

Guidelines for Access to VET in Stage 5 for 2008

Introduction

Vocational Education and Training (VET) courses provide opportunities for students to:

- acquire a range of technical, practical, personal and organisational skills valued both within and beyond the workplace
- acquire underpinning knowledge and skills related to work, employment and further training
- gain experiences that can be applied in a range of contexts, including work, study and leisure
- receive formal VET sector qualifications awarded for the achievement of competencies recognised by industry
- make informed career choices and improve transition from school to work.

VET courses contribute to the broad education of students. They have the capacity to engage and challenge students to maximise their individual talents and capabilities for further education and training and lifelong learning.

Schools with approval for access to VET in Stage 5 in 2008 will have access to two curriculum pathways:

- early commencement of Stage 6 VET courses
- Stage 5 School Certificate VET board endorsed courses.

The Guidelines set out the key features of both of these pathways along with important planning considerations to allow schools to make appropriate choices for their students in their local context.

These Guidelines include School Certificate VET Board Endorsed Course guidelines for 2008 and the criteria for endorsement.

Applications to the Board for schools to access these pathways for 2008 need to be made on the appropriate Application Form and submitted via the relevant school system/sector authority.

Due Dates for Courses Commencing in 2008

Friday, 28 September 2007 <i>Term 3, Week 11</i>	Final date for schools to submit <i>School Certificate VET Board Endorsed</i> course applications to their school system/sector authority.
Friday, 2 November 2007 <i>Term 4, Week 3</i>	Final date for schools to submit <i>Stage 5 Application to Commence a Stage 6 VET course</i> to their school system/sector authority.
Friday, 7 December 2007 <i>Term 4, Week 8</i> (for school or private provider delivered courses)	Final date for schools to submit <i>Stage 6 (Higher School Certificate/Stage 5 (School Certificate) Application to LINK to a Board Endorsed VET course</i> to their school system/sector authority.
Friday, 29 February 2008 <i>Term 1, Week 5</i> (for TAFE NSW delivered courses)	

Curriculum Pathways

Early commencement of Stage 6 VET courses

There is a wide range of Stage 6 VET courses that can be studied and contribute to the award of the Higher School Certificate (HSC). Stage 5 students could continue to complete the requirements for their School Certificate while also starting a Stage 6 VET course.

If a student commences a school-based apprenticeship or traineeship in Year 10, then early commencement of Stage 6 VET courses is the appropriate curriculum pathway.

Planning considerations

Some considerations when planning, offering and delivering:

- students must be able to complete the mandatory requirements for their School Certificate while also doing a Stage 6 VET course
- the Stage 6 VET course outcomes and content are set at an appropriate standard for the Higher School Certificate
- all of the Stage 6 VET course requirements are able to be met, including addressing the HSC Requirements and Advice for examinable units of competency and meeting mandatory work placement requirements where applicable
- careful guidance of students is required when selecting this curriculum pathway in relation to age, maturity level of students and readiness to commence the HSC course
- potential pathways are available to undertake further VET courses in the industry area in Year 12 to allow students to progress to higher level VET qualifications by the end of their schooling.

School-based apprenticeships and traineeships in Year 10

The requirements outlined in the NSW Department of Education and Training's *School Based Apprenticeships and Traineeships in NSW 2007 Guidelines* apply to all school-based apprenticeships and traineeships for students undertaking their HSC at:

- a NSW government school
- a NSW non-government school
- a TAFE NSW college.

School-based apprenticeships and traineeships are available to students as part of their HSC pattern of study.

From 2008, a student may commence a school-based apprenticeship or traineeship in Year 10. The training plan for such school-based apprenticeships or traineeships needs to indicate the HSC VET courses that will be undertaken that provide appropriate HSC unit credit for the school-based component of the training plan.

Electronic [School-based Apprenticeship and Traineeship VET Course Mapping Tools](#) have been developed to assist schools to map school-based apprenticeship and traineeship training plans to HSC VET courses. These are available on the Board's website.

Courses for school based apprenticeships or traineeships need to be submitted using the following application forms:

- Stage 6 (Higher School Certificate) Application for a Board Endorsed VET course for school-based apprentices/trainees delivered by School or Private Provider

or

- Stage 6 (Higher School Certificate) Application for a Board Endorsed VET course for school-based apprentices/trainees delivered by TAFE NSW

Stage 6 (HSC) new applications for school-based apprentices/trainees need to be submitted by schools to their school system/sector authority as soon as possible and by 29 February 2008.

Stage 5 School Certificate VET Board Endorsed Courses

The Stage 5 School Certificate VET Board Endorsed Course (BEC) curriculum pathways cover such approaches as:

1. Board Endorsed VET courses comprising units of competency from an industry Training Package that count as elective courses towards the School Certificate
2. Board Endorsed VET courses comprising components drawn from the 7–10 Work Education syllabus and selected units of competency from an industry Training Package that count as elective courses towards the School Certificate
3. study of certain Board Developed Stage 5 syllabuses involving an integrated learning project and competencies from an Industry Training Package leading to AQF VET qualifications such as Certificate 1 (Agri-food) Pathways.

In these cases, the course the students are studying is a Stage 5 course. That is, it is either a Board developed or Board endorsed course written for students in Years 9 and/or 10. Hence, the course will be reported on the School Certificate Record of Achievement.

These courses would generally not include units of competency contained in HSC VET courses.

Refer to Table 1 on page 6 for further information regarding appropriate School Certificate VET Board Endorsed course structures in some key industry areas.

Planning Considerations

Most students study a number of elective courses along with the mandatory courses such as English, Maths and Science that are required for the School Certificate. Students could study VET courses as electives within the School Certificate.

Some considerations when planning, offering and delivering:

- students are able to complete the requirements for their School Certificate while also doing an elective Stage 5 VET course
- the Stage 5 VET course outcomes and content are set at an appropriate standard for School Certificate courses
- provision of clear pathways to further VET study in the industry area in Stage 6
- sustainability of resourcing (delivery, teaching learning resources and teacher training needs), particularly externally delivered Stage 5 VET courses such as delivered by TAFE NSW.

School Certificate VET Board Endorsed Course Guidelines for 2008

What are School Certificate Board Endorsed VET Courses?

Board Endorsed Vocational Education and Training (VET) courses are courses that include outcomes and content drawn from national industry Training Packages that are endorsed by the Board of Studies for inclusion in the School Certificate (SC).

Establishing a Rationale

The Board will only endorse a VET course for inclusion in the School Certificate where it has been clearly demonstrated that the design of the course ensures the outcomes and content are set at an appropriate standard for Stage 5 courses and does not overlap existing School Certificate or HSC VET courses.

The rationale must explain:

- the pathways and credit transfer available into further Stage 6 and post-school VET qualifications
- how the course aligns with industry training needs
- the employment opportunities aligned to the course
- the evidence of student interest in the course.

The Office of the Board of Studies will publish a range of ‘template’ School Certificate VET course structures for 2008 in key industry areas that schools may draw from – See Table 1 (p.5).

Schools may also need to discuss their proposal with a VET consultant or coordinator in their school system/sector authority and/or a Senior Project Officer at the Office of the Board of Studies, phone (02) 9367 8310.

Table 1**Template' SC VET BEC course structures for 2008 in key industry areas**

Industry Area	'Template' SC VET BEC features	Stage 6 VET courses
Agri-Food	Certificate I in (Agri-Food) Pathways	Primary Industries Curriculum Framework
Animal Studies	Not available	Animal Studies Content Endorsed Course
Automotive	Not available	Automotive Curriculum Framework
Beauty Therapy	Not available	Beauty Therapy Content Endorsed Course
Business Services	Certificate I in Business	Business Services Curriculum Framework
Electrotechnology	Not available	Electrotechnology Curriculum Framework
Entertainment Industry	Not available	Entertainment Industry Curriculum Framework
Hairdressing	Not available	Hairdressing Content Endorsed Course
Hospitality	Not available	Hospitality Curriculum Framework
Information Technology	Certificate I in Information Technology	Information Technology Curriculum Framework
Manufacturing	Certificate I in (Manufacturing) Pathways	Metal and Engineering Construction Curriculum Framework
Primary Industries	Not available	Primary Industries Curriculum Framework
Retail Services	Not available	Retail Services Curriculum Framework
Tourism	Not available	Tourism Curriculum Framework
Transport and Logistics	Certificate I in (Transport and Logistics) Pathways	Certificate II in Transport and Distribution (Storage and Warehousing) locally designed course

Criteria for the Endorsement of School Certificate VET Courses

VET course proposals are assessed by a **Board Endorsement Panel** for endorsement against the following criteria. These criteria should be considered when designing SC VET course proposals.

Course proposal applications must include sufficient explicit information to allow the Board Endorsement Panel to assess the course proposal against the following criteria:

- 1) The course does not duplicate or substantially overlap an existing SC course or HSC VET course.
- 2) The design of the course ensures the Stage 5 VET course outcomes and content are set at an appropriate standard for School Certificate courses.
- 3) The course is based on an endorsed national industry Training Package where this exists and consists of units of competency drawn from the relevant Training Package.
- 4) In industry areas where a national Training Package is not available, the course consists of national or other accredited VET modules.

Where a course is not based on a national Training Package, Vocational Education and Training Accreditation Board (VETAB) accreditation of the course is a pre-condition for final Board endorsement and for course implementation. The course proponent (school system/sector authority) must undertake all tasks associated with obtaining VETAB accreditation and providing the Board with evidence of this accreditation.

- 5) The course provides clearly articulated pathways into further VET study in the industry area in Stage 6.
- 6) The course provides clearly defined pathways to AQF VET qualifications under the Australian Qualifications Framework.
- 7) The course accords with broad industry training needs and relates to an industry or industry sector, not to a specific enterprise. It addresses demonstrated employment opportunities, student demand and sustainability.
- 8) Explicit course structures are provided identifying the course requirements including compulsory and elective units of competency and indicative hours appropriate for SC credit.
- 9) The course incorporates a competency-based approach to assessment.
- 10) The AQF VET qualification outcome is included in the scope of registration of the delivering Registered Training Organisation (RTO).

The course provider is responsible for seeking registration from VETAB as an RTO and for the inclusion of the course in its scope of registration. Evidence of RTO registration status and RTO scope is a pre-condition for final Board endorsement and for course implementation.

- 11) The application must provide evidence of support by the relevant school system/sector authority.

Endorsement will be for one cohort only.

Application Process

VET courses are generally not available to Stage 5 students. The few exceptions to this general rule are:

- students attending isolated schools
- schools for students experiencing behaviour difficulties
- students in schools in Juvenile Justice Centres
- students in Year 10 commencing a school-based apprenticeship or traineeship
- students involved in the *Exploring Vocational Education Options in Stage 5 of Schooling* project.

The school system/sector authorities – NSW Department of Education and Training, Catholic Diocesan Offices and the Association of Independent Schools – are responsible for quality assurance for VET courses in schools. For this reason, **all** applications need to be **submitted via the relevant school system/sector authority**.

Applications supported by the school system/sector authority will be forwarded to the Office of the Board of Studies for consideration.

Applications to commence a Stage 6 VET course are to be submitted using the appropriate form:

- *Stage 5 (Year 9 & 10) Application to Commence a Stage 6 VET course for 2008*

Applications to commence a Stage 6 VET course for 2008 will need to reach the school system/sector authority by **Friday, 2 November 2007**. The closing date for these applications to be received by the Board is Friday, 16 November 2007.

Applications for School Certificate VET Board Endorsed Courses are to be submitted using the appropriate form:

- *Stage 5 (School Certificate) Application for a NEW Board Endorsed VET Course delivered by School or Private Provider*
or
- *Stage 5 (School Certificate) Application for a NEW Board Endorsed VET Course delivered by TAFE NSW.*

Applications for School Certificate VET Board Endorsed courses for 2008 will need to reach the school system/sector authority by **Friday, 28 September 2007**. The closing date for these applications to be received by the Board is Friday, 19 October 2007.

In some cases a school that was not party to the original course application may later wish to enrol a student, or group of students, in an endorsed VET course. In these cases, it is necessary for the school to apply to be endorsed for the course by **linking to the course**. Linking to the course will mean that it appears on Schools Online as a Board Endorsed course for the school, thus allowing student entries to be made.

Stage 6 (Higher School Certificate)/Stage 5 (School Certificate) Application to LINK to a Board Endorsed VET Course form is provided for the purpose of endorsing a school to enrol a student (or students) in a currently endorsed VET course. This form needs to be submitted as soon as possible and by **Friday, 7 December 2007** (for school or private provider delivered courses) or **Friday, 29 February 2008** (for TAFE NSW delivered courses) to be endorsed to offer the course in 2008.

In view of the frequent updating of industry requirements for vocational education and training, the Board endorses a VET course for only **one cohort of students**.

Applications need to be submitted by the due dates in order to have the course endorsed ready for student enrolments in the 2008 school year.

School system/sector authorities are to submit approved applications by the due dates to:

Mr Ian Balcomb
Inspector, Vocational Education
Office of the Board of Studies NSW
Level 6, Curriculum Branch
GPO Box 5300
SYDNEY NSW 2001

Due Dates for Courses Commencing in 2008

Friday, 28 September 2007 <i>Term 3, Week 11</i>	Final date for schools to submit <i>School Certificate VET Board Endorsed</i> course applications to their school system/sector authority.
Friday, 19 October 2007 <i>Term 4, Week 1</i>	Final date for <i>School Certificate VET Board Endorsed</i> course applications to be submitted to the Board of Studies by school system/sector authority.
Friday, 2 November 2007 <i>Term 4, Week 3</i>	Final date for schools to submit <i>Stage 5 Application to Commence a Stage 6 VET course</i> to their school system/sector authority.
Friday, 16 November 2007 <i>Term 4, Week 5</i>	Final date for <i>Stage 5 Application to Commence a Stage 6 VET course</i> to be submitted to the Board of Studies by school system/sector authority.

The following dates apply to applications for School Certificate VET Board Endorsed Courses received at the Board by 19 October 2007:

Monday, 22 October – Friday, 2 November 2007 <i>Term 4, Weeks 3-4</i>	Board Endorsement Panel meets to consider School Certificate VET Board Endorsed course applications.
Friday, 16 November 2007 <i>Term 4, Week 5</i>	School and school system/sector authority notified of decision. Deferred applications may be resubmitted once the required amendments/clarifications have been made.
Friday, 30 November 2007 <i>Term 4, Week 7</i>	Final date for resubmission of deferred applications to the Board of Studies.
Friday, 14 December 2007 <i>Term 4, Week 9</i>	School and school system/sector authority notified of final decision. Any Stage 5 School Certificate VET Board Endorsed course proposals for 2008 not endorsed by this date lapse.

The following dates apply to applications for Stage 5 to Commence a Stage 6 VET course received at the Board by 16 November 2007:

Monday, 19 November – Friday, 23 November 2007 <i>Term 4, Week 6</i>	Applications to Commence a Stage 6 VET course for 2008 processed.
Friday, 30 November 2007 <i>Term 4, Week 7</i>	School and school system/sector authority notified of approval.