



Guidelines for the delivery of Certificate IV and above VET qualifications to Senior Secondary students

Background

The School Curriculum and Standards Authority (the Authority) currently places no restrictions on the level of vocational education and training (VET) qualification that students may undertake. The qualification must be from a nationally recognised and endorsed training package and certified by a registered training organisation (RTO).

As part of the Western Australian Certificate of Education (WACE) Refreshment, the Authority will:

- from 2027, no longer provide unit equivalents towards WACE achievement for Diploma-level qualifications
- from 2028, the Authority will provide unit equivalents towards WACE achievement for Certificate IV qualifications, including Certificate IV accredited courses, delivered by identified RTOs which are included on the *Certificate IV Specified List* published by the Authority.

The Authority has a responsibility for the quality assurance of courses and assessments that contribute towards the WACE. In relation to the quality assurance for VET delivery and assessment, the Authority recognises and accepts the quality assurance processes managed by RTOs under the *Standards for RTOs 2025*.

In Western Australia, the Training Accreditation Council (TAC) is responsible for quality assurance and recognition processes for RTOs with scope of delivery limited to Western Australia and Victoria, domestic students and for the accreditation of courses. For RTOs in partnership with Western Australian schools, but with scope of delivery not limited to Western Australia or Victoria, the quality assurance is regulated by the Australian Skills Quality Authority (ASQA).

Notwithstanding VET sector regulatory arrangements which are designed to maintain the standards of nationally recognised training, the Authority has an obligation to attest to the quality of any program used towards meeting the requirements for the WACE.

Purpose

These guidelines have been developed for schools to follow to assist with making an informed decision about the delivery of higher-level VET qualifications to secondary students.

The guidelines contain key criteria which the school/RTO must be satisfied can be demonstrated prior to the enrolment of the student in the qualification.

The Authority will closely monitor enrolments in these higher-level qualifications.

Prior to enrolling students into Certificate IV and above level VET qualifications, schools must be satisfied that the criteria below can be demonstrated.

☐ Suitability of the qualification

Is the qualification appropriate to be delivered to secondary students?

Check whether the qualification is listed on the *VET Qualifications Register for Secondary Students* on the Department of Training and Workforce Development website and, if so, what traffic light colour has been allocated to the qualification:

<https://www.dtwd.wa.gov.au/training-providers-and-schools/vet-schools>.

Check the Training Package's *Companion Volume Implementation Guide (CVIG)* to see whether the qualification is listed by the Training Package developer as being suitable for delivery to secondary students. CVIGs can be accessed on the Department of Education and Training website: www.training.gov.au.

Refer to the WACE Refreshment changes mentioned above.

☐ Entry requirements

Are there entry requirements which prevent delivery of the qualification to secondary students?

Entry requirements (if applicable) are listed on www.training.gov.au under the qualification details.

☐ Qualification outcome and units of competency content

Has a thorough assessment of the qualification outcome, and units of competency content, been undertaken?

This is to ensure that the student/s have the skill level, maturity and experience required to complete the qualification to an industry standard. Factors to take into consideration include:

- Are there high-risk units?
- Do any of the units require the student to demonstrate responsibility for others (duty of care), e.g. leadership, supervision?
- Is there content in the units which may be of a sensitive nature and unsuitable for secondary students, e.g. working with vulnerable people?

☐ Volume of learning/time considerations

Is there sufficient time for the student to complete the qualification in conjunction with other WACE course requirements?

Certificate IV and above level qualifications generally focus on the acquisition of more complex skills which require more hours of training. The volume of learning for these qualifications, including both structured (for example lectures, assessments, workplace experience, projects) and unstructured (including private study) learning, is generally between 0.5 years full-time for short duration specialist courses that build on existing knowledge and skills to 2 years full-time for courses that meet entry level requirements for work.

☐ Mandatory work placement/work experience

Are there mandatory work placement hours for the qualification or units of competency?

There may be difficulties in sourcing relevant work placements due to the age of the students. Some facilities do not provide placements to students who are under 18 years-of-age.

Mandatory work placement hours are listed in the qualification outline or unit of competency outline on www.training.gov.au.

☐ Licensing restrictions

Are there licensing restrictions which make the qualification inappropriate for students under the age of 18 to enrol in?

Units of competency within higher-level VET qualifications may be linked to industry licences which make them unsuitable for students under the age of 18 to undertake. Refer to the relevant training package for further details.

Schools may also refer to the 'Training package/accredited course and regulatory/licensing requirements to note' column in the *VET Qualifications Register for Secondary Students* for more information on licencing restrictions.

☐ Previous VET achievements

Has the student completed a lower level VET qualification?

It is highly recommended that students undertaking higher-level VET qualifications should have undertaken a relevant lower level qualification to enable a pathway for the progression of learning.