

VET Pathways Handbook



Year 10-12



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1. What is VET?

Vocational education and training – or VET – is learning that directly relates to getting a job.

2. Why Choose a VET pathway?

Choosing a vocational education and training (VET) pathway, whilst in high school, is a wise choice for students not on an ATAR pathway to university. However, any student is welcome to do so. We simply stress that taking on a certificate course may have a detrimental effect on gaining an optimal ATAR score because of the considerable workload.

The government provides students with the opportunity to utilise funding to complete a skills-based education and training qualification, while they are at school. On top of this head start into the workforce, successful completion of a certification will count towards Certificate (QCE) points and/or their Australian Tertiary Admissions Ranking (ATAR).

3. How can I do VET?

Students, whilst enrolled at Capalaba State College, are offered multiple VET opportunities to undertake several courses during years 10, 11 and 12.

Students are allocated government funding to complete one VETiS course while at school. These can be accessed in years 10, 11 or 12. Most take 6-12 months to complete and students gain up to 4 QCE points towards their Queensland Certificate of Education.

TRADE TASTER – A six-week trade training course, one day a week, at Alexandra Hills TAFE. Applications for this course are offered at the beginning of the school year. This course is for year 10 students who would like to get a taste of a few different trades before starting a full certificate or apprenticeship. Every student, who completes the training, will be supplied with a 'White Card'. This card is compulsory for all employment on construction sites. To be eligible for this short course you must NOT be enrolled in any other certificate courses. <https://tafeqld.edu.au/trade-training/trade-courses/trade-tasters>

VET courses can be obtained in the following ways at Capalaba State College (CSC)

CSC offer Certificate II and III courses on campus in year 10-12

1. **Certificate II in Health Support Services** - This course requires one day out of class every week. Students will need to catch up on lessons missed in their own time. Applications are taken in term 4, the year before commencement.
2. **Certificate II in Engineering Pathways** - This course is offered on a subject line in year 10 and therefore will **not** result in any missed lessons each week.
3. **Certificate II in Sport & Recreation + Certificate III in Fitness** – These courses run one after the other in years 11 and 12 and fit into the school timetable. Therefore, do not require a day away from school.
4. **Certificate III in Business** – A two-year course offered at school as a subject over years 11 and 12.
5. **Certificate III in Aviation (Remote Pilot)** – Is a carry-on certificate from the Cert II in Engineering in year 10. If a student has not completed the Cert II in Engineering they will need to pay for the course.

Career Employment Australia (CEA) & Wynnum Manly Employment & Training (WynMET) offer trade training to students from year 10:

CEA & WynMET offer quality trade programs at their Cleveland facility from year 10. Applications open term 4, the year before commencement. Their courses include **(plumbing, automotive, resources & infrastructure and construction)** and they provide students with more flexible and supportive training to ensure each student has the best opportunity to be successful in obtaining their qualification. This extends to offering 'catch up' classes in school holidays, etc.

RTO – WynMET (0677)	
52887WA	Certificate II in Plumbing <i>(Complimentary upgrade to include CPC20220 Certificate II in Construction Pathways - 3 additional units upon completion)</i>
CPC10120	Certificate I in Construction <i>(complimentary upgrade to include CPC20220 Certificate II in Construction Pathways - 3 additional units upon completion)</i>
RII20120	Certificate II in Resources and Infrastructure Work Preparation <i>(includes the White Card unit CPCWHS1001)</i>
RTO – CEA (0104)	
AUR20720	Certificate II in Automotive Vocational Preparation

'TAFE at School' Training Certificates

Students choose from approx. 14 different 'TAFE at School' Certificate II options and attend TAFE one day a week, usually at Alexandra Hills or South Bank. These courses are free, if they are the only Certificate II course applied for. Applications open in July the year before commencement. <https://tafeqld.edu.au/courses/ways-to-study/tafe-at-school>

Certificate III training courses held at TAFE or other external training organizations (fee for service)

Certificate III courses are either user pays, through TAFE or other external training facilities, or government funded (Certificate III guarantee) if the student is employed and requires training. On completion students gain up to 8 QCE points towards their Queensland Certificate of Education. Traineeships usually take 18-24 months to complete.

School Based Apprenticeships – Certificate III training courses with paid employment

Apprenticeships can take up to four years so students won't finish their school-based apprenticeship while at school. Generally, they take twice as long as a full-time apprenticeship. Students will need to change to full-time after graduation.

For UpToDate information of School-based apprenticeships and traineeships:

<https://www.qld.gov.au/education/apprenticeships/school-based>

The correct procedure to follow for an external course at TAFE or another training provider is:

- speak with the Careers & Pathways Teacher to discuss options
- apply for a job/training course/ traineeship/apprenticeship
- meet with the year level Deputy Principal to discuss timetable and college commitments
- begin training course on allocated date

The correct procedure to follow for a traineeship /apprenticeship is:

- speak with the Careers & Pathways Teacher to discuss options
- apply for a traineeship/apprenticeship
- meet with the year level Deputy Principal to discuss timetable and college commitments
- participate in a work trial
- sign-up for the traineeship/apprenticeship
- begin the Certificate III qualification while working a minimum of 7.5hrs as week

A certificate/statement of attainment will be recognised in all states and territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).

Courses offered in-house at Capalaba State College

Year 10

HLT23221 Certificate II in Health Support Services

VET Subject Blue Stone Medical & Professional – RTO Code 32117

FREE VETiS funded program. Students are given the opportunity to complete **one** free Certificate II program.

This course requires one day out of class every week. Students will need to catch up on lessons missed in their own time.

HLT23221 Certificate II in Engineering Pathways

VET Subject Skills Generation – RTO Code 41008

FREE VETiS funded program. Students are given the opportunity to complete **one** free Certificate II program.

This course is offered on a subject line and therefore will **not** result in any missed lessons each week.

Courses offered in-house at Capalaba State College Year 11 and 12:

HLT23221 Certificate II in Health Support Services

VET Subject Blue Stone Medical & Professional – RTO Code 32117

FREE VETiS funded program for students who have not previously used their funding.

SIS30321 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation

VET Subject Binnacle Training – RTO Code 31319

Cost will be between \$150-265 (depending on enrolment numbers).

BSB30120 Certificate III in Business

VET Subject Binnacle Training – RTO Code 31319

Cost will be between \$150-\$265 (depending on enrolment numbers).

AVI30419 Certificate III in Aviation (Remote Pilot)

VET Subject Skills Generation – RTO Code 41008

FREE for students who completed Certificate II Engineering in year 10 from Skills Generation. Otherwise, the cost will be between \$1200-\$3300 (depending upon student enrolment numbers).

Optional Extra: \$600 fee for students who choose to undertake the optional extra 14 hours of theory and 5-6 hours of practical skills for the Remotely Piloted Aircraft System (RPAS) and Aeronautical Radio Operators Course (AROC). This includes training, licencing and application

fees. <https://skillsgeneration.com.au/courses/avi30419-certificate-iii-in-aviation-remote-pilot/>

4. Obtaining a Unique Student Identifier – USI

All students with a desire to begin a VET course must have a USI. A **USI** is an Australian Government reference number that assists learners to keep track of their qualifications in an online learner's portal for life. It is important to use your personal email address (not school address) and keep a hard copy of the number with other important personal documents at home.

- A USI assists trainers to award certificates to the correct person.
- It is yours for life – Every employer (Registered Training Organisation – RTO) that wants you to undertake further vocational training in the workplace will ask for this number. <https://www.usi.gov.au/>

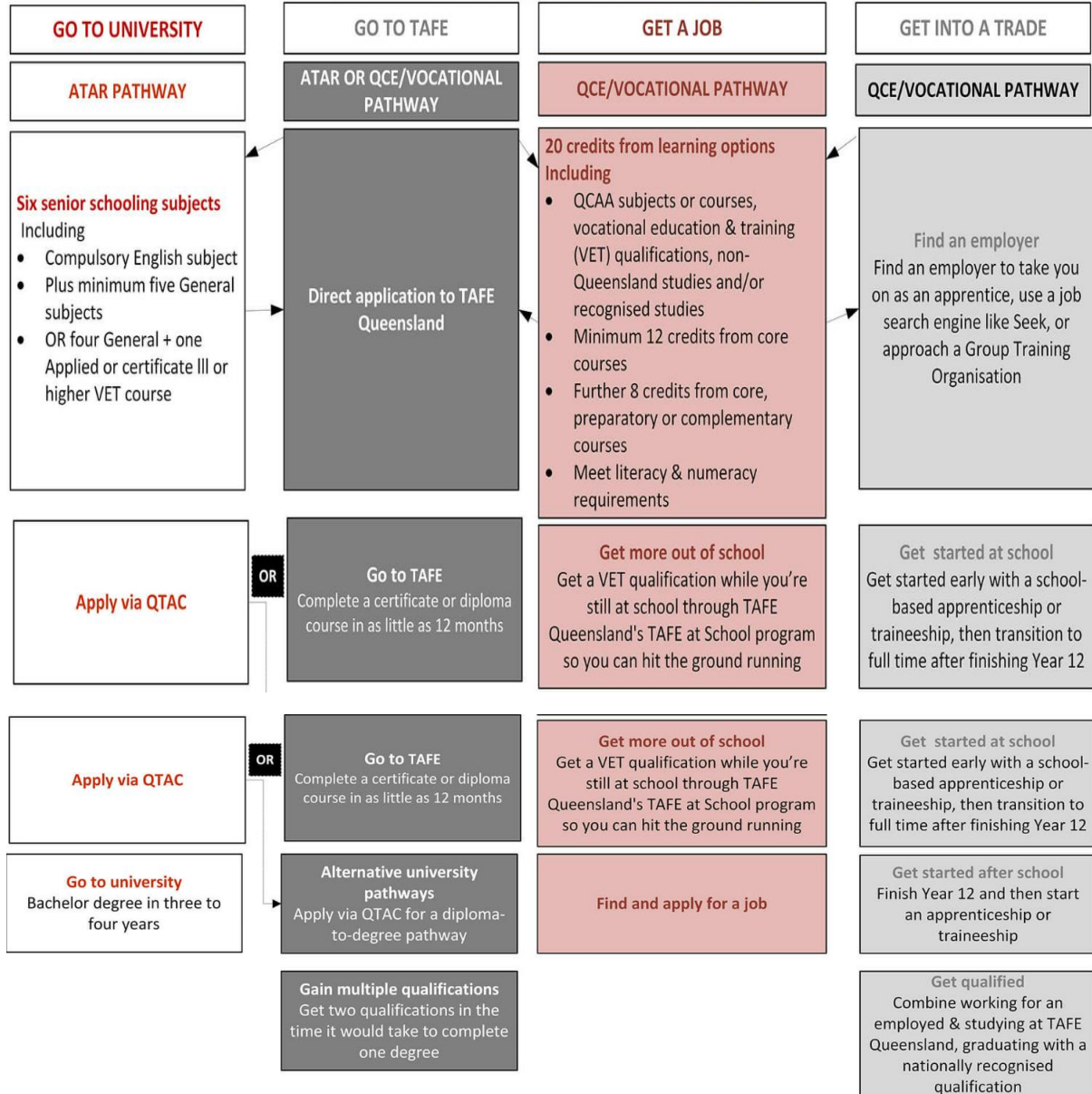
5. Qualifications and Pathways

There are 10 different levels of qualifications that can be obtained. These are shown in the following diagram.



Source: Australian Qualifications Framework Second Edition January 2013 Department of Education and Training - <https://creativecommons.org/licenses/by/4.0/>

POST-SCHOOL PATHWAYS



YOUR FUTURE VOCATION - Who do you want to be?

Understanding where you see yourself working sometime in the next three years is an important part of knowing who you are and having a good sense of self awareness.

Therefore, what is the industry you can see yourself working and most importantly, thriving in?

Business	Education	Health	Creative industries	Construction
Infrastructure & transport	Automotive	Design	Engineering	Hospitality
Carpentry and joinery	Civil Engineering	Community Services	Fashion	Manufacturing
Communications	Environmental science	Hair and Beauty	Animal services	Finance
IT	Agriculture	Real estate	Law	Retail

6. Workplace Expectations

What your employer and trainer want to see:

- Be on time
- Show up on your allocated day ready for work and training
- Be prepared for the training day
- Act responsibly and respectfully at all times - remember you are representing yourself, your family and the College
- Notify the College, TAFE or employer of absences either planned or otherwise
- Maintain a passing grade in all subjects
- Follow up on missed work due to training commitments; it is YOUR responsibility to do this no one else's.
- Maintain a minimum attendance percentage of 85% at school and throughout your vocational journey
- SPEAK UP and OUT if there are any concerns at your workplace or at school

What your employer / trainer DOES NOT want to see:

- Mobile phones during lesson work time – please keep them in your bag
- Arrive late without reason
- Arrive without the necessary equipment for your training day
- Unexplained absences
- Taking longer breaks than allocated
- Unsafe behaviours
- Disrespectful language and behaviours toward the staff and other trainees
- Learners that give up

7. Capalaba State College's Expectations

Undertaking a VET training course usually requires one day away from school. This absence will impact a student's timetable and therefore their learning. A student enrolled in a VET course has the added responsibility of catching up on the work they have missed while away at training or work.

8. Frequently Asked Questions

Q. What happens if I have an exam on the day I am meant to be at VET or at work?

Answer:

a) Students in General (ATAR) subjects and Year 12s undertaking assessment are required to come to school on the day of exam.

b) Students in Year 11 Essential Math and English and Applied subjects WILL attend VET on their day and do the exam at the next opportunity. Year 10 students WILL attend VET as usual and do the exam at the next opportunity.

Q. What do I do if I am an ATAR student sitting an exam on the day of my VET?

Answer: You must notify your TAFE the week before.

Q. What happens if I have an assignment due on the day I am meant to be at VET or work?

Answer: As per the College's Learning Policy – If you have a known absence, you must submit the assignment before the due date. i.e. – the day before or as approved by curriculum teacher or HOD.

Q. Who do I have to notify if I am going to be absent from VET/SAT?

Answer: Please phone or email both your RTO / VET Teacher and the college's absence line.

Q. What do I have to do if I need to be at school on the day I am meant to be out at VET/SAT? Answer: a) Notify your Employer or RTO in advance of your absence. b) Notify the Careers & Pathways Teacher in advance

Q. How do I get a School Based Traineeship/Apprenticeship?

Answer: The College sends out DAYMAP messages and emails with vacant positions – you need to respond to the email or go and see the Careers & Pathways Teacher in her office at lunch.

Q. Am I paid for a School Based Traineeship/Apprenticeship?

Answer: Yes

Q. Can I do the VET course in any year level in senior?

Answer: Yes

Q. Will completion guarantee me a job?

Answer: No.

There is still the responsibility on yourself to continue learning in this area and finding opportunities and taking the opportunities when they arise. For example, completing a VETiS Cert II and then responding to an email regards a School Based Traineeship is one method. Typing up your CV and walking the shopping centres or business districts is another way of furthering your employment prospects.

9. Further Information

myfuture provides resources to explore career pathways and tools to develop self-knowledge to help with career decision-making: <https://myfuture.edu.au/bullseyes>



myfuture website provides resources to explore career pathways and tools to develop self-knowledge to help with career decision-making: <https://myfuture.edu.au/bullseyes>

The [2026 Year 10 Guide to career pathways and tertiary prerequisites](#) from QTAC is another very useful tool to assist students plan their pathways.