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**Note:**

- This booklet is to be kept and referred to as needed throughout Years 10-12.
- The most up-to-date version of this Handbook is located on G Drive.
- G:\Coredata\Curriculum\Common\SubjectAreas\VET\Student Handbook 2017
- Or school website [https://redbplaishs.eq.edu.au/Pages/default.aspx](https://redbplaishs.eq.edu.au/Pages/default.aspx)
Introduction

You have enrolled in a nationally recognised vocational course. This handbook will provide you with important information about the qualifications offered at this school and your rights and responsibilities as a VET (vocational education and training) student. Please take time to study this handbook.

Employability Skills: What You Need To Know

People begin VET courses for all sorts of reasons. Whatever your reason for choosing to study VET, you will want to feel confident that your subject choice is preparing you for the demands of the modern workplace.

A broad range of skills and capabilities are required for work in the 21st century. When you are working, you will need to know how to:

- Communicate effectively both orally and in writing with a range of people
- Solve problems (both technical and human)
- Work as a team member, respecting and valuing what others have to offer
- Use your initiative and enterprise to get the job done
- Use technology (including IT)
- Plan and organize activities, schedules, your work and possibly the work of others
- Manage yourself and your own learning into the future.

In VET we refer to these skills as ‘Employability Skills’ although they are important for more than just employment. These skills are also essential in our personal lives, or the work we do in the community. We believe that the time you spend in your course at Redbank Plains State High School should help you foster these skills. We take steps to ensure that learning these skills are a part of the VET courses we offer. As you study in the VET area, your teachers will incorporate these skills, where appropriate, into your studies.

If you want to know more about how this will happen, please talk to your teacher/HOD.

A summary of the employability skills can be found on the site below:


https://training.qld.gov.au/training/career/be-work-smart

The Australian Qualifications Framework (AQF)

All of the VET courses offered by this School lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).

The different types of qualifications are shown in the following diagram.
Redbank Plains State High School

Statement of Purpose
Redbank Plains State High School is committed to educating young people to enable them to develop as individuals, achieve their future goals and make a worthwhile contribution to their community.

Values and Beliefs
Our mission is based on our core values and beliefs:

- Achievement
- Learning 1st
- RESPECT
- Diversity
- Flexibility.

Code of Practice for Redbank Plains SHS

Students and staff may access the School’s Code of Practice as a Registered Training Organisation from the school website - https://redbplaishs.eq.edu.au/Pages/default.aspx

Our School:
- Recognises the importance of students receiving a broad based education comprising both general and vocational education.
- Is registered with the QSA or has partnership agreements with other training organisations to provide the vocational education unit/competencies in:

**Vocational Education and Training Qualifications**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20115</td>
<td>Certificate II in Business</td>
</tr>
<tr>
<td>CPC10111</td>
<td>Certificate I in Construction</td>
</tr>
<tr>
<td>CUF20107</td>
<td>Certificate II Creative Industries (Media)</td>
</tr>
<tr>
<td>CUA20215</td>
<td>Certificate II in Creative Industries - transitioning semester 2</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate III in Early Childhood Education and Care</td>
</tr>
<tr>
<td>MEM10105</td>
<td>Certificate I in Engineering</td>
</tr>
<tr>
<td>FNS20115</td>
<td>Certificate II in Financial Services</td>
</tr>
<tr>
<td>SIS20115</td>
<td>Certificate II in Sport and Recreation</td>
</tr>
<tr>
<td>SIS30315</td>
<td>Certificate III in Fitness</td>
</tr>
<tr>
<td>MFS10113</td>
<td>Certificate I in Furnishing</td>
</tr>
<tr>
<td>SIT10216</td>
<td>Certificate I in Hospitality</td>
</tr>
<tr>
<td>SIT20316</td>
<td>Certificate II in Hospitality</td>
</tr>
<tr>
<td>ICT10115</td>
<td>Certificate I in IDMT (Information, Digital Media &amp; Technology)</td>
</tr>
<tr>
<td>ICT20115</td>
<td>Certificate II IDMT (Information, Digital Media &amp; Technology)</td>
</tr>
<tr>
<td>SIR10112 / SIR10116</td>
<td>Certificate I in Retail Services – transitioning semester 2</td>
</tr>
<tr>
<td>SIR20212 / SIR20216</td>
<td>Certificate II in Retail Services - transitioning semester 2</td>
</tr>
<tr>
<td>FSK20113</td>
<td>Certificate II in Skills for Work and Vocational Pathways</td>
</tr>
</tbody>
</table>

**Short Courses**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAID003</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td>HLTAID004</td>
<td>Provide an Emergency First Aid Response in an Education and Care Setting</td>
</tr>
<tr>
<td>SITHGAM001</td>
<td>Provide Responsible Gambling Services</td>
</tr>
<tr>
<td>SITHFAB002</td>
<td>Responsible Service of Alcohol</td>
</tr>
<tr>
<td>CPCCWHS1001</td>
<td>Prepare to Work Safely in the Construction Industry (White Card)</td>
</tr>
</tbody>
</table>

- Has access to facilities and resources required to implement the vocational education unit/competencies listed above.
- Has in place an assignment/assessment policy that applies to all subjects offered at this school, has a process in place that enables students to apply for Recognition of Prior Learning (RPL).
- Has a process for addressing any concerns you may have and offers you access to a range of people who can provide you with advice and guidance about the vocational education unit/competencies.

**Units of Competency**

A VET qualification is made up of a specified number of units of competency. These are simply units of work which are structured to train a student in a particular set of skills and knowledge required by industry.

Competency is achieved when a student can appropriately perform and apply a combination of skills and knowledge to the standard required in a range of work-related situations. Competency standards have set outcomes, conditions of performance and benchmarks for measuring performance. The successful completion of each unit of competency contributes towards the overall qualification. If a student does not achieve competency in their first attempt at an assessment task, they must be given the opportunity to revisit units of competency to obtain competency.

**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 or in other relevant contexts. This is different from some other assessment systems which only measure knowledge and not the application of that knowledge. Another difference is that an individual must demonstrate competency in all of the required tasks in order to be recognised as competent overall.
Late Entry / Subject Transfer

Students in years 10, 11 and 12 are able to take a range of VET courses offered at the school, during their enrolment period.

Entry into VET courses usually occurs in the first term of the course. However, if an approved late entry by a VTA HOD occurs, the student may access VET courses during the year.

Late entry into any VET course may not enable the student to complete the entire course whilst at school. Late entry does provide the student with the ability to complete as many units as possible during their enrolment in the qualification.

If students do not complete a full qualification they will receive a Statement of Attainment listing all units in which they have achieved competency. This statement can be used to Credit Transfer unit/s in other VET courses that students may choose to undertake upon leaving school.

If upon completion of year 12 a student does choose to undertake a VET course offered by a Registered Training Organisation they may use their Statement of Attainment as evidence of units already completed. Students will be required to pay any fees as required by the Registered Training Organisation in which they have enrolled.

Client Service

We have sound management practices to ensure effective client service. In particular we have client service standards to ensure timely issue of student assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.

Our quality focus includes procedures and processes on Recognition of Prior Learning, Credit Transfer, Complaints and Appeals, Access and Equity and student welfare and guidance services. The Inclusive Learning Centre at Redbank Plains State High School ensures where necessary, arrangements are made for those students requiring learning support including language, literacy and numeracy.

Information on all courses offered by the school, the vocational outcomes, assessment, fees and charges are disseminated to students before enrolment via the Senior Handbook for each year and Subject Selection meetings.

Student Support, Welfare and Guidance Services

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

- Heads of Department
- Guidance Officers
- Deans
- Senior Studies Staff including Choices Not Chances Program staff
- Student Learning Support Teachers
- Community Liaison Officer
- Indigenous Community Education Counsellor
- Pacific Islander Liaison Officer
- Community Liaison Officer for African Students
- English as an Additional Language or Dialect staff
- Youth Coordinator
- School Based Youth Health Nurse
- School Based Police Officer
- School Chaplains

Please ask your teacher if you require information about any of these services.

Assignment Policy & Procedures

Redbank Plains SHS has an Assignment Policy that is issued to all students via a number of avenues such as subject selection evenings and year level assemblies. This policy outlines details on the following:

- The partnership between school, parents and students.
- Procedures for tests, reporting etc.
- Computer Assisted Assignments.
- Copyright/Plagiarism Issues.
- Late Assignments.

Assignment Policy and Assessment

Refer to Student Diary 2017.
Access and Equity

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment.

Redbank Plains SHS strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

For example the following principles apply:
1. VET curriculum areas will be adequately resourced, with teachers with the right qualifications, in order to ensure you have quality outcomes.
2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the different ways in which students learn. Students with special needs will participate with an initial consultation with the HOSES along with their parent/guardian and relevant school staff to ensure that the training and assessment
3. All students will be actively encouraged to participate in VET programs, irrespective of background/cultural differences.
4. Prior to participating in structured work placement, you will be provided with information which will equip you with the knowledge to recognise harassment / discrimination should it occur and to ensure you have the strategies to deal with anything like this. Appropriate support will be provided to ensure you are successful in your work placement.
5. Literacy and numeracy is integrated throughout all VET programs, as well as being delivered separately through the English / literacy /ESL program and Maths / numeracy program.
6. Literacy and numeracy is integrated throughout all VET programs, as well as being delivered separately through the English / literacy /ESL program and Maths / numeracy program.
7. Any complaints in relation to discrimination / harassment will be treated seriously, in line with the School's Policies, VET Policies and Procedures on Complaints / Appeals.

For further information see list of school support personnel on Page 6 and check with your teacher for the appropriate referral for your situation.

Vet Curriculum / Subject Levies and Refund Policies

- Subject fees for VET services paid in advance are held in the school account. If a student requests a refund before the beginning of the service related to the fee, the school shall retain an administration fee and return the remainder to the student.
- If a student requests a refund after the beginning of the service related to the fee, the school shall retain an administration fee and return a pro rata amount of the fee to the student according to normal school account keeping procedures.
- Fees may be paid directly to a partnership RTO in some cases.
- Further information is available through the School Office/Business Services Manager.

Provision for Language, Literacy and Numeracy Support

If you are undertaking a VET subject which has embedded units of competency from a Training Package, you will find that basic literacy / numeracy elements have been incorporated. This should help you learn these basic literacy / numeracy components more readily, as they are being delivered / assessed in the context of an industry / vocational area of your liking / choice.

In addition, every student at Redbank Plains SHS has the opportunity to undertake an English / literacy or Maths / numeracy subject. If you still feel you need additional language, literacy or numeracy support, please approach one of the following staff:

- English Head of Department
- Mathematics Head of Department
- The relevant Head of Department for the subject
- Head of Special Education Services – HOSES.
USI (Unique Student Identifier)

All students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it’s yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual’s nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

Students completing VET courses will need to obtain a USI as an RTO must hold a USI before issuing a Certificate or Statement of Attainment.

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**Student quick guide**

**How to create a USI**

2. Select ‘Student Login’
3. Agree To Terms and Conditions
4. Select ‘Create USI’
5. Follow the steps to create a USI

You will need a form of ID to create your USI such as:
- Driver’s Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

**How to activate your USI account**

1. Clicking on the link that was sent to either your e-mail address or mobile number.
2. Once you have clicked on the link you will be asked to set up a password and two check questions.
3. You will then be able to login to your USI account. Your training organisation cannot do this part for you.

**How to update personal or contact details**

You can change your personal and contact details by logging in to your USI account and selecting either ‘Update Personal details’ or ‘Update Contact details’. If you have given your training organisation permission to update your details they can make the changes for you.
Student quick guide

How to retrieve a forgotten USI or password

Go to www.usi.gov.au
Select 'Student Login'
Agree To Terms and Conditions
Select 'Forgotten your USI?'

Choose One of the following:
- E-mail address
- Mobile number
- Personal information

- If you select e-mail you will be sent a link that will expire after 10 minutes.
- If you select mobile number you will be sent a pin that will expire after 60 seconds.
- If you select personal information you will need to either answer your check questions or provide ID.

Make sure your answers to your check questions are spelt correctly (e.g. street instead of st)

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account.

How to manage permissions

A really useful tool that will save both you and your training organisation time

Go to www.usi.gov.au
Click on 'Student Login'
Agree To Terms and Conditions
Login To your USI account
Select 'Manage permissions' tile
Search Organisation by either their Organization code or name
Set Permissions and expiry date

Transcripts: The training organisation can view your transcripts but cannot update them.

View Details: The training organisation will be able to view your personal and contact details.

Note: If you do not want your training organisation to view your contact details select ‘Update Contact Details’ and click on ‘Hide Contact Details’.

Update Details: The training organisation will be able to update your personal and contact details.

Transcripts

- Transcripts for training completed before 1st of January 2015 will not appear in your USI account.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.
- The activation date for transcripts is yet to be decided.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation but will come in handy if you misplace your documentation.
RPL Requirements

Recognition of Prior Learning (RPL) is the determination on an individual basis, of the knowledge and skills obtained by a person through previous formal or informal training, work experience and/or life experience, against individual or multiple competencies.

RPL Process at Redbank Plains SHS implements the following six stages:

- **Stage 1:** Information
- **Stage 2:** Support and Counselling
- **Stage 3:** Application
- **Stage 4:** Assessment
- **Stage 5:** Notification and Post-Assessment Guidance
- **Stage 6:** Record Keeping.

Implementation of RPL

Stages That Must Be Incorporated Into The RPL Process

**Stage 1: Information**

The first stage of the RPL process is to provide potential applicants with sufficient information to help them decide whether to seek Recognition of Prior Learning now or at some time in the future.

Read the following information:

- Print material providing information about the RPL process, for example RPL posters or brochures placed in classrooms/student access areas.
- Opportunities for students to clarify issues relating to RPL.
- Specific elements of competency and related performance criteria for each unit/competency and / or training program outlined in your Student Record Book/Training Record Book for which you may seek RPL.

**Stage 2: Support and Counselling**

Discuss the RPL process with your teacher if you feel you are already competent in some parts or all of the VET program you are about to do. **Your teacher will** guide you through the application requirements. Refer to the Teacher and Student checklists to ensure the RPL process is being followed.

**Stage 3: Application**

The third stage of the RPL process requires you to undertake a self assessment to assess your readiness and, where appropriate, to apply for RPL. Students seeking RPL can apply for recognition for either entire unit/competencies/training programs or for individual elements of competency within unit/competencies/training programs. To be granted RPL, it is essential that the student achieve in all the elements of competency and associated performance criteria relevant to the application.

**Students need to:**

- Complete RPL Application Form.
- Supply sources of evidence to support an RPL application - for example, work experience/industry placements records, samples of work in other subjects relevant to the course, qualifications gained (e.g. coaching certificate, Senior First Aid Certificate), examples of work, photographs, videos, letters and reports, employer references, etc.

**Stage 4: Assessment of the Application**

The fourth stage of the RPL process requires an assessment of an application by a person (the assessor) with suitable knowledge in both the content area and the RPL process who will apply the established RPL procedures. This may include the following personnel: Teacher, HODs, HOSES, Deputy Principal or Principal. The RPL assessor would normally be the class teacher.

The timing of the RPL assessment depends on the demands on teachers, individuals and any contextual considerations that may be necessary if a practical assessment is used.

**Stage 5: Notification and Post-Assessment Guidance**

You will be provided with feedback regarding the outcomes of an RPL application. You will be given prompt notification of the result of an RPL assessment. You may appeal against a decision. You will be provided with a copy of the notification of the result of RPL assessments.
**Stage 6: Record Keeping**

The sixth stage of the RPL process requires schools to **record** the results of RPL applications in your Student Record book, on your profile sheet and on the Student Data Capture System.

The diagram below summarises the six stages of the RPL process.

### Stages in the RPL Process

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1. **INFORMATION** | - brochure  
- posters  
- information session  
- Student Record Book |
| 2. **SUPPORT AND COUNSELLING** | - briefing sessions  
  - individual  
  - groups  
- list of course / training program learning outcomes |
| 3. **APPLICATION** | - self assessment opportunities  
- application forms  
- guidance provided to applicants |
| 4. **ASSESSMENT** | - review of evidence presented, based on:  
  - validity  
  - relevance  
  - variety  
  - authenticity  
  - currency  
  - reliability |
| 5. **NOTIFICATION AND POST-ASSESSMENT GUIDANCE** | - feedback is  
  - clear  
  - prompt  
  - constructive |
| 6. **RECORD KEEPING** | |

### RPL Gained

- records show applicants success, e.g. Record Book  
- applicant is exempt from the achieved learning outcomes / training programs / course

### RPL Not Gained

- appeals provisions  
- applicant undertakes instruction in the learning outcomes / training program / course
RPL Checklist for Students

To ensure an effective RPL process, students should:

1. □ obtain information about RPL.

2. □ obtain a copy of the Student Record Book/Training Record Book / Profile for the vocational training program(s) of your subject.

3. □ read the relevant learning outcomes for the unit/competency/training programs as listed in the student Record Book/Training Record Book.

4. □ assess your abilities/competencies, with guidance from your teacher and/or counsellor in the learning outcome(s)/unit/competency/training programs.

5. □ decide if you think you possess the knowledge and skills of the learning outcome(s)/unit/competency/training programs and if so, you should apply for RPL.

6. □ complete an RPL Application Form.

7. □ gather evidence that supports your application.

8. □ give the completed RPL Application Form and evidence to your teacher / VET HOD.

9. □ receive notification from your teacher to show either (i) that you have gained RPL  [go to 10]  
or   (ii) that you need to supply more information AND/OR attend an interview  [go to 7]  
or   (iii) that you have not gained full/partial RPL and you receive feedback  [go to 12].

10. □ (if you are successful) you will be exempt from those learning outcomes/unit/competency/training programs.

11. □ ensure your Student Record Book/Training Record Book is signed off.

12. □ (if you were partially successful) you may decide to progress more quickly through the unit/competency/training program by completing only those aspects for which you do not have prior learning. This completes the RPL process for your application.

13. □ (if you were unsuccessful) you may decide to request an RPL Appeals Form (Assessment Appeals Form).

14. □ gather further evidence that supports your application.

15. □ submit your completed RPL Appeals Form (Assessment Appeals Form) and further evidence to the person nominated in the school’s appeals policy, who will arrange for suitably qualified person/s to assess the evidence (usually the VET HOD / Subject HOD).

16. □ receive a notification about whether either (i) you have gained RPL  [go to 10]  
or   (ii) you have not gained full/partial RPL and receive feedback  [go to 17].

17. □ seek to progress more quickly through the unit/competency/training program by completing only those aspects for which you do not have prior learning.
RPL Checklist for Teachers / Assessors

To ensure an effective RPL process, teachers / assessors should:

1. ☐ provide information to students about RPL at the beginning of each term.
2. ☐ give students a copy of their Student Record Book/Training Record/Profile.
3. ☐ give students time to reflect on whether they wish to apply for RPL.
4. ☐ make opportunities available for students to access support and guidance.
5. ☐ provide students with copies of an RPL Application Form.
6. ☐ provide students with information about the types of evidence that can be used to support an RPL Application Form.
7. ☐ assess students’ applications with a flexible and responsive attitude to what constitutes acceptable evidence.
8. ☐ make a prompt decision and notify students that you either (i) will grant RPL on the evidence presented after consultation with VET HOD [go to 9] or (ii) request an interview or more information to gain further evidence (with VET HOD) [go to 7] or (iii) will arrange for students to complete a performance assessment [go to 7] or (iv) cannot grant full/partial RPL, and provide feedback [go to 11].
9. ☐ record successful RPLs in Student Record Books/Training Record Books and on master profiles.
10. ☐ keep a file of students’ applications and evidence.

Where RPL has been granted as a result of this procedure (1-10), the RPL process is completed. Where RPL is not granted, steps 11-14 below are applicable.

11. ☐ inform students of the appeals’ provisions
12. ☐ make an RPL Appeals Form (Assessment Appeals Form) available to students who decide to appeal
13. ☐ if the student decides to appeal, pass the student’s application, evidence and Assessment Appeals Form to other person/s with suitable content knowledge, for assessment
14. ☐ make a decision and notify the student that either (i) he or she has been granted RPL from the Appeal [go to 15] or (ii) he or she cannot be granted full/partial RPL from the appeal and provide feedback [go to 16].
15. ☐ record successful RPLs in the Student Record Book/Training Record Books and in the master profiles
16. ☐ keep records of students’ applications, evidence and appeals/results.

Note: All RPL evidence must be validated.
Assessment Review Procedure

REVIEW OF ASSESSMENT

Step 1 – Information Consultation
A student who is not satisfied with an assessment result should contact the relevant teacher and discuss their concerns. The teacher can then discuss their reasoning for the assessment result.

Step 2 – Subject Level Review
If a student:
- remains dissatisfied after Step 1, or
- is unable to make contact with the relevant teacher,

an application for a formal review may be submitted. A request for a subject level review should be submitted to the Head of Department (HOD)/Subject Coordinator for the particular subject area. As a minimum the HOD /Subject Coordinator will review all relevant items of assessment and how the assessment was appraised. Results will be communicated to the student and teacher and an Assessment Appeals Form will be completed by the HOD/Subject Coordinator and filed.

Step 3 – Executive Review
If a student remains dissatisfied with the outcome of Step 2 they may then request an executive review. The student must detail why the subject level review was inadequate or that the review was inequitable. The student must provide specific reasons or evidence of this for an executive review to be held.

The executive review committee will comprise the HOD of Vocational Education and Training and relevant Deputy Principal. The executive review will determine whether the request has provided evidence for the review to proceed. The review committee will maintain records of all actions taken and processes in review of assess.

Complaints and Appeals Policies
Complaints and appeals are managed by the School in a fair, efficient and effective manner, adhering to the principles of natural justice. The School will create an environment where student’s views are valued. Complaints arise when a student is dissatisfied with an aspect of the school RTO’s services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the school RTO has made. Appeals can relate to assessment decisions, but they can also relate to other decisions. Students with either a complaint or an appeal will have access to a formal complaint or appeal process and be able to access their own support and cultural services in the process e.g. s

The HOD VET will keep a Register of complaints which documents all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

The full copy of the complaints policy for Redbank Plains State High School can be located at G:\Coredata\Curriculum\Common\SubjectAreas\VET\Complaints procedures.docx and on the school’s website. See Appendix of this document for the Forms or https://redbplaishs.eq.edu.au/Pages/default.aspx

Replacement of RPSHS Issued Certificates
If you have lost or misplaced your Certificate or Statement of Attainment, the School has procedures for the issue of a copy only. Full details can be located at G:\Coredata\Curriculum\Common\SubjectAreas\VET\Request for Replacement of RPSHS Issued Certificate or Statement.docx. See Appendix of this document for the Request Form.

Legislative Requirements

VET programs are regulated by:

Commonwealth of Australia –

National Vocational Education and Training Regulator Act 2011
Standards for Registered Training Organisations (RTOs) 2015
Appendix/Forms
Appendix

Forms:

R.P.L Application Form

RPL APPLICATION EXPLANATORY NOTES

PLEASE READ THIS INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION FORM.

PLEASE DO NOT RETURN THIS PAGE WITH YOUR APPLICATION FORM.

WHAT IS RPL?
Recognition of Prior Learning (RPL) is the acknowledgment of skills and knowledge obtained through formal training, work experience and/or life experience. The purpose of this process is to identify and assess previously acquired skills and knowledge against the required competency standards.

Your skills will be assessed against industry standards. This is done by an RPL assessor. You may be asked to:

- perform tasks or jobs
- talk about and explain how you do those jobs
- provide samples of your work
- provide certificates/statements of attended – workshops, seminars, short courses
- provide evidence of workplace inductions and performance appraisals
- provide current CV and job descriptions
- provide letter of support; third party reports; references.

A visit to your workplace may be organised so you can demonstrate your abilities. You may have to provide job descriptions, references or performance appraisals.

COMPLETING THE FORM:
This form provides you initial information about applying for RPL. More information is provided in the Student Handbook. If you wish to apply for RPL, please complete this initial application form and submit to your teacher as soon as possible.

APPLICATION PROCESS:
- Apply for RPL by completing and submitting this form to your teacher
- Upon receipt of your application you will be provided with RPL documents.
- Complete and submit RPL documents and all evidence to your trainer
- Assessor will review and assess your RPL evidence; your assessor may ask for additional evidence if required
- If your application is successful in your RPL application, you will not have to complete the unit/s for which you are granted RPL.

Notes:
Certified copy – copies must be certified as true copies by one of the following:

- a university or college Registrar
- a Commissioner for Declarations
- a person authorised to certify passport applications.

Each copy must bear an original signature with a certification that the document is a true copy of the original.

Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.
Redbank Plains State High School

Recognition of Prior Learning (RPL) Application

Use this form where you hold the specific unit of competency or equivalent unit.

Documentary evidence required:
You must ensure that the relevant documentation is attached to your application.

- Certified copies of Official Academic Records and explanation of grades (do NOT send originals).
- Copy of completed Statement of Attainments, and/or Transcript of Results.

Certified copy – copies must be certified as true copies by a university or college Registrar, a Commissioner for Declarations or by a person authorised to certify passport applications. Each copy must bear an original signature with a certification that the document is a true copy of the original. Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.

Personal Details
Surname/Family Name
Given Names
Mailing Address
Email Address
Telephone: Home (   ) Mobile

RTO Program Details
RTO Program towards which you are seeking RPL:
When do you intend to commence this program? Semester Year

Previous Studies
Previous Programs:
Name of Institution (in full):

Was the program completed?  ☐ Yes ☐ No

Student Declaration
I declare to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signature: ___________________________ Date: ___________________________

Received
Signature Date

RPL Application Page 1 of 2
## RPL Application

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Evidence meets UOC requirements</th>
<th>Approved</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
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</tbody>
</table>

### For Office use Only

<table>
<thead>
<tr>
<th>Assessor Recommendation for RPL</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTO advised NO RPL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Name: Noted on student record
- Signature: Other Action
- Date: Other Action
- Position: Other Action

RPL Application Page 2 of 2
Credit Transfer Application

Credit Transfer Application Explanatory Notes

Please read this information before completing and submitting your application form.

Please do not return this page with your application form.

Who should apply for credit?
The RTO awards credit for:

- Formal study undertaken in recognised tertiary institutions in Australia, including universities, colleges, TAFE and other post-secondary education institutions. Overseas institutions will be recognised to the extent to which they are considered to be equivalent to particular types of Australian institutions.

Completing the form:
Complete all the relevant details on the Page 1 of the form.

On Page 2 of the form you must attempt to list course equivalents in the section “Specified Credit”.

Ensure you have provided all necessary documentation/copies of results that have been correctly verified.

Certified copy – copies must be certified as true copies by one of the following:

- a university or college Registrar
- a Commissioner for Declarations
- a person authorised to certify passport applications.

Each copy must bear an original signature with a certification that the document is a true copy of the original.

Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.

The credit process:
Once you have submitted your credit application, with supporting documentation:

- Your credit application will be assessed
- You will be advised of the outcome of your credit application by email.

Specified Credit – if you are granted specified credit you will not have to complete the unit/s for which you are granted credit.
Redbank Plains State High School

Credit Transfer Application Form

Use this form where you hold the specific unit of competency or equivalent unit.

Documentary evidence required:
You must ensure that the relevant documentation is attached to your application.

☐ Certified copies of Official Academic Records and explanation of grades (do NOT send originals).
☐ Copy of completed Statement of Attainments, and/or Transcript of Results.
☐ Course outlines which include: level of study/topics covered, duration of the course, contact hours, methods of assessment, textbooks used.

Certified copy – copies must be certified as true copies by a university or college Registrar, a Commissioner for Declarations or by a person authorised to certify passport applications. Each copy must bear an original signature with a certification that the document is a true copy of the original. Alternatively, you can bring originals plus photocopies to the relevant teacher for certification.

Personal Details
Surname/Family Name ________________________________
Given Names _______________________________________
Mailing Address _____________________________________
Email Address _______________________________________
Telephone: Home ( ) __________________ Mobile __________

RTO Program Details
RTO Program towards which you are seeking credit: ________________________________
When do you intend to commence this program? Semester __________ Year __________

Previous Studies
Previous Programs: _______________________________________
Name of Institution (in full): ______________________________
Was the program completed? ☐ Yes ☐ No

Student Declaration
I declare to the best of my knowledge the information supplied is correct and complete. I acknowledge that incomplete information may result in the application being returned to me. I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications. I have read and retained the attached information sheet.

Signature: ____________________________________________ Date: _______________________

Received
Signature _______ Date ________

Credit Transfer Application Page 1 of 2
## Specified Credit

<table>
<thead>
<tr>
<th>Equivalent Course Previously Studied</th>
<th>RTO Course</th>
<th>Approved</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Course Code</td>
<td>Unit Code</td>
<td>Unit Title</td>
<td>Year Completed</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

### For Office use Only

<table>
<thead>
<tr>
<th>Assessor Recommendation for Credit</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTO advised NO Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Noted on student record</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Action</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name
Signature
Date
Position

Credit Transfer Application Page 2 of 2
# Application for Modification to Assessment

**Name of Student:** ____________________________  **Student Number:** ____________

**Reason for Modification:** ________________________________

I hereby apply for modification to the assessment / examination procedures in:

- **Course:** ____________________________  **Course Code:** ____________
- **Subject:** ____________________________  **Trainer/Assessor:** ____________

Does this request apply to the whole course?  
- Yes [ ]  
- No [ ]

**Signature:** ____________________________  **Date:** ____________

## Examination / Assessment Details:

**Date:** ____________  **Time:**  
- **From:** ________ am/pm  
- **To:** ________ am/pm

**Room / Venue:** ____________________________

Modification Requested:

1. Extra Time per Unit of Competency [ ]
2. Total Exam Time [ ]
3. Break Times [ ]
4. Separate Room / Venue [ ]
5. Additional Supervisor [ ]
6. Examination / Assessment method: ____________________________

7. Additional personnel involved: ____________________________
8. Other: ____________________________
9. Other comments: ____________________________

## Trainer Recommendation:

I hereby recommend this application for examination / assessment modification:  
- yes [ ]  
- no [ ]

**Signature:** ____________________________  **Date:** ____________

## VTA HOD Approval:

I hereby approve this application:

**Name:** ____________________________  **Designation:** ____________

**Signature:** ____________________________  **Date:** ____________
Redbank Plains State High School

Assessment Appeals Form

Student to submit completed form to HOD / Subject Co-ordinator

<table>
<thead>
<tr>
<th>Name:</th>
<th>………………………………………………………………………………………………………….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of original Assessment / RPL Application</td>
<td>Name:</td>
</tr>
</tbody>
</table>

Complete the following to indicate the decision/s against which you wish to appeal.

Unit /Competency – Name and Code:

<table>
<thead>
<tr>
<th>Unit / Element of Competency Number</th>
<th>Description</th>
</tr>
</thead>
</table>

Summary of the reasons for your appeal. (Include any additional information you will present as part of your appeal) Attach extra pages if needed.

Applicant’s Signature  (Student) _________________ Date: ________

VET Teacher/Assessor’s Comments and Recommendation:

VET teacher/Assessor’s Signature _________________ Date: ________

NOTIFICATION  student and VET Teacher / Assessor

Competence / R.P.L. is / is not granted for the unit/element of competency / Competency: __________________________

because: __________________________________________

☐ Student and VET Teacher / Assessor notified of decision

HOD/Subject Co-ordinator’s Signature _________________ Date: ________

The completed appeals document is to be kept with the student’s profile & a copy to be retained by the HOD / Subject Co-ordinator
Redbank Plains State High School

Complaint Form

Student to submit completed form to HOD of Vocational Education and Training / RTO Manager

Complainant:

- [ ] Staff
- [ ] Student

Access Class: _______________________

Issue:

(please provide more details on page 2 of this form)

- [ ] Behaviour
- [ ] Payment of Fees
- [ ] Preparedness for Class
- [ ] Non Submission of Coursework
- [ ] Coursework Expectation
- [ ] Other: _______________________

To whom directed:

- [ ] Principal
- [ ] Deputy Principal
- [ ] HOD Vocational Education and Training
- [ ] HOD Faculty
- [ ] Subject Co-ordinator
- [ ] Guidance Officer
- [ ] Classroom Teacher

Complainant's Signature: _______________________

Date: _______________________

Office Use Only

Decision

Outcomes

- [ ] Complaint dismissed
- [ ] Complaint upheld
- [ ] Complainant notified of outcome of complaint

Signed: _______________________

Name: _______________________

Date: _______________________

Complaint Form Page 1 of 2
Redbank Plains State High School

Complaint Form

Student to submit completed form to HOD of Vocational Education and Training / RTO Manager

Please write a summary of the issue for your complaint in the space provided, and attach copies of any relevant documents.
Request for Replacement of Redbank Plains S.H.S. Issued Certificate or Statement of Attainment

Title:  
                      Mr  Miss  Mrs  Ms  Family Name:  ________________________________
Given Names:  ________________________________  Date of Birth:  __________________
Postal Address  ________________________________  Postcode  __________________

Home Phone:  ________________________________  Mobile:  ________________________________
Email:  ________________________________

For identification, if still enrolled, Student I.D. will be sufficient.
If not, then please provide with your application ONE of the following which has been certified by either a Justice of the Peace or Commissioner for Declaration.

☐ Valid passport  ☐ Driver / learner licence  ☐ Adult Proof of Age Card  ☐ Birth Certificate or Extract

Details of document/s requested:

<table>
<thead>
<tr>
<th>Year of Issue (e.g. 2015)</th>
<th>Name of Certificate or Course</th>
<th>No. of Copies</th>
<th>Price $10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Queensland Certificate of Education</td>
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<td>Postage</td>
<td>Domestic mail – free</td>
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<td>International Standard $7.50</td>
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<td>Domestic Express $7.00</td>
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<td>$</td>
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<td>International Express Post $23.75</td>
<td>(Note: This is not a Courier service.)</td>
<td>$</td>
</tr>
</tbody>
</table>

☐ I would like to collect my certificates / statements
☐ I would like my certificates / statements posted  Date ordered:  __________________

Office use only

Documentary evidence  ☐ PP  ☐ DL  ☐ BC  ☐ Other:  ________________________________
Verified by:  ________________________________  Date collected or posted  __________________

Certificate:  ________________________________  Verified by:  ________________________________  Date collected or posted  __________________

Payment methods accepted

☐ MasterCard  ☐ Visa  ☐ Cheque  ☐ Cash (in person only)
Card No.  ________________________________  Expiry date  /  Cardholder’s name:  ________________________________  Cardholder’s signature:  ________________________________

Submit your application by:

☐ post – The Principal, Redbank Plains State High School, PO Box 378, Goodna Qld 4300
☐ in person – Redbank Plains State High School, 136 Willow Road, Redbank Plains Qld 4301.