



PARTNERSHIPS & TRANSITIONS

HANDBOOK

**VOCATIONAL EDUCATION AND TRAINING &
SCHOOL-BASED APPRENTICESHIPS**

Version 2.2
Last updated: 7 February 2023

Contents

1. Introduction	3
1.1. The Australian Qualifications Framework	3
1.2. Recognition of Prior Learning (RPL)	4
2. Pathway Opportunities	5
2.1 External Certificate-Based Programs of Learning	5
2.2 How This Works	5
2.2.1 School.....	5
2.2.2 Training.....	6
2.3 School-based Apprenticeships and Traineeships (SATs)	6
2.4 How SATs Work and Getting Started.....	7
2.4.1 School.....	7
2.4.2 Work	7
2.4.3 Training.....	7
2.5 QCE Points and Finishing School.....	8
2.5.1 VET Certificates	8
2.5.2 SAT.....	8
2.6 Trade Tasters	9
2.7 Work Experience	9
3. Student Subject Selection, Enrolment and Induction	10
4. Marketing	10
5. Costs, Fees and Charges	10
5.1 User Choice.....	11
5.2 School-Leaver Funding	11
6. Language, Literacy and Numeracy	12
7. Student Services	12
7.1 Procedure for Student Support/Counselling.....	12
8. Getting Started Checklist	14
9. Glossary of Terms	15
10. Disclaimer	17

1. Introduction

This handbook has been written to provide Pathways students with important information about the certificate programs supported by Brisbane State High School. In addition, it tells you about your rights and responsibilities as a Pathways student. Please take the time to read it carefully and to ask the Partnerships & Transitions staff about anything you do not understand. You should refer to this handbook for reference throughout your enrolment.

Many of the Pathways programs supported by this school can lead to nationally recognised qualifications. These qualifications are recognised in all eight States/Territories in Australia. This happens because, in Australia, we now have a national qualifications framework called the Australian Qualifications Framework (AQF).



Figure 1: The Australian Qualifications Framework (AQF).

1.1. The Australian Qualifications Framework

All of the Pathways programs offered by this school can lead to a nationally recognised qualification (Certificate) if you successfully complete all the requirements of the qualification, or a Statement of Attainment for those parts that you do successfully complete (if you do not complete the full qualification). This Certificate/Statement of Attainment will be recognised in all eight States/Territories in Australia.

This is because in Australia we now have a national qualifications framework called the Australian Qualifications Framework (AQF). There are 12 different types of qualifications you can obtain. They are shown in the table below. Those that are **bolded** are the ones that you have the opportunity to fully or partially complete through the Pathways programs you are undertaking while at Brisbane State High School.

AQF Qualifications by Educational Sector Schools Sector	Vocational Education and Training Sector	Higher Education Sector
Queensland Certificate of Education (QCE)	Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Master's Degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

1.2. Recognition of Prior Learning (RPL)

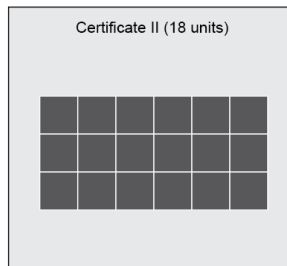
It can be important to note that each certificate is often a portion of the certificate that precedes it. For example, the Certificate II in Health constitutes the first half of the units towards at the Certificate III in Health. As a normal Certificate III in Health will usually require two years of study while at school, upon completion of the Certificate II in Health, completion of the Certificate III in Health will only require a further one year to complete. This is referred to as RPL (Recognition of Prior Learning). If you have completed units towards competency in a certificate, you do not need to complete them again as a part of a new/higher certificate.



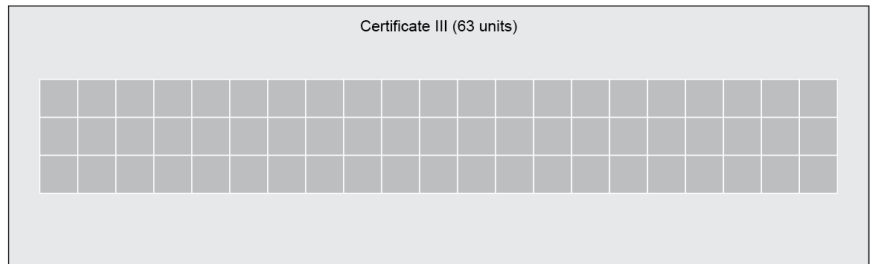
For more information, scan this QR code or visit:

<https://www.aapathways.com.au/about/pre-apprenticeships>

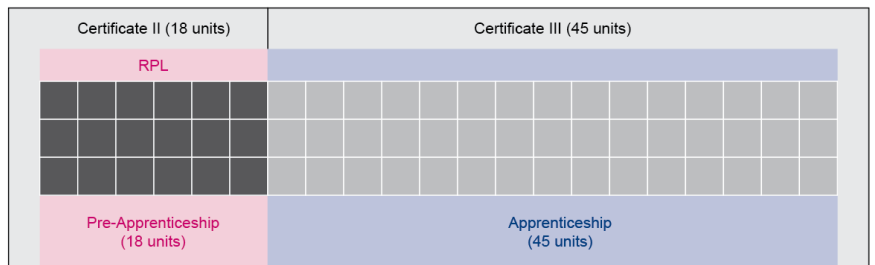
This Certificate II may have 18 units. This is a Pre-Apprenticeship.



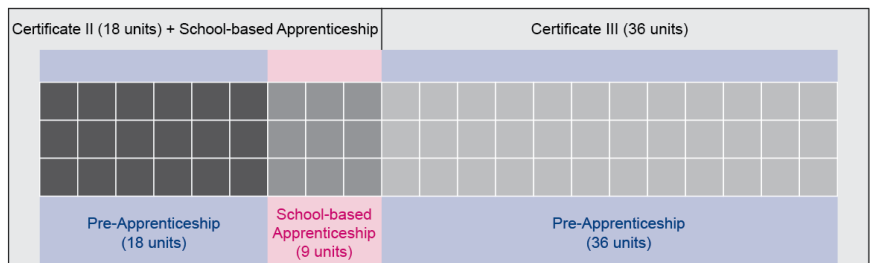
This Certificate III has 63 units; it is a full-length four-year Apprenticeship, if engaged full time.



Recognition of Prior Learning (RPL) is applied for subjects you have already completed. If you complete the Pre-Apprenticeship, then you may only have 45 units remaining of the Apprenticeship.



A School-based Apprenticeship may also allow you to complete even more units prior to graduation.



This also applies to any SAT or course you wish to undertake at/after high school. For this reason, the completion of a lower certificate in preparation for an Apprenticeship or Traineeship can make you very attractive to employers as you have already completed a portion of the course work and have basic competencies prior to commencing employment. This is why they are often referred to as 'pre-apprenticeship'.

2. Pathway Opportunities

The Partnerships & Transitions Department (P&T) aims to collaborate with students and families to assist students on their pathways within areas of interest.

P&T build relationships with external organisations and industry & community partners to provide opportunities, programs and pathway options for the students at BSHS.

There are many career pathways that can be started before a student graduates from high school. VET Certificates and SAT pathways allow students to get a head start on their career and make them more attractive to potential employers upon entering the job market.

VET certificates can not only contribute QCE points but can also contribute towards a student's ATAR score. Students need to have a minimum of four general subjects to be ATAR eligible so that means that students can undertake up to two VET courses and still be on an ATAR pathway. Any VET certificate that is Certificate III or higher can contribute to the ATAR calculation.

The two external training options Brisbane State High School usually endorse are:

1. **VET Courses:** Vocational Education and Training courses are **external certificate-based program** of learning offered through an RTO like TAFE or similar. These are usually a Certificate I, II or III qualification.
2. **SAT:** School Based Apprenticeship/Traineeship (SAT) allows you to work one day per week, and commence your qualification/training before you finish year 12. A school-based apprenticeship will generally finish the first year of the apprenticeship before they finish high school so once out into the workforce can begin straight away into the second year of their apprenticeship, however as the Apprenticeship is not finished on completion of schooling, not all relevant QCE points are banked.

2.1 External Certificate-Based Programs of Learning

An external RTO offers students the opportunities to attend their training facility and gain qualifications that will set students up for success in their chosen career through hands on learning and real-world industry pathways. These training organisations provide students with a flexible, safe learning environment to learn skills and are provided with nationally recognised training that provides them with everything that they need to succeed in their chosen career pathway.

2.2 How This Works

External RTO programs allow students to attend an adult learning facility and complete an external course of study towards gaining a recognized qualification. If you think this pathway might be suitable and beneficial to your future career pathways then begin a conversation with Guidance Officer, Industry and Vocational Training Officer or Head of Partnerships & Transitions.

2.2.1 School

Students must gain support and approval from Brisbane State High School to undertake an external course. Students continue to attend school as usual, however, their external course will become part of their school timetable.

At Brisbane State High School pathways students are given a timetable reduction to assist with decreasing their subject load. A student's timetable is reduced from 6

senior subjects to 5 and students are given a study line. During this time students attend our VET Classroom in D block, catch up on any lessons or course work they may have missed on their training day.

Pathways students are supported by Partnerships & Transitions staff throughout their enrolment with their external training provider and their senior studies.

2.2.2 Training

A student will engage with training through an RTO like TAFE. They will be expected to understand the requirements of the course and complete modules/units of competency within a defined timeframe.

This training may be delivered online, on site or self-directed depending on the delivery method from the RTO and the course the student is participating in.

Any certificate qualification you undertake will require you to complete pre-determined units of competency.

The qualification or competencies completed during the external course are 'contributing studies' to a QCE and will be recorded in the student's learning account.

2.3 School-based Apprenticeships and Traineeships (SATs)

School-based apprenticeships and traineeships (SATs) allow high school students, generally in Years 10, 11 or 12, to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education (QCE) or equivalent.

SATs help young people go places. They open pathways for students into new and exciting opportunities, whether that's a full-time job, a trade career, university, TAFE or other training.

Advantages of school-based apprenticeships and traineeships

- **More flexibility and variety:** The variety provided by SATs can have enormous benefits for young people who prefer hands-on learning to traditional schooling pathways.
- **Head start in a career:** Young people employed as school-based apprentices and trainees develop workplace skills, knowledge and confidence and have a competitive edge when applying for jobs. A SAT can lead directly to full-time employment once a student has left school.
- **Nationally recognised qualification:** All school-based apprentices and trainees participate in vocational training that contributes to a Certificate II, III or higher vocational qualification which can count towards the student's QCE.
- **An opportunity to learn and earn:** School-based apprentices and trainees are paid while they learn workplace skills, gain confidence, and adapt to a work environment. It gives the student the opportunity to put skills learnt at school and the training organisation, into practice in a real work environment.
- **Contributing to the community:** Employers who take on school-based apprentices and trainees can make a real difference by motivating young people to work towards their future goals and giving them realistic exposure to the industry or sector.
- **Employer satisfaction:** Employers and supervisors often experience a great deal of satisfaction during the process as they help individuals mold new skills and gain confidence in a work environment.



For more information, scan this QR code or visit:

https://desbt.qld.gov.au/_data/assets/pdf_file/0027/7866/school-based-guide.pdf

2.4 How SATs Work and Getting Started

SATs combine study, work and training to provide students with a head start on their career. There are some eligibility requirements that are specific to school-based apprentices and trainees. These will be discussed with the student prior to their approval.

An apprenticeship/traineeship is like any other job when it comes to finding an opportunity because it is a job for all intents and purposes. Our IVTO will post available opportunities on Student Net as external providers approach BSHS with opportunities. Students will be encouraged to apply independently but are always encouraged to speak to our IVTO for assistance with the application, including resumes, cover letters and interview skills.

Our IVTO will also reach out to industry organisations/associations and employers who have partnered with BSHS and will reach out to specific students if relevant opportunities become available.

Parents and students are encouraged to speak to their social and professional networks to find opportunities only offered by word of mouth. Business contacts, sporting associations, church groups hobby groups, friends and relatives are all fantastic ways to network and find opportunities otherwise not advertised.

Please refer to Section 8 of this guide for the 'getting started checklist' for further information regarding the Brisbane State High School process for a Student to engage with VAT or SAT pathways.

2.4.1 School

Students must gain support and approval from Brisbane State High School to undertake a SAT. Students continue to attend school as usual, however, some of their paid employment and/or training will become part of their school timetable. A SAT must **impact** on the student's school timetable to be considered school-based.

At Brisbane State High School pathways students are given a timetable reduction to assist with decreasing their subject load. A student's timetable is reduced from 6 senior subjects to 5 and students are given a study line. During this time students attend our VET Classroom in D block, catch up on any lessons or course work they may have missed on their training day.

Pathways students are supported by Partnerships & Transitions staff throughout their enrolment with their external training provider and their senior studies.

2.4.2 Work

Students enter a training contract with an employer. The training contract legally binds the employer and the student for the duration of the SAT. Sometimes the employer will be a group training organisation, principal employer organisation and/or a labour hire organisation who place apprentices and trainees with a range of host employers, who supervise and train and provide work on their behalf. Employers are required to provide the student with a **minimum** number of hours outlined in their training contract.

2.4.3 Training

The student and the employer will select a training organisation (known as the supervising registered training organisation) to provide all training and assessment for the SAT. The training organisation will work with the parties to develop a training plan which outlines training needs, how and when the training will take place, who will provide the training, and how the training will be assessed.

The qualification or competencies completed during the SAT are 'contributing studies' to a QCE and will be recorded in the student's learning account.



For more information, scan this QR code or visit:

<https://desbt.qld.gov.au/training/apprentices/getting-started>



For more information, scan this QR code or visit:

<https://www.aapathways.com.au/employer-information/employer-responsibilities>

Dependent upon the nominal term of the school-based apprenticeship, there is a **limit to the amount of off-the-job training** that a school-based apprentice may complete while enrolled at school.

2.5 QCE Points and Finishing School

Whilst a **school-based traineeship** may be completed when the student is still an enrolled school student, it is unlikely a **school-based apprenticeship** will be completed prior to graduation. In signing up to a SAT, the parties agree to convert the training contract to full-time or part-time if the SAT has not been completed when the student leaves school.

It's important to note that not all school-based apprenticeships and traineeships are intended to be completed while at school. SAT who have not met the requirements for completion prior to completing school will continue as full-time or part-time Apprentices/Trainees after graduation. QCE points will be apportioned pro-rata depending on the percentage of the course completed at this time. During the year of your graduation, most RTO will require the completion of course work and hours by the end of October in order to process the necessary paperwork to ensure your QCE points are applied before graduation in November.

2.5.1 VET Certificates

- Awarded Vocational Education and Training (VET) Certificate II qualifications contribute 4 credits towards a QCE.
- Awarded Certificate III and IV qualifications generally contribute 8 credits, although some contribute less.

Partly completed VET qualifications (Certificate II and above) may contribute credits towards the QCE.

Credits assigned to VET Certificates III and IV can be checked through the Student Connect website: <https://studentconnect.qcaa.qld.edu.au/> or scan the QR code on the left.



2.5.2 SAT

Traineeship: When doing a traineeship, you can achieve a qualification between a Certificate II through to Certificate IV. These are generally in non-trade disciplines. A traineeship will usually be completed prior to graduation, a student will be able to receive the full QCE points for their certificate.

Apprenticeship: An Apprenticeship will normally take 3-4 years to complete full-time. For this reason, it is very unlikely a School Based Apprentice will complete their Apprenticeship before the end of year 12.

For further information on VET QCE Credit Rules please visit: <https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/2-qce/2.3-additional-vet-qce-credit-rules> or scan the QR code on the left.



This is one of many differences between apprenticeships and traineeships. For further information regarding the difference between Apprenticeships and Traineeships please visit: <https://www.apprenticeshipcareers.com.au/difference-between-apprenticeship-and-traineeship> or scan the QR code on the left.



2.6 Trade Tasters

If students are unsure about which specific pathway they would like to take, but have a general understanding of what industry they would like to get into, TAFE offers a really great Trade taster Program in year 10. Trade Taster Programs deliver training to year 10 students, one day per week for nine weeks. Students participate in units aligned to a specific area over the course of a school term, gaining a deeper understanding of a qualification that assists them in making an informed decision when choosing a VET Pathway or continuing with further studies in the future.

Students are able to choose from a selection of areas including; Community Services Taster, Health Care Taster, Trade Taster, Hairdressing Taster and Cookery Taster. During the program you will complete a number of individual competencies from various TAFE Queensland courses, giving you a taste for what that career would be like. The programs will offer exposure across a variety of study areas, including:

- light automotive
- engineering
- plumbing
- carpentry
- heavy automotive
- health care
- community services
- cookery



For more information,
scan this QR code or
visit:

[https://tafeqld.edu.au/
information-
for/school-
students/trade-
tasters.html](https://tafeqld.edu.au/information-for/school-students/trade-tasters.html)

2.7 Work Experience

Brisbane State High School also encourages students to get hands on work sampling through the Work Experience Program. Students develop a better understanding of the work environment and employers' expectations. Explore possible career options to help make an informed decision before committing to a pathway. Develop increased motivation to continue study or change career pathways while there is time.

Work experience is often a way for schools and students to engage with local employers to find employment opportunities for students looking to start a SAT. This also provides the student with valuable experience on their resume and potential industry references when finding SAT opportunities.

Students and parents can reach out to potential employers or organisations to enquire about work experience or engage with organisations who have already partnered with BSHS. Once a work experience placement has been sourced it must be arranged through the school to ensure the student is protected and covered by insurance (Work Cover and Public Liability Insurance).

Brisbane State High School supports work experience every school holiday period and at the end of Semester 1 and 2 during weeks 9 and 10. This must be discussed, approved and arranged throughout the school term with the Head of Partnerships & Transitions or the Industry and Vocational Training Officer.

3. Student Subject Selection, Enrolment and Induction

Students enrolled in Pathways subjects at Brisbane State High School participate in the same enrolment and selection processes as other students. Year 9 Subject Selection, Senior Success Conversations and Year 10 SET Planning.

Brisbane State High School is committed to non-discrimination in any form when processing subject selection and at all times complies with equal opportunity and anti-discrimination legislation.

Where students are enrolling for the first time in an external training pathway (VET or SAT) eligibility must be made on the basis of an interview with the Head of Partnerships & Transitions.

When enrolling in Year 10,11 & 12 for the first time at Brisbane State High School, the following identifiers will need to be generated.

The School will access the following information:

- Personal and contact details
- A Learner Unique Identifier (LUI)
- Academic transcripts

You as a student are required to generate the following:

- A Unique Student Identifier (USI); an USI is a reference number made up of numbers and letters that enables a learner to track their VET qualifications nationally. Students cannot participate in a course without a USI

Please follow the link <https://www.usi.gov.au/> or scan the QR code on the left.



4. Costs, Fees and Charges

Once a student commences in a VET course, no refunds of fees and charges will be made for that Semester, those fees are all payable to the external organization and Brisbane State High School has no ownership or grounds for liaison.

An external organisation must disclose any fees upfront and clearly publish them on their website. This allows schools and students to be informed of all training costs and able to compare co-contribution fees across different external providers

Usually students are required to pay a co-contribution fee for the cost of VET. SATs are not required to pay a co-contribution fee while they are still at school, but may be required to pay fees once their training contract has been converted to full-time or part-time post school.

Apprentices and trainees may only access a limited number of Government contributions; therefore, it is important that students (and their parents/guardians) consider if a SAT is appropriate and relates to the student's future chosen career. Their decision may affect their access to further funding in the future

More information regarding VETIS Funding: <https://desbt.qld.gov.au/training/providers/funded/vetis> or scan the QR code on the left.



4.1 User Choice

Students who wish to access the **VET** investment budget to undertake a certificate III qualification should do so through a school-based apprenticeship or traineeship (SAT)—funding for a SAT is available **under** the User Choice program.

SATs receive funding for their training aligned to the priority level of the qualification and are exempt from paying student fees under the User Choice program while they are still at school.

Apprentices and trainees can only receive **one government contribution** for a User Choice funded qualification at any single point in time, i.e. a student is not funded to undertake two apprenticeships or traineeships at the same time.

In addition, apprentices and trainees, including SATs, can only receive a **maximum of two government funding contributions** under the current User Choice program.

Further Information: <https://desbt.qld.gov.au/training/providers/funded/userchoice>
Or scan the QR code on the left.



4.2 School-Leaver Funding

Students who complete a VETiS qualification at school, even at certificate III or higher, are still eligible to access further Queensland Government subsidised training post-school, such as free TAFE for under 25s and Certificate 3 Guarantee.

Further Information: <https://desbt.qld.gov.au/training/providers/funded/certificate3> or scan the QR code on the left.



5. Language, Literacy and Numeracy

Students will find that basic literacy/numeracy elements have been incorporated into all external training. This should assist students to learn these basic literacy and numeracy components more readily, as they are being delivered and assessed in the context of an industry vocational area of students' liking or choice.

In addition, studying General English/Essential English and General Math's/Essential Math's should enhance students' literacy and numeracy skills.

If students still feel they need additional literacy or numeracy assistance, please approach one of the Partnerships & Transitions staff, or talk to the Guidance Officer.

6. Marketing

Brisbane State High School will ensure that its marketing and advertising of qualifications to prospective students is ethical, accurate and consistent to the best of their knowledge. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

Students engaged in pathways within the Partnerships & Transitions department will at times be photographed and identified by the school on their social media platforms and school community publications. Students will be encouraged to strive for awards and scholarships and all student success will be shared and celebrated where possible.

7. Student Services

Brisbane State High School has effective management practices to ensure quality student outcomes.

7.1 Procedure for Student Support/Counselling

Brisbane State High School is conscience of the welfare of our students. We will provide you with support relative to the challenges you are presented. We have high expectations of all our students and will endeavour to set you up for success with an appropriate level of assistance. Students requiring support are encourage to speak to an appropriate staff member.

If a staff member is advised of a problem, which requires professional assistance, then the staff member is to assist the student to contact the Principal and Deputy Principal – Student Culture and Engagement and proceed as directed under the Code of Conduct and Student Protection Standards.

Students have access to a wide range of support, welfare and guidance services at this school, including, for example:

Position	Name	Office location and email address	Role
Industry & Vocational Training Officer IVTO	Mr Scott Mollica	B1.4 – Library Mezzanine smoll72@eq.edu.au	Your first point of contact regarding anything VET or SAT related. Mr Mollica will advise and discuss our pathway options.
Head of Partnerships and Transitions HOD P&T	Ms Natalie Coleman	B1.3 – Library Mezzanine Ndcol0@eq.edu.au	Your point of contact for Tertiary Education Partnerships including Medicus and Engeniator programs
Industry Liaison Officer ILO	Mr Johnathan Milner	B1.1 jmiln90@eq.edu.au	Specialises in assisting students with Creative Industry Pathways and Hospitality
Teacher Aide TA	Ms Rowena Basley	Library Mezzanine rbas1@eq.edu.au	Provides support and assistance to students during their Study Line
Deputy Principal - Senior Schooling DP	Mrs Maria Williamson	B Block mwill69@eq.edu.au	Point of escalation enquiries beyond a HOY.
Head of Year 12 HOY	Ms Alex Burns	B Block avbur0@eq.edu.au	Your first & main point of contact for you. They may aid with specific inquiries involving: <ul style="list-style-type: none"> • Subject Selection • Behaviour • Well Being
Head of Year 11 HOY	Ms Lucy Jordan	B Block lxjor0@eq.edu.au	
Head of Year 10 HOY	Ms Jamie Clothier	B Block japet0@eq.edu.au	
Guidance Officer – Senior School GO	Ms Jess Hall	B Block jhall304@eq.edu.au	If you need information regarding general career advice or guidance.
Deputy Principal – Student Culture & Engagement DP	Ms Rachel Hobson	B Block	Secondary point of escalation enquiries beyond a HOY
School Nurse		B Block studentservices@brisbane.eq.edu.au	
School GP		B Block studentservices@brisbane.eq.edu.au	

8. Getting Started Checklist

If you are unsure what career or industry your career is heading it is recommended you start a conversation with the Guidance Officer. They will be able to provide career insights and help direct you to which pathways and outcomes might be suitable for you.

If you think a VET pathway might be appropriate to support you towards your career outcomes the first step is to engage with the IVTO to discuss your pathway options.

Step 1

Expression of Interest: Arrange a meeting with IVTO Mr Scott Mollica to discuss your options and create a pathway plan. This may happen over a few meetings, as information often requires discussion with your parents/guardians. Email smoll72@eq.edu.au or visit Mr Mollica in B1.4 on the mezzanine level of the Library.



Step 2



Await BSHS Endorsement: Mr Mollica will submit the pathway plan recommendations to Ms Allie Jeffries, HOD of Partnerships & Transitions (P&T). This will be discussed at a school level with the Student Management Team. Once this plan is endorsed at a school level, Mr Mollica will arrange another meeting to advise you of the next step.

Step 3

Apply: Depending on whether your pathway is an external VET Qualification or SAT, what takes place in Step 3 will either be the External VET option or the SAT option:

External VET option

- a) With the assistance and advice of IVTO, you will be guided on how to apply for the endorsed External VET Course. Often this will be an application form or online application.
- b) Await enrolment confirmation and accept. Provide proof of enrolment to IVTO.

SAT option

- a) You will need to find a host employer to commence you as a SAT. Once you have been offered the position, you must be signed-up into a Training Contract prior to attending employment in lieu of school attendance.
- b) Sign Up: You will meet with an AASN to be 'signed up' as an apprentice/trainee. At this meeting you will enter into a training contract (TC) between an RTO, your Host Employer and yourself. Your parent/guardian and State High will also need to endorse this TC before it can be finalised. You will be sent this contract after the sign up.
- c) Provide IVTO with a copy of this contract, complete with all signatures.

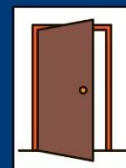
Step 4



Meeting with HOD P&T: You'll then have a meeting with the HOD P&T to discuss the expectations of you engaging with external stakeholders. You will sign a Pathways Contract, which outlines the implications and requirements of a VET or SAT Student and provides evidence BSHS has endorsed this pathway. You can visit the HOD in B1.3 on the Mezzanine level of the Library.

Step 5

Commence: Once your paperwork is finalised, you can commence your SAT or VET course. If applicable, your timetable will be amended to reflect any subject drops or day of absence from school.



9. Glossary of Terms

AASN	Australian Apprenticeship Support Network Provider — AASN Providers are contracted by the Australian Government, and are in an agreement with the Queensland Department of Employment, Small Business and Training (DESBT) to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. DESBT actively promotes the AASN Provider as the first point of contact for the administration of all apprenticeship and traineeship training contracts .
ASBA	Australian School-based Apprenticeship. Each state and territory have different acronyms for School Based Apprentices and Trainees. These include ASbA, SAT, SBAT depending on which state the information was written.
ASQA	The Australian Skills Quality Authority are responsible for regulating approximately 90% of Australian vocational education and training (VET) providers. They regulate: training providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications overseas.
DESBT/QATO	Department of Education Small Business and Training – Queensland Apprenticeship and Training Office (unit of DESBT) Monitor and review registered school-based training contracts and refer identified issues to the relevant regions and/or AASN Providers for follow-up action
Employment Contract	An employment contract or contract of employment is a kind of contract used in labour law to attribute rights and responsibilities between parties to a bargain. The contract is between an "employee" and an "employer" outlining the scope of the job including expectations, pay, entitlements and responsibilities.
Fee-for-service Training	Training for which most or all of the cost is borne by the student or a person or organisation on behalf of the student
GO	Guidance Officer – School based Guidance Officers are there to support students and parents with general career advice and a range of support, welfare and guidance services.
GTO	Group Training Organisation. A company or organisation that employs apprentices and trainees and places them with one or more host employers who are usually small to medium-sized businesses. The host employers provide on-the-job training and experience, while the group training organisation organises off-the-job training, and handles recruitment, job rotation and payroll
HOD	Head of Department – A HOD oversees a department/Faculty within a High School
HOY	Head of Year – A HOY is responsible for the student cohort for a specific year level
IVTO	Industry and Vocational Training Officer – is the liaison officer responsible for assisting students with VET Pathways and SAT, advising students on career opportunities regarding VET and arranging work experience. The IVTO will generally be the first point of contact at a school regarding a VET or SAT enquiry
LUI	A Learner Unique Identifier is a 10-digit number created when your school or learning provider registers you with the QCAA. It is different from your school ID. You'll need your LUI when you first register to access the Student Portal.
P&T	Partnerships and Transitions – A department within Brisbane State High School specialising in VET outcomes and Career Pathways for Students. P&T also engage with community and external organisations and employers to create opportunities and pathways for BSHS Students through partnerships.
Pathways Contract	A pathways contract is an agreement between Brisbane State High School, Students and parents confirming all parties agree to and understand the responsibilities and expectations of undertaking a VET pathways at school. This allows BSHS to action subject changes and inform 'Student Absences' of approved days off campus to engage with external courses or SAT .
Priority Skills List	The Priority Skills List identifies the qualifications and skill sets that attract a government subsidy under the VET investment budget.

QCAA	Queensland Curriculum of Assessment Authority: The QCAA will allocate appropriate QCE credits in respect of SATs to eligible students, in accordance with QCAA's policies and processes and agreed protocols between the QCAA and the Queensland Apprenticeship and Traineeship Office (QATO) unit of DESBT .
QCE	Queensland Certificate of Education
RPL	The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.
RTO/SRTO	Registered Training Organisation/Supervising Registered Training Organisation - A RTO is a provider registered by ASQA to deliver nationally recognised VET training and qualifications. When an RTO is nominated on a Training Contract as the training provider for the SAT they are called a SRTO
SAT	School Based Apprenticeship or Traineeship School-based apprenticeships and traineeships (SATs) allow high school students—typically Years 11 and 12—to work with an employer as paid employees, while studying for their senior certificate. At the same time, students undertake a training qualification with a SRTO chosen by both the employer and the student.
STA	State Training Authority - Responsible for the operation of the vocational education and training system within a state or territory. Each state or territory training authority participates in the formulation of national policy, planning and objectives, and promotes and implements the agreed policies and priorities within the state or territory. In QLD this is - Department of Employment, Small Business and Training (DESBT)
TAFE	Technical And Further Education, a government training provider which provides a range of technical and vocational education and training courses and other programs.
Training Contract	The training contract is a document you agree to when signed into an Apprenticeship or Traineeship. It is a legally binding agreement between the employer and apprentice/trainee for the term of the apprenticeship or traineeship. A completed and signed training contract is utilised to register an apprenticeship and traineeship and protects both the employer's and employee's interests and outlines each party's obligations, including the training and supervision that must be provided. The training contract sign-up and registration is facilitated by AASN providers and approved by the STA .
Training Plan	A training plan is a formal, working document which describes what training and assessment will be carried out during your apprentice's or trainee's training contract . The training plan specifies: how, when and where training will be delivered.
User choice	A national policy governing the flow of public funds to RTOs selected by employers to deliver the off-the-job training components of apprenticeships and traineeships. Its purpose is to make vocational education and training more responsive to the needs of industry and employers
USI	A Unique Student Identifier is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia. If you're at university, TAFE or doing other nationally recognised training, you need a USI.
VET	Vocational Education and training
VETiS	Vocational Education and Training in Schools - A program which allows students to combine vocational studies with their general education curriculum. Students participating in VET in Schools continue to work towards their Senior Secondary School Certificate, while the VET component of their studies gives them credit towards a nationally recognised VET qualification. VET in Schools programs may involve structured work placements.
VETiS Funding	VETiS qualifications funded by the VET investment budget are listed on the Priority Skills List . These qualifications are delivered by RTOs who have been approved by the department as Skills Assure suppliers (SAS) under the Certificate 3 Guarantee. Schools, in consultation with students and their parents, are able to choose any SAS approved to deliver the eligible qualification. Students undertaking VETiS, funded by the VET Investment budget, can complete one employment stream qualification at the certificate I or II level.

10. Disclaimer

Distributed copies of this document are not controlled. All the information in this document is true and accurate at the time of update. It is the personal responsibility of the reader to ensure they are reading the most recently updated version. If you are unsure if the version of this document is the latest version please email VocEd@brisbaneshs.eq.edu.au or visit IVTO in D104 to confirm.

All information in this handbook is designed to be a general reference guide and therefore may or may not be relevant to your unique situation. Students are required to discuss their pathway options with IVTO & P&T before making any decisions regarding VET Training or SAT.