

Brisbane Youth Education and Training Centre



VET Student Handbook

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INTRODUCTION

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

This handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at Brisbane Youth Education and Training Centre 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 intranet location of this document) for reference throughout their enrolment. The contents of this handbook in many instances represents the key points of various VET policies and procedures developed by this RTO.

The Australian Qualifications Framework (AQF)

All of the VET courses offered by this RTO 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 in each, assessment requirements, vocational outcomes, etc.

1. How VET qualifications and courses differ from other school courses at BYETC

VET qualifications and courses differ from other school courses at BYETC as they contain the following components:

- Work-like activities
- Competency-based training and assessment
- Competency standards, which are an industry-determined specification of performance that sets out the skills, knowledge and attitudes required to operate effectively in employment.

2. Student selection, enrolment and induction/orientation procedures

Students enrolled in the VET courses at this RTO participate in the same enrolment and selection processes as other students at the RTO.

Brisbane Youth Education and Training Centre will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on Student Management (SM).

3. 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 the RTO website or intranet.

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)

4. Marketing and advertising of course information

The RTO 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.

The RTO will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the scope of registration.

Brisbane Youth Education and Training Centre will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the RTO's scope of registration. If the RTO loses access to these resources, the RTO will provide students with alternative opportunities to complete the course and the related qualification.

All courses offered at BYETC are a reflection of the training and assessment strategies developed in each subject area.

5. Legislative requirements

The RTO will observe all Australian, state and territory laws governing Vocational Education and Training. The RTO 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 RTO Manager.

6. Fees and charges, including refund policy

The RTO does not charge students fees for VET services.

Fees for VET courses provided by external training providers will not be charged to students. The Brisbane Youth Education and Training Centre will pay for any of these related expenses if and when they arise.

7. Student services

Brisbane Youth Education and Training Centre will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this RTO will have involvement with some or all of the following processes, designed to establish their educational and support needs:

- Diagnostic testing (literacy, spelling and numeracy)
- subject selection processes and VET Induction
- career guidance services

The provision of educational services will be monitored to ensure the RTO continues to cater for student needs through review of student learning and pathways plans.

The RTO 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).

8. Student support, welfare and guidance services

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

- Principal
- Head of Campus
- Deputy Principal
- RTO Manager
- Head of Department
- Trainers and Assessors
- Career Counsellor/Guidance Officer/Transition Officer
- Learning Support Teachers

9. Provision for language, literacy and numeracy 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 RTO Manager.

10. Access and equity policy and procedure

The access and equity guidelines at Brisbane Youth Education and Training Centre 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 RTO 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 RTO Manager, as the designated Access and Equity Officer.

Brisbane Youth Education and Training Centre 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 or III (where applicable)
- Access to industry specific VET programs will be available to all students regardless of sex, gender or race.
- If the RTO 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 RTO strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination. For example, the following principles apply:

1. VET curriculum areas will be adequately resourced, with teachers with the appropriate qualifications, in order to ensure students have quality outcomes.
2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the ways in which students learn. Students with learning difficulties or impairment will participate with an initial and annual panel meeting with their parent/guardian and relevant 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 RTO 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.

11. Flexible learning and assessment procedures

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

- All VET students at this RTO 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 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 the 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 Brisbane Youth Education and Training Centre.

12. 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 level 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 at the RTO on the Student Management (SM) system.

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

13. Student access to accurate records policy and procedures

Brisbane Youth Education and Training Centre is committed to regularly providing student with information regarding their participation and progress.

The Trainers 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.

14. Confidentiality procedure

Information about a student, except as required by law or as required under the [VET Quality Framework](#), is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age. The RTO will ensure that they have consent from each student.

15. Employer contributing to learner's training and assessment

Due to the nature of the environment there is no scope for work experience at this facility. Wherever possible students at this RTO will be placed in simulated work environments and exposed to audio visual materials relating to workplaces (when possible) where it forms a mandatory requirement of the Training Package or Accredited course.

All equipment and materials will be provided by the RTO. The learner will not be required to provide such things as steel capped boots, uniforms, tools, safety glasses, etc.

16. Complaints and appeals procedures

Complaints and appeals are managed by the RTO in a fair, efficient and effective manner. The RTO will create an environment where student's views are valued. Complaints arise when a student is dissatisfied with an aspect of the RTO's services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the RTO has made. Appeals can relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to informal complaint process or a formal complaint or appeal process. All formal complaints or appeals will be heard and decided within 60 calendar days of the receipt of the written complaint by the RTO. The following is BYETC's policy and procedure for complaints and appeals.

Complaints policy and procedure			
Policy	Inform	Act	Record and review
<ul style="list-style-type: none"> 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 officers, students or third-party service providers of the RTO. Any RTO officer may receive a complaint verbally, in writing or electronically. The RTO identifies two types of complaints: <ul style="list-style-type: none"> type 1: allegations of inappropriate behaviour and/or child protection. These allegations are processed according to the RTO's complaints policy and procedure type 2: all other complaints. Without limiting the action in type 1 complaints, this complaints policy is publicly available and upholds the principles of natural justice and procedural fairness. A review of the issues that triggered the complaint is undertaken. The review aims to identify corrective actions that will eliminate or mitigate the likelihood of a similar complaint occurring in the future. Records of complaints are securely retained and registered in the RTO's <i>Complaints and appeals register</i>. 	<ul style="list-style-type: none"> On receipt of a complaint, the delegated RTO Complaints officer: <ul style="list-style-type: none"> provides written acknowledgment to the complainant informs both the complainant and the respondent of their right to be assisted by a support person or representative throughout the complaint process communicates on the progress of the proceedings to the complainant and the respondent throughout the complaint process if the complaint relates to the conduct of a third-party service provider, the Complaints officer informs the third party on receipt of the complaint and communicates progress on the proceedings with the third party. All communication by the RTO complies with the RTO's privacy policy and personal information management. 	<ul style="list-style-type: none"> The RTO officer receiving the complaint forwards it to the RTO Complaints officer (unless it relates to the Complaints officer, in which case it is forwarded to the Principal). For type 1 complaints, the Complaints officer follows the school's complaints policy and procedure in accordance with the student protection policy. For type 2 complaints, the Complaints officer: <ul style="list-style-type: none"> organises a mediation process that is non-threatening to the complainant establishes a review by an appropriate party independent of the RTO if mediation has not resolved the complaint refers the complainant to the QCAA website for further information about complaint processes if the complainant is still not satisfied. Students are informed that they may lodge a complaint to QCAA only after exhausting this complaints and appeals policy and procedure. 	<ul style="list-style-type: none"> The Complaints officer: <ul style="list-style-type: none"> establishes a written record for each complaint received updates the record throughout the complaint process. The RTO Manager: <ul style="list-style-type: none"> registers the complaint in the RTO's <i>Complaints and appeals register</i> securely retains all complaint records reviews each complaint process to identify corrective action/s that eliminate or mitigate the likelihood of reoccurrence ensures corrective actions are implemented including those actions impacting on any third-party arrangements.

Requirements for processing complaints

Complaints	Forwarding complaints	Timeframe	Impacting policies and procedures
<ul style="list-style-type: none"> The receiving RTO officer informs the complainant that an appropriate delegated RTO officer will contact them regarding the complaint. Whenever applicable, the receiving RTO officer ensures that the safety of the complainant is maintained. 	<ul style="list-style-type: none"> For type 1 complaints, the receiving RTO officer immediately commences to implement the school's complaints or child protection policy. For all other complaints, the receiving officer forwards the complaint to the RTO's Complaints officer for processing (unless it relates to the Complaints officer, in which case it is forwarded to the Principal). The Complaints officer is responsible for ensuring a written record is established for all complaints received (unless it relates to the Complaints officer, in which case the Principal is responsible). 	<ul style="list-style-type: none"> The Complaints officer finalises complaints within 60 calendar days. If more than 60 days are required, the complainant and respondent are informed in writing of the reasons for the need to extend the time required to finalise the complaint. 	<p>Policies that must be considered in conjunction with this policy and procedure include the school's:</p> <ul style="list-style-type: none"> privacy policy student protection policy.

Appeals

Appeals policy and procedure				
Policy	Inform	Act	Record	Review
<ul style="list-style-type: none"> All appeals received by the RTO will be acknowledged in writing and finalised as soon as practicable. Two types of appeal may be lodged: <ul style="list-style-type: none"> – appeal of final assessment decision – appeal of any other RTO decision. This policy is publicly available and upholds the principles of natural justice and procedural fairness. A record of each appeal process is reviewed to identify and implement corrective actions that aim to eliminate or mitigate the likelihood of reoccurrence. Records of appeals are securely retained and registered in the RTO's <i>Complaints and appeals register</i>. <p>G:\Coredata\Curriculum\VET\Register of Documents_VET Administration_HOD_VET REGISTER OF DOCUMENTS\Complaints and Appeals</p>	<ul style="list-style-type: none"> The RTO Manager provides written acknowledgment to the appellant. On receipt of an appeal, the RTO Manager informs a third party of the appeal if the appeal relates to a decision made by an employee of the third party. The RTO Manager communicates the progression of the appeal to all parties throughout the appeals process. 	<ul style="list-style-type: none"> When appealing final assessment decisions, the RTO Manager actions the following process: <ul style="list-style-type: none"> – appellant's trainer/assessor reviews the decision – if the appellant is not satisfied, an independent trainer/assessor reviews the assessment decision – if the appellant is still not satisfied, the RTO Manager refers the appellant to the RTO's complaints policy and procedure. For all other appeals: <ul style="list-style-type: none"> – the RTO Manager reviews the original decision – if the appellant is not satisfied, an appropriate independent party reviews the RTO's decision – if the appellant is still not satisfied, the RTO Manager refers the appellant to the RTO's complaints policy and procedure. 	<p>The RTO Manager:</p> <ul style="list-style-type: none"> establishes a written record for each appeal received updates the record throughout the appeal process registers the appeal in the RTO's <i>Complaints and appeals register</i> securely retains all appeal records. 	<p>The RTO Manager:</p> <ul style="list-style-type: none"> reviews each appeal process to identify corrective actions that eliminate or mitigate the likelihood of reoccurrence ensures corrective actions are implemented including those actions impacting on any third party arrangements.

Requirements for processing appeals			
Appeals	Forwarding appeals	Timeframe	Assessment result appeals
Appeals must be submitted to the RTO in writing using the RTO's Appeal form.	If the appeal relates to a decision made by the RTO Manager, the appeal is forwarded to the Principal for actioning.	<ul style="list-style-type: none"> The RTO Manager finalises appeals within 60 calendar days. If more than 60 days are required, the appellant is informed in writing of the reasons for the need to extend the time required to finalise the appeal. 	<p>For assessment results appeals, the RTO Manager ensures the appeals process is informed by the:</p> <ul style="list-style-type: none"> assessment requirements of the relevant training package or accredited course Principles of Assessment Rules of Evidence.

17. Recognition arrangements for RPL

All VET students have access to a procedure that gives Recognition of Prior Learning. 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 RTO Manager will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the RTO 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.

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 undertaking 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 of the application and result and the RTO Manager will record this in the RPL Application Register.

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

Students will be informed about:

- What credit transfer is;
- What documents need to be provided for credit transfer.

All students who are entitled to credit transfer from units of competency they have achieved within the RTO (ie. through qualifications completed in year 10 or across qualifications being undertaken at the same time) will be awarded credit transfer automatically by the RTO. These instances will be identified by the RTO Manager and the SM Operator and the student and relevant Trainer and Assessor will be informed by the RTO Manager. In order to achieve this, the RTO Manager and SM Operator will identify all units of competency across the RTO 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 or SM 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 SM Operator will update Student Management accordingly.

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

19. Certification and issuing qualifications

The RTO 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 RTO will ensure that through the implementation of the AQF Qualifications Issuance Policy:

- Students cannot receive a qualification or units of competency until it is verified that they have a USI number
- 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 RTO, 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 RTO will establish anti-fraud mechanisms by including the RTO's own logo each document issued to ensure there is no fraudulent reproduction or use of credentials.

Replacement of certification documentation

The RTO maintains a Register of Certification Documents Issued for 30 years from the date of issue. This allows learners to request a reissue of their documentation at a later date. The RTO 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;
- The request will be forwarded to the RTO to coordinate who may request the SM Operator to print the certification documentation;
- The RTO 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.

20. The RTO's obligation to provide quality training and assessment

BYETC commit to provide learners with quality training and assessment by:

- Ensuring Trainers and Assessors are appropriately qualified and current with industry standards
- Utilising facilities and equipment that are on a par with industry expectations
- Engaging industry to provide feedback into the programs at the RTO
- Conducting annual reviews of all qualifications to act on feedback and improve quality

21. Qualification and accredited course guarantee

The RTO gives a guarantee to the student that the RTO will be given every opportunity to complete the training while at BYETC once the student has started in their chosen qualification or accredited course. However, if the student leaves BYETC, the training will stop with this RTO. If the student returns at a later date to BYETC, training will resume.

In the event of losing a specialist trainer, and the RTO being unable to obtain a suitable replacement, the RTO will arrange for agreed training and assessment to be completed through another RTO if this is possible.

Affected students will be formally notified of the arrangements, and agreement to those arrangements.

The Subject Selection Form (or similar document), as well as any Subject Transfer 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 the student.

22. VET qualification or accredited course code and title, currency and estimated duration

22473VIC Certificate II in General Education for Adults.

Completion of eleven (11) units made up of two (2) core units and nine (9) elective units.

Currency of course: Current

The **expected duration** of this program is 2 semesters / 1 year. 390 – 480 of nominal hours of supervised training. Students engage in a minimum of 6 x 70 min lessons per week towards this qualification, that is, a minimum of 3 numeracy and 3 literacy lessons per week.

SIT10216 Certificate I in Hospitality

Competency must be achieved in six (6) units of competency – 3 core units and 3 elective units.

Currency of course: Current

The **expected duration** of this program is 2 semesters / 1 year. 110 hours of supervised training. This will be scheduled with 4 x 70 minute lessons provided each week.

ACH10316 Certificate I in Horticulture

Competency must be achieved in six (6) units of competency – 1 core units and 5 elective units.

Currency of course: Current

The **expected duration** of this program is 2 semesters / 1 year. 110 hours of supervised training. This will be scheduled with 4 x 70 minute lessons provided each week.

CUA20720 Certificate II in Visual Arts

Competency must be achieved in nine (9) units of competency – 4 core units and 5 elective units.

Currency of course: Current

The **expected duration** of this program is 4 semesters / 2 year. 220 hours of supervised training. This will be scheduled with 4x70 minute lessons provided each week.

MEM10119 Certificate I in Engineering

Competency must be achieved in all core units and elective units to the value of at least 16 points, including any pre-requisites

Currency of course: Current

The **expected duration** of this program is 4 semesters / 2 years. 220 hours of supervised training. This will be scheduled with 4 x 70 minute lessons provided each week.

CPC20220 Certificate II in Construction Pathways

Competency must be achieved in ten (10) units of competency – 5 core units and 5 elective units

Currency of course: Current

The **expected duration** of this program is 4 semesters / 2 years. 220 hours of supervised training. This will be scheduled with 4 x 70 minute lessons provided each week.

22472VIC Certificate I in General Education for Adults

Completion of sixteen (16) units made up of two (2) core units, three (3) core skills reading and oracy units, three (3) core skills writing units, four (4) core skills numeracy and mathematics units and four (4) special interest electives.

Currency of course: Current

The **expected duration** of this program is 2 semesters / 1 year. 390 – 480 of nominal hours of supervised training. Students engage in a minimum of 6 x 70 min lessons per week towards this qualification, that is, a minimum of 3 numeracy and 3 literacy lessons per week.

22476VIC Certificate I in General Education for Adults (Introductory)

Completion of sixteen (16) units made up of two (2) core units, three (3) core skills reading and oracy units, three (3) core skills writing units, four (4) core skills numeracy and mathematics units and four (4) special interest electives.

Currency of course: Current

The **expected duration** of this program is 2 semesters / 1 year. 355 – 440 of nominal hours of supervised training. Students engage in a minimum of 6 x 70 min lessons per week towards this qualification, that is, a minimum of 3 numeracy and 3 literacy lessons per week.

22471VIC Course in Initial General Education for Adults

Completion of eleven (11) units made up of one (1) core units, three (3) core skills reading and oracy units, three (3) core skills writing units, four (4) core skills numeracy and mathematics units.

Currency of course: Current

The **expected duration** of this program is 2 semesters / 1 year. 225 of nominal hours of supervised training. Students engage in a minimum of 6 x 70 min lessons per week towards this qualification, that is, a minimum of 3 numeracy and 3 literacy lessons per week.

23. Expected locations at which training and assessment will occur.

Training and assessment will occur at the Brisbane Youth Education and Training Centre.

24. Modes of delivery

Face to face in a simulated workplace training environment for required skills.

Online for some components of training for required knowledge.

Classroom for some components of training for required knowledge.

25. Workplace arrangements

There are currently no workplace arrangements. There is no capacity for any workplace arrangements or work experience in relation to any courses offered at the Brisbane Youth Education and Training Centre.

26. Off-campus arrangements

There are currently no off-campus arrangements.

27. Process if the RTO ceases operations

In the event of BYETC ceasing operations, the school RTO will, if possible, arrange for agreed training and assessment to be completed through another RTO. (Fees will not be incurred to the student). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements.

28. Third Party Arrangements

BYETC currently has an arrangement with Jenagar PTY LTD, RTO No.31963 (contact details: allan@eeat.com.au) to deliver the unit *CPCCWHS1001 – Prepare to work safely in the construction industry within the CPC20220 Certificate II in Construction Pathways* qualification.

This arrangement has been established as after successful completion of this unit Jenagar PTY LTD are able to provide students with a White Card as well as a Statement of Attainment for the completion of the unit *CPCCWHS1001 – Prepare to work safely in the construction industry*.

Costs associated with this arrangement are paid by Brisbane Youth Education and Training Centre and not by individual students undertaking this qualification.

In the event of losing the specialist trainer, and Jenagar PTY LTD being unable to obtain a suitable replacement or Jenagar PTY LTD will not be able to continue delivery, the school RTO will, if possible, arrange for agreed training and assessment to be completed through another RTO. (Fees will not be incurred to the student). Prior to the transfer to another RTO, affected students will be formally notified

of the arrangements. If transfer is not possible, the RTO will gain agreement for a subject/course transfer from the student.

29. Entry requirements and pre-requisites

There are currently no entry requirements and pre-requisites for the qualifications offered at BYETC. However, if the *Department of Children, Youth Justice and Multicultural Affairs*, deem that an individual students' offences are of a particular violent nature, they may be placed on the banned from tooled programs register. Subsequently, that particular individual will not be allowed to participate in certain programs that use tools in their delivery and assessment.

30. Licencing requirements

There are currently no licencing requirements

31. USI number

If the student does not already have a Unique Student Identifier number, the RTO will organise on their behalf to generate this number in accordance with USI policy guidelines.