

BURPENGARY
STATE SECONDARY COLLEGE



VET Student Handbook

Burpengary State Secondary College

RTO 45446

2026

TABLE OF CONTENTS

WELCOME	3
Welcome to studying a VET qualification With Burpengary State Secondary College.	3
Purpose of the VET Student Handbook.....	4
Student Selection and Enrolment Procedures	4
VET Student Induction Procedures	5
Unique Student Identifier (USI)	7
Course Information.....	7
Fees and Charges, including Refund Policy	8
Marketing and Advertising of Course Information	8
Legislative Requirements.....	9
Language, Literacy and Numeracy Assistance	9
Student Support, Welfare and Guidance Services.....	9
Disciplinary Procedures.....	9
Access and Equity	10
Flexible Learning and Assessment.....	10
RTO Complaints and Appeals Procedures.....	11
Recognition of Prior Learning (RPL).....	13
Recognition of AQF Qualifications/Statement of Attainments Issued by another RTO and Credit Transfer.....	14
Certification and Issuing of Qualifications.....	14
Replacement of Certification Documentation.....	15
Access to Records.....	15
Confidentiality, Data Collection and Use	16
Student Privacy Notice	16
Appendix 1 – Student RPL Application Form.....	18

WELCOME

Welcome to studying a VET qualification With Burpengary State Secondary College.

School contact details

School name	Burpengary State Secondary College
Street address	196 Pitt Rd BURPENGARY QLD 4505
Postal Address	PO Box 693 BURPENGARY QLD 4505
Telephone	(07) 3481 6333
General enquiries	admin@burpengaryssc.eq.edu.au
Website	https://burpengaryssc.eq.edu.au/
School office hours	8.00 am to 3.30 pm, every school day

VET details

RTO information	Burpengary State Secondary College (RTO #45446)
RTO CEO	Shane Kiss (skiss2@eq.edu.au)
RTO Manager	Karen Kellett (kkell240@eq.edu.au)
VET enquiries	VET@burpengaryssc.eq.edu.au
Faculty	Vocational Education and Training

Handbook disclaimer

This VET Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Burpengary State Secondary College policy may impact on the currency of information included. Burpengary State Secondary College reserves the right to vary and update information without notice. You are advised to seek any changed information and/ or updates from your trainer or by contacting Burpengary State Secondary College. This handbook has been prepared as a resource to assist students to understand their obligations and, the obligations of Burpengary State Secondary College as a Registered Training Organisation. Please carefully read through the information contained in this handbook. All students need to read, understand, be familiar with, and follow the policies and procedures outlined. Any enquiries can be directed to Burpengary State Secondary College.

Purpose of the VET Student Handbook

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

This handbook has been written to provide VET students with important information about the VET programs offered by Burpengary State Secondary College, as well as information about your rights and responsibilities as a VET student.

This handbook provides you with the information you will need during your Vocational Education and Training course of study. Please make sure you have ongoing access to this manual as you will need to refer to it throughout your course. Each VET department will issue individual learning and assessment plans informing you of the requirements of each VET subject. You will be asked to acknowledge on the VET Student Induction that that you have read and understood this handbook, so please take the time to read it carefully. Should you have any problems or queries, please contact your VET teacher or the Head of Department Vocational Education & Training.

This handbook is available electronically via email and online at <https://burpengaryssc.eq.edu.au/>.

Student Selection and Enrolment Procedures

Students wishing to enrol into VET courses at Burpengary 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 SET Plan procedure.

Before training commences, students are required to complete and sign a **VET Agreement form**, acknowledging acceptance of the requirements of studying a VET subject at Burpengary State Secondary College, which will be distributed via the faculty teacher or Head of Department after 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 recommended passing result in Year 10 English (and Maths, where applicable) so that they are able to meet the literacy and numeracy 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, student responsibilities as a VET student, VET in practice, competency-based assessment, recognition of prior learning and credit transfer. This is available from the Burpengary State Secondary College website.

After enrolment has been finalised, students are registered into their qualification's course/s where further information is available via QLearn or their VET teacher.

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 the 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 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.

At the beginning of the year, all VET students will receive an induction in the form of electronic or direct instruction and electronic access to a copy of this handbook. VET teachers will also ensure that students are informed about assessment and the specific competencies covered. During this induction, students will be reminded about College Work Health and Safety procedures.

The college will provide student information and induction 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 and Numeracy 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 paper or via QLearn.

The Australian Qualifications Framework (AQF)

In Australia we have a national qualifications framework called the Australian Qualifications Framework (AQF). This framework governs the different types of qualifications that all Australian students can attain.



In addition to the Senior Secondary 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			Masters Degree
Level 8			Bachelor Honours Degree Graduate Certificate Graduate Diploma
Level 7			Bachelor 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	
	Senior Secondary Certificate of Education (QCE)		

All VET programs at Burpengary State Secondary College form part of this national framework and can lead to nationally recognised qualifications. If you complete all of the requirements of

the VET qualification you are enrolled in, you will receive a nationally recognised qualification; or statement of attainment for those modules that you do successfully complete.

Unique Student Identifier (USI)

Student Identifiers Act 2014 – This new initiative was implemented on the 1st January 2015. A Unique Student Identifier (USI) is a reference number made up on numbers and letters that gives students access to their USI account. A USI will allow 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.

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

During Year 10 students complete the Skills for Work Program, if they do not have a USI, they are required to complete their USI and submit to both Qlearn and admin via admin@burpengaryssc.edu.au.

Course Information

Below is a list of VET qualifications currently undertaken by students. All courses are Nationally Recognised Training Courses.



VET Qualification	RTO & Code	Course/Resources Fee 2026 enrolment	
		Year 10	Year 11 & 12
SIT10216: Certificate I in Agriculture	BSSC RTO 45446	Nil	
FSK20119 Certificate II in Skills For Work and Vocational Pathways	BSSC RTO 45446	Nil	
BSB20120 Certificate II in Workplace Skills	BSSC RTO 45446	Nil	
CPC20220: Certificate II in Construction	Blue Dog Training 31193		VETiS Subsidised Fee - Free Non-Subsidised Fee - \$1200.00
MEM20422: Certificate II in Engineering Pathways	Blue Dog Training 31193		VETiS Subsidised Fee - Free Non-Subsidised Fee - \$1200.00
CUA31120: Certificate III in Visual Arts	BSSC RTO 45446		Nil

CHC30121: Certificate III in Early Childhood Education and Care	BSSC RTO 45446		Nil
BSB30120: Certificate III in Business	Binnacle Training 31319		\$395.00 Fee-For-Service
SIS30315: Certificate III in Fitness	Binnacle Training 31319		\$570.00 Fee-For-Service
SIT30622: Certificate III in Hospitality	Blueprint 30978		VETiS Subsidised Fee for Cert II in Hospitality + \$195 Gap Fee Non-Subsidised Fee - \$1515.00
SIT30616: Certificate III in Health Services Assistance	Connect n Grow 40518		VETiS Subsidised Fee for Cert II in Health + \$599 Gap Fee Non-Subsidised Fee - \$998.00

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 certain teachers and equipment 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.

Marketing and Advertising of Course Information

The College will ensure that its marketing and advertising of AQF qualification 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 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

Burpengary 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 2025](#)
- [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 Head of Department Vocational Education & Training.

Language, Literacy and Numeracy Assistance

Language, literacy and numeracy assistance can be obtained from the course teacher. Where additional assistance is required, this can be requested from the Inclusive Education Program/Learning Support area via the course teacher.

Student Support, Welfare and Guidance Services

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

The key personnel are:

- Deputy Principal Senior Schooling.
- Head of Department Senior Schooling.
- Head of Department Vocational Education & Training.
- Guidance Counsellors.
- Industry Liaison Officer
- Community Education Counsellor
- Chaplain.

Appointments can be arranged through the Student Administration Office or directly with some personnel.

Disciplinary Procedures

The same practices and protocols relevant for all students at Burpengary State Secondary College apply for the behaviour and work ethic of students involved in VET courses.

The policies are outlined in the Senior Assessment Policy and the Student Code of Conduct, which is supplied to all students.

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

Access and Equity

Burpengary State Secondary College is committed to providing equal opportunity and 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 Burpengary 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 Burpengary State Secondary College to students. In addition, all staff and contractors employed or engaged by Burpengary 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.

Training and Assessment Strategies Policy

Training and assessment strategies will be developed for each qualification that is delivered and assessed. These strategies will be developed in consultation with industry and will be validated through the internal review procedures. These strategies will reflect the requirements of the relevant Training Package.

These strategies will identify target groups.

The college has access to the staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate client numbers, client needs, delivery methods and assessment requirements.

Each teacher will maintain a student profile for each student and on completion of the program of study; an exit level will be awarded, based on the principles of assessment.

Elements of competency will be assessed and recorded once the teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also receive assessment if they apply for and meet the requirements for, Recognition of Prior Learning (RPL). A master record detailing students' achievements of the units of competency is maintained at 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 exit.

Competency Based Assessment

Competencies and modules studied at the college are part of accredited courses and National Training Packages. In order 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 over a range of different contexts.

In some subjects, assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a subject **profile sheet**. This assists students to become competent as their skills improve.

Assessment of competencies will be graded as either WTC for Working Towards Competency, C for Competent or NYC for Not Yet Competent.

What does it mean to be competent? Students are considered to be 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 they can do a task on their own but must be able to demonstrate they can do it in a range of different circumstances, as outlined above.

Due to privacy, students are to only submit their assessment via Qlearn, email or in person via paper copies. Work submitted via personal email addresses will be allowed. QLearn and email will also be used to provide the same acknowledgement as a signature.

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.

RTO Complaints and Appeals Procedures

Complaints and appeals are managed fairly, efficiently and effectively. Burpengary 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. On receipt of a written complaint:

- A written acknowledgement is sent to the complainant from the Principal (via admin support).
- The complaint is forwarded to the Head of Vocational Education & Training (RTO Manager).
- The complaint will be entered into the RTO Complaints and Appeals Register.
- 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.
- The Principal and/or the Head of Vocational Education & Training will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
- The complaints committee shall not have had previous involvement with the complaint and will include representatives of:
 - The Principal.

- The teaching staff.
- An independent person.
- The complainant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- 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 as representation.
- 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 filed in the student files in Administration.
- If the processes fail to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
- 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:
- A written acknowledgement is sent to the appellant from the Principal (via admin support).
- The appeal is forwarded to the Head of Vocational Education & Training.
- The appeal will be entered into the RTO Complaints and Appeals Register.
- 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.
- The Principal and/or the Head of Vocational Education & Training will either deal with the appeal or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
- The appeals committee shall not have had previous involvement with the appeal, and will include representatives of:
 - The Principal.
 - The teaching staff.
 - An independent person.
- The appellant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- 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 as representation.
- 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 filed in the student files in Administration.
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the college.
- 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 Burpengary 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 individuals' 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 in the first instance.

RPL Procedure

Students with an application for RPL have access to the following procedures:

- The Burpengary State Secondary College RPL application form must be used.
- All applications for RPL go to the teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition 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 dealing with 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 and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The teacher handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The teacher will update the student records if RPL is granted, following consultation with the Head of Vocational Education & Training and Careers.
- The student will be made aware of any gaps in training as a result of the review of their 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 Appeal Procedure

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The Burpengary State Secondary College RPL appeal form must be used.
- All RPL appeal applications are go to the Head of Vocational Education & Training.
- The Coordinator will request from the VET teacher the original RPL application, including the documented evidence that supported the student's initial claim.
- The RPL appeal and its outcome will be recorded in writing in the RPL register. The Head of Vocational Education & Training will provide feedback throughout the appeal process to the student.
- The Head of Vocational Education & Training will make arrangements 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 Head of Vocational Education & Training will forward the original RPL application and the findings of the re-assessment to the Principal to make the final decision.
- The outcome of the RPL appeal will be made available to the student.

Burpengary State Secondary College recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate policy and procedure regarding the credit transfer process for this, as outlined in the Recognition of Qualifications Issued by Other RTOs Policy.

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.
- If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy and bring it to the attention of the Head of Vocational Education & Training.
- The Head of Vocational Education & Training, 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 teacher will advise the student of the credit for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.

Certification and Issuing of Qualifications

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

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 national qualifications framework (AQF).

A master record detailing students' achievements of the units of competency is maintained at 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 Head of Vocational Education & Training (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; and
- 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 Studies Authority, the Department of Employment and Training etc).

Students and parents/caregivers must complete and sign a Burpengary 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 Burpengary State Secondary College providing relevant information about me 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 agree to Burpengary State Secondary College showing copies of any of my VET completed assessment tasks to the QCAA should QCAA undertake an external audit of the VET offered at this College. I 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 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), Registered Training Organisations 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, and
- 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. Please note you may opt out of the survey at the time of being contacted.

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

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
DESBT RTO Data Collection	https://desbt.qld.gov.au/training/docs-data/statistics/rto-data
DESE VET Privacy Notice	www.dese.gov.au/national-vet-data/vet-privacy-notice
NCVER Privacy Policy	https://www.ncver.edu.au/privacy

Appendix 1 – Student RPL Application Form

RTO 45446

Application- Recognition of Prior Learning



All documents provided as evidence for RPL must be authentic and submitted with this application in digital format.

Complete all sections in full.

Section 1 – Candidate Details

Student Name:			
School name:		Year level:	
Course:			
Trainer/Assessor			

Section 2 – Units of Competency

Please identify the Units of Competency for the applied RPL qualification.

(please tick ✓)

Unit Code	Unit Name	Core	Elective

Section 3 – Employment History

Are you currently or have you ever been employed? (please tick ✓)	Yes ☐ No ☐ (if NO move to Section 4)
--	---

If YES, please provide details below of the occupation/s you have held that are relevant to this RPL application?

Details: Employer 1

Business name:			Address:		
Workplace Supervisor name: (Will be contacted as a professional referee)				Contact #	
Period of Employment: (DD/MM/YYYY)	From:	/	/	To:	/ /
Position held:			Full Time ☐	Part-time ☐	Casual ☐
			Work Experience ☐		
Description of duties performed:					

Details: Employer 2

Business name:			Address:		
Workplace Supervisor name: (Will be contacted as a professional referee)				Contact #	
Period of Employment: (DD/MM/YYYY)	From:	/	/	To:	/ /
Position held:			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 NO move to Section 5)

If YES, please provide details below.

Training 1

What were you trained in? (Provide detailed description)

Training completion date:
(DD/MM/YYYY)

/
/

State/Country where
trained:

Name of course and institution (if
applicable)

Training 2

What were you trained in? (Provide detailed description)

Training completion date:
(DD/MM/YYYY)

/
/

State/Country where
trained:

Name of course and institution (if
applicable)

Section 5 – Additional Evidence

Is there any further information you wish to give to support your application?

(Please supply below)

Section 6 – Supporting documents

If you are including documents in your application, please provide a brief description below.

Document Description (e.g. resume, photos, awards etc)	Office Use Only – Assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation

Section 7 – Candidate's Declaration

Candidate Signature:		Date:	/	/
-------------------------	--	-------	---	---

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

As delegated Burpengary State Secondary College RTO Manager, I acknowledge that I have sighted the original or OFFICE USE ONLY authenticated copies of the documents (copies attached) which support this application and approve the above decisions

Name: _____

Signature: _____ Date: _____

RPL ENTERED ON: ☐ SHAREPOINT ☐ STUDENT PROFILE ☐ ONESCHOOL ☐ Date: _____