Skills for Work and Training

AQF VET qualification: Transcript of Academic Record towards Certificate II in Skills for Work and Training (10089NAT)

Accredited course: currency period 16 November 2011 – 31 December 2016

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Skills for Work and Training (240 hours)	4 units x 1 year	51556	Enter this course number for the Preliminary entry
	or		
	2 units x 2 years	51557	Enter this course number for both Preliminary and HSC entries

Eligibility: This course is designed to develop the foundation skills required by some students to successfully study other Stage 6 industry specific VET courses at Certificate II level. It will generally be offered as an early commencement of a Stage 6 course for students in Years 9 and/or 10. It will run as a pilot program for the 2013 cohort.

Exclusions: Workplace Communication (240 indicative hours)

HSC course requirements

Skills for Work and Training (240 indicative hours)

- the possible qualification outcome is a Transcript of Academic Record towards Certificate II in Skills for Work and Training (10089NAT)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all mandatory units of competency and elective units of competency to a minimum of 240 HSC indicative hours.

It is strongly recommended that project and work-based learning opportunities be used as a teaching and learning strategy throughout the course.

Some work placement maybe undertaken in this course if students are deemed ready for work placement.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies. (Refer to the *Assessment Certification Examination (ACE) website.*) There must be sufficient evidence that the student has:
- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes.

Unit credit for the Higher School Certificate

The Skills for Work and Training VET course counts as Board Endorsed unit credit for the HSC but does not contribute towards an Australian Tertiary Admission Rank (ATAR).

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

HSC MANDATORY

Unit code and title		Status for AQF VET qualification	HSC indicative hours of credit
NSWTCOM209B	Conduct a simple project	elective	20
NSWTRDG201B	Read and respond to routine texts	elective	20
NSWTCOM102B	Communicate orally with others about routine matters	elective*	20
NSWTCOM208B	Organise and complete a job application and interview	elective	15

Total HSC indicative hours for HSC mandatory units of competency: 75

* Only 40 hours of electives marked with an asterisk can be included for qualification completion purposes – see TAFE NSW course documentation.

ELECTIVES

Unit code and title		Status for AQF VET qualification	HSC indicative hours of credit
Automotive			
9001B	Automotive Project 2	elective	25
AURC272003A	Apply environmental regulations and best practice in a workplace or business	elective	10
AURC270103A	Apply safe working practices	elective	20
AURT270278A	Use and maintain workplace tools and equipment	elective	25
AURE218670A	Service, maintain or replace batteries	elective	5
Aboriginal Arts			
CUVPRP201A	Make simple creative work	elective	20
BSBOHS201A	Participate in OHS processes	elective	15
CUVACD101A	Use basic drawing techniques	elective	15
CUVRES201A	Source and use information relevant to own arts practice	elective	15

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Metal Fabrication		
MEM18001C Use hand tools	elective	20
MEM18002B Use power tools/hand held operations	elective	20
MEM05007C Perform manual heating and thermal cutting	elective	10
MEM05012C Perform routine manual metal arc welding	elective	20
Café Skills		
SITXOHS002A Follow workplace hygiene procedures	elective	10
SITHFAB010C Prepare and serve non alcoholic beverages Prerequisite: SITXOHS002A	elective	15
SITXCOM001A Work with colleagues and customers	elective	15
SITHCCC001B Organise and prepare food Prerequisite: SITXOHS002A	elective	20
SITHCCC007A Prepare sandwiches Prerequisite: SITXOHS002A	elective	10
SITHCCC004B Clean and maintain kitchen premises Prerequisite: SITXOHS002A	elective	10
SITHCCC002A Present food Prerequisite: SITXOHS002A	elective	10
Personal services and Retail		
SIRXWHS101 Apply safe working practices	elective	15
SIRXIND001A Work effectively in a retail environment	elective	20
SIRXSLS201 Sell products and services	elective	15
BSBSUS201A Participate in environmentally sustainable work practices	elective	15
SIBXFAS201A Design and apply make-up	elective	40
SIBBNLS202A Provide manicure and pedicare services	elective	30
SIHHIND201A Maintain and organise tools, equipment and work areas	elective	20
SIHHCCS201A Greet and prepare clients for salon services	elective	5
SIRXCCS201 Apply point-of-sale handling procedures	elective	20

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Plumbing		
CPCPCM2023A Carry out OHS requirements	elective	20
CPCPCM2028A Cut and join sheet metal Prerequisite: CPCPCM2023A	elective	15
CPCPCM2030A Mark out materials Prerequisite: CPCPCM2023A	elective	15
CPCPCM2026A Use plumbing hand and power tools Prerequisite: CPCPCM2023A	elective	20
CPCPCM2032A Weld using oxy-acetylene equipment Prerequisite: CPCPCM2023A	elective	15
Other electives		
NSWTINT102B Identify job opportunities	elective*	20
HLTFA211A Provide basic emergency life support	elective	10
NSWTNMY205A Use calculations in routine contexts	elective	20
NSWTNMY206A Use measurements in routine contexts	elective	20
NSWTSFM202B Participate in work experience	elective	0
NSWTSFM203B Evaluate work experience	elective	20
NSWTPLG203B Identify work placement opportunities in industry and the community	elective	20
NSWTPLG204B Investigate work and training practices in industry and the community	elective	20
NSWTPSS201B Maintain personal safety and security	elective	20
NSWTWTG201B Write routine work related texts	elective	20
NSWTTMW201B Participate in a team	elective	15
NSWTTCH104B Prepare to access the internet	elective*	20
NSWTTCH203B Use emerging technology to search and apply for a job	elective	15
NSWTNMY115B Use a basic calculator	elective*	15

* Only 40 hours of electives marked with an asterisk can be included for qualification completion purposes – see TAFE NSW course documentation.

Unit code and title		Status for AQF VET qualification	HSC indicative hours of credit
Other electives cont/d			
NSWTCOM101B	Participate in small informal group discussions	elective*	20
NSWTPLG201B	Source and organise information for a purpose	elective	20
CPCCOHS1001A	Work safely in the construction industry	elective	10
NSWTABL101B	Provide information on Aboriginal cultural values	elective	30
NSWTABL201B	Investigate Aboriginal issues	elective	30
NSWTCOM204A	Research Aboriginal people and the media	elective	25

* Only 40 hours of electives marked with an asterisk can be included for qualification completion purposes – see TAFE NSW course documentation.

AQF VET qualification

In summary, to attain the full Certificate II in Skills for Work and Training (10089NAT) students will need to achieve:

a)   1 core unit of competency from Group 1 (20 TAFE NSW nominal hours)

b)   elective units of competency from Group 2 to a value of at least 170 TAFE NSW nominal hours

–   minimum 130 TAFE NSW nominal hours from Subgroup 1

–   maximum 40 TAFE NSW nominal hours from Subgroup 2

c)   elective units of competency from Group 3 to a value of no more than 80 TAFE NSW nominal hours.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at http://training.gov.au.

RTOs offering training programs for the delivery and assessment of the Skills for Work and Training HSC VET course must meet the requirements of the VET Quality Framework, the *Vet Accredited Course* and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Skills for Work and Training are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:
- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the *VET Courses and Students with Special Education Needs* fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.

Pathways to Certificate II in Skills for Work and Training

Skills for Work and Training

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240-hour HSC course

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Statement of Attainment towards Certificate II in Skills for Work and Training (10089NAT)

4 units of HSC credit

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END

VET BEC for 2014 tba

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120-hour HSC course

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Certificate II in Skills for Work and Training (10089NAT)

2 units of HSC credit