



Student VET Induction

VERSION: JANUARY 2026

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What is VET?

Vocational Education & Training

It provides practical, job-focused skills and knowledge for careers in trades and other industries

It leads to Certificate qualifications

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Training Packages

- A training package is a set of nationally endorsed standards and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise
- Presents the required skills and pre-requisite knowledge to be industry ready
- Training packages describe the skills and knowledge that individuals need to perform effectively in the workplace
- Teachers and trainers develop learning strategies – the 'how' – depending on learners' needs, abilities and circumstances to ensure they show competency

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What is competency?

- Competency is a skill and knowledge demonstrated to a standard that is expected by industry
- To be competent, you need to consistently apply your knowledge and skills to successfully complete work activities in a range of situations to the standard of performance expected in the workplace
- Competence shows that you are industry ready – this makes you employable
- Competence is the standard expected by industry, not school – you need to make the leap!

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The Dimensions of Competency

There are four parts to being competent.

1. undertaking a specific workplace task/s (called **task skills**)
2. management skills – managing a number of different tasks to complete a whole work activity (called **task management skills**)
3. responding to problems and irregularities when undertaking a work activity (called **contingency management skills**).

Examples of problems/irregularities could be:

- breakdowns
- changes in routines
- unexpected results or outcomes
- difficult or dissatisfied clients.

This means that when you demonstrate competency you will not just demonstrate you can do a task on its own, but you must be able to demonstrate that you can do it in a range of different circumstances, as outlined above.



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The Dimensions of Competency

4. dealing with the responsibilities and expectations of the work environment when undertaking a work activity (called **job/role environment skills**)

Examples include:

- working with others
- interacting with clients and suppliers
- complying with standard operating procedures
- observing enterprise policy and procedures.



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How is competency different to your other subjects?

- To get an A for most subjects you can achieve 80% or greater and achieve at the VHA level.
- To be competent, you must be able to show that you can do the task under a variety of circumstances to an industry standard – this is what being competent is all about.

Think about the plane you want to be flying in when you are going on holidays. Do you want the pilot to be able to land the plane successfully 80% of the time or know 80% about flying the plane successfully?

NO – you want him/her to land that plane successfully every time. That's how we want you to leave the course – knowing that you can complete every aspect 100%.

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How you will be assessed

You will be assessed in a variety of ways which may include any of the following:

- Written tasks
- Observation
- Portfolio of work
- Oral questioning

If you need further information, see your VET Teacher, RTO Manager or HOD

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What is RPL?

Recognition of Prior Learning – allows you to have the skills that you already possess recognised and credit recorded in order to fast-track through your course

Evidence of prior skills may be provided by:

- Third party evidence (e.g. reports or testimonials)
- Challenge test evidence
- On-the-job training
- Work samples or annotated photographic evidence
- Certificates

You can find information about RPL at:

G:/Common/VET/VET RPL Documentation

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What is Credit Transfer?

Credit Transfer allows you to have equivalent units of competency recognised and credit recorded in order to fast-track through your course.

To receive Credit Transfer, you must provide evidence of successful completion of the unit of competency:

- Certificate or Statement of Attainment
- USI transcript (from your USI account)

You can find information about Credit Transfer at:

G:/Common/VET/VET RPL Documentation

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How does the study of VET contribute to your QCE?

Your QCE is achieved when you have banked 20 credit points and is made up of:

- **Subject semester units**
- **VET qualifications**
- **Numeracy & literacy components**
- **Core requirements**

If you need further information, see HOD Senior Schooling

This information is stored in your learning account. You can access this with a LUI No.

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Banking of credits

In Years 10, 11 & 12, if you study a:

Certificate I qualification – bank 2 - 3 points

Certificate II qualification - bank 4 points

Certificate III qualification – bank 5 - 8 points

QCE credit points can only be banked for new learning

90% new learning is required for full QCE credits



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Banking credits – Partial completion

If you successfully complete some of the competencies in a Certificate II or III qualification, you will receive partial points for what you have completed

For example: if you successfully complete half of the units of competency in a Certificate II qualification, you will bank 2 of the 4 points available for that course

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Pathways

Schools Sector Accreditation	Vocational Education and Training Sector Accreditation	Higher Education Sector Accreditation
Queensland Certificate of Education	Vocational graduate diploma Vocational graduate certificate Advanced diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral degree Masters degree Graduate diploma Graduate certificate Bachelor degree Associate degree /Advanced diploma Diploma

Criteria based assessment

Competency based assessment

Criteria based assessment

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What is expected of a Level I Learner:

- Undertake defined routine activities
- Identify and report simple issues and problems
- Apply basic knowledge and skills to demonstrate autonomy in highly structured and stable contexts and within narrow parameters

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What is expected of a Level II Learner:

- Demonstrate basic operational knowledge in a moderate range of areas
- Apply a defined range of skills
- Apply known solutions to a limited range of predictable problems
- Perform a range of tasks where choice between a limited range of options is required
- Assess and record information from a variety of sources
- Take limited responsibility for your own outputs in work and learning

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What is expected of a Level III Learner:

- Demonstrate knowledge in a specific area of work
- Select and apply a specialised range of skills
- Provide and apply solutions to predictable and unpredictable problems
- Perform routine tasks
- Assess and record information from a variety of sources
- Take limited responsibility in known and stable contexts within established parameters

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Foundation Skills

Foundation skills cover the key skills that underpin successful participation in society, including work.

These skills are listed in:

- Australian Core Skills Framework (ACSF)
- Core Skills for Work Framework (CSfW)



Foundation skills are included in all updated training packages.

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Foundation Skills

AUSTRALIAN CORE SKILLS FRAMEWORK

Learning
Reading
Writing
Oral communication
Numeracy
Digital literacy

CORE SKILLS FOR WORK

Navigate the world of work
Interact with others
Get the work done



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Transference of skills

You may not ever choose to work in your chosen VET Area, however many of the employability / foundation skills are able to be transferred to any workplace

Completion of VET study also allows you to demonstrate commitment and perseverance – both traits that would impress any employer

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Responsibility for tracking competency

Who will gain benefit by you completing these certificate qualifications?

✓ YOU WILL

Who will develop employability skills making you an attractive employment prospect at the end of Year 12?

✓ YOU WILL

Who needs to take responsibility for completion of the course by the end of Year 10 or 12?

✓ YOU DO

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VET Training

Training is a shared responsibility between the trainer and the trainee

The trainer will provide opportunities and experiences reflecting the needs of industry

The trainee will be expected to self-assess and when ready, complete assessment to satisfy the performance criteria

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Numbers you need to know

Learner Unique Identifier (LUI)

- Allows you to access your Learning Account on the Student Connect Website
- Your Learning Account captures all of the training you complete with any RTO in Queensland (eg: school, CQU, Smartskill etc)

Unique Student Identifier (USI)

- You will need to register for your USI and provide it to your VET teacher by the end of Week 4.
- Your USI will capture all of the training you complete within Australia
- You **WILL NOT** get your qualification/certificate unless you provide us with this number.

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Right to completion

Students have a right to complete all units of competency and assessment in their chosen VET course in order to meet the full requirements of the course and be granted certification once enrolled in the course.

If your course changes before you complete it, you will be notified of this and what the school plans to do about it.

If the school is no longer able to offer the course once you have started, we will organise for you to complete the course through another RTO (additional fees may apply).

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Right to completion

Students who enrol late into a VET course offered by the school may not have the opportunity to undertake all units of competency.

For students who enrol late into the course, the RTO Manager, in conjunction with the student, the relevant VET teacher, and the school's support personnel, will determine which units of competency can be undertaken by the student to ensure the best outcome for them.

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Help is available!

Our job is to facilitate your learning and ensure that you are exposed to the right tasks to help you develop competence and mastery of certain skills in line with the performance criteria for each unit of competency

Our job is to give you feedback on your progress and to adjust learning tasks and conditions to suit your needs

Our job is to oversee and report on your progress and remind you when things are outstanding so that you maintain a suitable work rate at all times

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Learning / Wellbeing Support or Assistance

If you need to, you can also obtain assistance via:

- Your teacher
- Year Level Coordinator
- HOD Senior Schooling
- Other support staff

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Personal Email Addresses

- You may use your school email address on assessment materials and evidence
- This provides the same acknowledgment as a signature

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Appeals and Complaints

You can appeal or make a complaint if you are unhappy about any aspect of your VET program or about:

- an administrative matter (e.g. the non-issue of qualifications or statements)
- a financial matter (e.g. non-refund of VET subject levies)
- another person in the school (student or teacher);
- a person outside the school (eg. a person at your work placement organisation)
- a complaint or appeal about the results of an assessment or about the way the assessment was undertaken

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Appeals and Complaints

- Discuss the issue with your VET teacher or the RTO Manager so that an investigation can be conducted.
- A formal appeal or complaint must be in writing and given to the RTO Manager
- The appeal or complaint must include:
 - What the issue is and/or who it involved
 - What happened and when
 - How it made you feel
 - How you would like the matter resolved

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Appeals and Complaints

- You can be supported in writing your appeal or complaint
- All complaints and appeals will be heard and decided on within 60 calendar days of receiving the complaint and appeal.
- If the process takes more than 60 calendar days, you will be informed of the reasons in writing and regularly updated on the progress of the matter.
- The school's policy can also be found on the school website

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VET Student Handbook

Everything you need to know about Vocational Education & Training (VET) is contained in the VET Student Handbook

It is important that you familiarise yourself with the VET Student Handbook.

This can be found on G drive (at G:\Common\VET\Student VET Information)

Complete the VET Induction worksheet.



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