

VET Cluster Capricornia



VET Student Induction Worksheet

Student Name: _____

1. The name of the course/s I am studying;

☐	Certificate II Conservation and Eco Management
☐	Certificate III in Business
☐	Certificate III in Community Services
☐	Certificate III in Early Childhood Education and Care
☐	Certificate II in Retail Services
☐	Certificate II in Skills for Work and Vocational Pathways
☐	Certificate II in Active Volunteering
☐	Certificate II in Hospitality
☐	Certificate II in Sampling and Measurement
☐	Certificate

2. Assessment in this course will be _____.

standard, range, successfully, knowledge, skills, workplace

3. This means that I need to be able to apply my _____ and _____ to complete work activities in a _____ of situations and environments, to the _____ of performance expected in the _____.

4. There are four parts (skills) to being competent. These are:

5. To get help or further information, I should talk to

- ☐ HOD Senior Schooling
- ☐ Other students
- ☐ My VET teacher

6. Where can you find a copy of the VET Student Handbook?

- ☐ School website - <https://glenmoreshs.eq.edu.au/curriculum/vocational-education>
- ☐ Common drive - G:\Common\VET\Student VET Information\
- ☐ You can't - there isn't one available

7 Match the following:

VET
RPL
Credit Transfer
SAT

School based apprenticeship or traineeship
A process for giving students credit for skills, knowledge and experience they have already gained through working or learning.
Recognition of prior learning
Vocational Education and Training

8. Evidence I can use to demonstrate particular skills or tasks can include: (Choose 3).

- ☐ A list of skills I have written
- ☐ Work samples or annotated photographic evidence
- ☐ My resume
- ☐ Testimonial from a work colleague or employer
- ☐ Certificates or USI transcript

9. Where can you find information about RPL or Credit Transfer?

- ☐ School website - <https://glenmoreshs.eq.edu.au/curriculum/vocational-education>
- ☐ You can't - there isn't one available
- ☐ Common drive - G:\Common\VET\VET RPL Documentation\

10. If I have a complaint or would like to appeal a decision, I should:

- ☐ Go to the office
- ☐ Make a written complaint to the RTO Manager
- ☐ Tell other students
- ☐ Tell my teacher

11. My complaint or appeal should include:

- ☐ How I would like it resolved
- ☐ Who or what the issue is
- ☐ When it occurred
- ☐ What happened
- ☐ How I feel