



# REDLANDS COLLEGE



## VOCATIONAL EDUCATION AND TRAINING INFORMATON BOOKLET RT0 30566

**2023**

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# COLLEGE MISSION AND VISION

## College Mission Statement

Our mission is to foster a Christ-Centred school community which, through the co-operation of staff, students and their families, provides for students from across the community spectrum, a quality education which values respect for the individual, a commitment to excellence in all endeavours and the desire to develop one's God-given abilities.

## VET Vision Statement

To provide students with quality Vocational Education and Training (VET) Pathways that will enhance post-College options and meet their individual needs and interests in Years 10, 11 and 12.

## To Achieve This:

Redlands College is founded upon and dedicated to the convictions that God is the creator of the universe, the Bible is His inspired word and that life is a continual process of spiritual, intellectual, physical, social and emotional growth. It is our intention to provide students with the opportunity to fully explore and develop their abilities in a Christian environment.

Each student is an individual created by God with individual interests and abilities. The College aims to encourage each student to achieve his or her full potential and to equip each student with the knowledge, thought processes and skills necessary to live with purpose and productivity, and to prepare for meaningful lives both now and later. Redlands College staff are dedicated to instructing the students according to Biblical principles, emphasising excellence in all areas.

It is our earnest hope that the experiences shared by the students and staff will foster positive self-concepts and brotherly love and that each student will learn to serve God, his fellow man and himself with dignity and respect.



# INTRODUCTION

## Purpose of This Handbook

This handbook provides students with important information about Vocational Education and Training qualifications offered by the College Registered Training Organisation (RTO), including details about your rights and responsibilities as a learner. **You will be asked to sign that you have read this handbook**, so please take the time to study it carefully and ask your VET trainer about anything of which you are unsure. You should keep this handbook for reference throughout your enrolment.

Please note that the policies and procedures covered in this handbook are summarised to provide you with the key concepts. You can access the full copies of all policies and procedures at any time by making a request to the RTO Manager:

Name: Miss Marnie Parker  
Phone: 3286 0565  
Email: mparker@redlands.qld.edu.au

Redlands College is a Registered Training Organisation (RTO Code 30566). The RTO has approval to deliver training and assessment in a range of training products, which can be found [here](#).

## Vocational Education and Training Pathways in Schools

Vocational Education and Training is a learning pathway available for young people in senior secondary school. VET provides students with the opportunity to engage in education and training which may lead to employment and/or further study.

Successful completion of VET certificates provides students with nationally recognised qualifications that deliver the knowledge and skills required for specific industries and occupations.

Benefits of participating in VET include (but are not limited to):

- obtaining practical experience from work;
- gaining familiarity on how workplaces operate;
- developing transferable skills;
- developing and improving interpersonal skills;
- allowing students to explore career pathways they may wish to pursue.

## The Australian Qualifications Framework (AQF)

All of the VET courses offered by the College RTO can lead to nationally recognised qualifications – a certificate (if you complete all of the requirements of the qualification) or a statement of attainment for those parts that you do successfully complete (if you do not complete the full qualification). This certificate/statement of attainment will be recognised in all eight States/Territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).

The vocational education and training sector delivers eight qualifications under this framework, from Certificate I to Vocational Graduate Diploma. Redlands College students have the opportunity to fully or partially complete qualifications up to Certificate III level through Vocational Pathways. Please see diagram below.



Picture source: <http://www.aqf.edu.au>

## AQF Qualifications by Education

| Schools Sector                            | Vocational Education and Training Sector  | Higher Education Sector   |
|---|---|---|
| Queensland Certificate of Education (QCE) | Certificate I<br>Certificate II<br>Certificate III<br>Certificate IV<br>Diploma<br>Advanced Diploma | Associate Degree<br>Bachelor Degree<br>Bachelor Honours Degree<br>Graduate Certificate<br>Graduate Diploma<br>Masters Degree<br>Doctoral Degree |

Source: <http://www.aqf.edu.au>

Your VET trainer will provide you with full information about the VET qualification/s you are aiming to complete at Redlands College, including an overview of the specific units of competency, assessment requirements, vocational outcomes, and other relevant details.

## CERTIFICATE COURSES 2024

Certificate courses offered through the College RTO are selected based on research into current industry trends regarding the workforce of the future. All our trainers meet the trainer assessor credentials as specified in the 'Standards for Registered Training Organisations (RTOs) 2015' and are committed to offering students quality learning experiences.

The following pages list Nationally Accredited Qualifications offered at the College in 2024.

**Please note: Certificate courses listed in this handbook are accurate at the time of publishing in accordance with the training.gov.au website. Any updates to certificate courses will be adjusted as per the transition process. Enrolled students will be informed of these changes.**

### Certificates Courses offered at the College 2024

FSK20119 Certificate II in Skills for Work and Vocational Pathways

ICT20120 Certificate II in Applied Digital Technologies

BSB20120 Certificate II in Workplace Skills

BSB30120 Certificate III in Business

SIT30622 Certificate III in Hospitality

### Nationally Recognised Training

The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.



The NRT logo can only be used by Registered Training Organisations (RTOs), the Australian Skills Quality Authority (ASQA), State and Territory registering/course accrediting bodies and other authorised bodies.

### Code of Practice

As a Registered Training Organisation, Redlands College is required to adhere to the *Standards for Registered Training Organisations (RTOs) 2015*, which are a comprehensive set of standards that guide nationally consistent, high-quality training and assessment services in the vocational education and training system.

## FSK20119 - Certificate II in Skills for Work and Vocational Pathways



|                                  |  |
|----------------------------------|--|
| <b>Qualification code</b>        | FSK20119   |
| <b>Qualification name</b>        | <b>Certificate II in Skills for Work and Vocational Pathways</b>   |
| <b>Course duration</b>           | Total certificate duration is two years of training and assessment over four semesters. This will be achieved through timetabled classes of 5 periods (50 minutes per period) each week for face-to-face training.   |
| <b>QCE credits</b>               | 4 points (if fully completed)  |
| <b>Course description</b>        | This certificate has been designed for school students to help them prepare for workforce entry. The qualification helps students develop the literacy, numeracy, digital literacy and employability skills required in any workplace and prepare a vocational training and employment plan. |
| <b>This certificate includes</b> | <ul style="list-style-type: none"> <li>• Work placement in Year 10</li> <li>• Opportunities to complete barista and other practical training</li> <li>• Career profiling</li> <li>• Job seeking skills including resume writing, cover letters, and preparing for job interviews</li> </ul>  |
| <b>Entry requirements</b>        | There are no entry requirements for this qualification. This course caters for students in Years 11 – 12. <b>Students are required to complete an on-line LLN quiz before commencing this certificate.</b>   |
| <b>Course fees</b>               | There are no material costs for this qualification.  |
| <b>Packaging rules</b>           | Total number of units = 14 (1 core unit plus 13 elective units)  |
|                                  | <b>Core units of competency</b>  |
|                                  | FSKLRG011 Use routine strategies for work related learning   |
|                                  | <b>Elective units of competency</b>  |
|                                  | FSKLRG009 Use strategies to respond to routine workplace problems  |
|                                  | FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work   |
|                                  | FSKNUM015 Estimate, measure and calculate with routine metric measurements for work  |
|                                  | FSKRDG010 Read and respond to routine workplace information  |
|                                  | FSKOCM007 Interact effectively with others at work   |
|                                  | FSKWTG009 Write routine workplace texts  |
|                                  | FSKDIG003 Use digital technology for non-routine workplace tasks   |
|                                  | FSKLRG007 Use strategies to identify job opportunities   |
|                                  | AUMFA001 Apply for jobs and undertake job interviews   |
|                                  | BSBTEC202* Use digital technologies to communicate in a work environment   |
|                                  | FSKOCM005 Use oral communication skills for effective workplace presentations  |
|                                  | FSKNUM017 Use familiar and routine maps and plans for work   |
|                                  | FSKLRG006 Participate in work placement  |
|                                  | * Students will <b>receive</b> a credit transfer for successful completion of this unit in ICT20120.   |



|                          |   |
|--------------------------|---|
| <b>Mode of delivery</b>  | <ul style="list-style-type: none"> <li>• Face to face in a simulated workplace environment (e.g., onsite at Revive@Redlands Café).</li> <li>• Work placement for FSKLRG006 Participate in work placement</li> <li>• Online and / or in a classroom for some components of training for knowledge evidence.</li> </ul>   |
| <b>Assessment</b>        | <p>Assessment is competency-based. This involves the process of collecting evidence and making judgements on whether competency has been achieved, to confirm the student can perform to the standard required in the workplace, as specified in the training package.</p> <p>The types of assessment methods used in this qualification are:</p> <ol style="list-style-type: none"> <li>1. Observation</li> <li>2. Questioning</li> <li>3. Portfolio</li> <li>4. Logbook</li> </ol> <p>Units of competency are clustered together in projects, with skills, knowledge and understanding demonstrated in a simulated work environment.</p> <p>Evidence for FSKLRG006 Participate in work placement is gathered during student induction activities, and through other Year 10 work experience activities.</p> |
| <b>Service agreement</b> | <p>The RTO guarantees the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbook provided.</p> <p>Students who successfully meet all qualification requirements will be issued with a certificate and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>  |

## Work Experience



|                           |  |
|---------------------------|--|
| <b>Qualification code</b> | ICT20120   |
| <b>Qualification name</b> | <b>Certificate II in Applied Digital Technologies</b>  |
| <b>Course duration</b>    | Total certificate duration is two years of training and assessment over 4 semesters. This will be achieved through timetabled classes of 5 periods (50 minutes per period) each week for face-to-face training.  |
| <b>QCE credits</b>        | 4 points (if fully completed)  |
| <b>Course description</b> | This qualification is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They perform a range of mainly routine tasks using limited practical skills and knowledge in a defined context. |
| <b>Course overview</b>    | This certificate will give you the foundational computer skills you need to start your next job with confidence, showing that you know your way around the PC and can use routine applications. These skills can be used in any workplace where computer skills are needed.  |
| <b>Entry requirements</b> | There are no entry requirements for this qualification. This course caters for students in Years 11 – 12. <b>Students will be required to complete an on-line LLN quiz before commencing this certificate.</b>   |
| <b>Course fees</b>        | There are no material costs for this qualification.  |
| <b>Packaging rules</b>    | Total number of units = 12 (6 core units plus 6 elective units)  |
|                           | <b>Core units of competency</b>  |
|                           | BSBSUS211* Participate in sustainable work practices   |
|                           | BSBTEC202** Use digital technologies to communicate in a work environment  |
|                           | BSBWHS211***Contribute to the health and safety of self and others   |
|                           | ICTICT213 Use computer operating systems and hardware  |
|                           | ICTICT214 Operate application software packages  |
|                           | ICTICT215 Operate digital media technology packages  |
|                           | <b>Elective units of competency</b>  |
|                           | ICTICT233 Install software applications  |
|                           | ICTICT207 Integrate commercial computing packages  |
|                           | ICTICT216 Design and create basic organisational documents   |
|                           | ICTSAS210 Update and maintain hardware, software and documentation inventories   |
|                           | CUADIG303 Produce and prepare photo images   |
|                           | ICPDMT3210 Capture digital images  |
|                           | <i>* Students will <b>receive</b> a credit transfer for successful completion of this unit in Certificate II in Workplace Skills or Certificate III in Business.</i>   |
|                           | <i>** Successful completion of this unit of competency will <b>give</b> students a credit transfer in Certificate II in Skills for Work and Vocational Pathways</i>  |

|                              |   |
|------------------------------|---|
|                              | *** Successful completion of this unit of competency will <b>give</b> students a credit transfer for Certificate II in Workplace Skills   |
| <b>Gain these skills:</b>    | <ul style="list-style-type: none"> <li>• Word processing</li> <li>• Install software</li> <li>• Collaborate using social media</li> <li>• Workplace health and safety</li> </ul>  |
| <b>Pathways</b>              | This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts.  |
| <b>Mode of delivery</b>      | <ul style="list-style-type: none"> <li>• Face-to-face in a simulated workplace environment</li> <li>• Online and / or in a classroom for some components of training for knowledge evidence</li> </ul>  |
| <b>Assessment activities</b> | <p>Assessment is competency-based. This involves the process of collecting evidence and making judgements on whether competency has been achieved, to confirm the student can perform to the standard required in the workplace, as specified in the training package.</p> <p>The projects and methods of assessment used in this qualification are:</p> <p><b>Safety at Work</b><br/>Students prepare a PowerPoint presentation for the induction of new staff with regard to WHS. Engage in simulated WHS meetings to identify workplace hazards.</p> <p><b>Communicate Electronically</b><br/>Students will complete a portfolio of tasks that consist of identifying the purpose of digital communication, sending and receiving digital messages and managing emails.</p> <p><b>Software and Hardware</b><br/>Students are inducted into the 'IT industry'. This project covers company policies and procedures regarding software and hardware maintenance, ergonomics and Workplace Health &amp; Safety, and environmental sustainability.</p> <p><b>Instruction Manual</b><br/>Students develop a professional Instruction Manual which comprehensively outlines how to complete several computer-based tasks.</p> <p><b>Client Services</b><br/>Students respond to two client briefs regarding software installation. This project focuses on providing strong customer service and professional communication techniques.</p> <p><b>Inventory</b><br/>Students will furnish an office space with IT hardware and keep a comprehensive, digital inventory.</p> <p><b>Photography</b><br/>Follow a project brief to create photographic material for print and digital applications.</p> <p><b>Branded collateral</b><br/>Students develop a website and design collateral for a business. This project includes promotional material, advertisements and a social media presence.</p> |
| <b>Service agreement</b>     | <p>The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbook provided.</p> <p>Students successfully achieving all qualification requirements will be provided with 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.</p>  |

## BSB20120 - Certificate II in Workplace Skills



|                           |   |
|---------------------------|---|
| <b>Qualification code</b> | BSB20120  |
| <b>Qualification name</b> | <b>Certificate II in Workplace Skills</b>   |
| <b>Course duration</b>    | Certificate duration is two years of training and assessment. This will be achieved through timetabled classes of 5 periods (50 minutes duration) each week for face-to-face training.  |
| <b>QCE credits</b>        | 4 points (if fully completed)   |
| <b>Course description</b> | <p>This qualification reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work.</p> <p>These individuals carry out a range of basic administrative tasks that require self-management and technology skills. They perform a range of mainly routine tasks using practical skills and operational knowledge.</p>                              |
| <b>Course overview</b>    | <p>Students will create a virtual business where they will design a logo, letterhead, business card, promotional brochure and electronic presentation to be presented at a scheduled event.</p> <p>They will also learn about effective customer service skills, how to work effectively in a team, how to apply communication skills in different situations and how to maintain a healthy balance in their work life.</p> |
| <b>Entry requirements</b> | There are no entry requirements for this qualification. This course caters for students in Years 11 – 12. <b>Students will be required to complete an on-line LLN quiz before commencing this certificate.</b>  |
| <b>Course fees</b>        | There are no material costs for this qualification.   |
| <b>Packaging rules</b>    | Total number of units = 10 (5 core unit plus 5 elective units)  |
|                           | <b>Core units of competency</b>   |
|                           | BSBCMM211 Apply communication skills  |
|                           | BSBOPS201 Work effectively in business environments   |
|                           | BSBPEF202 Plan and apply time management  |
|                           | BSBSUS211* Participate in sustainable work practices  |
|                           | BSBWHS211** Contribute to the health and safety of self and others  |
|                           | <b>Elective units of competency</b>   |
|                           | BSBPEF201 Support personal wellbeing in the workplace   |
|                           | BSBTEC201 Use business software applications  |
|                           | BSBOPS203 Deliver a service to customers  |
|                           | BSBTEC203 Research using the internet   |
|                           | BSBTEC303 Create electronic presentations   |
|                           | * Successful completion of this unit of competency will <b>give</b> students a credit transfer in Certificate II in Applied Digital Technologies  |
|                           | ** Students will <b>receive</b> a credit transfer for successful completion of this unit in Certificate II in Applied Digital Technologies. .   |



|                          |   |
|--------------------------|---|
| <b>Pathways</b>          | Successful completion of this course allows students to seek further training at higher levels, as well as the ability to seek employment in office jobs such as Administration Assistant, Receptionist or Junior Assistant.  |
| <b>Mode of delivery</b>  | <ul style="list-style-type: none"> <li>• Face-to-face in a simulated workplace environment</li> <li>• Online and / or in a classroom for some components of training for knowledge evidence</li> </ul>  |
| <b>Assessment</b>        | <p>Assessment is competency-based. This involves the process of collecting evidence and making judgements on whether competency has been achieved, to confirm the student can perform to the standard required in the workplace, as specified in the training package.</p> <p>The projects and methods of assessment used in this qualification are:</p> <ol style="list-style-type: none"> <li>1. Observation</li> <li>2. Questioning</li> <li>3. Portfolio</li> </ol> <p>Units of competency are clustered together in projects, with skills, knowledge and understanding demonstrated in a simulated work environment.</p> |
| <b>Service agreement</b> | <p>The RTO guarantees the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbook provided.</p> <p>Students who successfully meet all qualification requirements will be issued with a certificate and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>  |

## BSB30120 - Certificate III in Business



|                           |   |
|---------------------------|---|
| <b>Qualification code</b> | BSB30120  |
| <b>Qualification name</b> | <b>Certificate III in Business</b>  |
| <b>Course duration</b>    | Certificate duration is two years of delivery and assessment. This will be achieved through timetabled classes of 5 periods (50 minutes duration) each week for face-to-face training.  |
| <b>QCE credits</b>        | 8 points (if fully completed)   |
| <b>Course description</b> | <p>This qualification reflects the role of individuals in a variety of Business Services job roles.</p> <p>Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.</p> |
| <b>Course overview</b>    | <p>Students work on projects grounded in the medical, hospitality, retail, tourism and real estate sectors.</p> <p>They will gain skills and knowledge in preparing business documents using Microsoft Word, Excel and PowerPoint, as well as learning about sustainable work practices, customer service, organising tasks, applying critical thinking skills in a team environment and how to support personal wellbeing in the workplace.</p>    |
| <b>Entry requirements</b> | There are no entry requirements for this qualification. This course caters for students in Years 11 – 12. <b>Students will be required to complete an on-line LLN quiz when commencing this certificate.</b>  |
| <b>Course fees</b>        | There are no material costs for this qualification.   |
| <b>Packaging rules</b>    | Total number of units = 13 (6 core unit plus 7 elective units)  |
|                           | <b>Core units of competency</b>   |
|                           | BSBCRT311 Apply critical thinking skills in a team environment  |
|                           | BSBPEF201 Support personal wellbeing in the workplace   |
|                           | BSBSUS211* Participate in sustainable work practices  |
|                           | BSBTWK301 Use inclusive work practices  |
|                           | BSBWHS311 Assist with maintaining workplace safety  |
|                           | BSBXCM301 Engage in workplace communication   |
|                           | <b>Elective units of competency</b>   |
|                           | BSBTEC302 Design and produce spreadsheets   |
|                           | BSBTEC303 Create electronic presentations   |
|                           | BSBWRT311 Write simple documents  |
|                           | BSBPEF301 Organise personal work priorities   |
|                           | BSBOPS304 Deliver and monitor a service to customers  |
|                           | BSBOPS305 Process customer complaints   |
|                           | BSBOPS301 Maintain business resources   |

|                              |   |
|------------------------------|---|
|                              | <i>* Successful completion of this unit of competency will <b>give</b> students a credit transfer in Certificate II in Applied Digital Technologies</i>   |
| <b>Pathways</b>              | Successful completion of this course allows students to seek further training in higher level qualifications after Year 12. It is also ideal for job seekers whose working role will encompass elements of business, administration and organisation. This includes areas such as customer service, retail, education and small business.   |
| <b>Mode of delivery</b>      | <ul style="list-style-type: none"> <li>• Face-to-face in a simulated workplace environment</li> <li>• Online and / or in a classroom for some components of training for knowledge evidence.</li> </ul>   |
| <b>Assessment activities</b> | <p>Assessment is competency-based. This involves the process of collecting evidence and making judgements on whether competency has been achieved, to confirm the student can perform to the standard required in the workplace, as specified in the training package.</p> <p>The projects and methods of assessment used in this qualification are:</p> <ol style="list-style-type: none"> <li>1. Observation</li> <li>2. Questioning</li> <li>3. Portfolio</li> </ol> <p>Units of competency are clustered together in projects, with skills, knowledge and understanding demonstrated in a simulated work environment.</p> |
| <b>Service agreement</b>     | <p>The RTO guarantees the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbook provided.</p> <p>Students who successfully meet all qualification requirements will be issued with a certificate and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>  |

## SIT30622 – Certificate III in Hospitality



|                           |   |
|---------------------------|---|
| <b>Qualification code</b> | SIT30622  |
| <b>Qualification name</b> | <b>Certificate III in Hospitality</b>   |
| <b>Course duration</b>    | Certificate duration is two years of training and assessment. This will be achieved through timetabled classes of 5 periods (50 minutes duration) each week for face-to-face training   |
| <b>QCE credits</b>        | 8 points (if fully completed)   |
| <b>Course description</b> | <p>This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.</p> <p>This qualification provides a pathway to work in various setting such as restaurants, hotel, motels, catering operations, clubs, cafes and coffee shops.</p> |
| <b>Entry requirements</b> | There are no entry requirements for this qualification. This course caters for students in Years 11 - 12. <b>Students will be required to complete an on-line LLN quiz when commencing this certificate.</b>  |
| <b>Course fees</b>        | There are no material costs for this qualification.   |
| <b>Packaging rules</b>    | Total number of units = 15 (6 core units plus 9 elective units)   |
|                           | <b>Core units of competency</b>   |
|                           | SITHIND008 Work effectively in hospitality service  |
|                           | SITHIND006 Source and use information on the hospitality industry   |
|                           | SITXCCS014 Provide service to customers   |
|                           | SITXHRM007 Coach others in job skills   |
|                           | SITXCOM007 Show social and cultural sensitivity   |
|                           | SITXWHS005 Participate in safe work practices   |
|                           | <b>Elective units of competency</b>   |
|                           | SITXFSA005 Use hygienic practices for food safety   |
|                           | SITHCCC024 Prepare and present simple dishes  |
|                           | SITHCCC025 Prepare and present sandwiches   |
|                           | SITHCCC028 Prepare appetisers and salads  |
|                           | SITHKOP009 Clean kitchen premises and equipment   |
|                           | SITHFAB021 Provide responsible service of alcohol   |
|                           | SITHFAB025 Prepare and serve espresso coffee  |
|                           | SITXFIN007 Process financial transactions   |
|                           | SITHCCC023 Use food preparation equipment   |
| <b>Pathways</b>           | <p>Successful completion of this course allows students to seek further training at higher levels, and the opportunity to seek employment in the following roles:</p> <ul style="list-style-type: none"> <li>• bar attendant</li> <li>• café attendant</li> <li>• catering assistant</li> </ul>   |



|                              |  |
|------------------------------|--|
|                              | <ul style="list-style-type: none"> <li>• food and beverage attendant</li> <li>• front office assistant</li> </ul>  |
| <b>Mode of delivery</b>      | <ul style="list-style-type: none"> <li>• Face-to-face in a simulated workplace environment (onsite at Revive@Redlands Café)</li> <li>• Online and / or in a classroom for some components of training for knowledge evidence</li> </ul>  |
| <b>Assessment activities</b> | <p>Assessment is competency-based. This involves the process of collecting evidence and making judgements on whether competency has been achieved, to confirm the student can perform to the standard required in the workplace, as specified in the training package.</p> <p>Units of competency are clustered together in projects, with skills, knowledge and understanding demonstrated in a simulated work environment. The projects included are:</p> <p><b><i>Sandwich Bar</i></b><br/>Learners will be trained in food safety and handling and safe work practices to develop the skills required to prepare and present sandwiches for a range of catering situations, including Revive Café (take-away) and school functions (platters or individually packaged).</p> <p><b><i>Cultural Cookery</i></b><br/>In this project, learners will prepare and present a range of simple dishes for school events, with a focus on cultural diversity (Harmony Day, QATSIF events). Prepared foods will be served to the College community and invited guests.</p> <p><b><i>Catering</i></b><br/>Learners will showcase more complex appetisers, salads and simple dishes skills, catering for College events and Revive Café. Hot and / or cold foods may be served individually packaged or plated, on platters (buffet), in salad bars or bain-maries.</p> <p><b><i>Hospitality Service</i></b><br/>In this project, learners will work within the Revive Café where they will prepare and serve espresso coffee. They will undertake a portfolio of role plays and questions to undertake the requirements of responsible alcohol service.</p> <p><b><i>Building Business</i></b><br/>Learners will prepare and present a report on the hospitality industry and explain how the information can be used to enhance future College catering activities (better use of technology, improved productivity, and new food items to align with current trends).</p> <p><b>* Students will be required to undertake a minimum of 36 complete service shifts to complete this course.</b> In line with the Restaurant Industry Award for a casual employee, <b>students must be engaged for a minimum of 2 hours of work.</b> Service shifts may be completed through shifts in the Revive Café, tuck shop, work experience placements or student's part-time work within the hospitality sector.</p> |
| <b>Service agreement</b>     | <p>The RTO guarantees the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbook provided.</p> <p>Students who successfully meet all qualification requirements will be issued with a certificate and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>   |

## 1. STUDENT SELECTION, ENROLMENT AND INDUCTION / ORIENTATION PROCEDURES

Students enrolled in VET courses at the College participate in the same enrolment and selection processes as other students at the College with the exception of obtaining a Unique Student Identifier (USI) prior to commencing courses. Students are unable to enrol into Certificate courses at Redlands College without providing their USI.

The College will provide each student with information about the training, assessment and support services they will receive, and their rights and obligations (through the VET student induction session) before enrolment in the Student Management application.

In Term 4, Year 10 students undergo a work placement induction prior to participation in their first structured work placement.

All students will be inducted into VET through a general induction, at which this handbook is distributed. Students who commence studying VET qualifications at a later stage will receive an induction from the RTO Manager.

At the commencement of all VET courses, VET trainers will induct students on workplace health and safety (WHS) issues and will continue to incorporate WHS where necessary throughout the delivery/assessment.

### Unique Student Identifier (USI)

A Unique Student Identifier (USI) is effectively a reference number made up of numbers and letters that gives you access to your USI account. The USI will stay with you for life and will be recorded with any nationally recognised Vocational Education and Training course that is undertaken from January 2015.

The USI will allow you to have easier and more reliable online access to your record of training history. You will also be able to produce a comprehensive transcript of your training. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

All students undertaking VET training must have a USI. Provisions are in place for students to acquire a USI with the support of College staff.

## 2. QUALIFICATION OR ACCREDITED COURSE INFORMATION

Information has been developed for each Vocational Training Area (VTA) area offered at the College RTO. The primary source of course information is the Subject Selection Handbook. Information can also be sourced from course documentation provided by your VET trainer, through this VET Student Handbook and on the College website.

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title;
- Packaging rule information as per the specified Training Package or VET Accredited course;
- Units of competency (code and title) to be delivered;
- Entry requirements;

- Course outcomes and pathways;
- QCE points for successful completion of course;
- Duration of course;
- Fees.

Please refer to page 6 onwards for further course information regarding VET Certificates.

FSK20119 Certificate II in Skills for Work and Vocational Pathways

ICT20120 Certificate II in Applied Digital Technologies

BSB20120 Certificate II in Workplace Practices

BSB30120 Certificate III in Business

SIT30622 Certificate III in Hospitality

Redlands College RTO manages the transition from superseded training packages within 12 months of their publication on the National Training Service and transition from superseded accredited courses so that it delivers only currently endorsed training packages or accredited courses.

Redlands College RTO has the responsibility to issue certificates and statements of attainment for all vocational training areas offered. Students are advised that should certificates and statements of attainment be issued and then lost, the issuing of replacements must be through the Vocational Education and Training Pathways Office of Redlands College (as the RTO).

### 3. MARKETING AND ADVERTISING OF COURSE INFORMATION

Redlands College RTO will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

The College RTO will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration.

Redlands College RTO will ensure there are appropriate human and physical resources to deliver and assess any course currently on our scope of registration. If the College RTO loses access to these resources, we will provide students with alternative opportunities to complete the course and the related qualification.

### 4. LEGISLATIVE REQUIREMENTS

The School RTO will observe all Australian, state and territory laws governing Vocational Education and Training. The School RTO, will also meet all legislative requirements of the:

- Human Rights and Equal Opportunity Commission Act 1986
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975
- Disability Discrimination Act 1992 (Disability Standards for Education 2005)
- Anti-Discrimination Act 1991
- Vocational Education, Training and Employment Act 2000
- Work Health and Safety Act 2011
- Workplace Health & Safety Act 1995 (Regulation 2000)

- Education (General Provisions) Act 2006
- Education (Work Experience) Act 1996
- Industrial Relations Act 1999
- Workers Compensation & Rehabilitation Act 2003
- Copyright Act 1968 (2006)
- Commonwealth Privacy Act 1988
- Work Health & Safety Act 2011 QLD
- National Vocational Education & Training Regulator Act 2011
- Privacy Act 1998 (2014)
- Information Privacy Act 2009

Appropriate websites to access copies of most of these pieces of legislation include:

Federal Government: [www.australia.gov.au](http://www.australia.gov.au)

Commonwealth legislation: [www.legislation.gov.au](http://www.legislation.gov.au)

State Government: [www.legislation.qld.gov.au/OOPC/home.htm](http://www.legislation.qld.gov.au/OOPC/home.htm)

<https://desbt.qld.gov.au/> (Dept of Youth Justice, Employment Small Business and Training)

[www.justice.qld.gov.au](http://www.justice.qld.gov.au) (Dept of Justice & Attorney-General)

[www.education.qld.gov.au](http://www.education.qld.gov.au) (Education Queensland)

[www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au) (Qld Curriculum & Assessment Authority)

[www.asqa.gov.au](http://www.asqa.gov.au) (Australian Skills Quality Authority)

## 5. FEES AND CHARGES, INCLUDING REFUND POLICY

The RTO does not charge student fees for VET services. Any fees and charges that do occur for additional services will be made known to students prior to enrolment. Please refer to the Redlands College Senior School Parent Handbook for details of College RTO policies relating to enrolment, fees and charges and refunds.

## 6. STUDENT SERVICES AND SUPPORT

Redlands College will establish the needs of their students and deliver services to meet their individual needs where applicable. All students at this RTO will be involved with some or all of the following processes, designed to establish their educational and support needs:

- Senior Education and Training Plans (SETPs)
- subject selection processes
- career guidance services
- LLN assessment

The provision of educational services will be monitored to ensure the RTO continues to cater for student needs through review of SET plans as needed. The RTO will also ensure that all students receive the services detailed in their agreement with the RTO.

The RTO will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e., through individual student assessment feedback, course evaluation feedback, quality indicators – student engagement surveys and school-generated surveys (where applicable).



Students have access to a wide range of support, welfare and guidance services at this College, please see list below:

|                            |  |  |
|----------------------------|--|--|
| Head of Senior School      | Mr Michael Denner  | <a href="mailto:mdenner@redlands.qld.edu.au">mdenner@redlands.qld.edu.au</a>   |
| RTO Manager                | Miss Marnie Parker   | <a href="mailto:mparker@redlands.qld.edu.au">mparker@redlands.qld.edu.au</a>   |
| VET Coordinator            | Ms Jo Lindeman   | <a href="mailto:jlindeman@redlands.qld.edu.au">jlindeman@redlands.qld.edu.au</a>   |
| Trainers/Assessors         | Mrs Sara Whale<br>Mr Brent Wilson<br>Mr Chris Collins<br>Mrs Kellie Corr |  |
| Industry Liaison Officers  | Ms Joyce Mok<br>Mrs Renee Wilson   | <a href="mailto:jmok@redlands.qld.edu.au">jmok@redlands.qld.edu.au</a><br><a href="mailto:rwilson@redlands.qld.edu.au">rwilson@redlands.qld.edu.au</a> |
| Enrichment Coordinator     | Mrs Michelle Burns   | <a href="mailto:enrichment@redlands.qld.edu.au">enrichment@redlands.qld.edu.au</a>   |
| Careers / Pathways Advisor | Mrs Margaret Smith   | <a href="mailto:pathways@redlands.qld.edu.au">pathways@redlands.qld.edu.au</a>   |
| Chaplaincy / Counselling   | Ms Jo Woodward   | <a href="mailto:counselling@redlands.qld.edu.au">counselling@redlands.qld.edu.au</a>   |

## 7. PROVISION FOR LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

If you are undertaking a VET subject, which has units of competency from a training package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the RTO Manager, Miss Marnie Parker.

## 8. ACCESS AND EQUITY

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc.

The College RTO strives to meet the needs of each student through incorporating access and equity principles that uphold the right of all students to equality of opportunity.

For example, the following principles apply:

1. Vocational Training Areas (VTAs) will be adequately resourced with trainers and assessors with the appropriate qualifications, in order to ensure you have quality outcomes.
2. Vocational training and assessment will be in line with industry standards to ensure quality outcomes for students. A variety of training and assessment methods will be used to cater for the different ways in which students learn. If students require support this can be accessed through the College's learning support.
3. All students will be actively encouraged to participate in VET programs, irrespective of background/cultural differences.
4. Prior to participating in structured work placement, you will be provided with an induction

program that will equip you with the knowledge to recognise harassment/discrimination, should it occur, and to ensure you have the strategies to deal with such situations. Appropriate support will be provided to ensure you are successful in your work placement.

5. Literacy/numeracy is integrated throughout all VET programs, as well as being delivered separately through your English/literacy and maths/numeracy program.
6. The College will openly value all students, irrespective of background/culture/other differences. All students will be valued through the delivery of appropriate training/assessment methods and support structures.
7. Any complaints/grievances in relation to discrimination/harassment will be treated seriously, in line with the RTO Policies and Procedures: Complaints and Appeals Policy.

## 9. FLEXIBLE LEARNING AND ASSESSMENT PROCEDURES

The following represent the basic VET assessment principles of this RTO. They are designed to promote fairness and equity in assessment.

- All learners at this RTO will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.
- Information given to students on the project cover sheet will include: advice about the assessment methods, assessment procedures, the criteria against which they will be assessed and when and how they will receive feedback.
- Students will sight their profile sheet of results in each VET qualification on at least two occasions throughout a two-year course.
- The assessment approach chosen will cater for the language, literacy and numeracy needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduction of the assessment.
- Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.
- Opportunities for feedback and review of all aspects of assessment will be provided to students.
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students and is publicly available in this handbook which is stored on the intranet.

Your trainer assessor will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted by Redlands College RTO.

## 10. COMPETENCY BASED ASSESSMENT

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most qualifications, assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using the terms Satisfactory or Unsatisfactory.

Final records of assessment of competencies will be awarded as either:

- C for Competent
- NYC for Not Yet Competent

### Assessment methods

A range of assessment methods are used in the qualifications offered by the RTO ,including:

1. Observation
2. Questioning – verbal and / or written
3. Portfolio
4. Product
5. Logbook

Each trainer assessor will maintain a student profile (or similar document) for every student. On completion of the program of study, a final result will be awarded, based on the principles of assessment and rules of evidence. Students may also receive a result if they apply for and meet the requirements for Recognition of Prior Learning (RPL).

A master record detailing students' achievements of the units of competency is maintained at the RTO on the Student Management application and records all units of competency achieved. This will be held by the RTO and issued to the student once they complete the program of study or upon exit (in line with the QCAA data entry timelines).

## 11. ACCESS TO ACCURATE RECORDS

You can have access to your own personal records at any time by approaching the RTO Manager. This staff member will ensure you obtain access to your records.

The trainer assessors must maintain accurate and current records of each student's progress towards and achievement of competencies.

Trainer assessors will provide access to a student's own records at least once each semester, or on request by the student. Students may also be given access to Student Management printouts "for checking".

## 12. CONFIDENTIALITY

In addition to statutory authorities to whom the College is required to release official data, we may be required to forward more general data to other bodies such as employers, apprenticeship centres, private registered training organisations etc.

No staff member of this College can provide information about you to a third party without your written permission. You will be required to sign a consent form for those occasions when it is necessary for the College to provide information about you to another organisation. The College RTO will provide you with a copy of the consent form at induction.

## 13. EMPLOYER CONTRIBUTING TO LEARNER'S TRAINING & ASSESSMENT

Wherever possible the RTO will place students in workplaces that provide experience in the competencies included in their VET qualifications. This RTO does not use assessment by work placement supervisors. Students on work placement may record their activities in a workplace experience logbook (or similar document).

The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at this RTO will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

## 14. COMPLAINTS AND APPEALS PROCEDURES

You can access the College's Complaint and Appeals Policy if you are unhappy about any aspect of your VET program or about:

- an administrative matter (e.g., the non-issue of qualifications/statements within the prescribed timeline etc);
- another person in the College (student or trainer assessor);
- a person outside the College (e.g., a person at your work experience placement organisation or your school-based traineeship/apprenticeship organisation); or
- a complaint about the results of an assessment or about the way the assessment was undertaken,

Copies of this policy can be obtained from the College website or the RTO Manager.

The RTO Manager will keep a Register of Complaints which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.



## 15. RECOGNITION OF PRIOR LEARNING (RPL)

RPL is the process by which your existing skills, knowledge and experience gained throughout life – regardless of how they have been acquired – are recognised towards the achievement of a nationally recognised qualification or unit of competency.

These existing skills may have been obtained:

- From work experience;
- From voluntary work;
- While at school;
- From sporting experience.

The RPL process is a very supportive one. Your trainer assessor will guide you through the process, the steps of which are outlined below:

**STEP 1:** Read the information in the VET Student Information Handbook (this information) about RPL. Your trainer assessor will provide you with additional information.

**STEP 2:** Discuss the RPL process with your trainer assessor if you feel you are already competent in some parts or all of the VET program you are about to engage in. Ensure that you understand the full application process, including the appeals process.

**STEP 3:** Gathering evidence process. Student completes *Recognition of Prior Learning Application Form*, available from your trainer assessor and the RTO Manager.

- Applicant Employment History
- Provide supporting evidence

Evidence can take many forms, and will usually include such things as:

- Certificates/Statement of Results/Attainment;
- Reference which can be contacted;
- Resume;
- Photos;
- Performance Reviews;
- Job Descriptions.

**STEP 4:** Discuss application with your trainer assessor then submit to the trainer assessor.

**STEP 5:** Once given the result of your application, discuss the outcome with your trainer assessor. Provide feedback to your trainer assessor and provide feedback on the RPL process itself.

**STEP 6:** Should you wish to appeal the decision please follow the Complaints and Appeals Procedures. Copies of this policy can be obtained from the College Website or the RTO Manager.

**STEP 7:** Discuss the outcome of the appeal, when known, with your trainer assessor and provide feedback about the APPEAL process itself.

See your VET trainer assessor for more information and for a copy of the *Recognition of Prior Learning Application Form*.

## 16. CREDIT TRANSFER

At the commencement of the school year a Student Induction will be conducted by the RTO Manager. Included in this process will be information about credit transfer. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager.

Students will be informed about:

- What credit transfer is;
- What documents need to be provided for credit transfer; and
- The process of obtaining credit transfer.

All students who are entitled to credit transfer from units of competency they have achieved within the College RTO (i.e., through qualifications completed in Year 10 or across qualifications being undertaken at the same time) will be awarded credit transfer automatically by Redlands College RTO. These instances will be identified by the RTO Manager, student and the relevant trainer assessor. In order to achieve this, the RTO Manager will identify all units of competency across the RTO that are offered in multiple courses and where students will be awarded credit transfer.

When students transfer from another school that is an RTO and the student has undertaken VET at the other school, credit transfer will only be granted upon the student providing a USI Transcript, or Statement of Attainment / Record of Results issued by the previous RTO. It will be the responsibility of the student to obtain this, and credit transfer will not be granted until the documented evidence has been provided. The documentation is to be provided to the RTO Manager. A copy of the USI Transcript / Statement of Attainment / Record of Results will be provided to the trainer assessor to store with the student profile as evidence. The Student Management Administrator will update the Student Management application.

When students have undertaken qualifications through other non-school RTOs, credit transfer will be granted when the student provides the RTO Manager with a copy of the USI Transcript, Statement of Attainment or Record of Results. This will be recorded in the Student Management application by the Student Management Administrator and a copy of the documentation given to the trainer assessor for storing as evidence with the student profile.

## 17. CERTIFICATION AND ISSUING QUALIFICATIONS

The College RTO must issue to students whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2015.

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

- Students will receive the certification documentation to which they are entitled;
- AQF qualifications are correctly identified in certification documentation;
- AQF qualifications are protected against fraudulent issuance;
- A clear distinction can be made between AQF qualifications and non-AQF qualifications;
- Certification documentation is used consistently across the RTO;

- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF; and
- The RTO will establish anti-fraud mechanisms by including the RTO's own logo on each document issued to ensure there is no fraudulent reproduction or use of credentials.

### **Replacement of Certification Documentation**

The RTO 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 RTO ensures this is 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 (email is acceptable) from the learner to the RTO Manager;
- The request will be forwarded to the RTO to coordinate who may request the Student Management Administrator to print the certification documentation;
- The RTO will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document, or contact QCAA for a reissue;
- The replacement will identify that it is a re-issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation; and
- The replacement will be issued within 30 working days of receipt of the written request.

## **18. STUDENT INPUT TO CONTINUOUS IMPROVEMENT OF CLIENT SERVICES**

Students have a number of opportunities to provide feedback on services provided:

### **VQF Learner Survey**

All learners undertaking a vocational certificate delivered by Redlands College RTO are invited to complete the Learner Survey in Term 4 each year. This is a condition of registration. The survey is conducted to collect feedback from learners on their views about their learning experiences. The outcomes play an important role in developing and delivering training at Redlands College. Participation is highly valued but voluntary.

### **Student Evaluation Sheets**

Trainer assessors will seek feedback throughout the year. Student Evaluation sheets are usually completed at the end of each project by students. Information from these surveys help to improve and shape the courses delivered.

### **Internal Review Feedback**

Students are randomly selected to participate in Internal Reviews to provide feedback.

## 19. GUARANTEE

The College must have suitably qualified trainers assessors and appropriate physical resources to run courses. If the College loses access to these resources, the RTO will ensure learners have every reasonable opportunity to complete their training program. However, the College retains the right to cancel a course if it is unable to meet requirements.





# TAFE and Work Preparation

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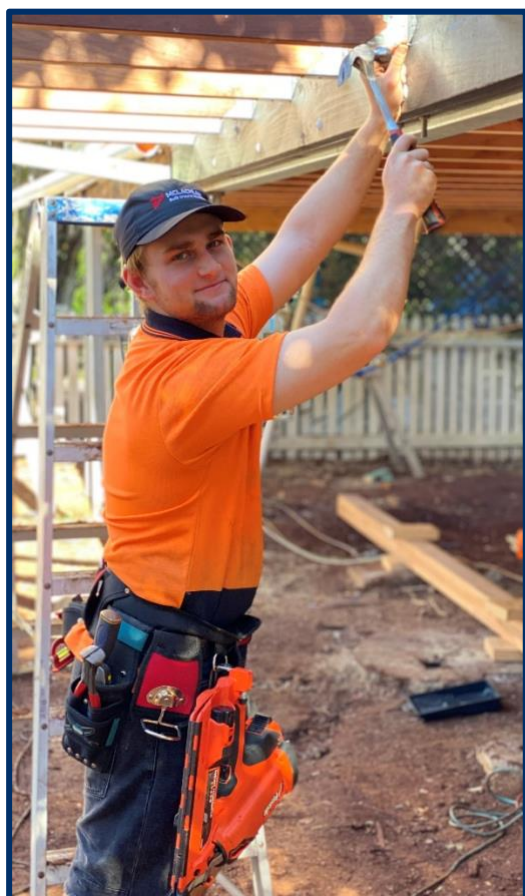
## 1. WORK PREPARATION

### Work Placement

Focused work education plays an invaluable role in preparing students for post-school options and choices. Students undertaking the Vocational Education Pathway study a Certificate II in Skills for Work and Vocational Pathways in Year 11 and 12. This course is specifically designed to assist students in their transition from schooling into the workforce. In addition to the off-the-job training conducted in the classroom, students are also required to undertake **compulsory** structured work placements. These placements, which take place three times throughout the school year, are the perfect opportunity for students to explore their field/fields of interest or career choices. These arranged work placements are a compulsory element unless students are engaged in a school-based apprenticeship or traineeship. As part of the structured work place learning employers provide students with valuable feedback.

Students will engage in work blocks:

| Year 10            | Year 11                          | Year 12   |
|--------------------|----------------------------------|---|
| Weeks 2 & 3 Term 4 | Weeks 8 & 9<br>in Terms 1, 2 & 3 | Weeks 8 & 9 in Terms 1 & 2<br>Weeks 4 & 5 in Term 4 |



Redlands College is legally required, within reason, to conduct a visit to the work places of our students to ensure the arrangement is being facilitated within the appropriate duty of care parameters and that all parties are upholding the signed QLD work experience contract. This also allows opportunity to gather valuable one-on-one feedback from the employer/supervisor.

**Work Experience must be unpaid - this is the law.**

### Workers Compensation

At school the usual insurance provisions apply to students while undertaking normal school-based education subjects.

In the workplace, as school trainees and apprentices, workers' compensation is provided for you under the employer's existing workers' compensation insurance. This cover extends to include travel to and from training as well as the time spent in training.

Students going into the workplace on work experience will be covered by a WorkCover Policy held by Independent Schools QLD. This will cover all medical expenses including hospital treatment and ambulance transport. Any claims should be directed through the school to Independent Schools QLD for referral to WorkCover.



## Log Book and Job Diary

VET students are required to hand in their signed **Student Work Placement Evidence Logbook** at the end of their work experience block (or at the end of term if a school-based trainee).

This booklet must be handed to their trainer. Failure to do so will result in not meeting the requirements of one of the competencies of FSK20119 Certificate II in Skills for Work and Vocational Pathways.

## Record of Hours of work

Students must maintain a record of the hours of work they perform. Students undertaking a school-based apprenticeship are awarded points towards their QCE based on the number of hours of work they have undertaken. These hours must be documented in the Work Placement Evidence booklet and must be handed to their trainer at the end of each term.

## Absence from work

It is of utmost importance that when a student is going to be absent from work that the employer *and* the College are informed. Absence from work experience without notifying the College is an unexplained absence and will be dealt with as such.

## Changing Work Days

Students are NOT to change their work day without approval from the VET Coordinator. Approval will only be granted when students have extra-curricular commitments that cannot be changed (e.g. Duke of Edinburgh; representative sport). Students must discuss changes with staff well in advance of the work placement day.

## VET Due Dates and Altered Assessment Schedules

The VET program has a degree of flexibility that is distinct from the ATAR course. Hence, the policies and procedures in relation to assessment schedules and due dates applied to Senior School can, at times, be difficult to manage for VET students. Please see the **Senior Parent Handbook** for more information.

## 2. WORKPLACE HEALTH AND SAFETY

The safety and wellbeing of the staff and students of Redlands College is one of our greatest responsibilities. All of us, including you, have responsibilities to ensure a safe environment. You are required to:

- Use and take reasonable care of any protective equipment that is provided;
- Obey any reasonable instructions in relation to health and safety;
- Not interfere with or remove any safety devices from machinery;
- Ensure that you do not endanger your own or others' safety by the consumption of alcohol or drugs;
- Report unsafe acts or equipment to a teacher/trainer and observe good housekeeping practices;
- Report all injuries or near misses to a teacher/trainer; and

- Ensure that your conduct does not interfere with:
  - College property;
  - College staff safety or welfare, or with their ability to perform their duties;
  - Student safety or welfare, or their ability to participate in and benefit from instruction.

## **First Aid**

First Aid Kits are available at a number of locations through the College. A member of staff trained in First Aid should be sought to carry out any treatment necessary. Students should not handle injuries which involve spilled blood without wearing gloves.

## **Accident/Emergency Situations**

You are advised that College staff are not permitted to transport injured/unwell students to hospital. Therefore, an ambulance will be called in case of an emergency. Ambulance insurance is provided by the College.

## **Workplace Health and Safety and Accidents/Incidents – while on work experience**

Where you find that you are required to undertake work that is a risk to your health and safety, you must advise a VET staff member immediately. Action may include withdrawing you from the work placement.

Where a serious accident occurs (death or permanent disability):

- the College will investigate all serious accidents as soon as possible after they occur, so that an accurate account of events can be recorded and remedial action taken to reduce the risk of other similar accidents.

In the case of a claim against WorkCover Queensland:

- the work experience provider, as 'the employer', must complete an Employer's Report Form;
- you, the student, as 'the employee', must complete an Application for Compensation Form;
- the doctor must complete a WorkCover medical certificate;
- the College will forward to the relevant authority (see work experience legislation):
  - a copy of the completed Employer's Report Form; and
  - a copy of the Work Experience Agreement; and
  - the College will keep copies of injury claims indefinitely.

NB. Students going into the workplace on structured workplace learning will be covered by a WorkCover Policy held by Independent Schools Queensland. This will cover all medical expenses.

### 3. SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (SATS)



Year 11 and 12 VET students can undertake school-based apprenticeships and traineeships. A highly successful work experience placement is often an effective stimulus for employers to make an offer of employment. It is important to remember, however, that not all employers are in a financial position to engage an apprentice/trainee.

The school-based apprenticeship and traineeships program provides students with more flexibility and variety in the VET program. This can have enormous benefits for those who thrive on a hands-on learning approach.

Students who successfully complete a SAT gain a nationally recognised qualification which can count toward their Queensland Certificate of Education (QCE).

Students signed into school-based apprenticeships must be aware of the applicable legal requirements. This information will be clearly explained to all parties at their sign-up. It should be noted that in some instances students may be required to work or attend TAFE during their holiday periods. Students are expected to catch up on all schoolwork missed and, if required, work with their employers over holiday periods.

If there are any issues in the workplace e.g. pay, please let us know. While we are not a party to the contract, we can direct you to the appropriate people/agencies who can help you.

For more information about SATs, visit <http://apprenticeshipsinfo.qld.gov.au/school-based/>

#### **Additional work days**

From time to time students are requested by their employer to work a day additional to their scheduled workday. Approval for this must be sought from the VET Coordinator.

This requirement is consistent with what is impressed upon every trainee/apprentice at sign up; that is, that a student's school studies takes highest priority. We will consider whether a student is meeting schoolwork obligations before deciding.

### 4. TAFE

Students, where possible, are given access to TAFE placements, for a number of reasons. Firstly, exposure to a tertiary education environment will assist transition at the end of Year 12. Secondly, the nationally recognised and fully portable training they receive gives great insights into the career paths they are considering. Finally, it is an excellent means of establishing employment networks since employers regularly seek referrals from TAFE to fill employee shortages.

TAFE courses are now offered most days of the week and vary in length from one to two years. Every effort is made to accommodate student choices. Please note, we are bound by the courses offered by the various TAFE Institutions.

Please note:

- Students must attend TAFE every week as scheduled. Failure to do so may jeopardise course completion.
- It is the responsibility of TAFE and any other training organisations with whom the students may be working to ensure results are recorded on their QCE.
- As a result of partnership arrangements with TAFE, it is possible that students may be considered for direct entry into Diploma courses at the end of Year 12.
- Due to the varied days and times of TAFE courses, students need to make their own transport arrangements.
- Students must check their College email account regularly – all TAFE correspondence is conducted via email. Hotmail addresses cannot be accessed at the College.

### Costs

There are no additional tuition costs for the VET program. However, some courses are not covered with VETiS funding and operate under a user-pays system. Transport costs and all administration/materials fees for specialised TAFE courses are the responsibility of parents. There are no reductions in Redlands College fees due to students attending external courses.



Facilities at the  
Alexandra Hills  
TAFE

