

# Qualifications: Vocational Education and Training

Recognition of Vocational Education and Training (VET) and Further Education (FE) within the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL) ensures that students who complete all or part of a nationally recognised VET or FE qualification may receive credit towards satisfactory completion of the VCE or VCAL. Students would typically undertake training at Certificate II or III level.

## 1 VET programs

VET and FE qualifications have been coded on VASS as follows:

- VES (VCAA-approved VCE VET program) or NAP (VCAA-approved School-based Apprenticeship or Traineeship), which both provide credit towards the VCE in the form of VCE VET units and nominal-hour credit towards VCAL
- VFE (VET or FE programs, outside the suite of VCAA-approved programs), which offer Block Credit Recognition towards the VCE and nominal-hour credit towards VCAL.

Home schools must ensure that students are enrolled in the correct certificate type and that students receive accurate advice about eligibility for satisfactory completion of both the qualification and the VCE or VCAL. Some VCAA-approved programs are available as both a VCE VET (certificate type: VES) and a School-based Apprenticeship or Traineeship (certificate type: NAP) qualification.

All other VET and FE qualifications are classified as certificate type: coded as VFE on VASS. If the VET or FE qualification is not available on VASS, schools should contact Student Records and Results for further advice, or download the **Application for VET or Further Education qualifications** form and send it to the VCAA, accompanied by any information requested in the form.

VET and FE programs appear on VASS in the following format: Certificate Code–Type–Description (for example, CUA20715-VFE-Certificate II in Visual Arts).

### Summary of certificate types and contribution to VCE and VCAL

The following table provides details on each certificate type and the recognition available for each type of program.

#### Summary of certificate types

VASS certificate type	Credit arrangements
<b>VES (VCE VET program)</b>	<p><b>VCE</b></p> <ul style="list-style-type: none"> <li>• Unit 1 to 4 level</li> <li>• generally includes one Unit 3–4 sequence towards satisfactory completion of the VCE</li> <li>• automatic enrolment in VCE VET units through enrolments in units of competency</li> <li>• a study score may be available</li> <li>• may provide additional credit where the qualification is in excess of the hours that provide Units 1 to 4</li> </ul> <p><b>VCAL</b></p> <ul style="list-style-type: none"> <li>• credit awarded on satisfactory completion of 90 nominal hours of training</li> </ul>

VASS certificate type	Credit arrangements
<b>NAP (VCAA-approved School-based Apprenticeship or Traineeship)</b>	<p><b>VCE</b></p> <ul style="list-style-type: none"> <li>Unit 1 to 4 level</li> <li>in most cases includes one Unit 3–4 sequence towards satisfactory completion of the VCE</li> <li>automatic enrolment in VCE VET units through enrolments in units of competency</li> </ul> <p><b>VCAL</b></p> <ul style="list-style-type: none"> <li>credit awarded on satisfactory completion of 90 nominal hours of training</li> </ul>
<b>VFE (VET or FE program)</b>	<p><b>VCE</b></p> <ul style="list-style-type: none"> <li>contribution to VCE through Block Credit Recognition for attainment of units of competency at Australian Qualifications Framework (AQF) II and above</li> <li>credit accrues within each qualification enrolment</li> </ul> <p><b>VCAL</b></p> <ul style="list-style-type: none"> <li>credit awarded on satisfactory completion of 90 nominal hours of training</li> </ul>

## 1.1 VCE VET programs

VCE VET programs provide credit towards the VCE, typically for Units 1 to 4; however, some programs only provide credit at Unit 1 and 2 or Unit 3 and 4 level. VCE VET programs also provide credit towards VCAL. However, a student may not be enrolled simultaneously in the VES and NAP version of the same qualification.

VCE VET programs are constantly being developed or revised and schools are advised to refer to the VCAA *Bulletin* or VET section of the VCAA website for the most up-to-date information. A summary of VCE VET programs containing qualification codes and titles is available online in January each year. If changes are identified in the summary, a fully updated version of the program is contained on the relevant VCE VET program webpage.

Programs offering a study score at Unit 3 and 4 level and programs with enrolment restrictions are indicated on individual VCE VET program webpages.

## 1.2 School-based Apprenticeships and Traineeships

In School-based Apprenticeships and Traineeships, students undertake a vocational training program within a part-time employment arrangement. Each student is required to enter into a formal training contract. The School-based Apprenticeship or Traineeship comprises:

- enrolment in the VCE or VCAL at school
- enrolment with a registered training organisation (RTO) in a structured vocational training program that leads to a vocational qualification
- part-time, paid work under an industrial agreement that recognises School-based Apprenticeships and Traineeships
- at least one timetabled day spent on the job or in training during the normal school week
- at least seven hours of employment and six hours of training undertaken per week.

Schools should only enrol a student in a School-based Apprenticeship or Traineeship if the following conditions are met:

- The student is 15 years of age or over.
- The student is an Australian citizen or a permanent resident.
- The student is in relevant employment.
- The principal, or principal's delegate, has signed the training plan and the student is enrolled in a nationally recognised qualification that can be undertaken as a School-based Apprenticeship or Traineeship.

Students who undertake an apprenticeship or traineeship that does not satisfy the school-based criteria will be undertaking a 'part-time apprenticeship or traineeship'. This type of arrangement will still provide credit for VCE or VCAL if it is recorded on VASS.

### **VCAA-approved School-based Apprenticeships and Traineeships**

School-based Apprenticeships and Traineeships typically offer credit at Unit 1 to 4 level towards the VCE. For the level of credit in the VCE, refer to the Certificate UoC Structure Report on VASS. Nationally recognised qualifications with training schemes approved by the Victorian Registration and Qualifications Authority (VRQA) not included in the suite of VCAA-approved programs (VASS certificate type: VFE) can be undertaken as a School-based Apprenticeship or Traineeship. If these arrangements exist, a student's enrolment in a VFE program needs to be flagged on VASS as being 'undertaken as an apprenticeship or traineeship'.

## **1.3 VET and FE other than VCE VET programs**

Students can use training in any nationally recognised VET/FE qualification as part of their VCE or VCAL program.

### **Block Credit Recognition in the VCE**

Students are eligible for credit towards the VCE if they have completed, or are completing, training in a nationally recognised VET or FE qualification that is not included in the suite of approved VCE VET and School-based Apprenticeship or Traineeship programs. Credit towards the VCE will be available for full or partial completion of a nationally recognised qualification at AQF II and above. This credit is referred to as Block Credit Recognition. Students must be enrolled in the VCE to be eligible for Block Credit Recognition.

VCE VET programs and approved School-based Apprenticeship and Traineeship programs with full recognition in the VCE are not eligible for Block Credit Recognition. All other nationally recognised qualifications at and above AQF Level II are eligible.

### **Students with a current enrolment in VET/FE**

Students completing training in a nationally recognised VET/FE qualification in 2017 should only be enrolled in the certificate and all units of competency expected to be completed in the current year. These certificates are identified as certificate type VFE on VASS.

### **Students who have completed training in VET/FE prior to 2017**

Students who have completed training in a nationally recognised VET/FE qualification prior to 2017 and have not previously had their details entered on VASS may include the qualification in their current year enrolment if it is available on VASS. If it is not available on VASS, the school must apply to the VCAA.

Applications for credit in this way must be made on the **Application for credit towards the VCE/VCAL** form and be accompanied by copies (certified by the principal) of Statements of Attainment and/or certificates. Original documents must not be submitted. Credit granted will be recorded at the VCAA and may be viewed by the school on VASS. Credit granted will be reported by the VCAA on the VCE Statement of Results.

## 2 Entry to VET programs

### Transfer arrangements between certificate types

If a student wishes to transfer to a different certificate type for the same qualification (for example, from the VES certificate type for ICT30115 Certificate III in Information, Digital Media and Technology to the NAP certificate type), the following procedure should be followed:

- If the student is currently enrolled in the VES program, the student should be withdrawn from the program before enrolment in the NAP program.
- A statement from the RTO should be obtained, listing the units of competency that the student has satisfactorily completed in the previous enrolment.
- The student can now be enrolled in the NAP program and (previously completed) units of competency and then given a result of S for these units of competency completed in the VES certificate program.
- The student should then be enrolled in the remaining units of competency expected to be completed in the current year.
- Students should be awarded S for any units of competency completed and N for units of competency not yet completed.

## 3 Satisfactory completion of VET programs

### Certificate type: VES and NAP programs

The requirements for satisfactory completion of a VCE VET or VCAA-approved School-based Apprenticeship or Traineeship program are outlined in the relevant VCE VET program booklets or the Certificate UoC Structure Report on VASS.

### Certificate type: VFE programs

Satisfactory completion of a VFE program is not calculated or reported on VASS; however, any training completed may contribute towards the student's overall VCE or VCAL as described in the following section.

## 4 Contribution of VET to VCE

VCE VET (VES and NAP) programs and VET/FE contribute to the VCE in different ways.

### 4.1 Recognition within the VCE for VCE VET programs

For VES and NAP programs only, enrolment in units of competency leads automatically to enrolment in VCE VET units. Schools will be unable to directly enrol students in, or withdraw them from, VCE VET units. This can only be done by enrolment in, or withdrawal from, units of competency.

As units of competency are completed, VCE VET unit completion is calculated automatically. The nominal hours for VCE VET units vary from program to program.

In VCE VET programs where a study score is available, the contents of the Unit 3–4 sequence are prescribed. Completion of the VCE VET units is dependent on completion of the prescribed units of competency in the Unit 3–4 sequence.

In VCE VET programs where a study score is not available, students will receive credit based on the accrual of hours from that program. This will typically be Units 1, 2, 3 and 4.

## Duplication

VCE VET units may only make a contribution towards satisfactory completion of the VCE if there is no significant duplication between a VCE VET program and VCE studies or other VCE VET programs. If there is significant duplication, students may enrol in the VCE VET program, VCE studies or other VCE VET programs identified, but a reduction in credit towards the VCE will then apply.

However, all satisfactorily completed VCE VET units will appear on the student's Statement of Results. Program coordinators should refer to VCE VET program booklets for further information on the duplication between VCE VET programs and VCE studies or other VCE VET programs.

Duplication between VCE VET programs and other VET or FE qualifications available through Block Credit Recognition will be taken into account when determining the amount and level of credit towards the VCE. If units of competency sit within the scored Unit 3–4 sequence of a VCE VET program, they will not be included in VFE qualifications in the same industry.

## 4.2 Recognition of VET FE within the VCE

Contribution towards the VCE for certificate type VFE programs is calculated via Block Credit Recognition. Credit is to be awarded in the VCE on the basis of achieving units of competency. The level of credit is determined by the AQF level at which the units of competency are recognised. Students who aggregate results from more than one VET training program may be eligible for credit for all of their training, subject to completion of sufficient hours.

The rules for the award of credit in the VCE are as follows:

- Attainment of units of competency at AQF Level II provides credit at Unit 1 and 2 level, subject to completion of a minimum of 90 nominal hours for each VCE unit.
- Attainment of units of competency at AQF Level III and above provides credit at Unit 3 and 4 level, subject to completion of a minimum of 90 nominal hours for each VCE unit.
- A Unit 3–4 sequence will be awarded on satisfactory completion of a minimum of 180 nominal hours, according to the rules outlined in the previous points.
- Schools seeking to enrol students into Certificate IV or Diploma qualifications are required to seek prior approval from the VCAA's VET Unit. An approval form is available from the [Block Credit webpage](#) on the VCAA website. This approval process is designed to ensure that students are undertaking qualifications aligned to their future pathway and that are appropriate to their needs and capabilities.
- From 2017, the credit accruing towards the VCE will be capped at two Unit 3–4 sequences from any qualification at Certificate IV or Diploma level.

If students apply for credit for training completed prior to 2017, decisions about the amount of credit granted will be made and recorded by the VCAA, and may be viewed by the school on VASS. The award of credit to a student will take into account issues of duplication with their other VCE studies or VCE VET programs.

## 5 Contribution of VET to VCAL

### VCAL strands

Nationally recognised VET will contribute to two of the four VCAL strands – Work Related Skills and Industry Specific Skills. Accredited units of competency with a literacy or numeracy focus may contribute to the VCAL Literacy and Numeracy Skills Strand.

At the Intermediate and Senior VCAL levels, components of nationally recognised VET to the value of at least one credit must be included in the Industry Specific Skills Strand.

### **Credit towards VCAL**

For all certificate types (VES, NAP and VFE), a credit towards VCAL is awarded on successful completion of 90 nominal hours of nationally recognised training. From 2017, the credit accruing towards the VCAL will be capped at four credits from any qualification at Certificate IV or Diploma level.

## **6 VCE VET documentation**

The [VET Quick Guide for VASS Administrators](#) is available on the VCAA website. VCE VET program booklets are published by the VCAA for all VCE VET programs.

The following organisations have useful information:

- [Training.gov.au](http://Training.gov.au) is the database of vocational education and training in Australia.
- The Department of Education and Training's Higher Education and Skills Group ([www.education.vic.gov.au](http://www.education.vic.gov.au)) has information on access to further education and training opportunities for Victorians and links to Victorian Purchasing Guides and Victorian Government–accredited curriculum documents and Curriculum Maintenance Managers (CMMs).
- The Department of Industry, Innovation and Science ([www.industry.gov.au](http://www.industry.gov.au)) is responsible for developments and policy changes in VET at a national level.

## **7 Industry Pathways**

Industry Pathways provides recognition for students who choose to complete a VCE or VCAL program of study in a specific vocational area. They combine VET certificates with English/Literacy, Maths/Numeracy, workplace learning and selected studies that complement the relevant industry. The two-year programs commenced in 2015, and the first VCE or VCAL certificates with an Industry Pathway appellation were awarded in 2016.

Further information regarding [Industry Pathways](#) is available on the VCAA website.