

VET Student Handbook

A Guide for Students

RTO 21286

St Francis Xavier College

Beaconsfield



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Welcome

Congratulations students on choosing to enhance your Vocational Career through your College's RTO . Vocational Education and Training is here to add value to the skills and knowledge you acquire and enhance your learning portfolio. This Information Handbook has been designed as a guide to the processes related to VCE VET and VET programs at SFXC

If you have any questions or concerns, please contact Cecilia Beaucasin, VET/RTO Coordinator using the following emails :

vet@sfx.vic.edu.au

cbeaucasin@sfx.vic.edu.au

College Overview

St Francis Xavier College was established in 1978. It is a school within the Diocese of Sale and is overseen by the Diocese of Sale, Catholic Education Limited (DOSCEL). The College's aim is to educate young people of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all. We are a Registered Training Organisation under the direction of DOSCEL , RTO Number 21286 . The RTO operates in accordance with the with the Australian Quality Training Framework conditions and standards for registered training organisations, and the requirements of the Victorian Registration and Qualifications Authority. We offer a range of vocational courses to our students exclusively. Our courses are delivered by fully accredited teachers whose industry-based knowledge and skills remain relevant and current.

This Student Handbook provides a range of information about the services and courses we offer, as well as information about your rights and responsibilities as a student participating in vocational education and training. Information is presented alphabetically for ease of navigation. Please ensure you read this information thoroughly and complete the declaration at the end of the booklet.

Contact Information

Key Staff

College Principal: Vincent Feeney

Deputy Principal – Learning and Growth: Kelly Ryan

VET/RTO Coordinator: Cecilia Beaucasin

DOSCEL Education Officer - Learning and Teaching Secondary Pathways: Sam Franzi

Location

The Senior Campus of St Francis Xavier College is the location of the RTO.

Address: 4 Beaconsfield Avenue, Beaconsfield 3807

Postal Address: as above

Telephone: (03) 9707 3111

eMail: VET@sfx.vic.edu.au

Website: www.sfx.vic.edu.au

Facebook: <https://www.facebook.com/StFrancisXavierCollegeVIC>

LinkedIn: <https://www.linkedin.com/school/st-francis-xavier-college/mycompany/verification/>

Hours of Operation

The office is open Monday to Friday, 8:30am to 4:30pm except public holidays unless otherwise advised.

An answering machine operates at all other times so please leave a message.

The RTO only operates during the school term.

VET Information

Scope of Registration

SFXC is approved to deliver the following recognised training on site:

Qualifications

<i>Code Title</i>	<i>Course Title</i>
CUA31020	Certificate III Screen and Media
SIS30115	Certificate III in Sport and Recreation
SIT20322	Certificate II in Hospitality
STI20421	Certificate II in Cookery
CUA30920	Certificate III in Music

Australian Tertiary Admission Rank (ATAR)

St Francis Xavier College – RTO offers VET courses that contribute to satisfactory completion of the VCE, VCE-VM and provide a VET credential that is recognised nationally. All VET programs offer Units 3 & 4 status and can be included in the calculation of the ATAR. Details of how the ATAR contributes in VET programs can be found at:

<https://vtac.edu.au/atar-scaling-guide-2023>

Accessing your records

Students have the right to access or obtain a copy of the personal information and records of participation and progress held by St Francis Xavier College. Requests to access or obtain a copy of such information can be made via the VET inbox

vet@sfx.vic.edu.au students should allow 24 – 48 hours for information to be retrieved.

Assessment

At key points in your course you will be assessed by a qualified assessor, who will use a variety of assessment methods to determine your progress and level of skill and knowledge. Detailed assessment information for each unit/module of your course will be provided at the beginning of each unit or module.

Assessment outcomes for each unit/module will be noted C – Competent or NYC – Not Yet Competent. You must satisfactorily complete all assessment components of each unit/module to be deemed Competent (C).

If you are assessed as Not Yet Competent, comments and feedback will be provided to you detailing requirements in order to achieve competency. A timeline will also be negotiated for re-assessment to occur.

At the end of your course and subject to satisfactory completion of all units/modules a Certificate will be issued to you. In the event that you do not satisfactorily complete all course units/modules, you will be issued with a Statement of Attainment for those units/modules successfully completed. At any stage of the assessment process the student can lodge an appeal related to an assessment decision. Refer to the Complaints and Appeals section of this booklet for further information

Special Consideration in Assessment

If you are experiencing circumstances beyond your control which are impacting on your ability to meet the assessment requirements of the course, you should discuss this with your teacher as soon as possible, and in all instances prior to due date of an assignment or the administration of an assessment task (e.g. test or exam). Depending on the nature of your request the matter will usually be resolved by your teacher.

However, in some circumstances the matter will be referred to the RTO /VET Coordinator for further consideration. You may also be required to send an email to RTO /VET Coordinator and include the reasons for requiring the special consideration. Evidence to support the request (e.g. doctor's certificate) may also be required. On the basis of the information provided, RTO-VET Coordinator in consultation with your teacher will determine if the request for special consideration is approved or not approved. You will be advised in writing of this decision, and if approved, the changes to the assessment process will be implemented.

Awards

St Francis Xavier College is responsible for the issuance of Certificates or Statement of Attainment including courses delivered on behalf of St Francis Xavier College by partner schools/organisations

When you successfully complete one or more units for competency for a national qualification you will receive a Statement of Attainment listing all competencies completed. When all requirements of a national qualification are met you will receive a Qualification certificate and a record of results.

Should for any reason you require a replacement certificate, contact Student services who will put you through to the RTO-VET Coordinator to make your request. Verification of your identity and personal details will be required prior to re-issuance. The College reissue VET awards at no additional cost

Changes to Personal Details

Please notify Student Services if your name, address, phone number, email or those of your emergency contact have changed. This ensures that you receive correspondence promptly and that we contact the appropriate person in case of an emergency.

StudentServicesBeaconsfield@sfx.vic.edu.au

Cheating and Plagiarism

Cheating and plagiarism are serious breaches of conduct and may result in disciplinary action. .

Cheating includes but is not necessarily limited to:

- *Submission of work that is not the your own.*
- *Submission of work which has been stolen, purchased or borrowed.*
- *Submission or use of falsified data.*
- *Submitting an assessment developed with someone else without your teacher 's knowledge or permission*

Plagiarism means to take and use another person's ideas or work without acknowledgement.

Whether inadvertent or deliberate plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources, without clearly identifying the source/author;
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work;
- Use of another person's ideas, work or research data without acknowledgement;
- Copying computer/internet files without clearly indicating their origin.

Further information about cheating and plagiarism including preventative strategies can be found in the Cheating and Plagiarism procedure, available on the VET/RTO section of the St Francis Xavier College web site.

Code of Practice

St Francis Xavier College – RTO / VET area is committed to:

- providing a supportive and encouraging learning environment.
- promoting a climate conducive to effective learning, and
- conducting training in a professional and ethical manner

St Francis Xavier College – RTO /VET staff are committed to:

- treating all students with respect and courtesy;
- ensuring all students are treated equally and fairly , and
- maintaining currency in their vocational field of expertise and training and assessment practices.

St Francis Xavier College – will notify students as soon as practicable in the event that

- there are any staff changes to the VET/RTO, or
- there are any changes to or new third-party arrangements in the delivery of services

Students are expected to:

- display a commitment to learning and to achieving success.
- be responsible and to be accountable for their own learning, behaviour and decisions.
- actively participate in all activities and learning experiences.
- report to class promptly each day, ready and willing to actively participate.
- be accountable for punctuality and attendance.
- use acceptable language and be polite. (Verbal abuse, offensive language and disrespect are unacceptable and will not be tolerated);
- wear clothing and shoes suitable to undertake the course.
- work in harmony and respect the rights and opinions of other students.
- treat others as they themselves would like to be treated;
- stay within the designated areas and not distract other classes being conducted;
- value and care for all St Francis Xavier College property, and
- be free of the influence of alcohol and drugs.

Any breach of this code may result in disciplinary action as deemed appropriate by the College .

Complaints and Appeals

If you have a concern about any aspect of your course, or if a problem arises between you and another student, or you and a member of staff, there are a number of options available to you which are detailed in the St Francis Xavier College –VET/ RTO 's Complaint and Appeals procedure, available on the VET section of the St Francis Xavier College web site.

Confidentiality and privacy

St Francis Xavier College is bound by the Privacy Act 1988 (Commonwealth) and will only use information provided by you for the purpose that it has been collected and will seek consent to pass any information onto a third party.

What kind of personal information does St Francis Xavier College collect?

- The type of information St Francis Xavier College collects and holds includes, but is not limited to:
- Student enrolment details
- Course details and progress
- Student results

How will St Francis Xavier College use personal information as provided by or for a student?

- St Francis Xavier College will use personal information it collects for the primary purpose of registration in courses and sending out statements and certificates, or correspondence relevant to this, and for other purposes to which the student has consented.

Who might St Francis Xavier College disclose personal information to?

St Francis Xavier College may need to give personal information held about an individual to:

- Government departments as directed and required;
- Medical practitioners as directed and required;
- People providing services to St Francis Xavier College, including teachers, and for
- Legal purposes.

Management and security of personal information

SFX's staff are required to respect the confidentiality of students' personal information and the privacy of individuals.

St Francis Xavier College has in place steps to protect the personal information St Francis Xavier College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerised records.

Course Outcomes

St Francis Xavier College – VET/RTO does not guarantee:

- that you will successfully complete a course, or
- that you can complete a course in a manner which does not meet the training and assessment requirements of that course, or
- that you will obtain a particular employment outcome where this is outside the control of St Francis Xavier College.
- St Francis Xavier College however is committed to providing you with an engaging, positive and productive training and learning experience. We will work with you to develop the knowledge and skills required by the specialist industry course you have selected. We encourage you to be actively involved in the learning process and make the most of our teachers' skills, knowledge and experience.

Course Orientation

Students go through a subject selection meeting prior to selecting their VET subjects where they are provided VET specific information and get an opportunity to meet VET teachers. Orientation is conducted before commencement of school year. Students will receive specific details of the course they intend to study. Course orientation provides an opportunity for Students to meet with course trainers, confirm course components, training and assessment processes and requirements

Disciplinary Procedures

St Francis Xavier College – VET/RTO adheres to the principles of adult learning, aims to create a learning environment that facilitates the learning of all students without interference or disturbance from others, and encourages students to respect and protect the rights of others. Students are expected to adhere to the Code of Conduct and behave in a professional manner at all times.

Students who are in breach of the Code of Conduct may face disciplinary action. Breaches include but are not limited to:

- wilful damage or removal of St Francis Xavier College property
- assault or harassment (physical or verbal)
- cheating or attempting to cheat or assisting any other student to cheat by any means
- negligent or disorderly conduct towards a staff member or student
- being under the influence of alcohol or drugs • smoking on campus including grounds and buildings
- infringing copyright.

In addition students should also note that enrolment may be suspended or discontinued by St Francis Xavier College for:

- behaviour that threatens the safety of others, interferes with the duties of staff or other participant's study, damages or threatens St Francis Xavier College property, or the good order of St Francis Xavier College;
- a second incident of cheating or plagiarism.

Disclosure of Information

Your personal or course details will not be released to a third party without a Student's written authorisation. However, St Francis Xavier College is required to provide the Victorian Government through the Department of Education and Training, with student and training activity data which may include information that Students provide during enrolment. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines which is available at www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx. The Department may use the information provided for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisors, other government agencies, professional bodies and/or other organisations.

Furthermore, the Education and Training Reform Act 2006 (Vic) requires St Francis Xavier College to collect and disclose personal information for a number of purposes including the allocation of a Victorian Student Number and updating your personal information on the Victorian Student

Register. Lastly, where disclosure is made under compulsion of Federal and State law, St Francis Xavier College will seek legal advice from its lawyers and/or insurers. For more information in relation to how student information may be used or disclosed please refer to the College's Privacy and personal information Policy and Procedure, available on the RTO section of the College web site or contact the RTO/VET Coordinator .

Dress Codes

St Francis Xavier College requires all students to be dressed in attire appropriate to the course they are studying. For safety reasons most courses require the wearing of specialised footwear and clothing when doing practical work as required. You will be notified of such requirements prior to course commencement

Drugs and Alcohol

Non prescription drugs, substances and alcohol are not permitted in training or assessment rooms. Offenders will be subject to disciplinary action and police action may also be taken.

Enrolment process

The enrolment process allows St Francis Xavier College – VET/RTO to collect accurate and true information on individual students and their programs of study. This information enables us to plan our resources and enables us to help identify the learning needs of each student. By filling out the enrolment form it will also ensure that our state and federal government regulatory requirements are met. of the course they intend to study. Course orientation provides an opportunity for Students to meet with course trainers, confirm course components, training and assessment processes and requirements. Completion of the Enrolment Form is compulsory and extremely important for any course which you wish to complete. Every field in the enrolment form requires your attention and completion.

Enrolment data is collected and stored electronically, and the original copy is filed in your individual student file. St Francis Xavier College accepts all students right to privacy and will treat all student information provided at enrolment confidentially

Equal Opportunity

St Francis Xavier College –RTO will not engage in discrimination towards any group or individual in any form, inclusive of: gender, race, nationality, religion, physical or intellectual disability, age or physical disease. This commitment applies to all services and operations of the RTO, including course selection, assessment, and student services.

St Francis Xavier College –RTO will endeavour to provide assistance and support services to those students with special learning needs or those facing particular difficulties. Whilst St Francis Xavier College –RTO will make every effort to accommodate the special needs of individuals, in those instances where successful course completion is unlikely. St Francis Xavier College – RTO will advise the applicant/student and assist the applicant/student in identifying a suitable alternative.

Feedback

Student Satisfaction

Your feedback is important to us, so please provide us with your thoughts at any time during the course. A formal feedback process, via written surveys, will be conducted on course completion and we thank you for taking the time to complete these. If for any reason you have a concern about any aspect of the course or believe you did not receive the training and assessment services for which you enrolled then please raise this with a member of the RTO team or via our Complaints and Appeals Procedure.

Parent/Guardian Satisfaction

Similarly, parental/guardian feedback is also important to us. Parents/guardians will be informed of student progress via school reports and parent/teacher interviews with the latter providing a useful opportunity for parents/guardians to directly comment on the course and give their views of student progress. If for any reason parents/guardians have a concern about any aspect of the course or believe the provision of training and assessment services do not align with those publicised by the College, then please raise this with a member of the RTO team or via our Complaints and Appeals Procedure,

Fees and charges

Students are charged \$0 for all VET training undertaken while enrolled at St Francis Xavier College

Language, Literacy and Numeracy (LLN) Support

In order to successfully complete courses offered at St Francis Xavier College – RTO you will need to be able to:

- read and comprehend simple texts and write a range of short texts in a number of contexts which may be inter related.
- use and respond to language around everyday subject matter and as you progress in your course use the language and terminology specific to your area of study.
- deal with calculations either manually and/or using a calculator on an as required basis.
- If during your course of study, you have language, literacy or numeracy concerns that may inhibit your participation or progress in the course, please let your teacher know. We will make reasonable efforts to modify delivery and assessment procedures and provide additional assistance and services to support your participation and progress.

Legislation

As a registered training organisation St Francis Xavier College – RTO is required to comply with relevant Commonwealth and State legislation including but not limited to:

- National Vocational Education and Training Regulator Act 2011 (Cwth)
- Privacy Act 1988 (Cwth)
- Occupational Health and Safety Act 2004 (Vic)
- Copyright Act 1968 (Cwth)
- Sex Discrimination Act 1984 (Cwth)
- Racial Discrimination Act 1975 (Cwth)
- Equal Opportunity Act 1995 (Vic)
- Student Identifiers Act 2014 (Cwth)

- So how does this affect you? As a course participant you can be assured that the policies, procedures, training and assessment of St Francis Xavier College –RTO meets the requirements of this legislation.

- You also need to be aware that by participating in a course at St Francis Xavier College RTO you also have obligations under this legislation. For example

- Taking photographs or filming other participants or staff without their permission would be viewed as a breach of their privacy. This also includes posting on Face Book and other social media.

- Recording conversations or teacher presentations without permission would also be viewed as a breach of privacy, and in the case of presentations would contravene our intellectual property rights.

- With regard to the Occupational Health and Safety Act 2004 (Vic), St Francis Xavier College – RTO is committed to ensuring that students and staff are safe from injury and risk to health and welfare while on our premises. You must observe safety regulations and wear safety clothing and footwear during classes and work placements which require such precautions. You must also use any safety equipment that the course requires. You may be refused entry to a class or work placement if you are not wearing the appropriate safety clothing and footwear or fail to abide by safety procedures
- Course participants need to ensure that they do not contravene copyright legislation, by acknowledging all sources of information and as a general guide limiting the amount of material copied to 10% of the total document/book.

- Ensuring by word or deed you do not engage in discriminatory behaviour. Be particularly mindful of jokes, nicknames, generalisations about individuals or groups, political comment which may be offensive to other students.

Course participants should also be aware that St Francis Xavier College –RTO operations and all courses offered by us comply with national standards for vocational education and training providers. St Francis Xavier College – RTO is responsible for the quality of training and assessment and must meet these national standards in order to deliver and assess nationally recognised training and issue nationally recognised qualifications. So you can be assured that the courses you undertake have been quality assured.

For more information about how this legislation and/or these requirements may affect your participation in our courses please contact the VET /RTO Coordinator .

Credit Transfer and Recognition of Prior Learning

Credit transfer is the granting of credit to an individual for units of competency/modules previously completed. The application process determines the extent to which your initial course's units of competency/modules are equivalent to the required competency/module outcomes, or standards in a qualification.

- Credit transfer:
- Recognises the qualifications and statements of attainment issued by any other RTO, or
- applies where a unit of competency/module previously attained does not have the same unit code or unit title; however the Training Package states that it is equivalent to the unit of competency being sought.
- Credit Transfer can also be applied to other certification and formal learning such as tertiary qualifications where equivalence can be demonstrated.
- Credit Transfer and Recognition of Prior Learning Credit Transfer (CT) is the recognition by a registered training organisation (St Francis Xavier College) of the qualifications, certificates and/or statements of attainment issued by other registered training organisations, universities and TAFEs. While Recognition of Prior Learning (RPL) recognises the knowledge and skills you have gained through previous informal training, and past work and life experience. If you think that you might be able to apply for CT or RPL, talk to the VET/RTO Coordinator preferably before course commencement

Occupational health and safety (OH&S)

St Francis Xavier College – RTO is committed to ensuring that students and staff are safe from injury and risk to health and welfare while on our premises. Our RTO will endeavour to meet its obligations under the Occupational Health and Safety Act 2004 (Victoria).

In summary:

- All students need to identify any potential hazards in the training centre or surrounds and report any hazards to your teacher .
- All students need to report to the teacher if any injury occurs during a training/assessment session and report to the first aid office and fill out an incident report.
- All students must wear appropriate clothing, footwear and personal protective equipment whilst in the training centre as advised by your teacher .
- All students should make themselves aware of fire exits and evacuation procedures.
- OH&S principles are everyone's responsibility and all people who use the facilities and equipment provided by St Francis Xavier College need to be aware of correct behaviour and reporting methods for breaches of OH&S.

Cease to Operate as an RTO:

In the event that St Francis Xavier College ceases to operate as an RTO, St Francis Xavier College will:

- Issue a Statement of Attainment to include all units of competency/modules you have achieved a Competent Outcome for;
- To the best of our ability, refer you to another suitable RTO with the same qualification on their scope of registration.

Replacement certificates

Student results are held by St Francis Xavier College for a period of thirty years. If your certificate or statement of attainment is lost, damaged or stolen you can contact our Student Services Administration Officer to organise a replacement. Replacement certificates are issued no cost. Please be aware that verification of personal details will be required prior to re-issuance

Student Support

Internal St Francis Xavier College students have direct access to all support services provided by the wider College Student Social Services department. Learning assistance is available for students in class on a needs basis. Students from external schools may access College support services whilst on campus; and services of their home school when not undertaking studies at the St Francis Xavier College campus.

Internal support services you may find useful include:

- Additional coaching from your teachers including phone and email contact.
- Course materials available in alternative formats including hard copy, CD, memory stick.
- Special consideration in assessment including reasonable adjustments.
- Flexible delivery and assessment schedules.
- Library and resource centre
- Computer labs
- Teacher supervised (after school) homework sessions
- Access and/or referral to the St Francis Xavier College Student Support Department including:
 - ✓ Counselling services
 - ✓ Psychologist
 - ✓ Learning Support team

External support services you may find useful include:

Service	Contact Number	Website
Reading and Writing Hotline	1300 655 506	www.literacyline.edu.au
Disability Rights Victoria	1800 462 480	www.humanrights.vic.gov.au/hub/disability-rights
Lifeline	13 11 14	www.lifeline.org.au
Kids Help Line	1800 55 1800	www.kidshelpline.com.au

Third Party – Partner Arrangements

St Francis Xavier College may enter into a third party or partnership arrangement with other organisations for the delivery of training and assessment. If your course is provided by one of our partners you can be assured that they have been fully vetted and the services they deliver regularly monitored.

- In such arrangements St Francis Xavier College as the Registered Training Organisation retains responsibility for:
- Your enrolment;
- Issuing certification on satisfactory completion of nationally recognised training products;
- Issuing documentation to meet any licensing requirements;
- Course compliance i.e. that the service is delivered to the standard required by the national regulatory body;
- Stepping up if a third party delivering training and assessment closes or ceases to deliver any part of the course that you are enrolled in, and
- Notifying you should a third party be unable to fulfil its obligations in providing training and assessment services, or there are any changes to third party/partner arrangements.
- We also have a role in managing and resolving any concerns, complaints and appeals. So, any issue you have may be raised with the third party/partner organisation, with us or both. Check out our Complaints and Appeals Policy via the College or third party website

Training

St Francis Xavier College – RTO is committed to providing an engaging, positive and productive training and learning experience. We work closely with our students to develop the knowledge and skills required by the specialist industry. We offer a range of training methods including teacher presentations, small group work, practical demonstrations and work placements. We encourage you to be actively involved in the learning process and make the most of your time with our highly experienced and knowledgeable teachers. The following teachers deliver our VET courses

Course Code and Title	Teacher's name
CUA31020 Certificate III Screen and Media	Mr Victor Cai
SIT20322 Certificate II in Hospitality	Ms Diana Waugh
STI20421 Certificate II in Cookery	Ms Diana Waugh
CUA30920 Certificate III in Music	Mr Jon Mol
SIS30115 Certificate III in Sport and Recreation (Netball -Partial)	Ms Amy Tivendale
SIS30115 Certificate III in Sport and Recreation (AFL -Partial)	Mr Ben Murphy
SIS30115 Certificate III in Sport and Recreation (Full)	Mr Sean turner & MS Vicky Wynen

Unique Student Identifier (USI)

The USI scheme provides a national single authenticated online record of your training achievements. In this way you will have the ability to access and share your training records with a variety of stakeholders including other training providers, making enrolment and credit transfer more efficient. Over time other education sectors will join the scheme, providing a one stop repository of your training and education achievements.

St Francis Xavier College will only issue qualification certificates or statements of attainment to you after you have provided a verified USI. Alternatively, St Francis Xavier College can apply for a USI on your behalf. To avoid delays in the issuance of certificates St Francis Xavier College will ensure that

USI's are applied for or verified at the time of enrolment. Please note that security measures are in place to protect both digital and hard-copy records from loss, damage or unauthorised access.

Useful links

training.gov.au - Home page

VETNet: Home

<https://www.usi.gov.au/>

Once you have read and understand the information within this Student Information Booklet please sign and date the acknowledgement on the following page, and hand this to your teacher.

Student Acknowledgement

I confirm that I have received a copy of the St Francis Xavier College –VET Student Handbook, and have read and understand the information presented within the booklet.

Student Signature: _____

Print Name: _____ Date: _____

Students, once completed please remove this Page from the Booklet and give to your Teacher who will file it with your records.