

IPSWICH STATE HIGH SCHOOL



VOCATIONAL EDUCATION & TRAINING

STUDENT HANDBOOK & COURSE INFORMATION

2023



NATIONALLY RECOGNISED
TRAINING

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** Correct at time of publication but subject to change*

Ipswich State High School (RTO30069) values student learning and encourages students to undertake learning pathways that will enhance their skills and knowledge for the world of work.

BENEFITS OF VOCATIONAL EDUCATION AND TRAINING

- National qualifications recognised by industry
- Insight into career pathways and further education pathways
- Interaction with people in industry
- Credit for or articulation of qualifications to reduce time in further study or an apprenticeship
- A QTAC Selection Rank (if required)
- Completed Certificates contribute points towards the Queensland Certificate of Education
- VET results recorded on Senior Certificate where applicable and an industry specific vocational Certificate or Statement of Attainment
- Competency Based Training and Assessment
- Recognition for relevant skills and knowledge achieved before studying your VET course (RPL)

However, please note that successful completion and employment outcomes cannot be guaranteed by this RTO.

RIGHTS AND RESPONSIBILITIES

Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Grievance and Appeal Policy, an Access and Equity policy and student welfare and guidance services. Where necessary, arrangements will be made with our school for those students requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by staff, students and parents.

THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

All of the VET courses offered by this School lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 15 different types of qualifications that can be obtained. These are shown in the following diagram.



Source: Australian Qualifications Framework First Edition 2011

Your VET teacher will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

UNITS OF COMPETENCY

A VET qualification is made up of a specified number of units of competency. These are simply units of work which are structured to train a student in a particular set of skills and knowledge required by industry. Competency is achieved when a student can appropriately perform and apply a combination of skills and knowledge to the standard required in a range of work-related situations. Competency standards have set outcomes, conditions of performance and benchmarks for measuring performance. The successful

completion of each unit of competency contributes towards the overall qualification. If a student does not achieve competency in their first attempt at an assessment task, they must be given the opportunity to revisit units of competency to obtain competency.

COMPETENCY BASED ASSESSMENT

Competency based assessment is a system for assessing a person's knowledge and skills. Assessment is based on the actual skills and knowledge a person can demonstrate in the workplace or in other relevant contexts. This is different from some other assessment systems which only measure knowledge and not the application of that knowledge. Another difference is that an individual must demonstrate competency in *all* of the required tasks in order to be recognised as competent overall.

The use of personal email addresses on assessment materials and evidence provides the same acknowledgement as a signature. The RTO may record student and assessors email addresses as per the Privacy Notice (see Appendix 1).

STUDENT SELECTION, ENROLMENT AND INDUCTION POLICY

Student Selection and Enrolment Procedures

Ipswich State High School is inclusive of all students regardless of sex, race, impairment, or any other factor.

Enrolment at Ipswich State High School is processed through the main office with an enrolment interview with the Year level Deputy Principal.

The Senior Education and Training (SET) Plan form is part of the SET Plan procedure in Year 10.

VET Student Induction Procedures

Each subject area is responsible for student induction.

The school will provide student information and induction to each student before enrolment on Student Data Capture System (SDCS) for a course. Students will have access to the VET Student Handbook & Course Information which outlines the following information:

- VQF reference, policy statement and responsibilities
- the VET Quality Framework (VQF)
- student selection and enrolment procedures
- course information, including content and vocation outcomes
- fees and charges, including refund policy and exemptions (where applicable)
- provision for language, literacy and numeracy assistance
- student support, welfare and guidance services
- flexible learning and assessment procedures
- RTO complaints and appeals procedures
- disciplinary procedures
- staff responsibilities for access and equity
- recognition of prior learning (RPL)
- credit transfer – recognition of AQF qualifications and statements issued by other RTOs
- significant Legislation
- access to records
- course outlines and pathways

Trainers and Assessors/Teachers will ensure that all students complete and sign the VET Student Induction Checklist.

QUALIFICATION OR ACCREDITED COURSE INFORMATION

Information pertaining to your qualification can be sourced from course documentation provided by your VET teacher, subject specific information included in the VET Student Handbook & Course Information (or similar document) and on the School website or intranet.

Information available to students regarding course information will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered
- Entry requirements
- Fees and charges
- RTO guarantee information

- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Partnership or off-campus arrangements (where applicable)

USI (UNIQUE STUDENT IDENTIFIER)

From 1 January 2015, all students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

Students completing VET courses will need to obtain a USI as an RTO must hold a USI before issuing a Certificate or Statement of Attainment.

MARKETING AND ADVERTISING POLICY

Ipswich State High School markets vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

Marketing and Advertising Procedure

The marketing and advertising of VET Subjects should include:

- the content of the course (i.e. competencies).
- the VET qualification that will be achieved including Statement of Attainment
- Vocational and further training pathways.
- the nationally recognised training logo.
- If another RTO provided a course for the school, the RTO is identified.
- If the school advertised a VET qualification that is seeking addition or extension to its existing scope, it clearly identifies that in the advertising, e.g. through a disclaimer 'this course is subject to registration'.

NB: All VET qualifications that are advertised are within the school's scope of registration.

The RTO Manager checks that marketing materials meet the mandatory requirements as defined in the Standards:

- accurately represents the services and qualifications on the scope of registration
- includes the RTO code of the school RTO
- includes the NRT logo (in accordance with its conditions of use defined in Schedule 4 of the Standards)
- includes the correct and current qualification code and title, and lists the correct and current units of competency that the students will study (within packaging rules and as per current scope of registration)
- only advertises current qualifications and units of competency that remain on the National Register
- clearly differentiates VET qualifications from other forms of learning (e.g. QCAA syllabus)
- identifies if the school RTO is delivering the qualification or units of competency on behalf of another RTO (and that there is a written and signed third party agreement)
- identifies if another school is delivering the qualification or units of competency on behalf of the school RTO (and that there is a signed third party agreement)
- if the qualification (or part of a qualification) is through an outside provider, the outside RTO is identified and the outside RTO's provision of a record of consent is acknowledged

and does not guarantee that:

- a student will successfully complete the qualification or units of competency
- a student will obtain a particular employment outcome
- a qualification or unit of competency can be completed in a manner that does not meet the Standards (clauses 1.1 and 1.2)
- consent has been obtained from any person or organisation referred to
- any other requirements as directed by the RTO Manager

The RTO Manager, as delegated by the Principal, gives the final approval to all VET marketing, regardless of the format or the audience.

LEGISLATIVE REQUIREMENTS

As an RTO the School will observe all Australian, state and territory laws governing Vocational Education and Training. The School will also meet all legislative requirements of the National VET Regulator Act 2012, Education (General Provisions) Act 1989, Education (General Provision) Regulation 2000, Vocational Education, Training and Employment Act 2000, Education (Work Experience) Act 1996, Vocational Education and Training Act 2000, Education (Overseas Students) Act 1996, Child Protection Act 1999, Commission for Children and Young People Act 2000, Workplace Health and Safety Act 1995, Anti-Discrimination Act 1991, Disability Services Act 1992, Freedom of Information Act 1992 and Privacy Act 2001 as they relate. If students require any further information, please see the HOD VET.

GOVERNANCE, DATA AND ADMINISTRATION

The school RTO (Ipswich State High School) ensures that it adheres to the obligations of the governance, data provision requirements and administration arrangements as set out in the vocational education and training (VET) Quality Framework (VQF). The Australian Skills Quality Authority (ASQA) is the National VET Regulator, and the QCAA, as delegate for ASQA, registers and audits Queensland school RTOs.

The Principal of the school RTO, as the chief executive officer, is ultimately responsible for ensuring that the school RTO complies with the VQF. This applies to all of the operations within the RTO's scope of registration, as listed on the National Register. The Principal of the school RTO ensures that its high managerial agent, the RTO Manager is vested with sufficient authority to ensure compliance with the AQF.

While many of the obligations are covered by the requirements of Education Queensland, the Non-State School Accreditation Board and the Queensland College of Teachers, the school RTO includes statements in this policy and procedures document acknowledging compliance.

GOVERNANCE PROCEDURES

The Principal ensures compliance with all the VQF requirements by:

- delegating responsibility and sufficient authority for day-to-day RTO operations to the school high managerial agent, the RTO Manager as outlined in the signed delegation statement and duty statement
- meeting each term with the RTO Manager to keep informed of those operations, and ensuring minutes of those meetings are taken
- ensuring that any decision making at the senior management level regarding RTO operations is explicitly informed by trainers' and assessors' experiences, and that this is documented appropriately
- authorising and signing (where necessary) the appropriate documentation, forms and report data as required by the Data provision Requirements
- completing a Fit and Proper Person Requirements declaration when required
- completing a Chief Executive Statutory Declaration when required
- holding public liability insurance that covers the scope of its operations throughout the registration period

The RTO Manager has responsibility and authority for the day-to-day management of the RTO systems including:

- managing operation of the school's RTO status as per the high managerial agent duty statement
- liaising with the QCAA concerning all aspects of the school's RTO status
- keeping the Principal informed of all matters regarding the school's RTO status
- managing the systematic monitoring of the school's training and assessment strategies and practices
- completing a Fit and Proper Person Requirements declaration when required.

INTERACTIONS WITH THE REGISTERING BODY PROCEDURES

The Principal will ultimately be responsible for ensuring that the school RTO complies with the VQF. Interactions with the registering body (QCAA) are managed by the RTO Manager.

The school RTO will cooperate with the QCAA by:

- allowing QCAA to conduct audits and monitor its operations
- providing accurate and timely data relevant to measures of its performance (including quality indicator data and SDCS data), which is collected as per policies and procedures and duty statements
- providing information about any event that would significantly affect the school RTO's ability to comply with the Standards within 90 calendar days, including but not limited to:
- substantial changes to its operations
- change of Principal or RTO Manager

- significant changes to ownership
- ensuring information on training.gov.au is correct (see Updating RTO details procedures)
- complying with the Standards regarding the retention, archiving, retrieval and transfer of records
- providing evidence of satisfying the Fit and Proper Person Requirements and Chief Executive Statutory Declaration Requirements when necessary
- submitting the QCAA school RTO verification form when requested, including checking scope of registration details thoroughly to ensure they are accurate
- submitting the annual declaration on compliance to the QCAA when requested to confirm compliance with the VQF
- informing the QCAA of any third party agreements via the appropriate notification form within 30 calendar days
- complying with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations
- providing any other information as requested in writing by the registering body (i.e. the QCAA).

UPDATING RTO DETAILS PROCEDURES

As a condition of registration, the school RTO must notify the QCAA in writing of:

- any changes to contact details
- any changes or events that affect the operation of the RTO.

All forms are available from the QCAA website: www.qcaa.qld.edu.au/12266.html.

Note: An RTO Manager change will require the completion of both a Notification of change of provider details and a Notification of material change or event.

Provider details change

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 90 calendar days) the Notification of change of provider details form to the QCAA regarding any of the following changes:

- change of details for registration enquires person on training.gov.au (i.e. RTO Manager)
- change of public enquiries person on training.gov.au (i.e. Deputy Principal)
- changes to any contact details
- changes to permanent RTO delivery sites.

Material change or event

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 90 calendar days) the Notification of material change or event form to the QCAA regarding the following changes:

- change of Principal (i.e. chief executive officer)
- change of RTO Manager (i.e. high managerial agent)
- change to ownership or legal name
- significant or unexpected turnover of staff
- commencement or dissolution of an arrangement with another organisation to conduct training and/or assessment on the RTO's behalf
- other significant change to RTO operation.

A change of Principal also requires the submission of a Fit and Proper Person Requirements Statutory declaration and a Chief Executive Statutory Declaration.

THIRD PARTY ARRANGEMENTS

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 30 calendar days) the Notification of third party arrangements form to the QCAA regarding the following events:

- commencement of an arrangement with another organisation to deliver services on the school RTO's behalf (i.e. a new arrangement that has not been previously reported)
- change to reported details of an arrangement with another organisation to deliver services on the school RTO's behalf (i.e. an arrangement that has been previously reported)
- cessation of a previously reported arrangement with another organisation to deliver services on the school RTO's behalf.

COURSE COSTS

Ipswich State High School will be responsible for program delivery and classroom material costs associated with course delivery. Students enrolled in Ipswich SHS courses will be required to pay any fees charged for tools, equipment & materials including PPE.

Students will receive a course costing schedule upon enrolment and semester fees schedule must be paid in full before commencement of the course. Cost per student per year will vary with each VET course offering (refer to fee schedule)

Fee refunds will be granted:

- When a student enrolled in an Ipswich SHS VET course and withdraws from the course within four weeks of the course commencing, partial fees may be refunded according to subject area dependent on equipment already provided. Students withdrawing after this four week period will be charged the full course/semester fee.
- When a student withdraws prior to the commencement of the course, full fees will be refunded

WITHDRAWAL FROM A VET COURSE

If a student changes their mind and decides to withdraw from a VET course with Ipswich State High School, they must make an appointment with the Head of Senior Schooling and complete a Change of Subject form and submit this form to the subject HOD for approval. If students do not regularly attend their tutorial or timetabled class for your VET course, they may be withdrawn. This will be a matter which the student will need to discuss with their teacher and the HOD Senior Schooling. If competency has been awarded in any units before withdrawal and subject change is approved, Ipswich SHS will process the Statement of Attainment.

STUDENT FEE PROTECTION PROCEDURE

If students are required to prepay fees in excess of \$1 500, the school RTO must include within this document reference to policy and procedures for student fee protection. This policy should detail student fee protection arrangements that meet the requirements of Schedule 6 of the Standards if the school RTO is unable to provide the services that have been prepaid.

ACCESS AND EQUITY

All students will be informed of the requirements of curriculum or National Training Packages. Our Access and Equity Policy ensures that student selection decisions comply with equal opportunity legislation. Appropriately qualified school staff will assess the extent to which the student is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

SUPPORT SERVICES

As a student of Ipswich State High School you are able to access a range of services to support you in achieving your educational and employment goals from school personnel such as the Guidance Officer, Head of Department Student Services, Chaplain or SEU staff. If required, Ipswich State High School can arrange assistance for disabilities support and learning support services through negotiation with each school on a case by case basis.

ACCESS AND EQUITY POLICY

The Ipswich State High School is committed to providing equal opportunity and promoting inclusive practices and processes and integrating the principles of access and equity in its policies and procedures.

Ipswich State High School will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation.

Legislation

Australian federal and state legislation makes it unlawful for organisations to discriminate against people because of their age, gender, race, marital status, sexuality, or physical or intellectual disability.

The following legislation underpins all matters related to access and equity at Ipswich State High School:

- Anti Discrimination Act 1977
- Disability Discrimination Act 1992 (including Disability Standards for Education)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Education (General Provision) Act 2006
- Child Protection Act 1999 (QLD) Copyright Act 1968 (Commonwealth)

ACCESS AND EQUITY PRINCIPLES

The following principles are applied by Ipswich state High School in the development and implementation of all training and assessment strategies.

To ensure that the student recruitment and admission process is bias-free and non-discriminatory, Ipswich State High:

- uses the same recruitment and admission process for all applicants
- bases admission to courses and programs solely on availability of places and the applicant satisfying course entry requirements
- provides applicants with adequate information and support to enable them to select the most suitable program for their needs.

To ensure that the learning environment is free from harassment, discrimination and victimisation, Ipswich State High School:

- specifies standards of behaviour expected from students under the Ipswich State High School Behaviour Plan
- has policies and procedures in place for preventing harassment and discrimination.

To ensure that all curricula developed by Ipswich State High School are inclusive of a range of student needs, the Ipswich State High School:

- considers issues relating to access and equity when specifying course entry requirements and prerequisites
- offers flexible course design that provides multiple entry and exit points or pathways through the course, including credit transfer and recognition of prior learning
- takes into account the requirements of students with a disability when designing courses
- provides inclusive and non-discriminatory learning materials
- ensures in the case of vocational courses, language, literacy and numeracy requirements are consistent with the vocational level of the qualification.

Ipswich State High School provides an assessment process that is fair, valid, reliable and consistent through:

- recognition of previously acquired skills and knowledge
- adequate information on course and subject assessment, prior to enrolment in the course
- adapting assessment to meet student needs while still maintaining a high quality, valid and consistent process (see reasonable adjustment below)
- giving students the right to appeal an assessment or recognition decision
- giving all students an equal opportunity to demonstrate competence.

Support is provided to those with special needs.

Reasonable adjustment is provided to those with a disability or special need according to individual circumstances. This means providing the appropriate services and/or facilities for student training and assessment.

Reasonable adjustment may include but is not restricted to:

- the use of adaptive/assistive technology (equipment and software designed for use by people with a disability)
- educational support
- alternative assessment methods
- training and assessment aids such as papers in large print or the use of scribes or interpreters
- extra time to complete a course or assessment.

Learning support is facilitated for those with basic literacy, numeracy or English language difficulties or other identified areas of learning difficulty.

Special consideration may be granted if through misadventure (eg. illness, bereavement or personal trauma) a student is prevented from completing an assessment or sitting an examination; or believes that their performance in an assessment event has been affected by the incident.

Complaints and appeals are addressed in a fair and equitable manner. Individuals who believe they have been treated unfairly are encouraged to use Ipswich State High School student complaints and appeals procedures. Ipswich State High School will promptly and thoroughly investigate all complaints and appeals in accordance with stated procedures.

Students also have the right to appeal against any decisions as set out in the complaints and appeals procedure.

COMPLAINTS AND APPEALS PROCEDURES

A **complaint** can be made to the school RTO regarding the conduct of:

- the school RTO, its trainers, assessors or other school RTO staff
- students of the RTO
- any third parties providing services on behalf of the school RTO (if relevant).

Complaints may be made to any member of staff.

An **appeal** can be made to the school RTO to request a review of a decision, including assessment decisions.

Appeals should be made to the trainer/assessor in the first instance, but can also be made to Heads of Department or the RTO Manager.

The school RTO (The Ipswich SHS) will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

1. Any staff member can receive a complaint or appeal. Where possible, complaints are resolved immediately.
2. All complaints and appeals are heard and resolved within 60 calendar days of receipt. If the school RTO considers that more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons for the extended timeframe in writing and will be regularly updated on the progress of the matter.
3. The school RTO will maintain a secure Complaints and Appeals Register, documenting all complaints and appeals received, as well as actions taken and decisions made.
4. The school RTO will undertake a continuous improvement process that includes reviewing both the details in the Complaints and Appeals Register, and the complaints and appeals policy and procedures, and taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

The full copy of the complaints policy for Ipswich State High School can be located at G:\Coredata\Curriculum\Faculty-VET\Administration\Complaints and Appeals\Policy & Procedure and on the school's website.

COMPLAINTS PROCEDURE

1. If a complaint relates to a report about harm or safety, refer to our school's Student Protection procedures.
2. On receipt of a verbal complaint:
 - Resolve the complaint if possible, documenting the complaint, its cause, actions taken and decisions made in the secure Complaints and Appeals Register.
 - If the complaint cannot be promptly and simply resolved, advise that an appropriate staff member will deal with the complaint, but a written record of the complaint is required.
3. To put a complaint/appeal in writing, advise the complainant/appellant that:
 - they may use the support of a third party in progressing the complaint/appeal
 - they can either put the complaint/appeal in writing themselves using the form available on the school website or
 - you can make a written record for them to sign. In this case
 - note whether the complainant/appellant wants the support of a third party
 - ensure the complainant signs and dates the form
 - identify yourself, and your role within the school RTO
 - sign and date the form yourself.
4. On receipt of a written complaint/appeal:
 - if the complaint/appeal is not in relation to the RTO Manager
 - forward it to the RTO Manager
 - enter it into the secure Complaints and Appeals Register.
 - if the complaint is in relation to the RTO Manager
 - forward it to the Deputy Principal responsible for the Senior School
 - enter it into a separate secure Complaints and Appeals Register, which is kept separate from the main Register.
 - send a prompt written acknowledgement to the complainant from either the RTO Manager or the Deputy Principal responsible for the Senior School, as appropriate.

5. To resolve the complaint/appeal, the RTO Manager and/or Deputy Principal:
 - discuss the issue/s with the staff member to whom the complaint/appeal was made
 - give the complainant/appellant an opportunity to present their case (they may be accompanied by other people as support or as representation)
 - give the relevant staff member, third party or student (as applicable) an opportunity to present their case. They also may be accompanied by other people as support or as representation.
 - if necessary, convene an independent panel, the Complaints and Appeals Committee, to hear the complaint/appeal. The committee must not have had previous involvement with the complaint/appeal, and must include:
 - a representative of the Principal
 - one or more representative/s of the teaching staff
 - an independent person.
 - deal with the issue/s
 - communicate the outcome/decision to all parties in writing within 60 days of receipt of the complaint/appeal
 - document the complaint/appeal — including the cause, actions taken and decisions made — in the appropriate secure Complaints and Appeals Register.
 6. If the complaint/appeal is not finalised within 60 calendar days of its receipt, inform the complainant/appellant of the reasons in writing and regularly update them on the progress of the matter.
 7. If the procedures fail to resolve the issue/s, the complainant/appellant may have the outcome reviewed (on request) by an appropriate party independent of the RTO.
 8. If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (<https://www.qcaa.qld.edu.au/senior/vet/rto-registration-audits/appeals-complaints-enforcement>).
 9. The school RTO will undertake a continuous improvement process that includes:
 - reviewing the details in the Complaints and Appeals Register
 - reviewing the complaints and appeals policy and procedures
 - taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.
- If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

STUDENT ACCESS TO ACCURATE RECORDS POLICY

Ipswich State High School is committed to regularly providing students with information regarding their participation and progress.

Accuracy of Records Procedure

Trainers and Assessors/Teachers maintain accurate and current records of each student's progress towards and achievement of competencies. These records will be forwarded for entry in OneSchool and SDCS prior to each of QCAA's advertised collection dates for data.

When the student nears achievement of sufficient competencies for award of the full qualification, the Trainer and Assessor/Teacher checks student achievements against the qualification packaging rules. When the student has achieved the requirements for completion of the qualification, the SDCS operator is notified via email from the course teacher.

Access to Students Records Procedure

There are occasions when it is necessary for the school to provide information about the student to another organisation (e.g. Queensland Curriculum and Assessment Authority, the Department of Employment and Training etc).

When enrolling students into at Ipswich State High school, parents/caregivers must complete and sign an Application for Enrolment form. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – Information Policy.

In accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service, and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purpose in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorized or required by law.

Students can view their own personal records at any time during their course through OneSchool and their VET teacher.

Employers contributing to the Learner's Training and Assessment

The school RTO may place/attempt to place students in workplaces that provide experience in the competencies included in their VET qualifications. This school does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook. The work placement organiser/teacher will seek the cooperation of the workplace supervisor in the sign-off on the accuracy of the student's entries in the log. This log may be used by the assessor to support judgments of competency.

STUDENT RECORDS AND INFORMATION

Assessment submissions are tracked and results recorded on Education QLD OneSchool. Competencies are updated on the Ipswich SHS student database (Oneschool) and a register of Certificates and Statements of Attainment is maintained by Ipswich SHS. Ipswich SHS will collect information on student enrolments and results. Where required, Ipswich SHS will forward this information to DET for use in national data collection processes as well as to bank learner results with the Queensland Studies Authority towards the issue of the Queensland Certificate of Education (QCE).

RECOGNITION ARRANGEMENTS FOR RPL AND CREDIT TRANSFER

All VET students have access to a procedure that gives RPL or Credit transfer at this School.

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

Recognition of prior learning policy

All students shall have access to, and will be offered RPL. All applications for RPL will be responded to once a written application has been received. The HOD VET will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided to the School to assess RPL, the student will be notified of the decision. Students may have access to reassessment on appeal.

Recognition of prior learning procedure

Each year at the VET student induction, the HOD VET shall make students aware of the School's RPL policy via the VET student handbook. VET teachers will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL, will be:

- provided with a copy of a RPL application form by their relevant VET teacher
- provided sufficient information about the types of evidence that can be used to support an RPL application by the VET teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions
- required to provide a completed RPL application form and associated evidence to support the application
- able to appeal an RPL decision via the RPL student appeals form if unsuccessful

The VET teacher will:

- notify the student of their outcomes from the RPL process
- develop and assess any alternative methods of assessment required as a result of an RPL application
- notify the student of any gap training required as a result of the review of their application
- update the student's records if RPL is granted upon consulting with the HOD VET.

CREDIT TRANSFER

Refers to the granting of credit to students of exact units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same or another institution or training organisation.

If a student believes that they fulfill these requirements they should approach their VET teacher first, who will bring it to the attention of the HOD. At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the HOD VET.

RECOGNITION OF AQF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT ISSUED BY ANOTHER RTO OR SCHOOL

The School recognises all AQF qualifications issued by any other RTO. The School will seek verification of the certification from the relevant RTO where there is some ambiguity.

Recognition of qualifications procedure

- The HOD VET will make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the School during the VET student induction at the beginning of the year. VET teachers will remind students of this policy at the beginning of each new school year.
- If a student presents an AQF qualification or statement of attainment to a VET teacher, the teacher will take a copy and bring it to the attention of the HOD.
- Once the qualification or statement of attainment is verified, the VET teacher will give the student exemption for the units of competency identified in the qualification or statement of attainment and update the student's records accordingly. Information will then be entered in SDCS using the 'credit transfer' option.

Internal recognition of qualifications procedure

- The School will complete a comprehensive mapping exercise (where relevant) to identify common units of competency across qualifications on the scope of registration
- At the beginning of each year, those students who are enrolled in courses where there are common units of competency, or who have progressed from Certificate I to Certificate II or Certificate II to Certificate III (where applicable) are identified
- The HOD VET and associated VET teachers will meet to establish the processes for delivery and assessment ensuring accurate data is recorded
- This process is repeated throughout the year for students who change subjects
- The information is entered into SDCS using the 'credit transfer' option in all instances where the student has already gained the unit of competency (i.e. the student may only once be deemed as competent).

AWARDS

Once a student has successfully completed a VET course, they will be issued with a Certificate issued by the Ipswich State High School, together with a statement of results. In instances where a student does not complete the qualification, they may still be eligible for a Statement of Attainment for the units of competency they have completed.

Certificates and Statements of Attainment will be issued within 30 days from the date of marking your final assessment. Students can only receive their Certificate of Statement of Attainment when a USI (Unique Student Identifier) has been provided.

REPLACEMENT AWARDS

If you lose or misplace your Certificate or Statement of Attainment, you should contact Ipswich State High School so that a new copy can be issued. A replacement fee of \$15 per certificate will apply to cover print costs.

CANCELLATION OF AWARDS

If your Certificate or Statement of Attainment was issued in error, or if it is found that the award was based on false or misleading representation, Ipswich SHS may cancel your award. If Ipswich SHS does have cause to cancel your award, you will be notified in writing and required to return the award to Ipswich SHS within 21 days of receiving the notification. In the event that you wish to appeal or dispute the finding, please direct your objections to the Principal of Ipswich SHS, and refer to the Ipswich SHS appeals process related to a disputed decision, complaint or grievance available in the Student Handbook.

CODE OF PRACTICE

As a registered Training Organisation, Ipswich State High School has agreed to operate within the Principles and Standards of the Australian Quality Training Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations (RTO). Ipswich State High School is registered to deliver a range of VET programs under the direction of DETE. The mission of the Ipswich State High School as an RTO is to deliver quality training and assessment across a range of selected industry areas in accordance with the National Training Packages. Ipswich State High School reserves the right to amend the **code of practice** to suit the needs of the training organisation as required. All amendments will be in accordance with legislation governing RTO's.

PLAGIARISM

Plagiarism is a form of dishonesty that occurs when a person submits someone else's work as their own. This can range from:

- Copying another student's work
- Providing your own work to another student for the purposes of submitting it as their own
- Cutting and pasting paragraphs from different website
- Copying information from books, pamphlets, legislation and websites without acknowledging or citing the author in your own assessments.

If you share your work with another student and he or she plagiarises it, then you are also considered to be guilty of plagiarism as you enabled the plagiarism to take place. In some instances, assessment tasks may require you to work collaboratively with a partner or group. Unless the task is explicit in permitting students to work together, you should always ensure that the work you are submitting is your own.

Students who are suspected of plagiarism will be contacted by the faculty area Head of Department, who will meet with the student and their teacher to discuss the matter and determine a suitable outcome. Students who are found guilty of plagiarism will have this entered onto their student record and will be required to submit a new assessment. A repeat offence will result in the student being excluded from the course. If you do not agree with the decision made by the faculty area Head of Department, you may refer the matter to the Principal of Ipswich SHS, who will be responsible for making a final decision.

FEEDBACK

During the course of your studies, you will be asked to provide feedback on the course. You may also be asked to complete an on-line learner survey prior to leaving Ipswich SHS and may be contacted after you complete the course to assist us with destination studies.

QUALITY MANAGEMENT PROCESS

Ipswich SHS has a commitment to providing a quality service and a focus on continuous improvement. We value feedback from students, staff and industry representatives for incorporation into future programs.

SANCTIONS

Ipswich State High School will honour all guarantees outlined in this code of practice. We understand that if we do not meet the obligations of this code or supporting regulatory requirements, we may have our registration as a Registered Training Organisation withdrawn.

WORK PLACEMENT POLICY

Work experience, industry placement and work placement aim to provide students with an opportunity to relate their studies to the workplace, prepare them for the demands and expectations of the working world, and help them to make informed career decisions by assessing their aptitudes and interests.

Work Placement Visitations/Contact Procedure

Ipswich State High School guides the student process of organizing and maintaining work experience for years 10, 11 and 12 as well as structured work placement and industry placement for students undertaking the following VET qualifications:

- Certificate III in Beauty Services (Ipswich State High School Training Salon)
- Certificate II in Nail Technology (Ipswich State High School Training Salon)
- Certificate II in Salon Assistant (Ipswich State High School Training Salon)
- Certificate II in Skills for Work and Vocational Pathways (Individual Placement)
- Certificate II in Hospitality (School Canteen, Functions and Work Placement)
- Certificate I in Construction (Individual Placement)

Student Placement Correspondence History

Student placement is recorded in the work experience database.

Student Placement Visit and Monitoring Details

The Vocational Education and Careers Coordinator will visit randomly selected students whilst on work placement during the course of the school year.

PRIVACY NOTICE

Full details can be found in Appendix 1 at the conclusion of this document.

CONTACTING IPSWICH STATE HIGH SCHOOL

All Ipswich SHS staff, including administration support and course co-ordinators, can be contacted as follows:

Ipswich State High School
1 Hunter Street
Brassall 4305
PO BOX 5069
BRASSALL QLD 4305
Phone: (07) 3813 4488 Fax (07) 3813 4400

BSB20120 Certificate II in Workplace Skills

COURSE OVERVIEW

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

The qualification contains 10 units of competency and completion of all 10 units could earn a student 4 credit towards their Queensland Certificate of Education. Partial completion of the Certificate II will be based on the percentage of competencies attained (25%, 50%, and 75%) e.g. completion of 6 units could earn 2 credits. Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school.

Students may be required to undertake a practical work experience as part of their course so as to gain 'real world' experience. The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 5 core unit and 5 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBCMM211	Apply communication skills	Core
BSBOPS201	Work effectively in business environments	Core
BSBPEF202	Plan and apply time management	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBWHS211	Contribute to health and safety of self and others	Core
BSBPEF201	Support personal wellbeing in the workplace	Elective
BSBTEC201	Use business software applications	Elective
BSBTEC202	Use digital technologies to communicate in a work environment	Elective
BSBTWK201	Work effectively with others	Elective
BSBTEC303	Create electronic presentations	Elective

** Costs and details correct at time of publication but subject to change*

CHC14015 Certificate I in Active Volunteering

COURSE OVERVIEW

This qualification reflects the role of volunteer workers and includes foundation skills required to enable them to effectively undertake volunteer work.

This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.

To achieve this qualification, the candidate must have completed at least 20 hours of volunteer work as detailed in the Assessment Requirements of units of competency.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 5 Units of Competency and completion of all 5 units could earn a student 2 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school. Students need to be prepared to commit to the in-class activities (industry visits and excursions).

National Code	Unit of Competency Title	Core/ Elective
CHCDIV001	Work with diverse people	Core
CHCVOL001	Be an effective volunteer	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBCMM201	Communicate in the workplace	Elective
FSKDIG02	Use digital technology for simple workplace tasks	Elective

**Costs and details correct at time of publication but subject to change*

CPC10120 Certificate I in Construction

COURSE OVERVIEW

The Ipswich SHS Construction course provides students with the skills & knowledge to complete the CPC10111 Certificate I in Construction. This qualification provides an introduction to the construction industry, its culture, career opportunities and workplace expectations. The units of competency cover essential occupational health and safety requirements; how to plan, organise and work effectively within the industry; communication and interpretation skills and appropriate use of tools, and materials.

The qualification is built around a number of basic construction projects which integrate and embed the facets of employability skills in context. Students will complete the competency requirements for the construction industry White Card. A White Card is evidence that you have completed a General Construction Induction course/White Card course (previously known as the blue card). The White Card is mandatory for anyone who works or wants to work in the construction industry.

Successful completion of the Certificate I in Construction will assist in progressing to undertaking a Certificate II, a job outcome qualification or will facilitate entry into an Australian Apprenticeship.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 11 Units of Competency and completion of all 11 units could earn a student 3 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of clients and colleagues. Students will work collaboratively with team members to perform a range of construction tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of daily work activities, hazard control and time management. Students will gain a variety of skills that include using and maintaining a range of construction tools and equipment whilst under direct supervision of an industry member (carpenter, builder).

COURSE STRUCTURE

The Ipswich SHS will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Construction teachers.

The design and implementation of this course is done in consultation with industry. This collaborative consultation ensures training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

The cost for this course is \$260. This includes the cost of students obtaining a White Card which enables them to work in the construction industry and all necessary (PPE) Personal Protective Equipment eg drill shirt, drill pants, sunhat and lace up steel-capped boots. Students must successfully complete the White Card course, which covers the unit CPCWHS1001 Prepare to work safely in the construction industry, to complete this certificate. The white card course will be delivered by Gold Coast School of Construction (RTO 32409) on-site at Ipswich SHS. Gold Coast School of Construction will be responsible for issuing the white card and statement of attainment for this unit.

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to participate in structured work placement within the construction industry.

Work placement is an imperative part of the certificate course to ensure students are exposed to industry expectations, timeframes, WHS and industry workplace standards.

National Code	Unit of Competency Title	Core/ Elective
CPCCCM1011	Undertake basic estimating & costing	Core
CPCCCM2004	Handle construction materials	Core
CPCCCM2005	Use construction tools and equipment	Core
CPCCCM1012	Work effectively and sustainably in the construction industry	Core
CPCCCM1013	Plan and organise work	Core
CPCCVE1011	Undertake a basic construction project	Core
CPCCWHS1001	Prepare to work safely in the construction industry	Core
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	Core
CPCCCM1014	Conduct workplace communication	Elective
CPCCCM2001	Read and interpret plans and specifications	Elective
CPCCCM2006	Apply basic levelling procedures	Elective

**Costs and details correct at time of publication but subject to change*

RII20120 Certificate II in Resources and Infrastructure Work Preparation

COURSE OVERVIEW

The Ipswich SHS Civil Construction course provides students with the skills & knowledge to complete the RII20113 Certificate II in Resources and Infrastructure Work Preparation. This qualification reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes. The units of competency cover essential occupational health and safety requirements; how to plan, organise and work effectively within the industry; communication and interpretation skills and appropriate use of tools, and materials.

The qualification is built around a number of basic civil construction projects which integrate and embed the facets of employability skills in context. Students will complete the competency requirements for the construction industry White Card. A White Card is evidence that you have completed a General Construction Induction course/White Card course (previously known as the blue card). The white Card is mandatory for anyone who works or wants to work in the construction industry.

This Certificate II in Resources and Infrastructure Work Preparation is a pathway qualification and should prepare an individual in successfully undertaking a sector specified Certificate III from the Resources and Infrastructure Industry Training Package.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 9 Units of Competency and completion of all 9 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of clients and colleagues. Students will work collaboratively with team members to perform a range of tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of daily work activities, hazard control and time management. Students will gain a variety of skills that include using and maintaining a range of civil construction tools and equipment whilst under direct supervision of an industry member (Civil Contractors Association).

COURSE STRUCTURE

The Ipswich SHS will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Civil Construction teachers.

The design and implementation of this course is done in consultation with industry. This collaborative consultation ensures training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to participate in structured work placement within the civil construction industry.

Work placement is an imperative part of the certificate course to ensure students are exposed to industry expectations, timeframes, WHS and industry workplace standards.

National Code	Unit of Competency Title	Core/ Elective
RIICOM201E	Communicate in the workplace	Core
RIIENV201E	Identify and assess environmental and heritage concerns	Core
RIIRIS201E	Conduct local risk control	Core
RIIWHS201E	Work safely and follow WHS policies and procedures	Core
RIICCM201E	Carry out measurements and calculations	Elective
RIIBEF201E	Plan and organise work	Elective
HLTAID011	Provide first aid	Elective
RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials	Elective
RIISAM203E	Use hand and power tools	Elective

**Costs and details correct at time of publication but subject to change*

MEM20413 Certificate II in Engineering Pathways

COURSE OVERVIEW

The Ipswich SHS Engineering Pathways course provides students with the skills & knowledge to complete the MEM20413 Certificate II in Engineering Pathways. This qualification reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes. The units of competency cover essential occupational health and safety requirements; how to plan, organise and work effectively within the industry; communication and interpretation skills and appropriate use of tools, and materials.

The qualification is built around a number of basic engineering projects which integrate and embed the facets of employability skills in context. Students will complete the competency requirements for the industry White Card. A White Card is evidence that you have completed a General Construction Induction course/White Card course (previously known as the blue card). The White Card is mandatory for anyone who works or wants to work in the construction/engineering industry.

This Certificate II in Engineering Pathways is a pathway qualification and should prepare an individual in successfully undertaking a sector specified Certificate III from the Engineering Pathways training package.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 12 Units of Competency and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of clients and colleagues. Students will work collaboratively with team members to perform a range of tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of daily work activities, hazard control and time management. Students will gain a variety of skills that include using and maintaining a range of engineering tools and equipment. Possible employment options include trades fitter/turner, sheet metal worker, boiler maker, tool maker.

COURSE STRUCTURE

The Ipswich SHS will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Engineering Pathways teachers.

The design and implementation of this course is done in consultation with industry. This collaborative consultation ensures training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all units of competency to be delivered in this context.

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to participate in structured work placement within the engineering industry.

Work placement is an imperative part of the certificate course to ensure students are exposed to industry expectations, timeframes, WHS and industry workplace standards.

National Code	Unit of Competency Title	Core/ Elective
MEM13014A	Apply principles of occupational health and safety in the work environment	Core
MEMPE005A	Develop a career plan for the engineering and manufacturing industry	Core
MEMPE006A	Undertake a basic engineering project	Core
MSAENV272B	Participate in environmentally sustainable work practices	Core
MEM18001C	Use hand tools	Elective
MEM18002B	Use power tools/handheld operations	Elective
MEMPE001A	Use engineering workshop machines	Elective
MEMPE002A	Use electric welding machines	Elective
MEMPE003A	Use oxy-acetylene and soldering equipment	Elective
MEMPE004A	Use fabrication equipment	Elective
MEM16006	Organise and communicate information	Elective
MSAPMSUP106A	Work in a team	Elective

**Costs and details correct at time of publication but subject to change*

CUA20220 Certificate II in Creative Industries

COURSE OVERVIEW

This qualification reflects the role of individuals with the skills and knowledge to perform in a range of varied activities in the creative industries where there is a defined range of contexts. It applies to work in different work environments that include entertainment customer service, staging, television and radio production, broadcasting production, lighting and sound, theatre, scenery and set construction, screen and media, and film production. Individuals complete tasks with limited complexity and with required actions clearly defined.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 10 Units of Competency and completion of all 10 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course is offered at the Ipswich SHS and has a course fee of \$50 per year for curriculum related excursions. **Please note that students are required to attend school events outside school hours (TBA).**

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 3 core unit and 7 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBTWK201	Work effectively with others	Core
CUAIND211	Develop and apply creative arts industry knowledge	Core
CUAWHS312	Apply Workplace health and safety practices	Core
CUAFOH212	Usher patrons	Elective
CUASOU211	Develop basic audio skills and knowledge	Elective
CUACAM211	Assist with basic camera shoots	Elective
CUAFOH211	Undertake routine front of house duties	Elective
CUALGT211	Develop basic lighting skills	Elective
CUASOU213	Assist with sound recordings	Elective
CUADIG212	Develop digital imaging skills	Elective

***Costs and details correct at time of publication but subject to change**

CUA20120 Certificate II in Dance

COURSE OVERVIEW

This qualification reflects the role of individuals developing basic technical skills and knowledge to prepare for work in the live performance industry.

The job roles that relate to this qualification may include trainee Indigenous dancer, trainee contemporary dancer or trainee musical theatre dancer.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 10 Units of Competency and completion of all 10 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course is offered at the Ipswich SHS and has a course fee of \$250 per year for items such as costumes, guest artists, team props, and other incurred performance costs. **Please note that students are required to attend practice outside school hours (Friday 3-4pm) and participate in all performances/competitions.**

The course has been developed to be delivered commencing in Year 10. Students are required to complete 6 core unit and 4 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
CUADAN211	Develop basic dance techniques	Core
CUADAN212	Incorporate artistic expression into basic dance performances	Core
CUAIND211	Develop and apply creative arts industry knowledge	Core
CUAPRF211	Prepare for live performances	Core
CUAWHS111	Follow safe dance practices	Core
CUAWHS211	Develop a basic level of physical fitness for dance performance	Core
CUADAN213	Perform basic jazz dance techniques	Elective
CUADAN215	Perform basic contemporary dance techniques	Elective
CUADAN218	Perform basic street dance techniques	Elective
BSBTWK201	Work effectively with others	Elective

***Costs and details correct at time of publication but subject to change**

CUA30120 Certificate III in Dance

COURSE OVERVIEW

This qualification reflects the role of a person working in a varied context in the live performance industry, using some discretion and judgement and relevant theoretical knowledge.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 13 Units of Competency and completion of all 13 units could earn a student 8 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course is offered at the Ipswich SHS and has a course fee of \$250 per year for items such as costumes, guest artists, team props, and other incurred performance costs. **Please note that students are required to attend practice outside school hours (TBA) and participate in all performances/competitions.**

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 5 core unit and 8 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
CUACHR311	Develop basic dance composition skills	Core
CUADAN331	Integrate rhythm into movement activities	Core
CUAIND311	Work effectively in the creative industries	Core
CUAPRF317	Develop performance techniques	Core
CUAWHS311	Condition body for dance performance	Core
CUACIR301	Perform basic on-ground acrobatic techniques	Elective
CUAWHS406	Interact appropriately with children in performing arts environments	Elective
CUACOS304	Develop and apply knowledge of costume	Elective
CUADAN315	Increase depth of jazz dance techniques	Elective
CUADAN316	Increase depth of ballet dance techniques	Elective
CUADTM311	Assist with dance teaching	Elective
CUAMUP311	Prepare personal appearance for performances	Elective
CUADAN313	Develop and apply dance partnering techniques	Elective

**Costs and details correct at time of publication but subject to change*

CUA20720 Certificate II in Visual Arts

COURSE OVERVIEW

This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice. It applies to work in different visual arts, craft and design environments.

The job roles that relate to this qualification may include Ceramics Studio Trainee, Community Arts Workshop Assistant and Arts Practitioner. It also provides a pathway to other visual arts, craft and design job roles.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 9 Units of Competency and completion of all 9 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers. **There is a course fee of \$80.**

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 4 core unit and 5 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBWHS211	Contribute to the health and safety of self and others	Core
CUAACD201	Develop drawing skills to communicate ideas	Core
CUAPPR211	Make simple creative work	Core
CUARES202	Source and use information relevant to own arts practice	Core
CUACER201	Develop ceramic skills	Elective B
CUADIG212	Develop digital imaging skills	Elective B
CUAPAI211	Develop painting skills	Elective B
CUAPRI211	Develop printmaking skills	Elective B
CUADES201	Follow a design process	Elective B

****Costs and details correct at time of publication but subject to change***

ICT20120 Certificate II in Applied Digital Technologies

COURSE OVERVIEW

This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts. The qualification is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They perform a range of mainly routine tasks using limited practical skills and knowledge in a defined context. The qualification is suitable for someone generally performing under direct supervision.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 12 Units of Competency (6 core and 6 elective units) and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 6 core units and 6 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBSUS211	Participate in sustainable work practices	Core
BSBWHS211	Contribute to health and safety of self and others	Core
BSBTEC202	Use digital technologies to communicate in a work environment	Core
ICTICT213	Use computer operating systems and hardware	Core
ICTICT214	Operate application software packages	Core
ICTICT215	Operate digital media technology packages	Core
ICTICT224	Integrate commercial computing packages	Elective
ICTICT226	Operate database applications	Elective
BSBTEC203	Research using the internet	Elective
ICTWEB305	Produce digital images for the web	Elective
ICTWEB304	Build simple web pages	Elective
CUASOU212	Perform basic sound editing	Elective

** Costs and details correct at time of publication but subject to change*

FNS10120 Certificate I in Financial Services

COURSE OVERVIEW

This qualification is designed to facilitate an understanding of the Australian financial services marketplace and personal financial situations that will assist in meeting the needs of identified gaps in nationwide financial literacy. It does not have an industry employment outcome.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 6 Units of Competency which are all core. Completion of all 6 units could earn a student 2 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

Students are required to complete 6 core units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
FNSFLT201	Develop and use a personal budget	Core
FNSFLT202	Develop and use a savings plan	Core
FNSFLT203	Develop knowledge of debt and consumer credit	Core
FNSFLT204	Develop knowledge of superannuation	Core
FNSFLT205	Develop knowledge of the Australian financial system and markets	Core
FNSFLT206	Develop knowledge of taxation	Core

** Costs and details correct at time of publication but subject to change*

FNS20120 Certificate II in Financial Services

COURSE OVERVIEW

This qualification is intended to address the need for increased financial literacy and basic financial skills of entrants wishing to build potential pathways into the industry.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 8 Units of Competency (4 core and 4 elective units) and completion of all 8 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 4 core units and 4 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBCMM211	Apply communication skills	Core
BSBTEC201	Use business software applications	Core
BSBWHS211	Contribute to health and safety of self and others	Core
FNSINC311	Work together in the financial services industry	Core
FNSFLT211	Develop and use a personal budget	Elective
FNSFLT212	Develop and use a savings plan	Elective
FNSFLT213	Develop understanding of debt and consumer credit	Elective
FNSFLT214	Develop knowledge of superannuation	Elective

** Costs and details correct at time of publication but subject to change*

FSK20119 Certificate II in Skills for Work and Vocational Pathways

COURSE OVERVIEW

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- a pathway to employment or vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 14 Units of Competency (8 core and 4 elective) and completion of all 14 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school. A Structured Workplace learning component (work experience) is also necessary to achieve the qualification.

The course has been developed to be delivered over two semesters, commencing in Year 10. Students are required to complete 14 units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
FSKLRG011	Use routine strategies for work-related learning	Core
FSKLRG009	Use strategies to respond to routine workplace problems	Elective
FSKRDG010	Read and respond to routine workplace information	Elective
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	Elective
FSKNUM017	Use familiar and routine maps and plans for work	Elective
FSKOCM007	Interact effectively with others at work	Elective
FSKWTG009	Write routine workplace texts	Elective
FSKRDG010	Read and respond to routine workplace information	Elective
FSKDIG002	Use digital technology for routine and simple workplace tasks	Elective
FSKLRG006	Participate in work placement	Elective
ICPSUP2810	Use computer systems in the printing and graphic arts sector	Elective
SIRXHWB001	Maintain personal health and wellbeing	Elective
SIRXWHS002	Contribute to workplace health and safety	Elective

**Costs and details correct at time of publication but subject to change*

MSL201118 Certificate II in Sampling and Measurement

COURSE OVERVIEW

This qualification is a foundation qualification that will provide students with the necessary skills for an entry role in laboratory operations. Students will learn how to perform sampling and/or testing duties in construction, resources or environmental contexts. Students will gain an understanding of both field and laboratory equipment and how to use them in simple tests.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 8 Units of Competency and completion of all 8 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

With the current resource boom there has been an increase in the need for laboratory technicians/assistants. Upon completion of this course you can gain employment in a variety of fields including, biomedical, pharmaceutical, cosmetics, medical, mining, petroleum, agriculture, physics, chemical, environmental, food and forensics.

The Certificate II in Sampling and Measurement prepares you for roles such as:

- Sampler and tester
- Production Personnel
- Field Assistant
- Sample Couriers

Upon completion of this course students can further develop their skills and knowledge in a Certificate III in Laboratory Skills or university entry into the above mentioned fields.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course has been developed to be delivered over two semesters, commencing in Year 10. Students are required to complete 4 core unit and 4 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSL912001	Work within a laboratory /field workplace (induction)	Core
MSL922001	Record and present data	Core
MSL943004	Participate in laboratory /field workplace safety	Core
MSL952001	Collect routine site samples	Elective
MLS972001	Conduct routine site measurements	Elective
MSL973013	Perform basic tests	Elective
MSL973014	Prepare working solutions	Elective

**Costs and details correct at time of publication but subject to change*

SHB20116 Certificate II in Retail Cosmetics

COURSE OVERVIEW

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures and work under direct supervision.

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

The qualification contains 15 Units of Competency and completion of all 15 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of personal presentation and time management. Students will gain a variety of skills that include using and maintaining a range of salon technologies and techniques to perform salon tasks.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Hair and Beauty teachers.

The course is offered at the Ipswich SHS and has a course fee of \$400 per year for consumables used as part of the course and basic student kit. This fee also included a faculty shirt.

The course has been developed for delivery over 4 semesters, commencing in Year 11. **Students will be required to perform services on each other and be a model for other students for practical lessons. Also, attendance at Wednesday afternoon tutoring is highly recommended.**

National Code	Unit of Competency Title	Core/ Elective
BSBWHS201	Contribute to health and safety of self and others	Core
SHBBCCS001	Advise on beauty products and services	Core
SHBXCCS001	Conduct salon financial transactions	Core
SHBBMUP002	Design and apply make-up	Core
SHBXCCS004	Recommend products and services	Core
SHBXIND001	Comply with organisational requirements within a personal service environment	Core
SHBXIND002	Communicate as part of a salon team	Core
SIRRMER001	Produce visual merchandise displays	Core
SIRXIND003	Organise personal work requirements	Core
SIRXSLS001	Sell to the retail customer	Core
BSBSUS201	Participate in environmentally sustainable work practices	Elective
SHBBSKS001	Pierce ear lobes	Elective
SHBBRES001	Research and apply beauty industry information	Elective
SHBBMU004	Design and apply remedial camouflage make-up	Elective
SHBBBOS001	Apply cosmetic tanning products	Elective

**Costs and details correct at time of publication but subject to change*

SHB30315 Certificate III in Nail Technology

COURSE OVERVIEW

This qualification reflects the role of individuals employed as nail technicians to provide manicure and pedicure services, including the application of nail art and acrylic and gel nail enhancements.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on nail care products and services. Nail technicians may also be self-employed and responsible for managing their own nail station.

Work is typically conducted in nail and beauty salons.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

The qualification contains 15 Units of Competency and completion of all 15 units could earn a student 8 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of personal presentation and time management. Students will gain a variety of skills that include using and maintaining a range of salon technologies and techniques to perform salon tasks. Students will be qualified to work independently in a hair and beauty salon as a qualified Nail Technician.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Hair and Beauty teachers. To achieve the qualification, students are required to participate in structured work placement in the Ipswich SHS Hair & Beauty Training Salon on a variety of clientele.

The course is offered at the Ipswich SHS and has a course fee of \$400 per year for consumables used as part of the course and basic student kit. This fee also included a faculty shirt.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to perform structured work placement in the Ipswich State High School Hair and Beauty Training Salon on a rotational roster that is issued at the start of each term. **Students will be required to perform services on each other and be a model for other students for practical lessons. Also, attendance at Wednesday afternoon tutoring is highly recommended.**

National Code	Unit of Competency Title	Core/ Elective
SHBBCCS001	Advise on beauty products and services	Core
SHBBNLS001	Provide manicure and pedicure services	Core
SHBBNLS002	Apply gel nail enhancements	Core
SHBBNLS003	Apply acrylic nail enhancements	Core
SHBBNLS004	Apply nail art	Core
SHBBNLS005	Use electronic file equipment for nail services	Core
SHBBNLS006	Apply advanced nail art	Elective
SHBBRES001	Research and apply beauty industry information	Core
SHBXCCS001	Conduct salon financial transactions	Core
SHBXCCS002	Provide salon services to clients	Core
SHBXIND001	Comply with organisational requirements within a personal services environment	Core
SHBXWHS	Apply safe hygiene, health and work practices	Core
BSBSMB304	Determine resource requirements for the micro business	Elective
SHBBFAS001	Provide lash and brow services	Elective
SHBBBOS001	Apply cosmetic tanning products	Elective

**Costs and details correct at time of publication but subject to change*

SHB30115 Certificate III in Beauty Services

COURSE OVERVIEW

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

Work is typically conducted in beauty, waxing, brow and nail salons.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 15 units of competency and completion of all 15 units could earn a student 8 credit points towards their Queensland Certificate of Education. Partial completion of the Certificate III will be based on the percentage of competencies attained (25%, 50%, and 75). Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of personal presentation and time management. Students will gain a variety of skills that include using and maintaining a range of salon technologies and techniques to perform salon tasks. Students will be qualified to work independently in a hair and beauty salon in a variety of salon services including waxing, facial treatments and nail technology.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results.

This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Hair and Beauty teachers.

To achieve the qualification, students are required to participate in structured work placement in the Ipswich SHS Hair & Beauty Training Salon on a variety of clientele.

The course is offered at the Ipswich SHS and has a course fee of \$400 per year for consumables used as part of the course. This fee also included a faculty shirt.

The course has been developed to be delivered over six semesters, commencing in Year 10. Students are required to perform structured work placement in the Ipswich State High School Hair and Beauty Training Salon on a rotational roster that is issued at the start of each term. **Students will be required to perform services on each other and be a model for other students for practical lessons. Also, attendance at Wednesday afternoon tutoring is highly recommended.**

National Code	Unit of Competency Title	Core/ Elective
SHBB0S001	Apply cosmetic tanning products	Core
SHBBCCS001	Advice on beauty products and services	Core
SHBBFAS001	Provide lash and brow services	Core
SHBBHRS001	Provide waxing services	Core
SHBBMUP002	Design and apply make-up	Core
SHBBMUP003	Design and apply make-up for photography	Elective
SHBBMUP004	Design and apply remedial camouflage make-up	Elective
SHBBNLS001	Provide manicure and pedicure services	Core
SHBBRES001	Research and apply beauty industry information	Core
SHBBSKS001	Pierce ear lobes	Elective
SHBXCCS001	Conduct salon financial transactions	Core
SHBXCCS002	Provide salon services to clients	Core
SHBXIND001	Comply with organisational requirements within a personal services environment	Core
SHBXWHS001	Apply safe hygiene, health and work practices	Core
BSBSUS201	Participate in environmentally sustainable work practices	Elective

**Costs and details correct at time of publication but subject to change*

SHB20216 Certificate II in Salon Assistant

COURSE OVERVIEW

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

The qualification contains 12 Units of Competency and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain a variety of transferable skills that include communication in the workplace, working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures and practice inclusive behaviour, effective management of personal presentation and time management. Students will gain a variety of skills that include using and maintaining a range of salon technologies and techniques to perform salon tasks whilst under the direct supervision of a senior hairdresser.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results.

This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school with students working through learning materials and class sessions facilitated by Hair and Beauty teachers.

To achieve the qualification, students are required to participate in structured work placement in the Ipswich SHS Hair & Beauty Training Salon on a variety of clientele.

The course is offered at the Ipswich SHS and has a course fee of \$400 per year for consumables used as part of the course and basic student kit. This fee also included a faculty shirt.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to perform structured work placement in the Ipswich State High School Hair and Beauty Training Salon on a rotational roster that is issued at the start of each term. Students will be required to perform services on each other and be a model for other students for practical lessons. Also, attendance at Wednesday afternoon tutoring is highly recommended.

National Code	Unit of Competency Title	Core/ Elective
BSBWHS201	Contribute to health and safety of self and others	Core
SHHBAS001	Provide shampoo and basin services	Core
SHBXCCS003	Greet and prepare clients for salon services	Core
SHBHDES001	Dry hair to shape	Core
SHBHIND001	Maintain and organise tools, equipment and work areas	Core
SHHBAS002	Provide head, neck and shoulder massages for relaxation	Elective
SHBXIND002	Communicate as part of a salon team	Core
SHRXIND001	Comply with organisational requirements within a personal services environment	Core
SHBHCLS001	Apply hair colour products	Elective
SHBXCCS001	Conduct salon financial transactions	Core
SHBHDES002	Braid hair	Elective
SHBXCCS004	Recommend products and services	Elective

**Costs and details correct at time of publication but subject to change*

SIS30115 Certificate III in Sport and Recreation

COURSE OVERVIEW

This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry. These individuals are competent in a range of activities and functions requiring autonomous work within a defined range of situations and environments.

They work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.

Possible job titles include:

- recreation officer
- activity operation officer
- sport and recreation attendant
- community activities officer
- leisure services officer

Students in Years 11 and 12 may enrol in this course. The delivery and assessment will be in a simulated work and industry environment with a high degree of supervision. The units are suitable for the school to contextualise to local industry activities. Students will be required to undertake practical work experience as part of their course so as to gain 'real world' skills.

Please note: Students undertaking this course are required to hold a Qld Govt Blue Card (Working with Children Safety Check). There is no cost for student applications. Application forms are available from www.bluecard.qld.gov.au. Suitable student identification will need to be sighted by your teacher prior to the submission of the form. This is a pre-requisite condition for commencement and completion of any units of competency that involve working with children.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 15 units of competency and completion of all 15 units could earn a student 7 credit points towards their Queensland Certificate of Education. Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

EMPLOYABILITY SKILLS

This qualification reflects the role of individuals who apply skills and knowledge to work in the sport & recreation industry in a generalist capacity. Likely functions for someone with this qualification include providing support in the provision of sport & recreation programs, grounds & facilities maintenance, customer service assistance, administrative assistance all under supervision.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school.

The course is offered at the Ipswich SHS as part of the Soccer and Rugby League excellence programs. The Rugby League excellence program has a yearly course fee of \$190 to cover training/game requirements which is payable to the Finance Office prior to the commencement of the course.*

****Costs and details correct at time of publication but subject to change***

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 5 core unit and 6 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/Elective
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	Core
HLTAID011	Provide first aid	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBWOR301	Organise personal work priorities and development	Core
SISXCCS001	Provide quality service	Core
SISXEMR001	Respond to emergency situations	Core
ICTWEB201	Use social media tools for collaboration and engagement	Core
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	Core
SISXCAI004	Plan and conduct programs	Core
BSBADM307	Organise schedules	Elective
SISXCAI006	Facilitate groups	Elective
SISSSOF202	Officiate games and competitions	Elective
ICTICT203	Operate application software packages	Elective
SISSSPT304A	Tape ankle, thumb and fingers	Elective
SISSSPT303A	Conduct basic warm up and cool down programs	Elective

**Costs and details correct at time of publication but subject to change*

SIT10216 Certificate I in Hospitality

COURSE OVERVIEW

The Certificate I in Hospitality will provide students with the skills and knowledge to become competent in routine tasks in various hospitality settings such as, restaurant, cafes, coffee shop and catering operations. Students may work in a team but always under direct supervision. Upon completion of this course students should be able to:

- identify and use preparation equipment
- work effectively in a team
- provide housekeeping support services
- understand and follow WHS
- prepare and present a variety of sandwiches

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 6 Units of Competency and completion of all 6 units could earn a student 2 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain entry level skills that include working and communicating within a team environment whilst working under pressure including industry timeframes. Skills and knowledge of WHS and workplace policy and procedures working in a commercial environment under direct supervision.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school.

The course has been developed to be delivered over 2 semesters, commencing in Year 10. Students are required to complete 3 core unit and 3 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBWOR203	Work effectively with others	Core
SITXCCS001	Provide customer information & assistance	Core
SITXWHS001	Participate in safe work practices	Core
SITXFSA001	Use hygienic practices for food safety	Elective
SITHCCC001	Use food preparation equipment	Elective
SITHCCC003	Prepare and present sandwiches	Elective

**Costs and details correct at time of publication but subject to change*

SIT20316 Certificate II in Hospitality

COURSE OVERVIEW

The Certificate II in Hospitality is an entry level course for students that are new to the hospitality industry. The course provides practical hands on training in a variety of hospitality settings. This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Students will be required to assist in a variety of functions/events such as The Break Café, restaurants, school canteen and school catered events.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 12 Units of Competency and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

Students will gain skills in communicating with colleagues and customers including interpreting verbal and written information. Show some independence and initiative whilst working in an industry environment that includes working under industry timeframes and expectations. Students will be able to identify and discuss a range of hospitality products and services and complying and understanding legislation requirements. Students will gain transferable skills in a variety of industry environments.

COURSE STRUCTURE

The Ipswich State High School will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand - alone VET certificate course delivered by qualified teachers at the school. Students must be prepared to attend hospitality functions outside of school hours.

The course is offered at the Ipswich SHS and has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 6 core unit and 6 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBWOR203	Work effectively with others	Core
SITHIND002	Source and use information on the hospitality industry	Core
SITHIND003	Use hospitality skills effectively	Core
SITXCCS003	Interact with customers	Core
SITXWHS001	Participate in safe work practices	Core
SITXCOM002	Show social and cultural sensitivity	Core
SITHFAB004	Prepare and serve non-alcoholic beverages	Elective
SITXFSA001	Use hygienic practices for food safety	Elective
SITHFAB005	Prepare & serve espresso coffee	Elective
SITHFAB007	Serve food and beverage	Elective
SITHCCC003	Prepare and present sandwiches	Elective
SIRXSL001	Sell to the retail customer	Elective

**Costs and details correct at time of publication but subject to change*

External Provider - CHC34015 Certificate III in Active Volunteering

COURSE OVERVIEW

This qualification reflects the role of people working in a volunteer capacity across a range of industries and organisations in a variety of contexts.

At this level, work takes place under the direction of others and supervision may be direct or indirect. Volunteers may also be required to lead volunteer teams and have limited responsibility for the output of others within a project or event. Organisations may require volunteers to undergo relevant background checks.

To achieve this qualification, the candidate must have completed at least 20 hours of volunteer work as detailed in the Assessment Requirements of units of competency.

CREDIT FOR THE QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 10 Units of Competency and completion of all 10 units could earn a student 5 credit points towards their QCE. Students will receive a Certificate when all units are satisfactorily completed or a Statement of Attainment for partial completion of the qualification.

EMPLOYABILITY SKILLS

The Certificate III in Active Volunteering gives students a large scope of work experience in diverse working environments. Students will gain strong organisational and communication skills with both co-workers and clients whilst working under pressure in busy environments.

COURSE STRUCTURE

Volunteering Queensland will be the Registered Training Organisation (RTO 6020) with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School with students working through learning materials with class sessions facilitated by qualified teachers.

The course is offered at the Ipswich SHS and has an initial Year 11 course fee of \$260 for enrolment with Volunteering Queensland for enrolment & learner guide & assessment booklet costs. A further fee of \$160 will be required in year 12. The year 12 fee includes the cost (approx. \$120) of a Nationally Recognised First Aid Certificate (to be confirmed before First Aid course commencement). Fees will be paid to the school finance office and are subject to the refund policy of Volunteering Queensland (volunteeringqld.org.au).

Excursions may also have an additional cost. Students will also need to participate in a minimum of 50 volunteer hours as part of their course assessment. Volunteer hours will take place both within and outside of school hours.

The course has been developed to be delivered over four semesters, commencing in Year 11. Students are required to complete 6 core unit and 4 elective units. The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
CHCCOM002	Use communication to build relationships	Core
CHCLEG001	Work legally and ethically	Core
BSBWOR301	Organise personal work priorities and development	Core
CHCVOL001	Be an effective volunteer	Core
CHCDIV001	Work with diverse people	Core
HLTWHS001	Participate in workplace health and safety	Core
HLTAID011	Provide first aid	Elective
SISXCAI007	Assist with recreation games not requiring equipment	Elective
BSBITU312	Create electronic presentations	Elective
CHCGRP001	Support group activities	Elective

**Costs and details correct at time of publication but subject to change*



DELIVERY OVERVIEW

SIS30315 Certificate III in Fitness is delivered as a senior subject by qualified school staff via a third-party arrangement with external Registered Training Organisation (RTO) Binnacle Training. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment.

Upon successful completion students will achieve a maximum 8 QCE credits

ENTRY REQUIREMENTS

At enrolment, each student will be required to create (or simply supply if previously created) a [Unique Student Identifier \(USI\)](#). A USI creates an online record of all training and qualifications attained in Australia.

LANGUAGE, LITERACY AND NUMERACY SKILLS

A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training's [Student Information](#) document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.

COURSE OUTLINE

Students will participate in the delivery of a range of fitness programs and services to clients within their school community. Graduates will be competent in a range of essential skills – such as undertaking client health assessments, planning and delivering fitness programs, and conducting group fitness sessions in indoor and outdoor fitness sessions, including with older adult clients. This program also includes the following:

- [First Aid](#) qualification and [CPR](#) certificate
- A range of career pathway options including direct pathway into Certificate IV in Fitness (Personal Trainer) at another RTO.

ASSESSMENT

Program delivery will combine both class-based tasks and practical components in a real gym environment at the school. This involves the delivery of a range of fitness programs to clients within the school community (students, teachers, and staff). A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Hands-on activities involving participants/clients
- Group work
- Practical experience within the school sporting programs and fitness facility

Evidence contributing towards competency will be collected throughout the course.

COURSE SCHEDULE – YEAR 1

- The Sport, Fitness and Recreation Industry
- Developing Coaching Practices
- Delivery of Community Fitness Programs
- First Aid and CPR Certificate
- Anatomy and Physiology – Body Systems, Terminology
- Client Screening and Health Assessments
- Plan and Deliver Exercise Programs

COURSE SCHEDULE – YEAR 2

- Anatomy and Physiology – Digestive System and Energy Systems
- Nutrition – Providing Healthy Eating Information
- Specific Populations – Training Older Clients, Client Conditions
- Training Other Specific Population Clients
- Community Fitness Programs

Finalisation of qualification: SIS30315 Certificate III in Fitness

PATHWAYS

The Certificate III in Fitness will predominantly be used by students seeking to enter the sport, fitness and recreation industry as a fitness instructor, community coach, sports coach, athlete, or activity assistant.

Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit <https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar>

Students may also choose to continue their study by completing the Certificate IV in Fitness at another RTO.

COST

- **\$365.00** = Binnacle Training Fee Year 11
- **\$235.00** = Binnacle Training Fee Year 12
- **\$55.00** = First Aid Certificate costs
- **\$TBC** = Excursions to other outside venues to participate in and to conduct fitness activities.
- Fees will be paid to the school finance office and are subject to the refund policy of Binnacle Training (www.binnacletraining.com.au).

PROGRAM DISCLOSURE STATEMENT

This Subject Outline is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).

To access Binnacle's PDS, visit: www.binnacletraining.com.au/rto and select 'RTO Files'.

***Costs and details correct at time of publication but subject to change**

2023 VET Course Information Booklet v6.docx



RTO 30069

External Provider – HLT23215 Certificate II in Health Support Services

Delivered in Partnership with Connect 'n' Grow®

RTO number: 40518



HLT23215 Certificate II in Health Support Services

Qualification description

Health and community services training is linked to the largest growth industry in Australia, estimated to grow by 20% over the next five years. This program prepares students with the basic skills for a career in the health sector as well as providing a pathway to further study. Skills acquired in this course include communication, workplace health and safety, conducting basic health checks, relevant health administration tasks, infection control, personal time management and working with diverse people.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification.

International students may be able to enrol depending on their visa and/or the school's CRICOS registration. Contact the VET Coordinator or Connect 'n' Grow for further information.

Duration and location

This is a 1-2 year course, delivered on site in partnership with Connect 'n' Grow® to senior school students.

Course units

Unit code	Title
HLTWHS001	Participate in workplace health and safety
BSBWOR202	Organise and complete daily work activities
BSBINM201	Process and maintain workplace information
HLTINF001	Comply with infection prevention and control policies and procedures
HLTHSS003	Perform general cleaning tasks in a clinical setting
HLTHSS005	Undertake routine stock maintenance
CHCCOM005	Communicate and work in health or community services
BSBCUS201	Deliver a service to customers
CHCCOM001	Provide first point of contact
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
CHCDIV001	Work with diverse people

Obligation

Students will be provided with every opportunity to complete this qualification. Employment is not guaranteed upon completion. Students who are deemed competent in all 12 units of competency will be awarded this qualification and a record of results by Connect 'n' Grow®, RTO 40518. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face training
- practicals and scenarios
- online learning

Fees

The full cost of this course is \$399. Students may be able to access funding to help subsidise the cost of their training. Connect'n'Grow administration fee \$85

Contact the VET Coordinator or Connect 'n' Grow® to explore potential options.

QCE Points

Maximum 4

Assessment

Assessment is competency based.

Assessment techniques include:

- observation
- folios of work
- questionnaires
- written and practical tasks

Work experience

Students are encouraged to complete work experience in a health or community service facility to strengthen their skills, knowledge and understanding of the sector.

Pathways

This qualification may credit toward various Certificate III's including:

- Certificate III Health Services Assistance
- Certificate III Community Services
- Certificate III Individual Support (Disability and Aged Care)



RTO 30069



RTO 30069

External Provider – AHC20416 Certificate II in Horticulture

COURSE OVERVIEW

The Horticulture Course provides students with the opportunity to complete the **AHC20416 Certificate II in Horticulture**. The qualification is offered to students in the senior phase of learning who have an interest in the horticultural industry. This course will develop horticulture skills in safe work practices, identification of plants and weeds, propagation, pruning, fertilising and maintenance of nurseries and plant displays. This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification.

Students in Years 11 may enrol in this course. The delivery and assessment may be in a simulated work or industry environment with a high degree of supervision. The units are suitable for the school to contextualise to local industry activities.

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 15 units of competency and completion of all 15 units could earn a student 4 QCE points towards their Queensland Certificate of Education. Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

COURSE STRUCTURE

DGT Employment and Training will be the Registered Training Organisation (RTO 1719) with responsibility for training, assessment, compliance, reporting and recording student results. This course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school with the support of a course coordinator appointed by DGT. It will be delivered through class-based tasks that will simulate a specific industry environment. In addition, students may be involved in work experience over four semesters.

The course is offered in conjunction with DGT Employment and Training and operates under the VETiS program (eligibility criteria applies). Any fees are subject to the refund policy of DGT Employment and Training (www.dgt.org.au).

IMPORTANT	This document is supported by DGT Employment and Training Third Party Arrangement Policy and the ISHS Third Party Agreement 2022.
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National Code	Unit of Competency Title	Core/ Elective
AHCPCM201	Recognise plants	Core
AHCPMG201	Treat Weeds	Core
AHCPMG202	Treat plant pests, diseases and disorders	Core
AHCSOL202	Assist with soil or growing media sampling and testing	Core
AHCWHS201	Participate in work health and safety processes	Core
AHCWRK204	Work effectively in the industry	Elective
AHCWRK205	Participate in workplace communications	Elective
AHCWRK209	Participate in environmentally sustainable work practices	Elective
AHCNSY201	Pot up plants	Elective
AHCNSY202	Care for nursery plants	Elective
AHCNSY203	Undertake propagation activities	Elective
AHCNSY204	Maintain indoor plants	Elective
AHCPGD201	Plant trees and shrubs	Elective
AHCPGD202	Prepare and maintain plant displays	Elective
AHCPGD203	Prune plants and small trees	Elective

**Costs and details correct at time of publication but subject to change*



RTO 30069

Appendix 1

Privacy Notice

Effective as at 1 January 2021

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Enrolment cannot be completed without provision of personal information.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.



RTO 30069

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Contact the RTO if you require a downloaded or hard copy of this notice.

Queensland privacy notices and policies relevant to VET students	
QCAA Open Data Strategy	www.qcaa.qld.edu.au/about/corporate-policies/information
DESBT RTO data collection	https://desbt.qld.gov.au/training/docs-data/statistics/rto-data
DESE VET Privacy Notice	www.dese.gov.au/national-vet-data/vet-privacy-notice

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact *Ipswich SHS* to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

CONTACTING IPSWICH STATE HIGH SCHOOL

All Ipswich SHS staff, including administration support and course co-ordinators, can be contacted as follows:

Ipswich State High School

1 Hunter Street
Brassall 4305
PO BOX 5069
BRASSALL QLD 4305

Phone: (07) 3813 4488 Fax (07) 3813 4400



RTO 30069

Appendix 2

The Ipswich SHS RTO 30069

Complaints and appeals record form

Section 1: Your details

Date:

Title Mr Mrs Ms Other (specify) _____

Family name:

Given names:

Postal address:

Post code:

Phone: (w): (h):

Email:

Section 2: Compliant details

Subject/qualification of study:

You are: Making a complaint Making an appeal

Please provide a detailed explanation of the complaint or appeal below:



RTO 30069

Section 3: Authorisation

Privacy Notice:

The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.

Declaration: I confirm that all the information provided above is true and correct.

Signature: _____

Name (print) _____

-----*Office use only*-----

Date received: Received by(print name clearly) -

Register Number :