**CAPRICORNIA SCHOOL OF DISTANCE EDUCATION**

**RTO #30951**

**2023**

**Vocational Education and Training Student Induction Booklet**

**Name:** Click or tap here to enter text. **Year Level:** Choose an item.

**CSDE enrolment:  School-based enrolment:**

**Certificate Level:** Choose an item. **VET Area:** Choose an item.



* **Save this document into your VET Induction folder in your One Drive/ One Note: Your name – VET Induction Booklet.docx**



* **Email to** [**VET@capricorniasde.eq.edu.au**](mailto:VET@capricorniasde.eq.edu.au)

**CAPRICORNIA SCHOOL OF DISTANCE EDUCATION**

**RTO #30951**

**VET Student Induction Question Sheet - 2023**

**Name:** Click or tap here to enter text. **Year Level:** Choose an item.

**CSDE enrolment:  School-based enrolment:**

**Certificate Level:** Choose an item. **VET Area:** Choose an item.

**Quiz 1:**

**1 VET Stands For:**

|  |  |
| --- | --- |
| Vocational Education & Training |  |
| Vocation Education & Transfer |  |
| Vacation Employment &Training |  |
| Volunteer Employment & Training |  |

**2 Assessment in VET is:**

|  |  |
| --- | --- |
| A percentage |  |
| A mark |  |
| Competency-based |  |
| A statement |  |

**3 The VET courses offered at CSDE are based on:**

|  |  |
| --- | --- |
| Training Packages |  |
| QCAA |  |
| Discussions with local employers |  |
| Made up by the teachers |  |

**4 Drag & Drop (cut and paste correct answer)**

|  |  |
| --- | --- |
| Task skills | Able to do more than one thing at a time and managing the tasks correctly |
| Task management skills | Performing the task/job to the required standard |
| Contingency skills | Able to deal with the responsibilities and expectations of the work environment |
| Work role skills | Responding appropriately to irregularities and breakdowns in routine within a job or workplace. |

**5 True / False**

|  |  |  |
| --- | --- | --- |
| Another aspect of being competent is developing the ability to transfer my skills to a new situation or job role | True |  |
| False |  |

**Quiz 2:**

**6 True / False**

|  |  |  |
| --- | --- | --- |
| Observations will require me to turn on my microphone and webcam at different times so that I can be assessed and provided with feedback on my performance | True |  |
| False |  |

**7 True / False**

|  |  |  |
| --- | --- | --- |
| When I submit evidence towards a unit of competency, it will be marked as A, B, C, D or E. | True |  |
| False |  |

**8 True / False**

|  |  |  |
| --- | --- | --- |
| After the successful completion of the complete course, I will be issued with a Certificate of completion. | True |  |
| False |  |

**9 True / False**

|  |  |  |
| --- | --- | --- |
| If I complete half the units for a Certificate II course (4 credits), I will be awarded no credits towards QCE. | True |  |
| False |  |

**10 True / False**

|  |  |  |
| --- | --- | --- |
| If I complete half the units for a Certificate I course (2 credits), I will be awarded 1 credit. | True |  |
| False |  |

**Quiz 3:**

***Multiple Choice***

**11 My LUI number is:**

|  |  |
| --- | --- |
| 1. My Little Unique Identifier and is found on OneSchool |  |
| 1. My Learner Unique Identifier and is found on OneSchool |  |
| 1. My Licensed User Indicator and is found on OneSchool |  |

**12 If I don’t have a USI**

|  |  |
| --- | --- |
| 1. I will not be able to get a Certificate for this qualification |  |
| 1. I will not be able to get a Statement of Attainment for what I have completed |  |
| 1. I cannot bank the QCE credits that are attached to this qualification |  |
| 1. All of the above |  |

**13 Drag & Drop (cut and paste correct answer)**

|  |  |
| --- | --- |
| Recognition of Prior Learning | Recognises the learning that has occurred outside the course prior to enrolment |
| LUI | Is the unique identifier used to record all training within Australia |
| USI | Is the unique identifier used to access QCAA Student Portal and your Learning Account |
| RTO | Is the contract you make with the RTO to agree to the enrolment in a VET course |
| Training Agreement | Is the Registered Training Organisation delivering your VET qualification |

**14 True / False**

|  |  |  |
| --- | --- | --- |
| If I do not finish the full course, I will get nothing. | True |  |
| False |  |

**15 True / False**

|  |  |  |
| --- | --- | --- |
| Signing the Training Agreement is part of the enrolment process and is a contract between you and the RTO. | True |  |
| False |  |

**Continue to Pre-enrolment Activity 1 on the *next page.***

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**Pre – enrolment Activity 1 - 2023**

**Name:** Click or tap here to enter text. **Year Level:** Choose an item.

**CSDE enrolment:  School-based enrolment:**

**Certificate Level:** Choose an item. **VET Area:** Choose an item.

**1 Create an Introduction Video**

* Use a [recording program](https://obsproject.com/) to Introduce yourself
* *“My name is, which course you are studying and something about yourself”*
* Save and send your video to [VET@capricorniasde.eq.edu.au](mailto:VET@capricorniasde.eq.edu.au) when you have completed Pre-enrolment Activities 1 & 2 in your VET Induction folder.

|  |  |
| --- | --- |
| **Recorded Video:** | *(Place a link to your video in the space below. Use the script provided)* |

**2 Create your USI**

* Click on this link [www.usi.gov.au](http://www.usi.gov.au) to create your USI number and email from the website to [VET@capricorniasde.eq.edu.au](mailto:VET@capricorniasde.eq.edu.au)
* Snip your USI and save it so that you have a copy of it for the future. Paste it into the table below.

|  |  |
| --- | --- |
| **USI:** | *[paste a snip of your USI number here]* |

**3 Answer the following questions:**

**Have you studied a VET qualification before?**

**Yes  No  If so, provide some details below:**

*[Eg. I completed Certificate II in Kitchen Operations at …]*

**Do you currently have a casual or part-time job OR do you intend to apply for a job this year?**

**Yes  No  If so, provide some details below:**

*[Eg. I work at KFC, 2 days a week after school]*



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**What next?**

**Complete Pre-enrolment Activity 2 *on the next page***

**CAPRICORNIA SCHOOL OF DISTANCE EDUCATION**

**RTO #30951**

**Pre – enrolment Activity 2 - 2023**

**Name:** Click or tap here to enter text. **Year Level:** Choose an item.

**Place a snip of your screen in the blank boxes to show that you have completed each activity. Tick the box when successfully completed.**

|  |  |
| --- | --- |
| **Pre-reading with your parent/home tutor** |  |
| 1. **VET Student Handbook: I have accessed this handbook via the** [**CSDE website**](https://capricorniasde.eq.edu.au/curriculum/vocational-education) **to find out about RPL, Grievance Procedures and other vocational information**   *(Snip and ctrl-v to paste the location of the VET Student Handbook in the box below to show that you know where to access this information)* |  |
|  | |
| **VET STUDENT INDUCTION** | |
| **Click on the link below and listen to the Interactive VET Student Induction video.** | |
| 1. **VET Student Induction: As per first two VET lessons in class; Teacher read the Questions to students.**   *(When you have completed the Student Induction Presentation with your Teacher, complete the Induction Question Sheet)* |  |
| 1. **Induction Question Sheet: I completed the Induction Question Sheet** |  |
| **I needed assistance to complete the Question Sheet** |  |
|  | |
| **DIGITAL LITERACY** | |
| **We want you to be successful in your VET course. To do this you will need to access online learning resources and demonstrate competency providing observable evidence. The best evidence you can provide is explaining what you are doing while performing a task so video and verbal evidence will be required to meet the foundation skills required to demonstrate performance. Reasonable adjustments will be made based on communication between the relevant stakeholders.** | |
| 1. **I understand that I will be required to use my webcam and microphone for observable evidence.** |  |
|  | |
| 1. **I can access OneDrive / OneNote (Teacher preference)**   *(Snip and ctrl-v to paste below the See-Saw icon saved to your favourites bar into the space below)* |  |
|  | |
| 1. **I have downloaded** [**OBS Studio**](https://obsproject.com/) **or similar video recording program**   *(Snip and ctrl-v to paste the OBS Studio icon on your favourites bar into the space below)* |  |
|  | |
| 1. **I have pinned the Snipping Tool to the taskbar**   *(Snip and ctrl-v to paste to show the Snipping Tool icon pinned on your taskbar)* |  |
|  | |
| **I needed assistance to carry out the Digital Literacy tasks** |  |
| **GOALS & ASPIRATIONS** |  |
| 1. **Write a short description of yourself. You may include any of the following:**  * **personality,** * **where you live** * **previous school,** * **pets** * **holidays** * **areas of interest in learning and possible career options you are considering**   *(Type in the space below)* |  |
| [Eg. I am interested in becoming a vet nurse] …. |  |



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**What next?**

**Complete VET Student Training Agreement *on the next page***

**VET Student Training Agreement**

**Student name:**

**Year level:**

This document contains our training terms and conditions and your rights and responsibilities as a VET student of **Capricornia School of Distance Education – RTO # 30951**.

**Please ensure you:**

* read the following information
* sign this Training Agreement on the last page of this document

|  |  |
| --- | --- |
| **Prior to enrolment** | |
| **PART 1**   * **VET Information Evening** * **Create a USI** | Students will receive an invitation to attend sessions to guide them through the creation of their USI. VET Information evenings are run in Term 4 and are recorded and advertised on Blackboard. Students should aim to attend online sessions or recordings, which cover:   * clear information regarding the qualification/accredited course and/or units of competency * delivery methods * course outcomes and pathways * entry requirements, if applicable * assessment information/foundation skills/assessment requirements * fee information and payment terms, if applicable * student / parent pre-enrolment information |
| **PART 2**   * **Pre-enrolment activities** * **VET Student Induction** * **Access CSDE’s VET Student Handbook** | Students will complete the VET Student Induction interactive activities and submit the pre-enrolment activities. This provides information to trainers and other stakeholders who can provide support on skill levels. Pre-enrolment activities also identify students’ digital literacy skills which indicate ability to access online learning material. The VET Student Handbook outlines the processes when studying a VET subject at school and ensures that is is available to students and parents. |
| **PART 3**   * **VET Student Training Agreement** | Completion and submission of the Training Agreement is the final step in this compliance procedure. An email address is acceptable as a signature on the last page of the agreement. |
| **General Information** | |
| Guarantee of Service | Capricornia School of Distance Education management ensures that students receive the services detailed in this agreement. Capricornia School of Distance Education is committed to completing the training and assessment once students have started study in their chosen qualification/s or course/s from the course start date, and meeting all of their student responsibilities. If this is not possible, for whatever reason, Capricornia School of Distance Education will endeavour to have training completed by another RTO (additional fees may be incurred).  Duration of courses: The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. |
| Complaint/Appeal Procedure | Capricornia School of Distance Education has a Complaints and Appeals Procedure. If you wish to lodge a complaint against Capricornia School of Distance Education, a Complaints Application form is available for this purpose. All complaints/appeals will be heard and decided within 60 working days of the receipt of the complaint/appeal by Capricornia School of Distance Education. |
| Refund Policy | In the event that Capricornia School of Distance Education cancels any course/training program, participants will be entitled to a full refund if fees were applicable, or a transfer of funds to another future course. Capricornia School of Distance Education’s course delivery does not incur a fee process. Where applicable, once participation in a course/unit has commenced no refund is available to learners unless they can provide a medical certificate or show extreme personal hardship, approved by the CEO of Capricornia School of Distance Education. No refund will be made for materials and resources that are considered to be supplied to and/or used by the student. |
| Refund procedure | All requests for refund must be submitted in writing by completing a ‘Request for a Refund Form’. Requests for refund will normally be considered and processed within a period of 14 working days from receipt of the written request. |
| Access and Equity | Capricornia School of Distance Education is firmly committed to achieving best practice in the provision of vocational education and training and acknowledges that this is dependent on non-discriminatory access to services and comparable educational outcomes by all groups in society. Capricornia School of Distance Education is inclusive of all learners regardless of gender, sexuality, cultural and ethnic background, impairment, language and literacy ability level or any other factor. |
| Student Support Services | Capricornia School of Distance Education offers flexible learning methods, particularly for students with special needs. If you have special needs or require assistance or guidance in an area of concern please discuss this with your trainer, Senior Schooling Head of Department or the Principal. |
| Literacy and Numeracy | Where necessary, arrangements will be made for those students requiring literacy and/or numeracy support programs. If you are undertaking training from a training package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered and assessed in the context of an industry area of your liking and choice.  If you still feel you need additional language, literacy or numeracy support, please approach your trainer, Senior Schooling Head of Department or the Principal. |
| **Financial Information** | |
|  | * Fees are payable prior to the commencement of training unless a payment plan is organised with the relevant school. * If regular payments are not up to date, Capricornia School of Distance Education has the right to cancel studies unless an application for extension is made in writing and approved by the CEO. * Certificates and Statements of Attainment will not be printed until course fees have been paid in full. * An administration fee may be charged should a reprint of award, results or academic history be required. * No VET fees have been established at Capricornia School of Distance Education. |
| **Training and Assessment Information** | |
| Competency based training | Competency based training is performance based and focuses on learners acquiring the knowledge, skills and attitudes to be able to perform specific tasks in the workplace at industry standard. Every opportunity will be provided to learners to achieve competency but should this not be achieved at the first attempt learners will be offered further opportunities. |
| Flexible learning | VET Cluster Capricornia Schools offer various flexible training options to its learners such as face-to-face, external, on-the-job, off-the- job and a mixture of delivery modes. All materials to complete the training, e.g. workbooks, will be provided at the time of enrolment |
| Assessment | Capricornia School of Distance Education use a variety of assessment methods which may include but is not limited to written tests or tasks, oral questioning, practical demonstration, portfolio of work, role plays and scenarios. Students will be assessed in accordance with the performance criteria and evidence guides for each unit of competency, including oral communication. The pre-enrolment booklet specifically outlines the foundation skills you will be assessed on for individual competencies to demonstrate knowledge and performance evidence. You will be advised by your trainer in advance what assessment method is going to be used and when assessment will take place. As Capricornia School of Distance Education’s mode of delivery is via distance, students are required to perform observations via the use of recordings and with an opportunity to attend VET Cluster Day’s on campus. |
| Reasonable adjustment | Capricornia School of Distance Education will make reasonable adjustments to assessments in line with ASQA guidelines and the relevant training package in order for students to demonstrate competency. Reasonable assessment adjustments will be made provided it does not take away from the intent and integrity of the unit. |
| Recognition of Prior Learning | RPL is a form of assessment that involves the gathering of evidence of formal and informal learning against the criteria of the unit of competency.  RPL is available to all students who must ensure they have sufficient evidence to meet all the criteria to be eligible for this type of assessment.  To apply for RPL ask Capricornia School of Distance Education for an RPL kit. Complete the RPL Application Form and pay the enrolment fee for the application to be assessed if fees are applicable. Head of Senior Schooling will determine if the RPL process can occur for individuals. |
| Recognition of  Qualifications | Capricornia School of Distance Education recognise qualifications and statements of attainment issued by other RTOs. Where these are being used as recognition of current competency towards a new qualification a Justice of the Peace certified copy will need to be supplied to Capricornia School of Distance Education. |
| Occupational Health and Safety | Capricornia School of Distance Education is committed to providing a safe and healthy learning environment for its learners in accordance with relevant legislation. Potential risks and hazards should be reported to Capricornia School of Distance Education. Staff and students are also asked not to put themselves in a position of risk or contravene OHS legislative requirements whilst undertaking any training activity at Capricornia School of Distance Education. |
| **Student rights and responsibilities** | |
| As a student of Capricornia School of Distance Education you have both rights and responsibilities. | |
| **You have a right to:** | * be treated fairly and with respect by other clients and by staff * learn in an environment free from discrimination and harassment * learn in a supportive and safe environment * study a program which meets current industry standards and accreditation requirements * be given information about assessment requirements and assignment due dates at the beginning of your program of study * have your work assessed as promptly as possible and receive feedback about your progress * access the services, facilities and resources and training to support your program of study. * have personal records kept private and made available only to authorized users * have access to learning and student support services * appeal results and access the review process in accordance with Institute principals * adequately prepared training sessions * expect trainers to notify you of their availability for consultation and adhere to these arrangements * workloads which correlate to the duration of the course. |
| **To ensure that all students enjoy the above rights:** | |
| You also have a responsibility: | * to treat other students and staff with respect and fairness * to behave in a non-discriminatory, non-harassing manner to other students and staff * to behave so as not to offend, embarrass or threaten others * to complete all assessment tasks by the due date * to complete all assessments honestly, without any form of cheating or plagiarism * to respect other’s copyright and work within copyright law * to follow normal safety procedures e.g. approved clothing, safety equipment and workplace practices * to respect the rights of others by not using mobile phones or pagers in classrooms, * not to damage or steal property * not to enter Capricornia School of Distance Education with any illegal drugs or weapons, or to be under the influence of illegal drugs or alcohol |
| Disciplinary Procedures | Failure to accept the above responsibilities and/or the rights of others may lead to students being suspended or terminated from training. |

**VET Data Use Statement**

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy), **Capricornia School of Distance Education - RTO # 30951** is required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for the following purposes: • populate authenticated VET transcripts; • facilitate statistics and research relating to education, including surveys and data linkage; • pre-populate **CSDE** student enrolment forms; • understand how the VET market operates, for policy, workforce planning and consumer information; and • administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies.

Please note you may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s [www.ncver.edu.au](http://www.ncver.edu.au)).

***Please sign to verify that you understand these terms and conditions:***

*(An email address is sufficient as a signature or you may insert an electronic signature or print, sign and scan)*

|  |  |  |  |
| --- | --- | --- | --- |
| School | ***Capricornia School of Distance Education*** | | |
| Course/s |  | | |
| Student Name |  | | |
| Signature |  | Date |  |
| Parent/Guardian Name |  | | |
| Signature |  | Date |  |



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