



VOCATIONAL EDUCATION & TRAINING HANDBOOK

Congratulations on your decision to enrol in a nationally recognised vocational course at Foxwell State Secondary College.

This handbook has been written to provide Vocational Education and Training (VET) students with important information about the VET programs offered by Foxwell State Secondary College, as well as information about student rights and responsibilities as a VET student.

This handbook provides students with the information they will need to refer to during their VET course of study. Each VET course will issue individual learning and assessment plans informing them of the requirements of each VET subject. Students will be asked to acknowledge on their VET Student Induction that they have read and understood this handbook. It is essential that students read it carefully.

Should students have any problems or queries, they will need to contact their VET instructor or the RTO Manager.

This handbook is available electronically via their VET course and online at:

<https://foxwellssc.eq.edu.au/curriculum/vocational-education>

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WELCOME

Welcome to studying a VET qualification with Foxwell State Secondary College.

School Contact Details

School name	Foxwell State Secondary College
Street address	282 Foxwell Road COOMERA, Qld, 4209
Postal Address	PO Box 604, Upper Coomera QLD 4209
Telephone	(07) 5555 3333
General enquiries	vet@foxwellssc.eq.edu.au
Website	https://foxwellssc.eq.edu.au
School office hours	8.00 am to 3.30 pm
RTO Number:	46603

VET Details

RTO information	Foxwell State Secondary College
RTO CEO	Ms Melanie Harth (College Principal)
RTO Manager	Mr Andrew Nicholls (RTO Manager)
VET enquiries	vet@foxwellssc.eq.edu.au
Faculty	Vocational Education and Training

Handbook Disclaimer

This VET Student Handbook contains information that is correct at the time of publication. Changes to legislation and/or Foxwell State Secondary College policy may impact on the currency of information included. Foxwell State Secondary College reserves the right to vary and update information without notice. You are advised to seek any updated information from your trainer or by contacting Foxwell State Secondary College.

This handbook has been prepared as a resource to assist students to understand their obligations and, the obligations of Foxwell State Secondary College as a Registered Training Organisation. All students are required to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook. Any enquiries can be directed to Foxwell State Secondary College.

Student Selection and Enrolment Procedures

Students wishing to enrol into VET courses at Foxwell State Secondary College participate in the same enrolment and selection processes as students enrolling into other courses. All students will receive information about VET courses available in either Term 3 of Year 9 or 10. Subject Selection for Year 11/12 subjects form part of the Senior Education and Training Plan (SET-Plan) process.

Before training commences, students are required to complete and sign a **VET Agreement form**, which acknowledges acceptance of the requirements of studying a VET subject at Foxwell State Secondary College. This will be distributed via the faculty teacher or Head of Department after completing subject selections in Year 10 (or when changing into the subject).

It is a recommendation that students enrolling in a VET course have achieved a satisfactory result in Year 10 English, Maths (and Digital Technologies where applicable) so that they are able to meet the literacy, numeracy and digital literacy demands of the qualification, and have the best chance to successfully participate in the program of training.

Prior to enrolment, students and parents can access information on training, VET student responsibilities, VET in practice, competency-based assessment, recognition of prior learning and credit transfer. This is available from the Foxwell State Secondary College website.

After enrolment has been finalised, students are registered into their qualification course/s where further information is available via QLearn or their VET trainer and assessor. All VET courses have census dates. Census dates may vary, based on the course. All enrolments after these dates are final and no more enrolments will be accepted.

Important: Regular attendance and active engagement during lessons, including verbal and non-verbal communication with the trainer/assessor and fellow students, is a requirement in VET subjects.

As VET qualifications are designed to prepare students for working in various industry areas and equip them with the Core Skills for Work Developmental Framework, students will be required to actively demonstrate the development of their understanding, skill and competency during their lessons. They will be expected to participate when directed by their trainer/assessor so that the students' progression of knowledge, skills and competency can be observed and evidence can be collected. Trainers/Assessors will use strategies to assist students to develop confidence during the early weeks of the course.

VET Student Induction Procedures

Each subject area is responsible for student induction in their VET courses.

At the beginning of the year, all VET students will receive an online or face-to-face induction and electronic access to a copy of this handbook. VET trainers will also ensure that students are informed about assessment and the specific competencies covered. During induction, students will be reminded about Foxwell State Secondary College's Work Health and Safety procedures.

Foxwell State Secondary College will provide important information to each student before enrolment in a course. This will include:

- The Australian Qualifications Framework (AQF)
- Unique Student Identifier (USI)
- Fees and Charges, Including Refund Policy
- Marketing and Advertising of Course Information
- Legislative Requirements
- Language, Literacy, Numeracy & Digital Literacy Assistance
- Student Support, Welfare and Guidance Services
- Disciplinary Procedures
- Access and Equity
- Flexible Learning and Assessment
- RTO Complaints and Appeals Procedures
- Recognition of Prior Learning (RPL)
- Recognition of AQF Qualifications/Statement of Attainments Issued by another RTO and Credit Transfer
- Certification and Issuing of Qualifications
- Access to Records

VET Teachers will ensure that all students complete and sign the VET Student Induction Checklist either digitally or as a hard copy.

The Australian Qualifications Framework (AQF)

The Australian Qualification Framework (AQF) governs the different types of qualifications that all Australian students can attain.



In addition to the Queensland Certificate of Education (QCE), there are 10 different levels of qualifications students can obtain, as shown below.

AQF Qualifications by Education Sector			
	Senior Schools Sector	Vocational Education and Training Sector (e.g. TAFE, Private RTOs)	Higher Education Sector (e.g. Universities)
Level 10			Doctoral Degree
Level 9			Master's Degree
Level 8			Bachelor/Honours Degree Graduate Certificate Graduate Diploma
Level 7			Bachelor's degree
Level 6		Associate degree Advanced Diploma	Associate degree Advanced Diploma
Level 5		Diploma	Diploma
Level 4	Certificate IV	Certificate IV	
Level 3	Certificate III	Certificate III	
Level 2	Certificate II	Certificate II	
Level 1	Certificate I	Certificate I	
	Queensland Certificate of Education (QCE)		

All VET programs at Foxwell State Secondary College form part of this national framework and can lead to nationally recognised qualifications. If you complete all the requirements of the VET qualification you are enrolled in, you will receive a nationally recognised qualification; or statement of attainment for all successfully completed modules.

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI allows an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection, allowing an individual to see all of their training results from all providers, including all completed training units and qualifications. Further information of the USI can be obtained at www.usi.gov.au.

A USI makes it easier for students to find and collate their VET achievements into a single authenticated transcript. It also ensures that students' VET records are not lost. A USI is available at no cost to the student. It will stay with the student for life and can be recorded with any nationally recognised VET course that is completed from 1st January 2015 (Student Identifiers Act, 2014). Further information on the USI can be obtained at www.usi.gov.au.

Course Information

Below is a list of VET qualifications that can currently be undertaken by students. All courses are Nationally Recognised Training Courses and Units of Competency.



Auspiced Qualifications

Some vocational qualifications offered through Foxwell State Secondary College are delivered under an auspice arrangement with a partner Registered Training Organisation (RTO). In these arrangements, the partner RTO authorises the College to deliver and/or assess nationally recognised training on its behalf. The partner RTO remains responsible for the quality of training and assessment, compliance with the Standards for RTOs, and the issuance of qualifications and Statements of Attainment. Students enrolled in auspiced qualifications may be required to follow both College policies and the policies and procedures of the issuing RTO.

VET Qualification or Unit of Competency	RTO	Course/Resources Fee 2026 Enrolment	
		Year 10	Year 11 & 12

Micro-credential Units*

Project 4209 – Café Skills			
SITXFSA005 - Use hygienic practices for food safety	Foxwell SSC	Free	
SITHFAB025 - Prepare and serve espresso coffee	Foxwell SSC	Free	
SIRXSLS001 - Sell to the retail customer	Foxwell SSC	Free	

Year 10 Courses

FNS20120 Certificate II in Financial Services	Foxwell SSC	Free	\$Nil
MSM20216 Certificate II in Manufacturing Technology	Foxwell SSC	Free	\$220
SIT20125 Certificate II in Tourism	Foxwell SSC	Free	\$20
BSB20120 Certificate II in Workplace Skills	Foxwell SSC		\$Nil
SIS20122 Certificate II in Sport & Recreation	Foxwell SSC	Free	\$
CHC24015 Certificate II in Active Volunteering	iVET		\$290

VET Qualification or Unit of Competency	RTO	Course/Resources Fee 2026 Enrolment	
		Year 10	Year 11 & 12

Year 11 & 12 Courses

SIT20421 Certificate II in Cookery	Foxwell SSC		\$400
CPC20220 Certificate II in Building & Construction Pathways	Blue Dog Training		VETiS Subsidised Fee Free Non-Subsidised Fee
HLT23221 Certificate II in Health Support Services	Connect 'n' Grow		VETiS Subsidised Fee Free Non-Subsidised Fee \$599
MEM20422 Certificate II in Engineering Pathways	Career Employment Australia		VETiS Subsidised Fee Free Non-Subsidised Fee \$5230
SIS20321 Certificate II Sport Coaching	Fit Education		VETiS Subsidised Fee Free Non-Subsidised Fee \$499
Certificate III in Fitness	Fit Education		\$450 + \$100 for First Aid
HLT33115 Certificate III Health Services	Connect n Grow		\$599
10971NAT Certificate IV in Justice Studies	PICA	NA	\$750 Payable on enrolment
BSB50120 Diploma in Business	GeSS Education	NA	Non-Subsidised Fee \$2350

** Micro credential units may be offered during the year through extra curriculum activities and programs. For example, students can support the operation of the Project 4209: Kaizen Café and receive a Unit of Competency for making espresso beverages, serving customers etc.*

Fees and Charges, including Refund Policy

- The College will issue refunds as per the specific RTO policy.
- Where the College enters into a partnership agreement with another RTO, the fees must be paid prior to the commencement of the course.
- The College must have appropriate staffing, student numbers and resources to run VET courses. If the College loses access to these resources, the College will attempt to provide students with alternative opportunities to complete the course and the related qualification. The College retains the right to cancel the course if it is unable to meet requirements.

VETiS Funded Courses

Through Vocational Education and Training in Schools (VETiS), students in Years 10–12 may be eligible for one government-funded training place in an approved qualification or school-based apprenticeship/traineeship. Where the school auspices training through an external Registered Training Organisation (RTO), VETiS funding may cover all or part of the course cost for eligible students. Students and parents should note that only one Department of Trade, Employment and Training (DTET) funded VET qualification can generally be undertaken at a time, and eligibility requirements apply.

For the most current information about eligibility and funded qualifications, visit the Queensland Government VETiS website: <https://dtet.qld.gov.au/training/providers/funded/vetis>.

Marketing and Advertising of Course Information

The College 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 Nationally Recognised Training (NRT) logo will only be employed in accordance with its conditions of use. The College will not advertise or market in any way VET accredited courses, qualifications or units of competency that are not on the Scope of Registration. Where VET accredited courses are being delivered onsite through outside RTOs, permission to advertise these courses to students in subject selection booklets will be obtained in writing from the outside RTO.

Legislative Requirements

Foxwell State Secondary College will observe all Australian, State and Territory laws governing Vocational Education and Training. The College 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.

Student Rights and Responsibilities

College based student rights and responsibilities are detailed in the [Foxwell State Secondary College student code of conduct handbook](#). In alignment with the National Vocational Education and Training standards, VET students have the additional rights and responsibilities:

Student Rights

As a VET student at Foxwell State Secondary College, you have the right to:

Fair Assessment

- Participate in training and assessment that is fair, valid, reliable and conducted in accordance with the requirements of the training package or accredited course.
- Receive clear information about assessment requirements, due dates and competency expectations before assessment occurs.
- Receive timely and constructive feedback on your progress and assessment outcomes.
- Be assessed without discrimination and in a supportive learning environment.

Reasonable Adjustment

- Access reasonable adjustments to training and assessment where required to support individual learning needs, disability, medical conditions or other circumstances.
- Have adjustments that maintain the integrity of the qualification while providing equitable access to learning and assessment.
- Discuss support needs confidentially with relevant school staff.

Access to Records

- Access your training and assessment records upon request.
- Receive information regarding your academic progress and assessment outcomes.
- Request corrections to inaccurate personal information held by the RTO.
- Obtain certification documentation in accordance with RTO requirements once all qualification requirements have been met.

Complaints and Appeals

- Lodge a complaint or appeal without fear of disadvantage or victimisation.
- Have complaints and appeals handled fairly, objectively and in a timely manner.
- Receive information about the outcomes of complaints and appeals processes.
- Be provided with information about further review options if dissatisfied with a decision.

Privacy

- Have personal information collected, stored, used and disclosed in accordance with privacy legislation and departmental requirements.
- Be informed about how personal information may be used for VET administration, reporting and funding purposes.
- Expect confidentiality of personal and academic records except where disclosure is authorised or required by law.

Student Responsibilities

As a VET student at Foxwell State Secondary College, you are expected to:

Academic Integrity

- Submit your own work and act honestly in all assessment activities.
- Acknowledge the work and ideas of others appropriately.
- Not engage in cheating, plagiarism, collusion or the falsification of evidence.
- Follow all assessment rules and requirements.

Attendance

- Attend all scheduled classes, training sessions, practical activities and work placement requirements where applicable.
- Arrive on time, prepared to learn and participate actively in all learning activities.
- Advise the school of any absence in accordance with school procedures.

Participation

- Engage positively in learning and assessment activities.
- Treat staff, students, employers, visitors and community members with respect.

- Contribute to a safe, inclusive and supportive learning environment.
- Demonstrate the Foxwell SSC SPIRIT values of Service, Perseverance, Integrity, Respect and Responsibility, Inclusivity and Teamwork.

Work Health and Safety (WHS) Compliance

- Follow all workplace, classroom, laboratory, workshop and industry safety requirements.
- Use equipment safely and only as instructed.
- Immediately report hazards, incidents, injuries or unsafe behaviours to a staff member.
- Comply with all workplace and host-employer safety requirements during work placement activities.

Meeting Assessment Deadlines

- Submit assessment tasks by the required due dates.
- Communicate with your trainer, assessor or teacher if circumstances may affect your ability to meet deadlines.
- Complete all assessment requirements necessary to achieve competency.
- Take responsibility for monitoring your own progress and responding to feedback.

VETiS Participation

- Understand and comply with the requirements of any VETiS-funded qualification in which you are enrolled.
- Participate fully in the training and assessment activities provided through the VETiS program.
- Maintain enrolment eligibility and provide accurate information required for reporting and funding purposes.

Studying a VET Certificate

Language, Literacy, Numeracy & Digital Literacy Assistance

All students enrolling in a certificate level course must complete a Language, Literacy, Numeracy and Digital Literacy (LLND) assessment. LLND assessments help identify areas of learning that students may need assistance with prior to enrolment. This allows trainers to provide reasonable adjustment, or additional assistance as required. Students demonstrating skills well under the course requirements may be asked to complete additional learning before reapplying.

Student Support, Welfare and Guidance Services

Students have access to vocational, educational and personal counselling through the student welfare team.

Students requiring additional educational or wellbeing support should first contact their trainer/assessor or the RTO Manager who will coordinate appropriate support and referral services. Appointments can be arranged through the Fusion Years Phase Hub – Level 3 E Block or directly with key personnel via email – vet@foxwellssc.eq.edu.au.

The key personnel at Foxwell State Secondary College are:

- Ms Goldsmith (cjgol0@eq.edu.au) - Deputy Principal Fusion Years (11-12)
- Ms Russel (druss121@eq.edu.au) – Deputy Principal Compass Years (9-10)
- Mr Berrell (bdbber0@eq.edu.au) - Head of Department Senior Schooling
- Mr Nicholls (anich288@eq.edu.au) - RTO Manager
- Mr Atiifale (sxati0@eq.edu.au) - Guidance Officer
- Ms Davies (ldavi157@eq.edu.au) - Industry Liaison Officer

Disciplinary Procedures

The same practices and protocols relevant for all students at Foxwell State Secondary College apply for the behaviour and work ethic of students involved in VET courses. The policies are outlined in the Student Code of Conduct, which is supplied to all students.

Appeal or mediation is available to students via teachers, Guidance Officers, Heads of Departments, or the Deputy Principal.

Access and Equity

Foxwell State Secondary College is committed to providing equal opportunity, promoting inclusive practices and processes, and integrating the principles of access and equity in its policies and procedures.

The Access and Equity policy states how Foxwell State Secondary College will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation.

This policy relates to the provision of all education and support services by Foxwell State Secondary College to students. In addition, all staff and contractors employed or engaged by Foxwell State Secondary College are obliged to comply with this policy.

Flexible Learning and Assessment

Learning and assessment materials are developed to accommodate class sizes, student needs, delivery methods and assessment requirements. Students are expected to complete outcomes both in and outside of the learning environment.

Training and Assessment Strategies Policy

Training and Assessment Strategies (TAS) will be developed for each qualification that is delivered and assessed. These strategies will be developed in consultation with relevant industry stakeholders and validated through internal review procedures. The strategies will reflect the requirements of the relevant Training Package and identify the intended target groups.

The College has access to sufficient staff, facilities, equipment, training and assessment resources to deliver training and assessment services within its scope of registration and scale of operations, and to accommodate student numbers, delivery modes, assessment requirements and individual student needs.

Each trainer will maintain a profile for each student to support assessment and reporting processes. Assessment decisions are made in accordance with the Principles of Assessment and Rules of Evidence. Upon completion of the program of study, an exit level will be awarded to each student based on demonstrated competency.

Assessment is conducted against the requirements of the relevant Training Package's units of competency. Competency is recorded only when the trainer is satisfied that the student has demonstrated consistent competencies for all requirements of the unit of competency. Elements of competency may be used to support assessment judgements and evidence mapping; however, outcomes are recorded at the unit level.

Students may apply for Recognition of Prior Learning (RPL) as an alternative assessment pathway. RPL involves a structured assessment process whereby a qualified assessor assesses evidence of a student's prior formal, non-formal or informal learning to determine whether unit requirements have been met. Where the evidence provided through RPL is insufficient or incomplete, additional assessment activities may be required only to address identified evidence gaps.

A master record detailing students' achievements of units of competency is maintained by the school in OneSchool and the QCAA portal in accordance with record-keeping requirements. These records will document all units of competency achieved and will be retained by the College.

In accordance with AQF certification requirements, a qualification certificate or Statement of Attainment will be issued to eligible students upon completion of course requirements, or within 30 calendar days of exit.

Due to privacy, students are to only submit their assessment via Qlearn, school email or in person via paper copies. **Work submitted via personal email addresses is not permitted or accepted.** QLearn and email will also be used to provide the same acknowledgement as a signature.

Assessment Policy

The following outlines the VET assessment principles for courses offered by Foxwell State Secondary College RTO# 46603. Students enrolled in auspiced course will need to observe the policies provided the individual RTOs. Foxwell State Secondary College's policy is designed to promote fairness and equity in vocational assessment it offers.

- All VET students at this school will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.
- Information given to students, on the assessment cover sheet, will include:
 - the unit of competency the assessment contributes to or directly relates to
 - the criteria against which they will be assessed
 - advice about the assessment methods
 - assessment procedures
 - space for comments and feedback
- Students will have access to their student profile sheet of results in each VET subject at timely intervals throughout the 1-2 year course. Students are encouraged to consult with their course trainer/assessor about their assessment, units of competency and request feedback during each learning phase within the course.
- The assessment approach chosen will cater for the language, literacy, numeracy and digital needs of students.
- Any special geographic, financial or social needs of students will be considered in the development and conduct 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. Students will be engaged in a process of review of training and assessment, this may in the form of formal feedback in a learner engagement survey or an information discussion and review of the assessment with the trainer/assessor. A Student Progress Report will be issued for each VET subject studied at the end of each semester this will be in line with the School assessment reporting timelines set each semester.
- Clearly documented mechanisms for appeal against assessment processes and decisions will be available to students.

Principles

It is the responsibility of all students to know and understand the VET Assessment Policy and procedures. Students must take responsibility to ensure they communicate in a timely manner with their parents, trainers and assessors in preparation for and completion of their competency-based assessments.

Competency Based Assessment

Competency based assessment is a system for assessing a person's knowledge and skills.

Assessment is based on the actual skills and knowledge a person can demonstrate in the workplace, simulated environment or in other relevant contexts. An individual must demonstrate competency in all of the required tasks to be recognised as competent overall.

Competencies and modules studied at Foxwell State Secondary College are part of accredited courses and National Training Packages. To be successful in gaining competency, students must demonstrate they have the necessary underpinning knowledge and can apply this in a practical way in a workplace setting to industry standard as well as the standard appropriate to the level of

training and assessment delivered in accordance with the National Training Packages.

What does it mean to be competent?

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

This means that when a student demonstrates a competency, they will not just demonstrate that they can do a task on their own, but must be able to demonstrate that they can do it in a range of different circumstances, as outlined above.

In most VET subjects competency-based assessment will be assessed several times throughout the duration of the course. Results for each assessment item will be marked on a subject student.

Assessment Grades for Competency Based Assessment:

Units of Competency:

CA competency achieved

CNA competency not achieved

WTC working towards competency

W Withdrawn

Individual Assessment Items:

S = Satisfactory

U = Unsatisfactory

Assessment Modes

In most courses a variety of assessment modes will be used to document skills and knowledge of competency-based assessment. Assessment methods may include, but not limited to:

Assessment Mode	Explanation of the document students are expected to produce to demonstrate level of competency
Short answers or workbooks	Questions which need answers of a single word, a few words, a sentence or paragraph.
Projects	A task related to developing documents for delivery and assessment of a vocational qualification.
Oral Response	Questions which need oral answers of a single word, a few words, a sentence or paragraph.
Third Party Report	A means of gathering information on the demonstration of a student's performance by someone other than the assessor.
Case Study	Allows opportunity for students to display process and problem-solving skills in a set of integrated tasks in a simulated context.
Practical exercise	A task which involves an application of knowledge with or without supporting documentation or student review of practical skills.
Observation	Involves observing the demonstration of a student's performance. School may document evidence within a check list or photograph evidence of trainer review notes.

Resubmissions

If a student has not achieved an individual competency or an instrument assessing a cluster of competencies within their first attempt, they can then submit their second attempt of this assessment

task When submitting their second attempt they are given the opportunity to obtain competency but addressing the feedback and correcting the errors. The assessor will provide the student with feedback whenever an assessment is not yet competent in the first attempt.

Plagiarism

Plagiarism is a form of dishonesty that occurs when a person submits someone else's work as their own. This can range from:

- copying another student's work
- providing your own work to another student for the purposes of submitting it as their own
- cutting and pasting paragraphs from different websites
- copying information from books, pamphlets, legislation and websites without acknowledging or citing the author in your own assessments.

If you share your work with another student and they plagiarise it, then you are also considered to be guilty of plagiarism as you enabled the plagiarism to take place.

In some instances, assessment tasks may require you to work collaboratively with a partner or group. Unless the task is explicit in permitting students to work together, you should always ensure that the work you are submitting is your own.

Students who are suspected of plagiarism will be contacted by the VET assessor / Head of Department who will meet with the student and their trainer to discuss the matter and determine a suitable outcome. Students who are found to have plagiarized work will have this entered onto their student record and will be required to submit a new assessment.

Assignments, Examinations, Practical Assessments and Orals

The framework for assessment gives students two attempts to demonstrate competency when presenting assignments. If successful on the first attempt, students will not need to present a second attempt.

The due date for submission of assignments will be clearly set out in the Semester Assessment Planner for this VET qualification as well as clearly stated on the Assessment Cover Sheet.

For examinations, practical assessments and orals, students will be given a date or schedule to complete their first attempt, however students and their trainers will need to negotiate any second attempt date and time in a reasonable timeframe suitable to both individuals.

This date will be clearly set out for students and given to them with enough time to demonstrate their level of competence.

Students who complete examinations, practical assessments, project work, orals or work placement on their first attempt date, but who are unsuccessful in demonstrating competency, will receive appropriate feedback and additional support before they are given a second opportunity to demonstrate competency.

The scheduling of this second opportunity will provide the students with the opportunity to demonstrate competence. This opportunity will be reviewed by the individual trainer and assessor and will fit in with the program planning and timetabling demands of the course (however this second opportunity must not extend for more than the semester to allow for the student learner to progress with the course).

Resources

The College has access to all relevant physical resources as outlined in the relevant Training Package or course. Staff are provided with the resources necessary to meet the human resource requirements of the relevant Training Package or course.

If, for whatever reason, the College cannot maintain the relevant resources to deliver the Training Package or course, the College will attempt to provide students with alternative opportunities to complete the course and the related qualification. The college retains the right to cancel the course if it is unable to meet requirements.

VET Consumables Levies and Refund Policies

VET consumables levies for the academic year are required to be paid at the beginning of Term 1 or unless otherwise stated by the VET contract for the qualification. For a full list of qualifications, competencies and subject levy information see the individual course information below.

Once a student commences in a VET program/curriculum area, no refunds of levies will be granted for that semester. Where levies have been paid for the whole year, a pro rata refund system will apply for terms in which the student has not commenced but had paid levies. All fees and charges are known to participants before enrolment. Should Foxwell State Secondary College cancel any program, participants are entitled to a full refund or transfer of funds to another program.

RTO Complaints and Appeals Procedures

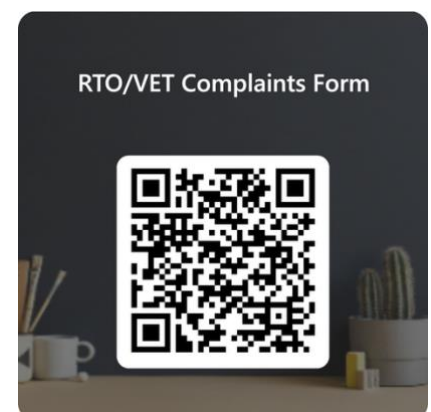
Complaints and appeals are managed fairly, efficiently and effectively. Foxwell State Secondary College creates an environment where clients' views are valued. Any person wishing to make a complaint against the College, concerning its conduct as an RTO, or an appeal regarding an RTO decision, shall have access to the complaints and appeals procedure.

All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal. The designated person will keep a Complaints and Appeals Register which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

Complaints Procedure

All formal complaints must be in writing and addressed to the Principal, as CEO of the RTO via the school's website (<https://foxwellssc.eq.edu.au/curriculum/vocational-education/complaints-and-appeals>). On receipt of a written complaint:

1. A written acknowledgement is sent to the complainant from the Principal (via Admin Support).
2. The complaint is forwarded to the RTO Manager
3. The complaint will be entered into the RTO Complaints and Appeals Register
4. If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter.
5. The Principal and/or the RTO Manager will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
6. The complaints committee shall not have had previous involvement with the complaint and will include representatives of:



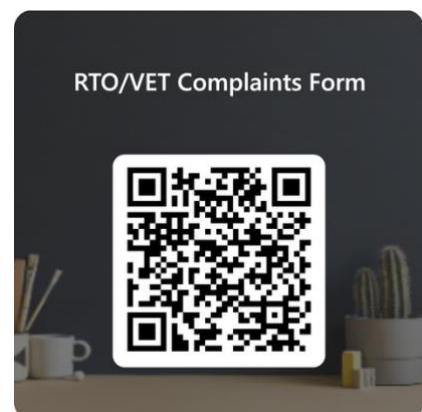
- i. The Principal
 - ii. The teaching staff
 - iii. An independent person
7. The complainant shall be given an opportunity to present their case and may be accompanied by other people as support or representation.
8. The relevant staff member, third party or student (as applicable) shall be given an opportunity to present their case and may be accompanied by other people as support or representation.
9. The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the complaint will be stored in the student files in Administration.
10. If the process fails to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
11. If the complainant is still not satisfied, the principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html).

The root cause of any complaint will be included in the systematic monitoring and evaluation processes of the RTO so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence

Appeals Procedure

All formal appeals must be in writing and addressed to the Principal, as CEO of the RTO. On receipt of a written appeal:

1. A written acknowledgement is sent to the appellant from the Principal (via Admin Support).
2. The appeal is forwarded to the RTO Manager.
3. The appeal will be entered into the RTO Complaints and Appeals Register.
4. If the appeal is not finalised within 60 calendar days, the appellant is informed of the reasons in writing and regularly updated on the progress of the matter.
5. The Principal and/or the RTO Manager will either deal with the appeal or convene an independent panel to hear the appeal; this shall be the complaints and appeals committee.
6. The appeals committee shall not have had previous involvement with the appeal, and will include representatives of:
 - i. The Principal
 - ii. The teaching staff
7. An independent person
8. The appellant shall be given an opportunity to present their case and may be accompanied by other people as support or representation.
9. The relevant staff member, if applicable, shall be given an opportunity to present their case and may be accompanied by other people as support or representation.
10. The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the appeal will be stored in the student files in Administration.
11. If the process fails to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the college.
12. If the appellant is still not satisfied, the principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html).



The root cause of any appeal will be included in the systematic monitoring and evaluation processes of Foxwell State Secondary College so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

Recognition of Prior Learning (RPL)

Recognition of prior learning (RPL) is the process used to assess an individual's existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the College's RPL policy prior to enrolment in any course. They are made aware of the RPL application form (Appendix 1). As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them.

RPL applications will only be considered if the College's RPL application form is used. RPL applications must be submitted to the teacher of the qualification for review.

RPL Procedure

Students wishing to apply for RPL must adhere to the following process:

- The Foxwell State Secondary College RPL application form must be used.
- All applications for RPL must be submitted to the teacher of the qualification.
- Students must provide sufficient documented evidence to support their application for RPL to their teacher (e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions).
- The RPL and its outcome will be recorded in writing in the RPL register.
- Trainers and assessors/teachers reviewing the RPL application will provide feedback throughout the process to the student.
- The teacher responsible for the delivery of the qualification will review the evidence provided by the student.
- A written and verbal response will be provided to the student regarding whether the evidence is suitable for RPL, within 10 days of receipt of the evidence.
- The teacher reviewing the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application.
- Assessment methods should be fair, flexible and reflective of assessment tasks delivered as part of the training and assessment strategy
- The student may be asked to complete practical demonstrations of their skills to support their application for RPL.
- The teacher will update the student records if RPL is granted, following consultation with the RTO Manager.
- The student will be made aware of any gaps in training as a result of the review of their RPL application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

RPL Appeals Procedure

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The Foxwell State Secondary College RPL appeal form must be used.
- All RPL appeal applications must be submitted to the RTO Manager.
- The RTO Manager will request the original RPL application, including the documented evidence that supported the student's initial appeal, from the VET teacher.
- The RTO Manager will arrange for the student's application to be re-assessed for RPL by another subject matter expert (VET Trainer and Assessor/Teacher) NOT involved in the original assessment.

- The appeal review will be conducted within 15 days of receipt of the RPL appeal form.
- The RTO Manager will forward the original RPL application and the findings of the re-assessment to the College principal to make the final decision.
- The RPL appeal and its outcome will be recorded in writing in the RPL register. The RTO Manager will provide feedback throughout the appeals process to the student.
- The outcome of the RPL appeal will be made available to the student.

Foxwell State Secondary College recognises AQF qualifications and statements of attainment issued by any other RTO. There is a separate policy and procedure regarding the credit transfer process for this, as outlined in the section below.

Recognition of AQF Qualifications/Statement of Attainments Issued by another RTO and Credit Transfer

The College will recognise all AQF qualifications issued by any other RTO. The college will seek verification of the certification from the relevant RTO where there is some ambiguity.

Credit Transfer Procedure

- In the first VET class of the year, the teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the College. Teachers will remind students of this policy at the beginning of each new term.
- Student must present a copy of their AQF qualification or statement to the RTO Manager.
- The RTO Manager, if required, will verify the authenticity of the qualification or statement.
- The verified copy of the qualification or statement will be entered as a credit transfer into OneSchool and then placed in the student's file.
- The RTO Manager will advise the student of the credit for the units of competency or modules identified in the qualification/statement of attainment and update the student's records accordingly.

Certification and Issuing of Qualifications

Foxwell State Secondary College must issue a VET qualification or VET statement of attainment (as appropriate) that meets the requirements of the Standards for RTOs 2025 to students who have been assessed as competent in accordance with the requirements of the Training Package or VET accredited course.

The College will ensure that through the implementation of the AQF Issuance and Replacement Policy:

- 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 College.
- The College will establish anti-fraud mechanisms by including the College's own logo and seal on each document issued to ensure there is no fraudulent reproduction or use of credentials.
- All AQF documentation will be issued to students on graduation or by mail/in person within 30 days of exiting the College.
- Students and parents/caregivers are confident that the qualifications they have been awarded are part of Australia's Qualifications Framework (AQF).

A master record detailing students' achievements of the units of competency is maintained by the school on OneSchool. This will record all elements and units of competency achieved. This will be held by the school and a certificate or statement of attainment will be issued to the student on graduation or within 30 days of exiting the college.

Records of issuance must be retained for reprinting, archive and audit purposes for a period of 30 years.

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 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.
- The replacement will be issued with 30 working days of receipt of the written request.

Please note: The re-issuance of a lost, stolen or damaged white card must be requested of the RTO Manager directly and the client must provide a signed statutory declaration at the time of this request. The statutory declaration must provide the client's full name and detail how the card came to be lost, stolen or damaged.

Access to Records

There are occasions when it is necessary for the College to provide information about the student to another organisation (e.g. Queensland Curriculum and Assessment Authority, the Department of Education and Training etc).

Students and parents/caregivers must complete and sign a Foxwell State Secondary College VET Enrolment form. By completing and submitting this application, students and parents/caregivers have confirmed their understanding of, and agreement to, details pertaining to the Information Collection Notice. The disclosure of information section is as follows:

“I hereby consent to Foxwell State Secondary College providing relevant information about me/my child to the following agencies/organisations, to facilitate the recording of my results and the issuing of relevant certification:

***Queensland Curriculum and Assessment Authority (QCAA)
Department of Education and Training (DET)***

I/we agree to Foxwell State Secondary College showing copies of any of my/their VET completed assessment tasks to the QCAA, should QCAA undertake an external audit of the VET offered at this College. I/we understand that student work is required in order to satisfy the QCAA that all assessment is of the correct industry standard.”

The College is committed to regularly providing students with explicit feedback on their progress in VET qualifications. Students will be provided with access to their Student Profile each semester, or on request.

Students are also encouraged to track their progress through their online QCAA myQCE Portal account (<https://myqce.qcaa.qld.edu.au/>). Data in this account reflects results uploaded by the College through OneSchool.

Confidentiality, Data Collection and Use

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 or, if the student is less than 18 years of age, that of their parent or guardian.

Under the Data Provision Requirements 2020 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), RTOs are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes:

- populate authenticated VET transcripts
- facilitate statistics and research relating to education, including surveys and data linkage
- pre-populate RTO student enrolment forms
- understand how the VET market operates, for policy, workforce planning and consumer information
- administer 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. 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 (www.ncver.edu.au)).

Student Privacy Notice

The *Privacy Notice* explains how personal information provided by the student may be collected, held, used or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The *Privacy Notice* also makes it clear that the notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

Students must be advised how to access the DEWR VET Privacy Notice (at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>) and other privacy policies.

If the Privacy Notice on the DEWR's website cannot be accessed electronically by the student, the RTO is required to provide the student with a downloaded or hard copy of that notice.

It is not mandatory to provide the notice to parents or guardians.

The minimum mandatory Privacy Notice links to be provided to the students are:

Queensland Privacy Notices and Policies Relevant to VET Students

QCAA Open Data Strategy	www.qcaa.qld.edu.au/about/corporate-policies/information
DTET RTO Data Collection	https://dtet.qld.gov.au/training/docs-data/statistics/rto-data
DEWR VET Privacy Notice	https://www.dewr.gov.au/national-vet-data/vet-privacy-notice
NCVER Privacy Policy	https://www.ncver.edu.au/privacy

Workplace Health and Safety

The safety and well-being of the staff and students of this School is one of our greatest responsibilities. All of us, including you, have responsibilities to ensure a safe environment.

You are required to:

- Use and take reasonable care of any protective equipment that is provided
- Obey any reasonable instructions in relation to health and safety
- Not interfere with or remove any safety devices from machinery
- Ensure that you do not endanger your own or others' safety by the consumption of alcohol or drugs
- Report unsafe acts or equipment to a teacher and observe good housekeeping practices
- Report all injuries or "near misses" to a teacher
- Ensure that your conduct does not interfere with:
 - school property
 - school staff safety or welfare, or with their ability to perform their duties
 - Student safety or welfare, or their ability to participate in and benefit from instruction.

Workplace Health and Safety and Accidents/Incidents while on structured work placement/work experience.

- Where you find that you are required to undertake work that is a risk to your health and safety, you must advise your Work Education Coordinator immediately. Action may include withdrawing you from the work placement.
- The school will investigate all serious accidents as soon as possible after they occur so that an accurate account of events is recorded and remedial action taken to reduce the risk of other similar accidents.

Our Certificates

The following pages outline certificate courses offered at Foxwell State Secondary College by both [Foxwell State Secondary College](#) and auspiced by [External Registered Training Organisations](#).



Foxwell State Secondary College Courses

FNS20120 Certificate II in Financial Services

Description of Course

This qualification is intended to address the need for increased financial literacy and basic financial skills of entrants wishing to build potential pathways into the finance industry.

Provider	Foxwell State Secondary College	RTO#	46603
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This course is offered on a needs basis for students to achieve their required QCE points during Years 11 and 12, onsite at Foxwell State Secondary College.

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: • face-to-face instruction • work-based learning • guided learning • online training.	Assessment is competency based. Assessment techniques include: • observation • folios of work • questioning • projects • written and practical tasks.

Course Fee:	Nil	Levies:	Nil
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Course Units	
To attain FNS20120 Certificate II in Financial Services, 8 units of competency must be achieved.	
Unit Code:	Title:
BSBCMM211	Apply communication skills
BSBTEC201	Use business software applications
BSBWHS211	Contribute to the health and safety of self and others
FNSINC311	Work together in the financial services industry
FNSFLT211	Develop and use personal budgets
FNSFLT212	Develop and use savings plans
FNSFLT213	Develop knowledge of debt and consumer credit
FSKLRG018	Develop a plan to organise routine workplace tasks

Pathway	
This qualification may serve as a stepping stone for a career in business or finance, with options to progress to more senior roles or specialized qualifications later on.	

Obligations	
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 8 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.	

MSM20216 Certificate II in Manufacturing Technology

Description of Course

The certificate applies manufacturing skills and knowledge within a secondary school environment. It contextualises the school-based manufacturing activities to those found in local industries to produce simple objects from timber, cloth, metal and plastic.

Provider

Foxwell State Secondary College

RTO#

46603

Entry Requirements

There are no entry requirements for this qualification.

Duration and Location:

This is a 2-year course delivered in from Year 10 or Year 11 on site at Foxwell State Secondary College.

Delivery Mode:

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Assessment:

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Course Fee:

Nil

Levies:

\$120

Course Units

To attain MSM20216 Certificate II in Manufacturing Technology, 10 units of competency must be achieved.

Unit Code:

Title:

MSS402001	Apply competitive systems and practices
MSMENV272	Participate in environmentally friendly sustainable work practices
MSMWHS200	Work safely
MSS402051	Apply quality standards
MSS402080	Understand root cause analysis
MSMPCII296	Make a small furniture item from timber
MSMPCII297	Make an object from cloth using an existing pattern
MSMPCII298	Make an object from metal
MSMPCII299	Make an object from plastic

Pathway

The certificate is ideal for those entrants wishing to build potential pathways into the manufacturing industry.

Obligations

The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 10 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

SIT20125 Certificate II in Tourism

Description of Course

This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision. Work could be undertaken in an office environment where the planning of tourism and travel products and services takes place, in the field where products are delivered, in performing operational activities such as housekeeping, grounds maintenance and providing customer service, or a combination of these.

Provider

Foxwell State Secondary College

RTO#

46603

Entry Requirements

There are no entry requirements for this qualification.

Duration and Location:

This is a 2-year course delivered from Year 10 or 11 on site at Foxwell State Secondary College.

Delivery Mode:

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Assessment:

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Course Fee:

Nil

Levies:

\$20

Course Units

To attain SIT20125 Certificate II in Tourism, 11 units of competency must be achieved. *SITHFAB025 cannot be attempted until candidate has competently completed SITXFSA005.

Unit Code:

Title:

SITTIND003	Source and use information on the tourism and travel industry
SITXCCS009	Provide customer information and assistance
SITXCCS011	Interact with customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS005	Participate in safe work practices
SIRXSL001	Sell to the retail customer
SITXCCS010	Provide visitor information
SITXCOM008	Provide briefing or scripted commentary
BSBTWK201	Work effectively with others
SITHFAB025*	Prepare and serve espresso coffee
SITXFSA005	Use hygienic practices for food safety

Pathway

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, holiday parks and resorts, attractions, cultural and heritage sites, and any small tourism business.

Obligations

The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 11 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

SIS20122 Certificate II in Sport & Recreation

Description of Course

Students participate in the delivery of a range of sport and recreation activities and programs within the school. Graduates will be competent in a range of essential skills including officiating games or competitions, coaching beginner participants to develop fundamental skills, effective communication skills, providing quality service to participants, and assisting with activity programs.

Provider Foxwell State Secondary College

RTO# 46603

Entry Requirements

There are no entry requirements for this qualification.

Duration and Location:

This is a 2-year course delivered from Year 10 on site at Foxwell State Secondary College

Delivery Mode:

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Assessment:

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Course Fee:

Nil

Levies:

\$

Course Units

To attain SIS20122 Certificate II in Sport and Recreation, 10 units of competency must be achieved.

Unit Code:	Title:
HLTWHS001	Participate in workplace health and safety
SISOFLD001	Assist in conducting recreation sessions
SISXCCS004	Provide quality service
SISXEMR003	Respond to emergency situations
SISXFAC006	Maintain activity equipment
SISXIND011	Maintain sport, fitness and recreation industry knowledge
SISXFAC007	Maintain clean facilities
SISOFLD002	Minimise environmental impact
HLTINF006	Apply basic principles and practices of infection prevention and control
BSBPEF301	Organise personal work priorities

Pathway

This qualification provides a pathway to work for any type of sport, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations.

Obligations

The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 10 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

SIT20421 Certificate II in Cookery

Description of Course

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items.

Provider

Foxwell State Secondary College

RTO#

46603

Entry Requirements

There are no entry requirements for this qualification.

Duration and Location:

This is a 2-year course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Assessment:

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Course Fee:

Nil

Levies:

\$

Course Units

To attain SIT20421 Certificate II in Cookery, 13 units of competency must be achieved.

Unit Code:

Title:

SITHCCC023*	Use food preparation equipment
SITHCCC027*	Prepare dishes using basic methods of cookery
SITHCCC034*	Work effectively in a commercial kitchen
SITHKOP009*	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety
SITXINV006*	Receive, store and maintain stock
SITXWHS005	Participate in safe work practices
SITHCCC024	Prepare and present simple dishes
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC025	Prepare and present sandwiches
SITXCOM007	Show social and cultural sensitivity
SITXCCS011	Interact with customers

* Indicates there is a prerequisite requirement that must be met

Pathway

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops; and institutions such as aged care facilities, hospitals, prisons and schools.

Obligations

The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 13 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

BSB20120 Certificate II in Workplace Skills

Description of Course

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. It is aimed at individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work.

Provider

Foxwell State Secondary College

RTO#

46603

Entry Requirements

There are no entry requirements for this qualification.

Duration and Location:

This course is offered on a needs basis for students to achieve their required QCE points during Years 11 and 12, onsite at Foxwell State Secondary College.

Delivery Mode:

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Assessment:

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Fee:

\$Nil

Course Units

To attain BSB20120 Certificate II in Workplace Skills, 10 units of competency must be achieved.

Unit Code:

Title:

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others
BSBPEF302	Develop self-awareness
BSBDAT201	Collect and record data
BSBOP202	Engage with customers
BSBPEF101	Plan and prepare for work readiness
BSBTWK201	Work effectively with others

Pathway

This qualification provides a pathway for students looking to work in businesses that carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

Obligations

The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 10 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

External RTO Courses Offered Under Auspice

Qualifications delivered through partner RTOs are subject to the policies, procedures, complaints processes, assessment arrangements and certification requirements of the issuing RTO.

CHC24015 Certificate II in Active Volunteering

Description of Course			
This qualification reflects the role of entry level volunteer workers. At this level, work takes place under direct, regular supervision within clearly defined guidelines. To achieve this qualification, the candidate must have completed at least 20 hours of volunteer work as detailed in the assessment requirements of units of competency.			
Provider		iVET	RTO# 40548
Entry Requirements		Duration and Location:	
There are no entry requirements for this qualification.		This is a 2-year course delivered from Year 10 on site at Foxwell State Secondary College.	
Delivery Mode:		Assessment:	
A range of delivery modes will be used during the teaching and learning of this qualification. These include: - face-to-face instruction - work-based learning - guided learning - online training.		Assessment is competency based. Assessment techniques include: - observation - folios of work - questioning - projects - written and practical tasks.	
Fee:		\$290	
Course Units			
To attain CHC24015 Certificate II in Active Volunteering, 7 units of competency must be achieved.			
Unit Code:		Title:	
CHCDIV001		Work with diverse people	
CHCVOL001		Be an effective volunteer	
BSBCMM201		Communicate in the Workplace	
HLTWHS001		Participate in workplace health and safety	
FSKLRG009		Use strategies to respond to routine workplace problems	
FSKLRG011		Use routine strategies for work-related learning	
FSKRDG010		Read and respond to routine workplace information	
Pathway			
This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.			
Obligations			
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 7 units of competency will be awarded a qualification and a record of results by iVET. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.			

CPC20220 Certificate II in Construction Pathways

Description of Course
This qualification is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship. Trade outcomes are predominantly achieved through an Australian Apprenticeship, and this qualification allows for inclusion of skills suited for entry to off-site occupations, such as joinery as well as carpentry, bricklaying and other occupations in general construction.

Provider	Blue Dog Training	RTO#	31193
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This is a 2-year course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: - face-to-face instruction - work-based learning - guided learning - online training.	Assessment is competency based. Assessment techniques include: - observation - folios of work - questioning - projects - written and practical tasks.

Fee:	VETiS funding is applied.
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Course Units	
To attain CPC20220 Certificate II in Construction Pathways, 10 units of competency must be achieved.	
Unit Code:	Title:
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1015	Carry out measurements and calculations
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCVE1011*	Undertake a basic construction project
CPCCCM2004*	Handle construction materials
CPCCCM1011	Undertake basic estimation and costing
CPCCCA2002*	Use carpentry tools and equipment
CPCCWF2002*	Use wall and floor tiling tools and equipment
CPCWHS1001#	Prepare to work safely in the construction industry
# Mandatory Workplace Health and Safety (WHS) training * Indicates there is a prerequisite requirement that must be met	

Pathway
This qualification provides a pathway to the primary trades in the construction industry with the exception of plumbing.

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 10 units of competency will be awarded a qualification and a record of results by Blue Dog Training Pty Ltd RTO#31193. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

HLT23221 Certificate II in Health Support Services

Description of Course
This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level, workers complete tasks under supervision involving known routines and procedures or complete routine and variable tasks in collaboration with others in a team environment.

Provider	Connect 'n' Grow	RTO#	40518
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This is a 1-year course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: - face-to-face instruction - work-based learning - guided learning - online training.	Assessment is competency based. Assessment techniques include: - observation - folios of work - questioning - projects - written and practical tasks.

Fee:	VETiS Funded. Learn more about VETiS funding. \$599 if VETiS funding is not available.
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Course Units	
To attain HLT23221 Certificate II in Health Support Services, 12 units of competency must be achieved.	
Unit Code:	Title:
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS001	Participate in workplace health and safety
BSBOPS203	Deliver a service to customers
HLTSS011	Maintain stock inventory
HLTSS009	Perform general cleaning tasks in a clinical setting
BSBINS201	Process and maintain workplace information
BSBPEF202	Plan and apply time management
CHCPRP005	Engage with health professionals and the health system
HLTWHS005	Conduct manual tasks safely
CHCCCS010	Maintain a high standard of Service

Pathway
This qualification can lead to a Certificate III in Health Support Services. The certificate prepares candidates for entry level tasks in the health industry. \$599 additional cost if students wish to complete Cert III after completing Cert II

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 12 units of competency will be awarded a qualification and a record of results by Connect 'n' Grow. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

MEM20422 Certificate II in Engineering Pathways

Description of Course
The certificate contextualises engineering and fabrication skills through the construction of a Formula High School vehicle within a team environment. This course is designed to develop basic workplace skills and a development of procedural knowledge that will assist students with further study or workplace.

Provider	Career Employment Australia	RTO#	0104
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	Delivered on site at Foxwell State Secondary College 2-year course for 2026 and onward Year 11s 1-year course for 2026 Year 12s

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: - face-to-face instruction - work-based learning - guided learning - online training.	Assessment is competency based. Assessment techniques include: - observation - folios of work - questioning - projects - written and practical tasks.

Fee:	VETiS is funding applied. Learn more about VETiS funding.
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Course Units	
To attain MEM20422 Certificate II in Engineering Pathways, 12 units of competency must be achieved.	
Unit Code:	Title:
MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEMPE006	Undertake a basic engineering project
MSMENV272	Participate in environmentally sustainable work practices
MEM11011	Undertake manual handling
MEM16006	Organise and communicate information
MEM18001	Use hand tools
MEM18002	Use power tools/handheld operations
MEMPE001	Use engineering workshop machines
MEMPE002	Use electric welding machines
MEMPE004	Use fabrication equipment
MSMUP106	Work in a team

Pathway
This qualification is intended for people interested in exposure to an engineering or related working environment with a view to entering employment in the area. It will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 12 units of competency will be awarded a qualification and a record of results by Career Employment Australia. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

SIS30321 - Certificate III in Fitness

Description of Course
This qualification reflects the role of group and gym fitness instructors. These fitness instructors may plan and deliver group exercise sessions and develop gym-based programs for individuals where the level of personalised instruction and ongoing client monitoring is limited.

Provider	Fit Education	RTO#	32155
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This is a 2-year course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: • face-to-face instruction • work-based learning • guided learning • online training. •	Assessment is competency based. Assessment techniques include: • observation • folios of work • questioning • projects • written and practical tasks.

Fee:	The cost of this course is \$499.
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Course Units	
To attain SIS30321 Certificate III in Fitness, 15 units of competency must be achieved.	
Unit Code:	Title:
HLTWHS001	Participate in workplace health and safety
SISXFAC007	Maintain clean facilities
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBOPS304	Deliver and monitor a service to customers
SISFFIT032	Complete pre-exercise screening and service orientation
SISFFIT033	Complete client fitness assessments
SISFFIT052	Provide healthy eating information
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
SISXCAI009	Instruct strength and conditioning techniques
SISFFIT037	Develop and instruct group movement programs for children
BSBPEF301	Organise personal work priorities
SISFFIT035	Plan group exercise sessions
SISFFIT036	Instruct group exercise sessions
BSBOPS403	Apply business risk management processes
HLTAID011	Provide first aid

Pathway
This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres.

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 15 units of competency will be awarded a qualification and a record of results by Foxwell State Secondary College. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

SIS20321 - Certificate II in Sports Coaching

Description of Course
This course will give you the practical skills you need to conduct coaching sessions in community-based sports clubs and organisations. In this course you'll gain a range of basic coaching skills required to work under the supervision of a coach to engage participants in sport

Provider	Fit Education	RTO#	32155
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This is a 2-year course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: - face-to-face instruction - work-based learning - guided learning - online training.	Assessment is competency based. Assessment techniques include: - observation - folios of work - questioning - projects - written and practical tasks.

Fee:	VETiS Funded. Learn more about VETiS funding. If funding is not available, the cost of this course is \$499
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Course Units	
To attain SIS20321 Certificate II in Sports Coaching, 7 units of competency must be achieved.	
Unit Code:	Title:
HLTAID011	Provide first aid
SISSSCO002	Work in community coaching role
SISSSCO001	Conduct sport coaching sessions with foundation level participants
SISXPLD001	Provide Hire Equipment for Activities
SIRXWHS001	Work Safely
SISXEMR003	Respond to Emergency Situations
SISXFAC002	Maintain Sport, Fitness, and Recreation Facilities

Pathway
This qualification provides a pathway to conduct coaching sessions in community-based sports clubs and organisations.

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 7 units of competency will be awarded a qualification and a record of results by Fit Education. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

HLT33115 Certificate III in Health Service Support

Description of Course
This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. It is a great foundation to undertake further studies in this field.

Provider	Connect 'n' Grow	RTO#	40518
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This is a one-year course delivered in Year 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: - face-to-face instruction - work-based learning - guided learning - online training.	Assessment is competency based. Assessment techniques include: - observation - folios of work - questioning - projects - written and practical tasks.

Fee:	The cost of this course is \$599
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Course Units	
*Units credit transferred from Cert II to Cert III	
Unit Code:	Title:
HLTAAP001	Recognise healthy body systems
BSBMED301	Interpret and apply medical terminology
HLTAID010	Provide cardiopulmonary resuscitation
HLTAID011	Provide First Aid
BSBWOR301*	Organise personal work priorities and development
CHCCCS009	Facility responsible behaviour
CHCPRP005	Engage with health professionals and the health system
CHCCCS010	Maintain a high standard of service
HLTWHS002	Follow safe work practices for direct client care

Pathway
Potential options may include: Various Certificate IV qualifications, Diploma of Nursing, bachelor degrees (B.Nursing), entry level employment within the health industry.

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 9 units of competency will be awarded a Qualification and a record of results by Connect n Grow. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

10971NAT Certificate IV in Justice Studies

Description of Course
This course is suitable for anyone considering employment in the criminal justice system. It equips you with essential knowledge and practical skills in key areas such as the Australian legal system, social justice, and regulatory environments.

Provider	PICA	RTO#	40789
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Entry Requirements	Duration and Location:
There are no entry requirements for this qualification.	This is a 2-year course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: • face-to-face instruction • work-based learning • guided learning • online training.	Assessment is competency based. Assessment techniques include: • observation • folios of work • questioning • projects • written and practical tasks.

Fee:	The cost of this course is \$750. Payment must be made prior to modules being released to students.
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Course Units	
To attain 10971NAT Certificate IV in Justice Studies, 10 units of competency must be achieved.	
Unit Code:	Title:
BSBLEG421	Apply understanding of the Australian legal system
NAT10971002	Prepare documentation for court proceedings
NAT10971001	Provide information and referral advice on justice-related issues
NAT10971003	Analyse social justice issues
PSPREG033	Apply regulatory powers
BSBXCM401	Apply communication strategies in the workplace
PSPLEG006	Encourage compliance with legislation in the public sector
PSPETH007	Uphold and support the values and principles of public service
PSPREG035	Produce formal record of interview
PSPREG010	Prepare a brief of evidence

Pathway	
This qualification provides a pathway for careers in policing, corrections, legal support, compliance, and other justice-related fields.	

Obligations	
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 10 units of competency will be awarded a qualification and a record of results by PICA. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.	

BSB50120 Diploma in Business

Description of Course
This qualification reflects the roles of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Provider	GeSS Education / TOC	RTO#	32407
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Entry Requirements	Duration and Location:
A B in English is required to successfully complete this course.	This is an 18 month course delivered in Years 11 and 12 on site at Foxwell State Secondary College

Delivery Mode:	Assessment:
A range of delivery modes will be used during the teaching and learning of this qualification. These include: • face-to-face instruction • work-based learning • guided learning • online training.	Assessment is competency based. Assessment techniques include: • observation • folios of work • questioning • projects • written and practical tasks.

Fee:	The cost of this course is approximately \$2350. Payment plans are available upon request via GeSS.
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Course Units	
To attain BSB50120 Diploma in Business, 12 units of competency must be achieved.	
Unit Code:	Title:
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBOPS501	Manage business resources
BSBXCM501	Lead communication in the workplace
BSBSUS511	Develop workplace policies and procedures for sustainability
BSBHRM525	Manage recruitment and onboarding
BSBOPS504	Manage business risk
BSBTWK503	Manage meetings
BSBPEF501	Manage personal and professional development
BSBPEF502	Develop and use emotional intelligence
SIRXMKT006	Develop a social media strategy
BSBMKG541	Identify and evaluate marketing opportunities

Pathway
This qualification provides a pathway for individuals to possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Obligations
The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 12 units of competency will be awarded a qualification and a record of results by GeSS Education / TOC. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.



APPENDIX

Appendix 1 – Student RPL Application Form

Application – Recognition of Prior Learning

Section 1 – Candidate Details

Student Name:			
School Name:	Foxwell State Secondary College	Year Level:	
Course:			
Trainer / Assessor:			

Section 2 – Units of Competency

Please identify the Units of Competency that RPL is being applied for

Unit Code:	Unit Name	Core	Elective
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Section 3 – Employment History

Are you currently or have you ever been employed?

Yes ☐

No ☐

If yes, please provide details of the occupational skills you have held that are relevant to this RPL application.

Business Name:

Address:

Workplace
Supervisor:

Phone:

Email:

Period of
Employment:

From:

To:

Position Held:

Time Fraction:

Full time:

☐

Part time:

☐

Casual:

☐

Work Experience:

☐

Description of duties performed:

Section 4 – Further Training

Have you undertaken any training courses related to the occupation applied for?

Yes

☐

No

☐

If yes, please provide details below.

Prior training 1

What training were you provided?

Training completion date:

Name of course:

Name of institution / RTO:

Prior training 2



Section 5 – Additional Information

[illegible]

Section 6 – Supporting Documents

If you are providing documents in support of your application, please provide a brief description of each document below.

Name of Document	Type of Document (Resume, photo, award)	Admin Use Assessor to use this section to align document with specific course Unit of Competency and identify key questions for competency conversation

Section 7 – Candidate Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

Candidate signature:		Date:	
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Section 8 – Office Use Only

As designated RTO manager, I acknowledge that I have sighted the original or authenticated copies of the documents (copies attached) which support this application and approve the following decisions.

Name:						
Signature:				Date:		
RPL Outcome:				Date:		
RPL Entered On:	SharePoint:	☐	Student Profile:	☐	OneSchool:	☐

Document Control

Document Title	VET Student Handbook
Document Owner	RTO Manager
Responsible Officer	RTO Manager
Approved By	Principal / Chief Executive Officer
RTO Number	46603
Version Number	2026 v3
Effective Date	1 January 2026
Review Date	1 October 2026
Next Scheduled Review	Annually or as required by legislative or operational change
Document Classification	Controlled Document
Location	Foxwell SSC RTO Document Register / SharePoint
Applies To	All VET students enrolled with Foxwell State Secondary College and students undertaking auspiced qualifications
Related Documents	Student Code of Conduct, VET Policies and Procedures Manual, Assessment Policy, Complaints and Appeals Policy, RPL Policy, Credit Transfer Policy

Version History

Version	Date	Author	Summary of Changes	Approved By
2026 v3	11/08/2026	Andrew Nicholls	Annual review and continuous improvement updates	Principal
2026 v2	01/03/2026	Andrew Nicholls	Updated qualification information, student rights and responsibilities, VETiS information, third-party provider arrangements and learner information requirements	Principal
2026 v1	01/01/2026	Andrew Nicholls	Initial handbook development and alignment to Standards for RTOs 2025	Principal

Document Review and Approval

This handbook is reviewed annually, or earlier where changes occur to:

- Training packages or accredited courses
- Standards for RTOs
- State or Commonwealth legislation
- QCAA requirements
- VETiS funding arrangements
- Foxwell State Secondary College policies and procedures
- Third-party provider arrangements

Controlled Document Notice

This handbook is a controlled document of Foxwell State Secondary College RTO 46603. Printed copies are considered uncontrolled. Staff and students should refer to the current electronic version available through the College website or approved document management system to ensure they are using the most current version.