

VET
Cluster
Capricornia



Student VET Induction

VET Cluster Capricornia

Version: January 2026

What do the letters “VET”
stand for?

What do the letters “VET” stand for?

- Vocational Education & Training

Where does the content to be learnt come from?

- **A training package** – a document that specifies the knowledge and skills required by individuals to perform effectively in the workplace - expressed in units of competency.

What is “competency”?

What is “competency”?

- Competency is a skill and knowledge demonstrated to a standard that is expected by industry
- Competence shows that you are industry ready – makes you employable
- Competence is the standard expected by industry, not school

The Dimensions of Competency

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***)

The Dimensions of Competency

- 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.

The Dimensions of Competency

- 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.

How is competency-based assessment different to your other subjects?

How is competency different to your other subjects?

- Regular subjects are rated from A – E based on a marking guide or criteria table
- 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

How you will be assessed?

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

- Written tasks
- Teacher observation
- Portfolio of work
- Verbal questioning
- Project completion

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
 - ❖ Challenge test evidence
 - ❖ On-the-job training

How does the study of VET contribute to your QCE?

- The QCE is achieved when you have banked 20 credits.
- Credits come from:
 - ❖ **Subject units – C or better**
 - ❖ **VET qualifications (incl school-based traineeships and apprenticeships - completed)**
 - ❖ **Numeracy & literacy components – pass in Maths and English**
- This information is stored in your learning account. You can access this with a LUI.



Banking of credits

- Certificate I qualification – 2 - 3 credits
- Certificate II qualification - 4 credits
- Certificate III qualification – 5 - 8 credits

**There can be no duplication of learning
eg Cert II in Hospitality (TAFE) and Hospitality
Practices (at school) = 4 credits only**

Banking credits



Partial Completion

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

- For example: If you complete half of the units of Certificate II in Rural Operations, you will bank 2 credits and not 4

Impact of non-completion



Assessment Policy 2025

VET assessment is treated with the same importance as any other assessment.

Students are expected to meet all of the academic progression requirements for the unit by the prescribed due date.

Failure to comply with due dates in your VET course may result in a behaviour level drop.

Pathways



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

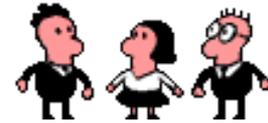
What is expected of a Level II Learner:

- 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

What is expected of a Level III Learner (incl apprenticeships):

- 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

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.

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

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

Responsibility for tracking competency

- Who will benefit by you completing these certificate qualifications?
 - ✓ YOU WILL
- Who will develop employability skills making you an attractive employment prospect at the end of the course?
 - ✓ YOU WILL
- Who needs to take responsibility for completion of the course?
 - ✓ YOU DO

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

Numbers you need to know

○ **Learner Unique Identifier (LUI)**

- ❖ Allows you to access your Learning Account on the My QCE website
- ❖ Your Learning Account captures all of the training you complete with any RTO in Queensland (eg: school, CQU etc)

○ **Unique Student Identifier (USI)**

- ❖ You will need to register for your USI and provide it to your VET teacher by the end of Term 1.
- ❖ Your USI will capture all of the training you complete within Australia
- ❖ You WILL NOT get your qualification/certificate unless you provide this number.

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

Help is available - teacher's role

- Your teacher's role 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 competence
- Your teacher's role is to give you feedback on your progress and to adjust learning tasks and conditions to suit your needs
- Your teacher's role 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

Additional wellbeing and support services or Assistance

- Education services/health and wellbeing services -
 - HOD Materials Technology – Mr McCall
 - HOD Senior Schooling – Mrs Crow
 - VET RTO – Mrs Granville
 - RSHS Senior Learning Centre staff
 - Barhi Centre staff + CEC
 - LEC staff
 - RSHS support staff - e.g. Year Coordinator, G.O
 - Online access (computer, internet, email communication)
- Online websites - e.g. My Mind Check
Australia, Beyond Blue, Headspace, Lifeline, Kids Helpline, Student Wellbeing Hub)
- Apps (Sleep Ninja & ClearlyMe - information available on Black Dog Institute website)

VET Student Handbook

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

