ROSNY COLLEGE

Vocational Education and Training (VET)

2016 VET Expression of Interest Form

Please return this form *before* **25 September 2015** to:

The VET Office
Rosny College
PO Box 424
ROSNY PARK TAS 7018

rosny.college@education.tas.gov.au

Surname: ....

Given names: ....

Date of birth: ....

Postal address: ....

Suburb: ....

Postcode: ....

Mobile phone: ....

Home phone: ....

School /College attending now ....

Current year level: ....

Which VET Qualification are you interested in? (refer to pages 2 and 3 for Qualification Codes and Full Name)

Qualification Code *(eg BSB20115)*	Qualification Name (Full Name of Qualification) *(eg Certificate II in Business)*

You may list a second choice if you have one

Qualification Code	Alternate Qualification Name (Full Name of Qualification)

This is **not** a Rosny College enrolment form. To be an enrolled student at the College, you will also need to complete the enrolment processes consisting of an enrolment form plus subject selection.

Suitability Process

For selection into most VET qualifications you must attend a meeting with the coordinator of the VET program. You will receive a letter in late October to inform you of the date, time and location of your meeting. Meetings will commence in the week beginning Monday 16 November. (Dates correct at time of publication). The Suitability Process, which may take the form of an interview, discussion or test, is used to determine if the program is right for you. If you are unsuccessful, you will be counselled regarding alternate subject choices.

At the meeting the VET Coordinator will get to know you by asking you questions about yourself, your hobbies and any employment you may have undertaken (taking a resume is helpful). They may ask you questions like:

- "Why are you interested in this qualification?"
- "Do you have any sport or employment commitments?"
- "Have you had any experience in this field?"

Remember, there are no right or wrong answers to these questions; be yourself and answer them honestly.
For more interview hints, please see overleaf.

Tasmanian
Government

This General Information Guide details the Vocational Educational and Training (VET) programs offered at Rosny College as a member of the Tasmanian Secondary Colleges Registered Training Organisation. All VET programs delivered are nationally recognised.

Studying VET, alongside the Tasmanian Qualifications Authority (TQA) accredited courses, is a step towards further education, employment and/or training. All VET programs contribute points towards the Tasmanian Certificate of Education (TCE).

Code	Title	Course Duration - Hours	Possible Pathways
AUR20712	Certificate II in Automotive Vocational Preparation	300	• Trades assistant • Vehicle service assistant • Automotive service assistant • Trainee serviceperson
BSB20115	Certificate II in Business	350	• Administration assistant • Clerical worker • Data Entry operator • Information Desk clerk • Office Junior • Receptionist
CHC22015* (*subject to ASQA approval)	Certificate II in Community Services (focus on **Children's Services**)	450	• Assistant community services worker • Early Childhood educator
CHC22015* (*subject to ASQA approval)	Certificate II in Community Services (focus on **Aged Care**)	300	• Community services worker • Care service employee
CPC20112	Certificate II in Construction (Statement of Attainment)	600	• Builder's trainee/labourer
CUA20213	Certificate II in Live Production and Services	300	• Technical support work in the entertainment industry
CUF20107	Certificate II in Creative Industries (Media)	150	• Camera operator • Editing assistant
CUF30107	Certificate III in Media	300	• Camera operator • Editing assistant • Production assistant
CUF40107	Certificate IV in Screen and Media	300	• Post-production editor • Camera operator • Television producer
CUS20109	Certificate II in Music	300	• Band member
FSK10113	Certificate I in Access to Vocational Pathways	300	• Employment and/or industry based VET program
FSK10213	Certificate I in Skills for Vocational Pathways	300	• Employment and/or industry based VET program
FSK20113	Certificate II in Skills for Work and Vocational Pathways	300	• Employment and/or industry based VET program
SIB20110	Certificate II in Retail Make-Up and Skin Care	300	• Make-up and Skin care consultant • Beauty salon/store assistant • Further study in the beauty industry
SIS20113	Certificate II in Community Activities	300	• Activity assistant • Customer service assistant
SIS20113	Certificate II in Community Activities (focus on Austswim)	200	• Swim instructor
SIS20213	Certificate II in Outdoor Recreation	300	• Outdoor activity assistant • Adventure tourism assistant
SIS20313	Certificate II in Sport and Recreation	300	• Community activities assistant • Recreation assistant • Retail assistant
SIS20513	Certificate II in Sport Coaching	300	• Community coach

SIT20112	Certificate II in Tourism	350	• Documentation clerk for a tour wholesaler • Museum attendant • Receptionist and office assistant in conferencing, retail travel, tour operations • Retail sales assistant in an attraction
SIT30112	Certificate III in Tourism	350	• Attraction or theme park attendant • Booking agent • Cellar door salesperson • Tour guide and coordinator • Sales consultant • Visitor information officer
SIT20112	Introduction to Tourism (Statement of Attainment) *NO Expression of Interest required – just enrol*	150	• Pathway to Certificates II and III in Tourism
SIT20213	Certificate II in Hospitality	350	• Café attendant • Catering assistant • Food and beverage attendant • Front office assistant
SIT20312	Certificate II in Kitchen Operations	350	• Breakfast cook • Catering assistant • Fast food cook • Sandwich hand • Short order cook • Apprenticeship commercial cookery
Statements of attainment comprised of units from MAR20313, SFI30211 and SIS30313	Introduction to Maritime Operations (Statements of Attainment)	200	• Commercial fishing deckhand • Tour boat deckhand • Further maritime qualifications
ACM20110 ACM30110 UEE22011	Certificate II in Animal Studies Certificate III in Animal Studies Certificate II in Electrotechnology (Career Start)	Please contact the Rosny College VET Office for an application form for these programs	

The TSC RTO transitions to new qualifications as soon as approved by ASQA and available on TGA.

This table is accurate at the time of publication. Program names and codes, and availability and hours are all subject to change for 2016 delivery.

What do you have to do to get into a VET program?

Step 1   Complete an 'Expression of Interest in Vocational Education and Training form' prior to enrolment or at enrolment.

Step 2   Attend an Interview

Step 3   Enrolment Process

Why do you have to be interviewed?
- The interview process ensures that you are committed to the VET program, and provides an opportunity to experience a real interview in a non-threatening environment
- Assesses whether you are ready for on-the-job training
- Ensures you have the necessary skills to be successful in the workplace

What happens at the interview?
You will be interviewed by a panel comprised of representatives from industry and your VET program coordinator.

What should you do to prepare for the interview?
- Dress as if you are going for a job interview.
- Be prepared to answer questions like:
  - Why do you wish to do your chosen program?
  - Why this career path?
- Be prepared to talk about yourself
- Bring your resume.

What is Recognition of Prior Learning (RPL) and Credit Transfer (CT)
All VET programs build on what you already know and can do. RPL is a system that allows you to be given credit for existing skills and knowledge that you have attained through work or general life experience. Rosny College also recognises AQF qualifications and Statements of Attainment issued by other Registered Training Organisations and provides Credit Transfer for unit/s of competency achieved. Students are encouraged to apply for RPL and/or CT and the VET Program Coordinator will provide the required information on how to do this at the first formal program session.

The VET Program Coordinator is the person who:
- is responsible for your VET program training and assessment
- is your Support Group Teacher, the first person to consult should problems arise
- organises your vocational placement
- visits you on vocational placement

Induction Process
Induction for successful applicants occurs at the commencement of the VET program.

What should I do to be successful in a VET program?
- Attend all vocational placement days and classes
- Be punctual
- Dress appropriately
- Be prepared to work, follow instructions and learn new skills
- Have an appropriate attitude to work
- Be keen to learn, ask questions and demonstrate your skills
- Follow instructions
- Behave appropriately

What is Work Placement?
Work placement gives you the opportunity to experience on-the-job training in a workplace related to your VET program. During work placement you will be given the opportunity to carry out the same work as an employee of the organisation. Most VET programs offer work placement. Please speak with the program coordinator to find out more.

Who is the Workplace Supervisor?
The Workplace Supervisor is the contact person at the organisation to which you have been assigned for work placement. You may work directly with this person or work with other people in the organisation, depending on the training program they have developed for you.

The Workplace Supervisor will:
- greet you on your first day
- introduce you to people you are likely to be working with
- oversee your progress while on work placement
- provide you with a safe working environment
- provide feedback which forms part of your overall assessment in the VET program.

Where else can I obtain support?
Student Support
Support is provided through the school's VET Office, your cluster leader, VET Coordinators and Workplace Supervisors. Talk to your VET Program Coordinator for more information.

Staff Responsible for Access and Equity
This is the responsibility of the Assistant Principal in charge of Student Support and all VET Program Coordinators.

Provision of Literacy, Language and Numeracy
VET programs have a focus towards literacy, numeracy and language. However, it is recommended that students undertake suitable subjects in the areas of Mathematics and English in conjunction with their VET program should there be a need for additional support in these areas.

TCE Work Readiness Course
Most Certificate II and III VET Programs will include the TQA Work Readiness course and this provides the opportunity for students to meet the TCE requirements for Literacy, Numeracy and ICT and gain 10 points towards their TCE. The VET program coordinator can provide further details.

Assessment Procedures
Rosny College practises a range of teaching and learning styles to suit the needs of students. VET assessment is competency based. You will be informed of the units that make up your qualification and what is required to achieve the standard for competency. Assessment is conducted according to National Standards of the training packages. All training package detail is available at training.gov.au.

What if I have a complaint? Appeals and Complaints
Contact can be made with the Assistant Principal of VET or the VET Quality Manager at Rosny College (phone 6244 9223) if you have a complaint or wish to appeal a decision that has been made about your VET training and/or assessment.

Department of Education (DoE) Policies
Rosny College adheres to the principles contained in the legislation and DoE policies covering:
Access and Equity, Freedom of Information, Harassment, Workplace Health and Safety, Anti-discrimination, Human Rights, Disabilities and the VET Regulator Act. Information regarding this legislation can be found at www.thelaw.tas.gov.au

Levies and Refunds
Rosny College has a General Levy that is set on a state-wide basis and some individual subject charges. The Student Assistance Scheme (STAS) is available to students who meet the eligibility requirements. Rosny College also has a refund policy. For further information about levies, subject charges, refunds or STAS please contact Rosny College, 6244 9200.

Unique Student Identifier (USI)
All students are required to have a USI in order to receive a certificate or statement of attainment for units of competency achieved. Details about the USI are available at http://www.usi.gov.au/Pages/default.aspx

VET Coordinators will support students to create a USI at the commencement of the year