



## Policy Statement

VET in Schools (VETiS) is designed to expand opportunities and pathways for senior secondary students, and improve educational outcomes in line with the Victorian

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Campus: University, Churchill, Morwell, LV FLO & KYPP

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See also;

- Student Welfare, Management and Engagement Policy
- Individual Student Pathway Policy
- Staffing Policy

Kurnai College will implement this Policy in accordance with the following general principles

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#### 4.9 Transition to Training Packages/expiry of accredited courses

Kurnai College has registered with training.gov.au to receive updates on any changes to Training Packages on our scope of registration to ensure that Kurnai college delivers only currently endorsed Training Packages or currently accredited courses.

Email address: [kurnai.co@edumail.vic.gov.au](mailto:kurnai.co@edumail.vic.gov.au) / [sarah.pedlow@education.vic.gov.au](mailto:sarah.pedlow@education.vic.gov.au)

Password: Kurnai4580

#### 5 - VET Code of Practice

The purpose of this policy is to ensure Kurnai College manages its VET programs effectively and adheres to AQTF requirements. The provisions in this policy are mandatory for programs where the College is an RTO. Where programs are outsourced the College undertakes to work cooperatively with the responsible RTO to achieve the Policy aims.

##### Guidelines

The College will implement AQTF requirements and seek to achieve best practice in the following areas – Administration, Course delivery, staff, environment, qualifications, marketing, course selection processes (Recruitment), student grievances, quality assurance and general AQTF requirements.

##### Implementation - General AQTF Requirements

Kurnai College will:

- Maintain adequate and appropriate insurance including public liability and work cover.

- Advise VRQA in writing within 10 days of any changes to the information contained in the Registration application

- Allow the VRQA or its agent's access to training records, delivery locations and staff for the purpose of auditing performance or verifying compliance with the Conditions of Registration.

- Pay the VRQA all recognition fees within 30 days of these fees being due and payable.

#### 6 - Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the process of equating an individual's prior learning to the learning outcomes/units of competence offered by a training organisation









5. The independent person investigating the grievance will make a written recommendation within five working days of hearing the matter.
6. If the person with the grievance is not satisfied with the outcome he/she may appeal on the following grounds:
  - a. The case was not heard on its merits.
  - b. New evidence is available which could not reasonably been provided at the time of the original investigation.
7. The appeal must be made in writing to a Principal or HR Manager in the following format:
  - a. State the grounds on which the appeal is made.
  - b. Details of new evidence, if appropriate.
- 8.



All teachers of the qualification or course will document minutes of moderation meetings where they review, compare and evaluate the assessment processes, tools and evidence contributing to their judgments.

The teaching staff will review and evaluate the assessment processes, tools and evidence contributing to judgments at least annually. This committee will also review plans for the transition to new or revised Training Packages and Accredited Courses.

Kurnai College will ensure that students have access to all relevant physical resources as outlined in the relevant Training Package or Accredited Course. Staff are provided with the resources necessary to meet the physical resource requirements of the relevant Training Package or Accredited Course. If, for whatever reason, the school/college cannot maintain the relevant resources to deliver the Training Package or Accredited Course, Kurnai College will attempt to provide clients with alternative opportunities to complete the course and the related qualification. The school/college retains the right to cancel the course if it is unable to meet requirements.

## Contracts

Where Kurnai College engages or is engaged by another organisation for VET assessment & training a written agreement will be completed with the other organisation. Kurnai College shall keep a copy of all such agreements and shall forward a copy of the agreement to the other organisation. (VET contracts are standard through the Department of Education (DET) with Baw Baw LLEN school cluster approved changes).

Written agreements with other organisations will include the following:

- a. the name and address of both organisations
- b. the name of the chief executive officer (CEO) of both organisations
- c. the name and contact details of the primary contact at the other organisation
- d. the program offered, including the relevant Training Package qualification or accredited course including code and the units of competency or modules, including the code and title
- e. a list of services offered by the other organisation, e.g. training and/or assessment
- f. a statement outlining the level of service offered
- g. signatures of the CEOs of both organisations
- h. dates for the period of the agreement
- i. fees related to the agreement.

## Record-keeping procedures

Kurnai College has effective administrative and records management systems in place to secure the accuracy, integrity and currency of records, to keep documentation up to date, and to safeguard any confidential information obtained by the school/college and committees, individuals or organisations acting on its behalf.

Records are maintained of:

- student enrolments
- staff profiles detailing qualifications and industry experience
- all documentation necessary to develop, implement and maintain a quality system.

All current relevant documents are kept in the VET Coordinators office, in files mecomputer4(m)8(or)-3()-05backed up to the administration U drive; the backup copy is securely stored.



*Kurnai College will issue AQF qualifications and Statements of Attainments within thirty days of course completion. All qualifications and Statements of Attainment issued by the organisation will comply with the specified standards for the AQF and NRT logo specifications. All qualifications and statements of attainment issued will be saved and backed up to the administration U drive.*

Student scripts are filed until the time for appeal expires: one term after the issuing of a Qualification or Statement of Attainment. Learning and Assessment Strategies, delivery materials, student information and assessment instruments related to a particular vocational area are listed on a Register of Documents and all versions electronically filed for the endorsement period of the Training Package or Accredited Course; usually seven years. Changes and modifications to materials should be evident, should reflect review recommendations and provide evidence towards continual improvement.

The teacher is responsible for recording student progress on student profiles. A student folio is used to gather evidence in relation to competency. All records are kept up-



### Course Delivery

Kurnai College will:

- Ensure that a current copy of the accredited course curriculum/endorsed Training Package and information regarding the program of study, availability of the learning resources and appropriate support services are available to students.
- Ensure that training and assessment occur in accordance with the requirements of the accredited course/training package.

### Staff

Kurnai College will ensure that teachers and trainers have:

Demonstrated competencies at least to the level of those being delivered.

Demonstrated completion or enrolment under supervision of Certificate IV in Training & Assessment

Industry experience that is current and relevant to the particular courses/training packages or units of competence that they are involved in delivering.

Kurnai College will ensure that:

Responsibility for the management and coordination of training delivery, assessment, staff selection and professional development is clearly identified and undertaken by a person with relevant qualifications and experience.

### Training Environment

Kurnai College will:



### Course Selection Process

Kurnai College will advise prospective students of its

- Scope of Registration
- Application processes and selection criteria
- Fees and costs involved in undertaking training
- Qualifications to be issued on completion or partial completion of courses
- Competencies to be achieved during training
- Assessment procedures
- Grievance Procedure
- Facilities and Equipment

Students are required to have a current VSN (Victorian Student Number) and are to supply their USI (Unique Student Identifier) number to Kurnai College (RTO). Results cannot be issued unless a USI is provided. An individual's USI account will allow all of their training records to be linked, ensuring the student's records are not lost. Instructions on how to apply for a USI are provided to students via 'What is VET' information sheet, VET Booklet and VET Application and Consent.

Kurnai College will enrol students in an ethical and responsible manner and ensure that application and processes are explicit and defensible, and equity and access principles are observed.

### Links:

- Commonwealth/State legislation and regulatory requirements
  - VRQA [www.VRQA.gov.au](http://www.VRQA.gov.au)
  - VRQA [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)
  - VCAA [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)
  - AQTF [www.training.com.au](http://www.training.com.au)
  - AQF [www.aqf.edu.au](http://www.aqf.edu.au)
  - DET [www.education.vic.gov.au](http://www.education.vic.gov.au)
  - Training.gov [www.training.gov.au](http://www.training.gov.au)
  - Kurnai College policies file ; see also College website <https://kurnai.co>
- Glossary and acronymx



## Results procedure

1. Copy and paste last year's Certificates to new year certificate folder (Desktop /VET /Year required /Certificates / Blank certificate) and change dates to current year
2. Check AQF website for changes <http://www.aqf.edu.au>
3. Update certificates to AQF regulations if required
4. Copy and paste last year's Certificate Registers into current year certificate folder (Desktop /VET /Year required / Certificates / both IDMT and Sport & Recreation Register)
5. Update UoCs, certificate codes if required in Certificate Register
6. Update students in Certificate register from Instructors lists
7. Create new merge fields in certificates
8. Merge





















## Appendix 2 Self-Assessment - Conditions for Continuing Registration

Condition 1 – Governance							
No	Requirement	Evidence Type	Location	Compliant Yes or No	Responsible Officer	Compliant Date	Review Date
1.1	The RTO's						







- (Option 2) the RTO holds current membership of an approved Tuition Assurance Scheme, or
- (Option 3) the RTO may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500, or
- (Option 4) the RTO holds an unconditional financial guarantee from a

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**Ver. 6.3**

*This policy was last ratified by School Council in May 2023*







Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates.