



Government of **Western Australia**
School Curriculum and Standards Authority

BUSINESS AND FINANCIAL SERVICES

VET INDUSTRY SPECIFIC

National Training Packages

BSB Business Services (Release 7.2)

FNS Financial Services (Release 6.2)

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.



IMPORTANT INFORMATION

This syllabus is effective from 1 January 2022.

Users of this syllabus are responsible for checking its currency.

VET industry specific courses are updated periodically to comply with the most current national training package release.

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Rationale

The vocational education and training (VET) industry specific Business and Financial Services course provides students with the opportunity to achieve nationally recognised vocational qualifications under the Australian Qualifications Framework (AQF) and to gain School Curriculum and Standards Authority (Authority) course unit credit towards the Western Australian Certificate of Education (WACE).

The course is based on nationally endorsed training packages. It specifies the range of industry developed units of competency from the relevant training packages that is suitable for the WACE. To meet the course requirements and achieve course units towards a WACE, students must follow the course structure, attain required units of competency and fulfil work placement requirements.

The VET industry specific Business and Financial Services course provides opportunities for the completion of Certificate I, Certificate II and Certificate III qualifications and for students to access short-term and long-term employment opportunities. Students develop relevant technical, vocational and interpersonal competencies suitable for employment and further training in the business and finance industry, as well as skills, knowledge and experiences that are transferable to other industry areas.

This course encourages students to engage in a vocational context with senior secondary education, fosters a positive transition from school to work, and provides a structure within which students can prepare for further education, training and employment.

Course delivery

VET industry specific courses have the status of an Authority-developed course and enable students to achieve dual accreditation for a nationally endorsed qualification and meet course completion requirements for the WACE.

When considering VET delivery, schools are advised to:

- refer to the VET section of the *WACE Manual*
- contact their education sector/systems representative for information on operational considerations relating to VET delivery options in schools.

VET can be delivered by schools providing they meet the appropriate VET regulatory requirements. Schools need to become a registered training organisation (RTO) or work in partnership with an RTO for the delivery, assessment and certification of training.

It is the responsibility of the RTO to determine that requirements are met when delivering and assessing VET. This includes ensuring that teachers and trainers have the required qualifications to deliver VET industry specific courses.

VET training and assessment requirements

The VET sector's regulatory arrangements are designed to maintain the standards of nationally recognised training.

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 information on how the TAC regulates VET, refer to the Training Accreditation Council website at www.tac.wa.gov.au.

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). Both ASQA and the TAC regulate RTOs using the *Standards for RTOs, 2015*.

For information on the VET Quality Framework and VET regulation by ASQA, refer to the ASQA website at www.asqa.gov.au.

The delivery of training and assessment of VET requires that the assessment be conducted according to the national *Standards for RTOs, 2015* which includes the requirements for all training and assessment to be conducted by a suitably qualified trainer and assessor in partnership with an RTO that is scoped to deliver the training and assessment.

For more information on the requirements for training and assessment, refer to the *Users' Guide to the Standards for RTOs, 2015* on the ASQA website at www.asqa.gov.au.

Workplace learning

The Authority-developed Workplace Learning (ADWPL) endorsed program is a mandatory co-requisite for a VET industry specific course. Mandated workplace learning must commence in the same year of enrolment in the VET industry specific course and can be met within the first year of a two-year program. The requirements for mandated workplace learning may be met within one year of a two-year program. Workplace learning time is required for each of the qualifications in this course. The number of workplace learning unit equivalents required is specified for each qualification within this course. The work placement must be industry related and occur while the course units are being undertaken.

Workplace learning is essential for this course as it enables the students to:

- collect evidence towards achievement of units of competency
- develop positive attitudes towards work
- apply skills acquired in an industry context
- develop additional employability skills and knowledge
- actively engage with industry.

Non-completion of any required workplace units or equivalents may result in a 'requirements not met' (RNM) status for the course units and will be reflected as a U (Unfinished) notation.

Course content

A VET industry specific course includes a full, nationally recognised AQF qualification, mandatory industry related workplace learning, and contributes towards the WACE as a WACE course instead of unit equivalence. The most current training packages are used in these courses and the courses are updated regularly as new versions of training packages are endorsed. Training packages can be accessed at www.training.gov.au (TGA).

Units of competency

Units of competency for qualifications in the VET industry specific Business and Financial Services course come from the BSB Business Services and FNS Financial Services Training Packages.

Units of competency specify the standards of performance required in the workplace. They are statements of the skills and knowledge required for effective performance in a particular job or job function as agreed nationally by industry.

Trainers need to refer to the relevant training package for further details of the elements, performance criteria, foundation skills, range of conditions and evidence requirements for specific units of competency. Teachers and trainers should check the RTO's scope of registration before determining which elective units of competency are to be included in delivery and assessment programs. This can be determined during initial discussions when considering a partnership arrangement between the school and RTO.

Time and completion requirements

VET industry specific course units are packaged as either two or four WACE course units, linked to a specified qualification and are only awarded upon the completion of all of the course requirements.

Unlike other WACE courses, VET industry specific course units are paired in both Year 11 (Units 1 and 2) and Year 12 (Units 3 and 4) syllabuses. A student who withdraws from a VET industry specific course after only one semester **will not** receive VET industry specific course units for that academic year.

VET industry specific courses can be delivered over one year or two years.

The number of Workplace Learning endorsed program unit equivalents to be completed varies according to the qualification offered. Students must complete all components of the course before the full allocation of VET industry specific course unit credit can be allocated.

Course unit credit

Course unit credit for VET industry specific courses is awarded as 'completed' for each VET industry specific course unit. The achievement descriptor 'completed' contributes in the same manner as a C grade or better for all other WACE course units.

Regardless of the academic year in which a VET industry specific course is completed, WACE course credit is allocated across both Years 11 (Units 1 and 2) and Year 12 (Units 3 and 4). That is, part of the achievement allocation of a VET industry specific course is applied as either retrospective or projected credit, depending on the year in which the course requirements are completed.

If a student does not successfully complete all components of the VET industry specific course, the student is awarded a U (Unfinished) notation for the Year 12 units (Units 3 and 4). Course credit for Year 11 units (Units 1 and 2) for a partially completed Certificate II or Certificate III VET industry specific course may be awarded under the following conditions:

- **Qualification component:** completion of equal to or greater than 110 nominal hours of the VET industry specific qualification
- **and**
- **Workplace learning component:** completion of at least one unit equivalent of the Workplace Learning endorsed program in an industry relevant to the qualification industry area.

If the conditions for Year 11 Units 1 and 2 are not met by the end of an academic year, a U (Unfinished) notation is awarded until such time as these conditions have been met.

If the requirements are not achieved in Year 11, but are subsequently achieved in Year 12, then retrospective credit for the Year 11 Units 1 and 2 will be awarded. If a student exits the VET industry specific course at the end of Year 11 and has completed the requirements for Year 11 Units 1 and 2, credit is awarded as 'completed' (has met the C grade standard for a WACE course) and retained by the student for WACE contribution.

Units of competency only contribute towards the WACE once. Therefore, student enrolments in units of competency in VET industry specific course qualifications are enrolled as VET integrated into the relevant VET industry specific course units. VET integrated units of competency do not attract unit equivalence.

Assessment

The assessment of VET industry specific courses must be conducted by a qualified assessor in partnership with an RTO, which may be a school, TAFE, or private training provider and in accordance with the national *Standards for RTOs, 2015*.

All assessment requirements need to be met concurrently to demonstrate the achievement of an element of competency. All elements of competency must be achieved to demonstrate the achievement of a unit of competency.

A student is judged as either competent or not yet competent. The judgement is made on the basis of evidence, which can be in a variety of forms. A student who is assessed as competent on all required competencies for the VET industry specific course, and completes the mandatory workplace learning requirements as specified is awarded 'completed' for Year 11 Units 1 and 2, and Year 12 Units 3 and 4.

All successfully completed qualifications and the associated units of competency are recorded on the student's Western Australian Statement of Student Achievement (WASSA).

Business Services pathway

BSB10115 Certificate I in Business

BSB20115 Certificate II in Business

BSB30115 Certificate III in Business

BSB10120 Certificate I in Workplace Skills

BSB20120 Certificate II in Workplace Skills

BSB30120 Certificate III in Business

Note:

- BSB10115, BSB20115 and BSB30115 will not be available for delivery once the transition period ends.

Certificate I in Business

This qualification allows learners to develop skills and knowledge to prepare for work, but there are no specific employment outcomes at this level.

Certificate I in Workplace Skills

This qualification reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of business environments.

BSB10115 Certificate I in Business

Unit VEVBF

This School Curriculum and Standards Authority-developed course uses the BSB Business Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/BSB10115.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **six** (6) units of competency. These consist of **one** (1) core unit and **five** (5) elective units. The core unit of competency cannot be substituted.

Four (4) elective units must be selected from the elective units listed within the packaging rules on TGA. One (1) elective unit may be selected from the remaining elective units listed, or any currently endorsed training package or accredited course at the same qualification level.

The Certificate I in Business completed in this course results in the achievement of **two** (2) Year 11 course units. Completion of 55 hours of work placement (equivalent to **one** (1) ADWPL endorsed program unit equivalent) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

BSB10120 Certificate I in Workplace Skills

Unit VEVBF

This School Curriculum and Standards Authority-developed course uses the BSB Business Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/BSB10120.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **six (6)** units of competency. These consist of **two (2)** core units and **four (4)** elective units. The core units of competency cannot be substituted.

Two (2) elective units must be selected from the elective units listed within the packaging rules on TGA. For the remaining two (2) electives, up to two (2) units may be selected from the units listed on TGA. If not listed, up to two (2) units may be selected from the Certificate I or Certificate II from this or any other currently endorsed training package qualification or accredited course.

The Certificate I in Workplace Skills completed in this course results in the achievement of **two (2)** Year 11 course units. Completion of 55 hours of work placement (equivalent to **one (1)** ADWPL endorsed program unit equivalent) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

Certificate II in Business

Certificate II in Workplace Skills

These qualifications reflect the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Job roles

Job roles vary across different industry sectors, but may include:

- office assistant/junior
- administrative assistant
- receptionist
- legal receptionist
- administration officer (local government).

Future pathways

The *Post-Secondary Pathways* document for this course provides an illustration of pathways into higher level qualifications and career options for students who have undertaken this course. Refer to the relevant VET industry specific course page on the Authority website under the Support Materials section at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific/business-services>.

BSB20115 Certificate II in Business

Unit VEVFBF

Unit VTVBFB

This School Curriculum and Standards Authority-developed course uses the BSB Business Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/BSB20115.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **twelve** (12) units of competency. These consist of **one** (1) core unit and **eleven** (11) elective units. The core unit of competency cannot be substituted.

Seven (7) elective units must be selected from the elective units listed within the packaging rules on TGA. The remaining four (4) elective units may be selected from the elective units listed within the packaging rules on TGA, or any currently endorsed training package or accredited course at the same qualification level.

If not listed, two of the four elective units may be selected from either a Certificate I or a Certificate III qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The Certificate II in Business completed in this course results in the achievement of **four** (4) course units (two Year 11 units and two Year 12 units). Completion of 110 hours of work placement (equivalent to **two** (2) ADWPL endorsed program unit equivalents) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

BSB20120 Certificate II in Workplace Skills

Unit VEVFBF

Unit VTVBFB

This School Curriculum and Standards Authority-developed course uses the BSB Business Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at <https://training.gov.au/Training/Details/BSB20120>.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **ten** (10) units of competency. These consist of **five** (5) core units and **five** (5) electives. The core units of competency cannot be substituted.

One (1) elective unit must be selected from Group A, one (1) elective unit must be selected from Group B. For the remaining three (3) elective units, up to three (3) units may be selected from Group A, B or C.

If not listed, up to two (2) units may be selected from a Certificate I, Certificate II or Certificate III from this or any other currently endorsed training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

The Certificate II in Workplace Skills completed in this course results in the achievement of **four** (4) course units (two Year 11 units and two Year 12 units). Completion of 110 hours of work placement (equivalent to **two** (2) ADWPL endorsed program unit equivalents) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

Certificate III in Business

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Job roles

Job roles vary across different industry sectors, but may include:

- customer service officer
- payroll officer
- data entry operator
- word processing operator
- information officer
- clerical officer.

Future pathways

The *Post-Secondary Pathways* document for this course provides an illustration of pathways into higher level qualifications and career options for students who have undertaken this course. Refer to the relevant VET industry specific course page on the Authority website under the Support Materials section at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific/business-services>.

BSB30115 Certificate III in Business

Unit VEVBFS

Unit VTVBFS

This School Curriculum and Standards Authority-developed course uses the BSB Business Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/BSB30115.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **twelve** (12) units of competency. These consist of **one** (1) core unit and **eleven** (11) elective units. The core unit of competency cannot be substituted.

Seven (7) of the elective units must be selected from the elective units listed within the packaging rules on TGA. Four (4) elective units may be selected from the elective units listed within the packaging rules on TGA or from any current accredited course or endorsed training package at the same qualification level.

If not listed, one elective unit may be selected from a Certificate II qualification and two elective units may be taken from a Certificate IV qualification.

The Certificate III in Business completed in this course results in the achievement of **four** (4) course units (two Year 11 units and two Year 12 units). Completion of 110 hours of work placement (equivalent to **two** (2) ADWPL endorsed program unit equivalents) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

BSB30120 Certificate III in Business

Unit VEVBFS

Unit VTVBFS

This School Curriculum and Standards Authority-developed course uses the BSB Business Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at <https://training.gov.au/Training/Details/BSB30120>.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **thirteen** (13) units of competency. These consist of **six** (6) core units and **seven** (7) elective units. The core units of competency cannot be substituted.

Of the seven (7) elective units, two (2) units must be selected from Group A and one (1) unit must be selected from Group B. For the remaining four (4) elective units, up to three (3) units may be selected from Groups A–G.

If not listed, up to three (3) units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed training package qualification or accredited course.

The Certificate III in Business completed in this course results in the achievement of **four** (4) course units (two Year 11 units and two Year 12 units). Completion of 110 hours of work placement (equivalent to **two** (2) ADWPL endorsed program unit equivalents) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

Financial Services pathway

FNS10115 Certificate I in Financial Services

FNS10120 Certificate I in Basic Financial Literacy

FNS20115 Certificate II in Financial Services

FNS20120 Certificate II in Financial Services

Certificate I in Financial Services

This qualification is designed to facilitate an understanding of the Australian financial services marketplace and personal financial situations that will assist in meeting the needs of identified gaps in nationwide financial literacy.

Job roles

This qualification does not have any industry employment outcome.

Certificate I in Basic Financial Literacy

This qualification is designed to facilitate an understanding of the Australian financial services marketplace and personal financial situations to address the need of increased nationwide financial literacy.

Job roles

This qualification does not have any industry employment outcome.

FNS10115 Certificate I in Financial Services

Unit VEVBFF

This School Curriculum and Standards Authority-developed course uses the FNS Financial Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/FNS10115.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **six** (6) units of competency. These consist of **six** (6) core units only. Core units of competency cannot be substituted.

The Certificate I in Financial Services completed in this course results in the achievement of **two** (2) Year 11 course units. Completion of 55 hours of work placement (equivalent to **one** (1) ADWPL endorsed program unit equivalent) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

FNS10120 Certificate I in Basic Financial Literacy

Unit VEVBFF

This School Curriculum and Standards Authority-developed course uses the FNS Financial Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/FNS10120.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **six** (6) units of competency. These consist of **six** (6) core units only. Core units of competency cannot be substituted.

The Certificate I in Basic Financial Literacy completed in this course results in the achievement of **two** (2) Year 11 course units. Completion of 55 hours of work placement (equivalent to **one** (1) ADWPL endorsed program unit equivalent) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

Certificate II in Financial Services

This qualification is intended to meet address the need for increased financial literacy and basic financial skills of entrants wishing to build potential pathways into the industry.

Future pathways

The *Post-Secondary Pathways* document for this course provides an illustration of pathways into higher level qualifications and career options for students who have undertaken this course. Refer to the relevant VET industry specific course page on the Authority website under the Support Materials section at <https://senior-secondary.scsa.wa.edu.au/syllabus-and-support-materials/vet-industry-specific/business-services>.

FNS20115 Certificate II in Financial Services

Unit VEVBFN

Unit VTVBFN

This School Curriculum and Standards Authority-developed course uses the FNS Financial Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/FNS20115.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **eight** (8) units of competency. These consist of **four** (4) core units and **four** (4) elective units. Core units of competency cannot be substituted.

Two (2) of the elective units must be selected from the elective units listed within the packaging rules on TGA. The remaining two (2) elective units may be selected from the elective units listed within the packaging rules on TGA or from Certificate I, II or III in any currently endorsed training package or accredited course.

The elective units chosen must be relevant to the work outcome and meet local industry needs.

The Certificate II in Financial Services completed in this course results in the achievement of **four** (4) course units (two Year 11 units and two Year 12 units). Completion of 110 hours of work placement (equivalent to **two** (2) ADWPL endorsed program unit equivalents) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

FNS20120 Certificate II in Financial Services

Unit VEVBFN

Unit VTVBFN

This School Curriculum and Standards Authority-developed course uses the FNS Financial Services Training Package as a framework for the achievement of a full AQF qualification. It should be read in conjunction with the training package which is available at www.training.gov.au/Training/Details/FNS20120.

Note: as qualifications and training packages may be updated at various times throughout the year, schools are advised to refer to www.training.gov.au (TGA) to ensure they are delivering the most current version of the qualification. If the qualification has been superseded, it can only be delivered within the transition period.

Students must complete a total of **eight** (8) units of competency. These consist of **four** (4) core units and **four** (4) elective units. Core units of competency cannot be substituted.

Two (2) of the elective units must be selected from the elective units listed within the packaging rules on TGA. The remaining two (2) elective units may be from elsewhere in this or any other currently endorsed Certificate II or Certificate III training package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the overall integrity of the AQF alignment, not duplicate the outcome of another unit chosen for the qualification, and contribute to a valid industry-supported vocational outcome.

The Certificate II in Financial Services completed in this course results in the achievement of **four** (4) course units (two Year 11 units and two Year 12 units). Completion of 110 hours of work placement (equivalent to **two** (2) ADWPL endorsed program unit equivalents) is compulsory to meet course requirements, and must be from industry related placement/employment relevant to the job outcome at this level.

Glossary

Accredited course

A nationally accredited course developed to meet training needs that are not addressed by existing training packages. Details of nationally accredited courses and the training providers that deliver these courses are provided by training.gov.au (TGA).

Apprentice

A person contracted to an employer to undergo training for a recognised apprenticeable occupation during an established period. Upon completion of an apprenticeship, an apprentice becomes a qualified tradesperson.

Apprenticeship

A structured employment-based training program that leads to apprentices gaining a nationally recognised qualification. Apprenticeships may be full-time or part-time (including school-based and elite athlete arrangements).

Assessment guidelines

The industry's preferred approach to assessment, including the qualifications required by assessors, the design of assessment processes and how assessments should be conducted.

Auspicing

This involves an organisation entering into partnership with a registered training organisation (RTO) in order to have the training and assessment that it undertakes recognised under the National Training Framework. The term auspicing has been replaced by the term 'partnerships' under the Australian Quality Training Framework (AQTF).

Australian Core Skills Framework

The *Australian Core Skills Framework* (ACSF) describes an individual's performance in the five core skills of learning, reading, writing, oral communication and numeracy. It provides a consistent national approach to identifying and developing the core skills in three contexts: personal and community; workplace and employment; and, education and training. For further information, see <https://www.education.gov.au/australian-core-skills-framework>.

Australian Qualifications Framework

The *Australian Qualifications Framework* (AQF) is a single comprehensive national qualifications framework that provides nationally consistent recognition of outcomes of qualifications ranging from the vocational education and training (VET) Certificate I to doctoral degrees. It specifies the knowledge and skills necessary for Senior Secondary Certificates of Education, such as the WACE. For further information, see <http://www.aqf.edu.au>.

Australian school-based apprenticeships/traineeships

An Australian apprenticeship/traineeship is undertaken part-time while the apprentice/trainee is still at school. It comprises a mix of academic, vocational and technical education and training and paid employment which enables Year 11 and Year 12 students to obtain a senior secondary certificate and credits towards a vocational qualification.

Australian Skills Quality Authority (ASQA)

The national regulator for the vocational education and training (VET) sector which became operational in July 2011. Registered training organisations (RTOs) in the Australian Capital Territory, New South Wales, the Northern Territory, Queensland, South Australia and Tasmania come under ASQA's jurisdiction. ASQA is also the regulatory body for some RTOs in Victoria and Western Australia that offer courses to overseas students or to students in states that come under ASQA's jurisdiction.

Certificates I–IV

A set of qualification types in the Australian Qualifications Framework (AQF) that prepares candidates for both employment and further education and training. The qualifications recognise achievement of specified national industry competency standards at four AQF levels in a wide variety of trades, industries and enterprises.

Competency

The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Competency-based assessment

The gathering and judging of evidence in order to decide whether a person has achieved a standard of competence.

Core competency

A unit of competency within a competency standard that an industry has agreed is essential to be achieved if a person is to be accepted as competent at a particular level. All units may be core, but in many cases, competency at a level will involve core units plus optional or specialisation units of competency. Core competencies are normally those central to the work of a particular industry or occupation.

Credit transfer

The granting of status or credit by an institution or training organisation to students for modules (subjects) or units of competency completed at the same or another institution or training organisation.

Department of Training and Workforce Development in Western Australia (DTWD)

DTWD works with industry, the community, organisations and other government agencies to build a productive inclusive, efficient and mobile workforce which meets the needs of Western Australia. The Department manages public resources in the State vocational education and training (VET) system, and strategically plans, funds and monitors publicly funded training. In addition to providing workforce development planning, the Department also provides career development services and administers training contracts and regulates the apprenticeship system in Western Australia.

Element

An element describes the key activities that must be performed to demonstrate competence in the tasks covered by the unit.

Endorsed component

The central part of a training package, endorsed by the Australian Industry and Skills Committee (AISC), comprising units of competency, assessment requirements associated with each unit of competency, qualifications and credit arrangements.

Fee-for-service training

Training for which most or all of the cost is borne by the student or a person or organisation on behalf of the student.

Foundation skills

The skills which enable people to gain, keep and progress within employment, including skills in the clusters of work readiness and work habits, interpersonal skills and learning, thinking and adaptability skills.

Industry Training Council (ITC)

Non-government or not-for-profit bodies established by industry or business sector to address training issues and to provide advice to government about training priorities and the vocational education and training (VET) needs of a particular industry.

Logbook

A record kept by a person of the knowledge, skills or competencies attained during on-the-job or off-the-job training.

National Centre for Vocational Education Research (NCVER)

A national research, evaluation and information organisation for the vocational education and training (VET) sector in Australia, jointly owned by the Commonwealth, State and Territory ministers responsible for VET.

Partnerships

An organisation such as an enterprise or school, not wishing to be a registered training organisation (RTO) or to provide training itself, can enter into a partnership with an RTO. The RTO will be responsible for the quality of training and assessment, and issuing qualifications and statements of attainment, in compliance with the Australian Quality Training Framework (AQTF) and/or vocational education and training (VET) Quality Framework.

Performance criteria

The part of a competency standard which specifies the required level of performance to be demonstrated by students to be deemed competent.

Pre-apprenticeships in schools

Pre-apprenticeships in schools are Certificate II programs that have been nominated by Western Australian industry training councils as valid pathways from school to apprenticeships. Students attend school, train at a registered training organisation (RTO) and are linked to an employer for work placement. The student must complete a work placement as nominated in the pre-apprenticeship program. The RTOs will coordinate work placements in partnership with the schools.

Preparing Secondary Students for Work (2015)

Preparing Secondary Students for Work (2015) sets out a framework for vocational learning and vocational education and training (VET) delivered to secondary students.

Qualification

Formal certification that is awarded by an accredited authority in recognition of the successful completion of an educational program. In the vocational education and training (VET) sector, qualifications are awarded when a person has satisfied all requirements of the units of competency or modules that comprise an Australian Qualifications Framework (AQF) qualification, as specified by a nationally endorsed training package or an accredited course that provides training for that qualification.

Recognition of prior learning (RPL)

The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the vocational education and training (VET) sector.

Registered training organisation (RTO)

A registered training organisation (RTO) is an organisation that delivers, assesses, certifies and quality assures a nationally recognised VET qualification. An RTO may be a school, a private training provider, or a Technical and Further Education (TAFE) college. All RTOs operate under the various elements of the national training system.

School-based apprenticeships and traineeships

School-based apprenticeships and traineeships are paid employment-based training programs for full-time school students 15 years of age and over. Under these arrangements the student is both a full-time student and a part-time employee with the same employment and training privileges and responsibilities as other apprentices/trainees.

Skill sets

Single units or combinations of units which link to a license or regulatory requirement, or defined industry need. In 2007, the National Quality Council (NQC) determined that skill sets would complement full qualifications within the Australian Qualifications Framework (AQF) and be included in training packages. Prior to this, students who did not complete a full qualification could only receive a Statement of Attainment for each unit completed, without any indication of whether the units selected met a defined industry need or licensing/regulatory requirement. Nationally endorsed skill sets will provide formal recognition of training for a discrete part of a qualification linked to a function or role within an occupation.

State Training Board

The State Training Board (STB) is a statutory body established by Part 3 of the *Vocational Education and Training Act 1996*. The STB is the peak industry training advisory body to the Minister for Education and Training in Western Australia. The key focus of the STB is to ensure Western Australia has a quality vocational education and training (VET) system that enables people to develop skills and knowledge that support and meet the needs of industry.

TAFE

A publicly funded post-secondary educational institution (Technical and Further Education) which provides a range of technical and vocational education and training (VET) courses and other programs. Each State and Territory has its own TAFE system.

Trainee

A person receiving training in a vocational area or undertaking a traineeship. The successful completion of a traineeship leads to a minimum of a Certificate II in the relevant vocational area.

Traineeship

A system of vocational training combining off-the-job training with an approved training provider with on-the-job training and practical work experience. Traineeships generally take one to two years and are now a part of the Australian Apprenticeships system.

Training package

Training packages define the competencies required by different occupations and industries and describe how these competencies may be packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF). Each training package is made up of three components; units of competency, qualifications framework levels of education and assessment guidelines.

Training.gov.au (TGA)

Training.gov.au is the official National Register on vocational education and training (VET) in Australia and is the authoritative source of information on training packages, qualifications, accredited courses, units of competency, skill sets and registered training organisations (RTOs).

Unit of competency

The nationally agreed statements of the skills and knowledge required for effective performance in a particular job or job function. They identify the skills and knowledge as outcomes that contribute to the whole job function. Units of competency are an endorsed component of training packages.

VET delivered to/undertaken by secondary students

The term used to describe vocational education and training (VET) undertaken by students who are engaged in both secondary education and nationally recognised VET. **VET delivered to secondary students** is the same as all other VET, and the same quality standards apply.

Note: **VET in Schools** was the term used to describe the VET provided to school students that resulted in a VET qualification. This term is deemed to be unsuitable to describe VET undertaken by secondary students as it implies that VET delivered to secondary school students is different from all other VET.

VET Quality Framework

The vocational education and training (VET) Quality Framework is aimed at achieving greater national consistency in the way registered training organisations (RTOs) are registered and monitored and in how standards in the VET sector are enforced.

The VET Quality Framework comprises:

- the *Standards for Registered Training Organisations (RTOs) 2015*
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements
- the Australian Qualifications Framework (AQF).

Vocational education and training

Vocational education and training (VET) enables students to acquire workplace skills through nationally recognised training described within an industry developed training package or accredited course. A Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses is one option to satisfy the WACE completion requirement.

Vocational learning

Vocational learning helps secondary students explore the world of work, identify career options and pathways, and build career development skills. Vocational learning is delivered within the broader curriculum. It supports students to gain career development skills and provides opportunities for students to 'taste' the world of work through one-off events, initiatives such as enterprise learning, or spending time in a real or simulated workplace.

Workplace Learning endorsed program (ADWPL)

Workplace Learning (ADWPL) is an Authority-developed endorsed program that is managed by individual schools. To complete this program, a student works in one or more paid or unpaid workplace/s to develop a set of transferable workplace skills. A student must record the number of hours completed and the tasks undertaken in the workplace in the Authority's *Workplace Learning Logbook*. A student must also provide evidence of their knowledge and understanding of the workplace skills by completing the Authority's *Workplace Learning Skills Journal* after each 55 hours in the workplace.

Acknowledgements

Glossary adapted from: Naidu, R. (Comp.), Stanwick, J., & Frazer, K. (Eds). (2013). *Glossary of VET*. Adelaide: National Centre for Vocational Education Research. Retrieved January, 2020, from www.voced.edu.au/vet-knowledge-bank-glossary-vet

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