



ROMA STATE COLLEGE

Year 10, 11 and 12

2024

**VOCATIONAL
EDUCATION AND
TRAINING
(VET)**

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VETiS Qualifications at TAFE Qld Roma

VET Qualifications taught at TAFE Qld Roma Campus

The following VET Qualifications are available to our Senior Campus students:

- Certificate II in Electro Technology (Career Start) *
- Certificate II in Engineering Pathways *
- Certificate II in Hospitality
- Certificate II in Health Support Services
- Certificate I in Construction *
- Certificate II in Rural Operations

Please obtain a copy of the TAFE at School Course Guide to learn more about the programs above.



Please note the following regarding VETiS Qualifications:

- VETiS stand for VET in Schools
- The above qualifications appear on the subject selection form against other electives (either on Line 2 or Line 3)
- If enrolled, students will attend their respective TAFE Qualification all day (school hours) each week of the school term. Qualifications run either Tuesday (if on Line 2) or Friday (if on Line 3). Some student will miss a lesson of another class each week if undertaking this TAFE qualification.
- Only 1 TAFE Qualification can be completed at a time.
- All TAFE qualifications have a mix of theory and practical components – all of which must be completed satisfactorily to gain the qualification
- A student should not choose a VETiS funded qualification if they are already studying a higher qualification as a school-based apprentice or trainee in the same industry package
- Entry into these qualifications are on application basis. There are limited student places available. Applications close very early into Term 1
- All qualifications above should be started and completed by students in a calendar year.

Please note: The Certificate II Electro-technology is a mostly theoretical qualification and requires the student to study theory each Friday through Microsoft Teams (online). Students will be required to attend termly 3 day TAFE blocks.

Information regarding VETiS Funding:

- Students can complete 1 VETiS funded course whilst at school.
- Students will be able to receive a second round of VETiS funding for qualifications marked with an astericks (*). This is reviewed by TAFE annually.
- Where a student has used their VETiS funding, they can still complete a chosen qualification and pay full fees directly to the TAFE



Further Information on VET in Schools (VETiS) Funding:

VET in Schools (VETiS) – (found on the Department of Employment, Small Business and Training website)

<https://desbt.qld.gov.au/training/training-careers/incentives/vetis>

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

VET in Schools Frequently asked questions (found on the Department of Employment, Small Business and Training website)

<https://desbt.qld.gov.au/training/training-careers/incentives/vetis/faqs>

VET Qualifications at School

The school is transiting to become a registered training organisation (RTO) in 2024. We will be training and assessing the following qualifications:

- Certificate III in Business
- Certificate III in Fitness

Both qualifications above would be taught over two years, similarly to a school subject.

Selection of one of the above qualifications, would not affect a student also selecting a TAFE Qld VETiS qualification unless on the same Subject Line on the Subject Selection Form.

Independent Study - VET Qualification

Students may be able to study a qualification and have a study line instead of choosing one school subject.

To study independently, students should:

- Have appropriate grades
- Be able to problem solve and work independently
- Be organised, and able to meet assessment deadlines without reminders
- Be able to study and engage in work without reminders to prompting
- Have appropriate digital skills to use the required technology

Students and parents should research the qualification of interest to:

- Investigate the qualification fees that will be incurred by the parent
- Ensure that the mode of study is appropriate (for example – all online study)

The qualification will need to be an AQF qualification so that the student gain QCE credits for this.

Students at Roma State College may be able to study the following qualifications during a study period, through a school of distance education:

- Certificate III in Agriculture
- Certificate III in Information Technology
- Certificate III in Tourism
- Certificate III School Based Education Support
- Certificate II in Active Volunteering

Fees would be incurred by the parent.

School-based Apprenticeships or Traineeships

The Roma State College – Senior Campus, offers students in Years 10, 11, 12 the opportunity to take part in a School based Apprenticeship or Traineeships.

This option allows students to work towards acquiring a nationally recognised Vocational Education Qualification, while completing their senior studies.

What is a school-based apprenticeship/traineeship?

"A school-based apprenticeship is negotiated between the student, parent/carer, employer, supervising registered training organisation (SRTO) and school to ensure it provides a genuine school-based learning opportunity and forms an appropriate component of an overall school program".

A training contract will need to be signed by the student and employer, and also the parent/carer when a student is under 18 years old. "The training contract is legally binding record document the roles and responsibilities of the student and employer".

A school-based apprentice/trainee will combine their:

- Work
- Theory training and study of a qualification related to their work
- School subjects and a school timetable.

(Department of Education - School-based apprenticeships and traineeships procedure)

What is a school-based traineeship?

Typically, students who enter into a School-based Traineeship will be contracted for a period of 2 years. A student who can complete their study faster and work the appropriate number of hours, can complete more quickly. Traineeships are generally either a Certificate II or Certificate III non-trade qualifications.

Examples of qualifications that might be studied as a trainee:

- | | |
|---|---|
| • Certificate II or Certificate III in Hospitality (front of house) | Trainee Waiter/Waitress, Café assistant |
| • Certificate III in Business Administration | Trainee Business Administration |
| • Certificate II or Certificate III in Agriculture / Rural Operations | Trainee farm hand, Saleyards Assistant |
| • Certificate III in Early Childhood | Trainee Childcare Worker |
| • Certificate II in Retail | Trainee Retail Assistant |
| • Certificate III in Individual Support | Trainee Aged Care Worker |

What is a school-based apprenticeship?

Typically, students who elect to do a School-based Apprenticeship will enter into a contract in which to complete an apprenticeship, commonly known as a 'Trade' qualification.

Once students complete Year 12 they can then continue their apprenticeship with the employer in either a full time or part time mode, should both parties agree to this arrangement.

Examples of qualifications that might be studied as an apprentice:

Certificate III in Auto Mechanical Light Vehicle	Apprentice Car Mechanic
Certificate III in Automotive Sales Parts Interpreting	Apprentice Spare Parts Interpreter
Certificate III in Automotive Electrical Technology	Apprentice Auto Electrician
Certificate III in Engineering (Mechanical)	Apprentice Diesel Mechanic/Diesel Fitter
Certificate III in Engineering (Boilermaking)	Apprentice Boilermaker
Certificate III in Hospitality	Apprentice Chef

There is a limit to the amount of off-the-job training (theory) that a school-based apprentice may completed whilst at school, which is dependent on the nominal term (full-time equivalent) of the apprenticeship:

- 4-year nominal term - a maximum of 33.3% of competencies
- 3-year nominal term - a maximum of 40% of competencies

<https://desbt.qld.gov.au/training/apprentices/resources/information-sheets/is26>

Please note: Whilst examples of qualifications and their relevant apprenticeships/traineeships are provided, these are not exhaustive. A student does not choose the qualification, they wish to study. A student gains a traineeship or apprenticeship at the business they wish to work for, in a role they wish to work in, and an appropriate qualification is then determined.

Who can be a school-based apprentice or trainee?

Typically, a student in Years 10, 11 or 12 can be a SAT. Students cannot begin a school-based electrical apprenticeship until Year 10 is completed.

To be an electrical SAT, students need to pass both semesters of Year 10 English, Maths & Science. Where the student does not, special permission needs to be sought prior to a school-based apprenticeship being signed up.

Some industries have minimum age requirements as well.

Who chooses the work day?

The school will discuss work day/s with the student based on their current/future timetable.

The school will then consult with the business to negotiate work day/s that will be appropriate to the business and in the student's timetable.

Where a work day cannot be agreed upon, the school-based apprenticeship/traineeship cannot be supported by the school and therefore will not proceed.

Typically the school will only negotiate the work days which affect the school timetable. It is still important for the student to discuss with their employer their expected work times - the times they will start and finish. It is also recommended that the student should discuss with the business any outside of school hours work - for example Saturday and additional school holiday work.

Who chooses the work day?

Over each 3 month period, a school-based apprentice or trainee must work an average of 7.5 hours per week as a minimum.

School-based apprentices and trainees should work a minimum of 375 hours (50 days) of paid employment over each 12 month period from the date of commencement of the training contact.

Electrotechnology school-based apprentices must work a minimum of 600 hours (80 days) of paid employment over each 12 month period.

(<https://desbt.qld.gov.au/training/apprentices/resources/information-sheets/is26>)

School timetabling for an apprentice/Trainee

An apprentice will typically miss a lesson for a subject weekly due to his/her work day. It is the student's responsibility to catch up on any work missed.

The student is also expected to bring work to their tutorial lessons.

Does the student need to work on school holidays?

Yes, typically it is expected that a school-based apprentice/trainee will at least work their regular work day/s on the school holidays.

If a student is wanting time off over the school holidays, they must apply/ask their employer as per the respective business's processes for taking leave.

A student can work additional hours over the school holidays if negotiated with the business.

Where a student cannot work most school holidays due to commitments such as family or living arrangements, the parent/carer and student should discuss this with both the school and the business before the school-based apprenticeship/traineeship is agreed to. A student does need to work the minimum requirements as above.

An employer will also expect that their worker is consistently going to work.

Can a student working towards an ATAR be a school-based trainee/apprentice?

YES - a student studying an ATAR can also be an apprentice or trainee.

Depending on when a student starts, how quickly they can complete all of the required study, and the level of qualification the student is studying, the student may be able to complete a traineeship qualification and have it count towards his/her ATAR.

An apprenticeship will not be completed whilst at school and therefore cannot be used towards an ATAR score.

Typically a SAT who is also undertaking an ATAR pathway will be limited to one day of work per week and will have a very limited number of tutorials, meaning the individual will need to complete a lot of their theory study towards their apprenticeship/traineeship outside of school.

If wanting to undertake both pathways, it is best to discuss with HOD Senior Schooling or HOD VET so that they can inform the student of the impacts for the individual's timetable.

What if a student leaves school (prior to completing Year 12) and is a school-based apprentice/trainee?

An apprentice/trainee who leaves school cannot remain as a school-based apprentice/trainee.

The contract will need to be modified to become either part-time or full-time if the employer has agreed to continue the apprentice/trainee in their employment. Where the business chooses to no longer employ the apprentice/trainee, the contract will need to be cancelled.

Study method for an apprentice/trainee

The method to study the apprentice's/trainee's theory will be dependent on the qualification that he/she is studying and the SRTTO chosen by the employer.

Some students will be required to complete Block Training which means that TAFE will organise for the student to study with them in a Block capacity (a week or two at a time). If this falls during school term, the student will be required to catch-up on any work missed, and complete assessments prior to their block.

Students who are required to travel outside of Roma for their block training may be eligible to claim a small proportion for travel and accommodation. The school should be contacted by the family to request the form.

Other students will be visited in their workplace by their SRTTO trainer and will be required to complete modules in between either online or by book work. Students should bring their work and complete this in tutorials.

What are the advantages of a school-based apprenticeship or traineeship?

Students have the opportunity to:

- Individualise their Senior Phase of Learning to reflect their specific career goal.
- Achieve or work towards obtaining, a nationally recognised Vocational Education Qualification.
- Develop a strong work ethic and obtain employability skills.
- Trial a career pathway while completing their senior studies.
- Combine Vocational Education and academic studies.
- Gain an understanding of the 'world of work' and an insight into specific business or industry work environments.
- Earn an income while completing a qualification.

SUGGESTIONS ON HOW TO:

Gain a school-based apprenticeship or traineeship

1. Participate in our Work Experience Program

Use work experience to consider and try out different industries and careers within the same industry.

Use this experience to make a great impression with a business and demonstrate to them your employability, showing them how eager you are to work and learn.

Use work experience to build your resume and become more confident with the basic skills of the industry.

2. "Door knock" Businesses with your resume

Ask business owners that you know personally whether they are looking for employees.

Look up the online white/yellow pages and approach local businesses seeking employment in the industry in which you want to work.

3. Register as a job seeker with GoldenWest Apprenticeships

Register as a Job Seeker with GoldenWest Apprenticeships. Complete the LLN tests as part of the job seeker registration.

Organise an interview with the GoldenWest team to find out how they can assist you, their advice to finding an apprenticeship/traineeship.

Check their updates regularly to determine whether they have jobs you are interested in applying for.

4. Complete Qualifications to Upskill

Consider completing qualifications that will help you improve your basic job skills, for example:

- Certificate I in Construction to work in the Construction
- Certificate II in Engineering to learn basic welding if already employed as a school-based apprentice in Construction industry.

5. Build your resume

Potential employers want to see that you are employable. You may not be able to get the job you want initially, but you can still build your resume by:

- Obtaining and retaining an afterschool/school holiday job in any industry
- Being part of and committing to a team/individual activity such as sport