

VET in the VCE CISCO NETWORKING ACADEMY PROGRAM

April 2005

This program booklet must be used in conjunction with the resources and requirements of the Cisco Networking Academy Program and the nationally endorsed UTE99 Electrotechnology Industry Training Package.

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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 satisfactory completion of the Victorian Certificate of Applied Learning (VCAL).
- function within the National Training Framework.

CISCO Networking Academy Program

The Cisco Networking Academy Program is an international training system allowing educational institutions to deliver a range of ‘vendor’ training programs developed by Cisco Systems. It is delivered under contract by organisations known as Cisco Local Academies. A Local Academy may be a secondary school, a TAFE institute, a university, or other non-profit public education institution.

The Cisco Networking Academy’s curricula includes the Cisco Certified Networking Associate (CCNA) program. For the purposes of this booklet the Cisco Networking Academy Program is referred to as the CCNA program.

Mapping to nationally recognised training

The Cisco Networking Academy Program has been mapped to specific units of competence contained within the national *UTE99 Electrotechnology Industry Training Package*. In order for students to receive a contribution towards satisfactory completion of the VCE, students must be enrolled in and complete these specific units of competence that have been mapped to the Cisco Networking program.

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 delivery of the Cisco Networking Academy Program must meet the requirements of the AQTF and provide credit towards a nationally recognised training qualification in order for students to be eligible for recognition within the VCE. The Cisco Networking Academy Program has been mapped to two competency standards from UTE30599 Certificate III in Electrotechnology Computer Systems from the UTE99 Electrotechnology Industry Training Package. Students undertaking the Cisco Networking Academy Program (CCNA) must be enrolled in the units of competence from Certificate III in Electrotechnology Computer Systems.

PROGRAM REVISION

Since March 2001, arrangements have been in place for recognition of the Cisco Networking Academy Program. This program booklet replaces the VCE VET Cisco Networking Academy Program booklet published in March 2001.

The Cisco Networking Academy Program, and the certifications linked to the program, have undergone substantial revision to keep pace with technological change. A higher level of knowledge and skill acquisition is required for completion of the revised program, reflecting the increased complexity of training. The revised Cisco Networking Academy Program delivers training that will provide partial completion of Certificate III in Electrotechnology Computer Systems from UTE99 Electrotechnology Industry Training Package.

ARRANGEMENTS FOR CONTINUING STUDENTS

Students enrolled in the Cisco Networking Academy Program in 2004 or earlier who have completed Semester 1 and Semester 2 of the old Cisco Networking Academy Program (CCNA Version 2) and therefore have achieved VBJ429 Internetworking 1 and VBJ430 Internetworking 2 may:

1. undertake bridging training* to achieve Semesters one and two of the revised Cisco Networking Academy Program (CCNA Version 3) and undertake and be assessed for the unit of competence *UTENES106AA Install electrical/electronic apparatus (Computer systems)*. Students may exit the program at this point.

OR

2. enrol directly into *UTENES206AA Maintain and repair apparatus and circuits (Computer systems)*, within which they will undertake the Cisco training program for Version 3, Semesters three and four.

No new students may enrol in VBJ429 Internetworking 1, VBJ430 Internetworking 2, VBJ431 Internetworking 3 or VBJ432 Internetworking 4 from the Certificates II and IV in Computer Systems (Internetworking) as the accreditation period for these qualifications expired on 31 December 2004.

* **Note:** advice about the bridging program is available from the Cisco Local Academy.

STUDENTS COMMENCING IN 2005

All students commencing the revised Cisco Networking Academy Program in 2005 must comply with the requirements outlined in this booklet.

Program details

AIMS

The aims of this program are to provide students with:

- training and practical skills in the design, construction and maintenance of small to medium sized computer networks
- the knowledge and skills required to undertake the examinations for the internationally recognised Cisco qualifications, including the Introduction to Cisco Technologies (INTRO), Interconnecting Cisco Networking Devices (ICND), Cisco Certified Network Associate (CCNA) certification examinations and the CompTIA Network+ certification examination
- enhanced employment opportunities and pathways to further education and training in a range of fields including computer systems, information technology, engineering and telecommunications.

COMPLETION REQUIREMENTS

Students enrolled in the CCNA program must fulfill the requirements of the Cisco training program and the requirements of the identified competency standards from UTE99 Electrotechnology Industry Training Package.

The following information needs to be read in conjunction with the relevant units of competence from UTE30599 Certificate III in Electrotechnology Computer Systems.

CISCO certification

The Cisco Networking Academy Program consists of four semesters. On completion of Semesters one and two, students will be eligible to sit for the Introduction to Cisco Technologies (INTRO) certification examination. On completion of Semesters three and four students will be eligible to sit for the Interconnecting Cisco Networking Devices (ICND) examination. On completion of all four semesters, students will be prepared to undertake the Cisco Certified Network Associate (CCNA) certification examination. For advice on the most recent Cisco Networking Academy CCNA arrangements refer to your Cisco Networking Academy to confirm certification requirements.

In order for students to obtain the Cisco Networking Academy CCNA Certification they must have completed both examinations within a twelve month period. This advice is current at the time of publication of this booklet.

VCE VET program requirements

The VCE VET program offers students two exit points:

1. Completion of *UTENES106AA Install electrical/electronic apparatus (Computer systems)*.
Students must complete the whole unit of competence in order to receive credit in the VCE.
This unit of competence provides the training and recognition context for Semesters one and two of the Cisco Networking Academy Program.
The student can then progress to:
2. Completion of *UTENES206AA Maintain and repair apparatus and circuits (Computer systems)*.
Students must complete the whole unit of competence in order to receive credit in the VCE. This unit of competence provides the training and recognition context for Semesters three and four of the Cisco Networking Academy Program.

It is important to note that students are not required to undertake Cisco certification examinations to be eligible for credit towards satisfactory completion of the VCE.

PROGRAM DURATION

UTENES106AA Install electrical/electronic apparatus (Computer systems) has a nominal duration of 180 contact hours. *UTENES206AA Maintain and repair apparatus and circuits (Computer systems)* has a nominal duration of 180 contact hours.

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 STRUCTURE:

VCE VET Units 3–4			
Certificate III in Electrotechnology Computer Systems		Nominal hours*	Mapped to Cisco Networking Academy Program
Unit of competence			
UTENES106AA	Install electrical/electronic apparatus (Computer systems)	180	Semester 1: Networking Basics Semester 2: Router and Router Basics
UTENES206AA	Maintain and repair apparatus and circuits (Computer systems)	180	Semester 3: Switching Basics and Intermediate Routing Semester 4: Wide Area Network Technologies
Contact hours		360	

* The contact hours for this program are the minimum required for instruction and assessment.

Note: Students must be enrolled in and assessed as competent in the units of competence from UTE30599 Certificate III in Electrotechnology Computer Systems in order to obtain VCE recognition.

There are two options in the VCE VET program.

Option 1. Students complete *UTENES106AA Install electrical/electronic apparatus (Computer systems)* (CCNA Semesters 1 and 2) and exit the program at this point.

Option 2. Students complete both *UTENES106AA Install electrical/electronic apparatus (Computer systems)* (CCNA Semesters 1 and 2) and *UTENES206AA Maintain and repair apparatus and circuits (Computer systems)* (CCNA Semesters 3 and 4).

SEQUENCE

Training must be undertaken in the sequence specified in the CCNA program documentation.

Recognition within the VCE

VCE VET UNIT ENTITLEMENT

Contribution to satisfactory completion of the VCE is dependent on the student achieving the designated units of competence from the UTE99 Electrotechnology Industry Training Package. Credit cannot be granted for partial completion of a unit of competence.

Students undertaking this program are eligible for up to four VCE VET units on their VCE Statement of Results: four units at 3–4 level, that is two Unit 3–4 sequences.

UTENES106AA Install electrical/electronic apparatus (Computer systems) will provide a Unit 3–4 sequence for satisfactory completion purposes.

UTENES206AA Maintain and repair apparatus and circuits (Computer systems) will provide a Unit 3–4 sequence for satisfactory completion purposes.

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 other VCE VET programs. 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.

Significant duplication has been identified with ICA30399 Certificate III Information Technology (Network Administration).

Students who complete both *UTENES106AA Install electrical/ electronic apparatus (Computer systems)* and *UTENES206AA Maintain and repair apparatus and circuits (Computer systems)*, that is Semesters 1–4 of the Cisco Networking Academy Program, as well as ICA30399 Certificate III in Information Technology (Network Administration) will be entitled to count only two, not three, Unit 3–4 sequences towards satisfactory completion.

The recognition arrangements are outlined below:

<i>UTENES106AA Install electrical/electronic apparatus (Computer systems)</i> AND ICA30399 Certificate III in Information Technology (Network Administration)	Six VCE VET units: Two units at Unit 1–2 and Two Unit 3–4 sequences
<i>UTENES206AA Maintain and repair apparatus and associated circuits (Computer systems)</i> AND ICA30399 Certificate III in Information Technology (Network Administration)	Six VCE VET units: Two units at Unit 1–2 and Two Unit 3–4 sequences
<i>UTENES106AA Install electrical/electronic apparatus (Computer systems)</i> AND <i>UTENES206AA Maintain and repair apparatus and circuits (Computer systems)</i> AND ICA30399 Certificate III in Information Technology (Network Administration)	Six VCE VET units: Two units at Unit 1–2 and Two Unit 3–4 sequences

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 Cisco Networking Academy Program to the ENTER is as follows:

- any contribution is subject to satisfactory completion of a Unit 3–4 sequence.
- students who satisfactorily complete one Unit 3–4 sequence will receive one ENTER increment.
- students who satisfactorily complete two Unit 3–4 sequences will receive two ENTER increments.

An increment is calculated as 10% of the average of the primary four scaled study scores.

A Study Score is not available for this program, so it cannot be included in the student's primary four studies for the ENTER calculation. VTAC has advised that if a Study Score becomes available, students who choose not to receive a Study Score will not be eligible for any ENTER contribution.

Note: Schools are advised to visit the VTAC website to learn current advice regarding the contribution of information technology subjects (including Cisco) to the ENTER. For further information on the calculation of the ENTER, refer to the VTAC website: www.vtac.edu.au

Recognition within the VCAL

The Cisco Networking Academy Program is available for students who are enrolled in the VCAL.

The contribution of the Cisco Networking Academy Program to a student's VCAL program is determined by the number of units of competence completed. Credit cannot be granted for partial completion of a unit of competence. VCAL students will receive two VCAL units towards satisfactory completion of their VCAL for each unit of competence (180 nominal hours) completed (i.e. Semesters 1 and 2 or Semesters 3 and 4). The Cisco Networking Academy Program will satisfy learning outcomes for the Industry Specific and Work Related Skills strand.

The Cisco Networking Academy Program 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.

In order for students to gain credit in the VCE or VCAL for the CCNA program, a Registered Training Organisation (RTO) must certify that students have achieved the designated units of competence from the UTE99 Electrotechnology Industry Training Package.

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 16.

ROLE OF THE CISCO NETWORKING ACADEMY

This program may be delivered only by educational institutions in formal partnerships with Cisco Systems. All instructors must be trained and accredited as Cisco Certified Academic Instructors. The program is offered by a network of Local Academies throughout Victoria, including a number of secondary schools, TAFE institutes and universities. It is anticipated that many Cisco Networking Academies will already be RTOs. If so, then they will be required to extend their Scope of Registration to include the two units of competence:

- *UTENES106AA Install electrical/electronic equipment (Computer systems)*
- *UTENES206AA Maintain and repair apparatus and circuits (Computer systems)*

Where a Cisco Local Academy is not an RTO, it may apply to OTTE through a Training Recognition Consultant (TRC) to become an RTO for the provision of these units of competence. Contact details for registration as an RTO are provided later in this booklet.

It is important to note that a local academy that is not an RTO cannot issue students with the certification required to obtain credit toward their VCE.

A Cisco Local Academy may form a partnership with an RTO that already has scope of registration to deliver the required units of competence. It is recommended that any Local Academy wishing to form a partnership with an RTO should contact their Regional Academy in the first instance.

Cisco Systems is responsible for development and maintenance of the online curriculum, assessment engine and administrative infrastructure required to manage the program.

Academies are responsible for ensuring that the program is delivered and assessed according to the requirements of the Cisco Networking Academy Program. They are also responsible for maintaining the currency of instructors' knowledge. Instructors need to be re-certified every two years and take part in annual professional development activities.

All Cisco Local Academies are subject to the Cisco Quality Assurance Program.

The Cisco Local Academy will provide students with information about the structure and procedures applying to the program.

Cisco Local Academies should ensure that:

- all VCE and VCAL students participating in this program are aware of the availability of VCE and VCAL recognition
- arrangements are in place to meet the requirements for VCE recognition described in this booklet.

DELIVERY OPTIONS

Schools may consider two 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 auspicied 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 VCAA 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 are provided on page 16.

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 undertake 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 course accreditation document are complied with.

ASSESSMENT

Competency standards 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.’

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 students undertaking the Cisco Networking Academy Program in the unit of competence they are undertaking, that is UTENES106AA or UTENES206AA .
2. Enrol all students in the unit 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 the following year, the student must be re-enrolled in that year.

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 or VCAL units completed. Students will also receive from the VCAA a separate VCE 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 unit of competence will be issued a Statement of Attainment by the RTO.

CCNA certification

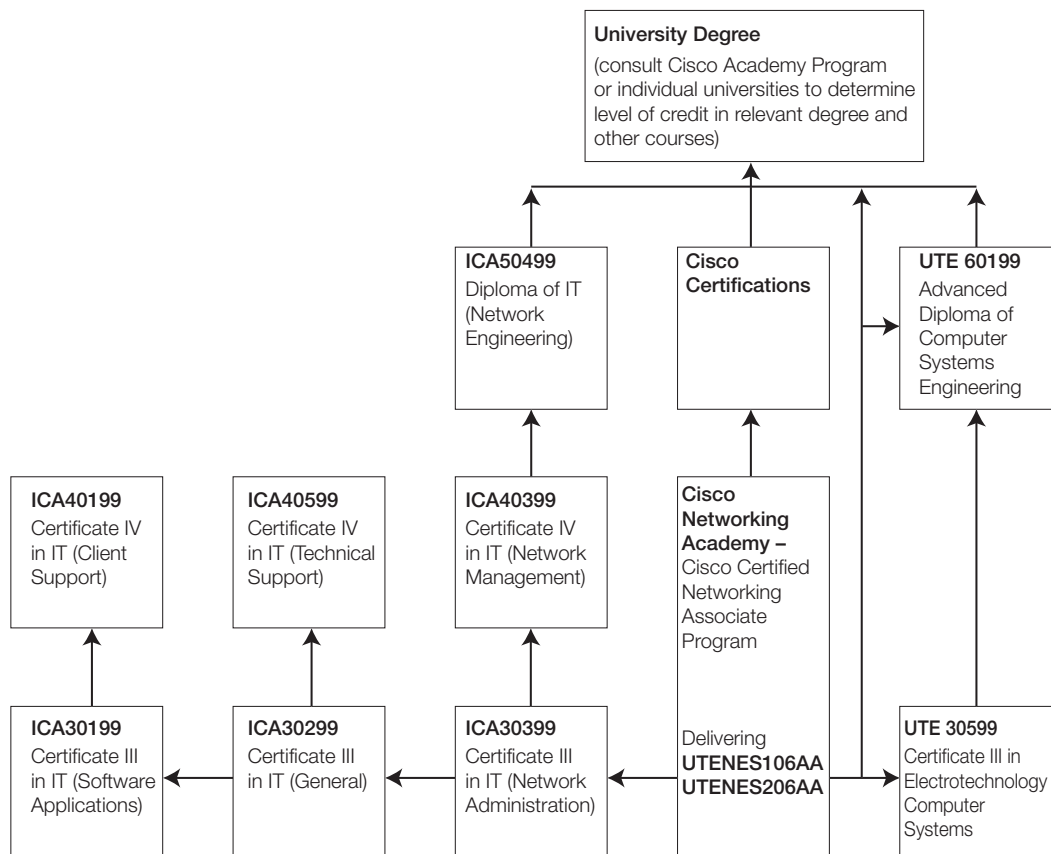
On completion of the first two semesters of training, the student should be prepared to sit the Introduction to Cisco Networking Technologies examination. On completion of third and fourth semesters the student should be prepared to undertake the Interconnecting Cisco Networking Devices examination. On completion of this examination the student will be eligible to gain the CCNA certification. Students seeking CCNA certification will be advised by their Local Academy of the procedures required. Additional costs are involved.

It is important to note that:

- the certification examinations are additional to the requirements of the Cisco Networking Academy Program and therefore are not a requirement for receiving recognition in the VCE
- students with CCNA certification are not automatically eligible for VCE recognition; such students will need to apply to an RTO to be assessed against the relevant competency standards in the UTE99 Electrotechnology Industry Training Package, that is UTENES106AA and UTENES206AA.

Articulation and pathways

Students who successfully complete this program may achieve a significant advantage in securing employment in the information technology and communication industries. Students may also take up a number of training and education pathways including :



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:

VET Provider Registration Branch

Office of Training and Tertiary Education.

Tel: (03) 9637 2762

Fax: (03) 9637 2520

Website: www.otte.vic.gov.au

Useful contacts and information sources

Training package:

Schools intending to offer the Cisco Networking Academy Program are required to use the UTE99 Electrotechnology Industry Training Package.

The Electrotechnology Industry Training Package provides the details on each unit of competence, qualification packaging rules and assessment requirements. Schools may obtain the training package and training and assessment support materials at the following addresses:

EPIC Industry Training Board

29 Drummond Street
CARLTON VIC 3053
Tel: (03) 9654 1299
Fax: (03) 9654 5299

Australian Training Products

Level 25, 150 Lonsdale Street
MELBOURNE VIC 3000
Tel: (03) 9655 0600
Fax: (03) 9639 4684
Email: sales@atpl.net.au
Website: www.atpl.net.au

Other sources of implementation advice

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

Curriculum Maintenance Manager – Engineering Industries

Mr George Adda
Box Hill Institute of TAFE
465 Elgar Road
BOX HILL VIC 3128
Tel: (03) 9286 9880
Fax: (03) 9286 9800
Email: g.adda@bhtafe.edu.au

Cisco Networking Academy – Area Academy Manager – ANZ

Mr Sean McCormick
Tel: (03) 9645 5595
Fax: (03) 9645 5995
Mob: 0418 583 396
Email: seanmccormick@etss.com.au

TAFE Frontiers

Level 3 620 Bourke Street

MELBOURNE VIC 3000

Tel: (03) 9670 8123

Fax : (03) 9670 8125

Website: www.tafefrontiers.com.au

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

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.

Cisco certification / eligibility

Cisco Academy Training Centre (Asia Pacific)

Box Hill Institute of TAFE

Tel: (03) 9286 9830

Fax: (03) 9286 9872

Email: m.bruce@bhtafe.edu.au

Website: <http://academy.bhtafe.edu.au>

Program support

Post Compulsory Pathways Branch

Office of Learning and Teaching

Department of Education and Training

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.

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 that 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 CMM's 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 comprised 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 the 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.