



Craigslea State High School **RTO 30377**

VET Student Information **Handbook**

Welcome

This handbook provides Vocational Education and Training (VET) students with important information about the programmes offered at Craigslea State High School RTO (30377), as well as your rights and responsibilities as a student undertaking VET.

VET stands for Vocational Education and Training. The key words are vocational and training - this means the job-related practical skills with the underpinning knowledge for those skills. In essence it is the practical work-related skills students need to get a job. These work-related skills provide a wide range of options for students while they are still attending school and post school.

Contact Details

RTO Manager – Ms Wendy Jackson, wjack10@eq.edu.au

Policies and Procedures

Change of enrolment

Students wanting to exit a VET subject prior to completion must follow the school's Change of Subject process. Students will receive a Statement of Attainment of the units of competency achieved.

Students wanting to enter a VET subject after the beginning of Year 11 must follow the school's Change of Subject process and will be eligible for a Statement of Attainment upon completion.

Cancellation and refund policy

Students exiting the school prior to completion will receive a Statement of Attainment of the units of competency achieved. Refunds will be determined under the school's policy.

Participant induction

At the beginning of the VET subject, students will be provided information regarding the qualification, units of competency and assessment. Students will also receive information regarding the format of the lessons and how to access resources.

Legislative requirements

School RTOs must implement a governance system that includes the RTO's specific policies and practices for compliance with the 2025 Standards for Registered Training Organisations: National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025; National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025.

Access and flexible delivery

All training and assessment is conducted by staff at Craigslea State High School on site and includes using school approved online platforms.

Conduct

All students must adhere to the school's Student Code of Conduct, available on the school's website.

Disciplinary action

The school's Student Code of Conduct outlines the Whole School Approach to Discipline and School Behaviour Expectations.

Privacy

The school RTO adheres to the Queensland Department of Education compliance with the Information Privacy Act 2009 and the Education (General Provisions) Act 2006.

Work health and safety

The school RTO adheres to the Queensland Government's Health, safety and wellbeing policy in compliance with the Work Health Safety Act 2011 (Qld) (the WHS Act), and relevant legislation, regulations and standards, including work health and safety codes of practice and Australian/International standards.

Access and equity

Students have access to RTO teachers to support their progress throughout the training product. Students case-managed by the school's Educational Services department receive additional support from staff. Reasonable adjustments are made for students with disability where appropriate.

Students are encouraged to speak to Year Level Coordinator or Guidance Officer regarding matter of wellbeing.

Complaints procedure

Students are supported to make complaints. Complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable. Complaints can involve the conduct of the RTO's teacher or students.

Any RTO teacher may receive a complaint verbally, in writing or electronically. The RTO teacher will forward the complaint to the RTO Manager or the Principal. The receiving RTO teacher informs the complainant that the RTO Manager or the Principal will contact them regarding the complaint.

Participant counselling services and support

Students are encouraged to speak to the Year Level Coordinator or Guidance Officer regarding matter of wellbeing or to seek counselling and support.

Recognition of prior learning/recognition of qualifications issued by other RTOs

Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, considering the student's prior learning.

Recognition

When students achieve are deemed satisfactory for all the performance criteria within a Unit of Competency, students will be deemed Competent for that Unit. Student records are maintained throughout the course by the RTO teacher.

Upon completion of the course, students are awarded the qualification Certificate (when all Units of Competency are achieved) or a Statement of Attainment (when some of the Units of Competency are achieved).

External review

The assessment practices and judgments for each training product on the RTO's scope of registration must be validated within a five-year period. The RTO participates in the QCAA's performance assessment process.

Attendance Procedures

Students are expected to attend all VET subject lessons as scheduled on the students' timetable. Students are identified as present through the school system. Absences are to be explained to the school office, and work from lessons missed is to be completed by the student in their own time. Student should see the RTO teacher for assistance as required.

Plagiarism

As per the school's assessment policy, plagiarism occurs when "A student completely or partially copies or alters another person's work without attribution (another person's work may include text, audio or audio-visual material, figures, tables, design, images, information or ideas). This includes submitting text, code, or other content generated by AI tools without proper attribution or authorisation."

The procedure for managing academic misconduct in the school's assessment policy is as follows: "Result will be awarded using any evidence including the preparation of the response that is available that is verifiably the student's own work and that was gathered in the conditions specified by the syllabus, on or before the due date."

Reassessment Procedure

Students who do not meet the performance criteria of the Units of Competency to a satisfactory standard are allowed to resubmit their work or re-sit the test. The RTO teacher will provide guidance during this process without unfairly advantaging any individual student.

Assessment Appeal Process

Appeals must be submitted to the RTO in writing using the RTO's Appeal form. The RTO Manager provides written acknowledgement to the appellant. The assessment decision will be reviewed by the RTO teacher and the RTO Manager. If the appeal relates to a decision made by the RTO Manager, the appeal is forwarded to the principal for actioning. All appeals will be finalised as soon as practicable.

Your Responsibility as a Learner

All Craigslea State High School students are expected to comply with the school's Student Code of Conduct. Learning environments are expected to be places where positive and productive learning and teaching occurs. It is the responsibility of the student to bring all necessary equipment to class, complete the task as set by the RTO teacher and complete all assessment tasks by the due date.

Your Trainer's Responsibilities

RTO teachers make individual assessment judgements that are justified based on the rules of evidence:

- 1 Validity – the teacher can be reasonably assured that the student possesses the skills and knowledge described in the training package.
- 2 Sufficiency – the quality, quantity and relevance of the assessment evidence enables the teacher to make an informed judgement of the student's competency in the skills and knowledge described in the training product.
- 3 Authenticity – the teacher is assured that the assessment evidence is the original and genuine work of the student.
- 4 Currency – the assessment evidence documents and demonstrates the student's current skills and knowledge.

Participant Feedback and Quality Improvement

Once a year, students are asked to provide formal feedback to the RTO on the course they are working through. Feedback provided by students is analysed by the RTO Manager and informs the RTO Quality Improvement process.