



## **Guidelines for Stage 6 Locally Designed Board Endorsed VET Courses**

**Commencing or continuing in 2010  
for a new cohort of students**

All locally designed VET course proposals, including proposals for courses to be delivered by TAFE or other providers outside the school, must be submitted for **Board endorsement annually**; endorsement applies only to one cohort of students.

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## **1 What are Stage 6 locally designed Board Endorsed VET courses?**

Stage 6 locally designed Board Endorsed Vocational Education and Training (VET) courses are courses based on national industry Training Packages that are endorsed by the Board of Studies for inclusion in the Higher School Certificate (HSC).

The Board will only endorse a VET course for inclusion in the HSC where the need for the course cannot be met from the wide range of VET courses already offered by the Board. These include the Board Developed Industry Curriculum Framework courses and any VET Content Endorsed Courses. Information on these courses is provided on the Board's website at:

[www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html)

Locally designed Board Endorsed VET courses for the HSC must describe:

- the course structure(s) proposed for endorsement, for example as 120 indicative hours (2 units of HSC credit) or 240 indicative hours (4 units of HSC credit)
- the AQF VET qualification outcome(s)
- the course requirements for each course structure proposed, including compulsory and elective units of competency, and work placement requirements.

## **2 Establishing a rationale**

The rationale for a locally designed Board Endorsed VET course **must** clearly explain why the needs of students cannot be met by an existing course. The rationale must also explain:

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

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

### 3 Applications for endorsement

In view of the frequent updating of industry requirements for vocational education and training, the Board endorses locally designed VET courses for only **one cohort of students**.<sup>1</sup>

Schools currently offering an HSC locally designed Board Endorsed VET Course and wishing to offer the course to a new group of students in 2010 should check the currency of the Training Package or nationally accredited VET course. This can be done by accessing the National Training Information Service (NTIS) website ([www.ntis.gov.au](http://www.ntis.gov.au)). If no change to the course is required, schools may submit a **request for extension of endorsement** using the *Stage 6 (Higher School Certificate) Application to Extend a Board Endorsed VET Course*.

If any change to the course is required – for example, to take account of a new industry Training Package – a new application for a Board Endorsed VET course must be submitted.

**New applications** for HSC locally designed Board Endorsed VET Courses are to be submitted using the appropriate form:

- *Stage 6 (Higher School Certificate) Application for a New Board Endorsed VET Course delivered by School or Private Provider*  
or
- *Stage 6 (Higher School Certificate) Application for a New Board Endorsed VET Course delivered by TAFE NSW.*

If the course is planned for **school-based apprenticeships or traineeships**, new applications are to be submitted using the form:

- *Stage 6 (Higher School Certificate) Application for a New Board Endorsed VET Course for school-based apprentices/trainees delivered by School or Private Provider*  
or
- *Stage 6 (Higher School Certificate) Application for a New Board Endorsed VET Course for school-based apprentices/trainees delivered by TAFE NSW.*

Electronic school-based apprenticeship and traineeship VET course mapping tools are available to assist schools map school-based apprenticeship and traineeship training plans to HSC VET courses. Six mapping tools have been developed: five industry-specific tools aligned to the Automotive, Construction, Electrotechnology, Hospitality and Metal and Engineering Curriculum Frameworks School-based Apprenticeship pathways and one generic mapping tool for all other school-based apprenticeships and traineeships.

These tools can be found on the Board's website at:

[www.boardofstudies.nsw.edu.au/voc\\_ed/apprenticeships-traineeships.html](http://www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html)

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<sup>1</sup> Some 2009 locally-designed VET BEC courses may be automatically 'rolled-over' or subsumed into a Content-Endorsed Course (able to be delivered by schools, TAFE NSW colleges or private providers) for 2010. Further advice will be provided to school system authorities throughout 2009.

In some cases a school that was not party to the original course application will later wish to enter 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 to offer the course by **linking to the course**. Linking to the course will mean that it appears on Schools Online as a Board Endorsed VET Course for the school, thus allowing student entries to be made.

The *Stage 6 (Higher School Certificate) Application to Link to a Board Endorsed VET Course* form is provided for the purpose of endorsing a school to enter a student (or students) to a current Board Endorsed VET Course.

Applications need to be submitted by the due dates (see pages 7–8 and 10–11) in order to have the course endorsed ready for student entries in the 2010 school year.

**Course descriptions** for all Board Endorsed VET Courses are available on the Vocational Education page of the Board's website ([www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html).) Courses are listed in alphabetical order, with a publication date and VET BEC course type. The four course types are:

- VET CEC – Content Endorsed Course which may be delivered by school system RTOs, TAFE NSW or private providers
- TVET CEC – TAFE NSW Content Endorsed Course delivered by TAFE NSW only
- LDC – locally designed Board Endorsed Course delivered by school-system RTOs or private providers
- TVET LDC – TAFE NSW locally designed Board Endorsed Course delivered by TAFE NSW only.

Each description provides the following details:

- BOS course name(s)
- BOS course number(s)
- Schools Online entry advice
- TAFE NSW course name and enrolment number (if applicable)
- work placement requirements
- exclusions
- access including access for VET in Stage 5
- HSC course requirements
- course structure
- AQF VET qualification packaging rules.

Schools are **not** required to seek endorsement for:

- Industry Curriculum Framework courses (regardless of where they are delivered)
- Accounting (Board Developed course delivered by TAFE NSW)
- VET Content Endorsed Courses if delivered by TAFE NSW (see information on the Board's website at [www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html)).

## **4 Application process**

The school system authorities – NSW Department of Education and Training (DET) and Catholic Diocesan Offices – are responsible for quality assurance for VET courses in their schools. For this reason, proposals need to be **submitted via the relevant school system authority**.

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

- For **NSW DET schools**, applications for **new** and applications to **extend** proposals for Stage 6 (HSC) locally designed Board Endorsed VET Courses for 2010 will need to reach the school system authority by **Friday 10 July 2009**. (The closing date for these applications to be received by the Board is Friday 14 August 2009.)
- For **Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO**, applications for **new** and applications to **extend** proposals for Stage 6 (HSC) locally designed Board Endorsed VET Courses for 2010 will need to reach the Diocesan RTO Manager/Diocesan Vocational Education Adviser (school system authority) by **Friday 10 July 2009**. (The closing date for these applications to be received by the Board is Friday 14 August 2009.)
- For **other Catholic schools and Independent schools**, applications for **new** and applications to **extend** proposals for Stage 6 (HSC) locally designed Board Endorsed VET Courses for 2010 are to be submitted directly to the Office of the Board of Studies by **Friday 10 July 2009**.

Applications for Stage 6 (HSC) locally designed Board Endorsed VET Course proposals for **school-based apprentices or trainees** for 2010 should be submitted **as soon as possible** while the training plan(s) are being developed.<sup>2</sup>

- For **NSW DET schools**, the closing date for these applications (final version) to reach the school system authority is **Friday 19 February 2010**.
- For **Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO**, the closing date for these applications (final version) to reach the Diocesan RTO Manager/ Diocesan Vocational Education Adviser (school system authority) is **Friday 19 February 2010**.
- For **other Catholic schools and Independent schools**, these applications (final version) are to be submitted directly to the Office of the Board of Studies by **Friday 19 February 2010**.

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<sup>2</sup> It is strongly recommended that draft course proposals are submitted to the Office of the Board during development of training plans. Preliminary feedback from the Office will assist with some planning aspects for the school-based apprenticeship or traineeship (for example, HSC unit credit likely to be available).

Applications to **link** to an endorsed Stage 6 (HSC) locally designed Board Endorsed VET Courses for 2010 should be submitted as **soon as possible**.

- For **NSW DET schools** where the course is to be **delivered by a school or private provider**, the application is to be submitted as soon as possible and by **Friday 27 November 2009** to the school system authority.
- For **NSW DET schools** where the course is to be **delivered by TAFE NSW**, the application is to be submitted directly to the Office of the Board of Studies as soon as possible and by **Friday 19 February 2010**.
- For **Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO** where the course is to be **delivered by the school or a private provider**, the application is to be submitted as soon as possible and by **Friday 27 November 2009** to the Diocesan RTO Manager/Diocesan Vocational Education Adviser (school system authority).
- For **Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO** where the course is to be **delivered by TAFE NSW**, the application is to be submitted as soon as possible and by **Friday 19 February 2010** to the Diocesan RTO Manager/Diocesan Vocational Education Adviser (school system authority).
- For **other Catholic schools and Independent schools** where the course is to be **delivered by the school or a private provider**, the application is to be submitted directly to the Office of the Board of Studies as soon as possible and by **Friday 27 November 2009**.
- For **other Catholic schools and Independent schools** where the course is to be **delivered by TAFE NSW**, the application is to be submitted directly to the Office of the Board of Studies as soon as possible and by **Friday 19 February 2010**.

A copy of the **2010 Board Endorsed Course structure** for which endorsement to offer is sought **must be included** with the LINK application<sup>3</sup>:

- for TAFE NSW and school/private provider delivered locally designed Board Endorsed VET Courses this is the complete course description from the Board's website
- for school/private provider delivered VET Content Endorsed Courses this is the relevant pages from Section 7 of the course description on the Board's website.

The **school system authority** is to process and send link applications for school or private provider delivered courses to the Board of Studies by **Friday 18 December 2009**.

Applications need to be submitted by the due dates in order to have the course endorsed ready for student entries in the 2010 school year.

Late applications will not be accepted.

Please note: To be processed, an application **must include** all required signatures and supporting documentation. **Incomplete applications will be returned** to the school and/or school system authority.

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<sup>3</sup> Available from the Board's website [www.boardofstudies.nsw.edu.au/voc\\_ed/board-endorsed-courses.html](http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html)

## **5 Criteria for the endorsement of locally designed VET Courses**

Locally designed VET course proposals are assessed by a **Board Endorsement Panel** for endorsement against the following criteria. These criteria should be considered when designing 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 Identified student needs cannot be met by an existing Board Developed or Content Endorsed Course. The course does not duplicate or substantially overlap an existing VET HSC course.
- 2 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.
- 3 In industry areas where a national Training Package is not available, the course consists of national or other accredited VET modules.<sup>4</sup>
- 4 The course provides clearly defined pathways to AQF VET qualifications under the Australian Qualifications Framework.
- 5 The course accords with broad industry training needs and relates to an industry or industry sector, not to a specific enterprise. It has been developed with industry consultation and addresses demonstrated employment opportunities, student demand and sustainability.
- 6 Explicit course structures are provided identifying the course requirements including compulsory and elective units of competency and indicative hours appropriate for HSC unit credit.
- 7 A component of work placement appropriate to the industry and course outcomes is specified.
- 8 The course incorporates a competency-based approach to assessment.
- 9 The course 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.)
- 10 The application must provide evidence of support by the relevant school system authority (if appropriate).

**Endorsement will be for one cohort only.**

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<sup>4</sup> 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 authority) must undertake all tasks associated with obtaining VETAB accreditation and providing the Board with evidence of this accreditation.

## 6 Due dates for courses commencing in 2010

<p><b>Friday 10 July 2009</b> <i>Term 2, Week 11</i></p>	<p>Final date for NSW DET schools and Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO to submit applications for new course proposals or extension of endorsement to their school system authority.</p> <p>Final date for other Catholic schools and Independent schools to submit applications for new course proposals or extension of endorsement to the Board of Studies.</p>
<p><b>Friday 14 August 2009</b> <i>Term 3, Week 4</i></p>	<p>Final date for applications for new course proposals or extension of endorsement to be submitted to the Board of Studies by school system authority.</p>

*The following dates apply to applications received at the Board by 14 August 2009:*

<p><b>Monday 7 September – Friday 2 October 2009</b> <i>Term 3, Weeks 7–10</i></p>	<p>Board Endorsement Panel meets to consider applications.</p>
<p><b>Friday 23 October 2009</b> <i>Term 4, Week 1</i></p>	<p>School and school system authority notified of decision. The notification will advise whether the course has been endorsed, deferred or declined.</p> <p>Applications may be deferred because the Board requires additional information or amendments to the course proposal. Deferred applications may be resubmitted once the required amendments have been made.</p>
<p><b>Friday 6 November 2009</b> <i>Term 4, Week 3</i></p>	<p>Final date for resubmission of deferred applications to the Board of Studies.</p>
<p><b>Monday 9 November – Friday 20 November 2009</b> <i>Term 4, Week 4–5</i></p>	<p>Board Endorsement Panel meets to consider deferred applications.</p>
<p><b>Friday 20 November 2009</b> <i>Term 4, Week 5</i></p>	<p>School and school system authority notified of final decision.</p> <p><b><i>VET Board Endorsed new or extend course proposals for 2010 not endorsed by this date lapse.</i></b></p>

<p><b>Friday 27 November 2009</b> <i>Term 4, Week 6</i></p>	<p>Final date for NSW DET schools and Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO to submit link applications for school or private provider delivered courses to their school system authority.</p> <p>Final date for other Catholic schools and Independent schools to submit link applications for school or private provider delivered courses to the Board of Studies.</p>
<p><b>Friday 18 December 2009</b> <i>Term 4, Week 9</i></p>	<p>Final date for link applications to be submitted to the Board of Studies by school system authority.</p>
<p><b>Friday 19 February 2010</b> <i>Term 1, Week 4</i></p>	<p>Final date for Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO to submit link applications for TAFE NSW delivered courses to their school system authority. (These applications are then to be submitted to the Board of Studies as soon as possible.)</p> <p>Final date for other Catholic schools, Independent schools and NSW DET schools to submit link applications for TAFE NSW delivered courses to the Board of Studies.</p> <p>Final date for NSW DET schools and Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO to submit applications for extend or new proposals for school-based apprentices/trainees to their school system authority.</p> <p>Final date for other Catholic schools and Independent schools to submit applications for extend or new proposals for school-based apprentices/trainees to the Board of Studies.</p>
<p><b>Monday 8 March 2010 (tbc)</b> <i>Term 1, Week 7</i></p>	<p>Final date for VET course entries and competencies entered.</p>

## **Appendix A Requirements for provision of VET courses for the Higher School Certificate – delivery by Registered Training Organisations (RTOs) other than schools or TAFE NSW**

The following guidelines are reproduced from Section 6 of the Board of Studies *Assessment, Certification and Examination (ACE) Manual 2005* and apply to the delivery or partial delivery of HSC VET courses by private and community providers. They were developed in consultation with school system authorities.

Where a school is delivering a course and the nominated RTO is the school system authority region or diocese, normal Board and school system provisions for quality assurance and reporting apply.

### **6.2.7 Requirements for provision of VET courses for the Higher School Certificate – delivery by Registered Training Organisations (RTOs) other than schools or TAFE NSW**

The following guidelines are intended to provide guidance to schools and training organisations regarding provision of HSC VET courses by Registered Training Organisations other than schools or TAFE NSW. They should form the basis of formal contractual arrangements between schools and Registered Training Organisations.

#### **Guidelines**

- 1 These guidelines apply to Registered Training Organisations contracted by government or non-government schools to deliver accredited VET courses as part of the NSW Higher School Certificate. Schools delivering VET courses and TAFE NSW institutes and colleges delivering courses for the Higher School Certificate are **not** included in this definition.
- 2 The *Education Act 1990* precludes any institution other than a government school, registered and accredited non-government school or TAFE college from offering the Higher School Certificate. Registered Training Organisations may, however, on behalf of schools, deliver VET courses or parts of courses that contribute to the Higher School Certificate. Courses/course components delivered by RTOs for the Higher School Certificate must meet the requirements of the Board of Studies.
- 3 The Board of Studies is required either to develop or to endorse all courses for the Higher School Certificate. In addition, VET courses for the Higher School Certificate must either be based on endorsed Training Packages or have accreditation from the Vocational Education and Training Accreditation Board (VETAB). RTOs can only enter into arrangements to deliver a VET course for the Higher School Certificate where the course has been developed or endorsed by the Board for Higher School Certificate purposes.
- 4 All VET Higher School Certificate courses must be delivered by an RTO. The RTO must have current VETAB registration and it must be within the RTO's scope (as agreed by VETAB) to deliver the particular course or course component. Schools should confirm VETAB registration and scope by sighting the certificate(s) issued by VETAB to the RTO. Further information on registration can be obtained from the National Training Information Service website ([www.ntis.gov.au](http://www.ntis.gov.au)) or by phoning VETAB on (02) 9244 5335.

- 5 The school retains overall responsibility for monitoring course delivery and for duty of care while students are participating in courses conducted by a Registered Training Organisation.

The school is also responsible for providing information to the Board of Studies for assessing, reporting and credentialling of course.

This includes student entries, data collection forms and advice regarding 'N' determinations. The school must notify the RTO of Board of Studies requirements in respect of:

- course delivery
- assessment
- satisfactory completion of the Higher School Certificate
- reporting and credentialling.

- 6 The Board of Studies makes its syllabuses freely available to schools but cannot sublicense use by other providers where copyright of components is held by another agency. As part of the registration process, VETAB will need to be satisfied that the RTO has permission from the agency holding copyright of the Training Package or modules to be used in the course.
- 7 Where a school contracts an RTO to deliver a vocational Higher School Certificate course, the work placement component of the course must still be undertaken. RTOs may be contracted to organise and/or supervise work placements. Such arrangements must be in accordance with any requirements for work placement prescribed by the school and/or school system authority.
- 8 The student's home school retains responsibility for communicating with the Board of Studies for the purpose of Higher School Certificate reporting and credentialling.  
For all Industry Curriculum Framework courses, and other courses where units of competency are identified, providers must advise the school(s) in writing as to which units of competency have been successfully achieved by each student. In all other cases, providers must advise the school(s) in writing in terms of the units of competency/modules successfully completed by each student.
- 9 In all cases, schools are required to advise the Board of units of competency/modules successfully completed by all students in all VET courses irrespective of the course provider, with the exception of TAFE-delivered courses. This is to enable the Board to confirm course completion details for Higher School Certificate purposes, to archive the data, and to provide information for state and national data collection purposes.
- 10 Providers must show proof of public liability insurance cover for students to attend courses on their premises or any premises subject to the provider's management and control. The provider must indemnify the school/school system against any liability for injury to a student at their premises.