

VET in the VCE FURNISHING

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



21278VIC Certificate II in Furnishing (Pre-apprenticeship Cabinet Making)

October 2004

This program booklet must be used in conjunction with the course accreditation document

Acknowledgments

The Victorian Curriculum and Assessment Authority gratefully acknowledges the work of the following people in the preparation of this booklet:

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Donna Ayers	Penola Catholic College
Jane Clancy	Curriculum Maintenance Manager – Holmesglen Institute of TAFE
Mary Cushnahan	Kangan Batman Institute of TAFE
David Doolan	Orbost Secondary College
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David Green	Mooroolbark College
Henry Johnson	Kangan Batman Institute of TAFE
Mark Kelly	Furnishing Training Victoria
Bryan Langworthy	Box Hill Institute of TAFE
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Published by the Victorian Curriculum and Assessment Authority

41 St Andrews Place Victoria 3002

ISBN 1 920992 10 3

First published 2004

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The artwork on the cover has been reproduced from 1998 VCE student work:

Clare James

'Can Opener' 1998 (detail)

Ink, gouache and oil stick on paper

188 x 152.5 cm

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Introduction

VCE VET programs are vocational certificates approved by the Victorian Curriculum and Assessment Authority (VCAA) as appropriate for senior secondary school students, fully integrated within the VCE and endorsed for recognition in the VCE by the Victorian Qualifications Authority (VQA).

VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable vocational education and training certificate.

VCE VET programs:

- are fully recognised within the Unit 1–4 structure of the VCE and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies.
- may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
- function within the National Training Framework.

NATIONAL TRAINING FRAMEWORK

The two key elements of the National Training Framework are the Australian Quality Training Framework (AQTF) and training packages. Under the AQTF, Registered Training Organisations (RTOs) are responsible for the assessment and certification of training qualifications, regardless of whether programs are curriculum based or based on training packages.

National training packages are agreed to by Industry Skills Councils (formerly Industry Training Advisory Bodies) and endorsed by the Australian National Training Authority (ANTA). Training packages consist of a set of competency standards, assessment guidelines and national qualifications that apply across an industry. These packages underpin delivery of training by RTOs and industry.

The 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making) is largely drawn from the LMF02 Furnishing Training Package.

The 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making) has been accredited by the VQA as a nationally recognised qualification.

PROGRAM REVISION

This program booklet replaces the VCE VET Furnishing booklet published in September 1999. The enhanced recognition status of VCE VET programs and the accommodation of the requirements of assessment for Study Score purposes are reflected in this program booklet. For the new 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making), the units of competence have been grouped to form Units 1–2 and a Unit 3–4 sequence for VCE recognition purposes.

ARRANGEMENTS FOR CONTINUING STUDENTS

Students enrolled in the VCE VET Furnishing program in 2004 or earlier, should complete their program under the arrangements outlined in the VCE VET Furnishing booklet published in September 1999. No new students may enrol in 2202ACC Certificate II in Furnishing (Furniture Manufacturing – Pre-apprenticeship) in 2005 and beyond.

STUDENTS COMMENCING IN 2005

All students commencing the 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making) in 2005 must comply with the requirements outlined in this booklet.

Program details

AIMS

The aims of the VCE VET Furnishing program are to:

- provide participants with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the furnishing industry
- enable participants to gain a recognised credential and make a more informed choice of vocation and career paths.

COMPLETION REQUIREMENTS

The following information needs to be read in conjunction with the accredited curriculum document for the 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making).

Structure of the qualification

The Certificate II in Furnishing is comprised of 17 compulsory core units of competence (including an Industry Placement module) and elective units of competence to make up the minimum duration of the certificate.

The 21278VIC Certificate II in Furnishing (Pre-apprenticeship) is available to the training system in three industry sector streams:

- Cabinet Making
- Wood Machining
- Furniture Polishing.

The VCE VET program offers the Cabinet Making stream only.

VCE VET PROGRAM STRUCTURE

Two programs are provided to allow for two exit points:

- Program 1 allows for partial completion of the 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making), including a Unit 3–4 sequence for VCE satisfactory completion purposes. There are no electives in this program.
- Program 2 allows for completion of the whole 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making), including a Unit 3–4 sequence for VCE satisfactory completion purposes (refer to page 10, ‘Recognition within the VCE’). Two electives are prescribed in this program, resulting in 19 compulsory units of competence for the full certificate.

PROGRAM DURATION

Program 1 – partial completion involves a nominal duration of 412 hours.

Program 2 – completion of the certificate involves a nominal duration of 744 hours of training, including 114 hours of mandatory industry placement.

The nominal hours attached to each unit of competence are calculated by the Office of Training and Tertiary Education (OTTE) for funding purposes. They are a guide only, and the actual duration of the training required is affected by students' readiness to be assessed for the particular unit of competence.

It is important to note that the allocation of nominal hours for each unit of competence is intended to cover both delivery and assessment.

PROGRAM 1: CERTIFICATE II IN FURNISHING (PRE-APPRENTICESHIP IN CABINET MAKING)**Partial completion**

VCE VET Units 1-2		
Code	Unit of competence	Nominal Hours
LMFCR0001A	Follow safe working policies and practices	40
LMFFM1001A	Construct a basic timber furnishing product	100
LMFFM2006A	Hand make timber joints	40
LMFFM2005A	Join solid timber	8
LMFFF2004A	Prepare surfaces for finishing	24
	Subtotal	212
VCE VET Units 3-4		
LMFCR0003A	Carry out measurements and calculations	20
LMFFM2002A	Assemble furnishing components	20
LMFFM2001A	Use furniture making sector hand and power tools	40
LMFFM3002A	Construct furniture using leg and rail method	64
LMFFM3012A	Prepare cutting list from plans and job specification	16
LMFFM2007A	Follow plans to assemble production furniture	16
LMFGN3001A	Read and interpret documents	24
	Subtotal	200
	TOTAL	412

Note: There are no electives in this program

PROGRAM 2: CERTIFICATE II IN FURNISHING (PRE-APPRENTICESHIP IN CABINET MAKING)**Full completion**

VCE VET Units 1–2		
Code	Unit of competence	Nominal Hours
LMFCR0001A	Follow safe working policies and practices *	40
LMFFM1001A	Construct a basic timber furnishing product	100
LMFFM2006A	Hand make timber joints	40
LMFFM2005A	Join solid timber	8
LMFFF2004A	Prepare surfaces for finishing	24
ABC501	Introduction to the furnishing industry	8
LMFCR0002A	Communicate in the workplace	20
LMFCR0004A	Work effectively with others	15
LMFFM2010A	Set up, operate and maintain basic static machines	56
LMFGN2002A	Move and store materials and products	16
TDTD397B	Handle dangerous and hazardous goods	40
ABC999	Industry placement	114
Electives: Choose units of competence to comprise a minimum of 63 hours		
LMFFM2003A	Select and apply hardware	16
LMFFM2004A	Apply sheet laminates by hand	8
LMFFM2011A	Apply manufactured board conversion techniques	16
LMFFM2012A	Set up, operate and maintain pressure and clamping machines	20
LMFFM3012A	Set up, operate and maintain drilling machines	24
BSBCM207A	Operate a personal computer	40
LMFGG2002A	Apply first aid	8
		Subtotal
		544
VCE VET Units 3–4		
LMFCR0003A	Carry out measurements and calculations	20
LMFFM2002A	Assemble furnishing components	20
LMFFM2001A	Use furniture making sector hand and power tools	40
LMFFM3002A	Construct furniture using leg and rail method	64
LMFFM3012A	Prepare cutting list from plans and job specification	16
LMFFM2007A	Follow plans to assemble production furniture	16
LMFGN3001A	Read and interpret documents	24
		Subtotal
		200
		TOTAL
		744

* *LMFCR0001A Follow safe working policies and practices* is a prerequisite for *ABC999 Industry placement*

SEQUENCE

In order for students to be able to satisfactorily complete the Unit 3–4 sequence in a single year, all the units of competence designated at Unit 3–4 level must be available to be undertaken in the same enrolment year.

However, for:

- *LMFFM2001A Use furniture making sector hand and power tools*
- *LMFCR0003A Carry out measurements and calculations*
- *LMFGN3001A Read and interpret documents*

it is expected that students will undertake the training for these units of competence over the length of the program, but the assessment for these units should occur in the year in which the student is enrolled in the Unit 3–4 sequence.

LMFCR0001A Follow safe working policies and practices, is a prerequisite for *ABC999 Industry placement* and must be delivered prior to any structured workplace learning.

Schools are advised that the Unit 3–4 sequence is not designed as a stand-alone study. The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The foundation knowledge and skills for the ability to function effectively in the workplace are often acquired in the early stages of the training program and are necessary for the achievement of competence in other areas of the program. A student may have great difficulty in achieving competence in the specified areas without first having undertaken training in the foundation or core units of competence. The strong advice and assumption of industry bodies is that the value of the training will be compromised unless based on the foundation skills specified by industry for each qualification.

STUDY SCORE

A Study Score is available for students undertaking the Unit 3–4 sequence of this program in 2006. To be eligible for a Study Score students must:

- achieve all the units of competence designated as the Unit 3–4 sequence
- be assessed in accordance with the tools and procedures specified in the VCE VET Furnishing Assessment Guide, to be published by the VCAA
- undertake an examination in the end-of-year examination period, based on the underpinning knowledge and skills in the units of competence advised by the VCAA.

STRUCTURED WORKPLACE LEARNING (SWL)

The VCAA has determined that SWL is an appropriate and valuable component of all VCE VET programs. SWL complements the training undertaken at the school/RTO. It provides the context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competence, as determined by the RTO
- increase of employment opportunities and marketability.

The VCE VET Furnishing Program 2 contains a mandatory industry placement module – *ABC999 Industry placement*. This module requires 114 hours in a furnishing workplace and must be completed to achieve the qualification. The industry placement module may be spread over two years.

In Program 1 of the VCE VET Furnishing Program, SWL is strongly recommended; however, the duration of the work placement is at the principals' discretion. Hours spent in the workplace should be documented as a contribution to the completion of the industry placement module, in order to facilitate credit if the student wishes to complete the full certificate later.

The school/RTO should keep evidence of the student's structured workplace learning which may take place over weekends and during school holidays as well as during the school week.

Under the new SWL arrangements outlined in Ministerial Order 23, students undertaking SWL must first complete the Occupational Health and Safety (OH&S) training relevant to the workplace before commencing their SWL placement. In the situation where assessment of OH&S units of competence is conducted in the workplace, all training up to assessment stage must be completed before the student commences SWL.

LMFCR0001A Follow safe working policies and practices must be undertaken prior to SWL and prior to *ABC999 Industry placement*.

Local community partnerships

'SWL has grown rapidly in recent years. So that industry is not overwhelmed with requests, clusters of government and non-government schools work together with business to maximise the benefits of SWL. Clusters usually operate through a 'local community partnership' which employs staff specifically to coordinate placements and monitor their quality. Local community partnerships are often incorporated bodies with a board of management with representatives from education, industry and the community. The partnerships previously funded through the Enterprise and Career Education Foundation are now funded and managed by the Australian Government Department of Education, Science and Training. There are over 200 partnerships across Australia.

The Curriculum Corporation website provides support for SWL programs including case studies: www.curriculum.edu.au

Sourced from the Department of Education, Science and Training website:
www.dest.gov.au

OCCUPATIONAL HEALTH AND SAFETY

Schools/RTOs must ensure that occupational health and safety issues are fully addressed in the training program. To assist principals in meeting the schools' responsibilities for students in SWL, delivery of training for the unit of competence *LMFCR0001A Follow safe working policies and practices* must be completed before students begin their structured work placement.

Students must be informed of the significance of work related hazards. They must understand the need for, and the nature of, workplace risk controls such as safe working procedures and the use of personal protective clothing.

Schools must also be satisfied, through their review of the acknowledgment provided by employers in the SWL Arrangement Form, that the workplace in question and the activities proposed will not expose a student to risk during their structured work placement.

Employers must view their duty of care toward students as essentially no different from that owed to their employees. They must understand that students cannot be expected to possess the judgment or maturity to undertake any task which presents potential risk. This means that no student may be exposed at any time to dangerous plant, equipment, substances, work environments or work practices.*

On the first morning of their placement, students should be introduced to their supervisor and provided with a formal induction to the workplace. This will include first aid, emergency and incident reporting arrangements. The student should be given an 'orientation tour' of the workplace and any excluded areas or activities should be pointed out.

Close supervision of students undertaking SWL is essential. Supervisors nominated by the employer must understand all requirements for safely managing the student's activities.

These websites may provide useful resources for schools/RTOs:

www.worksafe.vic.gov.au/dir090/vwa/home.nsf/pages/worksafe_home

www.ohs.labour.net.au/youthsafe/safety_first/index.html

* Employers should be provided with the Department of Education and Training Structured Workplace Learning Guidelines for Employers, which sets out their responsibilities and provides information to assist them with induction and supervision of students. This is available on the Sofweb website: www.sofweb.vic.edu.au.

Recognition within the VCE

VCE VET UNIT ENTITLEMENT

The VCE VET Furnishing program provides a Unit 3–4 sequence for satisfactory completion purposes.

Students undertaking Program 1 (partial completion) are eligible for credit of up to four VCE VET units towards satisfactory completion: two units at Unit 1–2 level and two units at Unit 3–4 level.

Students undertaking Program 2 (full completion) are eligible for credit of up to seven VCE VET units towards satisfactory completion: five units at Unit 1–2 level and two units at Unit 3–4 level.

Students may accumulate VCE VET units over more than one year.

DUPLICATION

VCE VET units may only make the maximum available contribution towards satisfactory completion of the VCE where no significant duplication exists between the VCE VET program and VCE studies or another VET certificate in a student's program.

Where significant duplication does exist, students may enrol in the VCE VET program and the VCE studies or other VET certificate identified, but a reduced VCE VET unit entitlement will then apply.

No significant duplication has been identified between VCE VET Furnishing and other VCE or VCE VET studies.

EQUIVALENT NATIONAL TERTIARY ENTRANCE RANK (ENTER)

The ENTER is calculated by the Victorian Tertiary Admissions Centre (VTAC), subject to satisfactory completion of the VCE and using the Study Scores students have received for a specified set of VCE studies.

The contribution of the VCE VET Furnishing program to the ENTER is as follows:

- Any contribution to the ENTER is subject to satisfactory completion of the Unit 3–4 sequence.
- A Study Score is available for this program in 2006. The Study Score will contribute directly to the ENTER, either as one of the student's best four studies ('the primary four') or as a fifth or sixth study.
- A contribution to the ENTER is subject to receiving a Study Score.
- Students may choose not to receive a Study Score, but in that case will not be eligible for any ENTER contribution.

For further information on the calculation of the ENTER, refer to the VTAC website:
www.vtac.edu.au

Recognition within the VCAL

The Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making) is available for students who are enrolled in the VCAL.

The contribution of the Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making) to a student's VCAL program is determined by the number of units of competence completed. Each 100 hours of training will contribute one unit towards satisfactory completion of a student's VCAL program. The Certificate II in Furnishing will satisfy learning outcomes for the Industry Specific Skills and Work Related Skills strands.

The Certificate II in Furnishing (Pre-apprenticeship in Cabinet Making) may contribute to the VCAL at the Foundation, Intermediate or Senior level.

Delivery and assessment

VCE VET programs function within the AQTF, so that students may be eligible for nationally recognised qualifications or gain credit toward those qualifications.

ROLE OF REGISTERED TRAINING ORGANISATIONS

Under the AQTF, all quality assurance requirements in relation to training delivery, assessment and certification are the responsibility of RTOs. RTOs are responsible for issuing qualifications and Statements of Attainment.

The AQTF has a number of requirements of RTOs including the following:

- documented systems for quality training and assessment
- conduct of an internal audit at least annually
- documented agreements with other organisations when they provide training or assessment in partnership
- written procedures for recruitment, induction and professional development of staff, as well as induction programs
- use of trainers and assessors with specified competencies
- explicit requirements for quality assurance in assessment.

The detailed standards for RTOs under the AQTF are available from the following website: www.anta.gov.au/aqtfStandards.asp

In particular, Standard 7.4 addresses the issue of suitably competent staff to deliver training:

‘The RTO must ensure that training is delivered by a person who:

- i. has all the competencies in the Certificate IV from the Training Package for Assessment and Workplace Training (or has demonstrated the equivalent competencies) or who is under direct supervision* of a person with these competencies; and
- ii. is able to demonstrate vocational competence at least to the level of those being delivered.

**Direct supervision is achieved when a person delivering training on behalf of the RTO has regular guidance, support and direction from a person designated by the RTO who has the competencies in Standard 7.4 (i) and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all the training delivery.’*

RTOs may be TAFE institutes, private providers, group training companies, industry organisations, schools and enterprises.

Assessment may be conducted only by or under the auspices of an RTO. Cooperative arrangements may be established between schools and RTOs for the delivery and assessment of components of a training program. A school not registered as an RTO but intending to deliver training must do so under the auspices of an RTO.

Schools need to be assured that training providers are registered before entering an arrangement. A list of RTOs is available from Department of Education and Training regional offices, OTTE or the National Training and Information Service:

www.ntis.gov.au

For further information refer to ‘Registration’, on page 20.

DELIVERY OPTIONS

Schools may consider two main options for the delivery of VCE VET programs.

Option 1: School and RTO partnerships

School and RTO partnerships may work in the following ways:

- shared delivery
- delivery on behalf of the school by the RTO
- delivery by the school of the whole program, under the auspices of the RTO.

Schools can negotiate with an RTO to deliver components of the program, where the school can demonstrate access to suitable staffing and resources. The RTO may also auspice the school to gather evidence for assessment or to conduct assessment of the components delivered by the school.

A school in partnership with an RTO is not required to register as a training organisation, because any delivery by the school will be auspiced by the RTO.

A school may arrange for an RTO to deliver and assess the entire program.

Schools are responsible for enrolling their students with the VCAA and for entering student results on the Victorian Assessment Software System (VASS) according to VCE timelines.

Option 2: Schools as RTOs

Schools may apply to the OTTE through a Training Recognition Consultant to become an RTO for the provision of specified qualifications. A summary of registration requirements and contact details for registration is provided later in this booklet.

Schools that register to deliver training become responsible for all elements of delivery, assessment and quality assurance, as well as the awarding of Certificates and Statements of Attainment.

A school registered as an RTO is responsible for enrolling its students with the VCAA in the relevant certificate and units of competence and for entering results on VASS when units of competence have been achieved. The school is also responsible for provision of enrolment, results and other data within the training sector.

DELIVERY IN SCHOOLS

Two modes of delivery are possible in the school context:

1. The delivery may be conducted through separate, timetabled classes dedicated to VET training, where there are enough students enrolled in the specific VCE VET program.
2. The school may timetable the delivery of training within the time allocated to one or more VCE studies which provide an appropriate delivery setting for the VET training. Students need not necessarily be enrolled in the VCE studies. This is most suited to provision for a small group of students wishing to complete a VET certificate. The school must ensure that the VET training requirements are met separately from the VCE outcomes. The assessment tasks and evidence of achievement of units of competence must be separately demonstrated and recorded.

This option may work in two ways:

- The VCE studies may offer an appropriate delivery setting for achievement of the units of competence. Some aspects of both the VCE and VET may be integrated, while others may have to be delivered through separate learning activities.
- Where there is a high degree of comparability between the VET competencies and the VCE unit outcomes, the delivery of the VET training may be integrated with the VCE study. Students must undertake separate assessments in order to meet the VET requirements and VCE outcomes. The gathering of evidence for the achievement of units of competence may occur within the school if the RTO partner is satisfied that the school has the necessary resources and expertise.

It is the responsibility of the RTO to ensure that all units of competence required for a particular VET qualification are achieved to the standard specified by the performance criteria, and are assessed according to the assessment guidelines specified in each unit of competence.

It is possible for providers to deliver the training programs in an appropriately simulated environment, as long as the contexts for assessment as described in the accreditation document are complied with.

Note: When simulations are used for assessing competence, it is vital that they are set up to reflect real activities and conditions. Simulations must be devised, set up and operated with care, as simulations are a source of performance evidence of how the activity was carried out. The costs of setting up a valid simulation can be considerable, therefore simulations should not be considered as an inexpensive alternative.

Some elements of units of competence may be best delivered and assessed in the workplace. This may be facilitated through structured workplace learning arrangements or projects.

The following table provides advice on the VCE studies that may provide an appropriate context for delivery of some components of the VET training. Information provided is based on current practice. All such arrangements are subject to agreement with the RTO responsible for issuing the certificate. Schools may negotiate with RTOs to deliver other components of the training within VCE resources, if training and quality assurance requirements can be met. The RTO remains responsible for assessment (refer to page 15 under 'Assessment').

Unit of competence		Appropriate delivery context
ABC501	Introduction to the furnishing industry	Industry and Enterprise Studies Units 1–2
LMFCR0001A	Follow safe working policies and practices	
LMFCR0004A	Work effectively with others	
LMFFM2001A	Use furniture making sector hand and power tools	Systems and Technology Units 1–4 Design and Technology Units 1–4
LMFFM2005A	Join solid timber	
LMFCR0003A	Carry out measurements and calculations	Further Mathematics Foundation Mathematics General Mathematics
BSBCM207A	Operate a personal computer	VCE VET Certificate II in Information Technology Information Technology Units 1–2

DELIVERY IN THE WORKPLACE

Schools and RTOs may arrange for delivery of training and assessment to occur in the workplace.

If a school or RTO wishes particular components of the training to be delivered and outcomes assessed in the workplace, the following industry requirements apply:

- Delivery and assessment strategies and relevant responsibilities should be clearly communicated to all parties (school, RTO, employer and student) to ensure that all roles in the delivery and assessment process are understood.
- There is appropriate workplace supervision and training in relation to the specific units of competence delivered in the workplace.
- The person responsible for the structured workplace learning must have competence at the certificate level being delivered or higher.
- Assessment in the workplace requires a qualified workplace assessor with relevant industry experience, or the assessment may be conducted by a workplace assessor in cooperation with the workplace supervisor.

ASSESSMENT

Training packages have specific requirements regarding demonstration of competence and appropriate assessment of competence. These requirements are detailed in each unit of competence under the sub-headings Performance Criteria, Range of Variables and Evidence Guide. Teachers should give careful consideration to the details of these sections when planning programs.

Assessment of units of competence is the responsibility of the RTO. A school that is not an RTO may be auspiced by an RTO to conduct the assessments, either in an appropriate simulated environment or in conjunction with the supervisor in the workplace.

For further information, refer to AQTF Standard 7. A copy of the Standards can be downloaded from the AQTF website:
www.anta.gov.au/aqtfStandards.asp

In particular, Standard 7.3 addresses the issue of suitably competent staff to conduct assessments:

‘The RTO must ensure that assessments are conducted by a person who has:

- i. the following competencies from the Training Package for Assessment and Workplace Training, or demonstrated equivalent competencies:
 - a BSZ401A Plan Assessment
 - b BSZ402A Conduct Assessment
 - c BSZ403A Review Assessment; and
- ii. relevant vocational competencies, at least to the level being assessed.’

Resources

Program providers require access to the course accreditation document for 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making). All delivery resources and examples should be industry-focused and relevant to current industry practice.

A list of resources and required facilities for each unit of competence is included in the course accreditation document.

Learning resources for core units of competence are available from TAFE Frontiers. Light Manufacturing Training Australia and Australian Training Products have training and assessment resources for other units of competence. Contact details for these organisations can be found on page 21 under ‘Useful contacts and information sources’.

Furniture making resources are also available from:

The Manager

Centre for Training Materials

Department of Employment and Training (Queensland)

LMB 527 GPO

Brisbane QLD 4001

Tel: (07) 3237 0045

Fax: (07) 3404 3059

Email: ctm@det.qld.gov.au

TAFE Resource Distribution

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Yagoona NSW 2199

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Website: www.lg.tafensw.edu.au/rdc/

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TAFE providers recommend the following texts:

Joyce, E 1989, *Encyclopedia of Furniture Making*, Sterling Publishing Company, New York, ISBN 0806964413.

Walton, JA 1979, *Woodwork in Theory and Practice*, Random House, Sydney, Australia, 6th edn (metric) revised, ISBN 090088262X.

Administration

ENROLMENTS

It is the responsibility of the student's home school to administer the VCE VET program and all aspects of VCE VET enrolment and results on VASS. A student must be enrolled in all units of competence by the home school, regardless of where the training is delivered and competence assessed.

Schools must enrol students in the VCE VET program as follows:

1. Enrol all students undertaking **either** Program 1 **or** program 2 in the 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making).
2. Enrol students in the units of competence they are expecting to achieve in that year. If a student does not achieve a unit of competence and wishes to continue in a following year, the student must be re-enrolled in that year.
3. Ensure that students expecting to satisfactorily complete a Unit 3–4 sequence in that year have been enrolled in the units of competence comprising the Unit 3–4 sequence.

For further information on undertaking a Study Score in 2006, schools are referred to the *Furnishing Assessment Guide*, to be published by the VCAA.

Schools do not need to enrol students in VCE VET units. Enrolment or withdrawal of a student from a VCE VET unit occurs automatically via enrolment in or withdrawal from the units of competence.

RECORDING RESULTS

Achievement of units of competence

To achieve a unit of competence, a student must be assessed competent for all the elements of that unit. Schools are required to record the student's achievement of all units of competence on VASS.

Results must be entered on VASS in time to meet the VCAA deadlines. Refer to the current VCE and VCAL Administrative Handbook for the due date. It is the responsibility of the home school to ensure that all results from other providers are accurate and received in time to be entered on VASS.

Schools and RTOs must ensure that records are kept of individual student achievement for all units of competence in the program.

VCE VET UNIT COMPLETION

Enrolment in units of competence automatically leads to enrolment in VCE VET units. As units of competence are recorded as completed, completion of VCE VET units is automatic.

REPORTING

VCE VET units are reported on the student's VCE or VCAL Statement of Results, together with other VCE units or VCAL units completed. Students will also receive from the VCAA a separate VET Statement of Results listing all units of competence achieved.

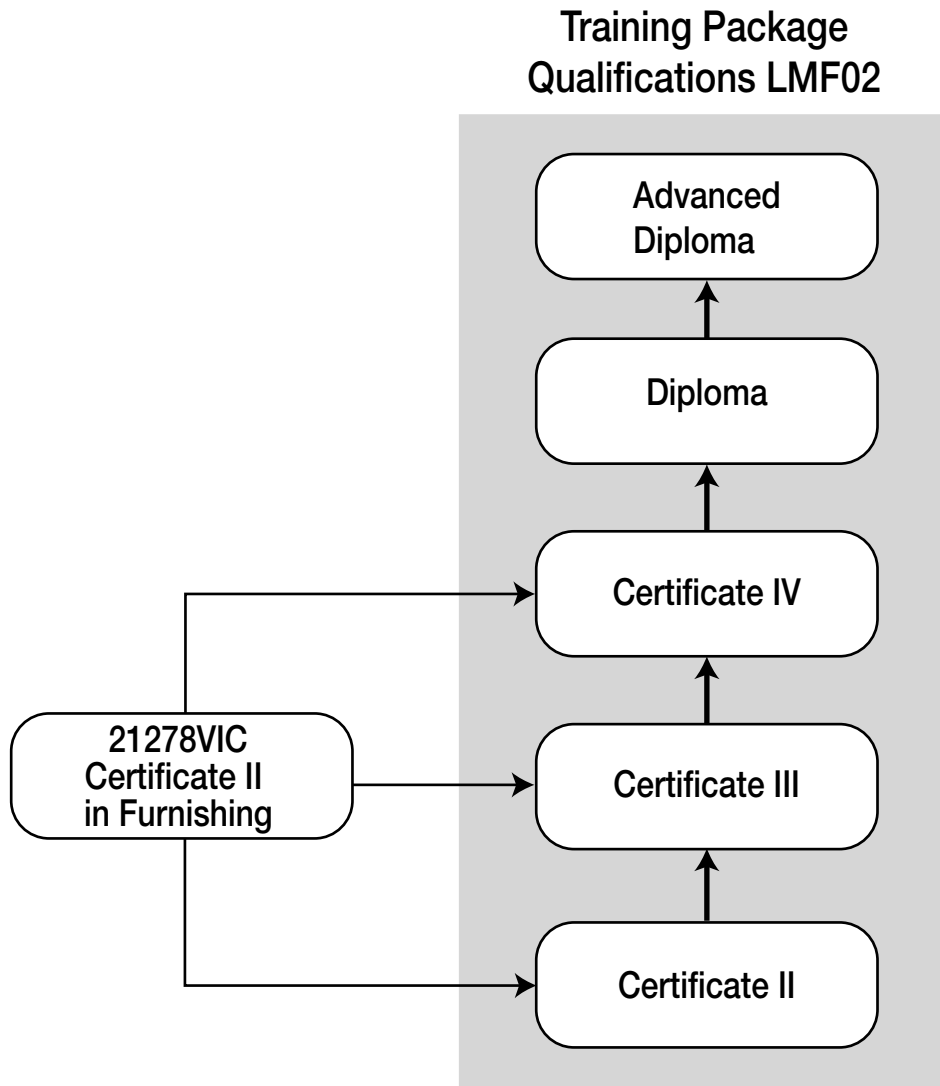
The student receives 'S' for each unit of competence achieved. The VET Statement of Results includes only units of competence for which the student has been awarded an 'S'.

CERTIFICATION

Students who complete all the requirements of a program will be awarded a certificate by the RTO. Partial completion is recorded on a Statement of Attainment issued by the RTO.

Articulation and pathways

The 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making) contains units of competence from the LMF02 Furnishing Training Package. Students who complete either Program 1 or Program 2 may articulate into higher qualification levels of the training package.



Registration

Under the AQTF, only RTOs may issue VET qualifications.

In order to comply with these arrangements, a school offering VCE VET programs has two options: to form a partnership with an RTO, or to register through OTTE as an RTO in its own right.

Registration of training organisations in Victoria is the responsibility of the VQA. RTOs are subject to guidelines and procedures promulgated by the VQA, which are administered by OTTE.

If a school elects to become an RTO, OTTE registration requirements must be met. There are two elements to the registration requirements:

- qualification-specific information (teacher qualifications, facilities, equipment)
- infrastructure (including reporting and recording systems, codes of practice, grievance procedures, policies for Recognition of Current Competence/Prior Learning).

The application form for RTO registration and conditions of registration are available from:

Office of Training and Tertiary Education.
Higher Education and Regulation Division

Tel: (03) 9637 2762

Fax: (03) 9637 2520

Website: www.otte.vic.gov.au

Useful contacts and information sources

Course accreditation document

Schools intending to offer the VCE VET Furnishing program are required to use the course accreditation document for 21278VIC Certificate II in Furnishing (Pre-apprenticeship – Cabinet Making).

The course accreditation document provides the details on certificate completion requirements and each unit of competence and assessment requirements. Schools may obtain the course accreditation document and training and assessment support materials from:

Curriculum Maintenance Manager – Building, Construction and Furnishing

Ms Jane Clancy
 Holmesglen Institute of TAFE
 PO Box 42
 CHADSTONE VIC 3148
 Tel: (03) 9564 1987
 Fax: (03) 9564 1538
 Email: janecl@holmesglen.vic.edu.au

Further information may also be available at:

Furnishing Training Victoria

PO Box 651
 CARLTON SOUTH VIC 3053
 Tel: (03) 8662 4221
 Fax: (03) 9639 9811
 Email: mark@vfitb.org.au
 Website: www.vfitb.org.au

Other sources of implementation advice

The following is a list of contacts for additional information and advice.

VCE VET program structure

Victorian Curriculum and Assessment Authority
 Vocational Education – Curriculum Branch
 Tel: (03) 9651 4458
 Fax: (03) 9651 4324
 Email: vet.vcaa@edumail.vic.gov.au
 Website: www.vcaa.vic.edu.au/vet

TAFE Frontiers

Level 3 620 Bourke Street
MELBOURNE VIC 3000
Tel: (03) 9670 8123
Fax : (03) 9670 8125
Website: www.tafefrontiers.com.au

VCAL program structure

Victorian Curriculum and Assessment Authority
VCAL Unit – Curriculum Branch
Tel: (03) 9651 4532
Fax: (03) 9651 4324
Email: vet.vcaa@edumail.vic.gov.au
Website: www.vcaa.vic.edu.au/vet

Student enrolment

Victorian Curriculum and Assessment Authority
VASS Unit
Hotline (metro): (03) 9651 4482
Hotline (country):1800 827 721
Fax: (03) 9651 4324
Email: vass.support@edumail.vic.gov.au

VCE certification/eligibility

Victorian Curriculum and Assessment Authority
Student Records and Results Unit
Hotline (metro): (03) 9651 4402
Hotline (country):1800 653 045
Fax: (03) 9651 4324

VET certification/eligibility

The RTO is responsible for certification.

Program support

Department of Education and Training
Post Compulsory Pathways Branch
Office of Learning and Teaching
Tel: (03) 9637 2314
Fax: (03) 9637 2160
Website: www.sofweb.vic.edu.au

Registration

VET Provider Registration Branch
Office of Training and Tertiary Education
Tel: (03) 9637 2762
Fax: (03) 9637 2520
Website: www.otte.vic.gov.au

Tertiary entrance requirements

Victorian Tertiary Admissions Centre
Tel: 1300 364 133
Website: www.vtac.edu.au

Victorian Curriculum and Assessment Authority publications

The VCAA Bulletin (published monthly excluding January) provides administrative information and documents developments in VET in the VCE. Schools should ensure relevant information is circulated to appropriate staff and distributed to RTO partners.

VCE and VCAL Administrative Handbook (for the current year)
Also refer to VASS Help Screens for advice

Glossary

Auspice

A process whereby an RTO authorises delivery and/or assessment to be carried out by industry, individual enterprises or schools.

Australian Quality Training Framework (AQTF)

A set of nationally agreed standards ensuring the quality of vocational education and training services throughout Australia. Includes processes for registering training organisations as a quality assurance mechanism for the training system. The AQTF is the name given to the revised Australian Recognition Framework.

Australian Qualifications Framework (AQF)

The Australian Qualifications Framework is set of descriptors that determine the level of the qualification. The level depends on the depth and complexity of the work and the degree of autonomy involved.

Competency standards

Competency standards are statements which define the skills and knowledge needed for effective work performance at the standard required in the workplace. These standards have been agreed nationally by industry advisory bodies across Australia and are part of the national training packages endorsed by ANTA. The standards define the required training outcomes and outline what must be demonstrated before a candidate may be assessed competent.

Curriculum Maintenance Managers (CMMs)

The role of the CMM is to maintain the stock of Victorian Crown copyright curriculum and to provide advice on training packages. The CMMs function is carried out by staff located within TAFE institutes in Victoria. They are recognised as officers of OTTE.

Industry Skills Councils (formerly Industry Training Advisory Bodies – ITABs)

Industry Skills Councils support the development and implementation of training products, including training packages and provide the VET sector with information on current and future skill needs and training requirements.

National Training Framework

This is the system of vocational education and training that applies nationally. It is made up of the Australian Quality Training Framework and nationally endorsed training packages.

Office of Training and Tertiary Education (OTTE)

OTTE is responsible for the planning, regulation and delivery of a range of education and training programs and services in Victoria.

Registered Training Organisation (RTO)

A nationally recognised provider of training registered with the relevant State/Territory Training Authority (in Victoria through the VQA).

Training package

A set of documents that sets out the training framework determined by industry for an industry sector. National competency standards, assessment guidelines and national qualifications form the endorsed components of training packages. Assessment materials, learning strategies, and professional development materials may support these as non-endorsed components.

Unit of competence

A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required in industry. Units of competence are divided into elements, each with performance criteria and a guide to the evidence on which assessment of competence should be based.

Victorian Assessment Software System (VASS)

An Internet-based system used by schools to enter VCE and VCAL enrolments and results directly onto the VCAA central database.

VCE unit

A unit of study within the VCE, normally undertaken over one school semester and contributing towards the satisfactory completion of VCE.

VCE VET unit

A group of VET units of competence or curriculum based modules deemed to be equivalent to one VCE unit.

Vocational Education and Training (VET)

A generic term, applying both to the training sector generally and to a variety of forms of post-compulsory education and training, which focuses on the development of work-related competencies that provide pathways into employment and further training.

VET in the VCE

A set of vocational certificates approved by the VCAA as appropriate for delivery within a school's VCE program. This is part of the Victorian implementation of a national initiative, VET in Schools, supporting the provision of vocational education and training programs for secondary school students.

Victorian Qualifications Authority (VQA)

The Victorian Qualifications Authority is responsible for all qualifications issued in Victoria, the registration of training providers and accreditation of all post-compulsory courses except higher education courses.