

**VET in the VCE
EQUINE INDUSTRY**

**21327VIC
CERTIFICATE II in EQUINE INDUSTRY**

November 2003

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

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Clare James
'Can Opener' 1998 (detail)
Ink, gouache and oil stick on paper
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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 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.
- 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 Training Advisory Bodies (ITABs) 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.

Training packages will progressively replace the current mix of competency standards and accredited curriculum based courses and their related qualifications.

The Certificate II in Equine Industry is drawn from five national training packages: Rural Production (revised Agriculture Training Package), Outdoor Recreation, Racing, Retail and Business Services. It has been accredited by the VQA as a nationally recognised qualification.

Program revision

This program booklet replaces the VCE VET Horse Studies program booklet published in August 1999. For the VCE VET Equine Industry program, the identified sets of competencies have been grouped to form Units 1–2 and Unit 3–4 sequence for recognition purposes. 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.

Arrangements for continuing students

Students enrolled in the VCE VET Horse Studies program in 2002 or earlier, should complete their program in 2003 under the arrangements outlined in the VCE VET Horse Studies program booklet published in August 1999.

No new students may enrol in 2201AHC Certificate II in Horse Studies in 2003 and beyond.

Students commencing in 2003 and 2004

All students commencing the Certificate II in Equine Industry in 2003 and beyond must comply with the requirements outlined in this booklet. A Study Score for this program will be available in 2004.

Program details

Aims

The aims of the VCE VET Equine Industry program are to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the equine or equine related industries
- enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

Completion requirements

The following information needs to be read in conjunction with the accreditation document for 21327VIC Certificate II in Equine Industry. Access details for the accreditation document are provided on page 13.

Structure of the qualification

Completion of a minimum of 12 units of competence is required for award of the qualification:

- ten core units of competence
- at least two electives with a combined minimum duration of 60 hours.

VCAA prescribed units of competence

To enhance the students' acquisition of a broad range of skills and in compliance with the qualification requirements, the VCAA has prescribed an additional unit of competence in the compulsory units of the VCE VET program.

Program duration

The VCE VET Equine Industry program involves a nominal duration of 458–500 hours, depending on the electives selected.

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 1–2		
Code	Unit of competence	Nominal hours
Compulsory units		
VBM656	Work effectively in the equine industry	80
VBM657	Identify and develop a career path in the equine industry	20
VBM658	Communicate within the equine industry	20
RGRH101A	Introduction to occupational health and safety procedures	40
VBM660	Horse riding or driving skills I	40
VBM661	Handle horses safely in the equine industry	30
Electives: select ONE of the following		
VBM709	Assist in preparation of a horse for a competition	40
RTC2209A	Install, maintain and repair fencing	30
BSBCMN214A	Create and use simple spreadsheets	20
RTC2210A	Maintain properties and structures	30
WRRCS2B	Apply point of sale handling procedures	21
WRRCA2B	Apply retail office procedures	18
Subtotal		248–270
VCE VET Units 3–4		
Compulsory units		
VBM659	Monitor horse health	30
VBM662	Care for horses in the equine industry	50
RTE2104A	Carry out regular horse observation	40
RGRH311A	Apply principles of basic anatomy and physiology to horses	40
RGRH318A	Determine nutritional requirements for standardbreds or thoroughbreds	30
Electives: select ONE of the following		
VBM663	Horse riding or driving skills II – specific equine discipline	40
VBM664	Assist in the conduct of an event in the equine industry	40
VBM665	Care for mares and foals in the equine industry	40
VBM666	Provide advice on equine products and the selection and fitting of equine equipment, gear and clothing	20
VBM739	Identify horse breeding principles and assist in practices	40
Subtotal		210–230
TOTAL		458–500

Sequence

A range of delivery sequences is possible, however the selected delivery schedule should take into account the linkages between units of competence. Each unit of competence provides guidelines on the different situations and contexts within which to deliver the unit and may indicate some linkages with other units of competence.

VBM660 *Horse riding or driving skills I* is a prerequisite for VBM663 *Horse riding or driving skills II – specific equine discipline*.

From 2004, a Study Score will be available for the VCE VET Equine Industry program. Students wanting access to the Study Score in 2004 and beyond must be able to undertake all the units of competence designated as the Unit 3–4 sequence in the same enrolment year.

It is expected that students will undertake the training for RTE2104A *Carry out regular horse observation* and VBM662 *Care for horses in the equine industry* over the duration of the program. However the assessment for these units of competence, as part of the Unit 3–4 sequence, must be conducted in the year in which the student is enrolled in the VCE VET Unit 3–4 sequence.

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 the Certificate II in Equine Industry in 2004. 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 *Equine Industry 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.

Work placement

The VCAA has determined that work placement is an appropriate and valuable component of all VCE VET programs. Work placement complements the structured 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.

This program requires all students to undertake a work placement of a minimum of 40 hours, as a number of units of competence require delivery and assessment in the workplace to fully meet the criteria for assessment of competence.

Delivery of training for the unit of competence RGRH101A *Introduction to occupational health and safety procedures* must be completed by students before their work placement is commenced.

Work placement is best undertaken in an actual work environment but a training centre in an institution may provide an appropriate simulated workplace.

The school/RTO should keep evidence of the student's work placement which may take place over weekends, during school holidays as well as during the school week.

Occupational Health and Safety

Schools/RTOs must ensure that occupational health and safety issues are fully addressed in the training program. To assist the principal in meeting the school's responsibilities for students in work placement, delivery of training for the unit of competence RGRH101A *Introduction to occupational health and safety procedures* must be completed by students before their work placement is commenced.

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 acknowledgement provided by employers – that the work place in question, and the activities proposed, will not expose a student to risk during their work placement period.

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 identified.

Close supervision of students undertaking work placement 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.labor.net.au/youthsafe/safety_first/index.html

Recognition within the VCE

VCE VET unit entitlement

The VCE VET Equine Industry program is designated a Group B study and provides a Unit 3–4 sequence for satisfactory completion purposes.

Students undertaking this program are eligible for credit of up to five VCE VET units on their VCE Statement of Results: three 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 VCE 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 the VCE VET Equine Industry program and VCE studies or other VCE VET programs.

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 Equine Industry 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 2004. 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

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, Office of Training and Tertiary Education (OTTE) or the National Training and Information Service:

www.ntis.gov.au

For further information refer to ‘Registration’, on page 12.

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 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. 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.

Option 2: Schools as RTOs

Schools may apply to 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 certificate outcomes 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 and simulations should therefore not be considered as a cheap alternative.

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

The following table provides advice on the VCE studies and VCE VET programs that may provide an appropriate context for delivery of some components of the 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 10 under Assessment).

Unit of competence		Appropriate delivery context
RTC2209A	Install, maintain and repair fencing	VCE VET Agriculture
RTC2210A	Maintain properties and structures	
RTE2104A	Carry out regular horse observation	
WRRCS2B	Apply point of sale handling procedures	VCE VET Retail Operations
VBM656	Work effectively in the equine industry	VCE Industry and Enterprise Units 1–2
VBM657	Identify and develop a career path in the equine industry	
VBM658	Communicate within the equine industry	
RGRH101A	Introduction to occupational health and safety procedures	
BSBCMN214A	Create and use simple spreadsheets	VCE VET Business Administration
VBM658	Communicate within the equine industry	VCE Foundation English VCE English 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 workplace training 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 accreditation document for 21327VIC Certificate II in Equine Industry.

All delivery resources and examples should be industry-focused and relevant to current industry practice.

Other resource requirements specific to each unit of competence are listed in the Evidence Guide of each.

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 the program in 21327VIC Certificate II in Equine Industry.
2. Enrol all 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 the Unit 3–4 sequence are enrolled in all the units of competence in the designated Unit 3–4 level.
4. For further information on undertaking a Study Score in 2004, schools are referred to the *Equine Industry Assessment Guide*.

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 VCAA 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 Statement of Results, together with other VCE 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 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 Certificate II in Equine Industry contains units of competence from five training packages: Rural Production, Outdoor Recreation, Racing, Retail and Business Services. Students completing the program may be provided with credit transfer into qualifications in these industry areas, depending on the units of competence achieved.

The equine industry offers a wide variety of employment opportunities, for example:

- in racing, where, with further training, graduates may work as strappers, stable hands or trainers in the harness or thoroughbred area
- in horse breeding where graduates may work as stud hands
- in coaching in a range of equestrian centres, working as assistants or assistant instructors while undertaking further study
- in outdoor recreation where graduates may work as stable hands in a range of assistant positions while undertaking further study
- in other associated equine industry destinations, including wholesale/retail of equine products, equine nutrition, in the mounted police or in the horse transport industry.

Students may wish to enter further education with an equine focus, whether in TAFE, or courses offered by private RTOs or higher education, for example:

- agriculture, horse breeding, horse management, racing, veterinary nursing, biological science
- degrees offered by higher education in science, veterinary science, agriculture, equine specialisations.

Registration

Under the AQTF, only RTOs may issue VET qualifications.

In order to comply with these arrangements, a school involved with 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

Accredited curriculum document

Schools intending to offer the VCE VET Equine Industry program are required to use the accredited curriculum document for 21327VIC Certificate II in Equine Industry.

The curriculum document provides the details on certificate completion requirements, each unit of competence and assessment requirements. Schools may obtain the accredited curriculum document and training and assessment support materials at the following address:

Research and Development Department - NMIT

Mr Robert Penzo
Northern Melbourne Institute of TAFE
St Georges Road
PRESTON VIC 3072
Tel: (03) 9269 1383

Other sources of implementation advice

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

Curriculum Maintenance Manager

Ms Gay Gallagher
Northern Melbourne Institute of TAFE
St Georges Road
PRESTON VIC 3072
Tel: (03) 9269 1391
Fax: (03) 9269 1365
Email: gayg-rd@nmit.vic.edu.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

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 School Education

Tel: (03) 9637 2314

Fax: (03) 9637 2160

Website: www.sofweb.vic.edu.au/voced

Registration

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

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 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 Training Boards (ITBs)

Bodies with responsibility for identifying and representing the training needs of specific industries at the State level. National responsibility for representing the training needs of specific industries rests with Industry Training Advisory Bodies (ITABs).

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 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 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.