



**AMBROSE TREACY COLLEGE
VOCATIONAL EDUCATION & TRAINING
STUDENT HANDBOOK
2022**

Edmund Rice Education Australia trading as
Ambrose Treacy College
(RTO Number: 45196)
Twigg Street Indooroopilly 4068
Phone (07) 3878 0500 Fax (07) 3878 0501
www.atc.qld.edu.au

Contents

Introduction	4
What is Vocational Education and Training (VET)?	4
The Australian Qualifications Framework (AQF)	5
VET Qualifications Offered at ATC	5
Enrolment and Induction Procedures	6
Behavioural Standards	6
Unique Student Identifier	7
Competency Based Assessment	8
Catering for Student Needs	8
Available Support, Welfare and Guidance Services	8
Catering for Language, Literacy and Numeracy Needs	9
Access and Equity Policy and Procedure	9
Assessment Procedures	10
Recording of Results	10
Student Access to Records	10
Privacy Notice	11
Marketing and Advertising of Course Information	11
Legislative Requirements	12
Complaints and Appeals Policy	12
Recognition of Prior Learning (RPL)	14
Credit Transfer	15
Certification	15
Issuance of Certification	15
Replacement of Certifications	16
Qualification Guarantee	16
Industry Placement	16
Compulsory School Activities	17
VETiS (VET in Schools) Funding by the VET Investment Budget	17
	2

TAFE At Schools 18

School Based Apprenticeships and Traineeships (SATs) 19

Staff Contacts 20

Introduction

This handbook is an important reference for all students undertaking Vocational Education and Training (VET) at Ambrose Treacy College (ATC). This document should be kept for the duration of your VET studies at the College and should be the first point of reference if you have questions regarding the qualification you are undertaking. Further information can be obtained from your trainer/assessor or the Head of VET.

What is Vocational Education and Training (VET)?

A VET pathway enables students to acquire skills and knowledge for work through a nationally recognised, industry-developed, training package or accredited course. It is delivered, assessed and certified by Registered Training Organisations (RTO's). VET is based on industry standards and learning outcomes, and students demonstrate these skills and knowledge to meet these standards.

Participating in a VET course while at school offers a range of benefits including:

- Practical, hands-on learning
- Achieving a nationally recognised qualification
- Gaining industry relevant skills and knowledge
- Exploring a variety of career pathways
- Supporting transition to employment, vocational and higher education
- Providing credit towards the Queensland Certificate of Education (QCE).

The VET subjects offered at ATC are selected based on industry and future workforce needs, interests of the students and skills and qualifications of the staff. Courses that we cannot offer at school may be available to students through other Registered Training Organisations and require students to be disciplined to maintain grades at school while studying externally.

A VET pathway, therefore, can include and be studied as:

- A certificate course provided by the school as part of the student's timetable
- A certificate course provided by an external RTO as part of the student's timetable
- A certificate course provided by TAFE or another external RTO
- As part of a School-Based Apprenticeship or Traineeship

The contents of this handbook form part of the VET Policies and Procedures developed by the College. Copies of the full VET Policies and Procedures can be obtained from the RTO Manager.

VET Certificate courses listed in this handbook are accurate at time of publishing in accordance with training.gov.au website. Any updates to qualifications will be adjusted in the training and assessment strategies as per the transitions process. Enrolled students will be informed of these changes.

The College understands its legal responsibility to transition to any new version updates of qualifications or competencies within the qualifications with the new version releases of the training packages. Transitions will occur within the required timeframes listed in the [Standards for RTOs 2015](#).

The Australian Qualifications Framework (AQF)

VET courses offered at Ambrose Treacy College (ATC) provide students with nationally recognised qualifications upon successful completion. As a Registered Training Organisation (RTO), all VET certification issued by the College will be nationally recognised in all States and Territories under the Australian Qualifications Framework (AQF). The AQF identifies and defines 10 levels of qualification with ATC offering qualifications at Certificate I and Certificate II level as a Registered Training Organisation (RTO). ATC also engages external RTOs to deliver qualifications at Certificate III and Diploma level. Students often use VET qualifications attained at the College as a steppingstone to completing higher levels of qualification post school. See the diagram below for other qualifications available under the AQF. Refer to the AQF website at <https://www.aqf.edu.au/> for additional information relating to the qualification's framework.

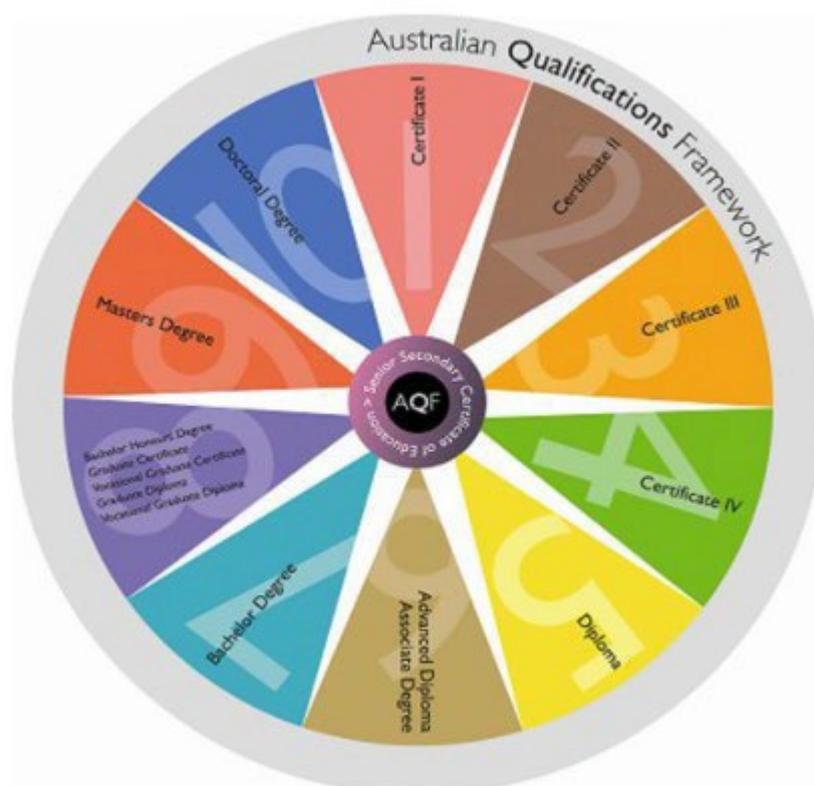


Figure 1 AQF Qualifications

VET Qualifications Offered at ATC

In 2022, ATC as an RTO (RTO Code: 45196) will offer the delivery of three VET qualifications:

- SIT10216 Certificate I in Hospitality (Year 10 only across one year)
- SIT20316 Certificate II in Hospitality (Commence in Year 11, complete over two years)
- CPC10120 Certificate I in Construction (Commence in Semester 2 in Year 11)

Additionally, the College has engaged external providers to offer three additional qualifications (there will be a cost for these courses):

- SIS30315 Certificate III in Fitness (Binnacle Training, RTO Code 31319)
- BSB30120 Certificate III in Business (Binnacle Training, RTO Code 31319)
- BSB50120 Diploma of Business (Barrington College, RTO Code 45030)

Please note:

In the event that any of the above RTOs lose suitably qualified trainers and assessors and is unable to deliver this program:

- Students will be issued with a Statement of Attainment for any successfully completed units of competency
- Any fees paid toward the program will be refunded on a pro-rata basis.

Refer to the Appendix for further details of each course.

Enrolment and Induction Procedures

Enrolment in VET qualifications will be open to all students in Years 10, 11 and 12. Students undertaking VET qualifications participate in the same Senior Education and Training (SET) Plan, enrolment, and selection process as all other senior students in the College.

Prior to enrolment in a VET qualification on the QCAA Student Management system, students will be provided with an induction ensuring they are familiar with their rights, responsibilities and obligations and will be conducted by the respective trainer (teacher). This induction will be conducted at the start of each school year or when students join a class and is complimented by this Handbook.

The induction process will provide students with the following information, which will also be available via their course outline on SEQTA:

- Qualification course code and title, for the course they have enrolled in
- *Packaging Rules* for the qualification
- Units of competency to be studied
- Additional enrolment requirements
- Potential outcomes and pathways from the qualification
- Work experience or work placement requirements
- Any licensing or regulatory requirements
- Any third-party arrangements or external providers
- Off-campus training or assessment requirements

Once a student has completed their subject selections and undertaken an induction, students agree to abide by all the policies and procedures pertaining to VET at the College.

Behavioural Standards

Training in each VET qualification aims to simulate a workplace context. As such, expectations within the course are designed to mirror the relevant industry expectations and importantly how we believe Ambrose Treacy College students should present themselves in the workplace, as ambassadors of the College.

The following principles of workplace behavior will be enforced and monitored:

- Working with others – this reflects your ability to work cooperatively with other students in meeting production schedules.
- Punctuality – arrival to class on time remains a key focus of all practical areas.

- Safe Workplace Practices – this includes bringing all appropriate safety equipment and following occupational health and safety regulations whilst in the workshops, kitchens, or laboratories.

Trainers have been asked to keep a running record of student performance in these areas and significant breaches will be acted upon. Students are reminded that teachers are constantly being asked for references and recommendations and this sort of information will be vital in our discussions with any potential employers. Breaches of behavior expectations will be dealt with under the College's Pastoral Care policies and procedures.

Unique Student Identifier

All students undertaking a VET qualification are required to have a Unique Student Identifier (USI). The USI is a reference number made up of 10 numbers and letters that:

- Creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- Will give you access to your training records and transcripts
- Can be accessed online, anytime, and anywhere
- Is free and easy to create
- Stays with you for life

The College will securely maintain a copy of the USI using strict privacy procedures.

Students who already have a USI are required to provide this in writing to their trainer.

A Certificate or Statement of Attainment cannot be awarded without a verified USI.

How to create a USI

Go to www.usi.gov.au

Select 'For Students'

Select 'Get USI'

Follow directions from there.

You will need one of the following forms of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

More information regarding USI's is available at:

<https://www.usi.gov.au/documents/students-and-usi-factsheet-students>

Competency Based Assessment

All VET courses are assessed using a system of **Competency Based Assessment**. Students are assessed on their ability to consistently demonstrate industry recognised knowledge, skills, and affective attributes. Evidence for assessment tasks will generally be gathered on multiple occasions throughout enrolment in the qualification and students will be deemed “satisfactory” or “unsatisfactory” for each assessment tool. Results for each assessment item will be marked on a student profile sheet that will be made available to students at the end of each Semester (or upon student request).

Final records of assessment for individual units of competencies will be awarded as either:

C	Competent
NYC	Not Yet Competent
W	Withdrawn
S	Superseded
RPL	Recognition of Prior Learning
CT	Credit Transfer

Please note students will not be awarded ‘A – E’ results for VET qualifications.

Catering for Student Needs

The College has a responsibility to determine the needs of all students and differentiate services to meet both the individual and the groups needs where possible and practical. The following processes are utilised by the College to determine the academic and pastoral needs of students:

- SET plans
- Subject selection processes
- Pathway guidance services
- Literacy and numeracy assessment and testing
- Inclusive Practices Case Managers
- Regular House meetings

The suitability of available services will be monitored to ensure the College continues to cater for student needs. The College will inform the improvement and modification of its student’s services through the collection and analysis of relevant student data, feedback, results and other quality indicators.

Available Support, Welfare and Guidance Services

It is suggested that the first point of contact for any VET related support is the trainer of the qualification the student is enrolled in. The Head of VET or Head of Senior Pathways & Careers are also important points of contact for VET related issues. Students can also contact their Formation Leader or College Counsellors for support, welfare, and guidance services.

Additionally, students at the College have access to a range of support, welfare, and guidance services. Services and personnel available include:

- Home Room Mentor

- School Counsellor
- Exceptional Learning Staff
- Aboriginal and Torres Strait Islander Program Coordinator
- Administration Staff
- External Support and Referral Agencies
- Department Leaders
- Head of VET
- Head of Senior Pathways & Careers
- Dean of Learning
- Dean of Formation
- Deputy Principal
- Principal

Catering for Language, Literacy and Numeracy Needs

Inclusive Practices staff are available to provide support to students with ascertained literacy and numeracy learning issues. Additionally, basic literacy and numeracy is embedded in all VET qualifications. This will assist students in their VET studies, as well as the development of their general literacy and numeracy skills. If additional support is required students should consult their trainer or Inclusive Practices Case Manager.

Access and Equity Policy and Procedure

As an educational institution in the Edmund Rice tradition, the College is inclusive of all students regardless of protected characteristics such as race, socio-economic background and political persuasion. Matters that arise pertaining to access and equity will be referred to the Head of VET for resolution. The Head of VET may escalate issues to the Dean of Learning or the Principal if required.

The College has formal access and equity policy documents that can be accessed through communication with the RTO Manager. Access and equity guidelines will be implemented through the following strategies:

- The curriculum (including VET Qualifications) is accessible to all students.
- External providers may be engaged if additional physical, human and training resources are required.
- All students are permitted to undertake School Based Traineeships and Apprenticeships if it is deemed beneficial to their individual career pathways.
- If circumstances dictate the College cannot provide sufficient physical and/or human resources to deliver a qualification, alternative options to complete the course of training will be provided to students or students will receive a Statement of Attainment for any fully completed competencies.

Assessment Procedures

The ATC Assessment Policy and Procedures (available via SEQTA) applies to all students enrolled in VET qualifications. This includes any requests for extensions or special consideration. Points to note about assessment:

- Students will be provided with sufficient and timely notice of any assessment requirements.
- The nature of assessment will consider the socio-economic and learning (including literacy/numeracy) needs of the cohort.
- A range of assessment/evidence gathering techniques may be adopted to suit the cohort including projects, oral questioning, practical observations, written responses, evidence portfolios and tests.
- Assessment conditions and environments will closely simulate the relevant workplace or industry to ensure authenticity of learning and training.
- Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Students will be provided with opportunity to address any gaps in evidence identified in assessment. These gaps will be clearly documented on assessment task sheets.
- Students will regularly be provided with opportunity to submit feedback on assessment undertaken.
- Students have the right to appeal assessment outcomes as per the *College Complaints and Appeal Policy*.

Assessment cover sheets will provide all relevant information required to successfully complete the task. This includes:

- the type of assessment/evidence gathering item
- authenticity statement
- assessment procedures, equipment, time limits and conditions
- the criteria and checklists used in reaching an assessment outcome
- the scope for feedback from the assessor including identification of any gaps in evidence
- the outcome of the assessment (i.e. Satisfactory / Unsatisfactory)

Recording of Results

A student profile will be maintained for each student enrolled in a VET qualification at the College. The student's final result for each unit of competency recorded on the profiles (e.g. competent, not yet competent, withdrawn, RPL).

A centralised database of student results for all elements and units of competency is maintained on the Student Management System (QCAA Portal).

Student Access to Records

The College is committed to regularly providing students with explicit feedback on their progress in VET qualifications. Students can have access to their student profiles at any time.

Students are also encouraged to track their progress online through myQCE - <https://myqce.qcaa.qld.edu.au/> Data in this account reflects results uploaded by the College onto Student Management.

Privacy Notice

Under the *Data Provision Requirements 2012*, Ambrose Treacy College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information may be used or disclosed by **Ambrose Treacy College** for statistical, administrative, regulatory and research purposes. **Ambrose Treacy College** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies;
- Queensland Curriculum and Assessment Authority Student Management Application; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

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

Marketing and Advertising of Course Information

ATC markets VET training products on its Scope of Registration with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. The College also has express permission to market and advertise qualifications provided by the following external providers:

- Binnacle Training (RTO Code 31319) - SIS30315 Certificate III in Fitness and BSB30120 Certificate III in Business
- Barrington College (RTO Code 45030) – BSB50120 Diploma of Business

Legislative Requirements

The College is bound by Federal and State laws governing Vocational Education and Training. The College RTO will also meet all legislative requirements of the:

- [Education \(General Provisions\) Act 2006](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Copyright Act 1968 \(2006\)](#)
- [Education \(Work Experience\) Act 1996](#)
- [Child Protection Act 1999](#)
- [Work Health and Safety Act 2011](#)
- [Anti-discrimination Act 1991](#)
- [Privacy Act 1988 \(2014\)](#)
- [Information Privacy Act 2009](#)

For further information on these legislative obligations see the Head of VET.

Complaints and Appeals Policy

The College, as an RTO (Ambrose Treacy College, RTO Code 45196), has a complaints and appeals policy specific to its RTO operations.

The Principal (as the chief executive officer) of the College RTO is ultimately responsible for ensuring that the College RTO complies with the VET Quality Framework (VQF). This includes the complaints and appeals policy and procedures. A complaint can be made to the College RTO regarding the conduct of:

- the College RTO, the RTO Manager, its trainers, assessors or other College RTO staff
- students of the RTO
- any third parties providing services on behalf of the College RTO (if relevant).

Complaints may be made to any member of staff.

An appeal can be made to the RTO Manager to request a review of a decision, including assessment decisions. Appeals should be made to the trainer/assessor in the first instance but can also be made to Heads of Department or the RTO Manager. The College RTO will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

1. Any staff member can receive a complaint or appeal. Where possible, complaints are resolved immediately.
2. All complaints and appeals are heard and resolved within 60 calendar days of receipt. If the College RTO considers that more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons for the extended timeframe in writing and will be regularly updated on the progress of the matter.
3. The College RTO will maintain a secure Complaints and Appeals Register, documenting all complaints and appeals received, as well as actions taken, and decisions made.
4. The College RTO will undertake a continuous improvement process that includes reviewing both the details in the Complaints and Appeals Register, and the complaints and appeals policy and procedures, and taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again. Complaints or appeals should be directed to the RTO Manager, if the complaint or appeal involves the RTO Manager then they can be directed to the Principal – seniorschool@atc.qld.edu.au

Complaints Procedure

All complaints must be in writing and emailed to seniorschool@atc.qld.edu.au A third party can be used to assist in documenting and progressing the complaint.

- On receipt of a written complaint:
 - a written acknowledgement is sent to the complainant
 - the complaint is forwarded to the RTO Manager. If the complaint relates to RTO Manager, the Principal will allocate an alternate staff member to deal with the complaint.
- If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The RTO Manager will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee. The complaints committee shall not have had previous involvement with the complaint and will include representatives of:
 - the Principal;
 - the teaching staff and;
 - an independent person.
- The complainant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The relevant staff member, third party or student (as applicable) shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days.
- If the processes fail to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
- If the complainant is still not satisfied, the RTO Manager or Principal will refer them to the QCAA website for further information about making complaints (<https://www.qcaa.qld.edu.au/senior/vet/appeals-complaints>).

The root cause of any complaint will be included in the systematic monitoring and evaluation processes of the RTO so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

Appeals Procedure

- All formal appeals must be in writing and addressed to the Principal, as CEO of the RTO.
- On receipt of a written appeal:
 - a written acknowledgement is sent to the appellant from the Principal (via admin support).
 - the appeal is forwarded to the RTO Manager.
- If the appeal is not finalised within 60 calendar days, the appellant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The Principal and/or the RTO Manager will either deal with the appeal or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee. The appeals committee shall not have had previous involvement with the appeal, and will include representatives of:
 - the Principal;
 - the teaching staff and;
 - an independent person.
- The appellant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.

- The relevant staff member, if applicable, shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days.
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the RTO.
- If the appellant is still not satisfied, the RTO Manager or Principal will refer them to the QCAA website for further information about making complaints (<https://www.qcaa.qld.edu.au/senior/vet/appeals-complaints>).

The root cause of any appeal will be included in the systematic monitoring and evaluation processes of the RTO so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

NB. The College Complaints and Appeals Policy and Procedures are also posted on the school website (<https://www.atc.qld.edu.au>).

Recognition of Prior Learning (RPL)

All VET students have access to a procedure that gives Recognition of Prior Learning (RPL). RPL is an assessment process that assesses the competency(ies) of an individual that may have been acquired through *formal*, *non-formal* and *informal* learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses. To elaborate:

- Formal learning refers to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (for example, a certificate, diploma or university degree).
- Non-formal learning refers to learning that takes place through a structured program of instruction that does not lead to the attainment of an AQF qualification or statement of attainment (for example, in house professional development programs conducted by a business).
- Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative).

Information regarding Recognition of Prior Learning (RPL) will be provided to all students at induction.

Students will be informed of:

- The College's obligation to offer RPL to all students
- Application forms used in the RPL process
- Examples of evidence that may be submitted for RPL
- The RPL application process
- Appealing decisions for RPL

Students seeking RPL will be guided through the process with the support of their Trainer. All reasonable efforts will be made to assist students with completing application forms and collecting relevant evidence.

Once required evidence has been submitted, the Trainer will make an assessment judgement. If there are gaps in the evidence the Trainer will inform the student and the required training and assessment to address these gaps will be identified. The Trainer will clearly document the assessment decision using the qualification specific documentation that is to be retained in accordance with the *Retention of Student Records Procedure*. Students may have access to reassessment on appeal. The Trainer will inform the Head of VET of the application and details will be recorded in an RPL Register.

Credit Transfer

If a student has previously completed a unit of competency (either at the College or at another RTO) contained in a qualification they are currently enrolled in, then credit transfer can be awarded for that unit of competency. Students who have previously completed a unit of competency at the College (i.e. across qualifications being undertaken at the same time) will automatically be awarded credit transfer. The Head of VET will identify all units of competency across the RTO that are offered in multiple courses in order to expedite the awarding of credit transfer.

The College will only award credit transfer for units of competency completed at external RTOs upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO. It is the responsibility of the student to obtain this documentation.

Certification documentation must be submitted to the Head of VET. A copy of the certification will be provided to the Trainer and Assessor to store a copy with the student profile/portfolio as evidence. The PA to the Dean of Learning will update the Student Management program accordingly.

Information regarding Credit Transfer will be provided to all students at the Student Induction.

Certification

Students completing all requirements of a qualification will be issued with a *Certificate*. If, however, a student partially completes requirements of a VET qualification, a *Statement of Attainment* may be issued*. Both certificates and statements of attainment will be nationally recognised in all states and territories under the Australian Qualifications Framework (AQF).

* Students will only be issued certification if they have submitted and verified a Unique Student Identifier (USI) with the College.

Issuance of Certification

The College will ensure students are issued with AQF certification documentation within 30 calendar days of meeting the requirements of the training product in which they are enrolled. The College will maintain a Register of Certification Documents for a period of 30 years for future reference and replacement of certifications. All certification documentation will meet the requirements of the Standards for RTOs 2015.

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

- All relevant certification is awarded to students within required timeframes.
- AQF qualifications codes and titles are correctly identified.
- Measures are taken to protect AQF qualifications fraudulent issuance or copying of certification.
- Clear distinction can be made between AQF qualifications and non-AQF qualifications.
- Certification documentation is used consistently across the College.
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF.

Replacement of Certifications

The College maintains a Register of Certification Documents issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The College copies are stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be in writing to the Head of VET or the Senior School Office.
- ID will be required to confirm identification of the person requesting reissue. Face to face collection is preferable, however, an email from a personal email address may be considered.
- The request will be checked against the Register of Certification.
- The replacement will clearly identify that the certification is a re-issued version. All other requirements of the Standards for RTOs 2015 will be met with reissued certification.
- The replacement will be issued with 30 working days of receipt of the written request.

Qualification Guarantee

The College gives a guaranteed commitment to deliver all training and assessment required to complete the respective qualification once a student is enrolled. Late enrolments may negotiate delivery of revised bundle of units that will lead to a statement of attainment only.

Should the College lose access to qualified trainers or physical resources, the school will arrange to negotiate training and assessment to be completed through external RTO's where possible, or students will receive a Statement of Attainment for fully completed competencies. Should such an arrangement be necessary, affected students will be formally notified and parental agreement will be sought to proceed with any external RTO.

Industry Placement

Industry Placement is a mandatory requirement for the Certificate II in Hospitality. A student must complete 12 shifts over the two years to achieve the competency SITHIND003 Use hospitality skills effectively.

However, all students undertaking a VET certificate are encouraged to complete industry placement in their chosen industry pathway and dates for this are offered throughout the year including school holidays and during exam blocks.

Some placements have specified requirements for that industry. For example, to enter a construction site a student requires a White Card. Students may also need to provide personal protective equipment such as steel-capped boots, high-visible vests and earmuffs.

Student requirements for industry placement:

- The student finds an employer for their placement (the school does have some contacts in some industry fields)
- The student provides the employer's name and contact details to the Senior School Office
- Student collects a Work Experience Agreement form from the Senior School Office to be completed and signed by the student and his parent/s or guardian (if under 18 years old)
- Student is to also contact the employer to arrange a meeting for the employer to sign the Work Experience Agreement
- The student returns the completed Work Experience Agreement to the Senior School Office (employer, parent and student signatures are mandatory at this stage)
- Complete White Card registration - if relevant

It is a legal requirement for insurance purposes for the Work Experience Agreement to be completed by all parties before the student attends the placement. Failure to return the form or obtain signatures by the due date will result in the placement not going ahead.

Compulsory School Activities

All vocational education students are required to be present at compulsory school events and activities as outlined by their Head of House. If a student has TAFE or a school-based apprenticeship/traineeship on these days, it is the students' responsibility to inform the employer or TAFE regarding their absence.

VETiS (VET in Schools) Funding by the VET Investment Budget

Queensland Government funding may be available when enrolling in a qualification with an external RTO (including TAFE). This is funded by the Qld Department of Employment, Small Business and Training.

The VET investment budget provides funding for students to **complete one employment stream qualification at the Certificates I or II level** listed on the Priority Skills List during Year 11 & 12. Note that not all qualifications are eligible for funding.

Please refer to the following link for further information on funding:

<https://desbt.qld.gov.au/training/providers/funded/vetis>

This link also provides a link to the current 2018/2019 Priority Skills List. The column "VET in Schools" shows the qualifications that are funded by the Government.

To access the VET Investment Budget for a Certificate III qualification, students would need to undertake a school-based apprenticeship or traineeship.

TAFE At Schools

Many students wish to enrol in a Certificate I, II or III course that is not offered on the school timetable. Students need to enrol through TAFE (as the RTO) for these courses. Therefore, the program is an arrangement with TAFE, not the school. Some courses are funded by the VET investment budget, others are 'fee-for-service'. The school will track the student's completion of the course but will only have information about the student's progress at the end of the semester, not during.

Studying at TAFE offers students a choice of 50 specialist nationally recognised certificate qualifications, in a range of study areas. Possible courses include:

- Certificate II in Plumbing
- Certificate II in Automotive Cylinder Head Reconditioning
- Certificate II in Rail Infrastructure
- Certificate II in Electrotechnology
- Certificate III in Information, Digital media and Technology
- Certificate II in Rural Operations
- Certificate III in Screen and Media
- Certificate III in Design Fundamentals
- Certificate III in Health Services Assistance
- Certificate IV in Crime and Justice studies

Enrolling in a TAFE course means that the student misses one day a week of school. Courses are run on different days therefore it is not possible to timetable this. Students are required to catch up on any missed work during their 'TAFE at schools' line on their timetable. Students are also required to provide their own transport to and from the particular TAFE venue (e.g. Southbank, Acacia Ridge, Eagle Farm, Bracken Ridge).

The first step in the process is for students to view the student course guide (the 2020 one should be available soon):

<https://tafeqld.edu.au/assets/oneweb/PDF/course-guides/2022/2022-tas-guide-greater-brisbane.pdf>

Students then contact the Head of Senior Pathways and Careers with their preferred TAFE course. Students will be advised of the relevant TAFE code for the enrolment process. Students will also need their LUI number and a USI number (see page 7 for details of this). Students then proceed to the following link to enrol:

www.tafeapply.com

TAFE courses fill up very quickly and many students miss out on a place in their preferred course because they have left their decision and enrolment too late.

Once the student has successfully completed the online enrolment application the school will be notified and this will be approved. TAFE then emails the student and parents directly with the enrolment package.

School Based Apprenticeships and Traineeships (SATs)

School-based apprenticeships and traineeships (SATs) are one of the senior schooling pathways available for students in Years 10, 11 and 12. (Students in Year 10 wishing to pursue this pathway would firstly need to discuss their Senior pathway with the Dean of Learning.) A SAT allows students to study for their Queensland Certificate of Education, work for an employer and earn a wage, and train towards a recognised vocational qualification – all while completing high school. A SAT provides a head start into a full-time or part-time apprenticeship and career.

SATs are available in a large range of fields from rural to retail, business to building, hospitality to hairdressing, and automotive to arts.

School-based **traineeships** are generally Certificate II qualifications that include on-the-job training.

School-based **apprenticeships** are generally Certificate III qualifications.

A school-based apprenticeship or traineeship also contributes towards the Queensland Certificate of Education (QCE)

How do SAT's work?

A SAT is a legally binding contract of training and employment. The student is considered an employee in the workplace and is paid a wage in accordance with the payment set for the industry. SATs are essentially the same as mainstream apprenticeships and traineeships. The key difference is that SATs integrate school studies with training and paid work. The vocational training aspect of the program may be done on-the-job or may require the student to attend training separately. The choice of the training provider rests with the employer but may be a TAFE or a private training provider. The student is not paid for attendance at training.

Organising a SAT

Students are required to:

- Speak to the Head of Senior Pathways and Careers about their chosen area
- Investigate SAT opportunities (often originating from previous work experience or family/friend contacts). Students can also register for information about apprenticeship opportunities through the following site: https://megt.jobreadygateway.com.au/get_started
- There are a range of other websites providing school-based apprenticeship opportunities.
- Undertake work experience prior to signing up to the SAT (if not previously done so)
- Gain approval from the College in terms of the days absent from school and the effect on the student's timetable
- Attend the sign-up meeting between the employer, parents, and school representative

More information can be found at the following site:

<https://desbt.qld.gov.au/training/apprentices/sats>

Staff Contacts

Dean of Learning	Lara Morgan	morganl@atc.qld.edu.au
Head of VET	Maioha Gregory	gregorym@atc.qld.edu.au
Head of Pathways	Michelle Kath	kathm@atc.qld.edu.au
RTO Compliance Officer	Deb Turner	turnerd@atc.qld.edu.au
Senior School Office	Sally Tompson	seniorschool@atc.qld.edu.au

Lead Teaching Staff for VET Certificates at ATC:

HOD HPE	Tim Walker	walkert@atc.qld.edu.au
HOD Business	Patrick Howell	howellp@atc.qld.edu.au
HOD Hospitality	Maioha Gregory	gregorym@atc.qld.edu.au

Trainers and Assessors at ATC:

Certificate I & II in Hospitality	Holly Westphal	westphalh@atc.qld.edu.au
	Cristina Bozzi	bozzic@atc.qld.edu.au
Certificate I in Construction	Cam McConnell	mcconnellc@atc.qld.edu.au
	Paul Raven	ravenp@atc.qld.edu.au
Certificate III in Business	Maioha Gregory	gregorym@atc.qld.edu.au
	Alex Scobie	scobiea@atc.qld.edu.au
Certificate III in Fitness	Maioha Gregory	gregorym@atc.qld.edu.au
	Andrew McCrohan	mccrohana@atc.qld.edu.au

Appendix VET Course Information for Students

VET course information for students has been developed for each separate VET curriculum area offered at Ambrose Treacy College.



BSB30120 Certificate III in Business

Qualification description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

Duration and location

This is a two-year course delivered over Year 11 and 12 on site at Ambrose Treacy College.

Course units

To attain a BSB30120 Certificate III in Business, 13 units of competency must be achieved:

Unit code	Title
BSBPEF201	Support personal wellbeing in the workplace
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBXCM301	Engage in workplace communication
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF301	Organise personal work priorities
BSBXTW301	Work in a team
BSBTEC301	Design and produce business documents
BSBTEC301	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers
FNSFLT301	Be MoneySmart

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 13 units of competency will be awarded a Qualification and a record of results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment issued by Binnacle. See other business qualifications at <https://training.gov.au>.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training

Fees

\$265 Binnacle Training Fee

Assessment

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/ learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Hands-on activities involving customer service
- Group projects
- e-Learning projects

Evidence contributing towards competency will be collected throughout the course.

Work placement

Students maybe provided with the opportunity to do structured workplace learning, where they could work in a real office environment.

Pathways

The Certificate III in Business will predominantly be used by students seeking to enter the Business Services industries. For example:

- Administration Officer
- Customer Service Assistant
- Duty Manager

Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Business or Tourism) at another RTO or a Bachelor of Business, or similar, at a University.

Binnacle Training

RTO number: 31319



Binnacle
Training
RTO Code 31319



NATIONALLY RECOGNISED
TRAINING

SIS30315 Certificate III in Fitness

Qualification description

This qualification reflects the role of instructors who perform a range of activities and functions within the fitness industry. Depending on the specialisation chosen, this qualification provides a pathway to work as an instructor providing exercise instruction for group, aqua or gym programs.

They work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

Duration and location

This is a two-year course delivered over Year 11 and 12 on site at Ambrose Treacy College.

Course units

To attain a SIS30315 Certificate III in Fitness, 16 units of competency must be achieved

Unit code	Title
HLTWH5001	Participate in workplace health and safety
SISXEMR001	Respond to emergency situations
HLTAID003	Provide first aid
SISXCCS001	Provide quality service
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXCAI002	Assist with activity sessions
SISXFAC001	Maintain equipment for activities
BSBSUS201	Participate in environmentally sustainable work practices
BSBRK401	Identify risk and apply risk management processes
SISFFIT001	Provide health screening and fitness orientation
SISFFIT003	Instruct fitness programs
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming
SISFFIT006	Conduct fitness appraisals
SISFFIT002	Recognise and apply exercise considerations for specific populations
SISFFIT005	Provide healthy eating information
SISFFIT014	Instruct exercise to older clients

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 16 units of competency will be issued a qualification and record of results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment issued by Binnacle.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training

Fees

\$365 Binnacle Training Fee
\$55 First Aid Certificate cost

Assessment

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/ learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Observation Folios of work
- Questioning
- Projects
- Written tasks

Evidence contributing towards competency will be collected throughout the course.

Work placement

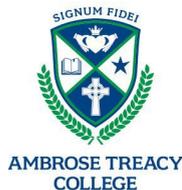
Students may be provided with the opportunity to do structured workplace learning, where they could work in a real fitness environment.

Pathways

SIS40221 Certificate IV in Fitness. Further students or employment in the fitness industry as a gym instructor. See other Sport, Fitness & Recreation qualifications at <https://training.gov.au>

Ambrose Treacy College

RTO number: 45196



SIT20316 Certificate II in Hospitality

Qualification description

This qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities. They work under close supervision and are given clear directions to complete tasks.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffeeshops.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

Duration and location

This is a two-year course delivered over Year 11 and 12 on site at Ambrose Treacy College.

Course units

To attain a SIT20316 Certificate II in Hospitality, 12 units of competency must be achieved

Unit code	Title
SITXWHS001	Participate in safe work practices
SITXFSA001	Use hygienic practices for food safety
SITFAB002	Provide responsible service of alcohol
SITHCC002	Prepare and present simple dishes
BSBCMM201	Communicate in the workplace
SITXCOM002	Show social and cultural sensitivity
SITXCCS003	Interact with customers
SITHFAB005	Prepare and serve espresso coffee
BSBWOR203	Work effectively with others
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be issued a qualification and record of results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training

Fees

There are no additional costs involved in this course.

Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business environment as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks

Work Placement

Students may do structured workplace learning in a real hospitality environment.

Pathways

This qualification may articulate into:

- Certificate III in Hospitality

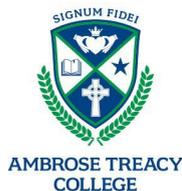
Further studies or employment for:

- Bar attendant
- Café attendant
- Catering assistant
- Food and beverage attendant
- Front office assistant
- Porter
- Room attendant

See other Hospitality qualifications at training.gov.au.

Ambrose Treacy College

RTO number: 45196



SIT10216 Certificate I in Hospitality

Qualification description

This qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities.

They work under close supervision and are given clear directions to complete tasks.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffeeshops.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

Duration and location

This is a one-year course delivered over Year 10 on site at Ambrose Treacy College.

Course units

To attain a SIT10216 Certificate I in Hospitality, 6 units of competency must be achieved

Unit code	Title
SITXWHS001	Participate in safe work practices
SITXFSA001	Use hygienic practices for food safety
SITXCCS001	Provide customer information and assistance
SITHCCC003	Prepare and present sandwiches
SITHKOP001	Clean kitchen premises and equipment
BSBWOR203	Work effectively with others

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete this qualification. We do not guarantee employment upon completion. Students who are deemed competent in all 6 units of competency will

be issued a qualification and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training

Fees

There are no additional costs involved in this course.

Assessment

Assessment is competency based and completed in a simulated business environment. replicate what occurs in a business environment as closely as possible. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks

Work Placement

Students may do structured workplace learning in a real hospitality environment.

Pathways

This qualification may articulate into:

- Certificate II or III in Hospitality

Further studies or employment for:

- Bar attendant
- Café attendant
- Catering assistant
- Food and beverage attendant
- Front office assistant
- Porter
- Room attendant

See other Hospitality qualifications at training.gov.au

CPC10120 Certificate I in Construction

Qualification description

This nationally recognised qualification provides an introduction to the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates knowledge and develops employability skills. Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

Duration and location

This is an 18 month course delivered over Year 11 and 12 on site at AmbroseTreacy College.

Course units

To attain a CPC10120 Certificate I in Construction, 11 units of competency must be achieved

Unit code	Title
CPCCCM2004	Handle construction materials
CPCCCM2005	Use construction tools and equipment
CPCCCM1011	Undertake basic estimation and costing
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCVE1011	Undertake a basic construction project
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCCM2006	Apply basic Leveling procedures
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001	Read and interpret plans and specifications

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete this qualification. We do not guarantee employment upon completion. Students who are deemed competent in all 11 units of competency will be issued a qualification and record of results. Students who achieve at least one unit of competency (but not the full qualification will receive a Statement of Attainment.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training

Fees

There are no additional costs involved in this course.

Assessment

Assessment is competency based and completed in a simulated business environment. replicate what occurs in a business environment as closely as possible. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks

Work Placement

Students may do structured workplace learning in a real hospitality environment.

Pathways

This qualification may articulate into:

- Certificate II in Construction
- Further studies or employment for:

- Carpenter
- Plaster
- Painter
- Tiler
- Bricklayer
- Concreter
- Roofer
- Labourer

See other Construction qualifications at training.gov.au