

SELECTION OF A VET SUBJECT AT HARRISTOWN SHS

VET (Vocational Education and Training) Certificate Courses delivered by Harristown SHS Trainers and Assessors

Harristown SHS RTO Number: 30293

To: Students and Carers intending to undertake any of the following VET (Vocational Education and Training) certificate courses at HSHS

Please carefully read the following information and the pages in the:

- (a) Subject Selection booklet for the year level (ie: Year 10 into 11 – VET Courses section)
- (b) Senior Student Handbook and
- (c) HSHS VET Student Handbook.

Nb. Both (b) and (c) are on the HSHS website.

When you sign the Subject Selection form, you will be indicating that you understand and agree to the terms and conditions of delivery, as set out in these documents, for these vocational courses.

Please Note:

VET = Vocational Education and Training

RTO = Registered Training Organisation

VET Qualifications delivered by Harristown SHS as the RTO in 2019:

HSHS Faculty	HSHS VET HOD	Code	Qualification
Business and Hospitality Studies	Mick Floyd (Acting)	BSB20115	<i>Certificate II in Business</i>
		SIT20416	<i>Certificate II in Kitchen Operations</i>
Effective Learning and Teaching	Alyssa Macdonald (Acting)	FSK10213	<i>Certificate I in Skills for Vocational Pathways</i>
		FSK20113	<i>Certificate II in Skills for Work & Vocational Pathways</i>
ICT and Resources	Neil Hegarty	ICT20115	<i>Certificate II in Information, Digital Media & Technology</i>

Before commencing the delivery of the above-named VET Certificate Courses, I have been informed that:

- **Pre-requisites for Entry** to these VET Certificate courses are NIL.
- **Learning Experiences** are comprised of a range of teaching and learning strategies which will be designed to deliver the competencies. These may include practical tasks including projects, group work and activities in simulated work environments
- **Assessment** is competency based and therefore no levels of achievement are awarded.
- **Pathways** exist in the industry area for which students have achieved their Qualification and may exist for those students who have achieved a Statement of Attainment.
- **Fees** will apply for the following VET Certificate courses, this year. The costs are for both Years 11 and 12, where applicable – Kitchen Operations (\$ 50.00), but, these are for consumables. These prices will be given to students at the start of each year; however, students will be advised of these costs via the Student Participation Agreement form, Daily Student Notices in Term 4 and through their current trainers and assessors. You may also ask the HOD of the relevant faculty about the cost.
- **Further Information** can be found by contacting the HOD responsible for each certificate or the HOD Senior Schooling. For information regarding support services and other general VET information, students will be provided with access to the VET Student Handbook prior to enrolment or they may contact the HOD Senior Schooling in D011.
- **A Service Agreement** exists to cover each of these one and/or two year VET courses. This agreement occurs with the signing of the Subject Selection form. As the RTO (Registered Training Organisation), Harristown SHS guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbook provided, eg: Senior Student Handbook and VET Student Handbook – see HSHS website. Students successfully achieving all qualification requirements will be provided with a qualification and record of results. Students who achieve at least one unit (but not the full certificate) will receive a Statement of Attainment. This information is correct at time of publication but subject to change.
- **International Students** may not be able to complete their selected certificate/s if they either:
 - (a) Enter the course through late entry and /or
 - (b) Exit the course earlier than the two year period of delivery.

Issuing of a Qualification or Statement of Attainment to International Students will be subject to the statement in the above Service Agreement.

- **Other Information** such as RPL (Recognition of Prior Learning), Credit Transfer and Complaints and Appeals Procedures can be found in the HSHS Senior Student Handbook and VET Student Handbook with both booklets being on the HSHS website.
- **USI –Unique Student Identifier:** Any student entering a VET course on Harristown’s Scope of Registration (See page 1, above) **MUST** create and submit their USI to Kath Mazzanti (kmazz1@eq.edu.au) before commencing their Certificate course. Go to <https://www.usi.gov.au/students/create-usi> to create one. It should take less than five (5) minutes to do.