

# **CHARLES DARWIN UNIVERSITY**

**Katherine**

RTO Provider No. 0373

# 2016

# VET in Schools

## **Information for Students and 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>

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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.

### **Who should undertake VETiS?**

- Students wishing to get a head start into a career they want to continue with after leaving school.
- Students wishing to supplement future study with part time work. (Bar & Restaurant Service, Office Work, etc. while attending university or TAFE.)

### **What are the other advantages of doing VETiS?**

- NT High School curriculum provides students an opportunity to complete VETiS whilst attending school, and in most cases use their VETiS points towards them achieving their Year 12, NT High School Certificate (NTCET).
- Students who successfully complete VET Study will be more attractive to employers when seeking employment in a related field.

- Students who successfully complete VET Study can use these qualifications as a pathway to further study after leaving school. Students will be recognised for prior learning if they continue in the same or similar stream.

### **Who can deliver VETiS?**

VETiS can only be delivered by Registered Training Organisations with lecturers qualified in the skills being taught.

Many schools are not Registered Training Organisations so they partner with organisations that are, in order to provide their students the opportunity to participate in VETiS.

Charles Darwin University, partners with most of the High Schools across the Northern Territory to deliver VETiS.

### **How are VETiS students selected into programs?**

A variety of VET programs are made available to school students from years 9, 10, 11 & 12. 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.

VET programs are limited in class size by Duty of Care Obligations.

Students will be taught how to use machines and equipment that require significant one-on-one training. Class sizes are determined by Workplace Health and Safety considerations on an industry by industry basis.

Charles Darwin University uses the NT Department of Education (DoE) “Expression of Interest to undertake VET” form as the basis for selecting students in to its programs.

The most important criteria for selecting a student are;

- a genuine interest in a particular vocation
- total commitment to participating and attending the training
- Parental/Guardian permission
- School support for the student to undertake the training

The NT DoE ‘Expression of Interest’ form must be completed by all parties including; the student, the parent/guardian and the school VET coordinator and forwarded to CDU.

Once received by CDU these forms are used to assess interest in a particular program. If interest outstrips positions, students may be interviewed for a position. Lecturers will advise the student and school if a position is available in their program.

- Once accepted into a program the student cannot change programs part way through.
- Other School activities such as ‘Work Experience’, Camps, etc., need to be arranged so they do not conflict with VETiS programs.

# VETiS in Katherine 2016

## VETiS Multi-Mode Delivery

CDU offer a number of delivery modes for VETiS programs to Katherine school students in years 9, 10, 11 & 12.

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.

- **Part Certificate or Certificate I level programs**

The NT Department of Education (DoE) has determined that students in year 9 Middle School, that have reached the age of 13 + years, may participate in VETiS programs up-to certificate 1 level and/or may participate in 'Skill Set' programs that provide a 'taste' of VET training.

To enable year 9 students to participate in VETiS, CDU offer a number of part certificate programs, known as 'Skill Sets', that provide short, sharp, hands-on experience of specific jobs or tasks within an occupation. In addition, CDU offer a number of shorter Certificate I level programs.

These programs can be offered in block delivery format (Usually 1 or 2 weeks per term) or on the 1 day per week format of the traditional VETiS programs.

- **Integrated VETiS programs (day or block programs)**

All students enrolled in the Katherine region Senior Schools are eligible to apply to undertake an "Integrated VETiS program".

(Students in year 10 are not able to access programs higher than certificate level 2.)

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

Integrated VETiS programs can be conducted either on a 1 day per week basis or in blocks.

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

### Choosing your VETiS Program

Students should consult with their School VET Coordinator or Career Adviser prior to choosing a VETiS program.

Students should discuss VETiS options with their parents or guardians before completing a NT DoE “Expression of Interest to undertake VET” form.

Student, parent/guardian and school must all sign the “Expression of Interest to undertake VET” form before it is sent through to CDU to select students in to programs.

### USI Number

USI numbers are described separately at the end of this document.

Students wishing to undertake a VETiS program should organise a USI number prior to completing an Expression of Interest Form (See end of document)

# Katherine region VETiS Programs 2016

## Programs open to all students including Year 9

### Open to year 9 students (must be 13+ years old)

<u>Program</u>	<u>Delivery</u>	<u>Duration</u>
Skill Set – Rural Operations – Small Motors	Block	Term 1
Skill Set – Rural Operations - Fencing	Block	Term 3
Skill Set – Rural Operations - Welding	Block	Term 4
Skill Set – Trade Entry – White Card	Block	Terms 1 and 3
Skill Set – Nail Technology	Block	Term 2
Skill Set - Barista	Block	Term 3
Certificate I in Hospitality (Cooking)	Block	Term 1
Certificate I in Retail Baking	Block	Term 2

## Programs restricted to Senior students (no year 9)

### Senior Students Only

<u>Program</u>	<u>Delivery</u>	<u>Duration</u>
Certificate II in Rural Operations	Block	Each Term
Certificate II in Construction (Pathways) Part 1	Block	Each Term

Certificate II in Construction (Pathways) Part 2	Block	Each Term
Certificate II in Business	Day Release	Full Year

## [2016 VETiS through CDU Katherine](#)

### STUDENT INFORMATION

#### **Start & Finish Times (All Block 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**

#### **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 Business**

- 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 Rural Operations, Construction, Baking and Cookery, Nail and Barista**

- 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 you 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 VETiS 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**.

**Sport and Hobby Equipment:** Charles Darwin University campuses are not equipped with playgrounds and do not have facilities for ball sports, skateboards or other sporting equipment. Please do not bring balls or skateboards to CDU

**Smoking Policy:** Charles Darwin University campuses are "Smoke Free". 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.



# Important Information for Schools, Parents and Students

## VET in Schools – Unique Student Identifier

All students studying nationally recognised training in Australia after the 1<sup>st</sup> 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 1<sup>st</sup> 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](http://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 USI Form. (attached to this document)
- Ideally attach a copy of the approved identification you used to complete the CDU USI Form. CDU strongly recommends that VETiS students use Medicare Card as their approved identification.

(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](#)

## How can Parents help their child get a USI?

**If you have Internet Access at home**, you can assist your child obtain their USI by visiting [www.usi.gov.au](http://www.usi.gov.au)

Before you commence entering the details at the USI site, you need to ensure you have the approved identification you will use for your child available.

For most children this will be the family Medicare Card.

The name you use to create your child's USI must be the same as on the Medicare Card.

Once you have generated a USI for your child, keep it in a safe place for future reference and give a copy of the number to your child to put on the CDU enrolment form.

**If you do not have Internet Access at home**, you can assist your child obtain their USI by completing the CDU USI form that gives CDU permission to get a USI on behalf of your child. In order to complete the CDU USI Form you need to ensure you have the approved identification you will use for your child available.

For most children this will be the family Medicare Card.

Fill out the details on the form using the exact details on the approved identification (Medicare Card)

Ideally attach a copy of the identification used, or get your child to take a photo of the ID on their phone. (This is not a strict requirement. It is only to help with minimising errors)

## How can Schools help their students get a USI?

Schools can assist by organising supervised internet access sessions for students that do not have Internet access at home.

This will require the student to bring approved Identification to school and then using this to complete their own USI request by visiting [www.usi.gov.au](http://www.usi.gov.au)

Once the student has generated a USI, it is important that they keep the number in a safe place for future reference and that they enter the number in the correct location on the CDU enrolment form.

## **Privacy Notice**

If you do not already have a Unique Student Identifier (USI) and you want Charles Darwin University to apply for a USI on your behalf, CDU will only use the identification information supplied to generate the USI.

Once the USI has been generated all paper work associated with obtaining the USI will be destroyed.

CDU will not keep any copies of your identification used to create a USI on record.

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](http://www.cdu.edu.au/governance/policies/pol-032.pdf)



## Unique Student Identifier (USI) Form

Complete this form to allow Charles Darwin University to apply for a USI on your behalf

**NOTE** - If you do not possess one of the below Evidence of Identity documents; contact your VET Team to provide an acceptable alternate document as Evident of Identity.

### PERSONAL DETAILS - \* indicates a mandatory field

First Name \*

Middle Name

Family Name \*

Date of Birth \*        
(dd/mm/yyyy)

Country of Birth \*

Town/City of \*  
Birth

Gender \*  Male  Female

Country in which \*  
you are studying

### CONTACT DETAILS - \* indicates a mandatory field

Preferred Contact Method \*  Email  Mobile  Mail  
*Please provide contact details for preferred contact method only*

Email Address

Mobile Phone

Home Phone  
(including area code)

Country of \*  
Residence

Address

Suburb/Town/  
City

State  Post Code

### EVIDENCE OF IDENTITY

Provide details for any **ONE** form of ID. **IMPORTANT** - The details you enter **MUST** match the details shown on your chosen form of ID

#### DRIVER'S LICENCE DETAILS - \* indicates a mandatory field

First Name

Middle Name

Family Name

Date of Birth

State \*

Licence  
Number \*

#### MEDICARE CARD DETAILS - \* indicates a mandatory field

Name \*

Medicare Card  
Number \*

Individual Ref  
Number \*

Card Colour \*

Expiry Date \*

#### AUSTRALIAN PASSPORT DETAILS

\* indicates a mandatory field

First Name

Family Name

Date of Birth

Gender  Male  Female

Document  
Number \*

#### VISA DETAILS (Non-Australian Passport holders)

\* indicates a mandatory field

First Name

Family Name

Date of Birth

Passport  
Number \*

Country of  
Issue \*

This form will be securely destroyed once your USI has been applied for and verified.

**CITIZENSHIP CERTIFICATE DETAILS -**  
 \* indicates a mandatory field

First Name

Family Name

Date of Birth

Stock Number \*

Acquisition Date \*

**CERTIFICATE OF REGISTRATION BY DESCENT DETAILS**  
 \* indicates a mandatory field

First Name

Family Name

Date of Birth

Acquisition Date \*

**IMMICARD DETAILS - \* indicates a mandatory field**

First Name

Family Name

Date of Birth

ImmiCard Number \*

**BIRTH CERTIFICATE DETAILS - \* indicates a mandatory field**

First Name

Family Name

Date of Birth

State \*

**For ACT, NT & SA Certificate**

Registration Number \*

Date Printed \*

Certificate Number \*

**For NSW, VIC & WA Certificate**

Registration Number \*

Year of Registration \*

**For QLD & TAS Certificate**

Date of Registration \*

Registration Number \*

Year of Registration \*

**Document Verification Service (DVS) Override - Alternate ID Documents for VETiS Students**

Letter from School Principal on school letterhead for VETiS students can be submitted as an Alternate ID Document if a VETiS student does not have any of the approved ID Document.

**Note to Principal** - Verification cannot be delegated, Principal is verifying correct spelling of Name, Date of Birth and Enrolment at School

This form should be securely destroyed once your USI has been applied for and verified.


**DEPARTMENT OF EDUCATION**
**2016 Expression of Interest**

<b>Name of Program/Course:</b>	
<b>Name of RTO:</b>	Charles Darwin University

*Students and parents/guardians must complete the first two sections of this form and return it to the school **VET Coordinator**. Please note **THIS IS NOT AN ENROLMENT FORM**. The RTO Program Coordinator will contact the student/school VET Coordinator (as indicated in the form) with interview details and results.*

**STUDENT (to be completed by the student in BLOCK LETTERS)**

SACE Board Number	Unique Student Identifier <u>(only if known)</u>	School enrolled in Year 2015	School enrolled in Year 2016

**Surname:** \_\_\_\_\_ **Given name/s:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Current year level:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

Do you identify yourself as Indigenous?  Yes  No

**Gender**  Male  Female **Please Print Clearly**

**Email address:** \_\_\_\_\_

**Postal address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Home address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Parent/guardian name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Have you applied for this course with any other registered training organisation?  Yes  No  
If yes, please list

Have you participated in or completed any other VET in School qualifications already?  Yes  No  
If yes, please list

**Student (Applicant) Commitment:**

- I understand that full attendance is critical to success in this program and will strive to meet this requirement.
- I understand that I need to achieve all elements of competence in order to receive a Statement of Attainment or Certificate and to gain maximum credit towards my NTCET.
- I understand that original VET transcripts and certificates will be sent directly to me and that I am responsible to provide copies to my school if I want my VET Qualification to count towards my ATAR.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT PLEASE NOTE** Permission sections *must* be completed

**PARENT/GUARDIAN PERMISSION:**

I, (name) \_\_\_\_\_ give permission for my child,

(name) \_\_\_\_\_ to select a VET program that:

(a) may be offered in a location other than my child's school; (b) may attract material fees from the training provider; (c) may have a timetable that extends beyond normal school hours; and (d) will require additional enrolment and resulting information to those of the secondary school.

1. Provide any medical conditions that the trainer should be aware of.  
\_\_\_\_\_
2. Does your child have a disability or condition that will impact on his/her ability to undertake any theoretical or practical study in this VET program?  Yes  No
3. If yes, please specify \_\_\_\_\_
4. I give permission for my child to participate in excursions and activities directly related to the delivery of the vocational program.  Yes  No
5. I give permission for my child to participate in a Structured Work Placement and permit the information on this form to be provided to a host work place for the purpose of managing the structured work placement.  Yes  No
6. I give permission to the host workplace to administer first aid and/or arrange an ambulance for my child if it is necessary for his/her health or welfare:  Yes  No
7. I give my permission for my child to attend Structured Work Placement on licenced premises where alcohol may be in the vicinity.  Yes  No
8. I give permission for my child's results to be given to his/her school and to the Department of Education.  Yes  No
9. I give permission for my child to receive assistance in setting up their Unique Student Identifier.  Yes  No
10. I give permission for my child to access on-line training material and other internet or electronic applications as required by the training provider and under the policies and procedures of the training provider.  Yes  No
11. I agree to the use of my child's image and name in promoting VET in Schools and/or VET related publications.  Yes  No

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SCHOOL VET COORDINATOR**

**VET Coordinator** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**School:** \_\_\_\_\_ supports the above student in undertaking this VET program.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please send/fax to the relevant RTO contact person. Please also indicate (\*) below if the RTO Program Coordinator needs to contact either the VET Coordinator or students to arrange an interview time.**

**RTO PROGRAM COORDINATOR**

**Program Coordinator** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Does the student require an interview  Yes  No

\*If yes, contact (**School VET Coordinator** - please circle one of the following) the student/VET Coordinator to arrange a time and complete the following:

<b>Date and Time:</b>	/ / am/pm	<b>Telephone:</b>	
<b>Venue:</b>			

\*\*\*\* Please send/fax or email to School VET Coordinator for their records \*\*\*\*

**Advise Secondary School VET Coordinator of acceptance:** **Date:** \_\_\_\_\_

**Provide students with course information and delivery information:** **Date:** \_\_\_\_\_

**Program Coordinator Signed:** **Date:** \_\_\_\_\_