Information and instructions for high level qualification applications

Background

In response to an increased number of high level qualifications being offered to senior secondary students, the VCAA implemented an approval process for high-level VET qualifications. This process commenced for all qualifications at certificate IV or above for delivery from January 2016.

The intention of this application process is to identify:

* the pathways into the qualification – whether this is through prior training, the skills of the individual or employment/industry experience
* the characteristics of the student or student cohort for whom the qualification is proposed
* the appropriateness of the content and duration of the training for VCE and VCAL students.

This approval process must be completed prior to any training in the qualification commencing. For further information regarding this process please contact the VET Unit on (03) 9032 1737.

Instructions for completion

**Questions 1 and 2 Qualification Code and Title:** The qualification code and title must refer to a nationally recognised VET qualification from a Training Package or accredited course. The qualification must be current on training.gov.au.

**Question 3 Name of RTO:** The name of the registered training organisation that will be contracted to deliver this training. The RTO must be registered with the VRQA or ASQA and be listed as current on training.gov.au. The qualification being delivered must be on the RTO’s scope of registration.

**Question 4 Students’ home school/s:** If known please list the name of the school/s the students attend.

**Question 5 Training delivered at & Name and address of RTO, school, other locations:** You may choose more than one option. For each site nominated please provide name and address details of each training location.

For example all three boxes may be ticked where students undertake training at school on a weekly basis, attend the RTO for specialist classes that require specific facilities and are also required to complete weekend or school holiday workshops at a private venue like a sporting club or dance studio.

**Question 6 Who will deliver the qualification?** Will the training be delivered by RTO staff, school staff or by staff who are employed by another organisation?

For example the training may be delivered by a combination of school or RTO staff or other appropriate personnel. In these cases, details should be provided in the ‘Other’ category.

**Question 7 How will this qualification be delivered?** More than one box can be ticked to provide detail of the delivery method for the qualification.

**Questions 8–12:** It is important to identify the volume of training to be undertaken by students. Delivery hours per week, can be an average of the planned delivery and should include block delivery (e.g. one-week intensive) where it is offered.

The nominal hours listed must correspond with the Victorian purchasing guide or accredited courses and may differ from actual delivery hours.

**Question 13 Is this qualification to be undertaken as an apprenticeship or traineeship?** A list of apprenticeships and traineeships with approved training schemes is available on the [VRQA website](http://www.vrqa.vic.gov.au/apptrain/Pages/ATAEschemes.aspx) Please note some are [not available](http://www.vrqa.vic.gov.au/apptrain/Pages/ATEqualsbats.aspx) as School Based Apprenticeships or Traineeships.

**Question 14 Is it intended that SWL be undertaken?** The policy requirements for SWL are available at [DET Structured Workplace Learning](http://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx) and the [Amended Ministerial Order 55](http://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/MinOrder55.pdf)

**Question 15 Delivery details of qualifications where annual nominal hours exceed 300:** List the hours of delivery per week, and any block training. This is to ensure the student has sufficient time to be bale to meet the requirements of the proposed training.

**Question 16 What are the entry requirement/s for this qualification (include specific Language, Literacy and Numeracy requirements, prerequisite studies, complementary studies)?** These may be drawn from the training package or curriculum document or recommended by the industry or RTO. This information may be general in nature. For example: referring to the completion of Year 10 Maths or the requirements as outlined in the qualification or units of competency to be undertaken.

**Question 17 What previous VET training have the students undertaken which provide a pathway into this qualification?** Students undertaking a higher level qualification in all but a few cases should undertake a relevant lower level qualification as a pathway. Please list previous qualifications undertaken by student/s.

**Question 18 Are there any other requirements or characteristics of the student cohort that may make this qualification appropriate?** For example: completion of a VCE study, industry skills/experience, VETASSESS entrance exam, interview, year 12 folio, or other form of certification.

**Question 19 How do you plan to ensure students have met the requirements outlined above?** There are many ways these requirements can be communicated to students. For example: establishing selection criteria for the program, conducting pre-testing, undertaking student interviews or information sessions etc.

**Question 20 Any further supporting information or evidence:**

**Submission details**

It is important to provide contact details so we can contact applicants for clarification and approval processes.

**How to submit this form**

Click here to submit form by emailWhen the button is clicked the form is immediately attached to an email that is pre-populated with the VCAA VET contact email - [vet.vcaa@edumail.vic.gov.au](mailto:vet.vcaa@edumail.vic.gov.au)

Before this email is sent it is important to attach a list of the UoCs being delivered as part of this qualification.

Any additional supporting documentation may also be attached to this email.