

**CHARLES DARWIN UNIVERSITY
ALICE SPRINGS**

2015

VET in Schools

**Information for Students
&
Parents**

General VET Information: <http://www.cdu.edu.au/cdu-vet>

Further VET in Schools Information: <http://www.cdu.edu.au/cdu-vet/vetis>

Full VET Course Descriptors: <http://www.cdu.edu.au/cdu-vet/study-areas>

VET BUSINESS IMPROVEMENT

Senior VET Adviser Profile and School Program Management

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**CHANGE
YOUR
WORLD**

What is VET in Schools?

Vocational Education and Training (VET) is specific industry based training delivered from National Training Packages. Training Packages specify skills that must be obtained in order for a person to gain recognition as a competent industry practitioner at the certificate level of the training undertaken.

VET training is made up of a combination of practical and theory based learning and is traditionally undertaken by apprentices and adults wishing to gain skills and qualifications in Industry Vocations.

VET in Schools (VETiS) provides an opportunity for High School students to begin to obtain skills in an Industry Vocation while still at School.

What VET in Schools is not?

VETiS is not the equivalent of manual art, craft or hobby programs that many parents will remember from when they went to school. The training and level of expectation in VETiS programs is the same as that expected by apprentices and adults undertaking industry training.

How is a VET in Schools program assessed?

All VETiS programs are nationally recognised qualifications that are assessed on skills acquisition. Training is conducted to enable students to gain competence in the skills that are required by the qualification. Assessment is competency based that recognises when the student has gained the required level of skill in each component that makes up each skill required by the qualification.

Students will have to work hard to acquire the skills, simply attending a VETiS program does not equate to competency achievement. VETiS Lecturers will explain assessment requirements at the course induction stage of training.

VETiS STREAM

Alice Springs students in years 10, 11 & 12 have the opportunity to participate in one of 2 streams of VETiS as described below;

Special entry requirements must be met for students less than 15 years of age and CDU will not accept students that are younger than 13 years of age.

Integrated VET Stream (mixed block/day program)

All students enrolled in Alice Springs Senior Schools are eligible to apply to undertake an "Integrated VETiS program".

Under an Integrated VETiS program students do not replace academic school subjects with VET; they supplement academic subjects with VETiS programs.

The majority of Integrated VETiS programs are conducted in Blocks of training that run for 1 week in each term over 1 or 2 years, depending on the qualification. Some programs like Hospitality are conducted after school hours on a weekly program.

Students participating in this stream of VETiS are usually still deciding their future career and want the flexibility of obtaining both a University Entrance Score and VET credits.

VET Employment Stream (day release program)

Students that come through Centralian Middle School and Yirara College may choose to continue with the "VET Employment Pathway" once they enter Centralian Senior College. Under this stream, students commit to participating in their chosen VETiS program 1 day per week in year 10 and 2 days per week in years 11 and 12.

Students participating in this stream of VETiS will normally have decided their career path at the start of year 10.

STUDENT INFORMATION

Start & Finish Times (All Block Programs. Day programs will be advised by the lecturer)

VET is not the same as School education. It is Industry education and you will be expected to attend in the same way as an employee attends work. You must be ready to start each day, in your work clothing, with your note pads and pens, before the start time.

Start time = 8.20am

Finish time = 3.00pm Monday through Friday inclusive

Absences and advising CDU

Full Attendance at your VET program is essential to get through the program. VET programs progress through skill training quickly. If you miss a session, a day or a block you may not be able to participate in assessment and achieve competence.

Just like in the Workplace, you must contact your lecturer (or the contact number given by your lecturer) to advise that you are unable to attend BEFORE the program starts. Your lecturer will advise your School of non-attendance on the day of your non-attendance.

Dress Standards

Clothing Requirements for Hairdressing, Business, Music, Media, IT, Tourism, Retail

- FOOT WEAR = Fully enclosed shoe. (No thongs or scuffs)
- SHIRTS = Full Shirt, button, T or Polo. (No singlets, no midriff)
- BOTTOMS = Skirts or Shorts to at least mid-thigh, Jeans or trousers (No short shorts or short skirts)
- MOTIFS = No obscene, rude or inappropriate slogans or motifs.
- GENERAL = Clothing should be in good repair, neat and clean.

Clothing Requirements for Automotive, Welding, Construction, Agri-Foods, Cookery, Butchery

- FOOT WEAR = Fully enclosed shoe or boot. (No thongs, sandals or scuffs)
- SHIRTS = Full Shirt, button, T or Polo. (No singlets, no midriff)
- BOTTOMS = Jeans or trousers (No shorts or skirts)
- MOTIFS = No obscene, rude or inappropriate slogans or motifs.
- GENERAL = Clothing should be in good repair, neat and clean. No Nylon or easy burn material.

Program outline and Assessment requirements

Each VETiS program is a unique Industry Training program that has different requirements for assessing a student's competence in any require Skill or Knowledge area.

Lecturers will provide students with details of their delivery program and then explain the assessment requirements in order for students to be deemed 'Competent' in each of the units of the program.

To obtain a full certificate students need to achieve 'Competence' in each of the units that make up the certificate.

Expected behaviour: It is very important that students understand that VET is not School. When you are participating in a VET program you will be exposed to tools, equipment and processes that are potentially dangerous if not handled correctly.

As a student in an adult environment, you will be expected to behave in an adult way.

You will be expected to follow instructions, to participate fully in activities and to show respect to your lecturer and fellow students at all times.

Absenteeism will be reported to your School on the day of absence.

Persistently absent or disruptive students, trouble makers or students not participating in the learning environment will be sent back to their school and removed from the VET program.

Eating & Drinking: Eating and Drinking is prohibited in all classrooms.

Mobile Phones: Mobile Phones distract the owner, the other members of the class and the Lecturer. Phones must be switched OFF before coming into class and must not be played with in class. Phones will be confiscated if they cause a distraction.

Maturity: Students are expected to conduct themselves in a mature and professional manner AT ALL TIMES.

Smoking Policy: Charles Darwin University (Alice Springs Campus) is a “Smoke Free” Campus. Put simply this means you cannot smoke anywhere on the Campus (including outdoors). This includes Electronic Vapour Cigarettes.

Security: Charles Darwin University employs security to police its rules and regulations. Security Guards have the power to issue enforceable Trespass Notices and Traffic Infringement Notices.

VET in Schools – Unique Student Identifier

All students studying nationally recognised training in Australia from 1 January 2015, will be required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of numbers and letters. The USI will allow VET students online access to their training records and results (transcript) through their online USI account.

- A USI is not a School Student number or any other identifying number. It is a national number created for VET students to obtain statements of attainment or statements of qualification.
- Without a USI students cannot be issued the necessary documentation to demonstrate completion of a VET qualification.
- USI's are issued at no cost and students can view their records on-line.

From the 1st January 2015 all students wishing to enrol in a VET program at CDU will need to supply a USI number or provide CDU permission to obtain a USI number on their behalf.

2 ways of getting your USI

VET in School students wishing to study through CDU can;

1. **Obtain a USI number for themselves by visiting www.usi.gov.au**

Once you have your USI number you must use this number on your CDU enrolment form and keep your number safe for any future enrolments.

2. **Provide CDU permission to obtain a USI on your behalf**

In order to give CDU permission to obtain you a USI you will need to;

- Complete the required sections on the CDU Enrolment Form.
- Provide a copy of an approved form of identification. CDU strongly recommends that VETiS students attach a photocopy of either their own Medicare Card or their family Medicare Card with their name highlighted.
- (Please Note; the name appearing on the Medicare Card or identification is the name that will be used for the USI.)

Approved Identification

[Driver's Licence](#) [Medicare Card](#) [Australian Passport](#)
[Visa \(with Non-Australian Passport\) for international students](#) [Birth Certificate](#)
[\(Australian\) Certificate Of Registration By Descent](#) [Citizenship Certificate](#) [ImmiCard](#)

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Charles Darwin University to apply for a USI to the Student Identifiers Registrar on your behalf, Charles Darwin University will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and Charles Darwin University is authorised to do so by the Registrar we may be able to verify your identity by other means.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Charles Darwin University to make an application for a USI on your behalf, Charles Darwin University will have to declare that Charles Darwin University has complied with certain terms and conditions to be able to access the online student identifier portal and submit your application.

The personal information you provide to in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;

- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy at www.usi.gov.au/pages/privacy-policy.aspx. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure to destroy personal information collected from you only for the purpose of applying for a USI on your behalf.

For information about how Charles Darwin University collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Charles Darwin University's Privacy Policy which can be found at www.cdu.edu.au/governance/policies/pol-032.pdf