- 2 Unit x 2 years courses: 70 hours
- 4 Units x 1 year courses 70 hours
- Some Specialisation Courses may require additional work placement

Optional HSC examination

Students completing this course are eligible to sit an optional, written HSC examination. The purpose of the examination is to provide a mark which may be used in the calculation of the ATAR. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility to receive an AQF VET qualification.

Specialisation studies

Students may be offered the opportunity to undertake additional units of competency and credit towards their qualifications via Specialisation Studies. Information will be made available to students where appropriate.

N Determinations

Where a student has not met NSW Education Standards Authority (NESA) course completion criteria, (including meeting work placement requirements), they may receive an 'N' award warning (course not satisfactorily completed). Students issued with an 'N' award warning will be issued with a rectification which must be completed. Students who receive more than 2 N awards may be at risk of not completing NESA requirements and may not be awarded the appropriate units of credit towards their HSC. Any unit of competency achieved will be awarded as part of the VET qualification.

Appeals

Students may lodge appeals against assessment decisions or 'N' determinations through their school.

Qualification changes and updates

Due to the dynamic nature of VET, qualifications may change during the course of study. The RTO will ensure that students are fully informed of these changes and may transition students to the latest qualification during the course. The RTO will ensure that any change will be made with a minimum of disruption.

Foundation Skills

Foundation skills are the underpinning communication skills required for participation in the workplace, the community and in adult education and training. Language, literacy and numeracy, or LLN, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts.

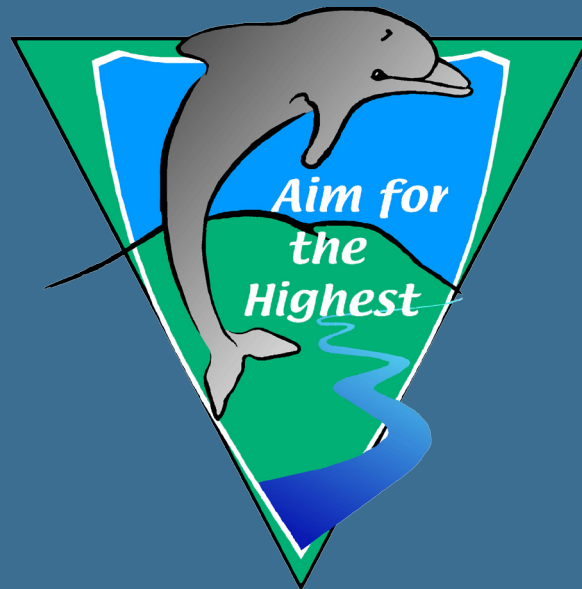
School-based Apprenticeships and Traineeships (SBATs)

A school-based traineeship is available in this course.

To express an interest or obtain further information go to <http://www.northernnsw.startmytrade.com.au/>

Your school SBAT Coordinator, Careers Advisor, VET Coordinator or VET Teacher is available to discuss apprenticeship and traineeships as part of your HSC.

By enrolling in a VET qualification in NSW Public Schools Tamworth RTO 90162, you are choosing to participate in a program of study that will give you the best possible direction towards a nationally recognised qualification. You will be expected to complete assessments relevant to the qualification and adhere to the requirements of the NSW Education Standards Authority (NESA).



Camden Haven High School

For further information contact

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