



BUNDAMBA STATE SECONDARY COLLEGE
PRIDE » RESPECT » RESPONSIBILITY » EMPOWERMENT

VET Pathways Student Handbook



Vision Statement

Bundamba State Secondary College is a diverse, culturally rich and aspirational community where everyone has the opportunity to experience success, a sense of belonging and personal growth. This is achieved by building resilience, integrity, excellence in teaching and learning and self-worth.

Values

Pride

Respect

Responsibility

Empowerment

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Interested in a Vocational Pathway?

Read on...

Welcome Parents / Carers and Students,

Choosing a vocational pathway whilst in high school is a wise choice. The government provides students with the opportunity to utilise funding to complete a skills-based education and training qualification. On top of this head start into the workforce, successful completion of a certification will make students eligible for QCE credits contributing toward graduating high school.

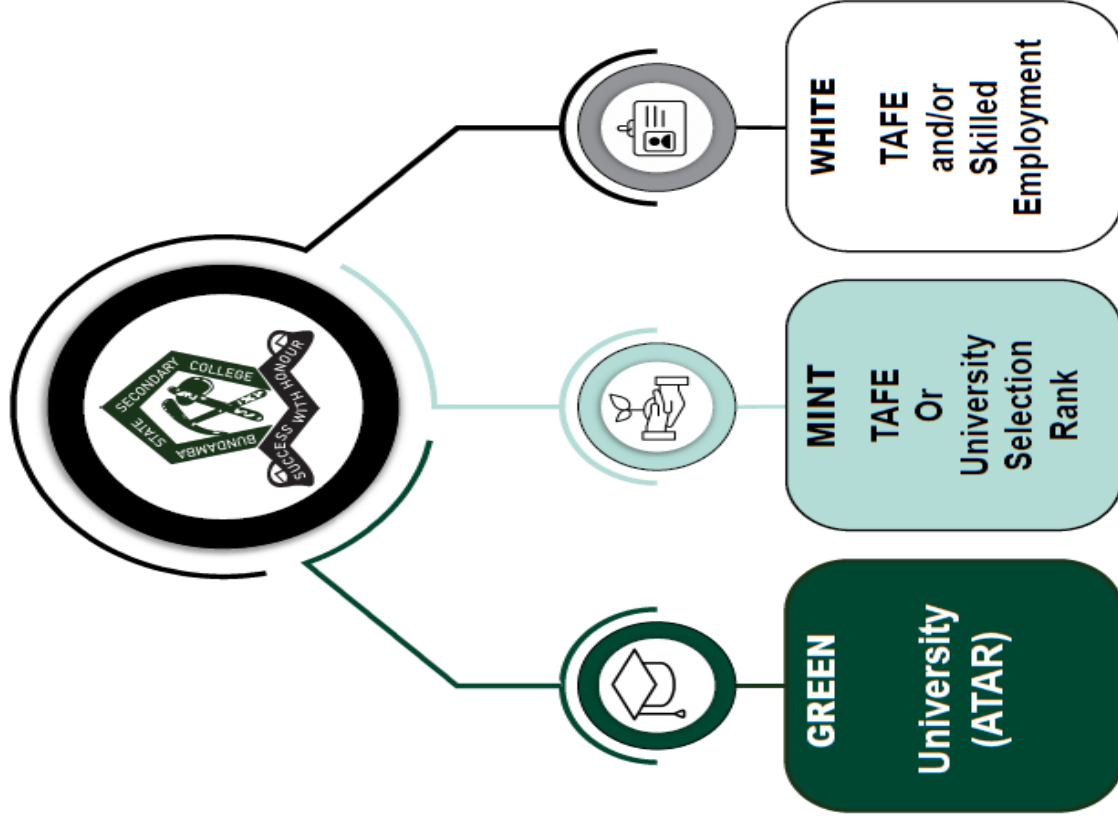
This handbook is a guide for students and parents regarding participation in externally based Vocational Education and Training programs. Students whilst enrolled at Bundamba State Secondary College are offered multiple opportunities to undertake several courses within the two applicable Vocational Pathways options. These are the MINT and WHITE pathway options. Vocational certification and training for students can be obtained in the following ways:

- VET in Schools Programs (VETiS)
- School Based Traineeships (SAT)
- School Based Apprenticeships (SAT)

The aim of this booklet is to provide a HOW TO guide regarding the college's expectations for enrolment and ongoing participation in any of the life changing training courses.

Let us begin your Vocational Pathways journey by taking our first steps together...

BSSC Senior Pathways



Enrolment into pathways are based upon Year 9 and 10 academic reports. Any student who has not met the required prerequisites at SETPLAN will have the opportunity to redevelop subject selections at the end of Year 10 in an interview with Senior School Deputy Principal when requested.

GREEN Pathway – Direct entry to University with an ATAR score

- Must meet prerequisites for selected General subjects
- Pathway combinations:
 1. 5 General Subjects + 1 University Subject
 2. 6 General Subjects
 3. 5 General Subjects + Certificate III or above
 4. 5 General Subjects + 1 Applied Subject
 5. 4 General Subjects + Certificate III or above + 1 Applied Subject
 6. 4 General Subjects + 2 Applied Subjects
- Student must attend five days a week – no school based Traineeships/Apprenticeships or TAFE



MINT Pathway – Entry to TAFE or University with a selection rank

- Must meet prerequisites for selected General subjects
- Must review tertiary entry requirement and select required General Subjects for University Courses
- Pathway combinations:
 1. No more than 3 General Subjects
 2. Must complete a Certificate III or above
- TAFE / School-based apprenticeships negotiated with Deputy Principal Senior School
- Supervised study period to assist TAFE / SATs negotiated with Deputy Principal Senior School post sign-up



WHITE Pathway – Entry to TAFE or skilled employment

- School based Traineeships/Apprenticeships or TAFE aligned to career
- Supervised study period to assist TAFE / SATs negotiated with Deputy Principal Senior School post sign-up
- Pathway Combinations:
 1. Applied and VET qualifications
 2. No General subjects

YOUR FUTURE VOCATION

Step 1:

Who do you want to be?

Understanding where you see yourself working sometime in the next three years is an important part of knowing who we are and having a good sense of self awareness.

Therefore, what is the industry you can see yourself working and most importantly, thriving in?

Carpentry	Building and Construction	Plumbing
Hairdressing	Retail	Nursing
Electrical	Engineering	Allied Health
Rural Operations	Crime and Justice	Fitness
Screen and Media	Hospitality	Kitchen Operations
Aviation	Tourism / Events	Community Services
Childcare	Retail Cosmetics	Beauty
Telecommunications	Automotive	Logistics
Music	Fashion and Design	Community Dance Theatre Events
Design Fundamentals	Sport and Recreation	Baking
Business Admin	Laboratory Skills	Rail Infrastructure

When you can make this vital first decision, you are ready for Step 2.

Step 2

Unique Student Identifier - USI

Key Points...

It is vital to the success of your enrolment that you have applied for and have this number.

- All students with a desire to begin a VET course must have a USI or you will not be credited for your completed work.
- This is an Australian Government reference number that assists learners to keep track of their qualifications in an online learner's portal.
- A USI assists trainers to award certificates to the correct person.
- It is yours for life – Every employer (Registered Training Organisation – RTO) that wants you to undertake further vocational training in the workplace will ask for this number.

For the above reasons it is important to:

- Maintain your personal details in the USI portal
- Keep a hard copy of the number with other important personal documents at home.

<https://www.usi.gov.au/>

The screenshot shows the homepage of the Unique Student Identifier (USI) website. The header includes the Australian Government logo and the USI logo. A search bar is located in the top right corner. Below the navigation menu, there is a large image of hands typing on a laptop keyboard. A white box with text is overlaid on the image, and a blue button labeled 'Find out more' is below it. At the bottom of the page, there is a link 'What is a Unique Student Identifier (USI)?'.

Home page | Unique Student Identifier (USI) | Australian Government

Search for keywords

For students For providers VET transcripts About us Help Login to the USI registry

All your national training records together online
Did you know you can use your USI to access your VET record as an online transcript, any time?
Find out more

What is a Unique Student Identifier (USI)?

Step 3: Choose your Pathway

Option A:

Vocational Education and Training in Schools (VETiS)

Key Points...

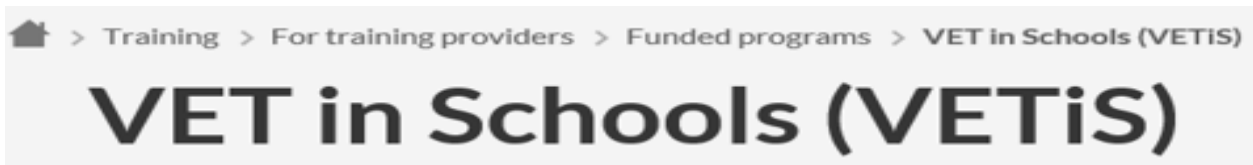
- Qualifications designed to provide students with the skills and knowledge required for specific industries – these courses are offered by Registered Training Organisations (RTO's)
- Courses can be undertaken at a TAFE QLD campus, school or other training centre
- VETiS courses are fee-free as they are funded by the government in order to address skills shortages in the wider workforce
- Secondary students are eligible to complete only one VETiS funded course whilst at school
- Fee for Services options are also available
- Students are required to attend 1 day a week during the school term
- Contributes to the Queensland Certificate of Education (QCE)

<https://desbt.qld.gov.au/training/providers/funded/vetis>



Queensland Government

Department of Employment, Small Business and Training



Senior School students engaged in Cert II Automotive and Cert II Health and Support services at WesTEC

Step 3: Choose your Pathway

Option B:

School – based Traineeships and Apprenticeships

Key Points...

- Requires students to be in the workplace at least 1-day week (7.25hrs) training on the job. Students are paid for their work hours and must complete a minimum of 375hrs in the workplace every year. They will be required to work school holidays
- Traineeships are completed whilst at school with the variation in duration dependant on the certification—usually 1-2years
- Students will be required to complete a course at either ATQF level certificate II or III on top of school curriculum commitments
- Apprenticeships start at school but will not be completed before graduation. Time in a school-based apprenticeship whilst at school equates to 3-9 months of a 4-year apprenticeship dependent on the qualification and when the student started
- Students may be allocated a spare lesson within their timetable
- The RTO will meet with the student on a regular basis in the workplace and/or at the College for training sessions
- Contributes to Queensland Certificate of Education (QCE)

Please note: If you are currently enrolled in a SAT and it is not matching the above key points, you need to speak with the College's Business Community Liaison (BCL) as soon as possible.

Step 4:

Enrol

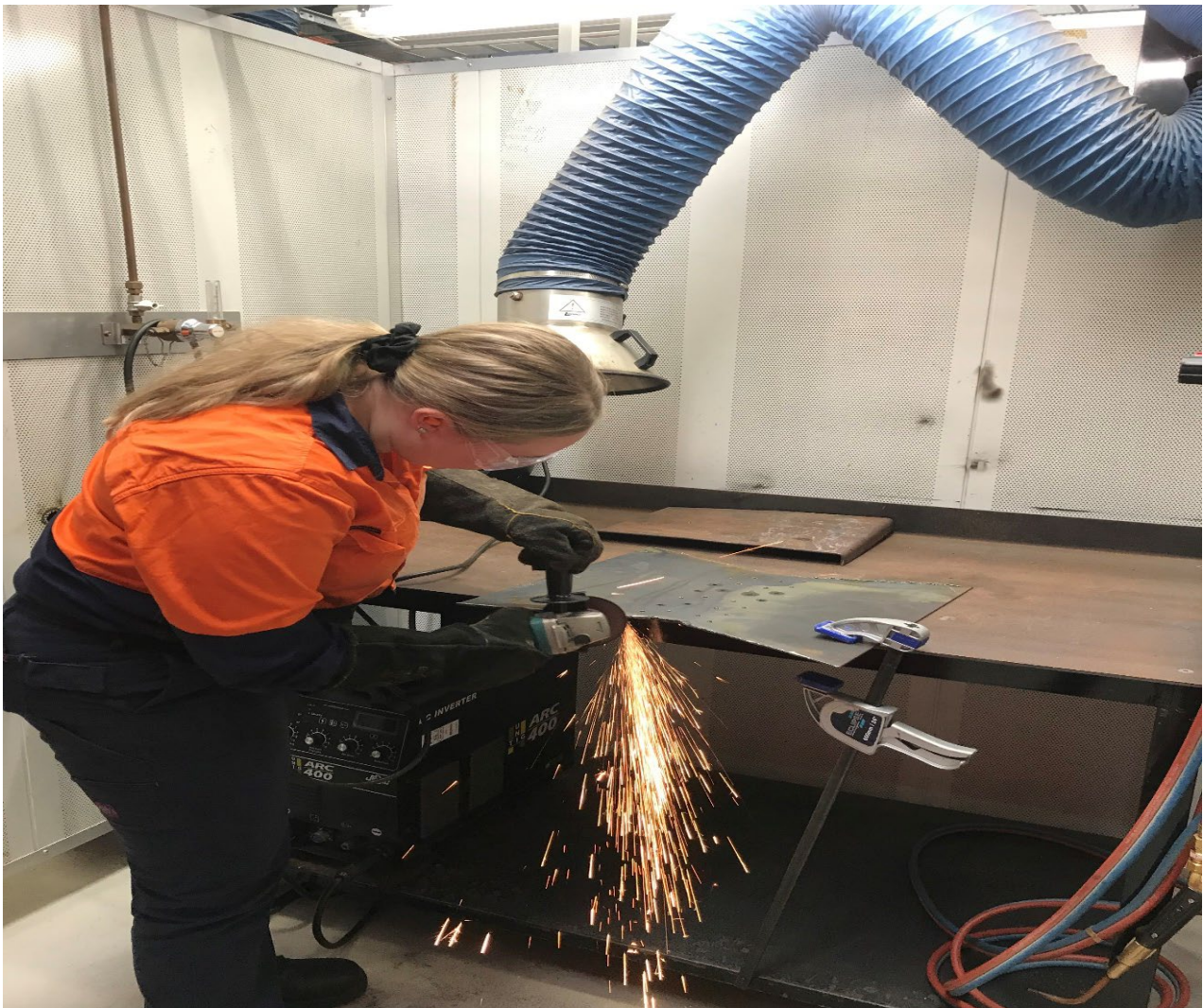
Key Points...

- It is your responsibility to introduce yourself to the Business Community Liaison (Candice)
- It is your responsibility to have your USI before you go to enrol
- It is your responsibility to ensure that key documents are filled out correctly and in a timely manner.

Workplace Expectations

What your employer / trainer wants to see?

- Be on time
- Show up on your allocated day ready for work and training
- Be prepared for the training day
- Act responsibly and respectfully at all times - remember you are representing yourself, your family and the College
- Notify the College, TAFE or employer of absences either planned or otherwise
- Maintain a passing grade in all subjects
- Follow up on missed work due to training commitments; it is YOUR responsibility to do this no one else's.
- Maintain a minimum attendance percentage of 85% at school and throughout your vocational journey
- SPEAK UP and OUT if there are any concerns at your workplace or at school



Year 10 student hard at work in Cert II Engineering at WesTEC

Workplace Expectations

What your employer / trainer DOES NOT want to see?

- Mobile phones during lesson work time – please keep them in your bag
- Arrive late without reason
- Arrive without the necessary equipment for your training day
- Unexplained absences
- Taking longer breaks than allocated
- Unsafe behaviours
- Disrespectful language and behaviours toward the staff and other trainees
- Learners that give up



Year 10 student using the plasma cutter in Cert II Engineering at WesTEC

College Learning Policy

Assessment and Exams

Students are expected to continue to meet their obligations around SATs and other training. This means that students MUST continue to attend their SAT or Vocational course during this period unless the assessment meets the following criteria:

1. Exams for an ATAR subject or year 12 Common Internal Assessment (CIA)
2. Curriculum based assessment-requiring students to attend one off camps or excursions relevant to the assessment piece.

Students MUST attend school in these instances and notify TAFE or Employer of intended absence.

In regards to assignment submission, students are expected to hand in assignments prior to the due date or before or after training on the day, or sent through electronically via email with a hard copy handed in the day after, if it falls on the day of absence due to vocational training. The method of submission should be discussed and approved with curriculum teacher or HOD prior to submission date.

Absences from Vocational Training or SAT

Ongoing absences from TAFE /SAT can result in a student being unable to complete the full certificate or required hours in the workplace, this can have long-term implications affecting a student's QCE attainment amongst other things.

Continued absences could see the student removed from TAFE/SAT, this decision could be made by any of these 3 parties – the College, RTO or Employer. Absences greater than 3 will result in these discussions taking place with all relevant parties.

There are a couple of things that MUST be followed if a student is absent from work or training –

1. Students MUST phone or email RTO or Employer
2. Students MUST also notify the College of absence

Please note that attendance MUST remain at 85% or above, and all assessment items submitted, as failure to do so can lead to withdrawal from the program.



BUNDAMBA STATE SECONDARY COLLEGE

Success with honour

Rules and policies

<https://bundambassc.eq.edu.au/our-college/rules-and-policies>

Frequently Asked Questions

1. What happens if I have an exam on the day I am meant to be at VET or at work?

Answer:

a) Students in General (ATAR) subjects and Year 12s undertaking CIA assessment are required to come to school on the day of exam.

b) Students in Year 11 Essential Math and English and Applied subjects WILL attend VET on their day and do the exam at the next opportunity. Year 10 students WILL attend VET as usual and do the exam at the next opportunity.

2. What do I do if I am an ATAR student sitting an exam on the day of my VET?

Answer:

You must notify your TAFE the week before.

3. What happens if I have an assignment due on the day I am meant to be at VET or work?

Answer:

As per the College's Learning Policy – If you have a known absence you must submit the assignment before the due date. i.e – the day before or as approved by curriculum teacher or HOD. (Please see further detail on page 12)

4. Who do I have to notify if I am going to be absent from VET/SAT?

Answer:

Please phone or email both your RTO / VET Teacher and the college's absence line.

5. What do I have to do if I need to be at school on the day I am meant to be out for VET/SAT?

Answer:

- a) Notify your Employer or RTO in advance of your absence.
- b) Notify the BCL (Candice) in advance

6. How do I get School Based Traineeship/Apprenticeship?

Answer:

The College's BCL sends emails to student email accounts regularly with vacant positions – you need to respond to the email or go and see BCL in her office at lunch.

7. Am I paid for a School Based Traineeship/Apprenticeship?

Answer:

Yes

8. Can I do the VET course in any year level in senior?

Answer:

Yes

9. Will completion guarantee me a job?

Answer:

No. There is still the responsibility on yourself to continue learning in this area and finding opportunities and taking the opportunities when they arise. For example, completing a VETiS Cert II and then responding to an email regards a School Based Traineeship is one method. Typing up your CV and walking the shopping centres or business districts is another way of furthering your employment prospects.

Who can you talk to if you have questions or concerns regarding your VETiS program or School Based Traineeship/Apprenticeship (SAT)?

In the first instance, it is always recommended to have an open line of communication with your VET teacher or employer in the case of vocational training. Following on from this is speaking with your parents and the school as soon as you feel there are concerns for your welfare, wellbeing or course completion.

Important contacts

@ BSSC – <https://bundambassc.eq.edu.au/>

SCHOOL ABSENCE LINE

Ph: 38166333

Business Community Liaison

Candice Ferrier

Ph: 38166340

cferr21@eq.edu.au

Located in the library

Vocational Pathways Co-ordinator

Holly Green

Ph: 38166333

hgree112@eq.edu.au

Other Registered Training Providers (RTOs)

TAFE South West Ph: 4694 1324 GOTAFE.SouthWest@tafe.qld.edu.au	TAFE Brisbane Ph: 3244 6123 schools.brisbane@tafe.qld.edu.au
Hutchies Ready 4 Construction Peter Forsingdal Mob: 0438 886 766 Peter.forsingdal@hutchinsonbuilders.com.au	WesTEC Training Centre Ashley McKee ph: 3280 2427 amcke362@eq.edu.au
AQ Building Futures Project AQ Office: 3339 5333 admin@appqld.com.au	UQ GVEC Gatton UQ Skills ph: 54601353 uqskills@uq.edu.au