

Caboolture State High School



Vocational Education & Training

STUDENT

HANDBOOK

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RTO #7061

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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 Caboolture SHS (RTO #7061) as well as your rights and responsibilities as a VET student.

Students should take the time to study this handbook carefully and ask their Trainer and Assessor if they are unsure of any details. Students should keep this handbook (or note the network 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 school. A copy of the VET Quality Manual outlining Caboolture State High Schools's VET policies and procedures can be obtained via the HOD of Senior Schooling.

The RTO manager and Trainers and Assessors will induct all VET Students with the detail of this handbook. Your induction will include information for

- Overview of VET
- AQF Framework
- Unique Student Identifier (USI)
- Student Subject Selection and enrolment processes
- Course information
- Fees and Charges
- LLN (Language, Literacy, Numeracy) assistance
- Student Support Services
- RTO complaint and Appeals Procedure
- Access and Equity Policy
- Recognition of Prior Learning Processes
- Credit Transfer
- Access to records
- Significant Legislation

The Australian Qualifications Framework (AQF)

All of the VET course offered by Caboolture SHS RTO#7061 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 14 different types of qualifications that can be obtained. These are shown in the following diagram.

AQF Qualifications



Source: Australian Qualifications Framework Second Edition January 2013

Your Trainer and Assessor will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules, assessment requirements, vocational outcomes, and other relevant course specific information etc.

The following qualifications, available for completion at Caboolture SHS (RTO #7061) in 2025/2026, are also listed on the Enrolment Agreement Form and can be viewed in Subject Selection information.

Qualification Code	Qualification Title
AHC10222	Certificate I in Agriculture
ICT20120	Certificate II in Applied Digital Technologies
BSB30120	Certificate III in Business
CPC20211	Certificate II in Construction Pathways (Blue Dog)
MEM20422	Certificate II in Engineering Pathways (Blue Dog)
SIS30321	Certificate III in Fitness (External RTO - Binnacle Training)
1110NAT	Certificate II in Functional Literacy
HLT23221	Certificate II in Health Support Services (IVET and TAFE)
HLT33115	Certificate III in Health Services Assistance (IVET and TAFE)
SIT10222	Certificate I in Hospitality
ICT30120	Certificate III in Information Technology
10971NAT	Certificate IV in Justice Studies (RTO 30403 Morayfield SHS)
CUA30920	Certificate III in Music Performance (COSAMP)
AHC21216	Certificate II in Rural Operations (UQ Skills)
FSK20113	Certificate II in Skills for Work and Vocational Pathways
BSB10120	Certificate I in Workplace Skills

Training Partnerships with external Registered Training Organisations (RTOs)

Several of the qualifications offered at Caboolture SHS are delivered in partnership with external RTOs. Caboolture SHS has signed agreements with these RTOs which set out all of the arrangements for delivering these qualifications at Caboolture SHS with our own staff. Your trainer and assessor will outline the relevant details of any agreement that pertains to the course that you are enrolling in during your induction. It is important to note that in this instance the qualification you are studying is managed and issued by the external RTO, not Caboolture SHS.

1. Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at Caboolture SHS participate in the same enrolment and selection processes as all other students at Caboolture SHS (RTO #7061). Where numbers are limited for VET subjects, selection will be based on interview and/or on the order in which enrolments were received.

The HOD of Senior Schooling and Trainer and Assessors are obliged to induct all VET students (through a VET student induction session) with the information contained in this handbook. It provides each student with information about the training, assessment and support services they will receive, and about their rights and obligations before enrolment in the Queensland Curriculum and Assessment Authority's (QCAA) Student Management system.

VET Student enrolment agreement and Induction acknowledgment Form

Upon induction students are required to complete and sign the VET Student enrolment agreement and Induction acknowledgment Form (see Appendix 1). This form will be provided during the induction session and must be returned to the Trainer and Assessor.

USI (Unique Students Identifier)

Students are required to provide the RTO Manager (Senior Schooling HOD) with their USI (Unique Student identification) number before enrolment.

A USI is a reference number that creates an online record of your training and qualifications attained in Australia. If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

The USI will give you access to an online record (accessible anywhere anytime) of your nationally recognised training in the form of a USI Transcript. This can be used when applying for a job, seeking a credit transfer or demonstrating pre-requisites when undertaking further training.

Under the Student Identifiers Act 2014 and Student Identifiers (Exemptions) Instrument 2014, training organisations such as Caboolture SHS are not allowed to issue a qualification or statement of attainment unless the student has a USI or the student or the training is exempt from the USI initiative.

Students are required to provide Caboolture SHS (RTO #7061)'s VET administrator with evidence of their USI for it to be recorded in OneSchool and with the QCAA upon enrolment in a qualification. To obtain a USI or for further information go to the following website: <https://www.usi.gov.au>

2. Qualification or accredited course information

Information pertaining to your qualification or accredited course can be sourced from course documentation provided by your Trainer and Assessor, subject specific information included in the Senior subject selection handbook (or similar document), through the VET student handbook and on Caboolture SHS (RTO #7061) website or intranet (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
- 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)
- Third party or off-campus arrangements (where applicable)

3. Marketing and advertising of course information

Caboolture SHS 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.

Caboolture SHS (RTO #7061) will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration. Courses delivered in partnership with an external RTO are marketed and advertised in accordance with the written agreement and approval of that RTO.

Caboolture SHS (RTO #7061) will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on Caboolture SHS (RTO #7061)'s scope of registration. If Caboolture SHS (RTO #7061) loses access to these resources, Caboolture SHS (RTO #7061) will provide students with alternative opportunities to complete the course and the related qualification.

4. Legislative requirements

Caboolture SHS will observe all Australian, state and territory laws governing Vocational Education and Training. The [Subject] will also meet all legislative requirements of the:

- [Education \(General Provisions\) Act 2006](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Copyright Act 1968 \(2006\)](#)
- [Education \(Work Experience\) Act 1996](#)
- [Child Protection Act 1999](#)
- [Work Health and Safety Act 2011](#)
- [Anti-discrimination Act 1991](#)
- [Privacy Act 1988 \(2014\)](#)
- [Information Privacy Act 2009](#)

If students require any further information, please see the HOD of Senior Schooling.

5. Fees and charges, including refund policy

Caboolture SHS does not generally charge students fees for VET qualification services. Levies are only collected for consumable costs or other additional services such as the issuing of a replacement qualification Certificate or Statement of Attainment. Any fees and charges that do occur for additional services will be made known to students prior to enrolment.

Students who enrol past the commencement of the calendar year will be charged student levies at a pro-rata basis for the duration of the year. Students who leave a VET course before completion may be able to claim a refund for part of the course consumables (levy).

Fees for VET Courses provided by external training providers will be charged as per the third party arrangements with that provider and are detailed in course promotional materials and subject selection information.

Matters regarding payment of fees or refund of fees will be managed by the Business Services Manager in accordance with the principles contained in the general fee policy of Caboolture SHS (RTO #7061) (not specific to VET).

6. Student services

Caboolture SHS (RTO #7061) will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this school will have involvement with some or all of the following processes, designed to establish their educational and support needs:

- SET plans
- Subject selection processes
- Career guidance services
- Academic Coaching

The provision of educational services will be monitored to ensure Caboolture SHS (RTO #7061) continues to cater for student needs through review of student senior education and training (SET) plans, as needed. Caboolture SHS (RTO #7061) will also ensure that all students receive the services detailed in their agreement with the RTO.

Caboolture SHS (RTO #7061) 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 school, including:

- Principal & Deputy Principals
- RTO Manager/Senior Schooling HoD
- Faculty HoDs
- Trainer and Assessors
- Career Counsellor/Guidance Officer
- Learning Support Trainer and Assessors

8. Provision for language, literacy and numeracy (LLN) assistance

If you are undertaking a VET subject, which has 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 HOD of Senior Schooling.

9. Access and equity policy and procedure

The access and equity guidelines at Caboolture SHS (RTO #7061) 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 school 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 HOD of Senior Schooling, as the designated Access and Equity Officer.

Caboolture SHS (RTO #7061) has written access and equity policies documents generally as a school (not specific to VET) and all staff are aware of these. Staff and students may contact the Access and Equity Officer, who is the RTO Manager, for information and/or support about the policy.

Access and equity guidelines will be implemented through the following strategies:

- The 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 other RTOs 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, or II, III or IV (where applicable)
- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.
- If Caboolture SHS (RTO #7061) loses access to either physical and or human resources, the RTO 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 school 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 Trainer and Assessors 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 RTO 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.
6. This school 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 RTO's Complaints and appeals policy.

10. Flexible learning and assessment procedures

The following represent the basic VET assessment principles of this school. They are designed to promote fairness and equity in assessment.

- All VET students at this school 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 conduction 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 and is publicly available in this handbook which is stored on Caboolture SHS (RTO #7061) website and intranet.

Your Trainer and Assessor 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 Caboolture SHS (RTO #7061).

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 student profile 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
- **NC** for Not Competent

Assessment methods

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

Elements of competency will be assessed and recorded once the Trainer and Assessor 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 by the RTO on OneSchool and the QCAAs Student Management System. This will record all units of competency achieved by the student while enrolled at Caboolture SHS. This record is held for a period of 30 years

Once students complete the program of study for a qualification or upon exit from course they will be provided with either a Certificate or Statement of Attainment within 30 days of exit.

12. Student access to accurate records policy and procedures

Caboolture SHS (RTO #7061) is committed to regularly providing students with information regarding their participation and progress.

The Trainer and Assessors must maintain accurate and current records of each student's progress towards and achievement of competencies.

Trainer and Assessors will provide access to a student's own records at least once each semester, or on request by the student. Students will also have access to information regarding any unit achieved through their own MyQCE online learning account available at <https://myqce.qcaa.qld.edu.au/>

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. Caboolture SHS (RTO #7061) will ensure they have consent from each student.

14. Employer contributing to learner's training and assessment

Wherever possible Caboolture SHS (RTO #7061) will place students in workplaces that provide experience in the competencies included in their VET qualifications. Your Trainer and Assessor will inform you of any Structure Work Placement requirements for the qualification you are studying. If required, you are encouraged to source a placement at an employer convenient to you. Work placement is administered by the schools ILO in collaboration with the student and their Trainer and Assessor. Caboolture SHS 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 Trainer and Assessor will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the log. This logbook (or similar document) may be used by the assessor to support judgments of competency. Students at this school 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 Caboolture SHS (RTO #7061) in a fair, efficient and effective manner. Caboolture SHS (RTO #7061) will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of [Subject] 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 [Subject] 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 60 calendar days of the receipt of the written complaint by Caboolture SHS (RTO #7061).

The HOD of Senior Schooling 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 student to communicate directly to their Trainer and Assessor who will make a decision and record the outcome of the complaint.

Learners dissatisfied with the outcome of the complaint to the Trainer and Assessor may then communicate the complaint to the Head of Department, who will make a decision in regards to proceeding with a formal complaint or appeal process.

Learners dissatisfied with the outcome of the informal complaint may initiate a 'formal complaint or appeal' with the RTO Manager (Senior Schooling HOD).

Formal complaint or appeal

Formal complaints may only proceed after the informal complaint procedure has been finalised and will follow the below procedure:

- All formal complaints or appeals will be in writing addressed to the Principal and submitted to the RTO Manager (Senior Schooling HOD);
- On receipt of a formal complaint or appeal the RTO Manager(Senior Schooling HOD); shall reply in writing to acknowledge receipt of the complaint, then inform the Principal;
- The RTO Manager(Senior Schooling HOD); and the Principal will meet to discuss the complaint or appeal and either make a decision or convene an independent panel to hear the complaint; this shall be the "Complaint and Appeal Committee" and will consist of members who have not been involved in the issue to this point. It will include the Principal, a member of staff and a representative of Caboolture SHS (RTO #7061)/College community;
- When a decision is reached this will be communicated in writing to the complainant/appellant within 60 calendar days of the complaint or appeal being received as well as being recorded on the Complaints and Appeals Register;
- If the decision will take longer than 60 calendar days the complainant/appellant will be notified in writing of the reasons why a decision has not been reached and provide regular updates regarding the progress of the matter;
- The complainant/appellant 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, third party or other learner 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 and this will be recorded in the Complaints and Appeals Register;
- If the complainant/appellant is still not satisfied, the Principal will appoint an independent third party (outside the RTO) to mediate with costs being communicated to all parties prior to commencement;
- If the complainant/appellant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html);
- After the complaint or appeal is finalised the RTO Manager (Senior Schooling HOD) will organise a meeting of relevant parties to review the decision and outcome and evaluate the policies, procedures and strategies of Caboolture SHS (RTO #7061) in order to take appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

16. Recognition arrangements for RPL

All VET students have access to a procedure that gives 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.

All applications for RPL will be responded to once a written application has been received. The HOD of Senior Schooling will keep an RPL register which documents all RPL applications and their outcomes. Once the

evidence has been provided to Caboolture SHS (RTO #7061) to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Recognition of prior learning procedure

At the commencement of the school year a Student Induction will be conducted by the RTO Manager and/or Trainer and Assessor and included in this process will be information about Recognition of Prior Learning (RPL) and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager (Senior Schooling HOD) or Trainer and Assessor.

Students will be informed about:

- What RPL is;
- All students will have access to, and be offered RPL;
- The application forms used for RPL and the types of evidence that could be presented;
- The process that will be followed for RPL; and
- Appealing assessment decisions for RPL.

A VET student seeking RPL will be provided with a copy of a RPL application form by their relevant Trainer and Assessor along with receiving support and assistance to interpret the documentation and compile the evidence required.

Once the student has submitted the required evidence, the Trainer and Assessor will examine the evidence provided and make an assessment judgement. If there are gaps the Trainer and Assessor will inform the student of the gaps and the required training and assessment that will need to be undertaken to address these gaps. The Trainer and Assessor will clearly document the assessment decision using the qualification specific documentation that is to be retained in accordance with the Retention of Student Records Procedure.

The Trainer and Assessor must inform the RTO Manager (Senior Schooling HOD) of the application and result, and the RTO Manager will record this in the RPL Application Register.

17. Recognition of AQF qualifications and statements of attainment issued by another RTO and credit transfer

At the commencement of Caboolture SHS (RTO #7061) year a Student Induction will be conducted by the RTO Manager (Senior Schooling HOD) and/or Trainer and Assessor and included in this process will be information about credit transfer and will be further documented in the Student Handbook. Students who join a VET qualification as a late enrolment will be taken through the induction process by the RTO Manager (Senior Schooling HOD) or Trainer and Assessor.

Students will be informed about:

- What credit transfer is;
- What documents need to be provided for credit transfer; and
- The process of obtaining credit transfer.

All students who are entitled to credit transfer from units of competency they have achieved within Caboolture SHS (RTO #7061) (i.e.. through qualifications completed in year 10 or across qualifications being undertaken at the same time) will be awarded credit transfer automatically by Caboolture SHS (RTO #7061). These instances will be identified by the RTO Manager (Senior Schooling HOD) and the Student Management Administrator, and the student and relevant Trainer and Assessor will be informed by the RTO Manager. In order to achieve this, the RTO Manager (Senior Schooling HOD) and Student Management Administrator will identify all units of competency across Caboolture SHS (RTO #7061) that are offered in multiple courses and where students will be awarded credit transfer.

When students transfer in from other schools that are an RTO and the student has undertaken VET at the other school, credit transfer will only be granted upon the student providing a Statement of Attainment or Record of Results issued by the previous RTO (a Form S1 is not sufficient). It will be the responsibility of the student to obtain this, and credit transfer will not be granted until the documented evidence has been provided. The documentation is to be provided to the RTO Manager (Senior Schooling HOD) or STUDENT MANAGEMENT SYSTEM Operator directly. A copy of the Statement of Attainment/Record of Results will be provided to the Trainer and Assessor to store a copy with the student profile/portfolio as evidence. The Student Management Administrator will update Student Management and OneSchool accordingly.

When students have undertaken qualifications through other non-school RTOs credit transfer will be granted when the student provides the RTO Manager (Senior Schooling HOD) or Student Management Administrator with a copy of the Statement of Attainment or Record of Results. This will be recorded on Student Management by the Student Management Administrator and a copy of the documentation given to the Trainer and Assessor for storing as evidence on the student profile/portfolio.

18. Certification and issuing qualifications

The [Subject] must issue to students whom it has assessed as competent in accordance with the requirements of the Training package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2015.

The [Subject] will ensure that through the implementation of the AQF Qualifications Issuance Policy:

- Students will receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- A clear distinction can be made between AQF qualifications and non-AQF qualifications
- Certification documentation is used consistently across the [Subject], and
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's national qualifications framework – the AQF
- The [Subject] will establish anti-fraud mechanisms by including the [Subject]'s own logo each document issued to ensure there is no fraudulent reproduction or use of credentials.

Replacement of certification documentation

Caboolture SHS (RTO #7061) maintains a Register of Certification Documents Issued for a period of 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. Caboolture SHS (RTO #7061) ensures that this is stored in an accessible format with both electronic and hard copy records kept securely. The process for a learner, or former learner, to request a reissue of their documentation is as follows:

- All requests for a replacement qualification or statement of attainment must be in writing (email is acceptable) from the learner to the RTO Manager (Senior Schooling HOD);
- The request will be forwarded to the [Subject] to coordinate who may request the Student Management Administrator to print the certification documentation;
- Caboolture SHS (RTO #7061) will access the archived records/Register of Certification Documentation Issued to access the required information for the replacement document, or contact QCAA for a reissue;
- The replacement will identify that it is a re-issued version as well as follow all requirements for printing and issuing qualifications and statements of attainment as outlined in the checklist for certification documentation; and
- The replacement will be issued with 30 working days of receipt of the written request.

19. Qualification and accredited course guarantee

The RTO gives a guarantee to the student that the _____ will complete the training once the student has started in their chosen qualification or accredited course. 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 only. This adjustment will be reflected in the Enrolment Agreement form which will be signed by both the student and parent/guardian.

In the event of losing a specialist trainer, and the _____ being unable to obtain a suitable replacement, the _____ 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 _____ will gain a written agreement for a subject/course transfer within the RTO from the student and parent/guardian.

The Senior Subject Selection Form (or similar document), as well as any Senior Subject Change Form (or similar document) used by the RTO 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 RTO documentation pertaining to VET*'.

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

VET Student Enrolment & Induction Form

Caboolture SHS – VET Trainee enrolment agreement and Induction acknowledgment Form

Trainee name:

USI:

It is a requirement that all trainees provide a Unique Student Identifier

CABOOLTURE STATE HIGH SCHOOL PROVIDER RTO #7061

CERTIFICATE I		What are you studying?
Certificate I in Workplace Skills	BSB10120	
Certificate I in Agriculture	AHC10222	
Certificate I in Hospitality	SIT10222	
CERTIFICATE II		
Certificate II in Applied Digital Technologies	ICT20120	
Certificate II in Functional Literacy	1110NAT	
Certificate II in Skills for Work and Vocational Pathways	FSK20113	
CERTIFICATE III		
Certificate III in Business	BSB30120	
EXTERNAL PROVIDERS		
CERTIFICATE II		
Certificate II in Health Support Services (Connect and Grow)	HLT23221	
Certificate II in Engineering Pathways (BLUEDOG)	MEM20422	
Certificate II in Construction Pathways (BLUEDOG)	CPD20211	
Certificate II in Rural Operations (UQ Skills)	AHC21216	
CERTIFICATE III		
Certificate III in Fitness (BINNACLE)	SIS30321	
Certificate III in Health Services Assistance (Connect and Grow)	HLT33115	
Certificate III in Information Technology (IVET)	ICT30120	
Certificate III in Music Performance (COSAMP)	CUA30920	
CERTIFICATE IV		
Certificate IV in Justice Studies (RTO 30403 Morayfield SHS)	10971NAT	

I acknowledge that prior to commencement of my VET course at this RTO I have been provided with access to the information contained on the school website (<https://cabooltureshs.eq.edu.au/curriculum/vocational-education>) and I have been inducted in the information on the topics listed below.

- Qualification or VET accredited course code and title and its currency; Units of competency (code and title); Estimated duration; Expected locations at which training and assessment will occur; Modes of delivery; Name and contact details of any third party that will provide training and/or assessment and explanation of the arrangements; Any work placement arrangements; Explanation of competency based training and assessment; Licensing requirements & relevant legislation; Off-campus arrangements; Pathways including options if the qualification is not completed; Student support services including LLN, welfare and guidance services, access and equity; Recognition of prior learning (RPL); Recognition of Qualifications and Statements of Attainment issued by other RTOs

- The RTO’s obligation to provide quality training and assessment
- Issuance (and re-issuance) of qualifications

Learner’s rights and responsibilities including: Complaints and appeals policy and procedure; Processes for the event of the RTO or a third party ceasing operations; VET FEE-HELP scheme obligations; Requirements the learner must meet to complete the course, such as travel, activities outside normal hours, etc; Any equipment or materials the learner must provide, such as steel capped boots, uniform, tools, etc

Fees, charges & refund information: includes all fees such as training fees, administration fees, consumables, levies, etc; payment terms; refund policy; cooling off period

I am aware that the RTO will ensure that I am provided with the opportunity to complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a Trainer and Assessor and unable to obtain suitable replacement) then the RTO must arrange for training and assessment to be completed by another suitable training organisation (I am aware that this may incur costs for me as a learner). 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 key information on the school website and understand that I can access further information on some of these topics should I wish to do so.

Your personal information (including the information contained on this enrolment form and your training activity data) may be used or disclosed by Caboolture SHS (RTO #7061) for statistical, regulatory or research purposes. Caboolture SHS (RTO #7061) may disclose your personal information for these purposes to third parties; School – if you are a trainee undertaking VET, including school-based apprenticeships or traineeships; Employer – if you are enrolled in training paid by your employer; Commonwealth and State or Territory government departments and authorised agencies; NCVET; Organisations conducting trainee surveys and research.

By checking this box and signing, you acknowledge that you have read and understood all of the information in this form.

_____ Date: / /

Caboolture SHS – VET student enrolment agreement and induction acknowledgement form

Student Details	
Full name	
Year level	
Date	

Please complete a separate form for each qualification in which you are enrolling.

Qualification (CODE AND TITLE)

Specified units of competency per qualification or accredited course are outlined in the Subject Selection Handbook (or similar document) or in the VET subject course outline available on the school’s [website](#).

Acknowledgement of receipt of information

I also acknowledge that prior to commencement in my VET course at this RTO I have been provided with access to the *VET Student Handbook* and have been inducted in the information on the topics listed below.

- Qualification or VET accredited course code and title and its currency
- Units of competency (code and title)
- Estimated duration
- Expected locations at which training and assessment will occur
- Modes of delivery
- Name and contact details of any third party that will provide training and/or assessment and explanation of the arrangements
- Any work placement arrangements
- The RTO's obligation to provide quality training and assessment
- Issuance (and re-issuance) of qualifications
- Learner's rights and responsibilities including:
 - Complaints and appeals policy and procedure
 - Processes for the event of the RTO or a third-party ceasing operations
 - VET FEE-HELP scheme obligations
 - Requirements the learner must meet to complete the course, such as travel, activities outside normal hours, etc
 - Any equipment or materials the learner must provide, such as steel capped boots, uniform, tools, etc
- Fees, charges & refund information
 - includes all fees such as training fees, administration fees, consumables, levies, etc.
 - payment terms
 - refund policy
 - Cooling off period
- Explanation of competency-based training and assessment
- Work placement (number of hours/days and other relevant information)
- Licensing requirements & relevant legislation
- Off-campus arrangements
- Pathways including options if the qualification is not completed
- Student support services including LLN, welfare and guidance services, access and equity
- Recognition of prior learning (RPL)
- Recognition of qualifications and Statements of Attainment issued by other RTOs

VET Student - Late Enrolment Form

Acknowledgement of late enrolment

By signing this document, I am acknowledging that:

I have entered the course after the start date and have been provided with a negotiated program of units which may lead to partial completion of the certificate only and the issuance of only a statement of attainment. I am responsible for the payment of course fees and if necessary, will contact the school's Business Manager to negotiate payment options.

I am aware that the RTO will ensure that I am provided with the opportunity to complete the training and assessment as negotiated. 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 RTO must arrange for training and assessment to be completed by another suitable training organisation (I am aware that this may incur costs for me as a learner). 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.

My personal information (including the information contained on this enrolment form and your training activity data) may be used or disclosed by Caboolture State High School for statistical, regulatory or research purposes. Caboolture State High School may disclose your personal information for these purposes to third parties.

- School – if you are a student undertaking VET, including school-based apprenticeships or traineeships
- Employer – if you are enrolled in training paid by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- Organisations conducting student surveys and research

Full Name of Student: _____

Signature: _____ Date: ____ / ____ / ____

Full Name of Parent/Carer: _____

Signature: _____