

Vocational Education and Training Student Information Handbook

SPINIFEX STATE COLLEGE – MT ISA



**Spinifex
State
College
Mount Isa**



SPINIFEX STATE COLLEGE MOUNT ISA VET POLICIES AND PROCEDURES: *STUDENT INFORMATION HANDBOOK*

CONTENTS:

1. Introduction.....	Pg 3
2. Course information, including content and vocational outcomes.....	Pg 3
3. Provision for language, literacy and numeracy support.....	Pg 3
4. Student support, welfare and guidance services.....	Pg 4
5. Assessment Policy and Procedures.....	Pg 4
6. Recognition (including Recognition of Prior Learning [RPL]).....	Pg 6
7. Complaints/Appeals.....	Pg 8
8. VET Curriculum/Subject Levies and refund policies.....	Pg 8
9. Changes to agreed services.....	Pg 8
10. USI Policy.....	Pg 8
11. Reissuing of Certification.....	Pg 9

1. INTRODUCTION

Purpose of this handbook

This handbook has been written to provide VET students with important information about the VET programs offered by Spinifex State College - Mount Isa as well as about your rights and responsibilities as a VET student. You will be asked to sign that you have read this handbook, so please take the time to study it carefully and to ask your VET teachers about anything about which you are unsure. Should you need to reference the handbook throughout your enrolment you can do so via G drive and the school website.

You should also know that the contents of this handbook in many instances represent the key points of various VET Policies and Procedures developed by Spinifex State College - Mount Isa. You can access full copies of all policies and procedures by approaching the Head of Department - Senior Schooling.

2. COURSE INFORMATION, INCLUDING CONTENT AND VOCATIONAL OUTCOMES

The subject selection booklet outlines industry/VET specific information relevant to the particular course, including qualification/course codes and name, units of competency/modules to be offered and vocational outcomes. This information also forms part of the TAS that can be found on G drive.

3. PROVISION FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT

If you are undertaking a VET subject which has embedded 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/assessed in the context of an industry/vocational area of your liking/choice.

In addition, every student at Spinifex State College - Mount Isa undertakes an English / English Communication / Literacy and a Maths / Numeracy subject.

If you still feel you need additional language, literacy or numeracy support, please approach your VET teacher or the HOD - Senior Schooling.

4. STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES

Students have access to a wide range of support, welfare and guidance services at Spinifex State College - Mount Isa, including, for example:

- Careers Counsellor/Guidance Officer/CEC
- Assessment Centre Staff
- Resource Centre/Library
- School Chaplin
- School Based Youth Health Nurse / School Based Police Officer
- Other community agencies

You will be provided with full information about the locations and contact details for these and other support services when you commence your VET program.

5. ASSESSMENT POLICY & PROCEDURES

The following is Spinifex State College - Mount Isa's assessment policy statement:

All VET students at Spinifex State College - Mount Isa will be fully informed of the VET assessment process and requirements and will have the right to appeal.

Your VET teacher/trainer will provide you with a thorough overview of the assessment requirements for your individual VET program/s. The following information, however, represents some general information about the VET assessment process adopted at Spinifex State College - Mount Isa.

Competency-based assessment

Assessment for the VET components of your course will be competency-based.

What does it mean to be competent?

People are considered to be competent when they are able to apply their knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

There are four parts to being competent. They are:

- a) undertaking a specific workplace task(s) (called 'task skills')
- b) management skills – managing a number of different tasks to complete a whole work activity (called 'task management skills')
- c) 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.
- d) dealing with the responsibilities and expectations of the work environment when undertaking a work activity (called 'job/role environment skills'), such as:
- working with others
 - interacting with clients and suppliers
 - complying with standard operating procedures
 - observing enterprise policy and procedures.

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.

The assessment policy principles

The following represent the basic VET assessment principles of Spinifex State College - Mount Isa. They are designed to promote fairness and equity in assessment.

Students will be given clear and timely information on assessment.

Information given to students, including on the assessment criteria sheet, will include:

- advice about the assessment methods
 - assessment procedures
 - the criteria against which they will be assessed
 - when and how they will receive feedback
 - the mechanism for appeal.
- Where possible, students will be included in discussions on the choice of assessment methods and timing.
 - Students will be made aware of their responsibilities in regard to assessment.
 - 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 conduct 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 within two weeks of completing the assessment item.
 - Clearly documented mechanisms for appeal against assessment processes and decisions will be available to students.
(Refer to *VET Policies & Procedures: Student Complaints/Appeals.*)

Where appropriate, school emails addresses are used on assessment materials and evidence. This email address provides the same acknowledgement as a signature. Student and staff email addresses are stored in OneSchool.

6. RECOGNITION (INCLUDING RECOGNITION OF PRIOR LEARNING [RPL]) AND REASONABLE ADJUSTMENTS

Recognition of Prior Learning

When you commence a VET program, you may think there are some units of competency you can already do and would be competent at.

You could apply for what is called 'RECOGNITION' for those specific units of competency or modules. If you do, you will need to provide evidence that you can in fact already do these particular tasks. Evidence might include:

- letters or testimonials from employers
- samples of work
- certificates, etc.

The RECOGNITION process is a very supportive one, ie your teacher will guide you through the process, the steps of which are outlined below:

STEP 1: Read this information in the VET Student Vocational Education Handbook. Your teacher will also provide you with additional information if needed.

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

STEP 3: Undertake a self-assessment, using the Self-Assessment form (**FORM A**). It is a good idea if you feel you already possess some of the competencies in the course you are about to do, to start with a self-assessment. You need to complete a separate RECOGNITION Self-assessment form for each unit of competency/module for which you are applying for RECOGNITION.

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

- examples of work
- photographs, videos, letters and reports
- awards, certificates and qualifications
- employer references
- letters from work colleagues, etc.

STEP 4: Discuss your self-assessment with your teacher/trainer. If there are FULL units of competency for which you and your teacher feel RECOGNITION may be able to be given, you will be encouraged to move to the next step, the completion of the RECOGNITION application form.

STEP 5: Complete and submit the Student Application for Recognition form (**FORM B**).

STEP 6: Once given the result of your application, discuss the outcome with your teacher/trainer. Provide feedback to your teacher and provide feedback on the RECOGNITION process itself.

STEP 7: Should you wish to appeal, complete the Student RECOGNITION Appeals Form (**FORM C**).

STEP 8: Discuss the outcome of the appeal, when known, with your teacher and provide feedback about the APPEAL process itself.

See your VET teacher for more information and for copies of the self-assessment and application forms.

NOTE: You do not need to go through the above process if you already have a Statement of Attainment from another Registered Training Organisation for any units of competency/learning outcomes which are the same as those in any of the school's VET programs. You will be awarded automatic recognition in these cases.

Credit transfer

If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.

Reasonable Adjustments

Reasonable adjustments on assessment may be available depending on student's needs. It is up to the assessor to determine if a student is eligible for a reasonable adjustment. Reasonable adjustments may include:

- accessible class rooms
- note-taking support
- course material in alternative formats — electronic, large print
- use of laptop for assessments
- an Auslan (Australian Sign Language) Interpreter
- extra time or extensions for assessments or alternative assessment tasks
- ergonomic chair/desk
- use of assistive technology
- other adjustments

7. COMPLAINTS/APPEALS

The complaints and appeals policy and procedures can be found on the Spinifex State College website and on G drive. If you are unhappy with any aspect of your VET program, refer to the complaints and appeals policy and get in contact with the schools RTO manager.

8. VET CURRICULUM/SUBJECT LEVIES AND REFUND POLICIES

VET curriculum/subject levies

VET curriculum/subject levies for 2015 are provided by the office staff upon enrolment and during SET Planning interviews.

Refund policy

Once a student commences in a VET program/curriculum area, no refunds of levies will be made for that particular term. Where levies have been paid for the whole year, a pro-rata refund system will apply for terms in which the student has not commenced, but has paid levies.

9. CHANGES TO AGREED SERVICES

Spinifex State College is the RTO responsible for delivering the qualifications outlined in their Scope of Sequence on training.gov.au. In the event of this situation changing, the school will advise students as soon as possible if there are any changes to agreed services. This includes:

- a) Any new third party agreements
- b) Changes to existing third party agreements
- c) Change in ownership.

In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program or students withdraw from the VET program:

- students will be issued with a Statement of Attainment for any successfully completed units of competency

10. USI POLICY

All students studying VET are required to have a Unique Student Identifier (USI). The USI allow students to access their enrolment and achievement record for all VET learning online. At enrolment students are supply the school with their USI. If a student does not have a USI

they are to apply for one during the enrolment phase. Spinifex State College can assist students in applying for a USI by

Enrolments

At enrolment students are to supply the school with their USI. If a student does not have a USI they are to apply for one during the enrolment phase. Spinifex State College can assist students in applying for a USI by:

- Communication from the school is sent home regarding the USI requirements and expected process.
 - a) An USI information letter and Student USI Number Information Record form is sent home to students and parents
 - b) Student USI Number Information Record form is completed and returned to the Compliance Officer.
- If requested, the Compliance Officer creates a USI on behalf of the student at the [Australian Government USI website - create a USI on behalf of a student](#). Permission is sort from the student for the Compliance Officer to create an USI.
- The Compliance Officer destroys the Student USI Number Information Record form by the use of the shredder
- The school informs the student of the USI details.

Spinifex State College must have a valid USI for a student studying a VET course before issuing a qualification or statement of attainment.

11. REISSUING OF CERTIFICATION

In the case of a student losing or misplacing their Certificate or Statement of Attainment after it has been issued to the student, the student can request a new Certificate or Statement of Attainment to be reissued. Process for reissuing of certification:

- a. Student makes contact with the school office requesting the reissue of their certificate/statement of attainment.
- b. Student completes the Reissue of Certificate Form and supplies ID for proof of identity.
- c. Students pays a fee of \$5 to cover administration costs.
- d. Reissue of Certificate Form is passed onto the Compliance Officer.
- e. The Compliance Officer checks the student's name in the qualifications register or SDCS to ensure the students is eligible for the reissue of the certificate or statement of attainment.
- f. Certificate/statement of attainment is reprinted and is delivered to student according to their preference as indicated on the form.

