



PACIFIC PINES STATE HIGH
INSPIRING EXCELLENCE TO EMPOWER SUCCESS

VET Student Handbook 2023

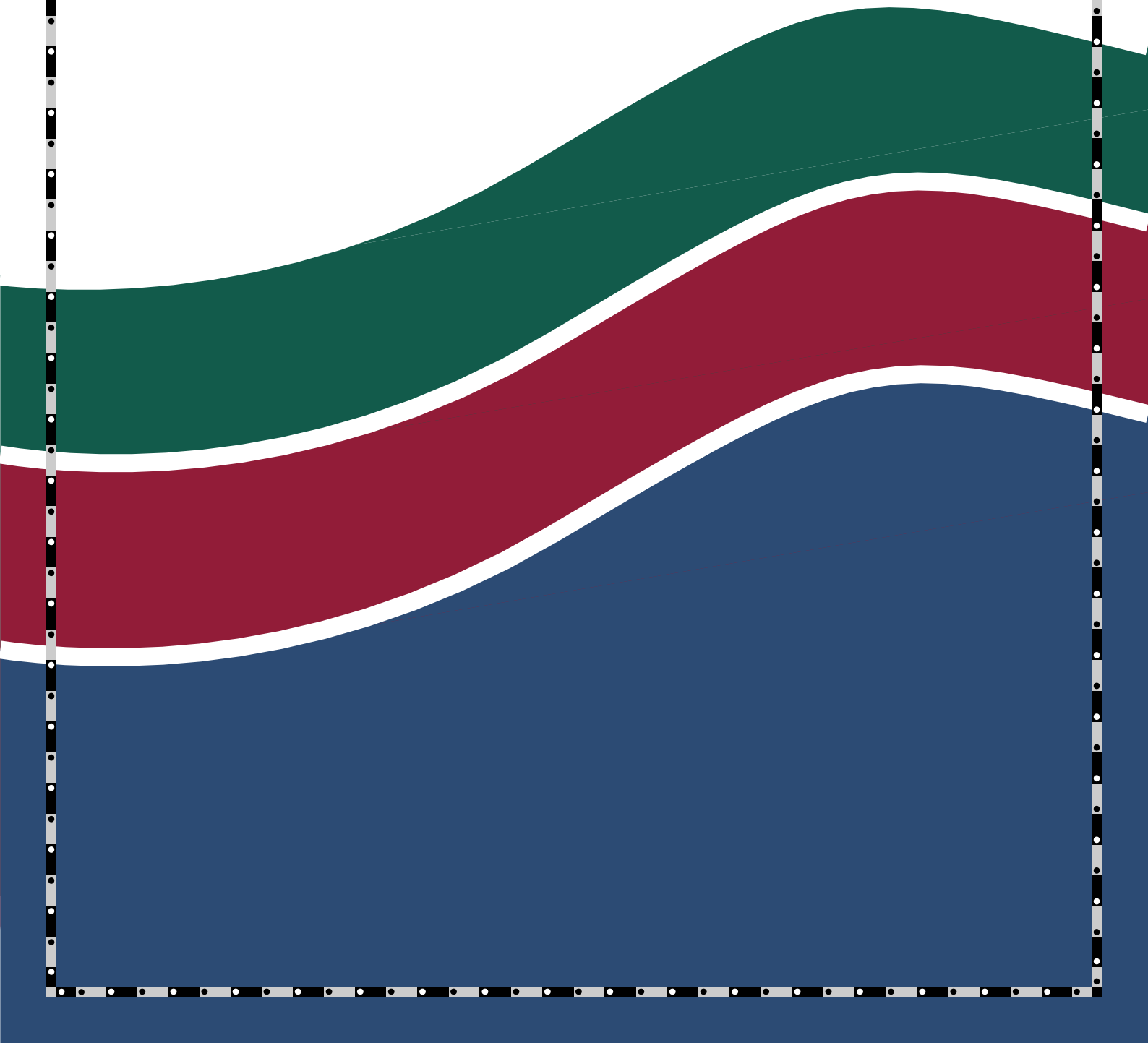


Table of Contents

Purpose of the Student Manual	3
Code of Practice	3
Educational Standards	3
Privacy Notice.....	3
VET Qualifications	3
Student Selection, Enrolment and Induction/Orientation Procedures.....	6
Course Information, Including Content and Vocational Outcomes.....	7
Unique Student Identifier (USI) Number.....	5
Fees.....	7
Refund Policy.....	7
Refund Procedure.....	7
Provisions for Language, Literacy and Numeracy Support.....	8
Student Support, Welfare and Guidance Services	8
Flexible Learning and Assessment Procedures	9
Competency-Based Assessment	9
Reasonable Adjustment	
The Assessment Policy Principles.....	10
Recognition (including Recognition of Prior Learning [RPL]).....	10
Complaints/Appeals	11
Complaints procedure.....	11
Informal complaint:.....	11
Formal complaint:.....	12
Disciplinary Procedures.....	12
Access and Equity.....	13
Certificates	13
Recognition of Qualifications Procedure	11
Work Experience.....	14
School Based Traineeships/Apprenticeships	14
Appendices.....	12
Appendix 2: Organisational Chart	13
Appendix 6: RPL Application Form.....	14
Appendix 7: RPL Appeals Form.....	15
Appendix 8: Complaint Form.....	16
Appendix 9: Complaint Resolution Form.....	17
Appendix 10: Appeals Form.....	18
Appendix 11: Appeals Resolution Form.....	19
Appendix 12: Student Induction Feedback / Acknowledgement	21
Appendix 13: USI's.....	24
Appendix 14: USI Collection Form.....	27

Welcome to Pacific Pines State High School and in particular to Vocational Education and Training (VET). Undertaking a VET qualification means that you are working on a course of study that will result in the achievement of a Certificate I, II, III or IV

Purpose of the Student Manual

This manual provides you with information you will need during your Vocational Education and Training courses. Please ensure you keep a copy of this booklet and refer to it regularly.

In this booklet you will find details about your rights and responsibilities as a VET student.

You will be asked to sign that you have read this manual, so please take the time to study it carefully and ask your VET teachers if you have any questions about issues raised in the booklet.

Code of Practice

As a Registered Training Organisation (RTO), Pacific Pines State High School has agreed to operate within the principles and standards detailed in the Australian Quality Training Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations. The school is registered to deliver a range of VET courses under the direction of the Queensland Curriculum and Assessment Authority (QCAA), Australian Skills Quality Authority (ASQA) and the Department of Employment and Training (DET).

The VET subjects offered at Pacific Pines State High School can lead to nationally recognised qualifications – a certificate if you complete all the requirements of the qualification, or a statement of attainment for those parts that you do successfully (if you do not complete the full qualifications).

Your VET teacher will provide you with detailed information about the VET qualification you are striving to achieve through your studies. Your teacher will also provide you with an overview of the competency/modules in each course, assessment requirements and vocational outcomes.

Educational Standards

Pacific Pines State High School has policies and management practices aimed at creating a culture of achievement where students have the opportunity to maximize their potential.

As a school we will maintain a learning environment that is conducive to the success of our students. Success will mean different outcomes for different students. We have the capacity to deliver the nominated courses, provide adequate facilities and use appropriate teaching techniques and resources. In some instances, Partnership Agreements will be formulated with other organisations and RTO's to ensure students at Pacific Pines State High School have access to appropriate resources and expertise.

If PPSHS loses access to human or physical resources that impact the ability to deliver and assess the qualification, “students will be provided with alternative opportunities to complete the course and the related qualification.”

Privacy Notice

Under the *Data Provision Requirements 2012*, Pacific Pines State High School is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Pacific Pines State High School for statistical, administrative, regulatory and research purposes. Pacific Pines State High School may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

VET qualifications for 2023

Faculty	Year Level	Training Package	Qualification
Business	Year 11	Business	BSB30120 Certificate III in Business
	Year 11/12	Business	BSB20120 Certificate II in Workplace Skills
	Year 11/12	Financial Services	FNS10120 Certificate I in Basic Financial Literacy
	Year 11/12	Tourism, Travel & Hospitality	SIT20116 Certificate II in Tourism
	Year 11	Foundation Skills Training	FSK20119 Certificate II in Skills for Work and Vocational Pathways
	Year 11	Community Services	CHC34015 Certificate III in Active Volunteering
Creative Arts	Year 11	Creative Arts & Culture	CUA40120 Certificate IV in Dance

Each Faculty will issue individual training and assessment strategies informing you of the requirements of each subject. Further details of each qualification can be found in the Subject Selection Handbook.



Student Selection, Enrolment and Induction/Orientation Procedures

Students enrolled in VET subjects at this school participate in the same enrolment and selection processes as other students at the school. As with all subjects, classes will only be offered if there are sufficient students to warrant running the course and if staffing and physical resources are appropriate. Classes which are oversubscribed will be filled on a "first in" basis with excess students placed on a waiting list.

The process is as follows. Students, upon enrolment or during the year, select subjects in consultation with parents and career advisers and opt to undertake a course of study based on interest and/or perceived long term career decisions. The principles of social justice and transparency underlie our admissions policy and procedures.

At Pacific Pines State High School, students select from a range of General and Applied, and VET qualifications.

Enrolment for any of these courses can occur up to:

- Commencement of the program.
- Cancellation of the program.
- Achievement of the maximum number of participants for the course.

Pacific Pines State High School will set:

- A maximum number of participants per program based on resources, safety and quality learning outcomes
- A minimum number of participants below which the program will be cancelled.

These maximum and minimum numbers will vary from time to time and program to program.

Please see the Deputy Principal (Senior Schooling) and Heads of Departments for specific program details.

At the commencement of all VET qualifications, VET teachers will induct students on workplace health and safety issues and will continue to incorporate WH&S throughout VET delivery/assessment.

Prior to participation in structured work placement, all students will undergo a relevant induction program.

All VET students will receive this manual electronically. Teachers will induct students at the beginning of the course and will provide updated information at the beginning of each semester. This information will include the RPL process, appeals, fees, issuing of certificates etc.



Course Information, Including Content and Vocational Outcomes

Information regarding specific qualifications, their content, course name, codes and the vocational outcomes can be found in the Subject Selection Handbook. Students involved in school based traineeships or apprenticeships are advised to take a list of the competencies they are doing at school to their RTO for their traineeship or apprenticeship.

Unique Student Identifier (USI) Number

Every student who enrolls in a VET qualification must have an USI number. This is Federal Government legislation and a requirement on enrolment as of 1st January 2015.

You must apply for an USI on-line & complete. Please do this as soon as you can.

You need to do the following:

Apply for an USI (Unique student identifier) Number.

Note: This is different to a LUI number.

This is a new number and you must apply for it on-line.

- Go to: www.usi.gov.au/
- Click on the box (with the tool, spanner)
- You must have ONE of the following with you while you complete the on-line process.
 - [Driver's License](#)
 - [Medicare Card](#)
 - [Australian Passport](#)
 - [Visa \(with Non-Australian Passport\)](#) for international students
 - [Birth Certificate](#) (Australian) *please note a Birth Certificate extract is not sufficient
 - [Certificate Of Registration By Descent](#)
 - [Citizenship Certificate](#)
 - [ImmiCard](#)
- You will be issued with an USI number at the end of your application.
- SAVE this number somewhere safe
- Complete the USI Collection Form at the back of this handbook & hand to either Administration or the ILO (Learning Hub).

Fees

Pacific Pines State High School does not charge additional fees for the delivery of VET qualifications.

Refund Policy

In certain circumstances, students may be entitled to a refund of fees paid in advance. Pacific Pines State High School will refund on a pro-rata basis any fees collected for consumable costs to students who leave.

Refund Procedure

Students applying for a refund should complete the Request for Refund Form outlining reasons for exiting the course. This form is available from the office and should be returned to the office to enable the Registrar to process the request.

Provisions for Language, Literacy and Numeracy Support

If you are undertaking a VET qualification, which has embedded 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.

Students with specific learning needs who require assistance should indicate their particular need to their teacher. Assistance with language, literacy and numeracy will be provided in consultation with the HOD of Inclusion.

Student Support, Welfare and Guidance Services

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

- Guidance Officer
- Deputy Principal (Senior Schooling)
- Youth Support Coordinator (YSC)
- School Nurse
- School Chaplain
- School Psychologist
- Inclusion Team
- Senior Schooling HOD
- Industry Liaison Officer

The Head of Department of each course in which VET outcomes are embedded, the HOD (Senior Schooling), the Deputy Principals and the school Guidance Counsellors are available for confidential counselling and support of students. These people can provide assistance to students with study difficulties, interpersonal difficulties, grievances and any special educational needs that may arise which could prevent a student from realising his/her full potential while participating in courses of study.

Access to these services is by appointment or referral.

Students will be referred to outside agencies if the problem is beyond the scope of the organisation. This will occur at the discretion of the Deputy Principal, Guidance Officer or School Health Worker.

Flexible Learning and Assessment Procedures

Pacific Pines State High School operates a timetable where Year 11 and 12 students commence school at 8.45am and finish at 2.45pm. Students may pursue other opportunities such as school based traineeships, apprenticeships, part time work, work experience, tutorials, study etc. Students have the opportunity to make appointments with relevant teachers if they need additional assistance with competencies/modules. Students should arrange a mutually suitable time with teachers to ensure they achieve the best outcomes possible in their VET course of study.

Pacific Pines State High School's assignment policy is clearly set out in the Senior Schooling handbook.

All VET students at this school will be fully informed of the VET assessment process and requirements and will have the right to appeal.

Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET qualification. The following information, however, represents some general information about the VET assessment process adopted at this school.

Competency-Based Assessment

Assessment for the components of your course will be competency-based.

Students are 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.

Demonstrating competency can be conducted using a variety of assessment techniques including:

- presenting a folio of work
- scenarios used for problem solving
- written test
- case study
- teacher questioning
- observations with checklists and self assessment
- records in a diary/journal
- role play or oral presentation

When you demonstrate competency you will not just demonstrate that you can do a task on its own, but you must be able to demonstrate that you can do it in a range of different circumstances.

Students who are unable to demonstrate competency at a given time or who successfully appeal assessment results may be reassessed at an appropriate later date. Students are allowed a minimum of three attempts in which to demonstrate competency during their course of study.

Reasonable Adjustment

Teacher assistance may be offered with interpreting instructions for students with low reading/maths comprehension. This includes in class Instruction Manuals and/or Style Guides. Each student will be provided 3 (three) occasions to submit evidence to demonstrate skill acquisition and performance.

The Assessment Policy Principles

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

Teachers will provide students with:

- (a) Task sheets
- (b) Competency details
- (c) Details of assessment techniques
- (d) Opportunities for feedback and monitoring of assignments where appropriate

Students will be made aware of their responsibilities in regard to assessment. The assessment technique chosen will cater for the language, literacy and numeracy needs of students. Any special geographic, financial or social needs of students will be considered in the development and conduct of assessment. Reasonable adjustment will be made to the assessment technique to ensure equity for all students, while maintaining the integrity of the assessment outcomes.

Clearly documented mechanisms for appeal against assessment processes and decisions are available to students (see section of this handbook on "Appeals"). If you feel you have not been fairly judged on a competency, you should first talk to your teacher and try to resolve the matter. If this is unsuccessful, your next step is to make a complaint to the Head of Department. Furthermore, a formal complaint may be lodged with the HOD Senior Schooling (VL Staffroom)

Students will receive an assessment result that reflects their competence in an element being assessed and/or level of achievement as required under QCAA guidelines. Students have access to reassessment after an informal appeal process.

Recognition (including Recognition of Prior Learning [RPL])

When you commence a VET qualification, you may think there are some units of competency you can already do and would be competent at.

You could apply for what is called 'RECOGNITION of PRIOR LEARNING (RPL)' for those specific units of competency or modules. If you do, you will need to provide evidence that you are in fact already doing these particular tasks. See Step 2 for examples.

The RPL process is a very supportive one; that is, your teacher will guide you through the process, the steps of which are outline below:

- STEP 1:** Discuss the RECOGNITION process with your teacher/trainer if you feel you are already competent in some part or the entire VET program you are about to do. Ensure that you understand the full RECOGNITION application process, including the appeals process.

STEP 2: Provide evidence of your competency. Evidence can take many forms, and will usually include such things as:

Examples of work
 Photographs, videos, letters and reports
 Awards, certificates and qualifications
 Employer references
 Letters from work colleagues, etc.

STEP 3: Complete and submit the Application for RPL (Form 2 – pages 14, 15).

STEP 4: The teacher will provide feedback on your Application for RPL.

STEP 5: Should you wish to appeal, complete the Appeals Form (Form 3 – pages 16, 17).

NOTE: *You do not need to go through the above process if you already have a Statement of Attainment from another Registered Training Organisation for any units of competency/learning outcomes, which are the same as those in any of the school's VET programs. You will be awarded automatic recognition in these cases. This is referred to as a Credit Transfer.*

Complaints/Appeals

Any person wishing to make a complaint against the school concerning its conduct as an RTO, whether a complaint, appeal or other matter, shall have access to the Complaints Procedure. All formal complaints will be heard and decided within fifteen (15) working days of the receipt of the written complaint by the school. The RTO Manager will keep a 'Register of Complaints' which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.



Complaints procedure

Persons with a complaint concerning the manner that the school conducts its responsibilities as an RTO, have access to the following procedure:

Informal complaint:

- a. The initial stage of any complaint shall be for the complainant to communicate directly with the operational representative of the school, e.g. the teacher, who will make a decision and record the outcome of the complaint.
- b. Person dissatisfied with the outcome of the complaint to the teacher may then complain to the RTO Manager , who will make a decision and record the outcome of the complaint.
- c. Person dissatisfied with the outcome of the complaint to the relevant HOD may initiate a 'formal complaint'.

Formal complaint:

- a. Formal complaints may only proceed after the informal complaint procedure has been finalised.
- b. The complaint and its outcome shall be recorded in writing.
- c. On receipt of a formal complaint the principal shall convene an independent panel to hear the complaint; this shall be the 'complaint committee'.
- d. The complaint committee shall not have had previous involvement with the complaint and should include representatives of:
 1. the principal
 2. the teaching staff
 3. an independent person.
- e. The complainant shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support or as representation.
- f. The relevant staff member shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support or as representation.
- g. The complaint committee will make a decision on the complaint.
- h. The complaint committee will communicate its decision on the complaint to all parties in writing within five (5) working days of making its decision.

**Disciplinary Procedures**

Pacific Pines State High School's behaviour management program is referred to in the PPSH school website. Students are encouraged to take responsibility for their own behaviour.

Acceptable behaviour is commended through personal and public recognition, including:

- Awards and commendations on assemblies, in the school newsletter, public media, etc.



- Positive reinforcement within the school environment – the classroom, sports field, the stage, on work placements etc.
- Selection into the leadership program

When unacceptable behaviour is identified, the student will be supported by:

- Student Services
- Year level Dean
- Heads of Department
- Guidance Officer
- Youth Support Coordinator (YSC)
- Deputy Principals
- Principal

Intervention in the behaviour of students is focused on providing a positive learning environment for all students and giving clear messages to students who exhibit inappropriate behaviour so that they can make better choices.

Pacific Pines State High School adheres to Education Queensland policy in regard to short term suspension, long term suspension and exclusion as well as cancellation of enrolment for post compulsory students.

Access and Equity

Pacific Pines State High School is inclusive of all students regardless of sex, race, impairment or any other factor. The school 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. School policies ensure that decisions comply with equal opportunity legislation.

Assessment will be conducted by appropriately qualified staff that will practice equality of opportunity for all students. Students with special needs can access the school guidance officer who will provide teachers with relevant information when assessment needs to be modified.

The Deputy Principal and HOD of Inclusion have access and equity as a nominated part of their duties.

Certificates

Students who complete all units of competency for a particular qualification will be issued with the appropriate certificate at the end of the (within 30 days) course conclusion or on request if required earlier.

Students who complete the course and who do not successfully complete all the required competencies will be issued with a Statement of Attainment listing all units of competency successfully completed. This will occur at the end of the course conclusion or on request if required earlier.

Students who exit the course prior to completion will be issued with a Statement of Attainment at the end of the course conclusion or on request if required earlier.

Certificates are signed by the Principal. The RTO Manager will maintain a record of all qualifications and statements of attainment issued by the school on the School network.

Recognition of qualifications 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 (relative to the

qualification they are enrolled in) 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 RTO Manager or VET Coordinator.
- The RTO Manager 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 One School & QCAA using the "credit transfer" option.

Work Experience

Prior to participation in Work Experience/Structured Work Placement, Pacific Pines State High School will provide an induction program for students which will prepare them to deal with issues such as responsibilities in the workplace, harassment, accidents etc. As well, parents will be provided with an outline of the work cover and insurance arrangements that apply.

All requests for work experience should be directed to the VET Coordinator (Ms Henningsen). Students will not be permitted to undertake work experience until all appropriate forms are signed.

School Based Traineeships/Apprenticeships

School based traineeships and apprenticeships will be regularly advertised via emails and in the Learning Hub. These are not suitable for ATAR students. Students wishing to apply for these positions should make an appointment at the office to meet with the VET Coordinator Ms Henningsen who will organise the process and documentation.

Students experiencing difficulties in the workplace are advised to report the matter to either:

- their work supervisor
- the Registered Training Organisation (RTO)
- VET Coordinator
- HOD Senior Schooling

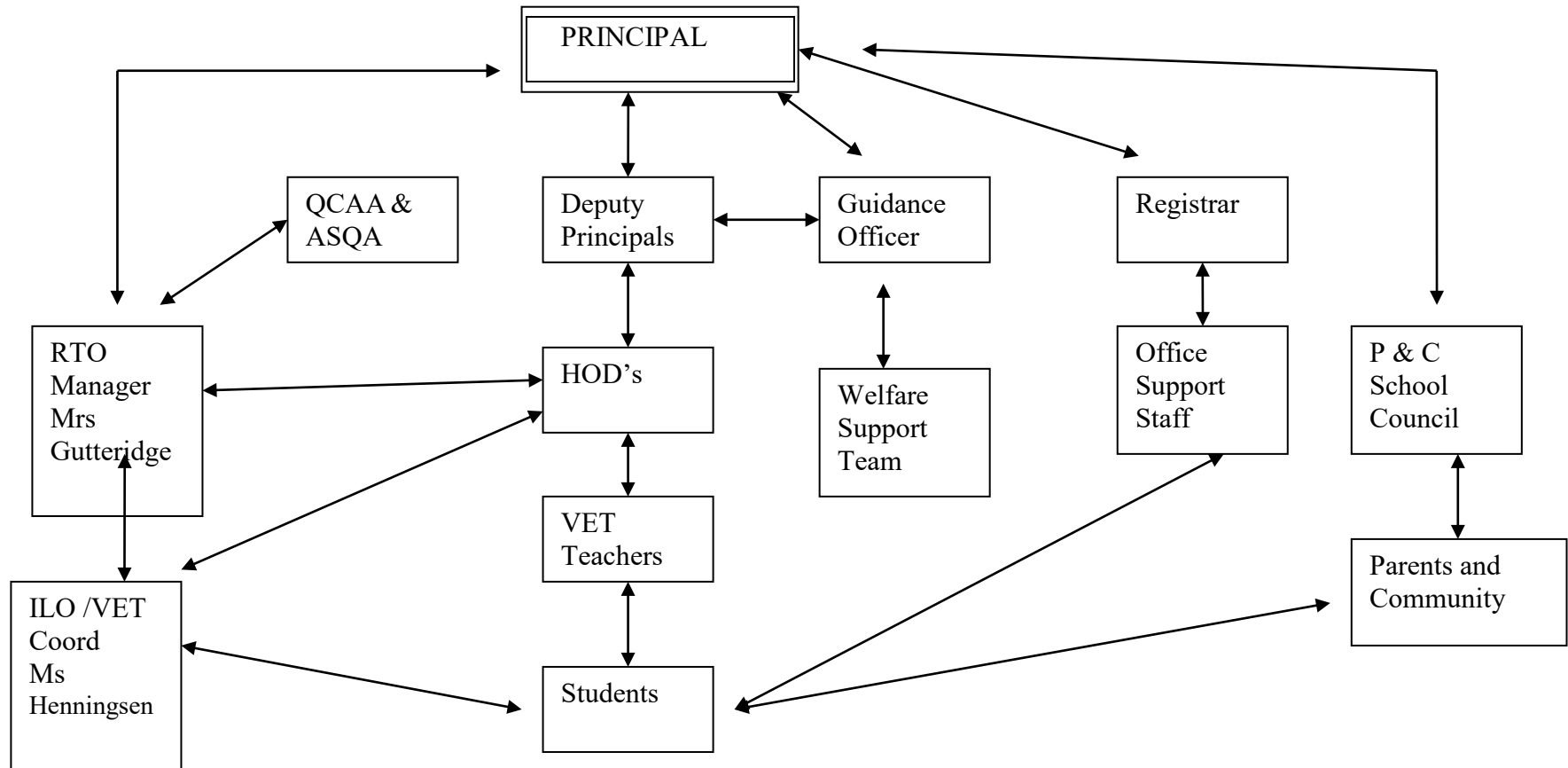
It is important that all matters are reported early so that a successful resolution can be reached.

For further information regarding VET, students should contact the relevant teacher, HOD Senior Schooling or the Guidance Officer.

Appendices

Appendix 2

ORGANISATIONAL CHART



RPL APPLICATION FORM
Vocational Education & Training
RTO 30900

STUDENT'S NAME: _____		Year Level: _____	Date of Birth: _____	DATE: _____	
Certificate Code: _____		Certificate Name: _____		TEACHER'S NAME: _____	
UNITS OF 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		
CODE	DESCRIPTION		ASSESSOR'S COMMENTS AND RECOMMENDATIONS	COMPETENT	NOT YET COMPETENT

Applicant's signature: _____

Date: _____

RPL NOTIFICATION

Recognition of Prior Learning is granted for the following units of competency _____ (insert details)
 and/or

is not granted for the learning units of competency _____ (insert details)

because _____

Assessor's / Teacher's Signature _____

Date: _____

Subject HOD Signature: _____

Date: _____

Senior Schooling HOD Signature: _____

Date: _____

Copy of this completed form to be returned to student. *Should you feel unhappy with the RPL determination refer to VET student manual.*

Appendix 7

RPL APPEALS FORM
Vocational Education & Training
RTO 30900

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

STUDENT'S NAME: _____		Year Level: _____	Date of Birth: _____	DATE: _____	
Certificate Code: _____		Certificate Name: _____		TEACHER'S NAME: _____	
UNITS OF COMPETENCY		SUMMARY OF THE REASONS FOR YOUR APPEAL (LIST THE ADDITIONAL INFORMATION YOU WILL PRESENT AS PART OF YOUR APPEAL and ATTACH your DOCUMENTED EVIDENCE).	OFFICE USE ONLY		
CODE	DESCRIPTION		ASSESSOR'S COMMENTS AND RECOMMENDATIONS	COMPETENT	NOT YET COMPETENT

Applicant's signature: _____

Date: _____

RPL APPEALS NOTIFICATION

Recognition of Prior Learning is granted for the following units of competency _____ (insert details) and/or

is not granted for the learning units of competency _____ (insert details)

because _____

Assessor's / Teacher's Signature _____

Date: _____

Subject HOD Signature: _____

Date: _____

Senior Schooling HOD Signature: _____

Date: _____

Copy of this completed form to be returned to student. Should you feel unhappy with the RPL determination refer to VET student manual.

Appendix 8

Complaint Form

Student Name: _____

Year Level: _____

Certificate Name:: _____

Certificate Code: _____

Date: _____

Have you followed the informal complaints process? Yes – Continue on form
 No – refer to VET Student Handbook

Nature of Complaint: *Please use specific detail (dates, etc.)*

How would you like to see this resolved?:

Complaint Against: _____

Applicant' signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Accepted by: _____ Position: _____

Appendix 9

Complaint Resolution Form

Student Name: _____

Year Level: _____

Certificate Name:: _____

Certificate Code: _____

Date: _____

Nature of Complaint: *(Brief description only.)*

Resolution:

I AGREE TO THE ABOVE RESOLUTION

Applicant' signature: _____

Date: _____

Parent's Signature: _____

Date: _____

Delivery Staff Member: _____

Date: _____

Principal: _____

Date: _____

Appeal Form

Student Name: _____

Year Level: _____

Certificate Name:: _____

Certificate Code: _____

Date: _____

Have you followed the appeal process? Yes – Continue on form
 No – refer to VET student manual

Nature of Appeal: *Please use specific detail (dates, etc.)*

How would you like to see this resolved?:

Appeal Against: _____

Applicant' signature: _____ **Date:** _____

Parent's Signature: _____ **Date:** _____

Accepted by: _____ **Position:**_____

Appendix 11

Appeal Response Form

Student Name: _____

Year Level: _____

Certificate Name: _____

Certificate Code: _____

Date: _____

Nature of Appeal: *(Brief description only.)*

HOD Response:

Applicant' signature: _____

Date: _____

Parent's Signature: _____

Date: _____

HOD: _____

Date: _____

Principal: _____

Date: _____

Unique student identifier

Information for parents and students

All students undertaking nationally recognised training must have a Unique Student Identifier (USI). This includes students who are undertaking Vocational Education and Training (VET) while at school.

The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed from January 2015 onwards.

As a legal requirement, Registered Training Organisations (RTOs) must have a verified USI recorded for a student before issuing a qualification or statement of attainment. This includes school RTOs.

What is a USI?

- A USI is a reference number made up of numbers and letters.
- The USI gives students access to training records and transcripts.
- The USI stays with a student for life and allows a student to see their training results from all providers. This includes all nationally recognised VET courses and qualifications.

Why do students need a USI?

- So that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised training.
- For online access to their record of enrolment and achievement for VET learning.
- To provide evidence of their VET learning, for example, when applying for a job or further study.

Who applies for a USI?

- A student can apply for a USI.
- In some situations, an RTO can apply for a USI on a student's behalf.

What do students need to do?

A student can apply for a USI at the [Australian Government USI website - create your USI](#). The student must then provide the USI details to their training provider (school RTO, TAFE or other training provider) or they will not receive a statement of attainment or qualification certificate.

To apply for a USI, the student must have suitable identification through one of the following:

- a. Driver's licence
- b. Medicare card
- c. Australian Passport
- d. Australian Visa (with non-Australian Passport) for international students
- e. Birth Certificate (Australian) — please note a birth certificate extract is not sufficient
- f. Certificate of Registration by Descent
- g. Citizenship Certificate
- h. ImmiCard.

Students without any of these forms of identification are still able to obtain a USI and should contact their RTO for assistance.

Students should record their USI and keep it handy and in a safe place.

If students have further questions about the USI, they should contact their VET Teacher, VET Coordinator, Head of Department VET/Senior School or Deputy Principal Senior School at the school. Students can also find further information at the [Australian Government USI website - student information](#).

What if a student forgets or loses their USI?

The USI can be retrieved online at [Australian Government USI student portal](#). If their RTO is their school, students can also ask the school for their USI as the school RTO will have a record of it.

What is an RTO?

A Registered Training Organisation (RTO) is any organisation that is registered to deliver nationally recognised training and qualifications. There are approximately 5000 RTOs in Australia including:

- TAFEs and other government training organisations
- private/non-government training organisations
- some high schools that provide nationally recognised training
- some employers and other organisations that provide nationally recognised training.

RTOs can offer qualifications at the level of:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma.

Useful website links

Further information on the USI can be accessed on the [Australian Government USI website](#) and at the following links:

- About the USI <http://www.usi.gov.au/About/Pages/default.aspx>
- Students – Create your USI <http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>
- Student information <http://www.usi.gov.au/Students/Pages/default.aspx>
- USI Student portal <https://portal.usi.gov.au/student>

Please complete & return to Admin Office or Learning Hub.

Unique Student Identifier collection, verification and privacy form

To apply for your USI, please follow the steps below;

Step 1.

Have your Medicare card with you before you visit the website as you are required to have the information shown below to apply;

MEDICARE CARD DETAILS

Medicare Card Number *

Individual Ref Number *

Card Colour *

Examples of Medicare Cards - Click on image to enlarge



Step 2. Click onto <http://www.usi.gov.au/create-your-USI/> on a computer or mobile device & complete the online application. Once completed you will be issued with a USI number via email.

Step 3. Complete the student details below including your USI number

Step 4. Please make sure that both parent & student signatures have been completed on the back of this form.

Step 5. Please hand in your completed form to the Admin office or Learning Hub.

Student details										
Student's full legal name										
Date of birth										
<i>Enter your USI (if you already have one)</i>										
Unique Student Identifier										

You are advised and agree that you understand and consent to use of the personal information you provide about your application and verification of a Unique Student Identifier (USI).

From 1 January 2015, we Pacific Pines State High School can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a USI.

The USI is collected by the student identifiers registrar for the purpose of:

- applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation and
- replacement of an authenticated AQF certification documentation
- recording a student’s final outcomes that will be made available on the national USI register.

A student’s verified USI and final assessment outcomes may be disclosed to:

- Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:
 - the purpose of administering and auditing VET, VET providers and VET programs
 - educational related policy and research purposes and
 - to assist in determining eligibility for training subsidies
- VET regulators to enable them to perform their VET regulatory functions
- VET admission bodies for the purpose of administering VET and VET programs
- current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme
- schools for the purpose of delivering VET courses to the individual and reporting on these courses
- the National Centre for Vocational Education Research Ltd (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics to which you may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted
- any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system and will not otherwise be disclosed without your consent unless authorised or required by or under law.

PLEASE COMPLETE STUDENT DECLARATION

Declaration			
<input type="checkbox"/> I hereby give permission for Pacific Pines State High School to use, and for the disclosure of, my personal information (which may include sensitive information) to verify, and my USI along with my final outcomes as indicated above.			
Student name		Parent/carer name	
Student signature		Parent/carer signature	
Date	Choose date.	Date	Choose date.

Appendix 12

Please fill in this form (for the current VET qualification you are studying) & give to VET teacher.

2023 VET Student Induction Acknowledgement Form

Once you have read the VET Student Handbook, please complete this from and give it to your VET Teacher

Student Name: _____ **Date:** ____ / ____ / ____

I do the following VET qualifications: (Please tick)

- _____
- _____
- _____
- _____
- _____
- _____

Student to answer questions, by ticking the appropriate box	Yes	No
I have read the VET Student Handbook	<input type="checkbox"/>	<input type="checkbox"/>
I have received copies of the learning and assessment plan (or equivalent) for each VET area	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the recognition processes I may apply for – RPL or credit transfers (units awarded by another RTO)	<input type="checkbox"/>	<input type="checkbox"/>
The purpose and consequences of assessment has been explained	<input type="checkbox"/>	<input type="checkbox"/>
I understand what will be required as evidence to meet competence	<input type="checkbox"/>	<input type="checkbox"/>
My rights and the appeal system have been fully explained	<input type="checkbox"/>	<input type="checkbox"/>
I have advised my teacher/assessor of any special needs I may have in relation to assessment	<input type="checkbox"/>	<input type="checkbox"/>
I understand that if I have any difficulty in this subject, I will contact my teacher	<input type="checkbox"/>	<input type="checkbox"/>

CONSENT

I hereby consent to Pacific Pines State High providing relevant information about me to Australian Skills Quality Authority (ASQA), Queensland Curriculum and Assessment Authority (QCAA) and the Department of Education, Training and Employment (DETE), to facilitate the recording of my results and the issuing of relevant certification.

I also give permission to use my Unique Student Identifier (USI) and to validate it when I enter VET qualification/s at Pacific Pines State High.

Student Signature: _____ **Date:** _____