

VOCATIONAL EDUCATION TRAINING (VET) (School delivered)

Coffs Harbour Senior College delivers the following school based VET Courses:

- Business Services
- Construction
- Entertainment Industry
- Hospitality Operations – Food & Beverage
- Retail Services
- Sports Coaching
- Skills for Work- 2 unit x 1 year course.

More information about these courses can be found in the curriculum handbook.

SCHOOL VET COURSE enrolment instructions:

To enrol in a School VET course you must:

1. Obtain a **Unique student Number (USI)** -if you don't already have one. The USI is required to enrol on these courses and is used to record your course achievements.
2. Complete a **VET 'Student enrolment agreement'**, **selecting the course(s) which you are requesting to enrol** and return it with your enrolment application.

If you have any questions, please contact Rachel Fraser, Careers Advisor, Coffs Harbour Senior College.

Email: rachel.fraser@det.nsw.edu.au

Phone: 6659 3258



RTO 90162 Public Schools NSW, Tamworth.

VET ENROLMENT FORM

The Registered Training Authority (RTO) is responsible for the quality of the training and assessment in compliance with The Standards for RTOs 2015 and for the issuance of the Australian Qualifications Framework (AQF) certification documentation, <https://www.asqa.gov.au/about/australias-vet-sector/standards-registered-training-organisations-rtos-2015>.

Prior to enrolment the RTO provides accurate information that enables the learner to make informed decisions about undertaking training with the RTO. Every student is provided with a specific site VET Course Information sheet that provides qualification information.

Personal Details

Full Name _____ Date of Birth ____ / ____ / ____

Circle school Year **11 / 12** School _____

If you have a disability, impairment or long-term condition ensure your school is informed.

Privacy Notice

Under the *Data Provision Requirements 2012*, RTO 90162 Public Schools NSW, Tamworth is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by RTO 90162 Public Schools NSW, Tamworth for statistical, administrative, regulatory and research purposes. RTO 90162 Public Schools NSW, Tamworth may disclose your personal information for these purposes to:

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

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

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

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

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

More information is available about [NCVER's Privacy Policy](#)

For more information go to <https://www.employment.gov.au/privacy-notice>

Enrolment

During the enrolment and induction process you will be provide information on the following

- Qualification outcomes and pathways to further education
- Training and assessment arrangements including Recognition of Prior Learning (RPL) and Credit Transfer. Credit Transfer includes previous courses or qualification from recognised associations or training organisations
- Appeals procedures in your school including assessment appeals
- Complaints procedure in your schools will be the Department of Education's complaints procedure
- Privacy of information and data being supplied to National Centre for Vocational Education Research (NCVER)
- Online assessment of the Australian Core Skills – this information remains with student and school (includes RTO 90162 Tamworth)
- Accessing competency records during the VET course and upon completion from the NSW Education Standards Authority
- The requirement of the RTO to retain your assessment evidence by the school for a minimum of six months
- Work placement and NSW Education Standards Authority mandatory requirement for the Preliminary and HSC courses.

Unique Student Identifier (USI)

Detailed course information is provided on each Course Information Sheet.

From 1 January 2015, we at **RTO 90162 Public Schools NSW, Tamworth**, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Each student must provide the school with their USI number before enrolment in a VET course.

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Delivery details - The qualification will be delivered at school over one or two years.

Training Product Details **Select the course(s) below in which you are requesting to enrol**

BSB20115 Certificate II in Business	<input type="checkbox"/>	Units of competency from CUA30415 Certificate III in Live Production and Services	<input type="checkbox"/>
CPC20211 Certificate II in Construction Pathways	<input type="checkbox"/>	SIR30216 Certificate III in Retail	<input type="checkbox"/>
SIT20316 Certificate II in Hospitality	<input type="checkbox"/>	Units of competency from FSK20119 Certificate II in Skills for Work	<input type="checkbox"/>
SIS30519 Certificate III in Sport Coaching	<input type="checkbox"/>		

Study Reason

To gain extra skills to apply for a job	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
To gain skills towards community/voluntary/casual work	<input type="checkbox"/>
To learn about the requirements for work	<input type="checkbox"/>
Other	<input type="checkbox"/>

Fees and refunds

The school site will advise on fee collection from students. Details are available on each VET Course Information sheet.

Parent / Carer declaration:

I declare that the personal information provided to the school about my son/daughter, named below, is true and correct to the best of my knowledge.

STUDENT NAME _____

PARENT NAME _____ **PARENT SIGNATURE** _____ **DATE** _____

Complaints and appeals statement

<https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>

For specific RTO procedures please contact your VET coordinator