

2021 VOCATIONAL EDUCATION AND TRAINING (VET) GENERAL INFORMATION GUIDE

This General Information Guide details the Vocational Educational and Training (VET) programs offered at Elizabeth College as a member of the Tasmanian Secondary Colleges Registered Training Organisation. All VET programs delivered are nationally recognised. Details available at the National Register - <http://training.gov.au/Home/Tga>

Studying VET, alongside the Tasmanian Assessment, Standards and Certification (TASC) accredited courses, is a step towards further education, employment and/or training. All VET programs contribute points towards the Tasmanian Certificate of Education (TCE) and can lead to the study of higher level VET qualifications or tertiary study.

Code	Title	Course Duration Lines/Hours	Possible Pathways
AUR10116	Certificate I in Automotive Vocational Preparation	1 Line 150 hours	<ul style="list-style-type: none"> • Automotive trainee
AUR20716	Certificate II in Automotive Vocational Preparation	1 Line 150 hours	<ul style="list-style-type: none"> • Trades assistant • Vehicle service assistant • Automotive service assistant • Trainee serviceperson
BSB20115	Certificate II in Business	2 lines 300 hours	<ul style="list-style-type: none"> • Administration Assistant • Clerical Worker • Data Entry Operator • Information Desk Clerk • Office Junior • Receptionist
CHC22015	Certificate II in Community Services (Focus on children)	2 lines 300 hours	<ul style="list-style-type: none"> • Assistant community services worker
CPC10111	Certificate I in Construction	2 lines 300 hours	<ul style="list-style-type: none"> • Builder's trainee/labourer
CPC20211	Certificate II in Construction Pathways Focus on Bricklaying or focus on Plastering	1 line 150 hours	<ul style="list-style-type: none"> • Joinery, shopfitting carpentry, bricklaying and other occupations in general construction.
FSK20119	Certificate II in Skills for Work and Vocational Pathways	2 lines 300 hours	<ul style="list-style-type: none"> • Employment and/or industry-based VET program
SHB20116	Certificate II in Retail Cosmetics	2 lines 300 hours	<ul style="list-style-type: none"> • Make-up demonstrator • Skin care consultant • Beauty salon/store assistant • Further study in the beauty industry
SIS10115	Certificate I in Sport and Recreation	1 line 150 hours	<ul style="list-style-type: none"> • General assistant • Administration assistant • Retail assistant
SIS20115	Certificate II in Sport and Recreation	2 lines 300 hours	<ul style="list-style-type: none"> • Administration assistant • Community activities assistant • Recreation assistant • Retail assistant

SIT20116	Certificate II in Tourism	2 lines 300 hours	<ul style="list-style-type: none"> • Documentation clerk for a tour wholesaler • Museum attendant • Receptionist and office assistant in conferencing, retail travel, tour operations • Retail sales assistant in an attraction
SIT20316	Certificate II in Hospitality	2 lines 300 hours	<ul style="list-style-type: none"> • Bar attendant • Bottle shop attendant • Café attendant • Catering assistant • Food and beverage attendant • Front office assistant • Gaming attendant • Porter • Room attendant
SIT20416	Certificate II in Kitchen Operations	2 lines 300 hours	<ul style="list-style-type: none"> • Breakfast cook • Catering assistant • Fast food cook • Sandwich hand • Take-away cook • Apprenticeship commercial cookery

This brochure is accurate at the time of publication. The qualification name and code may be subject to change due to training package updates. The TSC RTO transitions to new qualifications as soon as approved by ASQA and available on TGA.

What do I have to do to get into a VET program?

- Step 1 Complete a preliminary enrolment
- Step 2 Attend a suitability interview
- Step 3 If found suitable, enrolment process finalised

Why do you have to be interviewed?

- The interview process ensures that you are committed to the VET program, and provides an opportunity to experience a real interview in a non-threatening environment
- Assesses whether you are ready for on-the-job training
- Ensures you have the necessary skills to be successful in the workplace

What should you do to prepare for the interview?

- Dress as if you are going for a job interview.
- Be prepared to answer questions like:
 - Why do you wish to do your chosen program?
 - Why this career path?
- Be prepared to talk about yourself
- Bring your resume.

What is Recognition of Prior Learning (RPL) and Credit Transfer (CT)

All VET programs build on what you already know and can do. RPL is a system that allows you to be given credit for existing skills and knowledge that you have attained through work or general life experience. Elizabeth College also recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations and provides Credit Transfer for unit/s of competency achieved. Students are encouraged to apply for RPL and/or CT and the VET Program Coordinator will provide the required information on how to do this at the first formal program session.

Unique Student Identifier (USI)

All students are required to have a USI in order to receive a certificate or statement of attainment for units of competency achieved. Details about the USI are available at

<http://www.usi.gov.au/Pages/default.aspx>

VET Coordinators will support students to create a USI at the commencement of the year.

The VET Program Coordinator is the person who:

- is responsible for your VET program training and assessment
- organises your vocational placement
- visits you on vocational placement

Induction Process

Induction for successful applicants occurs at the commencement of the VET program.

What should I do to be successful in a VET program?

- Attend all vocational placement days and classes
- Be punctual
- Dress appropriately
- Be prepared to work, follow instructions and learn new skills
- Have an appropriate attitude to work
- Be keen to learn, ask questions and demonstrate your skills
- Follow instructions
- Behave appropriately

What is Work Placement?

Work placement gives you the opportunity to experience on-the-job training in a workplace related to your VET program. During work placement you will be given the opportunity to carry out the same work as an employee of the organisation. Most VET programs offer work placement. Please speak with the program coordinator to find out more.

Who is the Workplace Supervisor?

The Workplace Supervisor is the contact person at the organisation to which you have been assigned for work placement. You may work directly with this person or work with other people in the organisation, depending on the training program they have developed for you.

The Workplace Supervisor will:

- greet you on your first day
- introduce you to people you are likely to be working with
- oversee your progress while on work placement
- provide you with a safe working environment
- provide feedback which forms part of your overall assessment in the VET program.

Where else can I obtain support?

Student Support

Support is provided through the school's Student Services, VET Coordinators and Workplace Supervisors. Talk to your VET Program Coordinator for more information.

Staff Responsible for Access and Equity

This is the responsibility of the Assistant Principal in charge of Student Support and all VET Program Coordinators.

Provision of Literacy, Language and Numeracy

VET programs have a focus towards literacy, numeracy and language. However, it is recommended that students undertake suitable subjects in the areas of Mathematics and English in conjunction with their VET program should there be a need for additional support in these areas.

Assessment Procedures

Elizabeth College practises a range of teaching and learning styles to suit the needs of students. VET assessment is competency based. You will be informed of the units that make up your qualification and what is required to achieve the standard for competency. Assessment is conducted according to National Standards of the training packages. All training package detail is available at training.gov.au.

All units of competency from the national training packages resulting in a competent assessment outcome contribute points towards the TCE - Tasmanian Certificate of Education. Units of competency assessed by Credit Transfer DO NOT receive TCE points.

What if I have a complaint? Appeals and Complaints

Contact can be made with the Assistant Principal of VET or the VET Quality Manager at Elizabeth College (62356555) if you have a complaint or wish to appeal a decision that has been made about your VET training and/or assessment.

Department of Education (DoE) Policies

Elizabeth College adheres to the principles contained in the legislation and DoE policies covering: Access and Equity, Freedom of Information, Harassment, Workplace Health and Safety, Anti-discrimination, Human Rights, Disabilities and the VET Regulator Act. Information regarding this legislation can be found at www.thelaw.tas.gov.au

Levies and Refunds

Elizabeth College has a General Levy that is set on a state-wide basis and some individual subject charges. The Student Assistance Scheme (STAS) is available to students who meet the eligibility requirements. Elizabeth College also has a refund policy. For further information about levies, subject charges, refunds or STAS please contact Elizabeth College on 62356555.