Mt Maria Senior College

RTO #30121

Mt Maria College

VET
Student Handbook

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INTRODUCTION

Congratulations on your decision to enrol in a nationally recognised vocational course.

This handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at Mt Maria Senior College as well as your rights and responsibilities as a VET student.

Students should take the time to study this handbook carefully and ask their VET teacher if they are unsure of any details. Students should keep this handbook (or note the intranet location of this document) for reference throughout their enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by this College. A copy of the VET Quality Manual outlining the College's VET policies and procedures canbe obtained via the VET Coordinator.

The Australian Qualifications Framework (AQF)

All of the VET courses offered by this College lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 13 different types of qualifications that can be obtained. These are shown in the following diagram.

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AQF QUALIFICATIONS

Source: Australian Qualifications Framework Second Edition January 2014

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Your VET teacher will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

The following qualifications are available for completion at this College

Qualification code	Qualification title
BSB10115	Certificate I in Business
ICT10115	Certificate I in Information, Digital Media & Technology
ICT30115	Certificate III in Information, Digital Media & Technology
30981QLD	Certificate II in Workplace Practices

1.Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at this College participate in the same enrolment and selection processes as other students at the College. Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received.

Mt Maria Senior College will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on the Student Data Capture System (SDCS).

The Program Leader - VET and associated VET teachers will induct all VET students with this handbook.

Please note – Students wishing to enrol after the initial course start date will need to meet with the Program Leader – VET and submit a signed Subject Change Form.

2.Qualification or accredited course information

Information pertaining to your qualification or accredited course can be sourced from course documentation provided by your VET teacher, subject specific information included in the Senior subject selection handbook (or similar document), through the VET student handbook and on the College website or intrant (if applicable).

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package or VET Accredited course

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- Units of competency (code and title) to be delivered
- Entry requirements
- Fees and charges
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Partnership or off-campus arrangements (where applicable)

3.Marketing and advertising of course information

The College will ensure that its marketing and advertising of AQF qualifications to prospective students is ethical, accurate and consistent with its scope of registration. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

Mt Maria Senior College will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the College's scope of registration. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification.The NRT logo will only be employed in accordance with its conditions of use.

4.Legislative requirements

As an RTO the College will observe all Australian, state and territory laws governing Vocational Education and Training. The College will also meet all legislative requirements of the National VET Regulator Act 2012, Education (General Provisions) Act 1989, Education (General Provision) Regulation 2000, Vocational Education, Training and Employment Act 2000, Education (Work Experience) Act 1996, Vocational Education and Training Act 2000, Education (Overseas Students) Act 1996, Child Protection Act 1999, Commission for Children and Young People Act 2000, Workplace Health and Safety Act 1995, Anti-Discrimination Act 1991, Disability Services Act 1992, Freedom of Information Act 1992 and Privacy Act 2001 as they relate.

If students require any further information, please see the Program Leader - VET.

5.Fees and charges, including refund policy

The College does not charge students fees for VET services. Fees are only collected for consumable costs or other additional services such as the issuing of a replacement qualification testamur. Any fees and charges that do occur for additional services will be made known to students prior to enrolment.

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Students who enrol past the commencement of the school year will be charged student fees at a pro-rate basis for the duration of the school year.

The College will refund on a pro-rate basis any fees collected for consumable costs to students who leave before completion of the VET service.

Matters regarding payment of fees or refund of fees will be managed by the College 's Finance Manager in accordance with the principles contained in the College's Fee Policy.

6.Student services

Mt Maria Senior College will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this College will have involvement with some or all of the following processes, designed to establish their educational needs:

- SET plans
- subject selection processes
- career guidance services

The provision of educational services will be monitored to ensure the College continues to cater for student needs through review of student senior education and training (SET) plans, as needed. The College will also ensure that all students receive the services detailed in their agreement with the RTO.

The College will continually improve student services by collecting, analysing and acting on any relevant data collection through students providing valuable feedback to the RTO through informal and formal processes i.e. through individual student assessment feedback, course evaluation feedback, quality indicators — student engagement surveys and school-generated surveys (where applicable).

7.Student support, welfare and guidance services

Students have access to a wide range of support, welfare and guidance services at this College, including:

- VET teachers
- HODs
- Career Counsellor/Guidance Officer
- Program Leader - VET

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- Deputy Principal
- Principal
- Learning Support teachers

8.Provision for language, literacy and numeracy assistance

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 and assessed in the context of an industry vocational area of your choice. If you still feel you need additional language, literacy or numeracy support, please seek further advice from the Program Leader - VET.

9.Access and equity policy and procedure

The access and equity guidelines at Mt Maria Senior College are designed to remove any barriers so that all students have the opportunity to gain skills, knowledge and experience through access to VET subjects.

This College is inclusive of all students regardless of sex, race, impairment or any other factor. Any matter relating to access and equity will be referred to the Program Leader - VET, as the designated Access and equity officer.

Mt Maria Senior College has written access and equity policies documents in the College VET Quality Manual and all staff receive copies which they must follow. Staff and students, in their induction to the College, are made aware of the College's access and equity policy, and that they may contact the Access and Equity Officer for information and/or support about the policy.

Access and equity guidelines will be implemented through the following strategies:
- The College curriculum, while limited by the available human and physical resources, will provide for a choice of VET subject/s for all students
- Links with other providers, such as TAFE institutes will be considered where additional resources are required.
- Access to school-based apprenticeships and traineeships may be available to students
- Where possible, students will be provided with the opportunity to gain a full Certificate at AQF levels I, II or III (where applicable)

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- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.
- If the College loses access to either physical and or human resources, the College will provide students with alternative opportunities to complete the course and the related qualification.

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc. This College strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example, the following principles apply:

1. VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students have quality outcomes.

2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairment will participate with an initial and annual panel meeting with their parent/guardian and relevant College staff to ensure that the training and assessment provided meets their needs.

3. All students will be actively encouraged to participate in VET qualifications, irrespective of background/cultural differences.

4. Prior to participating in structured work placement, students will be provided with an induction programme that will equip them with the knowledge to recognise harassment/discrimination should it occur and to ensure they have the strategies to deal with anything like this. Appropriate support will be provided to ensure students are successful in their work placement.

5. Literacy/numeracy is integrated throughout all VET qualifications, as well as being delivered separately through your English/literacy and Maths/numeracy programme.

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6. This College will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.

7. Any complaints in relation to discrimination/harassment will be treated seriously, in line with the College's Complaints and appeals policy.

10. Flexible learning and assessment procedures

The following represent the basic <u>VET assessment principles</u> of this College. They are designed to promote fairness and equity in assessment.

- All VET students at this College will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Students will be given clear and timely information on assessment.
- Information given to students, on the assessment cover 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.
- Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a two year course.
- 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.
- A clearly documented mechanism for appeal against assessment processes and decisions is available to students in the College's website. This is available from the Program Leader - VET.

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Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET course. The following information, however, represents some general information about the VET assessment process adopted at Mt Maria Senior College.

11.Competency based assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subjects assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a studentprofile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Final records of assessment of competencies will be awarded as either:

- C for Competent
- NYC for Not Yet Competent

Assessment methods

Each VET teacher will maintain a student profile (or similar document) for each student and on completion of the program of study an exit level will be awarded, based on the principles of assessment and rules of evidence.

Elements of competency will be assessed and recorded once the VET teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, RPL.

A master record detailing students' achievements of the units of competency is maintained at the College on the Student Data Capture System (SDCS).

This will record all elements and units of competency achieved. This will be held by the College and will be issued to the student once they complete the program of study or upon exit (in line with the QCAA SDCS data entry timelines).

12.Student access to accurate records policy and procedures

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Mt Maria Senior College is committed to regularly providing student with information regarding their participation and progress.

VET teachers maintain accurate and current records of each student's progress towards and achievement of competencies. These records will be forwarded for entry on the College's SDCS prior to each of QCAA's advertised collection dates for data. The data recorded on the SDCS will be printed out and returned to the VET teacher and/or Program Leader - VET for checking. Once approved as accurate, the SDCS Officer is notified to this effect.

When the student nears completion for the full qualification, the VET teacher then checks student achievements against the qualification packaging rules. When the student has achieved the requirements for completion of the qualification, the SDCS Officer is notified to check the "qualification complete" button for that student in that qualification. The data recorded on SDCS will be printed out and returned to the VET teacher and/or VET Coordinator for checking. Once approved as accurate, the SDCS Officeris notified to this effect.

VET teachers will provide access to a student's own records at least once each semester, or on request by the student. Students may also be given access to "for checking" SDCS printouts from the SDCS Officer. Students will also have access to information regarding any unit achieved through their own online learning account.

13.Confidentiality procedure
Information about a student, except as required by law or as required under the VET Quality Framework, is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age. The Collegewill ensure that have consent from each VET student.

14. Employer contributing to learner's training and assessment
Wherever possible the College will place students in workplaces that provide experience in the competencies included in their VET qualifications. This College does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook (or similar document). The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the

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log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at this College will be placed in workplaces where it forms a mandatory requirement of the Training Package or Accredited course.

15.Complaints and appeals procedures

Complaints and appeals are managed by the College in a fair, efficient and effective manner. The College will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the College RTO's services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the College RTO has made. Appeals can relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to informal complaint process or a formal complaint or appeal process. All formal complaints or appeals will be heard and decided within 15 working days of the receipt of the written complaint by the College.

The VET Coordinator will keep a Register of complaints which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

Students with a complaint or appeal have access to both informal and formal procedures.

Informal complaint

- the initial stage of any complaint shall be for the complainant to communicate directly with the operational representative of the College, e.g. the VET teacher, who will make a decision and record the outcome of the complaint
- person(s) dissatisfied with the outcome of the complaint to the teacher may then communicate the complaint to the Program Leader - VET, who will make a decision in regards to proceeding with a formal complaint or appeal process
- person(s) dissatisfied with the outcome of the complaint may initiate a 'formal complaint' with the Principal

Formal complaint or appeal

- formal complaints may only proceed after the informal complaint procedure has been finalised
- all formal complaints or appeals will go to the Principal

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- the complaint or appeal and its outcome shall be recorded in writing through a Complaints and appeals record form
- on receipt of a formal complaint or appeal the Principal shall convene an independent panel to hear the complaint; this shall be the complaint and appeal "complaint committee"
- the complaint and appeal committee shall not have had previous involvement with the complaint or appeal, should include representatives of: the Principal, teaching staff and an independent person
- the student shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- the relevant staff member shall be given an opportunity to present their case to the committee and may be accompanied by one other person as support or as representation
- the complaint and appeal committee will make a decision on the complaint
- the complaint and appeal committee will communicate its decision on the complaint to all parties in writing within five working days of making its decision.

- If a student is still not satisfied, the VET Coordinator will refer them to the Queensland Studies Authority appeals and complaint process https://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/appeals-complaints-enforcement

The College uses the Complaints and appeals register as invaluable data about aspects of the College's operations that could be improved.

16.Recognition arrangements for RPL and credit transfer

All VET students have access to a procedure that gives RPL or Credit transfer at this College.

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

Recognition of prior learning policy

All students shall have access to, and will be offered RPL.All applications for RPL will be responded to once a written application has been received. The Program Leader - VET will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the College to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

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Recognition of prior learning procedure

Each year at the VET student induction, the VET teachers and the Program Leader - VET shall make students aware of the College's RPL policy via the VET student handbook. The Program Leader - VET will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL, will be:

- provided with a copy of a RPL application form by their relevant VET teacher, available on the College website:
- provided sufficient information about the types of evidence that can be used to support an RPL application by the VET teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions
- required to provide a completed RPL application form and associated evidence to support the application
- able to appeal an RPL decision via the RPL student appeals form if unsuccessful

The VET teacher will:

- notify the student of their outcomes from the RPL process
- develop and assess any alternative methods of assessment required as a result of an RPL application
- notify the student of any gap training required as a result of the review of their application
- update the student's records if RPL is granted upon consulting with the VET Coordinator

Credit transfer

Refers to the granting of credit to students of exact units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfill these requirements they should approach their VET teacher first, who will bring it to the attention of the Program Leader - VET. At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the VET teacher or Program Leader - VET.

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17. Recognition of AQF qualifications and statements of attainment issued by another RTO or school

The College recognises all AQF qualifications issued by any other RTO. The College will seek verification of the certification from the relevant RTO where there is some ambiguity.

Recognition of qualifications procedure

- The VET teacher and the Program Leader - VET will make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the College during the VET student induction at the beginning of the year.
- VET teachers will remind students of this policy at the beginning of each new term.
- If a student presents an AQF qualification or statement of attainment to a VET teacher, the teacher will take a copy and bring it to the attention of the Program Leader - VET.
- The Assistant Principal - Curriculum in consultation with the VET Coordinator will verify the authenticity of the qualification or statement of attainment.
- The verified copy of the qualification or statement of attainment is placed in the student's file.
- Once the qualification or statement of attainment is verified, the VET teacher will give the student exemption for the units of competency identified in the qualification or statement of attainment and update the student's records accordingly. Information will then be entered in SDCS using the 'credit transfer' option.

Internal recognition of qualifications procedure

- The College will complete a comprehensivemapping exercise (where relevant) to identify common units of competency across qualifications on the scope of registration
- At the beginning of each year, those students who are enrolled in courses where there are common units of competency, or who have progressed from Certificate I to Certificate II or III(where applicable) are identified
- The Program Leader - VET and VET teachers will meet to establish the processes for delivery and assessment ensuring accurate data is recorded
- This process is repeated throughout the year for students who change subjects
- The information is entered into SDCS using the 'credit transfer' option in all instances where the student has already gained the unit of competency (i.e. the student may only once be deemed as competent).

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18.Qualification and accredited course guarantee

A course guarantee is where the College gives a guarantee to the student that the RTO will complete the training once the student has started student in their chosen qualification or accredited course (where applicable).

Students who enter a course after the start date have the opportunity to negotiate a package of units that will lead to a statement of attainment/s. This adjustment will be reflected in the VET Student Agreement form which will be signed by both the student and parent/guardian.

In the event of losing a specialist trainer, and the RTO being unable to obtain a suitable replacement, Mt Maria Senior College will arrange for agreed training and assessment to be completed through another RTO if this is possible. (Fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and agreement to those arrangements, including any refund of fees will be obtained. If an external transfer is not possible, the RTO will gain a written agreement for a subject/course transfer within the College from the student and parent/guardian.

The College Senior Subject Selection Form (or similar document), as well as any Subject Transfer Form (or similar document) used by the College will include a disclaimer stating that by 'signing the form, they agree to all of the policies and procedures related to VET that are outlined in all College documentation pertaining to VET'.

When an enrolment form is received, the form is checked to ensure it has been sighed by both the student and their parent/guardian.

19. Unique Student Identifier (USI)

Student Identifiers Act 2014

The new initiative was implemented on the 1st January 2015.

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

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The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1st January 2015.

Further information on the USI can be obtained at:

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

From 2015 onwards, **all** students studying a VET Certificate course, ***MUST APPLY FOR A USI NUMBER.***

This includes students undertaking the following courses: Certificate I Construction; Certificate II Hospitality; Certificate III Business; Certificate III Sport and Recreation; Certificate III Fitness; Certificate II Active Volunteering.

Students who take up as School Based Traineeship must also generate a USI, as must students doing a VET Certificate course through TAFE Qld, Brisbane; TAFE Qld, SkillsTech and Brisbane North West Trade Training Centre.

USI Process

1. Students will be advised of requirements in week 1, term 4, the year prior to start of the course, offering assistance if required.

   1(a) the students will need to follow the link below and follow all steps to successfully create their USI.

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

2. Students will be reminded in week 3, with a follow up to parents in week 5, of term 4 in the year prior to enrolment.

   2(a) if difficulties arise with generating USI, please contact VET office and assistance will be provided.

   2(b) any difficulties with proof of ID, please contact VET office. A call can be placed to USI helpline.

3. Once created, the students will receive a confirmation email. We ask that this email be forwarded to mmcvet@bne.catholic.edu.au.

4. The USI number will be verified on USI database.

5. Please note – enrolment in the course may be suspended if USI is not received prior to the start of the course.

Mt Maria Senior College will ensure that appropriate security for this information in maintained at all times.

The school RTO will not issue an AQF certificate, record of results or statement of attainment to a student without having a verified USI for that individual. A student may access their training records and results (transcript) by accessing their USI account online from a computer, tablet or smart phone.

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VET Student Agreement and Enrolment Form
AT BEGINNING OF DELIVERY OF QUALIFICATION

This Student Agreement and Enrolment Form has been completed by (please print):

_____ (Student Full Name)

I am enrolled in the following qualification/s:

Registered Training Organisation	Qualification code	Qualification title	Enrolled	I am aware that there will be a cost involved in this course (Where applicable)	
				YES	NO
Mt Maria Senior College National Provider 30121	BSB10115	Certificate I in Business	☐	☐	☐
Mt Maria Senior College National Provider 30121	30981QLD	Certificate II in Workplace Practices	☐	☐	☐
Mt Maria Senior College National Provider 30121	ICA10115	Certificate I in Information, Digital Media & Technology	☐	☐	☐
Mt Maria Senior College National Provider 30121	ICA30115	Certificate III in Information, Digital Media & Technology	☐	☐	☐
Mt Maria has MOU Agreements with the following RTO'S					
Australian Hospitality Skills Recognition National Provider 32217	SIT20213	Certificate II in Hospitality	☐	☐	☐
Binnacle Training National Provider 31319	SIS30313	Certificate III in Fitness	☐	☐	☐
Binnacle Training National Provider 31319	SIS30510	Certificate III in Sport and Recreation	☐	☐	☐
Binnacle Training National Provider 31319	BSB30115	Certificate III in Business	☐	☐	☐
Volunteering Queensland National Provider 6020	CHC20212	Certificate II in Active Volunteering	☐	☐	☐
Blue Dog Training National Provider 31193	CPC10111	Certificate I in Construction	☐	☐	☐
	Other				

Specified units of competency per qualification or accredited course are outlined in the Subject Selection Book

Acknowledgment of receipt of information and completion of enrolment.

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I also acknowledge that prior to commencement in my VET programme at this College, I have had access to the VET Student Handbook online at
http://mtmaria.com.au/teaching-and-learning/vocational-education/
and have been inducted in the information on the topics listed below.

- Student selection, enrolment and induction/orientation procedures
- Qualification or accredited course information
- Marketing and advertising of course information
- Legislative requirements
- Fees and charges, including refund policy
- Student services
- Student support, welfare and guidance services
- Provision for language, literacy and numeracy assistance
- Access and equity policy and procedure
- Flexible learning and assessment procedures
- Competency based assessment
- Student access to accurate records policy and procedures
- Confidentiality procedure
- Employer contributing to learner's training and assessment
- Complaints and appeals procedures
- Recognition arrangements for RPL and credit transfer
- Recognition of AQF qualifications and statements of attainment issued by another RTO or school
- Qualification and accredited course guarantee

I acknowledge that this form enrols me into VET Certificates as selected above.

I am aware that the College will ensure that I will complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the College must arrange for training and assessment to be completed by another suitable training organisation. Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I acknowledge that I have read the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.
http://mtmaria.com.au/teaching-and-learning/vocational-education/

Student Signature: _____Date:_____

………

I, as Parent/caregiver of _____ acknowledge that my son/daughter has enrolled and been inducted into the VET Certificates indicated above.

Parent Name: _____

Parent Signature: _____   Date:_____

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Mt Maria Senior College
VET Student Agreement and Enrolment Form
AFTER DELIVERY OF QUALIFICATION HAS COMMENCED

This Student Agreement and Enrolment Form has been completed by (please print):

_____ (Student Full Name)

I am aware that I am enrolling into the certificate/s above after the initial course enrolment and may only receive a statement of attainment for units of competency completed, unless previous work is caught up in own time.

I am enrolled in the following qualification/s:

Registered Training Organisation	Qualification code	Qualification title	Enrolled	I am aware that there will be a cost involved in this course (Where applicable)	
				YES	NO
Mt Maria Senior College National Provider 30121	BSB10115	Certificate I in Business	☐	☐	☐
Mt Maria Senior College National Provider 30121	30981QLD	Certificate II in Workplace Practices	☐	☐	☐
Mt Maria Senior College National Provider 30121	ICA10115	Certificate I in Information, Digital Media & Technology	☐	☐	☐
Mt Maria Senior College National Provider 30121	ICA30115	Certificate III in Information, Digital Media & Technology	☐	☐	☐
Mt Maria has MOU Agreements with the following RTO'S					
Australian Hospitality Skills Recognition National Provider 32217	SIT20213	Certificate II in Hospitality	☐	☐	☐
Binnacle Training National Provider 31319	SIS30313	Certificate III in Fitness	☐	☐	☐
Binnacle Training National Provider 31319	SIS30510	Certificate III in Sport and Recreation	☐	☐	☐
Binnacle Training National Provider 31319	BSB30115	Certificate III in Business	☐	☐	☐
Volunteering Queensland National Provider 6020	CHC20212	Certificate II in Active Volunteering	☐	☐	☐
Blue Dog Training National Provider 31193	CPC10111	Certificate I in Construction	☐	☐	☐
	Other				

Specified units of competency per qualification or accredited course are outlined in the Subject Selection Book

Acknowledgment of receipt of information and completion of enrolment.

I also acknowledge that prior to commencement in my VET programme at this College, I have had access to the VET Student Handbook online at

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http://mtmaria.com.au/teaching-and-learning/vocational-education/
and have been inducted in the information on the topics listed below.

- Student selection, enrolment and induction/orientation procedures
- Qualification or accredited course information
- Marketing and advertising of course information
- Legislative requirements
- Fees and charges, including refund policy
- Student services
- Student support, welfare and guidance services
- Provision for language, literacy and numeracy assistance
- Access and equity policy and procedure
- Flexible learning and assessment procedures
- Competency based assessment
- Student access to accurate records policy and procedures
- Confidentiality procedure
- Employer contributing to learner's training and assessment
- Complaints and appeals procedures
- Recognition arrangements for RPL and credit transfer
- Recognition of AQF qualifications and statements of attainment issued by another RTO or school
- Qualification and accredited course guarantee

I acknowledge that this form enrols me into VET Certificates as indicated above.

I am aware that the College will ensure that I will complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the College must arrange for training and assessment to be completed by another suitable training organisation. Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement of those arrangements, including any refund or fees associated, will be obtained.

I acknowledge that I have read the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.
http://mtmaria.com.au/teaching-and-learning/vocational-education/

I am aware that I am enrolling into the certificate/s above after the initial course enrolment and may only receive a statement of attainment for units of competency completed, unless previous work is caught up in own time.

Student Signature: _____Date:_____

....

I, as Parent/caregiver of _____ acknowledge that my son/daughter has enrolled and been inducted into the VET Certificate/s indicated above. I understand that my son/daughter may be eligible for a Statement of Attainment in the course/s and that a Certificate will be only be awarded if all previous work is deemed satisfactory. I understand that all previous work needs to be completed in their own time to be eligible to achieve a Certificate.

Parent Name: _____

Parent Signature: _____Date: _____

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