TRADE, TRAINING & VOCATIONAL PATHWAYS

2024 VET PATHWAYS BOOKLET

RIVERSIDE CHRISTIAN COLLEGE

On-the-job Training
Local Employment Opportunities
Nationally Recognised Courses

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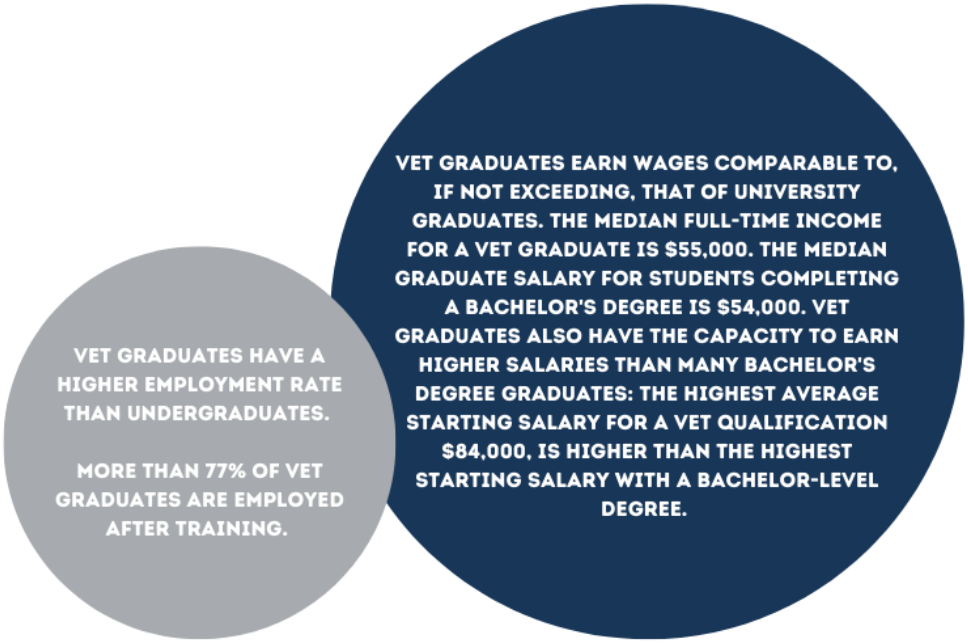

Introduction

VOCATIONAL EDUCATION AND TRAINING (VET)

Vocational education and training refer to learning that directly relates to getting a job. The VET system delivers education and training services for individuals at every stage of their work life, whether you're a student, a job seeker or already employed. Nationally recognised VET qualifications are developed by industry to give individuals the knowledge and skills required for work.

VET plays a significant role in senior school studies by allowing students to study a recognised qualification while at school, which counts towards their Queensland Certificate of Education (QCE) and/or Australian Tertiary Admission Rank (ATAR). Read more on the QCE system.

There are a range of training options available to help students achieve their career goals. Accredited training courses can be studied as part of a senior student's timetable, during allocated learning time to ensure that students are given the opportunity to get a head start on their employment pathways while in school.

BENEFITS OF ENROLLING IN A VET COURSE

Completing a VET course in school has a range of benefits for secondary students, these include:

- Gaining a nationally recognised qualification
- Providing a pathway to employment
- Gaining industry exposure and familiarity with workplace operations

- Developing industry-relevant knowledge and skills for employment
- Achieving credit towards a Queensland Certificate of Education (QCE)
- Establishing working connections with employers through work placement
- Gaining skills for further learning, including university pathways

Many senior students who have completed a VET course/s have secured apprenticeships, traineeships, and employment offers, highlighting the benefits of undertaking a VET course in the local area.

VET IN SCHOOLS

Secondary students in years 10, 11 and 12 can undertake VET at school:

- As part of their school studies - delivered and resourced by the school Registered Training Organisation
- By enrolling in a qualification with an external RTO either funded by the Queensland government department's VET investment budget or through fee-for-service arrangements i.e., where the student or parent pays for the qualification
- As a school-based apprentice or trainee.

VETIS FUNDING

Queensland students enrolled in years 10, 11 and 12 are eligible to access one certificate course for free, funded by the Queensland Government. Courses listed on Riverside Christian College's scope of registration **do not** require the use of VETiS funding, VETiS courses can be enrolled in, in conjunction with Riverside RTO courses. Students may enrol in a VETiS course of their choosing from the courses 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 III Guarantee. In conjunction with students and their parents, schools are able to choose any SAS approved to deliver the eligible qualification.

VETiS qualifications on the Priority Skills List are at the certificate I and II levels. 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.

Students who complete a VETiS qualification at school, are still eligible to access further Queensland Government-subsidised training post-school, such as free TAFE for under 25s and Certificate 3 Guarantee. More details regarding VET course options after year 12 are listed in the Year 13 and Beyond section of this booklet.

CHOOSING A VET COURSE IN SENIOR COLLEGE

Once you have decided to enrol in a VET course, see the College Career Advisor or RTO Manager who will assist you with the application process. Tools and resources to help identify which study area is best suited to you and your learning style, are listed in the Tools and Resources section of this booklet. Further information regarding eligibility, types of courses and the process for enrolling is provided below. If you wish to speak with someone about VET courses, contact the College RTO Manager and make an appointment to discuss your options.

Riverside Christian College Registered Training Organisation (RTO no.45550)

ENROLLING IN A RCC VET COURSE

Riverside Christian College has been a Registered Training Organisation (no.45550) since 2019 and currently has eight (8) qualifications on scope for students to enrol in. Courses on the scope of registration are nationally recognised and can be found on myskills.gov.au.

NATIONALLY RECOGNISED TRAINING

Riverside's aim is to provide students with the required skills, knowledge and experience needed in current industry to increase employment and further training opportunities. Internal VET courses offered through the RTO are available for Day and Distance Education students in Years 10 through to 12. Some courses are also available for external enrolments when the enrolment and eligibility requirements are met. Please note that not all courses are available to external students and course offerings are subject to an annual review.

Senior students in years 10, 11 and 12 are eligible to enrol in any VET course on the scope of registration if they meet the enrolment requirements and there is sufficient time allocated on their timetable. Students who wish to enrol in an internal VET course will need to select the course on their subject selection or subject change form and seek approval from Head of Senior College and RTO Manager. Students are advised

to apply for the course of their choosing in a timely manner to avoid missing out on their first preference. If students miss out on their first preference, they will be placed on the wait list for the following year to eliminate missing out altogether.

BENEFITS OF ENROLLING IN A RCC VET COURSE

There are many advantages to enrolling in a RCC VET course, such as:

- Students gain authentic hands-on industry training and work experience
- Students who complete their course will receive a Nationally Recognised certificate
- Students can enrol in multiple VET courses for little to no cost
- All training is completed on campus
- Students do not need to access their VETiS funding to complete the courses
- Students can get a head start on their traineeship/apprenticeship and employment pathway

OPPORTUNITIES FOR STUDENTS UPON COURSE COMPLETION

In addition to providing QCE and ATAR points towards a student's overall QCE, VET qualifications can provide opportunities for university entry, career preference and higher-level VET training. Obtaining a nationally recognised VET qualification opens a broad range of further training and employment opportunities including traineeships and apprenticeships for students.

Specific employment outcomes for each VET qualification are listed on the course information flyers and further outcome information can also be found at myskills.gov.au.

LEVY

Students who enrol in courses listed on the Riverside Christian College Scope of Registration can access the course of their choosing for reduced levies (see Handbook). The College aims to provide equal opportunity to students and increase VET opportunities for all senior students without cost being a barrier.

VET courses which incur a fee, are billed annually, up-front on parent accounts. Specific course fees are listed on the course information available on the RTO website.

The VET course fees are due with the Day and Distance Education term tuition fees.

ADDITIONAL INFORMATION

Further information regarding internal training and assessing and compliance can be found in the following documentation which is listed on the Riverside website:

- VET Handbook
- Complaints and appeals

For more information about accessing an internal VET Course through Riverside Christian College's scope of registration, please contact the school RTO Manager.

External VET Courses and RTOs

ENROLLING IN AN EXTERNAL VET COURSE

Students have access to a broad range of VET courses delivered through external RTO providers. The College facilitates third-party agreements with external RTOs to provide further opportunities to students who wish to enrol in courses that are not currently offered through Riverside's RTO registration. External VET providers offer a range of different study modes and encourage students to enrol in a course which best suits their needs. External providers will provide all relevant information upon enrolment including cost, funding eligibility, course duration, learning arrangements and support.

Students who choose to enrol in an external VET course, will be managed directly by the provider which becomes an arrangement between the student and trainer. While the RTO Manager will oversee the external VET courses, the onus is on the student to stay up to date with assessment tasks and due dates as this service is included in the external VET course fees. TAFE Queensland and CQU are the recommended providers for VET courses due to their reputable programs however, students may enrol in a suitable RTO of their choice.

Students who wish to enrol in an external VET course must seek permission from the Head of Senior College and RTO Manager prior to enrolment. Students may choose an external course on their subject selection forms or contact the Head of Senior College or RTO Manger to make enrolment arrangements directly.

EXTERNAL PROVIDERS

TAFE Queensland

TAFE at School Program

If you're a year 10, 11 or 12 student you may be able to complete a TAFE Queensland qualification while you're still at school. Choose from a variety of Certificate I to Certificate III courses from a range of study areas ranging from hospitality to horticulture, early childhood education to engineering, and everything in between.

TAFE offers the following local **pre-apprenticeship courses:**

- Certificate II Electrotechnology
- Certificate II Engineering Pathways
- Certificate II Automotive Vocational Preparation
- Certificate II Furniture Making Pathways
- Certificate II Salon Assistant

TAFE courses are delivered at the Maryborough Trade Training Centre and Hervey Bay TAFE campus. Classes are allocated on a first in, first served basis. All students in the Fraser Coast area have equal opportunity to apply. It is **highly recommended** that you apply as soon as applications open to avoid missing out. Follow the prompts at TAFE Apply to submit an application: https://www.tafeapply.com/.

TAFE Trade Taster Program

If you're in Year 10 and not exactly sure what you want to study, you can try a Taster Program. From traditional trades, agriculture, hairdressing, health or horticulture, choose from a suite of funded Taster Programs and study on campus, one day per week over nine weeks in a school term. No need to commit to a full qualification or apprenticeship. The Trade Taster program provides an insight into the full qualifications and trade pathways available in the Fraser Coast region.

Find further information on TAFE courses here:
https://tafeqld.edu.au/courses/ways-to-study/tafe-at-school

CQU

Start TAFE Now (STN) Program

Start TAFE Now allows eligible Year 10, 11 and 12 Queensland students to study a range of VET courses as part of their QCE. Courses range from Certificate I all the way through to Certificate IV. The Start TAFE Now program will give you the opportunity to gain practical, hands-on training, a competitive edge in the job market and credit towards your QCE and further study. Our Start TAFE Now courses are delivered online, mixed-mode and on-campus. Studying online means you'll complete your theory online with opportunities for work placement and industry. Please note that some of these courses require compulsory work placement which must be secured at the beginning of the course.

Find further information on CQU VET courses here:

https://www.cqu.edu.au/courses/future-students/future-study-options/study-tafe/start-tafe-now

Prestige Service Training

In School Program

PST's In School program courses are offered as a substitution to typical high school elective subjects, like Business, Tourism, Hospitality and Health. They offer an assortment of qualifications tailored to the school's timetable, requirements and preferred outcomes. The programs are designed for schools to provide pathways for students to pursue a career that they choose, including university studies.

Find further information on PST VET courses here:
https://pst.edu.au/for-schools/

AXIOM College

VETiS Program

Axiom College has over 25 years of experience in training, providing flexible training solutions to meet these ever-changing needs. If you are a student in Queensland in years 10, 11 or 12 then you're eligible to complete a qualification with Axiom College's, VETiS program. You can choose from a variety of exciting industry sectors and skill shortage areas. Axiom specialises in health, business, and information technology courses to secondary school students.

Find further information on AXIOM VET courses:
https://www.axiomcollege.com.au/vet-in-schools/

OPPORTUNITIES FOR STUDENTS UPON COURSE COMPLETION

In addition to providing QCE and ATAR points towards a student's overall QCE, external VET qualifications can provide opportunities for university entry, career preference and higher-level VET training. Obtaining a nationally recognised VET qualification opens a broad range of further training and employment opportunities including traineeships and apprenticeships for students. Students who complete pre-apprenticeship courses, may have an advantage when applying for school-based apprenticeships due to the knowledge and skills gained throughout their course.

APPLYING FOR AN EXTERNAL VET COURSE

External VET providers offer a range of different study modes and students are encouraged to enrol in a course which best suits their needs. External providers will provide all relevant information upon enrolment including cost, funding eligibility, course duration, learning arrangements and support. Students who wish to enrol in an External VET course will need to select the course on their subject selection or subject change form and **seek approval from Head of Senior College and RTO Manager**.

Students are advised to apply for the course of their choosing in a timely manner to avoid missing out on their first preference.

Applications for external VET courses are typically located on the RTO's website and should be submitted directly to the external RTO. Upon receipt and processing, the RTO will email to confirm the enrolment and will provide all relevant course information in a timely manner. Students can access their learning and assessment material and commence their course straight away.

FEES

Fees and payments for External VET courses are managed directly by the external RTO. All payment information, including funding eligibility, will be communicated directly by the External RTO. Riverside Christian College does not hold responsibility for communicating changes to course information, issues of enrolment or following up course fees. Please ensure that you check fees carefully on the RTO website before considering any of the external VET courses.

VET and Distance Education

GENERAL

Distance Education students are eligible to enrol in a VET course of their choosing if the AQF level is suitable to their learning needs and they can meet the specific course requirements. Students must have successfully completed Year 9 Maths and English to be eligible to enrol in a VET course.

Distance Education students may access VET courses through Riverside's RTO, an external provider or a school-based traineeship or apprenticeship. Students must seek out an opportunity for an external VET course or school-based traineeship or apprenticeship and advise the College upon enrolment/sign-up.

All QCE points accumulated from the VET course will contribute towards the student's overall QCE. A certificate III level or higher can contribute towards an ATAR, QCAA will determine the level of contribution towards the overall ATAR.

The VET course must impact the student's school timetable in order to be considered a school-based course or apprenticeship/traineeship. The College supports students who study a VET course by reducing their timetable after approval is sought from Head of Senior College, Distance Education.

Please note that all QCE points gained from a VET qualification will continue to be accumulated after Year 12, until the student reaches 25 years of age.

APPLYING FOR AN INTERNAL VET COURSE

If a student wishes to enrol in an internal VET course, they will need to submit an Expression of Interest form to the RTO via email. Expression of Interest forms can be found on the Riverside Christian College RTO website. Once the enrolment has been

reviewed and classes allocated, the student will be contacted with confirmation of enrolment. Students must meet the minimum enrolment requirements and be able to meet the on-campus training requirements to be eligible for their course of choice. Please keep in mind that class numbers are limited, and classes are allocated on first in, first served basis. Internal VET courses are only available to local students due to the on-campus training requirements.

Internal VET course levy are billed annually to parent accounts and are due with tuition fees. Families with a demonstrated history of paying fees on time may apply to have a payment plan put in place. Payment plans must be settled by the end of Term 1. Applications must be made to accounts@riverside.qld.edu.au and will be reviewed by the Finance Manager. Further details regarding Distance Education fees can be found in the Fee Schedule.

APPLYING FOR AN EXTERNAL VET COURSE

External VET providers offer a range of different study modes and students are encouraged to enrol in a course which best suits their needs. External providers will provide all relevant information upon enrolment including cost, funding eligibility, course duration, learning arrangements and support. Students who wish to enrol in an External VET course will need to select the course on their subject selection or subject change form and **seek approval from Head of Senior College and RTO Manager**. Students are advised to apply for the course of their choosing in a timely manner to avoid missing out on their first preference.

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DISTANCE EDUCATION

School-based Apprenticeships & Traineeships

SATS EXPLAINED

School-based apprenticeships and traineeships (SATs) provide an opportunity for students in Years 10, 11 and 12 to undertake employment-based training while continuing full-time enrolment in a school program and studying towards a Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA). A SAT is negotiated between the student, parent/carer, employer, supervising registered training organisation (SRTO) and school to ensure it provides a genuine school-based learning opportunity and forms an appropriate component of an overall school program.

School-based apprenticeships and traineeships:

- support transitions from school to work and promote education, training and employment opportunities for secondary school students
- provide students with opportunities to develop skills and knowledge relating to actual employment situations
- allow students to start, and in some cases complete, a vocational qualification while still at school
- improve post-schooling employment and training pathways for students
- improve links between education and industry, school and local community.

A schedule outlining the school-based apprentice or trainee's school studies, training and employment must be developed as a component of the SAT training contract. The SAT training contract is a legally binding record documenting the roles and responsibilities of the student and employer. The schedule negotiated between all parties to the training contract, demonstrates that the student is participating in work and/or training in the SAT as part of their school timetable and that minimum work requirements can be met. The apprenticeships and traineeships that are available to school students to undertake as a SAT in Queensland are those that are supported by industry as being suitable for this purpose.

A SAT is employment-based training declared to be an apprenticeship or traineeship under the *Further Education and Training Act 2014*, where:

- the apprentice or trainee is a school student
- the parties (i.e. employer, apprentice/trainee and parent/carer)
- have signed an apprenticeship/traineeship training contract
- the apprentice/trainee's school timetable reflects a combination of school studies, paid work with an employer and training in an apprenticeship or traineeship occupation
- the apprenticeship or traineeship progresses towards a nationally recognised qualification, a skilled trade or vocation, and can contribute towards the awarding of a QCE

THE BENEFITS OF UNDERTAKING A SAT

There are many benefits to undertaking an apprenticeship or traineeship while at school as part of your senior pathway, including:

- receiving both an education and a job
- being a step ahead of the competition for jobs
- learning the latest knowledge and skills
- getting paid while you learn
- working towards achieving a nationally recognised qualification
- gaining hands-on experience in a real job
- gaining the skills and experience to help you go on to tertiary study
- experiencing a great way to move from school to work
- gaining a sense of achievement.

REQUIREMENTS FOR ENTERINING INTO A SAT

Eligible school students: Students must be enrolled in years 10, 11 or 12 and progressing towards the attainment of a Queensland Certificate of Education or equivalent. In exceptional circumstances, other students may be considered eligible if a Business Case is first approved by the Department of Employment, Small Business and Training (DESBT).

School support: The College Principal, and Head of Senior College, must support and give approval for the student to enter into a SAT prior to the training contract being registered. Negotiations need to be carried out between the student, parent/guardian, employer and school to ensure the SAT forms an appropriate component of an overall school program.

Impact on school timetable: The SAT must impact on the school timetable for the student, meaning some of the training and/or work must take place during school hours. The student, parent/guardian, employer, school and training organisation will negotiate a schedule showing the work and training aspects of the SAT.

Minimum paid working hours commitment: A school-based apprentice or trainee must be provided with a minimum of 7.5 hours per week of paid employment, which may be averaged over a 3-month period. A school-based apprentice or trainee must be provided with a minimum of 375 hours (50 days) of paid employment over each 12-month period from the date of commencement of the training contract. For training contracts in electrotechnology, a minimum of 600 hours (80 days) of paid employment must be provided over each 12-month period of the training contract.

PROCESS FOR STARTING A SAT

To begin the process of starting a SAT, students should meet with their career advisor to confirm the SAT pathway is appropriate to their short and long-term vocational goals. Once the student has met with the career advisor, they will need to begin putting a resume and cover letter together to present to potential employers.

There are many career testing and work readiness online programs available to students which assist in the process of choosing a SAT which aligns to their strengths and abilities. It is the student's responsibility to approach employers to seek out the SAT opportunity, the career advisor can provide information to support the student's application.

Once the student has secured an opportunity, they need to advise the RTO Manager who will seek approval from Head of Senior College and College Principal to arrange the SAT sign up. Further information regarding roles and responsibilities of the student and employer will be discussed at the sign up with the AASN. A detailed outline of the step-by-step process to securing a SAT can be found on page 16.

THE ROLE OF THE SCHOOL IN THE SAT PROCESS

The student's school is required to make a decision to agree to, or withhold agreement from, a proposed SAT. In coming to this decision, the school's role includes:

- Consider whether a proposed SAT arrangement is appropriate for the student, and make a decision to support, or withhold support from, the SAT arrangement
- If a School Notification form is received from an ASSN Provider, promptly complete and return it to the AASN Provider
- Negotiate with the employer, student, parent and SRTO to establish and agree how work and/or training in the apprenticeship or traineeship will impact on the student's school timetable
- Negotiate and agree to a schedule of school studies, training and employment for the apprentice or trainee (with the employer, student, parent and SRTO), taking into account the minimum paid work requirements for a SAT, and the institutional training delivery limit for a school-based apprentice (if applicable).
- Consult with the SRTO to identify any competencies common to the SAT and the student's school program, which will be delivered by the school
- Upon receipt (by the school and student) of mail regarding the automatic conversion of a training contract to full-time arrangements (for year 12 school-leavers), assist the students to respond according to circumstances and the information provided in the mail, if requested.

THE ROLE OF THE EMPLOYER IN THE SAT PROCESS

Students enter a training contract with an employer for their SAT. The training contract legally binds the employer and 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 places 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 of 375 hours (50 days), 600 hours (80 days) for the electrotechnology industry, of paid employment over each 12-month period of the training contract. Over each 3-month period, the student must paid-work an average of 7.5 hours per week as a minimum.

THE ROLE OF THE AASN IN THE SAT PROCESS

The Australian Apprenticeship Support Network (AASN) provider assists the school-based apprentice or trainee and employer to complete and sign a training contract which is a legally binding contract. Once the SAT has commenced, the AASN provider will become the first point of call for any matters relating to the SAT. The AASN is a free service and will be the first point of call during the life cycle of the training contract as well as:

- Provide an induction and general information about apprenticeships and traineeships
- Advise about available Australian Government incentives and help lodge claims
- make regular contact to check on your training progress

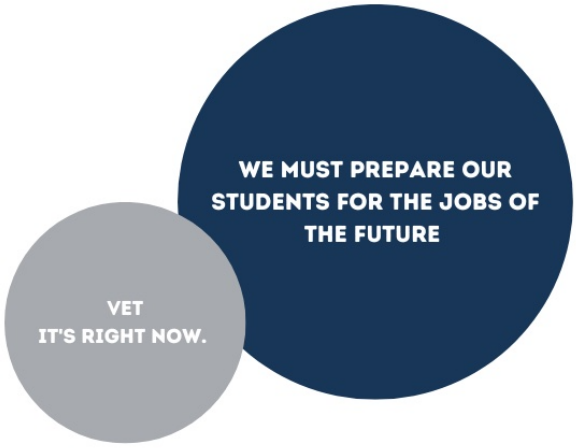
THE ROLE OF THE RTO IN THE SAT PROCESS

The Registered Training Organisation (RTO) will provide the off-the-job training component of the SAT in accordance with the agreed upon Training Plan. The training will not start until after the apprentice or trainee is signed up.

DOES MY SAT CONTRIBUTE QCE POINTS?

School-based traineeships and apprenticeships (SATs) contribute to the QCE Core category of learning. Credits are awarded based on the number of competencies achieved and the number of days/hours completed in the workplace (on-the-job). QCE credits accrued for a school-based apprenticeship is affected by the amount of workplace training completed by the student, as well as the competencies achieved. School-based trainees accrue QCE credits for competencies achieved only. A maximum of 6 credits for a SAT may contribute toward the QCE.

DESBT will assist the QCAA in this task by enabling the transfer of appropriate data to the QCAA. Further information about the QCE is available at Queensland Curriculum and Assessment Authority (QCAA).



AATIS
Australian Apprenticeships
& Traineeships Information Service

STEPS TO AN AUSTRALIAN SCHOOL-BASED APPRENTICESHIP

1. Research

- Discover what Australian School-based Apprenticeships are all about
- Speak to your school careers advisor or a teacher about options at your school
- Find out which industry is right for you by checking out the Career Interest Explorer and Work Type Explorer
- Learn more about apprenticeship and traineeship occupations by checking out Job & Training Descriptions
- Check out the MyGain YouTube channel and find out more about apprenticeships and traineeships

2. Preparation

- Put your knowledge to the test by trying a Literacy & Numeracy Quiz
- Learn about the organisations that are involved throughout an apprenticeship and traineeship, and how the training works
- Find out what wages and entitlements you will get as an apprentice or trainee
- Talk to your school about try a trade or VET in schools options

3. Job Hunting

- Talk to your school career advisor or a teacher about supporting your job hunting
- Talk to family & friends about how they got their job, or if they know of any vacancies
- Contact Group Training Organisations and Australian Apprenticeship Support Network providers to see if they have any positions
- Visit job search sites to ind vacancies
- Tailor your resume and cover letter for the job you want before you apply

4. Sign Up

- Once you have found an employer who is interested in taking you on as an apprentice or trainee, they will need to contact an Australian Apprenticeship Support Network provider to organise the sign up
- Your school and a parent or carer will need to sign the paperwork
- Once you are signed up, you will start your work as an apprentice or trainee, and your off the job training with a registered training provider

Australian Apprenticeships Pathways

real skills for real careers

aapathways.com.au/steps

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Apprenticeships

School-based apprenticeships are a great career option and pathway in senior college. Students can start their vocational training, earn a wage and get hands on experience while working towards their QCE. By commencing an apprenticeship whilst still in school, students will reduce the duration of their apprenticeship once they leave school. The training associated with the apprenticeship is delivered by Registered Training Organisations (RTOs) and can be done for a few hours every week, or less often in blocks.

students will need to negotiate their attendance at work and training with their school however typically, school-based apprentices will attend their apprenticeship 1 day per week and during school hours. Additional paid employment can take place outside or during school hours based on their employer's needs.

WHAT APPRENTICESHIPS CAN I DO?

There is an extensive list of jobs that can be completed through an apprenticeship.

Common industries to undertake an apprenticeship in:

- Agriculture
- Automotive
- Construction
- Electrical
- Manufacturing
- Maritime
- Resource and mining
- Beauty
- Hospitality

A detailed list of apprenticeships can be found on the Department of Small Business and Training website.

ENTRY REQUIREMENTS FOR A SCHOOL-BASED APPRENTICESHIP

To commence a school-based apprenticeship, a student must be enrolled in Year 10, 11 or 12 and first have the support of their school. The support of the employer, supervising registered training organisation and their parent or guardian will also be required.

Entry into electrotechnology apprenticeships is limited to students in Years 11 and 12 only. Particular requirements apply to school-based apprenticeships in the electrotechnology industry, and these are listed against the electrotechnology qualifications on the QTIS website.

DURATION OF AN APPRENTICESHIP

An Australian Apprenticeship can take up to four years to complete. Apprenticeships are long-term vocational pathways and cannot be completed whilst at school due to the high level of training hours required. Depending on your qualification, you may be able to complete your training sooner than 4 years. Additionally, you may be granted credit for any skills you already have and any prior experience in the workplace, potentially reducing your training time.

A paid employment minimum of 375 hours/year applies (or 600 hours/80 days for Electrotechnology). The total duration of an apprenticeship varies between qualification and trade, further details for each industry can be found on the QTIS website.

The maximum percentage of competencies that school-based apprentices may complete while at school depends on the nominal term (full-time) of the apprenticeships in years:

- 4 years= student completes <33.33% of the competencies whilst in school
- 3 years= student completes <40% of competencies whilst at school
- 2 years= student completes <50% of competencies whilst at school

QCE POINTS FOR AN APPRENTICESHIP

School-based apprenticeships contribute QCE points in senior college through the Core category of learning. The amount of QCE points awarded for the school-based apprenticeship is dependent on the number of days worked and competencies achieved. QCE credits accrue for a school-based apprenticeship. Further information about the QCE is available at Queensland Curriculum and Assessment Authority (QCAA). DESBT will assist the QCAA in this task by enabling the transfer of appropriate data to the QCAA. The student's Learner Unique Identifier (LUI) number provides a link between the reporting systems to ensure that the student's QCE points for their school-based apprenticeship are counted.

The study component, e.g., the VET qualification studies during an apprenticeship does not contribute to the Completed Core category as students may not complete an apprenticeship whilst at school. This component can, however, contribute towards the Core category (up to 2 QCE credits).

IMPACT ON SCHOOL TIMETABLE

It is a requirement for school-based apprentices to work an average of 7.5 hours per week as a minimum. The hours worked must impact the student's timetable. Typically, students will attend their apprenticeship on a Thursday or Friday or a day which impacts core subjects the least. The day chosen for the apprenticeship must also be practical for the employer, this needs to be negotiated directly prior to the sign-up process. Additional hours such as afternoon, weekend and holiday work must be negotiated directly between the student and employer.

TRANSITIONING TO A PART-TIME OR FULL-TIME APPRENTICE

School-based apprentices cannot complete their apprenticeship while they are still enrolled at school. Therefore, the employer, school-based apprentice, and parent/guardian must commit to continuing the apprenticeship after the student completes school. School-based apprentices in electrotechnology must convert to a full-time apprenticeship post-school. All other apprentices can be continued either full-time or part time.

Upon completion of Year 12, school-based apprentices will be converted automatically to a full-time or part-time apprentice. The Department of Small Business, Employment and Training will complete this process and advise all parties of the change of contract. For school-based apprentices who leave school before finishing Year 12, the employer, apprentice and parent or guardian must submit the ATF-035 Amendment of a registered training contract form to convert the training contract to full-time or part-time. Once converted, appropriate award wages and conditions apply- contact the Fair Work Ombudsman for assistance.

WHERE CAN I FIND MORE INFORMATION?

- Read the Information for Apprentices factsheet.
- For all queries about Australian Apprenticeships contact an Apprenticeship Network provider.
- For information about courses, training organisations, and more go to the My Skills website.
- To explore your options and find the career pathway for you, head to the Australian Apprenticeships Pathways website.
- For help with particular course information contact a Registered Training Organisation.
- For workplace rights and obligations visit the Fair Work Ombudsman website.

For information on assistance for people with a disability visit the Job Access website.

Traineeships

WHAT IS A TRAINEESHIP?

School-based traineeships are a great pathway in senior college to provide further learning and workforce experience. You can complete your vocational training, earn a wage and get hands on experience while working towards your QCE. You can start and finish your school-based traineeship whilst in school, meaning that you can graduate with a full qualification and hands-on work experience.

The training associated with the traineeship is delivered by Registered Training Organisations (RTOs) and can be done for a few hours every week, or in larger block training. You will need to negotiate your attendance at work and training with your school however typically, school-based trainees will attend their traineeships one day per week and during school hours. All hours worked in a traineeship are paid, any additional hours outside of school hours can be negotiated, based on the employer's needs.

WHAT TRAINEESHIPS CAN I DO?

There is an extensive list of jobs that can be completed through a traineeship.

Common industries to undertake a traineeship in:

- Health
- Technologies
- Creative
- Beauty
- Food and beverage
- Retail
- Business
- Financial
- Education

A detailed list of traineeships can be found on the Department of Youth Justice, Employment, Small Business and Training website.

DURATION OF A TRAINEESHIP

An Australian traineeship can take between one to three years to complete. Traineeships can be completed while in school if the minimum hours and units of competency have been completed in full. School-based trainees must complete a minimum number of paid hours based on the equivalent nominal full time duration of the traineeship before being eligible for completion. To complete a school-based training contract, a trainee must have completed 50 days (or 375 hours) of paid employment for each year of the equivalent full-time nominal term. The duration of school-based traineeships varies between qualification, further details for each industry can be found on the QTIS website.

QCE POINTS FOR A TRAINEESHIP

School-based traineeships contribute QCE points in senior college through the Partial or Completed Core category of learning. The amount of QCE points awarded for the school-based traineeship is dependent on the number of days worked and competencies achieved. QCE points for school-based traineeships are applied the same way for VET qualifications not studied through a traineeship. Some school-based traineeships can contribute up to 8 QCE points.

Further information about the QCE is available at Queensland Curriculum and Assessment Authority (QCAA). DESBT will assist the QCAA in this task by enabling the transfer of appropriate data to the QCAA. The student's Learner Unique Identifier (LUI) number provides a link between the reporting systems to ensure that the student's QCE points for their school-based apprenticeship are counted.

IMPACT ON SCHOOL TIMETABLE

It is a requirement for school-based trainees to work an average of 7.5 hours per week as a minimum. The hours worked must impact the student's timetable. Typically, students will attend their traineeship on a Thursday or Friday or a day which impacts core subjects the least. The day chosen for the traineeship must also be practical for the employer, this needs to be negotiated directly prior to the sign-up process. Additional hours such as afternoon, weekend and holiday work must be negotiated directly between the student and employer.

TRANSITIONING TO A PART TIME OR FULL TIME TRAINEESHIP

School-based trainees can complete their traineeship whilst at school if all required training and assessment under the training plan is completed. However, where a school-based trainee does not complete while at school, the employer, school-based trainee and parent or guardian must commit to continuing the traineeship, either full-time or part-time, after the student completes school.

It is important to note that not all school-based traineeships are intended to be completed whilst at school. School-based trainees who have not met their full requirements for completion prior to completing school will continue as full-time or part-time trainees post school.

While there are several reasons why school-based trainees may not complete whilst at school, common reasons include:

- The minimum paid employment days required for a traineeship being greater than 100 days
- The trainee starting the school-based traineeship later in year 11 or 12
- The school-based trainee having not yet achieved competency under their training plan.

VET & QCE Points

QCE POINTS FOR VET COURSES

To be awarded a QCE you must complete a minimum of 20 credit points from a combination of courses including:

- Preparatory
- Core

VET courses fall within either the QCAA Preparatory or Core category, depending on the level of qualification. Preparatory Courses provide foundational learning for further education and training and include QCAA Short Courses, VET Certificate I qualifications and some recognised studies. They are of less depth and breadth compared to Core courses of study and are typically undertaken to provide entry-level access. The number of QCE points achieved through the Preparatory category is dependent upon the number of training hours provided to the enrolled student.

VET Qualification	QCE Points
Certificate I	2 (<199 hours) or One year
	3 (200+hours) or Two years

QCE points for VET courses in the Core Category are awarded to students based on the completion percentage reached by the end of Unit 2.

VET Qualification	% Completed Competencies	QCE Credits
Certificate I	100%	3
Certificate II	50%	1
	100%	4
	75%	3
	50%	2
	25%	1
Certificate III and IV	100%	8, 7, 6 or 5
	75%	6, 5, 4 or 3
	50%	4, 3, or 2
	25%	2 or 1

NEW LEARNING IN VET

Credit for the QCE accrues when a student completes new learning. When a student completes multiple VET qualifications, an RTO may credit transfer previously completed units of competency from one qualification to another qualification. New learning in VET is identified for a unit of competency when it is reported as:

- ‘Competency achieved/pass' and is the earliest date completed
- 'Credit transfer/national recognition' but has not been recorded elsewhere in the student’s learning account, and is the earliest date completed
- 'Credit transfer/national recognition' but at the earliest date completed was not part of a qualification that can contribute credit to the QCE.

Credit transfer relates to learning in VET qualifications, which is different from credit contributing to a QCE.

CREDIT TRANSFER

An outcome of Credit Transfer is a reported outcome issued for a VET unit of competency to a student who has been previously awarded with either a:

- VET statement of attainment representing a competent award
- A VET qualification testamur with an accompanying record of results which includes the competent award for the unit
- A previously reported competent award

Students who receive Credit Transfers for one or some units of competency, do not receive additional QCE points, QCE points are only awarded for new learning.

ENROLLING IN 2 OR MORE QUALIFICATIONS FROM THE SAME TRAINING PACKAGE

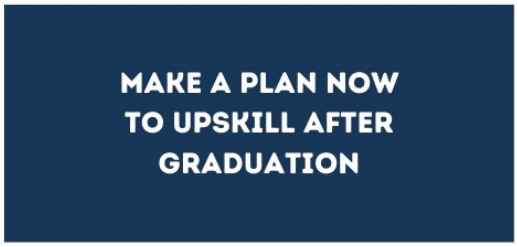
A maximum of eight credits from the same VET training package can contribute to a QCE. Credit in the Core category of learning will accrue as the priority. When a student completes or partially completes multiple qualifications from the same VET training package (e.g. a Certificate II in Business and a Certificate III in Business, or a Certificate II in Sport & Recreation and a Certificate III in Fitness), credit accrued from new learning in the Core category of learning will contribute credit, in the first instance, to a QCE. For the maximum credit to accrue for the highest-level qualification, at least 90% (or all but one of the units of competency) must be new learning.

A student who completes only a Certificate I from a training package accrues credit in the Preparatory category of learning. A student who completes only a Diploma or Advanced Diploma while at school accrues credit in the Complementary category of learning. All completed qualifications are recorded on the Senior Statement and/or Statement of Results.

Further information on the QCAA QCE guidelines for VET can be found here: https://myqce.qcaa.qld.edu.au/subjects-and-courses/vocational-education-and-training.

Year 13

RIVERSIDE PATHWAYS



Riverside Pathways has a range of post-graduation options for school leavers. From VET courses, university courses to apprenticeships and traineeships, there are many opportunities for students to engage in further learning after Year 12.

In the Post School Options tab on Riverside Pathways website, students can explore the many options available to them and find out about courses near them. The Riverside Pathways website can be accessed by current and past students and is a great way to find out more about 'where to next' after graduation.

C3G FUNDING

There are many VET pathways options for students after they finish Year 12. The government funds various qualifications to upskill students and provide further training and employment opportunities. The Certificate 3 Guarantee (C3G), funded by the Queensland government, supports eligible individuals to complete their first post-school certificate III qualification. The C3G program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing free training in high priority qualifications.

WHAT TRAINING IS AVALIABLE?

The Certificate 3 Guarantee is targeted at certificate III qualifications (as the name suggests) because they are considered the entry-level qualification most often needed to gain employment in many industries. Foundation skills and lower-level vocational qualifications may also be delivered in certain circumstances.

To be eligible for free training, the students must:

- Have completed Year 12 in Queensland and hold a Senior Statement issued by QCAA or equivalent certificate.
- Enrol and start an apprenticeship, traineeship or training with an approved training provider in a high priority qualification by 31st December the year after graduating (e.g. 2018 graduates have to start by 31st December 2019;
- Permanently reside in Queensland.

For more information, including other student cohorts who can access training, refer to the Certificate 3 Guarantee program policy.

For more information on the courses available through the C3G funding, visit the Priority Skills List.

WHERE CAN I ACCESS LOCAL C3G TRAINING?

There is a wide range of local, reputable RTOs which offer C3G funded VET courses. Below is a list of our provider recommendations, based on previous relationships with Riverside Christian College. Please note that this list is not extensive and does not include all RTO providers in the Fraser Coast area.

FRASER COAST TRAINING EMPLOYMENT SUPPORT SERVICE INC (FRASER COAST TESS)

TESS aims to be a leading provider of training, employment support and service for industry in the Fraser Coast area. TESS offers the following C3G funded courses to school leavers:

Agriculture
- ACH20116 Certificate II Agriculture
- AHC20316 Certificate II Production Horticulture

Business
- BSB20120 Certificate II Workplace Skills
- BSB30120 Certificate III Business

Community
- CHC22015 Certificate II Community Services
- CHC32015 Certificate III Community Services
- CHC33015 Certificate III Individual Support
- CHC43115 Certificate IV Disability Support

Health
- HLT23215 Certificate II Health Support Services
- HLT33015 Certificate III Allied Health Assistance

Hospitality
- SIT20416 Certificate II Kitchen Operations
- SIT20316 Certificate II Hospitality
- SIT30616 Certificate III Hospitality

To find out more about Fraser Coast TESS' C3G funded courses, visit https://www.tess.org.au/index.html.

AXIOM COLLEGE

Axiom provides quality training outcomes that are current, flexible, convenient, and future ready. Axiom's nationally recognised qualifications and industry respected short courses can be delivered in class, online, in the workplace or at school. Axiom offers the following C3G funded courses to school leavers:

Agriculture
- AHC30716 Certificate III Horticulture
- AHC30916 Certificate III Landscape Construction
- AHC31416 Certificate III Rural Operations

Business
- BSB30115 Certificate III Business
- BSB30215 Certificate III Business Administration

Community and Health
- CHC30113 Certificate III Early Childhood Education and Care
- HLT33215 Certificate III Health Support Services
- CHC33015 Certificate III Individual Support

Other
- ITC30115 Certificate III Information Digital Media and Technology
- SIR30216 Certificate III Retail
- TLI32416 Certificate III Logistics

To find out more about AXIOM College's C3G funded courses, visit https://www.axiomcollege.com.au/certificate-3-guarantee-program/.

CQU

CQUniversity is Australia's largest regional university, a leader in online education and ranked among the world's top 600 universities. CQU is regarded as one of the nation's most inclusive and engaged universities with a wide range of TAFE and uni courses available to study on campus or online.

Agriculture
- ACM20121 Certificate II Animal Care
- AHC30716 Certificate III Horticulture
- AHC31416 Certificate III Conservation and Land Management

Beauty
- SHB20216 Certificate II Salon Assistant
- SHB30115 Certificate III Beauty Services

Business
- BSB30120 Certificate III Business
- FNS30317 Certificate III Accounts Administration

Community
- CHC30121 Certificate III Early Childhood Education and Care
- CHC30221 Certificate III School Based Education Support
- CHC32015 Certificate III Community Services
- CHC33015 Certificate III Individual Support

Health
- HLT33115 Certificate III Health Services Assistance
- HLT35021 Certificate III Dental Assisting
- SIS20115 Certificate II Sport and Recreation

- SIS30315 Certificate III Fitness

Hospitality & Tourism

- SIT30116 Certificate III Tourism
- SIT20416 Certificate III Hospitality

Science

- MSL30118 Certificate III Laboratory Skills

To find out more about CQU's College's C3G funded courses, visit https://www.cqu.edu.au/student-life/student-finances/fees-and-charges/vet-students/subsidised-training/certificate-3-guarantee

Tools and Resources

EXPLORE YOUR CAREER OPTIONS

The College engages with a range of career advising and testing resources to provide students with informed pathway options for senior college and the workforce. The College's aim is to educate students about their vocational and education options to empower them to make the best decision about their senior pathway and beyond.

We know that it can be confusing to know where to start when you are unsure what VET course, apprenticeship, traineeship, or education pathway you would like to take. We hear you and have provided a list of resources below that will help you narrow down your options by aligning your interests and skills to the industry area/s and job roles.

RIVERSIDE PATHWAYS- CAREER OPPORTUNITIES

Riverside Pathway's aim is to provide you with the latest information that will help you make decisions about your future career and your life beyond school.

You can use the Riverside Pathways site to locate a TAFE, University, and any other type of course across Australia, get information about the QCE, search for job vacancies and much more. Riverside Pathways is located on the College website and is available to all students. Feel free to drop in to see the Career Advisor if you have any questions.

YOUR FUTURE CAREER GUIDE

Take a quick quiz on the Your Future Career website to find study, training or job options that support your current career needs or goals. The Your Future Career guide provides information and recommendations for career pathways based on the results of the quiz. The quiz outcomes guide students to provide options for study and work and is a great resource for senior school students.

THE GOOD CAREERS GUIDE

The Good Careers Guide is a multi-platform resource for students and jobseekers commencing their career journey. Featuring more than 500 job descriptions, users can explore occupations based on their interests and traits and learn more about each job's skill and training requirements, employment outcomes and related jobs. Each career also links to relevant courses and education providers.

Every year the Guide is updated with a brand-new look and feel, with new information about the world of work, industry spotlights and tips and advice for career success. The Good Careers Guide is available as a print guide, e-book and website.

SKILLSROAD

Skillsroad is an online career resource for youth and provides career education and resources to support youth in their employment pathways. Skillsroad's aim is to ensure that youth not just to survive, but flourish. And they do this by helping you:

- Secure your skills: use our resources to dip into the world of work and get a clearer picture of what life after Year 12 is really like. You have many options: we help you discover them.
- Secure your strengths: explore your natural skills, passions and which industries, careers and education pathways are best for YOU, using tools such as the Skillsroad Career Quiz, Job Fit Test and 360° VR workplace.
- Secure your space: be empowered to take the next step into the world of work and start forging your own path.

To commence the career testing and to find useful resources such as resume templates, visit the Skillsroad website.

MY FUTURE

Myfuture is Australia's National Career Information Service, managed by Education Services Australia (ESA). This government-funded resource is designed for use by students, teachers, career practitioners, parents and carers.

Myfuture offers unbiased career information that assists with career planning, career pathways and work transitions by providing information for students' career development and additional resources for those who support or influence career choices. Featuring information and resources developed by career experts and professionals, myfuture's theoretical underpinning is inspired by the DOTS model of career education (Law and Watts, 1977). This framework includes four components that are fundamental to career education: self-awareness, opportunity awareness, decision learning and transition learning.

To start career testing, exploring careers and career planning visit the myfuture website.

AUSTRALIAN APPRENTICESHIP PATHWAYS

Australian Apprenticeship Pathways (AAPathways) provides information and resources to students about apprenticeships and traineeships. AAPathways is run by **the Australian Apprenticeships and Traineeships Information Service (AATIS).** Since 1998, AATIS has been the leading source of information on apprenticeships and traineeships. AAPathways have resources for students, job hunters, employers, career advisers and service providers.

The AAPathways website has resources to help increase awareness of Australian Apprenticeships. It can assist people to navigate the complex decision-making process. It also features information for employers looking to recruit, and those who

support students and job hunters. AATIS can be contacted with questions about apprenticeships and traineeships.

Job Opportunities

HOW CAN I FIND A JOB OR SAT?

There are many job search websites out there that you can use to find your next employment opportunity. The popular job seeking websites also include apprenticeships and traineeships however, if you are specifically looking for a school-based apprenticeship or traineeship, visit the ASSN job boards listed below.

CASUAL, PART-TIME OR FULL-TIME JOB OPPORTUNITIES

Career One provides:

- Career advice
- Job search feature
- Course search
- Resume tips
- Register for job alerts

To access the Career One website, visit https://www.careerone.com.au/.

JobSearch provides:

- Job search feature
- Career practitioner support
- Online learning
- Resume tips

To access the JobSearch website, visit https://jobsearch.gov.au/.

Seek provides:

- Job search feature
- Course search
- Volunteering opportunities
- Resume tips
- Register for job alerts

To access the Seek website, visit https://www.seek.com.au/.

Indeed provides:

- Job search feature
- Company reviews
- Career advice
- Register for job alerts

To access the Indeed website, visit https://au.indeed.com/.

Jora provides:

- Job search feature
- Combined searches from other job seeking websites
- Register for job alerts

To access the Jora website, visit https://au.jora.com.

APPRENTICESHIP AND TRAINEESHIP OPPORTUNITIES

Apprenticeships Central provides:

- Apprenticeship vacancies
- Traineeship vacancies
- Mentoring for employees
- Support for women entering non-traditional trades
- Register for job alerts

To access the Apprenticeships Central website, visit https://apprenticeshipcentral.com.au/.

MEGT job board provides:

- Apprenticeship vacancies
- Traineeship vacancies
- Career advice and resources

To access the MEGT website, visit https://www.megt.com.au/job-board

Sarina Russo job board provides:

- Apprenticeship vacancies
- Traineeship vacancies

To access the Sarina Russo website, visit https://sras.jobreadygateway.com.au/vacancies

MAS National job board provides:

- Apprenticeship vacancies
- Traineeship vacancies

To access the MAS website, visit https://mas.jobreadygateway.com.au/vacancies

VET Links and Contacts

SCHOOL ADVISORS

Future Pathways and RTO Compliancy Manager
Rhonda Scullen
rhonda.scullen@riverside.qld.edu.au

RTO Manager (on leave to 2024)
Bronte Hose
Bronte.hose@riverside.qld.edu.au

Head of Senior College
Tonya Holder
Tonya.holder@riverside.qld.edu.au

EXTERNAL VET TRAINING CONTACTS

Department of Youth Justice, Employment, Small Business and Training
Phone: 1300 369 935
Email: info@desbt.qld.gov.au

Queensland Training Ombudsman
Phone: 1800 773 048
Email: info@qto.qld.gov.au

Australian Skills Quality Assurance (ASQA)
Phone: 1300 701 801
Email: enquiries@asqa.gov.au

Queensland Curriculum Assessment Authority (QCAA)
Phone: (07) 3864 0381
Email: VET@qcaa.qld.edu

APPRENTICESHIP & TRAINEESHIP CONTACTS

Apprenticeships Info
Telephone 1800 210 210
Email: info@dsebt.qld.gov.au

Apprenticeship Support Australia
Telephone 1300 363 831
Email: info@apprenticeshipsupport.com.au

Busy At Work
Telephone 13 28 79
Email: busy@busyatwork.com.au

MAS Experience
Telephone 1300 627 628
Contact MAS Experience

MEGT
Telephone 13 69 63
Email: info@megt.com.au

Sarina Russo Job Access (Australia) Pty Ltd
Telephone 13 15 59
Email: webquery@sarinarusso.com.au

REGISTERED TRAINING ORGANISATION (RTO) CONTACTS

Australian Trade Training College
Phone: (07) 1300 017 199
Phone: 07 3414 5999
Email: training@attc.org.au
Contact us: https://attc.org.au/about-us/contact-us/

AXIAL Training Pty Ltd
Phone: 1300 729 425
Email: schools@axial.edu.au

AXIOM College
Phone: 1800 114 419
Email: info@axiomcollege.com.au

CQU
Phone: 13 27 86
Contact CQU

CTA Training Specialists
Phone: (07) 3878 7291
Email: online@ctatraining.com.au

MTA Queensland
Phone: (07) 3237 8777
Email: info@mtaq.com.au

TAFE Queensland
Phone: 1300 308 233
Contact TAFE QLD