



NEWMAN
COLLEGE

A CATHOLIC SCHOOL
EDUCATING IN THE
MARIST TRADITION

 Shine
through
Discovery

LET YOUR LIGHT SHINE MATTHEW 5:16



VET Certificates:

Handbook for students and families

Challenge — Collaborate — Create — Celebrate

Contents

Introduction	4
General information about VET Certificates	5
<i>What is VET?.....</i>	<i>5</i>
<i>TAFE and Registered Training Organisations (RTO).....</i>	<i>5</i>
<i>Benefits of completing a VET Certificate</i>	<i>5</i>
<i>VET Certificates and school subjects</i>	<i>5</i>
Commencing a VET Certificate	6
<i>How do students know what VET Certificate they have been enrolled in?.....</i>	<i>6</i>
<i>On the first day, how do students know what to do / where to go / what to bring?</i>	<i>6</i>
<i>What day will students be away from school?</i>	<i>6</i>
<i>Is work experience required to complete the VET Certificate?</i>	<i>6</i>
Progressing through the VET Certificate	7
<i>How VET Certificates are assessed: competency-based training.....</i>	<i>7</i>
<i>Keeping track of progress in VET Certificates.....</i>	<i>7</i>
<i>Keeping up with content in school subjects</i>	<i>7</i>
<i>Attendance at certain school events on regular VET Certificate training days.....</i>	<i>8</i>
<i>If students are absent from their VET Certificate training day</i>	<i>8</i>
<i>If you have concerns about your VET Certificate.....</i>	<i>8</i>
<i>Withdrawing from VET Certificates.....</i>	<i>9</i>
Completing a VET Certificate	10
<i>How long does it take to complete a VET Certificate?</i>	<i>10</i>
<i>When students complete their VET Certificate</i>	<i>10</i>
<i>How does a VET Certificate contribute towards WACE (secondary graduation)?</i>	<i>10</i>

Supervision and duty of care	11
<i>Are students supervised by teachers whilst at their Registered Training Organisation?</i>	<i>11</i>
<i>How does Newman College fulfil its duty of care to students at Registered Training Organisations?</i>	<i>11</i>
<i>Will there be adults in my child's class?</i>	<i>11</i>
<i>What happens during recess and lunch breaks?</i>	<i>11</i>
Payments and reimbursements.....	12
<i>How much do VET Certificates cost?</i>	<i>12</i>
<i>Who pays for the VET Certificate?.....</i>	<i>12</i>
<i>Reimbursement</i>	<i>12</i>
<i>Is there a reduction in school fees, given that VET Certificate students are away from school?.....</i>	<i>12</i>
Checklist for students	13
Contacts and further information.....	14

Introduction

The purpose of this booklet is to provide information to students and families about the structures and procedures for VET Certificate qualifications.

The intended audience for this booklet is families of students who are studying VET Certificate qualifications whilst still enrolled at school.

General information about VET Certificates

What is VET?

The term 'VET' refers to 'Vocational Education and Training'. VET studies are designed to provide students with the specific skills and knowledge required for certain careers.

If students successfully complete a VET course, they are awarded a nationally recognised qualification. This might be a Certificate (I, II, III, or IV), or a Diploma. The lowest level of VET qualification is a Certificate I, and the highest level of VET qualification is a Diploma. Typically, secondary school students would complete a Certificate II, III, or IV.

Students in Year 11 and Year 12 are permitted to study VET Certificates whilst still at school, usually by taking one day per week away from school to undertake their VET Certificate work. This model is known as VET In Schools (VETIS), or VET Delivered to Secondary Schools (VETDSS).

TAFE and Registered Training Organisations (RTO)

Students undertaking a VET Certificate will attend a Registered Training Organisation (RTO) to do the course work associated with their VET Certificate. Many students will attend TAFE, which is a government-funded RTO. Other students will attend private RTOs.

Benefits of completing a VET Certificate

There are several advantages to completing a VET Certificate whilst still at school:

- Students gain a nationally recognised qualification, and useful skills and knowledge connected to employment.
- A VET Certificate can provide a path to further study after school, including apprenticeships and at University.
- A VET Certificate can significantly improve employment opportunities.
- Students can earn credit towards their WACE (secondary graduation) by completing a VET Certificate. See [How does a VET Certificate contribute towards WACE \(secondary graduation\)?](#) later in this booklet for further details on VET Certificates and WACE.

VET Certificates and school subjects

Students enrolled in VET Certificates will still study the same number of school-based subjects as other Year 11 or 12 students, that is, 6 subjects. They will complete these 6 subjects during their 4 days per week at school, and attend their Registered Training Organisation for VET Certificate training 1 day per week.

Commencing a VET Certificate

How do students know what VET Certificate they have been enrolled in?

Students and families will have this information communicated to them by Newman College, and also by the Registered Training Organisation where the student is enrolled.

On the first day, how do students know what to do / where to go / what to bring?

This information is communicated to students and families by the Registered Training Organisation where the student is enrolled.

What day will students be away from school?

This information is communicated to students and families by the Registered Training Organisation where the student is enrolled.

Usually, students are absent from school on a Thursday or Friday but in some circumstances alternative days are required.

Students will be automatically recorded as an 'approved absence' from Newman College, so there is no need for families to notify Newman College about the student's regular attendance at their Registered Training Organisation each week.

Is work experience required to complete the VET Certificate?

Many VET Certificates have a practical component, which requires the student to undertake a certain number of hours of work experience in a workplace. Sometimes, work experience will occur instead of regular classroom days at the Registered Training Organisation. At other times, students will attend their normal classroom day at the Registered Training Organisation and work experience will occur on an additional day.

When you commence your VET Certificate, **check if work experience is required**. If so, check **how many hours** and **who is responsible for arranging the placement**.

If students are required to arrange their own work experience, they should make an appointment to discuss this with the Leader of Pathways and Partnerships **at least 5 weeks before they need to commence their work experience**.

Progressing through the VET Certificate

How VET Certificates are assessed: competency-based training

VET Certificates are divided into 'units of competency', and by successfully completing all of the relevant units of competency, the student will earn their VET Certificate.

VET Certificates are assessed differently to school subjects. Students are not provided with a mark or percentage. Rather, they are graded as 'Competent' or 'Not Yet Competent' for each unit of competency that they undertake.

If a student is assessed as 'Not Yet Competent' for a particular unit(s), they are usually allowed multiple attempts to re-submit work until they are judged as 'Competent'.

Keeping track of progress in VET Certificates

Usually, Registered Training Organisations provide Newman College with a student report at the end of each semester. When Newman college receives these reports, they will be made available on the student's 'Reports' section on Seqta.

If Newman College receives information concerning student progress, we will advise families of the information received. However, Registered Training Organisations do not always communicate this information to Newman College.

Keeping up with content in school subjects

Students undertaking VET Certificates are expected to catch up on school work missed during the VET Certificate day. For General-level subjects, this does not usually present significant difficulties.

If students are enrolled in ATAR-level subjects (in addition to undertaking a VET Certificate) they should be aware that ATAR-level subjects are scheduled to run five days per week. Therefore, there will be times that assessments and class activities for ATAR subjects are scheduled for the student's VET day. VET students will need to catch up on these activities.

For this reason, Newman College does not usually recommend that VET Certificate students study ATAR-level subjects at school.

Attendance at certain school events on regular VET Certificate training days

On occasions, Newman College may schedule whole-school events (or whole-year level events) on days when students would normally be attending their Registered Training Organisation for VET Certificate work. If this occurs, students will be advised in advance whether:

- a. They must attend the school event, and make arrangements with their Registered Training Organisation to be absent on this day; or
- b. They have the option to attend the school event or to attend their Registered Training Organisation for VET Certificate work.

Where a scheduled event is a formal requirement of a particular school subject, the school subject will take priority over the VET Certificate. For example, students enrolled in Outdoor Education may have to attend a camp during a VET Certificate training day, or students enrolled in Drama may have to attend school production rehearsals/performances on a VET training day.

If students are absent from their VET Certificate training day

In the event that students are unwell or otherwise unable to attend their VET Certificate training day due to personal reasons, they must:

1. Advise the Registered Training Organisation of their absence, using the contact details below.
2. Advise Newman College of their absence, using the contact details below.

If you have concerns about your VET Certificate

If you have concerns or questions about your child's progress in their VET Certificate, the first point of contact should be the Registered Training Organisation. They will be able to offer up-to-date advice on student progress, as well as subject-specific feedback.

Registered Training Organisations can be contacted using the details provided later in this booklet. If you still have concerns, or the response is not satisfactory, please contact the Leader of Pathways and Partnerships who may be able to assist in resolving the issue.

Withdrawing from VET Certificates

Students and/or families may wish to withdraw from the VET Certificate. In this case, families must:

1. Advise the Registered Training Organisation, in writing, of the student's withdrawal.
2. Advise Newman College, in writing, of the student's withdrawal.

Students and families should be aware that the Registered Training Organisation reserves the right to charge full or partial fees for withdrawn students. Before withdrawing, please check with the relevant Registered Training Organisation if unsure.

Completing a VET Certificate

How long does it take to complete a VET Certificate?

Some VET Certificates can be completed in 1 year. Others are completed across 2 years. Please check with your Registered Training Organisation if unsure.

When students complete their VET Certificate

The Registered Training Organisation will advise students that they have completed all the required units of competency and will be awarded their Certificate. When this occurs, there are three things that students / families must do:

1. Advise Newman College that they have completed their VET Certificate studies, so that they can be removed from their regular school absences on their VET day.
2. Provide Newman College with a copy of their Certificate. This will allow Newman College to ensure that the student's VET Certificate can count towards their WACE (secondary graduation).
3. Provide a copy of receipts for any fees paid, in order to claim reimbursement (see ['Reimbursement'](#) below).

How does a VET Certificate contribute towards WACE (secondary graduation)?

To achieve their Western Australian Certificate of Education (WACE, or secondary graduation), students must achieve 14 'C' grades across Year 11 and 12. Completed VET qualifications can contribute towards this C grade requirement as per the table below:

Certificate level completed	Year 11 C grades	Year 12 C grades
Certificate I (only if nominal hours are greater than 110)	2	0
Certificate II (nominal hours less than 220)	2	0
Certificate II (nominal hours greater than 220)	2	2
Certificate III Certificate IV Diploma	2	4

Supervision and duty of care

Are students supervised by teachers whilst at their Registered Training Organisation?

Registered Training Organisations are an adult learning environment, and students are not formally supervised by the staff of the Registered Training Organisation. Newman College does not provide teacher supervision for students attending Registered Training Organisations.

Registered Training Organisations keep a record of attendance, and non-attendance is advised to Newman College.

How does Newman College fulfil its duty of care to students at Registered Training Organisations?

All Registered Training Organisations are required to provide a 'duty of care' policy to schools. This policy outlines the responsibilities of the Registered Training Organisation. Before allowing students to attend a Registered Training Organisation, Newman College will ensure that the duty of care policy has been received.

Will there be adults in my child's class?

VET Certificate classes for school students are reserved exclusively for school students. Adults will not be present in school student classes.

However, as many Registered Training Organisations operate from a publicly accessible campus, interaction with adults and other members of the public may occur.

What happens during recess and lunch breaks?

During class breaks, students are required to remain on the campus of the Registered Training Organisation. Parent / guardian permission is required for students to leave campus before the end of classes.

Payments and reimbursements

How much do VET Certificates cost?

The cost of VET Certificates varies widely. Some VET Certificates are offered free of charge, whilst others can cost several thousand dollars.

Before commencing, families and students should check with the Registered Training Organisation if unsure about costs.

Who pays for the VET Certificate?

If the Registered Training Organisation charges course fees for the VET Certificate, families are responsible for payment of the fees. However, please see 'Reimbursement' below.

Reimbursement

Upon successful completion of the VET Certificate, Newman College will reimburse families up to \$1,000 of any course fees. This amount will be applied as a credit to the family's school fee invoice.

To claim reimbursement, families must:

1. Provide a copy of the completed VET Certificate to Newman College.
2. Provide copies of receipts for any course fees associated with the VET Certificate.

Is there a reduction in school fees, given that VET Certificate students are away from school?

There is no reduction in College fees for students undertaking VET Certificates. It is not currently the policy of Newman College to provide reductions in school fees for students who undertake voluntary activities during regular school hours.

Although students may not be present at school on their VET Certificate day, they maintain their allocated place in their classes and still have access to a wide range of College services (such as lesson planning and availability, feedback on assessments, marking, subscriptions, pastoral care, and access to teachers).

Checklist for students

<input checked="" type="checkbox"/>	STEP
	I have received information from the Registered Training Organisation (RTO) about which VET Certificate I am enrolled in.
	I have received the 'first day' information from the Registered Training Organisation.
	I know which day I will be absent from school.
	I know what to do if I am unwell or cannot attend my Registered Training Organisation.
	I know if I can expect to finish my VET Certificate within 1 year or 2 years.
	I know if I need to do work experience for this VET Certificate.
<i>If applicable</i>	<i>I know who will be arranging the work experience (student or Registered Training Organisation)</i>
<i>If applicable</i>	<i>I know how many hours of work experience I need, and what time of year I will be doing work experience.</i>
<i>If applicable</i>	<i>I have asked Newman College about arranging work experience, if I need this.</i>
	Check in with your lecturer / trainer regularly about your progress.
	When finished, advise Newman College that I have completed my VET Certificate
	When finished, provide Newman College with a copy of my completed VET Certificate
	When finished, provide Newman College with any receipts for course fees, to claim reimbursement.

Contacts and further information

Families and students can contact the Registered Training Organisation directly by using the details below:

 <p>North Metropolitan</p>	<p>North Metropolitan TAFE</p> <p>Phone: 9427 1146 Email: vetdss@nmtafe.wa.edu.au</p> <p>https://www.northmetrotafe.wa.edu.au/schools-and-parents/vet-delivered-secondary-students-vetdss</p>
 <p>South Metropolitan</p>	<p>South Metropolitan TAFE</p> <p>Phone: 9599 8652 Email: vetdss@smtafe.wa.edu.au</p> <p>https://www.southmetrotafe.wa.edu.au/secondary-school-students-vetdss</p>
 <p>AIF AUSTRALIAN INSTITUTE OF FITNESS</p>	<p>Australian Institute of Fitness</p> <p>Phone: 0439 700 083 Email: dwhite@diamondfitness.com.au</p> <p>https://www.diamondfitness.com.au/</p>
	<p>Australian Medical Association Training</p> <p>Phone: 0401 999 677 Email: Damien.Harvey@amawa.com.au</p> <p>https://www.amatraining.edu.au/</p>
 <p>FEC empower learn succeed</p>	<p>Fremantle Education Centre</p> <p>Phone: 9335 5444 Email: succeed@fec.org.au</p> <p>http://fec.org.au/vet-in-schools-programs/</p>

 <p>Health Science Hub</p>	<p>Health Science Hub</p> <p>Phone: 0478 397 234 Email: student@healthsciencehub.com.au https://healthsciencehub.com.au/</p>
	<p>Onsite Workplace Training</p> <p>Phone: 9201 4000 Email: onsite@cewa.edu.au</p>

For queries relating to VET Certificates, families and students can also contact the following staff member at Newman College:

Justin Farley
Leader of Pathways and Partnerships

Tel: 9204 9457

Email: justin.farley@newman.wa.edu.au

Web: <https://www.newman.wa.edu.au/careers-transition/>