

**NAMBOUR
CHRISTIAN COLLEGE**



NAMBOUR CHRISTIAN COLLEGE

Vocational Education and Training

**Student
Information Booklet
2021**

Student Name: _____

Teacher Name: _____

Year/s: _____

Subject Studied: Furnishings & Manufacturing /Hospitality / Sport & Recreation /
Pastry & Bakery

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<ul style="list-style-type: none"> ▪ Hospitality ▪ Pastry and Bakery ▪ Furnishings ▪ Manufacturing ▪ Sport and Recreation 	

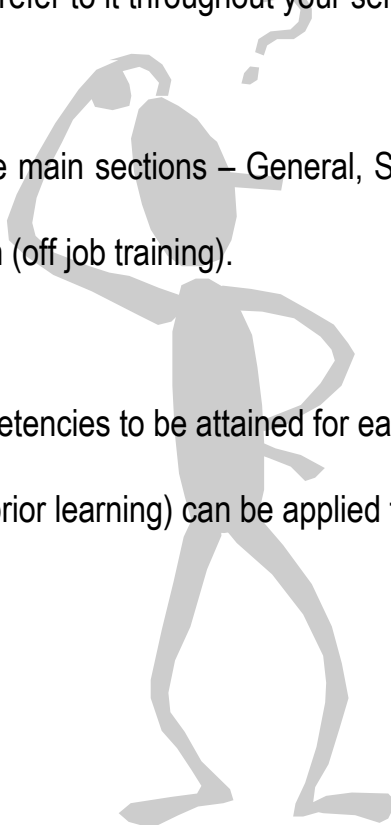


PURPOSE OF THE INFORMATION BOOK

This booklet has been developed to help provide you with the information you will require during your Vocational Education and Training course of study. Please make sure you maintain your copy of this book, as you will need to refer to it throughout your senior schooling.

The booklet is divided into three main sections – General, Structured Workplace Learning (on job training) and Course Information (off job training).

It is important to know the competencies to be attained for each qualification you study, as a process of RPL (recognition of prior learning) can be applied to avoid duplication of learning and training.



GENERAL INFORMATION

- Code of Practice
- Program Outcomes
- Expectations
- Assessment
- Complaint Procedures
- Nambour Christian College Guarantee
- Recognition of Prior Learning



Code of Practice

Preamble

Nambour Christian College is a Registered Training Organisation (RTO) under the authority of the National Vocational Education and Training Regulator Act 2011. The college is registered to deliver a range of Vocational Education and Training Programs under the direction of the Queensland Curriculum and Assessment Authority (QCAA).

The mission of the College as a Registered Training Organisation is to deliver quality training across a range of selected industry areas in accordance with the National Training Packages. Nambour Christian College reserves the right to amend the code of practice to suit the needs of the training organisation as required. All amendments will be in accordance with legislation governing RTOs.

As a Registered Training Organisation, Nambour Christian College has agreed to operate within the Principles and Standards of the Australian Skills Quality Authority. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

Legislative Requirements

Nambour Christian College will meet all legislative requirements of State and Federal Government. In particular, Workplace Health and Safety, Workplace Relations and Vocational Placement standards will be met at all times.

Access and Equity

All trainees will be recruited in an ethical and responsible manner and consistent with the requirements of the curriculum or National Training Framework. Our Access and Equity Policy ensures that trainee selection decisions comply with equal opportunity legislation.

Appropriate, qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Language, literacy and numeracy assistance is provided through the College Learning Support Education program.

Quality Management Focus

Nambour Christian College has a commitment to providing a quality service and a focus on continuous improvement. We value feedback from trainees, staff and employers for incorporation into future programs.

Client Service

Nambour Christian College has sound management practices to ensure effective client service. In particular, we have client service standards to ensure timely issue of trainee assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.

Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaints and Appeal Policy, an Access and Equity Policy and student welfare and guidance services. Where necessary, arrangements will be made for those clients requiring literacy and/or numeracy support programs. The college will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients. Our trainee information will ensure that all fees and charges are known to trainees before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.

Students have access to student support services including welfare and guidance services through the school.

Course Validation

An Internal Review of the School as a Registered Training Organisation and one of the Vocational Training Areas will be held in Term 3 each year. The Internal Review Committee will comprise as a minimum a teacher of another VET subject, an industry representative and/or a community representative and the VET Coordinator. A record will be kept of each Internal Review and recommendations will be made and acted on.

External Review

Nambour Christian College has agreed to participate in external monitoring and audit processes required by the state training agency. This covers random quality audits, audit following complaint and audit for the purposes of re-registrations.



Management and Administration

Nambour Christian College has policies and management strategies, which ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards trainee fees until used for training/assessment. We have a Refund Policy, which is fair and equitable. Trainee records are managed securely and confidentially and are available for trainee perusal on request. Nambour Christian College has adequate insurance policies. Disciplinary matters are dealt with according to the school Behaviour Management Policy.

Marketing and Advertising

Nambour Christian College markets our vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

Training and Assessment Standards

Nambour Christian College has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the national Assessment Principles (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of trainees.

Sanctions

Nambour Christian College will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulator requirements, we may have our registration as a Registered Training Organisation withdrawn.

PROGRAM OUTCOMES

Students will be provided with opportunities to achieve the following outcomes:

- Link *off job learning* at school to *on job training* in the workplace.
- Establish *pathways to qualifications* nationally recognised by industry, education and vocational training authorities.
- Apply for *Recognition of Prior Learning (RPL)* to determine on an individual basis, the competencies obtained by a person through previous formal or informal training, work and/or life experience.
- Receive a Queensland Certificate of Education listing competencies successfully attained and a level of achievement for each Authority and/or Authority-registered subject studied and VET Certificates.
- Receive a *Statement of Attainment or Certificate* from the school to list competencies successfully achieved for each training program studied.

EXPECTATIONS

The expectations of the program have been developed specifically for the implementation and conduct of Vocational Education and Training programs offered by the College. The College reserves the right to amend the expectations to suit the needs of the educational institution as required.

The College

- ◆ recognises the importance of students receiving a broad-based education, comprising both general and vocational education and training
- ◆ is registered with the Queensland Curriculum and Assessment Authority to provide the vocational education components of the Training Packages
- ◆ has access to the facilities and resources required for the registered vocational education and training programs
- ◆ has in place an assignment/assessment policy that applies to all subjects offered at the colleges
- ◆ has a process in place that enables students to apply for Recognition of Prior Learning (RPL) for the vocational education competencies



- ◆ has a process for addressing any concerns a student may have and offers the students access to a range of people who can provide him/her with advice and guidance about the vocational education program at the college, for example teachers, heads of department, career guidance officers and administrators.

The Student/Trainee

- ◆ makes a serious commitment to his/her Curriculum and Assessment at school
- ◆ attends training provided by training providers outside normal school hours and meets the cost of transport and materials as required.
- ◆ participates in work placement as arranged by the College and
- ◆ meets the expectations and demands of the College in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct.

NB No student will be denied the opportunity to participate on economic grounds. Please make an application for a concession if required.

AUSTRALIAN QUALIFICATIONS FRAMEWORK VOLUME OF LEARNING

Certificate I	Certificate II	Certificate III	Certificate IV	Diploma
0.5 - 1 year	0.5 - 1 year	1 - 2 years	0.5 - 2 years	1 - 2 years
600 - 1200 hours	600 - 1200 hours	1200 - 2400 hours	600 - 2400 hours	1200 - 2400 hours

* hours not necessarily limited to lesson hours, includes everything that the learner does.

ASSESSMENT

Four assessment principles

When developing assessment instruments, teachers need to comply with the four VET *Assessment Principles* of fairness, flexibility, validity and reliability, in addition to the *Rules of Evidence* of validity, sufficiency, authenticity and currency. Appendix 6 provides a checklist to be used when developing assessment instruments to ensure these four principles are accommodated.

What is 'competency'?

The following definition of competency will be used by Nambour Christian College:

Students will be considered to be competent when they are able to apply their knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

The four dimensions of 'competency' - the learner must demonstrate:

- Ability to perform relevant tasks in a variety of workplace situations, or accurately simulated workplace situations
- Understanding of what they are doing and why, when performing tasks, and
- Ability to integrate performance with understanding, to show they are able to adapt to different contexts and environments.

A learner must:

- Be assessed against all of the tasks identified in the elements of the unit, and
- Demonstrate they are capable of performing these tasks to an acceptable level



Expectations at Australian Qualifications Framework (AQF) levels I-III

When developing VET assessment items, the following expectations at the various AQF levels should be considered.

Qualification characteristics	Certificate I	Certificate II	Certificate III
Knowledge	As needed for defined range of activities	Basic operational, applied to varied activities	Technical depth/breadth, some theory; able to transfer to new environments
Skills	Basic use of tools/equipment	Defined range of practical skills	Broad, well developed, able to select, adapt and transfer skills to new activities
Problem solving	Solutions are pre-ordained by others	Apply known solutions to predictable problems	Provides technical advice to solve problem in known routines
Information processing capabilities	Receive and recall	Assess and record	Interpret
Scope of activities	Routine tasks	Known routines and functions, some non-routine	Range of skilled operations and activities
Operational environment	Narrow, pre-defined, includes pre-voc/induction	Defined range of contexts	Variety of contexts within known operational environment
Discretion/judgement	Activities are directed	Limited choice and complexity of actions/options	More extensive choice and complexity of options/activities
Self responsibility/accountability	For own work and quality input to team	For own work and quality outcomes	For own work, quality outcomes and time management
For others: responsibility/accountability	Nil	For own input into team outcomes	Limited responsibility for others – coordinate team

Assessment Items

In each semester you will complete a number of items of assessment that will be used to assess your level of achievement in this subject. These may take the form of:

Objective and short answer/response tests

- **Written responses**
- **Response to stimulus material**
- **Research and project work**
- **Practical work**
- **Oral presentations**
- **Presentation of information**
- **Procedural applications**
- **Demonstrations**
- **Teacher observation**

Level of Achievement

- **Competent**
- **Not yet competent**

The Queensland Certificate of Education (QCE)

When you have successfully completed all the requirements of the course (providing the course covers the full qualification), you will be entitled to have the relevant Certificate recorded on your Queensland Certificate of Education. A nationally recognised Certificate will also be issued for the relevant training program. If the course is incomplete, then only the units of competency or learning outcomes that you have successfully obtained competency in, will be recorded. You will also receive a Statement of Attainment, which records successful units of competencies or learning outcomes.



Certification and achieving of results

Nambour Christian College will provide Statements of Attainment for completed competencies and Certificates which are recognised within the Australian Qualifications Framework (AQF)

The certificates can be reissued to students at their/parental request, however a cost of \$30 per student is charged for reissuing of certifications.

What is The Australian Qualifications Framework (AQF)?

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework.

Pathways

One of the key objectives of the Australian Qualifications Framework is to facilitate pathways to, and through, formal qualifications.

AQF qualifications link with each other in a range of learning pathways between schools, VET and higher education as an individual's learning and career ambitions require.

The AQF provides for flexible, transparent and systematic learning pathways and to the removal of boundaries between educational sectors.

AQF Qualifications by Educational Sector

Schools Sector	Vocational Education and Training Sector	Higher Education Sector
Senior Secondary Certificate of Education	Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

PROVIDE CREDIT FOR PRIOR STUDY

Students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requiring or license condition requires this. Students must provide suitable evidence that they have successfully completed a unit or module at any RTO and Nambour Christian College will provide credit for that unit or module.

Providing credit to recognise equivalence of studies previously undertaken is not the same process as Recognition of Prior Learning (RPL).

UNIQUE STUDENT IDENTIFIER (USI) SCHEME

Nambour Christian College will, at all times, meet the requirements of the Student Identifier Scheme. Students will only be issued with a qualification or statement of attainment after the learner has either, provided the VET Coordinator with a verified USI, or the VET Coordinator has applied for a USI on behalf of the learner. Students will not be awarded any units of competency achieved unless a USI is provided to the College.

Nambour Christian College will ensure that the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.



APPEALS AND COMPLAINTS PROCEDURE

The student will:

- complete the necessary complaints and Appeals form
- advise the classroom teacher of his/her intention to submit the form and provide the teacher with a copy
- submit the form to the Administration Team through the VET Coordinator within one month of complaint occurring and
- sign the complaints register upon submission of the form

The College will:

- accept the student's Complaints and Appeals form and register acceptance of form in the complaint register
- request the classroom teacher or relevant person to respond in writing to the complaint
- examine evidence provided by the student and teacher or relevant person
- request an interview with interested parties if required
- respond in writing to both parties of the Administrations Team's decision within 60 days of the complaint registration and
- advise the student of the appropriate legal body where he/she can seek further assistance if the dispute cannot be solved internally.

**Nambour Christian College
Vocational Education & Training**

APPEALS AND COMPLAINTS FORM

Student's Name: _____

Class Group: _____ Date: _____

Nature of Complaint

Please use specific detail (dates etc.)

Complaint Against _____

Student's Signature: _____ Parent's Signature: _____

Accepted by: _____ Position: _____



NAMBOUR CHRISTIAN COLLEGE TRAINING OPPORTUNITY GUARANTEE

Nambour Christian College is committed to completing the outlined training and assessment once students have started study in their chosen qualification/s or course/s from the course start date, and meeting all of their student responsibilities. Students who enter the course after the start date will have a negotiated package of units that will lead to a statement of attainment.

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

SUBJECT SELECTION FORM – BEGINNING & LATE COURSE ENROLMENT

Nambour Christian College's senior subject selection form, as well as subject transfer form includes the following statement: "By signing this form, I agree to all of the policies and procedures related to VET that are outlined in all school documentation pertaining to VET."

- **Beginning course enrolment**

- The form must be signed by both the student and their parent/carer.

- **Late course enrolment**

- This form also includes the statement: "I am aware late enrolment means that my training and assessment agreement is for the negotiated package of units, which will lead to a statement of attainment."
- The form must be signed by both the student and their parent/carer.

THIRD PARTY ARRANGEMENTS

Third Party is any party (Organisation or entity) that provides services on behalf of, or for Nambour Christian College. A third party may include other Registered Training Organisations (RTOs), non-registered training providers, recruitment agents or brokers, or employment/job services agencies.

Standards for Registered Training Organisations 2015

Nambour Christian College may use another training provider in order to deliver VET Courses on its behalf or Nambour Christian College may also deliver VET Courses on behalf of another training provider. This is known as a Third Party Arrangement and Nambour Christian College will ensure that all arrangements with third parties are monitored and maintain compliance with the **Standards for Registered Training Organisations 2015**. All third parties currently engaged in an arrangement with Nambour Christian College have a delivery agreement in place and further details of such arrangements can be found on the school website or through talking with your teacher or the VET Coordinator.

Concerning the implementation and monitoring of Third Party Arrangements across Nambour Christian College, the following points will be considered:

- Where there is a gap in training or an area where further training could be employed, the VET Coordinator and/or Head of College will explore possible VET Third Party Arrangements.



- The VET Coordinator will conduct an investigation in to the third party to ensure that they are compliant and have sufficient resources to deliver the course. It will also be established that the third party is willing and able to deliver the qualification/s until such a time when the enrolled students have finished the course; another third party is engaged; or Nambour Christian College employ a qualified trainer/assessor to deliver the qualification/s as the Registered Training Organisation (RTO).
 - In determining that the training provider has sufficient resources, the third party must provide details of their qualified trainers and assessors. Trainers and assessors must meet the requirements as set out in the Standards for Registered Training Organisations (RTOs) 2015.
- Once it has been found that the third party is compliant and Nambour Christian College has decided that a arrangement will be made between the College and the third party, a Third Party Delivery Agreement will be completed and signed.
- After the Third Party Delivery Agreement has been completed and QCAA have been notified of the Third Party Arrangement, Nambour Christian College will advertise the course/ unit of competency as able to be undertaken. Students will be informed of the enrolment process; program and qualification information; fees and charges; student support services available during the undertaking of the course; complaints procedures; and RPL arrangements. Students are then able to enrol in the course/unit of competency.
- Nambour Christian College will keep all assessment results and will monitor the conduct and resources of the third party at the completion of every term (3 monthly maximum).
- If there is a change made to the Third Party Agreement, either a cessation of contract, finalisation of contract or a change to the contract terms or conditions, then the College will notify students of these changes and any new Third Party Arrangements put in place as a result.

RECOGNITION OF PRIOR LEARNING AND RECOGNITION OF AQF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT ISSUED BY OTHER RTO'S

Recognition of Prior Learning policy

All students shall have access to, and be offered Recognition of Prior Learning (RPL). RPL uses evidence from formal, non-formal and informal learning (rather than from specific assessment activities directed by the RTO). Nambour Christian College recognises AQF qualifications and statements of attainment issued by any other RTO.

Recognition of Prior Learning procedure

- In the first VET class of the year, the teachers shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the school. Teachers will remind students of this policy at the beginning of each new term.
- If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the relevant head of department and/or VET Coordinator.
- The head of department and/or VET Coordinator will verify the authenticity of the qualification or statement. The verified copy of the qualification or statement is placed in the student's file.
- Once the qualification or statement is verified:
 - the teacher will give the student exemption for the units of competency or modules identified in the qualification or statement, and update the student's records accordingly
 - the information will be entered into SDCS using the "credit transfer" option.



Stages in the RPL Process

“ Recognition of prior learning refers to the acknowledgment of skills and knowledge held as a result of formal training, work experience and/or life experience”.

The course allows for the recognition of a participant’s prior learning (RPL), thereby increasing flexibility entry to and progression through the course.

Students who feel that they have gained competencies through previous study or work skills gained in the work place may request RPL in the area of study being undertaken. Where the student can provide documentary evidence, this will be photocopied and an appropriate recommendation noted in their profile.

Definition

RPL means getting credit for what you know - *no matter where or how you learnt it* - if your knowledge and skills are of the same standard as required in your vocational course and you are able to provide the appropriate evidence.

RPL will allow you to:

- ◆ progress through the course at a faster rate
- ◆ do only new work (and not repeat the work in which you are already competent)
- ◆ have your knowledge and skill level formally recognised

What Learning Might Count Towards RPL?

Knowledge and skills learnt in:

- ◆ other subjects
- ◆ work experience or industry placement
- ◆ a part-time job or unpaid work
- ◆ hobbies, activities, clubs, and sports interests inside or outside school
- ◆ activities you undertake as part of your family, holiday, home routines
- ◆ AQF qualifications or statements of attainment issued by other RTO’s

In What Parts of the Course Does RPL Apply?

RPL can only be granted for the vocational training competencies or learning outcomes in the course you are studying. (These are the job-related knowledge and skill areas of the course).

Each vocational training program has a number of learning outcomes or units of competency. You can apply for RPL in either an entire training program or in individual learning outcomes.

If You Decide to Take Advantage of RPL:

1. Ask for specific information about the learning outcomes or competencies of the training program
2. Complete the *RPL Application Form* in detail (and attach all relevant evidence)
3. You may be asked to attend an interview, or to do a practical task, or to provide more information

How Does RPL Assessment Work?

An assessor (usually your class teacher) will look through your application. The assessor will look at the evidence you have provided in the application (and perhaps in an interview) to decide on the outcome of your application. If the teacher does not have sufficient evidence to grant RPL, you may be asked to do a practical test.

After the RPL assessment is finished you will be notified of the result in writing, i.e.

- ◆ successful
- ◆ partially successful
- ◆ unsuccessful



If you disagree with the outcome, you may appeal.

The evidence you gather for your application might include:

- ◆ products and/or records of your work
- ◆ a personal report
- ◆ a referee's report

A single piece of evidence may be relevant to one or more of the learning outcomes or competencies.

Examples of Evidence:

PRODUCTS OF YOUR WORK

- ◆ Samples of work you have completed
- ◆ Work experience/industry placement records
- ◆ Qualifications gained
- ◆ Coaching certificates
- ◆ Senior first aid certificates
- ◆ Magazine or newspaper articles about you
- ◆ Prizes, certificates or other forms of commendation

A Personal Report

The Personal Report is written by you and is a concise description of activities and functions that you have carried out. It should be related to the training program for which you are seeking RPL.

The Personal Report can never stand alone as sufficient evidence of competence.

Referee's Report

- ◆ Letters from others to support your claim - e.g. managers, customers, colleagues, previous employer
- ◆ Reports from a manager who witnessed specific activities undertaken.

A referee's report should include:

- ◆ A company heading
- ◆ The name of the supervisor or manager
- ◆ Period of employment
- ◆ List of competencies developed or tasks undertaken
- ◆ Signature and position of the person verifying the claim
- ◆ The date



RPL checklist for students

To ensure an effective RPL process, students should:

- a) Obtain information about RPL.
- b) Read the relevant learning outcomes or competencies for the training programs.
- c) Assess your abilities/competencies, with guidance from your teacher and/or counsellor in the learning outcomes or competencies in the training programs.
- d) Decide if you think you possess the knowledge and skills of the learning outcome or competencies in the training programs and if so, you should apply for RPL.
- e) Complete an RPL Application Form.
- f) Gather evidence that supports your application.
- g) Give the completed RPL Application Form and evidence to your teacher.
- h) Receive notification from your teacher to show either
 - (i) *that you have gained RPL*
 - (ii) *that you need to supply more information AND/OR attend an interview*
 - (iii) *that you have not gained full/partial RPL and you receive feedback*
- i) (if you are successful) be exempt from those learning outcomes or competencies in the training programs.
- j) (if you were partially successful) you may decide to progress more quickly through the training program by completing only those aspects for which you do have prior learning. This completes the RPL process for your application.
- k) (if you were unsuccessful) you may decide to request an RPL Appeals Form.
- l) Gather further evidence that supports your application.
- m) Submit your completed RPL Appeals Form and further evidence to the nominated person in the school's grievance policy, who will arrange for a second suitably qualified person to assess the evidence.
- n) Receive a notification about whether either
 - (i) *you have gained RPL or*
 - (ii) *you have not gained full/partial RPL and receive feedback.*
- o) Seek to progress more quickly through the training program by completing only those aspects for which you do not have prior learning



RPL APPLICATION FORM

STUDENT' NAME: _____

DATE: _____

CODE: _____		TRAINING PROGRAM: _____			
LEARNING OUTCOMES or COMPETENCIES		DETAILS OF RELEVANT PREVIOUS EXPERIENCE including formal training, work experience and life experience (interests, skills etc.) ATTACH COPIES OF RELEVANT EVIDENCE	OFFICE USE ONLY		
NO.	DESCRIPTION		ASSESSOR'S COMMENTS AND RECOMMENDATIONS	COMPETENT	NOT YET COMPETENT

RPL NOTIFICATION

Recognition of Prior Learning

is granted for the learning outcomes/competencies _____ (insert details)

and/or

is not granted for the learning outcomes/competencies _____ (insert details)

because _____

Assessor's Signature

Date

RPL APPEALS FORM

Name: _____ Date of original RPL application _____ Course Name: _____

Complete the following to indicate the decisions against which you wish to appeal.

LEARNING OUTCOMES or COMPETENCIES		SUMMARY OF THE REASONS FOR YOUR APPEAL (LIST THE ADDITIONAL INFORMATION YOU WILL PRESENT AS PART OF YOUR APPEAL).	OFFICE USE ONLY		
NO.	DESCRIPTION		ASSESSOR'S COMMENTS AND RECOMMENDATIONS	COMPETENT	NOT YET COMPETENT

Applicant' signature: _____

Date: _____

RPL NOTIFICATION

Recognition of Prior Learning is granted for the learning outcomes/competencies _____ (insert details)

and/or

is not granted for the learning outcomes/competencies _____ (insert details)

because _____

 Assessor's Signature

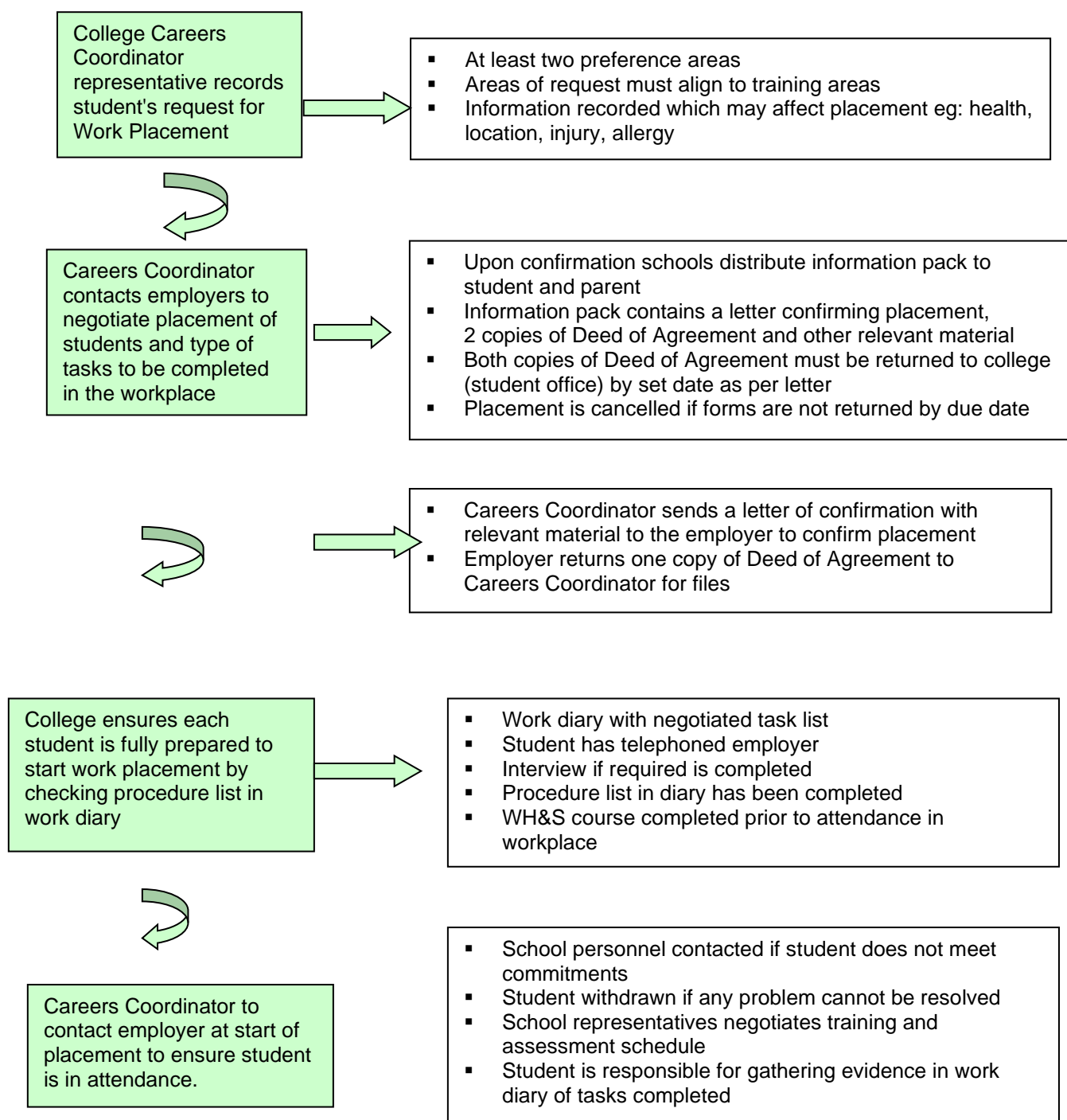
 Date



Work Placement Information

- Procedures
- Responsibilities
- Checklist

Work Placement Procedures



RESPONSIBILITIES

Careers Coordinator & VET Coordinator

- ◆ Negotiate with employer to ascertain the type of tasks which can be completed in the workplace
- ◆ Negotiate with the subject teacher and Head of Department to the tasks and linked competencies which need to be assessed in the workplace
- ◆ Organise a visit schedule with the employer and inform subject teacher of schedule
- ◆ Explain to students, employers and teachers the purpose of the 'Work Diary'

Subject Teacher

- ◆ Negotiate with VET Coordinator to determine the type of tasks and which competencies can be assessed in the workplace
- ◆ Liaise with Careers Coordinator to visit student in the workplace
- ◆ Reinforce with students the Work Placement procedure and 'Code of Conduct' as per the work diary

Student

- ◆ Adhere to Work Placement timelines as per procedures
- ◆ Read, understand and commit to the 'Code of Conduct' in the work diary
- ◆ Complete the Workplace Health and Safety Program before commencing Work Placement
- ◆ Complete the Work Placement checklist in the work diary before the commencement of Work Placement
- ◆ Complete and have witnessed the daily report in the work diary during Work Placement
- ◆ Immediately report to Careers Coordinator or subject teacher any cause for concern during Work Placement.

STUDENT WORK PLACEMENT CHECKLIST

Tasks to be Completed	Tick if task is completed ✓
1. Have you rung the employer?	
2. Do you know the hours of work?	
3. What dress standard is required?	
4. Where is the firm situated?	
5. What type of transport are you going to take?	
6. Do you know who to ask for when you arrive? (e.g. contact person).	
7. Are the clothes you require clean and neatly pressed?	
8. What shoes are you going to wear?	
9. Is your hair clean, well groomed and in a style suitable for work?	
10. What arrangements have you made regarding lunch?	
11. Do you know what to do in case of an accident?	
12. If there are any problems with your work placement, do you know who to contact?	
13. Are you aware of the code of behaviour required from work placement participants?	
14. If you are ill, do you know what to do?	



VET Courses offered at Nambour Christian College in 2021

Stand-alone VET Certificates are offered in Furnishings, Manufacturing, Hospitality and Sport and Recreation.

CERTIFICATE LEVEL COURSES with Nambour Christian College as RTO

Year 11 & 12 Furnishings
Year 11 & 12 Manufacturing (Pathways)
Year 10, 11 & 12 Hospitality (Cert 1, 2 & 3)
Year 10, 11 & 12 Bakery & Pastry
Year 11 & 12 Sport and Recreation

Course descriptions are available on request.





Nambour Christian College VOCATIONAL EDUCATION & TRAINING AGREEMENT OF TERMS AND CONDITIONS

RTO Provider: Nambour Christian College (RTO no: 30575)

Responsible Officer: Amie McDonald

Course/Qualification Number:
(Please Circle all relevant)

Title:

Trainer/Assessor:

MSF10113	SIT10216	SIT20316	SIT30616	SIT30916	MSM10216	SIS20115	FBP20217		
Certificate 1 in Furnishings	Certificate 1 in Hospitality	Certificate 2 in Hospitality	Certificate 3 in Hospitality	Certificate 3 in Catering Operations	Certificate 1 in Manufacturing (Pathways)	Certificate 2 in Sport and Recreation	Certificate 2 in Baking		
Jeff Spencer	John Shuttleworth	John Shuttleworth	John Shuttleworth	John Shuttleworth	Jeff Spencer	Angela Hunter	Ashleigh Hoeksema		

Student Details		RTO Details	
Name		Name	Nambour Christian College
Address		Address	Mackenzie Road, Woombye QLD 4560
Phone Number		Admin Contact	Amie McDonald
Date of Birth		Phone Number	(07) 5451 3333
Student Number		Supervisor	John Shuttleworth / Jeff Spencer / Angela Hunter / Ashleigh Hoeksema
Agreement Start Date	2021	Additional Information	<i>FOR INFORMATION REGARDING UNITS OF COMPETENCY IN EACH QUALIFICATION, PLEASE REFER TO SUBJECT SELECTION HANDBOOK OR YOUR SUBJECT TEACHER.</i>
Agreement Finish Date			
Duration			
Mode of Attendance	Full Time		
Special Needs			

Student Information Pack	Date Issued	
	Issued By	John Shuttleworth / Jeff Spencer / Angela Hunter / Ashleigh Hoeksema
	Received By	



Other Information/Notes:	
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We confirm and agree that we have read and understand the VET Student Information Pack, and the Training Plan as above.

Student		Trainer/Assessor		RTO Representative	
Name:		Name:		Name:	Amie McDonald
Signature:		Signature:		Signature:	
Date:		Date:		Date:	

** It is assumed that the parents have read and understood the VET Student Information Pack as evidenced by their enrolment application for their student to attend Nambour Christian College.*

