



Australian Government

Department of Education and Training

real skills for

real careers

BACK 2 BASICS

EDITION
FIVE

INTRODUCTION

Australia has one of the leading vocational education and training (VET) systems in the world. VET provides Australians with the skills and qualifications they need to begin a career in a range of industries, such as agriculture and food processing, health and community services and science and technology.

VET is a worthwhile education pathway for people of all ages wanting to gain the skills to start, advance or change their career.

With so much information available, it can be confusing to know where to start. *Back 2 Basics* (Edition 5) is an easy-to-read guide that simply explains the Australian VET system. *Back 2 Basics* includes quick facts, succinct information on different aspects of the Australian VET system and links to key resources, websites and related topics.

It is a great starting point for prospective VET students, while also providing a foundation of VET information for the sector. Whilst *Back 2 Basics* is not a definitive guide to the Australian VET system, it is a handy resource for all VET consumers to access the information they need when they need it.

The reintroduction of *Back 2 Basics* is one component of *real skills for real careers*, which is helping to raise the status of VET through increasing the amount of information available to prospective VET consumers, industry and the sector more broadly, and shares the success stories that real people with real careers have achieved through VET.

For more information on VET providers, qualifications and courses, visit www.myskills.gov.au.

TABLE OF CONTENTS

| | |
|--|--------------------|
| Introduction | Inside front cover |
| Table of Contents | 1 |
| The Australian VET System | 2 |
| Australian Qualifications Framework | 4 |
| Training Products | 6 |
| Support Materials | 9 |
| VET Quality Standards | 10 |
| Competency Based Learning | 12 |
| VET Regulators | 14 |
| Registered Training Organisations | 16 |
| The Australian Industry and Skills Committee | 18 |
| Industry Partnerships | 20 |
| Australian Apprenticeships | 22 |
| Case Study – Gemma Hartwig | 25 |
| Foundation Skills | 26 |
| Preparing Secondary School Students for Work | 28 |
| Learning Pathways | 30 |
| Assessment | 31 |
| Unique Student Identifier | 34 |
| Financial Assistance | 36 |
| Awards and Competitions | 38 |
| Australian VET Alumni | 40 |
| What Advisors Need to Know | 42 |
| What Employers Need to Know | 44 |
| Case Study – Hutchinson Builders | 47 |
| What Students Need to Know | 48 |
| Glossary | 50 |
| Acronyms | 54 |
| Websites | 56 |
| Contacts | 58 |
| Raising the status of VET | Inside back cover |
| Social media | Back cover |



THE AUSTRALIAN VET SYSTEM

The Australian vocational education and training (VET) system is central to Australia's economic growth and business productivity. It is sophisticated and mature, having evolved over many years, and designed to provide people with the work-ready skills and qualifications needed to keep Australia's industry sectors productive and competitive.

QUICK FACTS

- 4.2 million students build and sharpen their skills through the VET system each year – that's one in four working age Australians
- Training is delivered by more than 4,500 registered training organisations (RTOs)
- Students can choose from more than 1,450 qualifications, 1,300 skill sets and 750 courses
- 77.7% of graduates are employed after training
- VET is one of two tertiary education pathways available to students when they finish compulsory schooling in Australia – the other tertiary pathway is higher education.

KEY ELEMENTS

There are five key elements of the Australian VET system.

1. NATIONAL QUALIFICATIONS

The Australian VET system is underpinned by the Australian Qualifications Framework (AQF), which is the national policy for regulated qualifications in Australia. The AQF combines qualifications from each education sector – schools, VET and higher education – into a single comprehensive framework.

What does this mean?

Qualifications in the Australian VET system are quality assured and nationally recognised.

2. NATIONAL REGULATION

The Australian VET system is nationally regulated. Every course and training organisation is regulated by one of the following independent statutory agencies – also known as VET regulators:

- Australian Skills Quality Authority (ASQA)
- Victorian Registration & Qualifications Authority (VRQA)
- Training Accreditation Council (TAC) Western Australia.

The VET regulators ensure that registered training organisations are regulated against a national quality framework.

What does this mean?

Clients of the Australian VET system receive nationally consistent, high quality training and assessment, regardless of their location.

3. INDUSTRY ENGAGEMENT

The Australian VET system is based on a strong government-industry alliance. Federal and state and territory governments provide funding and policy direction, while employers shape the qualifications needed by their industry.

What does this mean?

Students gain real-world skills that are valued by employers and recognised across Australia and beyond.

4. FLEXIBLE PATHWAYS

The Australian VET system is flexible. There are multiple pathways through the AQF, and learning programs are tailored to the specific needs of each client. Students can enrol in qualifications, accredited courses, industry-recognised skill sets and units of competency, allowing them to gain the skills they need, when they need them.

What does this mean?

Students receive training that is closely aligned to their learning needs and preferences.

5. QUALITY OUTCOMES

The Australian VET system is competency-based. It is outcomes-focused, and designed to deliver workplace-specific skills and knowledge-based competencies in a wide range of occupations. This ensures the best graduate outcomes for students, because their skills are valued by employers and directly related to employment.

What does this mean?

Students gain work-ready skills that significantly enhance their employability.

SUMMARY

Australia's VET system is diverse. It provides training for students of all ages and backgrounds, and it covers hundreds of occupational choices, from information technology, to avionics, to small business management, nursing, fashion and floristry – just to name a few! Training takes place in classrooms, workplaces and online, and can be either full-time or part-time. It is also a dynamic system, in that it continues to make improvements to meet changing labour market needs, government priorities and industry skills demands.

KEY BENEFITS

Australia's client-centred and industry-led VET system has a number of key benefits:

- It equips graduates with nationally recognised qualifications
- It provides employers with a skilled workforce
- It enhances employers' productivity and global competitiveness
- It increases labour mobility and participation
- It strengthens communities and helps grow the economy.

KEY WEBSITES

- Australian Government Department of Education and Training
<https://www.education.gov.au/>
- Australian Industry and Skills Committee
<https://www.aisc.net.au/>
- Australian Qualifications Framework
<https://www.aqf.edu.au/>
- Australian Skills Quality Authority
<https://www.asqa.gov.au/>
- My Skills
<https://www.myskills.gov.au/>

RELATED TOPICS

- Australian Industry and Skills Committee
- Australian Qualifications Framework
- Australian Skills Quality Authority
- Competency-Based Training
- Learning Pathways
- Training Products



AUSTRALIAN QUALIFICATIONS FRAMEWORK

The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australia. It incorporates qualifications from each education sector – schools, vocational education and training (VET) and higher education – into a single comprehensive framework.

QUICK FACTS

- The AQF was introduced in 1995
- The AQF supports lifelong learning by providing flexible qualification linkages and student pathways through Australia's three education sectors
- AQF qualifications are regulated, quality assured and nationally recognised
- 57% of VET students enrol in AQF Level 3 qualifications or higher
- Less than 1% of VET students enrol in AQF Level 8 qualifications
- The AQF is currently under review.

LEVELS AND TYPES

The AQF has ten 'levels' which indicate complexity. AQF level 1 has the lowest complexity, while AQF 10 has the highest complexity. Each level has one or more qualification 'types', which are used to describe each category of qualification. There are 14 qualification types in the AQF, ranging from the senior secondary certificate of education to a Doctoral Degree.

The AQF's 10 levels and 14 qualification types are represented as follows:



THE AQF AND VET

Seven of the 10 AQF levels apply to the Australian VET system, and these are listed below with their corresponding qualification types and volumes of learning:

| AQF Level | Qualification Type | Volume of Learning |
|-----------|--|-----------------------------|
| 1 | Certificate I | 0.5 – 1 year |
| 2 | Certificate II | 0.5 – 1 year |
| 3 | Certificate III | 1 – 2 years |
| 4 | Certificate IV | 0.5 – 2 years |
| 5 | Diploma | 1 – 2 years |
| 6 | Advanced Diploma | 1.5 – 2 years |
| 8 | Graduate Certificate Graduate Diploma | 0.5 – 1 year 1 – 2 years |

VOLUME OF LEARNING

Volume of learning includes all teaching, learning and assessment activities that a typical student must undertake to achieve all of the competencies packaged in a qualification. It is a notional duration and subject to variance in some circumstances. For example, some Certificate III qualifications require up to four years to achieve all of the competencies when undertaken as a trade apprenticeship.

POPULAR AQF QUALIFICATIONS

In 2016, the five most popular AQF qualifications in Australia's VET system were as follows:

- Diploma of Early Childhood Education and Care
- Certificate III in Early Childhood Education and Care
- Certificate IV in Training and Assessment
- Certificate II in Hospitality
- Certificate I in Construction.

DEVELOPING AQF QUALIFICATIONS

An AQF qualification in Australia's VET system is a formal certification, issued by a registered training organisation (RTO), which recognises that a person has achieved competencies relevant to an identified individual, professional, industry or community need. Qualifications are developed for the VET system by

combining units of competency into meaningful groups aligned to (and consistent with) the AQF. They are available through training packages and accredited courses.

ISSUING AQF QUALIFICATIONS

Only RTOs are authorised to issue AQF qualifications in Australia's VET sector. AQF qualifications must include the AQF logo (see below) or the following words: *This qualification is recognised within the Australian Qualifications Framework.*



If a student successfully completes one or more (but not all) units from an AQF qualification or accredited course, an RTO can issue them with a statement of attainment in recognition of their partial completion of the qualification or course.

AQF GOVERNANCE

The AQF is managed by the Australian Government Department of Education and Training, in consultation with all states and territories. The Department monitors and maintains the Framework, supports its users and promotes its role in Australia's education system.

KEY RESOURCES

Download a copy of the *Australian Qualifications Framework* (Second Edition, 2013) from the AQF website at <https://www.aqf.edu.au/>.

KEY WEBSITES

- Australian Qualifications Framework <https://www.aqf.edu.au/>
- Training.gov.au <https://training.gov.au/>

RELATED TOPICS

- Registered Training Organisations
- Training Products

TRAINING PRODUCTS

Training packages and accredited courses, often referred to as *training products*, are key features of Australia's vocational education and training (VET) system. They are used as the basis for most programs delivered by registered training organisations (RTOs), and they are developed and reviewed in accordance with national standards.

QUICK FACTS

The following training products are currently available in the Australian VET system:

- 68 training packages which contain more than 17,000 units of competency, 1,450 qualifications and 1,300 skill sets
- 750 accredited courses which contain more than 3,550 units of competency and modules.

TRAINING PACKAGES

Training packages describe the skills and knowledge that individuals need to perform effectively in the workplace. They are developed through a process of national consultation with industry, and they contain nationally recognised qualifications required for particular occupations.

Training packages contain a set of nationally endorsed components and a collection of non-endorsed components as follows:

NATIONALLY ENDORSED COMPONENTS

| Component | Description |
|-------------------------|---|
| Units of competency | Standards of performance required in the workplace |
| Assessment requirements | Evidence and required conditions for assessment associated with each unit of competency |
| Qualifications | Packaging rules for qualifications that are consistent with the Australian Qualifications Framework (AQF) |
| Credit arrangements | Existing arrangements between the training package qualifications and higher education qualifications |

NON-ENDORSED COMPONENTS

| Component | Description |
|-----------------|--|
| Skill sets | Single units of competency (or logical groupings of units) which meet an identified need or industry outcome |
| Quality assured | Implementation guidance to assist RTO's interpret and understand the nationally endorsed components |

ACCESSING TRAINING PACKAGES

Training packages are developed with public funds and are available in the public domain.

You can search and freely download training packages from the National Register of VET.

You can search and freely download training package companion volumes from VETNet.

RTOS AND TRAINING PACKAGES

Training packages do not prescribe how an individual should be trained. RTOs use training packages to design learning programs and strategies that assist people to gain – or to demonstrate that they possess – the skills and knowledge specified in units of competency.

TRAINING PACKAGE DEVELOPMENT AND ENDORSEMENT

The Australian Industry and Skills Committee draws on advice from its network of more than 60 Industry Reference Committees (IRCs). The IRCs are made up of people with experience, skills and knowledge of their particular industry sector and are responsible for developing training packages that meet the needs of Australian Industry.

Skills Service Organisations (SSOs) are independent, professional service organisations that support IRCs in their work developing and reviewing training packages.

There are six SSOs funded by the Australian Government Department of Education and Training.

They are:

- Artibus Innovation
- Australian Industry Standards
- Innovation & Business Skills Australia
- PwC's Skills for Australia
- Skills Impact
- SkillsIQ.

POPULAR TRAINING PACKAGES

In 2016, the five most popular training packages were as follows:

- Business Services
- Community Services
- Tourism, Travel and Hospitality
- Construction, Plumbing & Services Integrated Framework
- Sport, Fitness and Recreation.

ACCREDITED COURSES

Accredited courses play an important role in Australia's VET system. They are developed to address the skill needs and requirements of an industry, enterprise or a community where these are not covered in a nationally endorsed training package. They have the capacity to address changes in skill needs in a responsive manner.

A course can be accredited in one of two ways in Australia's VET system:

- As a short course (the title of this type of course starts with the words 'Course in...' as opposed to 'Certificate in...' or 'Diploma of...', and graduates receive a statement of attainment)
- As a qualification recognised within the AQF (including Certificates I, II, III and IV, Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma).

An accredited course can be based on a combination of the following:

- Nationally endorsed units of competency (imported from training packages)
- Enterprise units of competency (developed as part of the course if there are no available training package units of competency).

ACCESSING ACCREDITED COURSES

Accredited courses are generally developed with private funds and are privately owned. The copyright owner of an accredited course has the discretion to make it available, and can also impose fees or conditions on its use.

While the content of accredited courses is not publicly available, contact details of the copyright owner are listed on the National Register of VET.

RTOS AND ACCREDITED COURSES

When a course has been accredited, it means it is nationally recognised and that an RTO can issue a nationally recognised qualification or statement of attainment following its full or partial completion.

COURSE DEVELOPMENT AND ACCREDITATION

Anyone can develop a course for accreditation.

Courses are accredited by one of the following three course accreditation agencies, and the choice of agency is dependent on the jurisdiction in which the course is developed:

- Australian Skills Quality Authority (ASQA)
- Training Accreditation Council (TAC) Western Australia
- Victorian Registration & Qualifications Authority (VRQA).

KEY WEBSITES

- Australian Government Department of Education and Training - <https://www.education.gov.au/>
- Australian Industry and Skills Committee <https://www.aisc.net.au/>
- Australian Skills Quality Authority <https://www.asqa.gov.au/>
- My Skills - <https://www.myskills.gov.au/>
- National Register of VET <https://training.gov.au/>
- Training Accreditation Council of Western Australia <http://www.tac.wa.gov.au/Pages/default.aspx>
- VETNet (Training Package Companion Volumes) <https://vetnet.education.gov.au/Pages/TrainingPackages.aspx>
- Victorian Registration & Qualifications Authority <https://www.vrqa.vic.gov.au/Pages/default.aspx>

RELATED TOPICS

- Australian Industry and Skills Committee
- Australian Qualifications Framework
- Registered Training Organisations

SUPPORT MATERIALS

A range of support materials are freely and commercially available to clients of Australia's vocational education and training (VET) system.

SUPPORT MATERIALS

Support materials are developed to complement the delivery and assessment of VET. They can be print-based, auditory, visual or virtual in format, and they are typically developed for learners, trainers and assessors.

Audience - Learners

Support Materials: Assessment guides; Fact sheets; Frequently asked questions; Handouts; Learner guides; Log books; Self-assessment checklists; Self-guided workbooks

Audience - Trainers and assessors

Support Materials: Assessment instruments; Assessment tools; Assessor guides; Case studies; Checklists; Companion volumes; e-Assessment resources; e-Learning resources; Evaluation handouts; Evidence evaluation forms; Facilitator guides; Implementation guides; Mapping guides; Posters; PowerPoint presentations; Pre-determined questions; Reporting templates; Sample assessment materials; Trainer guides; Training manuals; Transition guides; Videos.

Accessing support materials

While a small selection of support materials are freely available to clients of Australia's VET system, the majority of materials are developed by private publishing companies and offered commercially to learners, trainers and assessors.

When looking for support materials, the following are a good place to start:

- Australian Government websites
- State and territory government websites

- Private publishing companies
- Registered training organisations (RTOs)
- Skills Service Organisations (SSOs).

VETNet

VETNet is the Australian Government's central storage facility for materials relating to the VET system. Training package companion volumes, which provide implementation guidance to assist RTOs interpret and understand training packages, can be freely downloaded from VETNet.

My Skills

The My Skills website is the national directory of VET courses and training providers. The website's resources page includes a selection of information products and communication resources that can be freely downloaded and used to promote VET and Australian Apprenticeship pathways, including videos, posters, podcasts, logos and the *real skills for real careers* tagline.

Skills Service Organisations

Some SSOs develop support materials and market them commercially online, while others offer links to organisations that develop materials in specific industry areas. Some plan to develop materials for training packages in the future.

KEY WEBSITES

- Australian Government Department of Education and Training <https://www.education.gov.au/>
- Australian Industry and Skills Committee <https://www.aisc.net.au/>
- My Skills <https://www.myskills.gov.au/>
- VETNet. <https://vetnet.education.gov.au/Pages/TrainingPackages.aspx>

VET QUALITY STANDARDS

The Australian vocational education and training (VET) system is underpinned by a national quality framework for training organisations and training products. This is a key feature of the system, because it ensures nationally consistent, high quality training and assessment in all states and territories.

QUICK FACTS

The following independent statutory agencies – known as regulators – are responsible for ensuring Australia's national quality framework for the VET system are met:

- Australian Skills Quality Authority (ASQA)
- Training Accreditation Council (TAC) Western Australia
- Victorian Registration & Qualifications Authority (VRQA).

STANDARDS FOR TRAINING ORGANISATIONS

The following Standards are used to regulate training organisations in Australia's VET system:

- Standards for Registered Training Organisations (RTOs) 2015
- AQTF Essential Conditions and Standards for Continuing Registration.

STANDARDS FOR REGISTERED TRAINING ORGANISATIONS (RTOs) 2015

In 2014, the Council of Australian Governments (COAG) Industry and Skills Council agreed to new regulatory standards for training providers, which are known as the Standards for Registered Training Organisations (RTOs) 2015.

RTOs in every state and territory except Victoria are regulated against these Standards, which they must comply with in order to deliver and assess nationally recognised training, issue nationally recognised qualifications and apply for government funding to provide VET services.

The purpose of the Standards is to:

- describe the requirements that an organisation must meet in order to be an RTO in Australia
- ensure that training delivered by RTOs meets industry requirements (as set out in training packages and accredited courses) and has integrity for employment and further study
- ensure RTOs operate ethically and consider the needs of both students and industry.

These Standards are regulated by ASQA and TAC. They also form part of the VET Quality Framework, which is a system that ensures the integrity of nationally recognised training in Australia.

AQTF ESSENTIAL CONDITIONS AND STANDARDS FOR CONTINUING REGISTRATION

Established in 2001, the Australian Quality Training Framework (AQTF) is a set of standards for training organisations and accredited courses which assure consistent, high-quality training and assessment services for clients of the VET system. The AQTF was last amended in 2013, and it remains effective in Victoria and Western Australia.

RTOs that deliver training to domestic students in **Victoria only** are audited against the *AQTF Essential Conditions and Standards for Continuing Registration*, which is a component of the AQTF.

These Conditions and Standards are regulated by the VRQA. The VRQA also audits RTOs against the *VRQA Guidelines for VET Providers*, which were developed to reduce the regulatory gaps between the AQTF and the *Standards for Registered Training Organisations (RTOs) 2015*.

STANDARDS FOR TRAINING PRODUCTS

The following Standards are used to regulate training products in Australia's VET system:

- Standards for Training Packages 2012
- Standards for VET Accredited Courses 2012
- AQTF 2007 Standards for Accredited Courses.

STANDARDS FOR TRAINING PACKAGES

The *Standards for Training Packages 2012* are used by Industry Reference Committees (IRCs) and Skills Service Organisations (SSOs) in their work developing and reviewing training packages.

These Standards ensure training packages are of a high quality and meet the workforce development needs of industry, enterprises and individuals.

STANDARDS FOR VET ACCREDITED COURSES 2012

The *Standards for VET Accredited Courses 2012* apply to all courses regulated by ASQA. They contain the course design standards that must be met by course developers in every state and territory **except Victoria and Western Australia**.

AQTF 2007 STANDARDS FOR ACCREDITED COURSES

The *AQTF 2007 Standards for Accredited Courses* apply to all courses regulated by TAC and VRQA. They contain the course design standards that must be met by course developers in Victoria and Western Australia.

KEY RESOURCES

The following guides have been developed to help training organisations understand their obligations under the national quality framework:

- Online *Users' Guide to the Standards for Registered Training Organisations (RTOs) 2015* (all states and territories except Victoria)
- *AQTF Users' Guide to the Essential Conditions and Standards for Continuing Registration* (Victoria only)
- *VRQA Guidelines for VET Providers* (Victoria only).

The following guides have been developed to help course developers understand their obligations under the national quality framework:

- Online *Users' Guide to the Standards for VET Accredited Courses* (all states and territories except Victoria)
- *AQTF 2007 Users Guide to the Standards for Accredited Courses* (Victoria and Western Australia only).

KEY WEBSITES

- Australian Government Department of Education and Training - <https://www.education.gov.au/>
- Australian Skills Quality Authority <https://www.asqa.gov.au/>
- Training Accreditation Council Western Australia <http://www.tac.wa.gov.au/Pages/default.aspx>
- Victorian Registration & Qualifications Authority <https://www.vrqa.vic.gov.au/Pages/default.aspx>

RELATED TOPICS

- Australian Industry and Skills Committee
- Registered Training Organisations
- Training Products
- VET Regulators

COMPETENCY-BASED TRAINING

Competency-based training is a method of training which develops the skills, knowledge and attitudes required to achieve competency.

QUICK FACTS

- Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace
- Units of competency specify the standards of performance required in the workplace
- Competency-based training was introduced in the late 1980s to improve the skill levels of the Australian workforce.

A SYSTEM BASED ON COMPETENCY

Australia's vocational education and training (VET) system is competency-based. That is, it is based on occupational skills standards which are set out in units of competency within training packages and accredited courses. This distinguishes it from Australia's other education sectors (i.e. schools and higher education).

COMPETENCY-BASED TRAINING

Competency-based training is a method of training that focuses on a learner's ability to receive, respond to and process information in order to achieve competency. It is geared towards the attainment and demonstration of skills to meet industry-defined standards, rather than to a learner's achievement relative to that of others.

Learner progress in a competency-based program is not time-based. As soon as a learner achieves a required competency, they can move to the next. In this way, learners can complete training in their own time and at their own pace.

Competency-based training – at a glance

Competency-based training is characterised by the following key features:

- It is based on units of competency (hence the term competency-based)
- It is outcomes-focused, relying less on inputs such as curriculum and more on a learner's ability to consistently apply their knowledge and skills to the standard of performance required in the workplace
- It involves work-based learning
- It is self-paced and flexible.

Competency-based training in action

Units of competency do not prescribe how people should be trained. Vocational trainers employed by registered training organisations (RTOs) use these documents to design learning programs that assist people to gain – or to demonstrate that they possess – the skills and knowledge specified in units of competency.

Competency-based assessment in action

Competency-based assessment is the process of collecting evidence and making judgements about whether a person has achieved competency. It is often described as a *criterion-referenced* process, because it involves people being assessed against fixed criteria or pre-determined benchmarks – such as those expressed in units of competency or accredited modules.

KEY WEBSITES

- Australian Government Department of Education and Training
<https://www.education.gov.au/>
- National Centre for Vocational Education Research
<https://www.ncver.edu.au/>
- VOCEDplus.
<http://www.voced.edu.au/>

RELATED TOPICS

- Assessment
- Australian VET System
- Learning Pathways
- Registered Training Organisations
- Training Products

VET REGULATORS

The Australian vocational education and training (VET) system is nationally regulated. Every course and training organisation is risk-assessed against nationally approved quality standards by one of the following independent statutory agencies – also known as VET regulators:

- Australian Skills Quality Authority (ASQA)
- Victorian Registration & Qualifications Authority (VRQA)
- Training Accreditation Council (TAC) Western Australia.

QUICK FACTS

Australia's VET system includes more than 4,500 registered training organisations (RTOs) and 750 accredited courses. In May 2018, the regulation of these was as follows:

- 90% of RTOs and 69% of accredited courses are regulated by ASQA
- 5% of RTOs and 19% of accredited courses are regulated by VRQA
- 5% of RTOs and 12% of accredited courses are regulated by TAC.

AUSTRALIAN SKILLS QUALITY AUTHORITY

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's VET system. ASQA regulates training organisations and courses to ensure a national quality framework is met.

Established in 2011, ASQA is the regulatory body for VET in the following states and territories:

- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania.

These jurisdictions are termed referring states and territories, because they referred their regulatory powers to ASQA in 2011-12. Victoria and Western Australia are termed *non-referring states*, because have not referred their regulatory powers.

ASQA is also responsible for regulating all RTOs that offer courses to overseas students studying in Australia on student visas, regardless of where the RTO is located.

QUALITY STANDARDS USED BY ASQA

ASQA regulates RTOs against the Standards for Registered Training Organisations (RTOs) 2015, and it regulates accredited courses against the Standards for VET Accredited Courses 2012.

VICTORIAN REGISTRATION & QUALIFICATIONS AUTHORITY

The Victorian Registration & Qualifications Authority (VRQA) is the regulatory body for VET in Victoria, and it is responsible for the following:

- Regulating RTOs that deliver training to domestic students **in Victoria only**
- Accrediting courses, but only if the course is owned by the Victorian Government, or if the course owner is an RTO registered by VRQA.

QUALITY STANDARDS USED BY VRQA

VRQA regulates RTOs against the AQTF Essential Conditions and Standards for Continuing Registration and the VRQA Guidelines for VET Providers, and it regulates courses against the AQTF 2007 Standards for Accredited Courses.

TRAINING ACCREDITATION COUNCIL WESTERN AUSTRALIA

The Training Accreditation Council (TAC) is the regulatory body for VET in Western Australia, and it is responsible for the following:

- Regulating RTOs that deliver training to domestic students **in Western Australia only**
- Accrediting courses, but only if the course owner is an RTO registered by TAC.

QUALITY STANDARDS USED BY TAC

TAC regulates RTOs against the Standards for Registered Training Organisations (RTOs) 2015, and it regulates courses against the AQTF 2007 Standards for Accredited Courses.

KEY WEBSITES

- Australian Skills Quality Authority
<https://www.asqa.gov.au/>
- Training Accreditation Council of Western Australia
<http://www.tac.wa.gov.au/Pages/default.aspx>
- Victorian Registration & Qualifications Authority
<https://www.vrqa.vic.gov.au/Pages/default.aspx>

RELATED TOPICS

- Registered Training Organisations
- Training Products
- VET Quality Standards

REGISTERED TRAINING ORGANISATIONS

Registered training organisations (RTOs) are training providers that have been registered by an independent statutory agency – often termed a regulator or registering body – to deliver vocational education and training (VET). Once registered, RTOs are the only organisations in the Australian VET system that are authorised to:

- Deliver and assess nationally recognised training
- Issue nationally recognised qualifications
- Apply for government funding to provide VET services.

QUICK FACTS

- There are more than 4,500 RTOs in the Australian VET system
- The vast majority of RTOs are privately owned
- There are just over 40 Technical and Further Education (TAFE) institutes in Australia

TYPES OF RTOs

There are six main types of RTOs in the Australian VET system.

Private RTOs — There are more than 3,000 private RTOs in Australia, and they attract over 55% of all VET enrolments.

TAFE Institutes — There are a small number of TAFE institutes in Australia, but they attract more than 25% of all VET enrolments.

Community RTOs — Community-owned, not-for-profit RTOs attract around 5% of all VET enrolments.

Schools — More than 400 Australian secondary schools also operate as RTOs, and they attract around 5% of all VET enrolments.

Enterprise RTOs — mainly deliver training to their own employees, and they attract less than 5% of all VET enrolments.

Universities — a small number of Australian universities also operate as RTOs, and they attract less than 5% of all VET enrolments.

BECOMING AN RTO

To become an RTO, an organisation must meet a range of mandatory requirements to ensure its training and assessment services are delivered to the high standards expected by students and employers.

As part of this regulatory process, an organisation must meet (and operate in accordance with) one of the following VET quality standards:

- Standards for Registered Training Organisations (RTOs) 2015
- Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration.

The applicable standard will depend on the state or territory in which an RTO operates. To learn more, refer to the **VET Quality Standards** topic.

The following statutory agencies are responsible for regulating RTOs against the quality standards:

- Australian Skills Quality Authority (ASQA)
- Training Accreditation Council (TAC) of Western Australia
- Victorian Registration & Qualifications Authority (VRQA).

The applicable agency will depend on the state or territory in which an RTO operates. To learn more, refer to the **VET Regulators** topic.

SEARCHING FOR AN RTO

A complete and searchable list of RTOs is available on the National Register of VET.

You can also use the My Skills website to search for RTOs. By entering your location, My Skills will show all the RTOs in your local area within a 5km, 25km, 50km, 100km and 250km radius.

SCOPE OF REGISTRATION

When an organisation seeks registration as an RTO, it must identify the training products (i.e. qualifications, accredited courses and units of competency) that it wants to deliver and assess, and it must also identify the states and territories in which it intends to offer them. This collection of training products is referred to as an RTO's *scope of registration*.

RTOs can amend their scope of registration at any time, but they must submit an application to their relevant registering body to do so. A small number of high-performing RTOs have received delegated authority to manage their own scope, which allows them to add training products without submitting an application and paying an application fee.

MODES OF DELIVERY AND ASSESSMENT

RTOs deliver training in a range of different modes, including full-time, part-time, online, distance and enterprise-based education. RTOs also provide the training and assessment components of Australian Apprenticeships, which are often referred to as apprenticeships or traineeships.

One of the key elements of Australia's VET system is its flexibility, and RTOs tailor learning programs to the specific needs of students and employers. RTOs also offer Recognition of Prior Learning (RPL) support to people who have learned skills in other settings, including on-the-job, informal and non-formal learning settings.

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia. The awards are held annually, and the following categories are available to RTOs and their trainers:

- Small Training Provider of the Year
- Large Training Provider of the Year
- International Training Provider of the Year
- School Pathways to VET
- VET Teacher/Trainer of the Year

More information about the Australian Training Awards can be found on pages 38-39.

KEY WEBSITES

- Australian Training Awards
<https://www.australiantrainingawards.gov.au/>
- My Skills
<https://www.myskills.gov.au/>
- National Register of VET
<https://training.gov.au/>

RELATED TOPICS

- Awards and Competitions
- Training Products
- VET Quality Standards
- VET Regulators

AUSTRALIAN INDUSTRY AND SKILLS COMMITTEE

The Australian Industry and Skills Committee (AISC) approves nationally recognised training packages for implementation in the VET system and also provides advice to Commonwealth and State Industry and Skills Ministers on the implementation of national VET policies.

QUICK FACTS

- The AISC was established in 2015
- The AISC draws on advice from its network of over 60 Industry Reference Committees (IRCs)
- Skills Service Organisations (SSOs) are independent, professional service organisations that support IRCs in their work developing and reviewing training packages
- There are six SSOs funded by the Australian Government Department of Education and Training.

AUSTRALIAN INDUSTRY AND SKILLS COMMITTEE

The AISC was established by the Council of Australian Governments (COAG) Industry and Skills Council (CISC) to give industry a formal role in approving VET training packages.

Membership of the AISC includes industry leaders nominated by Commonwealth and state and territory ministers, a peak body representative (rotating between the Australian Chamber of Commerce and Industry, the Business Council of Australia and the Australian Industry Group), and two ex-officio members (senior government officials).

The AISC approves training packages for implementation, which are then endorsed by CISC. The AISC is supported by a secretariat within the Australian Government Department of Education and Training.

INDUSTRY REFERENCE COMMITTEES

The AISC draws on advice from its network of more than 60 Industry Reference Committees (IRCs). The IRCs are made up of people with experience, skills and knowledge of their particular industry sector and are responsible for developing training packages that meet the needs of Australian Industry.

To make sure industry's voice is heard, IRCs gather information on the challenges, trends and training requirements within their specific industry sector. This information is subsequently used to develop and review training packages, which ensures the Australian VET system is providing industry with the qualifications, knowledge and skills it needs.

SKILLS SERVICE ORGANISATIONS

SSOs are independent, professional service organisations that support IRCs in their work developing and reviewing training packages. The Australian Government funds the following SSOs:

- Artibus Innovation
- Australian Industry Standards
- IBSA Manufacturing
- PWC's Skills for Australia
- Skills Impact
- Skills IQ.

SSOs provide this supporting role while remaining independent from industry and the training sector, and each SSO provides support services to several IRCs.

SSOs are also a key access point for stakeholders within the VET system who want to play a part in the development of training packages.

KEY WEBSITES

- Australian Industry and Skills Committee
<https://www.aisc.net.au/>
- Artibus Innovation
<http://www.artibus.com.au/>
- Australian Industry Standards
<http://www.australianindustrystandards.org.au/>
- IBSA Manufacturing
<https://www.ibsa.org.au/>
- PWC's Skills for Australia
<https://www.skillsforaustralia.com/>
- Skills Impact
<https://www.skillsimpact.com.au/>
- Skills IQ
<https://www.skillsiq.com.au/>

RELATED TOPICS

- Training Products



INDUSTRY PARTNERSHIPS

Industry engagement is a key element of the Australian vocational education and training (VET) system – so much so that it is a mandatory requirement of nationally approved VET quality standards for registered training organisations (RTOs).

QUICK FACTS

In 2017:

- 54.4% of employers used the Australian VET system to meet their training needs
- 50.8% of employers provided unaccredited training to their employees
- 81.4% of employers provided informal training to their employees
- 8.7% of employers did not provide any training to their employees.

THE RELEVANCE OF VET

The Australian VET system is designed to provide people with work-related knowledge and skills to boost economic growth and business productivity. Training must therefore be relevant to the needs of industry, and this can only be achieved through RTO-employer partnerships.

By engaging with employers, RTOs can accurately align their training and assessment practices to the methods, technologies and products that are being used by industry in Australian workplaces. This is a requirement of the *Standards for Registered Training Organisations (RTOs) 2015*, which specify that an RTO's training and assessment practices must be informed by industry engagement.

Schools that offer VET are also required to engage with industry, because their students need access to industry-standard equipment and people with relevant and current industry experience.

TYPES OF ENGAGEMENT

The following industry engagement strategies may be useful for RTOs and schools:

- Establish partnerships with local employers, businesses, industry bodies and enterprise RTOs
- Participate on industry advisory committees and reference groups
- Embed training staff within local enterprises
- Attend local industry networking functions
- Invite industry representatives and employers to participate in assessment validation processes
- Exchange knowledge, staff and resources with industry bodies and local employers.

PARTNERSHIP SUCCESS FACTORS

RTO-employer partnerships require a considerable investment of time on both sides, and partnership success is determined by the following key factors:

| Success Factor | Description |
|---------------------------------|--|
| Values alignment | Both organisations share a set of values which enable them to communicate well and understand each other's expectations. |
| Trust | Established over time and critical to success. |
| Personal connections | The establishment of trust is often the result of personal connections between key staff from each organisation. |
| Communication | Regular communication is a critical success factor for an effective partnership. |
| Single point of contact | There must be clear channels of communication, and this is enhanced by a single major point of contact within each organisation. |
| Flexibility | An RTO must be willing to alter its delivery methods and customise its content to suit the specific needs of the employer. |
| Understanding of business needs | RTO staff must understand the employer's industry and be keen to learn more about the business. |
| Government funding | Funding facilitates effective RTO-employer partnerships, especially in the initial stages. However, it becomes less important over time. |

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia. The awards are held annually, and the following categories are available to individuals, RTOs and schools that collaborate with industry:

- Industry Collaboration Award
- Lifetime Achievement Award
- National Achievement Award
- School Pathways to VET.

More information about the Australian Training Awards can be found on pages 38-39.

KEY WEBSITES

- Australian Training Awards <https://www.australiantrainingawards.gov.au/>
- National Centre for Vocational Education Research <https://www.ncver.edu.au/>

RELATED TOPICS

- Awards and Competitions
- Preparing Secondary Students for Work
- Registered Training Organisations
- VET Quality Standards

AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeships (often referred to as apprenticeships or traineeships) provide opportunities to train, study and earn an income in a wide range of occupations and trades.

QUICK FACTS

As at 31 December 2017:

- 256,000 apprentices and trainees were in training
- 2.1% of Australian workers were employed as an apprentice or trainee
- 9.1% of workers in trade occupations were employed as an apprentice or trainee
- 11.8% of teenage workers (aged 15-19 years) were employed as an apprentice or trainee.

CAREER OPPORTUNITIES

Australian Apprenticeships offer opportunities for anyone of working age to train, study and earn an income in more than 500 occupations and trades. They are available at all qualification levels up to Advanced Diploma, and they provide nationally recognised training that has been developed by industry for industry.

Australian Apprenticeships combine time at work with training, and they can be undertaken full-time, part-time or school-based. Those who complete their training receive a nationally recognised qualification that can take them anywhere in Australia, and one that is held in high regard in many overseas countries.

An Australian Apprentice can be:

- a secondary school student
- a school-leaver
- a person re-entering the workforce
- an adult, including those wishing to start or change careers.

POPULAR AUSTRALIAN APPRENTICESHIPS

As at December 2017, the five most popular apprenticeship and traineeship programs were as follows:

- Certificate III in Electrotechnology Electrician
- Certificate III in Carpentry
- Certificate III in Plumbing
- Certificate III in Light Vehicle Mechanical Technology
- Certificate III in Hospitality.

EARNING AND LEARNING PATHWAY

Australian Apprenticeships are an ideal way to get high-level skills for a successful career while getting paid at the same time. Apprentices and trainees are usually employed under a federal or state award or agreement. Their wage depends on a number of factors, including the year of training they are in (e.g. first year, second year etc.), the type of apprenticeship or traineeship they are undertaking and the industry they are working in. Apprenticeship pathways and qualifications by state and territory and level can be found at [aapathways.com.au](https://www.aapathways.com.au).

TIMEFRAMES

Australian Apprenticeships can take between one and four years to complete, depending on the type of program and the qualification involved. Training pathways and durations for apprenticeships and traineeships are set by state and territory governments in consultation with industry. Durations of apprenticeships can be found at <https://www.aapathways.com.au/complex-search>.

FINANCIAL ASSISTANCE

The first few years of an Australian Apprenticeship can often be financially difficult for those entering the workforce for the first time. With this in mind, financial assistance may be available to apprentices and trainees, including:

- Trade support loans
- Living away from home allowance
- Centrelink administered allowances (including Youth Allowance, Austudy and ABSTUDY).

SUBSIDISED TRAINING

State and territory governments provide subsidies to registered training organisations (RTOs) to help cover the cost of training Australian Apprentices. The amount of funding available to RTOs differs in each state and territory, as governments prioritise and align funding to localised skill needs.

In some states and territories, subsidised training for apprentices and trainees is packaged as a User Choice program. However, the level of choice that users (i.e. apprentices and their employers) have in the selection of training providers differs between states and territories.

AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK (APPRENTICESHIP NETWORK)

The Australian Government invests up to \$190 million each year in the Apprenticeship Network to provide personalised support to apprentices and their employers. This support includes:

- Pre-commencement services (screening, testing and job-matching to get the right apprentice in the right apprenticeship with the right employer)
- Universal services (administrative support, payment processing and regular contact)
- Targeted services (specialist mentoring to ensure apprentices complete their training and go on to rewarding careers).

EMPLOYER INCENTIVES

The Australian Apprenticeships Incentives Program provides a number of incentives to help eligible employers who take on an Australian Apprentice, especially if the apprenticeship is in a trade area experiencing a skills shortage. These incentives include:

- Commencements
- Recommencements
- Completions
- Adult Australian Apprentices
- Australian Apprentices with Disability
- Australian School-based Apprentices
- Mature Aged Workers
- Rural and Regional Skills Shortages.

GROUP TRAINING ORGANISATIONS

If an employer does not have enough work for an ongoing or full-time apprentice or trainee, or their work does not cover the full range of skills that an apprentice or trainee requires to complete their training, a Group Training Organisation (GTO) can organise for the employer to 'host' an apprentice or trainee for a specific period of time, or to share an apprentice or trainee with another business.

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia. The awards are held annually, and the following categories are available to Australian Apprentices and their employers:

- Australian Apprenticeships - Employer Award
- Apprentice of the Year
- Trainee of the Year
- Australian School-based Apprentice of the Year.

More information about the Australian Training Awards can be found on pages 38-39.

KEY WEBSITES

- Australian Apprenticeships
<https://www.australianapprenticeships.gov.au/>
- Australian Training Awards
<https://www.australiantrainingawards.gov.au/>
- GTO National Register
<https://www.australianapprenticeships.gov.au/gto-listing>
- Australian Apprenticeships and Traineeships Information Service.
<https://www.aapathways.com.au/>
- My Skills
<https://www.myskills.gov.au/>

RELATED TOPICS

- Awards and Competitions
- Preparing Secondary Students for Work
- Registered Training Organisations

CASE STUDY: MAINTENANCE DIESEL FITTER, GEMMA HARTWIG

Ever since she was a little girl, Gemma Hartwig was happiest with a spanner in hand, tinkering on machinery at the family farm in Dalby, Queensland. So when the opportunity arose to do an Australian School-based Apprenticeship (ASbA) in diesel fitting, Gemma jumped at it.

'I wanted to leave school in Year 10, but was offered an apprenticeship with Ostwald Bros, a local construction company,' says Gemma. 'It enabled me to combine the best of all worlds—do something I loved, get a head start on a qualification and finish school.'

Even though diesel fitting is a traditionally male-dominated industry, it was a natural fit for Gemma given that her uncle, grandfather and great grandfather all completed mechanical trades.

'In Year 12, I already had my career sorted. Many of my friends were wrestling with career decisions and agonising over university preferences,' remembers Gemma. 'My apprenticeship with Ostwald cemented what I wanted and motivated me to complete school.'

Gemma graduated with a Certificate III in Engineering—Mechanical Trade (Maintenance—Diesel Fitter) after completing an Australian Apprenticeship. She's never looked back and won the 2017 Australian Apprentice of the Year Award at the Australian Training Awards.

After Ostwald, Gemma worked for another company in small components work. Next up was travelling to Canada armed with a two-year working visa, to concentrate on farm machinery and travel.

'The beauty of completing an apprenticeship is that I can work practically anywhere,' says Gemma. 'I can transfer my skills to many types of machinery.'

Gemma hopes her story will inspire others to stay in school and consider an apprenticeship pathway. She especially wants to inspire women to pursue careers in male-dominated industries.

As an Australian VET Alumni member, Gemma is a passionate advocate for vocational education and training. 'It's as valid as a uni degree and anyone who believes otherwise is behind in their thinking. You gain more practical qualifications through VET, earning while learning,' says Gemma. 'And VET doesn't close you off from uni or even a second qualification.'

'I have great memories of TAFE. It was a great start to my career,' says Gemma. 'Today, I make really good money, own my own house, have started a business and funded a trip to Canada. My message to anyone thinking about a career, is to consider an apprenticeship—it may be the best thing you'll ever do.'



FOUNDATION SKILLS

The Australian Government supports the development of foundation skills through vocational education and training (VET) so that individuals are equipped with the language, literacy, numeracy and employability skills required by businesses.

FOUNDATION SKILLS

Foundation skills are fundamental to a person's participation in the workplace, the community and in education and training. They are a combination of language, literacy and numeracy (LLN) skills and employability skills.

Foundation Skills

LLN Skills

- Listening
- Speaking
- Reading
- Writing
- Digital literacy
- Use of mathematical ideas

Employability skills

These are skills required for participation in modern workplaces and contemporary life, and include skills such as:

- Collaboration
- Problem solving
- Self-management
- Learning
- Information and communication technology.

NATIONAL FOUNDATION SKILLS STRATEGY FOR ADULTS

In 2012 the Australian Government released the National Foundation Skills Strategy for Adults (the National Strategy), a ten-year framework endorsed by the Council of Australian Governments, to help adult learners develop and maintain the foundation skills they need to participate.

The strategy identified the following key priority areas for action:

- Raising awareness of foundation skills
- Providing adult learners with high quality learning opportunities and outcomes
- Strengthening foundation skills in the workplace
- Building the capacity of education and training workforces to deliver foundation skills.

FOUNDATION SKILLS IN UNITS OF COMPETENCY

A key outcome arising from the National Strategy has been the explicit inclusion of foundation skills into units of competency. It is now a mandatory requirement that units of competency describe the language, literacy, numeracy and employment skills that are essential to performance in the unit. The following foundation skills are typically described in units of competency:

Foundation Skills in units of competency

LLN Skills

- Learning
- Reading
- Writing
- Oral communication
- Numeracy

Employability skills

- Navigate the world of work
- Interact with others
- Get the work done

MEASURING SUCCESS

The Australian and state and territory governments set an aspirational target for the strategy – that by 2022, at least two thirds of working age Australians will have the literacy and numeracy skills needed to take full advantage of opportunities afforded by Australia's new economy.

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia. The awards are held annually, and the following category is available in Foundation Skills:

- Excellence in Language, Literacy and Numeracy Practice Award

More information about the Australian Training Awards can be found on pages 38-39.

KEY WEBSITES

- Australian Government Department of Education and Training
<https://www.education.gov.au/>
- National Centre for Vocational Education Research
<https://www.ncver.edu.au/>
- VOCEdplus.
<http://www.voced.edu.au/>

RELATED TOPICS

- Registered Training Organisations
- Training Products

PREPARING SECONDARY STUDENTS FOR WORK

Vocational education and training (VET) in secondary school is critical to ensuring students are equipped with the skills that meet the needs of Australia's future workforce.

In 2014, Education Ministers endorsed *Preparing Secondary Students for Work – A framework for vocational learning and VET delivered to secondary students*. The framework aims to ensure all secondary students have access to quality vocational learning and VET courses.

QUICK FACTS

In 2016:

- 226,100 secondary students undertook VET subjects and courses as part of their school curriculum
- 17,200 secondary students undertook a school-based apprenticeship or traineeship.

VET DELIVERED TO SECONDARY STUDENTS

VET provides secondary students with an opportunity to acquire workplace skills and knowledge through nationally recognised training while they are still at school. VET can also count towards a student's Senior Secondary Certificate of Education, which means they can potentially graduate with two qualifications recognised within the Australian Qualifications Framework (AQF).

Despite jurisdictional variations, VET is delivered to secondary students in two main ways:

- Students undertake VET subjects and courses as part of their school curriculum
- Students undertake a school-based apprenticeship or traineeship.

VET SUBJECTS AND COURSES

Students who undertake VET subjects and courses as part of their school curriculum may complete or partially complete a nationally recognised qualification while they are at school. Those that partially complete a qualification have the option of completing it after they graduate from school.

VET is delivered to secondary students in a variety of locations, including classrooms, workplaces and external registered training organisations (RTOs). This requires collaborative partnerships with employers and RTOs, because students must have access to industry-standard equipment and people with relevant and current industry experience.

Only RTOs are authorised to deliver and assess nationally recognised training and issue nationally recognised qualifications in Australia's VET system, so RTO partnerships are critical for the delivery of VET to secondary students. Some schools become RTOs in their own right to streamline this process.

AUSTRALIAN SCHOOL-BASED APPRENTICESHIPS

School-based apprenticeships and traineeships are a great career option for secondary students, because they can start training for a nationally recognised qualification and earn a wage while completing their Senior Secondary Certificate of Education.

Students undertake a combination of secondary school subjects, paid work and nationally recognised training (delivered on and off-the-job). School-based apprenticeships and traineeships are available in over 500 occupations, including traditional trades.

Students negotiate time-release from their school subjects to attend work and training, and the number of hours they are employed per week differs between states and territories.

School-based apprenticeships and traineeships can take between one and four years to complete. Some students complete their training while they are at school, while others finish their training after they graduate from school.

School-based apprentices and trainees are usually employed under a federal or state award or agreement. Their wage depends on a number of factors, including the year of training they are in (e.g. first year, second year etc.), the type of apprenticeship or traineeship they are undertaking and the industry they are working in.

VET QUALITY STANDARDS

VET delivered to secondary students is identical to VET offered in any other context, and the same VET quality standards apply.

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia. The awards are held annually, and the following categories are available to schools and students who are involved in VET:

- School Pathways to VET
- VET Teacher/Trainer of the Year
- Australian School-based Apprentice of the Year.

More information about the Australian Training Awards can be found on pages 38-39.

KEY WEBSITES

- Australian Apprenticeships
<https://www.australianapprenticeships.gov.au/>
- Australian Training Awards
<https://www.australiantrainingawards.gov.au/>
- Preparing Secondary Students for Work
<http://www.pssfw.myskills.gov.au/>
- Australian Apprenticeships and Traineeships Information Service.
<https://www.aapathways.com.au/>

RELATED TOPICS

- Australian Apprenticeships
- Australian Qualifications Framework
- Awards and Competitions
- Registered Training Organisations

LEARNING PATHWAYS

Flexibility is a key element of the Australian vocational education and training (VET) system. There are multiple pathways through the Australian Qualifications Framework (AQF), and learning programs are tailored to the specific needs of each client.

QUICK FACTS

In 2016, the predominant modes of delivery for VET subject enrolments were as follows:

- 62.2% were classroom-based (i.e. delivered at a college or campus)
- 15.6% were electronic-based (i.e. delivered online or via remote access)
- 9.9% were employment-based (i.e. delivered by enterprise RTOs)
- 8.4% were delivered by other means (e.g. via correspondence)
- 3.9% did not involve a mode of delivery (e.g. recognition of prior learning).

LEARNING PATHWAYS

Learning occurs in a variety of ways, and the majority of students undertaking a VET program will follow more than one learning pathway. The following is a brief summary of the more common pathways available within Australia's VET system:

Work-based learning

Work-based learning occurs in real work environments through participation in authentic work activities and interactions. It is a central tenet of VET, because it emphasises learning through practice in the workplace. This type of pathway is also known as on-the-job learning, and it is championed by enterprise registered training organisations.

An important feature of work-based learning is that it occurs as part of the work process under normal operational conditions.

Common forms of work-based learning include:

- Australian Apprenticeships
- Placements
- Simulations.

KEY WEBSITES

- My Skills
<https://www.myskills.gov.au/>
- National Centre for Vocational Education Research.
<https://www.ncver.edu.au/>

RELATED TOPICS

- Australian Apprenticeships
- Preparing Secondary Students for Work
- Registered Training Organisations

ASSESSMENT

Assessment is the process of collecting evidence and making judgements about whether a person has achieved competency.

QUICK FACTS

In 2017, 92.9% of employers using nationally recognised training were satisfied with the standard of assessment.

ASSESSMENT

Assessment is the process of collecting evidence and making judgements about whether a person has achieved competency, to confirm they can perform to the standard required in the workplace (as specified in a unit of competency or accredited module).

If a person is judged to be *not yet competent*, they can undertake further training and be re-assessed at a later stage.

The purpose of assessment

Assessment is used for a number of reasons in the Australian vocational education and training (VET) system, including:

- To determine if a person is competent at the end of (or during) a learning program
- To identify a person's language, literacy and numeracy needs
- To identify gaps in a person's knowledge or skills
- To issue a person with a license
- To issue a person with a qualification or statement of attainment
- To measure a person's work performance
- To recognise a person's prior learning.

Evidence-based assessment

Evidence-based assessment is a key feature of VET. Candidates must provide evidence to support their competency, and qualified assessors help them to gather the evidence, which can include:

- Observing them undertake tasks in a workplace
- Observing them participate in a simulation
- Observing them participate in a role play
- Reading what others have said about them
- Asking them a series of questions (oral, written or computer-managed)
- Reviewing items produced by them
- Reviewing evidence of their prior learning.

The evidence gathered in an assessment depends on the requirements of the unit of competency or accredited module, and it also depends on the preferences and needs of the person being assessed. Each case is unique.

Evidence gathering can take place in work settings (on-the-job) and in non-work settings (off-the-job). However, the application of skills in the workplace is a central tenet of VET, so evidence should ideally be gathered as a person performs work tasks, either in a workplace or a simulated environment that reflects and replicates workplace conditions.

A training product's assessment requirements, including performance evidence, knowledge evidence and assessment conditions, are outlined in the relevant training package or VET accredited course.

Integrated (holistic) assessment

Individual competencies are rarely performed in isolation in the workplace. Typical job roles involve a number of related tasks, and evidence gathering should reflect this. Integrated assessment is the simultaneous assessment of two or more related units of competency, and it is an efficient and authentic evidence gathering process, because it more closely reflects the real nature of work.

Reasonable adjustments

Reasonable adjustments are made to ensure equity in the assessment process. An assessment can be adjusted to accommodate the needs of an individual learner, such as providing an oral rather than a written assessment, but the rigour of the assessment process cannot be compromised.

Recognition of prior learning

Recognition of prior learning (RPL) is an assessment process that assesses a person's formal, non-formal and informal learning to determine the extent to which they have met the requirements specified in a unit of competency or accredited module without the need to undertake a structured learning program.

One of the key elements of Australia's VET system is its flexibility, and the availability of RPL support for those who have learned skills in other settings is a good example. This level of flexibility makes it an attractive option to students and employers.

TRAINER AND ASSESSOR CREDENTIAL REQUIREMENTS

The Standards for RTOs require different credentials depending on whether a person delivers training and conducts assessment, or whether they conduct assessment only.

From 1 January 2016 to 31 March 2019, trainers and assessors must hold:

- the TAE40110 Certificate IV in Training and Assessment; OR
- the TAE40116 Certificate IV in Training and Assessment, or its successor; OR
- a diploma or higher level qualification in adult education.

From 1 April 2019, trainers and assessors must hold:

- the TAE40110 Certificate IV in Training and Assessment, plus:
 - o either TAELN411 Address adult language, literacy and numeracy skills, or its successor, or TAELN401A Address adult language, literacy and numeracy skills, and
 - o either TAEASS502 Design and Develop Assessment Tools, or its successor, or TAEASS502A Design and Develop Assessment Tools, or TAEASS502B Design and Develop Assessment Tools; OR
- the TAE40116 Certificate IV in Training and Assessment, or its successor; OR
- a diploma or higher level qualification in adult education.

From 1 January 2016 to 31 March 2019, people who conduct assessment only must hold:

- the TAESS00001 Assessor Skill Set; OR
- the TAESS00011 Assessor Skill Set, or its successor; OR
- the TAE40110 Certificate IV in Training and Assessment; OR
- the TAE40116 Certificate IV in Training and Assessment, or its successor; OR
- a diploma or higher level qualification in adult education.

From 1 April 2019, people who conduct assessment only must hold:

- the TAESS00001 Assessor Skill Set, plus one of the following units:
 - o TAEASS502 Design and Develop Assessment Tools, or its successor, OR
 - o TAEASS502A Design and Develop Assessment Tools, OR
 - o TAEASS502B Design and Develop Assessment Tools; OR
- the TAESS00011 Assessor Skill Set, or its successor; OR

- the TAE40110 Certificate IV in Training and Assessment, plus:
 - o either TAELN411 Address adult language, literacy and numeracy skills, or its successor, or TAELN401A Address adult language, literacy and numeracy skills, and
 - o either TAEASS502 Design and Develop Assessment Tools, or its successor, or TAEASS502A Design and Develop Assessment Tools, or TAEASS502B Design and Develop Assessment Tools; OR
- the TAE40116 Certificate IV in Training and Assessment, or its successor; OR
- a diploma or higher level qualification in adult education.

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia. The awards are held annually, and the following category is available for VET Teacher/Trainers:

- VET Teacher/Trainer of the Year

More information about the Australian Training Awards can be found on pages 38-39

KEY WEBSITES

- Australian Skills Quality Authority
<https://www.asqa.gov.au/>
- VOCEDplus
<http://www.voced.edu.au/>

RELATED TOPICS

- Australian VET System
- Competency-Based Training
- Learning Pathways
- Registered Training Organisations
- Training Products
- VET Quality Standards
- VET Regulators



UNIQUE STUDENT IDENTIFIER

Introduced in 2015, the Unique Student Identifier (USI) is part of a Council of Australian Governments initiative to improve the collection of nationally recognised training data.

QUICK FACTS

- Students undertaking vocational education and training (VET) need a USI to receive their nationally recognised training qualification
- USIs comprise ten numbers and/or letters and it typically looks something like this:
[3AW88YH9U5](#).
- They are free
- They can be created online in less than 5 minutes
- Students only need one USI and it stays with them for life
- The USI allows students access to their personal training records in the National VET Data Collection.

UNIQUE STUDENT IDENTIFIER (USI)

Students who undertake nationally recognised VET in Australia need a USI to receive their nationally recognised training qualification (including international students studying onshore and secondary students). This allows students to access a secure online record of their accumulated training activity in a single location.

USI TRANSCRIPTS

Through their USI account, students can access an online national training record known as a USI Transcript, which they can use when applying for a job or when enrolling in further training. USI Transcripts contain nationally recognised training from 2015, but do not replace the hardcopy qualifications issued by registered training organisations (RTOs). An online USI Transcript is a valuable supplement to these documents, especially when a student's training activity accumulates over time. Students can download and share a copy of their USI Transcript and they can give an RTO online access to their transcript.

RTOS AND USIs

Before an RTO issues a qualification or statement of attainment to a student, it must either:

- a) Collect and verify the student's USI; or
- b) Create a USI on behalf of the student with their permission.

RTOs are not required to create USIs for students, but they can do so with a student's permission.

CREATING USIs

Most students create their own USI through the online USI Student Portal. However, some students require assistance to create a USI, and some RTOs choose to create USIs on behalf of their students.

RTOs can create USIs for their students through the online USI Organisation Portal (also known as the USI Registry System). Alternatively, RTOs can create USIs through their Student Management System (SMS) using a system-to-system web service connection to the USI Registry System.

USING USIs

A student can use their USI to:

- Update their personal details in their USI account (by logging in to the USI Student Portal)
- View their national training record from 2015 onwards
- Download their USI Transcript
- Allow and manage access by RTOs to their USI account and/or their USI Transcript.

RTOs are required to:

- Collect a USI from each student
- Verify USIs supplied by students
- Ensure students have a valid USI before issuing them with a qualification or statement of attainment
- Report USIs with training information into the National Data Collections according to the Standards for Registered Training Organisations (RTOs) 2015
- Ensure the security of student USIs
- Destroy any personal information collected to create a USI on a student's behalf.

KEY WEBSITES

- USI Organisation Portal
<https://www.usi.gov.au/training-organisations>
- USI Student Portal
<https://www.usi.gov.au/students>
- USI Unique Student Identifier.
<https://www.usi.gov.au/students/create-your-usi>

RELATED TOPICS

- Registered Training Organisations

FINANCIAL ASSISTANCE

The Australian Government offers a number of assistance programs to help eligible students and Australian Apprentices finance their vocational education and training (VET) studies.

QUICK FACTS

In 2016, 47.8% of all VET subject enrolments were Commonwealth or state funded.

FINANCIAL SUPPORT

Depending on their individual circumstances and the VET courses they wish to study, students and Australian Apprentices may be eligible for the following types of financial support:

VET Student Loans

VET Student Loans commenced in 2017, replacing the VET FEE-HELP scheme. If a student enrolls in an approved Diploma level course or above, they may be eligible for an income contingent loan to pay their tuition fees. The My Skills website identifies which courses have been approved for VET Student Loans – look out for the VSL icon. My Skills also has a VET Student Loans Calculator to identify what a student's initial debt will be.

Subsidised training

Some VET courses are subsidised by state and territory governments. This subsidy is paid to registered training organisations (RTOs) to reduce any tuition fees associated with the course. The My Skills website identifies RTOs that have been approved to deliver subsidised training for specific VET courses – look out for the subsidies (\$) icon.

Trade Support Loans

Australian Apprentices may be eligible for an income contingent loan of up to \$20,808 to help cover the costs of their living and learning. Trade Support Loans are paid in monthly instalments, and apprentices and trainees can opt-in and out of the loan at any time. They can decide to borrow a small amount (e.g. \$1,000), or they can take the full \$20,808 over four years.

As an incentive, those who successfully complete their apprenticeship or traineeship receive a 20% discount on their loan amount.

For further information on Trade Support Loans, go to the Australian Apprenticeships website.

Living Away from Home Allowance

Australian Apprentices of any age may be eligible to receive an allowance during their first three years of training if they have to move away from their parent's or guardian's home in order to take up (or remain in) an Australian Apprenticeship. This allowance is available to eligible full and part-time Australian Apprentices, including school-based apprentices.

For further information on this allowance, go to the Australian Apprenticeships website.

Centrelink administered allowances

Depending on their individual circumstances, full-time students and Australian Apprentices may be eligible for the following fortnightly payments:

- Youth Allowance – for full-time students and Australian Apprentices aged 24 years or younger
- Austudy – for full-time students and Australian Apprentices aged 25 years or older
- ABSTUDY – for Aboriginal or Torres Strait Islander Australians in an approved course or Australian Apprenticeship.

KEY WEBSITES

- Australian Apprenticeships
<https://www.australianapprenticeships.gov.au/>
- Australian Government Department of Education and Training
<https://www.education.gov.au/>
- Australian Government Department of Human Services
<https://www.humanservices.gov.au/>
- My Skills
<https://www.myskills.gov.au/>
- StudyAssist.
<https://www.studyassist.gov.au/>

RELATED TOPICS

- Australian Apprenticeships
- Registered Training Organisations



AWARDS AND COMPETITIONS

Training awards and skill competitions recognise and celebrate excellence, and are an important mechanism for promoting the benefits of vocational education and training (VET).

QUICK FACTS

- The Australian Training Awards have been recognising excellence in training since 1994
- WorldSkills Australia has been enabling young people to showcase their talents since 1981.

AUSTRALIAN TRAINING AWARDS

The Australian Training Awards are the peak national awards for the VET sector, recognising individuals, businesses and registered training organisations (RTOs) for their contribution to skilling Australia. The awards are hosted by the Australian Government, and they are held annually (in November) in a different state or territory.

The majority of the awards are the culmination of each state and territory's training awards, with winners from each state and territory competing for a national award title. A small number of award categories can be entered directly, without having to win at a state or territory level.

The Australian Training Awards are divided into individual, business and RTO award categories:

INDIVIDUAL CATEGORIES

Lifetime Achievement Award (Direct Entry)

The Lifetime Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the VET sector for more than 25 years.

National Achievement Award (Direct Entry)

The National Achievement Award is presented in recognition of an individual's outstanding leadership and contribution to the Australian VET sector for up to 25 years.

Australian School-based Apprentice of the Year Award

The Australian School-based Apprentice of the Year Award is presented to a student who is undertaking a Certificate II or above qualification as a part-time Australian School-based Apprentice.

Vocational Student of the Year Award

The Vocational Student of the Year Award recognises outstanding achievement by a vocational student in a course of study leading to a nationally recognised qualification.

Aboriginal and Torres Strait Islander Student of the Year Award

The Aboriginal and Torres Strait Islander Student of the Year Award recognises the achievement of an Aboriginal or Torres Strait Islander student who displays a strong understanding and knowledge of the vocational education and training system and demonstrates the relevance of lifelong learning for themselves and their community.

Trainee of the Year Award

The Australian Apprentice (Trainee) of the Year Award is presented to an individual who is undertaking a traineeship and has been outstanding in all aspects of their training.

Apprentice of the Year Award

The Australian Apprentice of the Year Award is presented to an Australian Apprentice who has been outstanding in all aspects of their trade.

VET Teacher/Trainer of the Year Award

The VET Teacher/Trainer of the Year Award recognises innovation and excellence by a vocational education and training (VET) teacher/trainer providing nationally recognised training to students at a registered training organisation (RTO), or in partnership with an RTO.

Excellence in Language, Literacy and Numeracy Practice Award (Direct Entry)

The Excellence in Language, Literacy and Numeracy (LLN) Practice Award recognises innovation and excellence

by an individual involved in improving LLN skills in an educational, community or workplace context.

BUSINESS CATEGORIES

Small Employer of the Year Award

The Small Employer of the Year Award recognises a small business that employs 19 or fewer full-time equivalent employees, and has achieved excellence in the provision of 'nationally recognised training' to its employees.

Medium Employer of the Year Award

The Medium Employer of the Year Award recognises a medium business that employs 20 or more, but less than 200 full-time equivalent employees, and has achieved excellence in the provision of 'nationally recognised training' to its employees.

Large Employer of the Year Award

The Large Employer of the Year Award recognises a large business that employs 200 or more full-time equivalent employees, and has achieved excellence in the provision of 'nationally recognised training' to its employees.

Australian Apprenticeships - Employer Award

The Australian Apprenticeships - Employer Award recognises those employers who have made innovative improvements in training which provide beneficial outcomes for their apprentices and/or trainees in Australia and to their local community.

Industry Collaboration Award

The Industry Collaboration Award recognises an exemplary skills development collaboration between at least one employer/industry body and at least one organisation delivering nationally recognised training.

REGISTERED TRAINING ORGANISATION CATEGORIES

Small Training Provider of the Year Award

The Small Training Provider of the Year Award recognises a registered training organisation, delivering less than 50 qualifications, that offers a specific range of training products and services and demonstrates excellence and high level performance in all aspects of vocational education and training.

Large Training Provider of the Year Award

The Large Training Provider of the Year Award recognises a registered training organisation, delivering 50 or more qualifications, that offers a broad range of training products and services and demonstrates excellence and high level performance in all aspects of vocational education and training.

International Training Provider of the Year Award

The International Training Provider of the Year Award recognises a registered training organisation that has demonstrated outstanding achievement in all aspects of vocational education and training to full-fee paying international students in Australia and overseas.

School Pathways to VET Award

The School Pathways to VET Award recognises eligible organisations including schools, registered training organisations (RTO), group training organisations, industry bodies and employers that have collaboratively delivered one (or more) excellent vocational education and training (VET) programs to secondary school students.

WORLD SKILLS AUSTRALIA

WorldSkills Australia is a social enterprise that provides young Australians (students, apprentices and trainees) with an opportunity to boost their workplace skills, benchmark themselves against their industry peers and fast track their careers.

WorldSkills Australia aims to promote and build a skills culture, celebrate excellence and showcase VET, by running skills-based competitions which operate at regional, national and international levels.

WorldSkills Australia competitions operate on a two-year cycle. Regional competitions flow into national competitions and winners, if eligible, advance to the international competition to represent their country.

WorldSkills Australia is part of an international WorldSkills movement that comprises more than 75 countries and regions. Skills competitions are held every two years in different parts of the world to showcase and inspire world-class excellence in skills and introduce young people to a variety of skilled careers.

KEY WEBSITES

- Australian Training Awards
<https://www.australiantrainingawards.gov.au/>
- WorldSkills Australia.
<https://www.worldskills.org.au/>

RELATED TOPICS

- Australian Apprenticeships
- Industry Partnerships
- Preparing Secondary Students for Work
- Registered Training Organisations
- Australian VET Alumni

AUSTRALIAN VET ALUMNI

The Australian Vocational Education and Training (VET) Alumni Program is a national community of VET graduates, registered training organisations, VET practitioners and businesses dedicated to sharing their VET journey with Australians to encourage greater participation and best practice in VET. Members are appointed through their participation in national VET awards events and competitions.

Some Alumni members are also Australian Apprenticeships Ambassadors, whose collective efforts in raising the status of apprenticeships and traineeships since 2012 has been recognised by the United Nations Educational, Scientific and Cultural Organization's International Centre for Technical and Vocational Education and Training as a promising practice in international VET.

QUICK FACTS

- Invited to join the program are individuals, businesses, practitioners and registered training organisations who have excelled in undertaking, or delivering, VET
- Requests for appearances by Australian VET Alumni members at careers related conferences and events can be made through the Australian Government Department of Education and Training
- The Australian VET Alumni program has over 450 members representing many industry areas
- Australian VET Alumni members can also be Australian Apprenticeships Ambassadors.

SKILLS ENGAGEMENT

As part of its skills engagement work, the Australian Government promotes the value of vocational education and training (VET) through the Australian VET Alumni.

AUSTRALIAN VET ALUMNI

The Australian VET Alumni Program is a national community of VET graduates, registered training organisations, VET practitioners and businesses dedicated to sharing their VET journey with Australians to encourage greater participation and best practice in VET.

The purpose of the Australian VET Alumni is to share:

- the benefits of a VET qualification with Australians of all ages looking to start, upskill or change careers
- examples of best practice in the delivery of high quality industry focused training
- achievements possible through employing VET graduates.

AUSTRALIAN APPRENTICESHIPS AMBASSADORS PROGRAM

Australian Apprenticeships Ambassadors are Australian VET Alumni members also committed to promoting work-oriented training - apprenticeships and traineeships.

Australian Apprenticeships Ambassadors aim to share:

- the outstanding career prospects available through completing an Australian Apprenticeship
- the business benefits of hiring apprentices and trainees.

KEY WEBSITES

- Australian VET Alumni
www.australiantrainingawards.gov.au/vetalumni
- Australian Apprenticeships Ambassadors
www.australianapprenticeships.gov.au/australian-apprenticeships-ambassadors-program
- My Skills
www.myskills.gov.au
- WorldSkills Australia.
www.worldskills.org.au

RELATED TOPICS

- Australian Apprenticeships
- Industry Partnerships
- Preparing Secondary Students for Work
- Registered Training Organisations
- Awards and Competitions

WHAT ADVISORS NEED TO KNOW

Vocational education and training (VET) is a tertiary education pathway that can help young people make choices about their training options and careers.

QUICK FACTS

VET is:

- Not just for trades
- Valued by employers
- Offers skills for the real world.

ADVISING ON CAREERS

As parents, guardians, career advisors, teachers, supporters and carers, we need to talk to young people about the kind of career they want, and we need to equip them with the resources they need to get there. More than ever, young people need transferable and innovative skills to compete in new and emerging industries and gain fulfilling, well paid careers.

WHAT IS VET?

VET is a tertiary education pathway that enables individuals to gain qualifications for employment. It is designed to deliver workplace-specific skills and knowledge-based competencies in a wide range of occupations.

Diversity and choice

VET offers nationally recognised training and qualifications across a range of industry sectors, including information technology, avionics, small business management, nursing, fashion and floristry – just to name a few.

There are thousands of qualifications to choose from, and unlike other learning options, VET lets young people undertake partial qualifications, short courses, skill sets and units of competency, allowing them to gain the specific skills they need, when they need them.

Nationally recognised training and qualifications are available through registered training organisation (RTOs), which are also known as *training organisations* or *training providers*.

WHAT ARE THE BENEFITS OF VET?

VET helps young people get on the path to a long-term career. Operating like an education highway, VET offers its users choice, with multiple entry, exit, merging and re-entry points. When talking with young people about tertiary education, be sure to mention the following:

- VET isn't just for trades – it's for careers and options they may not have thought of
- VET offers qualification that are nationally recognised, transferable and valued by employers
- VET will equip them with skills for the real world.

VET students are taught by industry professionals and trained in real workplace situations. VET is also a great way for young people to start their education journey if they are thinking about continuing on to a university degree.

STEPS TO SUCCESS

You can assist someone with their career choices by working through the following steps.

Talk

Talk to them from an early age about careers and opportunities.

Provide

Provide them with all of the options available, without direct recommendations.

Discuss

Discuss ALL career choices, even if they say they are going to university.

Think

If you are a parent, think about your child's personality – what they love doing and what they hate doing – before advising on the best tertiary education option for them.

My Skills

Use the My Skills website to find a VET qualification that will give them the hands-on knowledge and experience they need to become a skilled professional.

MY SKILLS WEBSITE

The My Skills website is the national directory of VET courses and training providers. If a young person has made a career choice, My Skills will help them find a qualification to match. They can search for VET courses and compare information such as fees, durations, graduate satisfaction and available subsidies.

Whatever your role is in a young person's life, the My Skills website can help you help them find the skills they need for the career they want through VET.

RESOURCES

With so much information about careers, it's hard to know where to start or where to look. Here's a few sites that you may find useful once you've found the right VET course and training provider on My Skills:

- Australian Apprenticeships
<https://www.australianapprenticeships.gov.au/>
- Job Jumpstart
<https://www.jobjumpstart.gov.au/>
- Job Outlook
<https://joboutlook.gov.au/>
- My Skills:
<https://www.myskills.gov.au/career-info/advising-on-careers/>
<https://www.myskills.gov.au/more/resources/>
- Preparing Secondary Students for Work
<http://www.pssfw.myskills.gov.au/>
- Study Assist
<https://www.studyassist.gov.au/>
- Unique Student Identifier.
<https://www.usi.gov.au/>
- VET. It's Right Now.
<https://www.myskills.gov.au/rightnow>

WHAT EMPLOYERS NEED TO KNOW

QUICK FACTS

VET:

- Provides tailored, specific practical skills
- Allows you to invest in your staff
- Delivered by industry professionals.

PROVIDING CAREERS

As an employer and business owner, you need to remain competitive in the changing global economy. Your employees need relevant, transferable and innovative skills to meet today's challenges and tomorrow's opportunities. If you are thinking about investing in the skills of your workforce, it's a good time to consider VET for your staff.

WHAT IS VET?

VET is a tertiary education pathway that enables individuals to gain qualifications for employment. It is designed to deliver workplace-specific skills and knowledge-based competencies in a wide range of occupations.

Flexibility and relevance

VET offers nationally recognised training and qualifications across a range of areas relevant to your industry. Qualifications range from Certificate I to Certificate IV, Diploma, Advanced Diploma, Graduate Certificate and Graduate Diploma.

Unlike other learning options, VET lets your staff undertake partial qualifications, short courses, skill sets and units of competency, allowing them to gain the specific skills that are relevant to your business needs. Your staff can study directly with a registered training organisation (RTO), or they can train on-the-job through an apprenticeship or traineeship if these are available in your industry.

Australian Apprenticeships

Employing an Australian Apprentice (also known as an apprentice or trainee) is a smart investment in the future of your business – it can provide real benefits and contribute to your bottom line. You can find an Australian Apprentice by:

- contacting an Apprenticeship Network Provider
- contacting a jobactive provider
- contacting a Group Training Organisation
- advertising the position in your local paper or on a job search website (e.g. Australian Job Search)
- recruiting someone you know or someone that has been recommended to you.

WHAT ARE THE BENEFITS OF VET?

VET is the most flexible choice when you need to invest in training. For a start, there are financial subsidies available for some businesses that train their staff through VET. And if that's not enough to convince you, think about this:

- VET is industry-led
- VET is delivered by industry professionals
- VET qualifications provide tailored, specific and practical skills in a much broader range of subjects than you might think
- VET can upskill your workforce
- Investing in your employees' futures through VET can support the growth of your business.

Training takes place in classrooms, workplaces and online, and it can be either full-time or part-time. One of the key elements of VET is its flexibility, and RTOs can tailor learning programs to the specific needs of your staff.

RTOs can also offer recognition of prior learning (RPL) to those members of your staff who have learned their skills in other settings, including on-the-job, informal and non-formal learning settings.

STEPS TO SUCCESS

If you work through the following steps, you can increase your competitive edge in the global changing economy.

Identify

Identify the future skill needs of your business, as well as the current skills of your staff.

Talk

Talk to government and industry bodies about the availability of skills and funding initiatives.

My Skills

Use My Skills to find a real world VET course that will give your staff the hands-on knowledge and experience they need to become globally skilled professionals.



“The industry covers more than 70 careers. We get pre-apprentices to “try before they buy” by exposing them to options before choosing a trade. This reduces cancellation rates because graduates know what’s involved.



CASE STUDY: HUTCHINSON BUILDERS

Attracting, training, retaining, maintaining and sustaining the right staff. These are the hallmarks of a successful business says Alan Waldron, National Training Manager of Hutchinson Builders, Queensland’s largest privately owned construction company.

Employing more than 1,400 people, including 150 Australian Apprentices and cadets, Hutchinson Builders—or ‘Hutchies’ as they are fondly called—knows a thing or two about vocational education and training (VET). Their innovation and dedication was rewarded with the 2017 Large Employer of the Year at Australian Training Awards. This was the second time the company has won the title. It was also crowned winner in 2011.

‘Our professional and personal training programs value our employees and lift their skills, which in turn lifts our capability,’ Alan says.

Hutchies also owns and operates the Gold Coast School of Construction, which, along with apprentice and short course training, delivers an in-house pre-apprenticeship registered training program developed with the support of the Queensland Government and Construction Skills Queensland.

Apprentices, trainees and other staff engage in structured training with subcontractors also taking advantage of Hutchies’ programs. Apprentice completion rates are at more than 90 per cent due to Hutchies’ in-house Apprentice Development Coordinators who monitor apprentices’ training and provide mentoring and emotional support.

The coordinators are important. ‘Training is just half the equation,’ says Alan. ‘Apprentices are “real people” and their personal life can impact on their work life. Coordinators support them to make informed decisions.’

At Hutchies, new entrants undergo pre-apprenticeship training, then trade training and then post trade training on Hutchinson construction sites or with one of its 3,500 subcontractors.

‘The industry covers more than 70 careers,’ says Alan. ‘We get pre-apprentices to “try before they buy” by exposing them to options before choosing a trade. This reduces cancellation rates because graduates know what’s involved.’

Hutchinson has produced many shining stars, including Chantelle Love. ‘She was a top student in Certificate I in Construction and was a standout for an apprenticeship,’ says Alan. ‘She joined us, completed a Certificate III in Carpentry and went on to complete a Certificate IV and Diploma in Workplace Health and Safety. She is now a safety manager on our biggest high-rise project with an \$385 million construction component.’

‘We first invested in training to improve our capacity and didn’t want to solely rely on the outside market,’ says Alan. ‘We wanted to “Hutchify” recruits. Today we’re benefiting from the flow-through effect, creating our own future leaders and growing from the inside out.’

Hutchinson Builders has expanded to work directly with Aboriginal and Torres Strait Islander communities, including through the Australian Government’s Employer Parity Initiative. Hutchinson is assisting with the employment of 350 Indigenous people into construction.

‘It’s important that businesses think VET,’ says Alan. ‘It saves money, results in better quality staff, increases capability and capacity; and helps meet business objectives.’

Hutchinson Builders is proud to be an Australian VET Alumni member. ‘The Australian Training Awards are an important recognition process for large employers,’ says Alan. ‘It sends a message to staff that our programs are something to be proud of. Our industry peers see we’re on the right track too.’

WHAT STUDENTS NEED TO KNOW

QUICK FACTS

VET:

- Equips you with real world skills
- Helps you find your place in the workforce
- Gives you the industry experience needed by employers.

VET + YOU = A REAL WORLD CAREER

STARTING YOUR CAREER

If you're still at school, just about to finish your studies or taking some time out on a gap year, you're probably thinking about a future career. Whatever stage you're at, it's a good time to consider VET as the next step to a fulfilling and well paid career.

WHAT IS VET?

VET is a tertiary education pathway that enables individuals to gain qualifications for employment. It is designed to deliver workplace-specific skills and knowledge-based competencies in a wide range of occupations.

Diversity and choice

VET offers nationally recognised training and qualifications across a range of industry sectors, including information technology, avionics, small business management, nursing, fashion and floristry – just to name a few.

There are thousands of qualifications to choose from, and unlike other learning options, VET lets you undertake partial qualifications, short courses, skill sets and units of competency, allowing you to gain the specific skills you need, when you need them.

VET qualifications are available through registered training organisation (RTOs), which are also known as training organisations or training providers.

Australian Apprenticeships

Gaining a VET qualification through an Australian Apprenticeship (also known as an apprenticeship or traineeship) gives you the opportunity to train, study and earn an income at a variety of qualification levels in most occupations. Apprenticeships and traineeships combine time at work with training, and can be full-time, part-time or school-based.

WHAT ARE THE BENEFITS OF VET?

VET will give you the skills you need for the career you want. If you want to get into the workforce and follow a long-term career, think about this:

- VET isn't just for trades – it's for careers and options you may not have thought of
- VET qualifications are nationally recognised, transferable and valued by employers
- VET will equip you with skills for the real world

As a VET student, you'll be trained in real workplace situations and taught by industry professionals. VET is also a great way to start your education journey if you are thinking about continuing on to a university degree.

STEPS TO SUCCESS

If you work through the following steps, you can increase your competitive edge for today's competitive job market.

Think

Think about what you're good at; what you're passionate about; what you enjoy doing.

Talk

Talk to people about the careers that have always interested you – your friends, parents, grandparents, teachers and career advisors.

My Skills

Use My Skills to learn more about what courses and qualifications are available to give you the hands-on knowledge and experience to help achieve your career goals.

MY SKILLS

The My Skills website is the Australian VET sector's authoritative source for information and the national directory of VET courses and training providers. If you've made a career choice, My Skills will help you find a qualification to match. You can search VET courses and compare information such as fees, durations, graduate satisfaction and available subsidies. You will also find career and industry landing pages to help discover how you could succeed through VET.

RESOURCES

With so much information about careers, it's hard to know where to start or where to look. Here's a few sites that you may find useful once you've found the right VET course and training provider on My Skills:

- Australian Apprenticeships <https://www.australianapprenticeships.gov.au/>
- Australian Apprenticeships and Traineeships Information Service <https://www.aapathways.com.au/>
- Job Jumpstart - <https://www.jobjumpstart.gov.au/>
- Job Outlook - <https://joboutlook.gov.au/>
- My Skills <https://www.myskills.gov.au/>
<https://www.myskills.gov.au/career-info/starting-your-career/>
- Study Assist - <https://www.studyassist.gov.au/>
- Unique Student Identifier - <https://www.usi.gov.au/>

- WorldSkills Australia <https://www.worldskills.org.au/>

CAREER STORIES

VET can lead to fantastic employment opportunities for its graduates – read the following stories and see for yourself. Be inspired to enrol in a qualification and get the skills you need to start your career.

JENNIFER'S STORY

VET Qualification: Certificate IV in Veterinary Nursing
Career: Veterinary Nurse

A lifetime love of animals and the hope of pursuing a career she loved led her to undertake a Certificate IV in Veterinary Nursing at The Gordon Institute of TAFE.

Guided by her teachers, Jennifer was able to study part-time while working in her chosen field without a heavy study load. Work placement gave her the opportunity to practice her skills and gain the experience and knowledge she needed to begin her career.

Jennifer is now a confident, capable and qualified veterinary nurse working at the OurVet Geelong and Point Cook clinics.

"Vocational education and training took my passion and gave me the tools to find a meaningful career path in veterinary nursing; everyday I help and care for animals and I love it."



VET GLOSSARY

Commonly used terms in the Australian vocational education and training (VET) system:

Accredited course

A structured sequence of vocational education and training that has been accredited by a course accrediting agency and that leads to an AQF qualification or statement of attainment.

Accredited module

A group of learning outcomes at a given level of knowledge, developed specifically for inclusion in an accredited course. Modules can only be developed if a course has no clear occupational or vocational outcomes, and if it is not possible to develop enterprise units of competency.

AQF qualification

A qualification recognised within the Australian Qualifications Framework (AQF). When endorsed as part of a training package or accredited within a course, AQF qualifications are created by packaging units of competency into meaningful groups aligned to a relevant AQF level and qualification type.

Assessment

The process of collecting evidence and making judgements about whether a person has achieved competency, to confirm they can perform to the standard required in the workplace (as specified in a unit of competency or accredited module).

Australian Apprenticeships

Often referred to as apprenticeships or traineeships, Australian Apprenticeships provide opportunities to train, study and earn an income in a wide range of occupations and trades. They are available at all qualification levels up to Advanced Diploma, and they provide nationally recognised training that has been developed by industry *for* industry.

Australian Apprenticeship Support Network (AASN)

The Australian Government Department of Education and Training contracts AASN providers to deliver a range of support services to employers and Australian Apprentices from around 400 locations nationally.

Australian Industry and Skills Committee (AISC)

Advises the Australian Government on the training needs of industry. Ensures industry has a formal voice in the Australian VET system, and provides leadership in the design and approval of national qualifications.

Australian Qualifications Framework (AQF)

The national policy for regulated qualifications in Australia. Incorporates qualifications from each education sector – schools, vocational education and training (VET) and higher education – into a single comprehensive framework.

Australian School-based Apprenticeship

Undertaken part-time while a student is at school. It provides students with hands-on industry experience and the ability to work towards (or complete) a nationally recognised qualification while they complete their Senior Secondary Certificate of Education.

Australian Skills Quality Authority (ASQA)

National regulator for Australia's VET system. Responsible for regulating training organisations and accrediting courses in the Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia and Tasmania. Also responsible for regulating training organisations that offer courses to overseas students studying in Australia on student visas.

Australian Training Awards

The peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia.

Companion volume

A quality assured, non-endorsed component of a training package that provides implementation guidance to RTOs.

Competency-based training

A method of training that focuses on a learner's ability to receive, respond to and process information in order to achieve competency. It is geared to the attainment and demonstration of skills to meet industry-defined standards, rather than to a learner's achievement relative to that of others.

Enterprise unit of competency

A unit of competency developed specifically for inclusion in an accredited course to meet a vocational, education or community need that is not covered by a training package unit of competency.

Foundation skills

A combination of language, literacy and numeracy (LLN) skills and employability skills. Fundamental to a person's participation in the workplace, the community and in education and training.

Group Training Organisation

Group Training Organisations (GTOs) offer an alternative to traditional Employer/Apprentice arrangements. Group Training Organisations employ apprentices and trainees under a National Training Contract and place them with host employers sometimes on a rotating basis for greater breadth of experience.

Industry Reference Committee (IRC)

Oversee the development and review of training packages. Advise the AISC on the skill needs of their respective industry sectors.

Integrated assessment

The simultaneous assessment of two or more related units of competency. An efficient and authentic evidence gathering process, because it more closely reflects the real nature of work. Also known as holistic assessment.

Living Away from Home Allowance

Offered by the Australian Government to help eligible Australian Apprentices during their first three years of training if they have to move away from their parent's or guardian's home in order to take up (or remain in) their apprenticeship or traineeship.

My Skills

My Skills is VET sector's first stop for VET information. You will find career information pages and industry pages to illustrate the breadth of opportunity that a VET qualification can provide. In addition, you will also see a news and events page, and a resources page to encourage information and communication sharing across the sector.

National Apprenticeships Employer Network

The National Apprentice Employment Network (NAEN) is the national association representing Group Training Organisations (GTOs), Australia's largest employer network of apprentices and trainees.

National Register of VET

The national register of training packages, qualifications, units of competency, accredited courses, skill sets and RTOs, including each RTO's scope of registration. The website can be accessed at <https://training.gov.au/Home/Tga>.

National training record

A secure online record of a student's accumulated training activity in a single location. Can only be accessed by the student's USI.

Off-the-job learning

Learning that occurs away from the work process. Includes classroom learning, online learning and distance learning.

Reasonable adjustments

Measures or actions that are made to ensure equity in the assessment process. An assessment can be adjusted to accommodate the needs of an individual learner, such as providing an oral rather than a written assessment, but the rigour of the assessment process cannot be compromised.

Recognition of prior learning (RPL)

An assessment process that assesses a person's formal, non-formal and informal learning to determine the extent to which they have met the requirements specified in a unit of competency or accredited module without the need to undertake a structured learning program.

Registered training organisation (RTO)

An organisation that has been registered by an independent statutory agency to deliver and assess nationally recognised training, and issue nationally recognised qualifications, in accordance with relevant VET quality standards.

Scope of registration

The total number of qualifications, accredited courses and units of competency that an RTO has been registered to deliver and assess. Recorded on the National Register of VET.

Skill set

One or more endorsed units of competency that have been packaged together to address a defined industry need or specific licensing/regulatory requirement. Skill sets are not qualifications.

Skills Service Organisation (SSO)

Independent organisations that support IRCs to develop and review training packages. Funded by the Australian Government.

Statement of attainment

Issued to students who successfully complete one or more (but not all) units from an AQF qualification or accredited course. Also issued to students who successfully complete industry-recognised skill sets.

Subsidised training

This occurs when approved RTOs are funded by state and territory governments to reduce the tuition fees associated with specific VET courses.

Support materials

Developed to complement the delivery and assessment of VET. Can be print-based, auditory, visual and virtual in format, and are typically developed for learners, trainers and assessors.

Trade Support Loans

Offered by the Australian Government to help eligible Australian Apprentices with the everyday costs of living and learning while they undertake an apprenticeship.

Training Accreditation Council (TAC) Western Australia

Regulatory body for VET in Western Australia. Responsible for regulating RTOs that deliver training to domestic students in Western Australia only. Also responsible for accrediting courses, but only if the course owner is an RTO registered by TAC.

Training package

A set of nationally endorsed units of competency and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise.

Unique Student Identifier (USI)

A randomly generated reference number made up of ten numbers and/or letters that a student uses to access their national training record. It is free, can be created online and remains with the student for life.

Unit of competency

The specification of the standards of performance required in the workplace. Units of competency are the building blocks of AQF qualifications in the Australian VET system.

USI Transcript

When printed, a student's national training record becomes a USI Transcript, which they can use for job applications or when enrolling into further training. USI Transcripts do not replace the qualifications issued by RTOs, but they are a valuable supplement to these documents, especially when a student's training activity accumulates over time.

VET Student Loans

Offered by the Australian Government to help eligible students pay their tuition fees for approved VET courses at diploma level and above.

Victorian Registration & Qualifications Authority (VRQA)

Regulatory body for VET in Victoria. Responsible for regulating RTOs that deliver training to domestic students in Victoria only. Also responsible for accrediting courses, but only if the course is owned by the Victorian Government, or if the course owner is an RTO registered by VRQA.

Vocational education and training (VET)

A tertiary education pathway that enables individuals to gain qualifications for employment. Designed to deliver workplace-specific skills and knowledge-based competencies in a wide range of occupations.

Vocational learning

Delivered within the broader secondary school curriculum. Helps secondary students explore the world of work, identify career pathways and build career development skills. Provides opportunities for students to 'taste' the world of work by spending time in a real or simulated workplace.

Work-based learning

Learning that occurs in real work environments through participation in authentic work activities and interactions. Also known as on-the-job learning.

WorldSkills Australia

A social enterprise that provides young Australians with an opportunity to boost their workplace skills, and benchmark themselves against their industry peers through skills based competitions.

VET ACRONYMS

Commonly used acronyms in the Australian vocational education and training (VET) system:

| | |
|----------|--|
| AASN | Australian Apprenticeship Support Network |
| ACPET | Australian Council for Private Education and Training |
| AISC | Australian Industry and Skills Committee |
| AQF | Australian Qualifications Framework |
| AQTF | Australian Quality Training Framework |
| ASbA | Australian School-based Apprenticeship |
| ASQA | Australian Skills Quality Authority |
| ATA | Australian Training Awards |
| AVETMISS | Australian Vocational Education and Training Management Information Statistical Standard |
| CBT | Competency-Based Training |
| CCA | Community Colleges Australia |
| CISC | Council of Australian Governments Industry and Skills Council |
| COAG | Council of Australian Governments |
| CRICOS | Commonwealth Register of Institutions and Courses for Overseas Students |
| ERTOA | Enterprise Registered Training Organisation Association |
| ESOS | Education Services for Overseas Students |
| FAQ | Frequently Asked Question |
| GTO | Group Training Organisation |
| IBSA | Innovation & Business Skills Australia |

| | |
|-----------|--|
| IRC | Industry Reference Committee |
| ISC | Industry Skills Council |
| LLN | Language, Literacy and Numeracy |
| NAEN | National Apprenticeships Employer Network |
| NCVER | National Centre for Vocational Education Research |
| NVETR Act | <i>National Vocational Education and Training Regulator Act 2011</i> |
| NRT | Nationally Recognised Training |
| PSSfW | Preparing Secondary Students for Work |
| RPL | Recognition of Prior Learning |
| RTO | Registered Training Organisation |
| S@W | Skills @ Work |
| SMS | Student Management System |
| SSCE | Senior Secondary Certificate of Education |
| SSO | Skills Service Organisation |
| SSON | Skills Senior Officials Network |
| STA | State/Territory Training Authority |
| TAC | Training Accreditation Council |
| TAFE | Technical and Further Education |
| TDA | TAFE Directors Association |
| TSL | Trade Support Loan |
| USI | Unique Student Identifier |
| VET | Vocational Education and Training |
| VRQA | Victorian Registration & Qualifications Authority |
| VSL | VET Student Loans |
| VSLO | VET Student Loans Ombudsman |

VET WEBSITES

MySkills.gov.au is the first stop for VET information. You will find career information pages and industry pages to illustrate the breadth of opportunity that a VET qualification can provide. In addition, you will also see a news and events page, and a resources page to encourage information and communication sharing across the sector.

Visit My Skills at <https://www.myskills.gov.au/>

Other key websites in the Australian VET system include:

AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeships

<https://www.australianapprenticeships.gov.au/>

Australian Apprenticeships Pathways

<https://www.aapathways.com.au/>

Group Training Organisation National Register

<https://www.australianapprenticeships.gov.au/gto-listing>

AUSTRALIAN GOVERNMENTS

Vocational education and training (VET) is a shared responsibility between national, state and territory governments:

Australian Government - <https://www.education.gov.au/>

Australian Capital Territory - <https://www.skills.act.gov.au/>

New South Wales - <https://smartandskilled.nsw.gov.au/>

Northern Territory - <http://www.vet.nt.gov.au/>

Queensland - <https://training.qld.gov.au/>

South Australia - <http://www.skills.sa.gov.au/>

Tasmania - <https://www.skills.tas.gov.au/>

Victoria - <https://www.skills.vic.gov.au/>

Western Australia - <http://www.dtwd.wa.gov.au/jswa>

CAREERS AND EMPLOYMENT

Job Active - <https://jobsearch.gov.au/>

Job Jumpstart - <https://www.jobjumpstart.gov.au/>

Job Outlook - <https://joboutlook.gov.au/>

myfuture - <https://myfuture.edu.au/>

COMPETITIONS AND AWARDS

Australian Training Awards

<https://www.australiantrainingawards.gov.au/>

WorldSkills Australia - <https://www.worldskills.org.au/>

DIRECTORIES AND REGISTERS

My Skills - <https://www.myskills.gov.au/>

National Register of VET - <https://training.gov.au/>

FINANCIAL ASSISTANCE

Department of Human Services

<https://www.humanservices.gov.au/>

StudyAssist - <https://www.studyassist.gov.au/>

NATIONAL FRAMEWORKS

Australian Qualifications Framework

<https://www.asqa.gov.au/>

Preparing Secondary Students for Work

<http://www.pssfw.myskills.gov.au/>

REGULATION

Australian Skills Quality Authority

<https://www.asqa.gov.au/>

Training Accreditation Council of Western Australia

<http://www.tac.wa.gov.au/Pages/default.aspx>

Victorian Registration & Qualifications Authority

<https://www.vrqa.vic.gov.au/Pages/default.aspx>

RESEARCH

National Centre for Vocational Education Research

<https://www.ncver.edu.au/>

VOCEDplus

<http://www.voced.edu.au/>

TRAINING PACKAGES

Training Package Companion Volumes

VETNet

[https://vetnet.education.gov.au/Pages/](https://vetnet.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx)

[TrainingPackages.aspx/Pages/Home.aspx](https://vetnet.education.gov.au/Pages/TrainingPackages.aspx/Pages/Home.aspx)

Training Package Development and Review

Skills Service Organisations (SSOs)

Artibus Innovation

<http://www.artibus.com.au/>

Australian Industry Standards

<http://www.australianindustrystandards.org.au/>

IBSA Manufacturing

<https://www.ibsa.org.au/>

PwC's Skills for Australia

<https://www.skillsforaustralia.com/>

Skills Impact

<https://www.skillsimpact.com.au/>

Skills IQ

<https://www.skillsiq.com.au/>

Training Package Quality Assurance and Approval

Australian Industry and Skills Committee

<https://www.aisc.net.au/>

TRAINING PROVIDER ASSOCIATIONS

Australian Council for Private Education and Training

<https://www.acpet.edu.au/>

Community Colleges Australia

<https://cca.edu.au/>

Enterprise Registered Training Organisation

Association - <https://www.ertoa.org.au/>

TAFE Directors Association

<https://www.tda.edu.au/>

UNIQUE STUDENT IDENTIFIER

USI Unique Student Identifier

<https://www.usi.gov.au/>

USI Organisation Portal

<https://www.usi.gov.au/training-organisations>

USI Student Portal

<https://www.usi.gov.au/students>

VET CONTACTS

Key contacts in the Australian vocational education and training (VET) system:

AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeship & Traineeship Information Service
<https://www.aapathways.com.au/>
Phone: 1800 338 022
Online Enquiry Form
<https://www.aapathways.com.au/contact-us>
facebook.com/aatinfoservice
<https://www.facebook.com/aatinfoservice/>
twitter.com/AATInfoService
<https://twitter.com/AATInfoService>

AUSTRALIAN GOVERNMENTS

Australian Government
Department of Education and Training
<https://www.education.gov.au/>
Phone: 1300 566 046
Online Enquiry Form -
<https://www.education.gov.au/feedback-and-enquiry-form>
twitter.com/Eduspokesperson
<https://www.education.gov.au/feedback-and-enquiry-form>

Australian Capital Territory

Skills Canberra
<https://www.skills.act.gov.au/>
Phone: 02 6205 8555
Email: skills@act.gov.au

New South Wales

Training Services NSW
<https://www.training.nsw.gov.au/>
Phone: 13 28 11
Email: trade.skills@industry.nsw.gov.au

Northern Territory

Workforce NT
<https://nt.gov.au/learning>
Phone: 08 8935 7708
Email: WorkforceNT.dtbi@nt.gov.au

Queensland

Department of Employment, Small Business and Training
<https://www.desbt.qld.gov.au/>
Phone: 1300 369 935
Email: training@det.qld.gov.au
facebook.com/trainingdetqueensland

South Australia

WorkReady
<http://www.skills.sa.gov.au/>
Phone: 1800 506 266
Email: workready@sa.gov.au

Tasmania

Skills Tasmania
<https://www.skills.tas.gov.au/>
Phone: 1800 655 846
Email: skills.tasmania.reception@skills.tas.gov.au

Victoria

Department of Education and Training
<https://www.education.vic.gov.au/Pages/default.aspx>
Phone: 03 9637 2000
Email: edline@edumail.vic.gov.au
twitter.com/DETVic

Western Australia

Department of Training and Workforce Development
<http://www.dtwd.wa.gov.au/>
Phone: 08 6551 5000
Online Enquiry Form
<http://www.dtwd.wa.gov.au/enquiry-form>

COMPETITIONS AND AWARDS

Australian Training Awards
<https://www.australiantrainingawards.gov.au/>
Phone: 02 6240 9874
Email: australiantrainingawards@education.gov.au

WorldSkills Australia
<https://www.worldskills.org.au/>
Phone: 03 9249 1000
Email: info@worldskills.org.au
facebook.com/WorldSkillsAU
twitter.com/worldskills_au

REGULATION

Australian Skills Quality Authority
<https://www.asqa.gov.au/>
Phone: 1300 701 801
Email: enquiries@asqa.gov.au
twitter.com/asqagovau

Training Accreditation Council of Western Australia
<http://www.tac.wa.gov.au/Pages/default.aspx>
Phone: 08 9441 1910
Email: tac@des.wa.gov.au

Victorian Registration & Qualifications Authority
Phone: 03 9637 2806
Email: vrqa@edumail.vic.gov.au

SKILLS SERVICE ORGANISATIONS

Artibus Innovation
<http://www.artibus.com.au/>
Phone: 03 6218 2841
Email: enquiries@artibus.com.au
twitter.com/artibusinnovat1

Australian Industry Standards
<http://www.australianindustrystandards.org.au/>
Phone: 03 9604 7200
Online Enquiry Form

IBSA Manufacturing
<https://www.ibsa.org.au/>
Phone: 03 9815 7099
Email: manufacturing@ibsa.org.au
twitter.com/ibsatweets

PwC's Skills for Australia
<https://www.skillsforaustralia.com/>
Phone: 1800 714 819
Email: info@skillsforaustralia.com

Skills Impact
<https://www.skillsiq.com.au/>
Phone 03 9321 3526
Email: inquiry@skillsimpact.com.au
twitter.com/SkillsImpactSSO

Skills IQ
<https://www.skillsiq.com.au/>
Phone: 02 9392 8100
Email: enquiries@skillsiq.com.au
facebook.com/SkillsIQ
twitter.com/SkillsIQ

TRAINING PROVIDER ASSOCIATIONS

Australian Council for Private Education and Training

<https://www.acpet.edu.au/>

Phone: 1800 657 644

Email: acpet@acpet.edu.au

[facebook.com/25yearsofACPET/](https://www.facebook.com/25yearsofACPET/)

twitter.com/acpet_national

Community Colleges Australia

<https://cca.edu.au/>

Phone: 02 9233 3634

Email: admin@cca.edu.au

[facebook.com/CommunityCollegesAustralia/](https://www.facebook.com/CommunityCollegesAustralia/)

twitter.com/ccollegesaustr

Enterprise Registered Training

Organisation Association

<https://www.ertoa.org.au/>

Email: memberservices@ertoa.org.au

TAFE Directors Association

<https://www.tda.edu.au/>

Phone: 02 6153 3458

Email: memberservices@tda.edu.au

[facebook.com/TAFEforAustralia/](https://www.facebook.com/TAFEforAustralia/)

twitter.com/TafeDirectors

RAISING THE STATUS OF VET

The *Back 2 Basics* publication has been produced as part of *real skills for real careers*.

Real skills for real careers is a long term, communications strategy to raise the status of VET as an equal education and career pathway. We highly recommend you watch the *real skills for real careers* strategy video on the My Skills home page as a compelling starting point.

To support this strategy, the Australian Government Department of Education and Training (the department) has produced the following information and resources to help more Australians understand the many ways you can succeed through VET.

UNIFYING TAGLINE

The Strategy is underpinned by a unifying tagline for the VET sector, *real skills for real careers*, which has been designed for all stakeholders. The tagline is free to download and available in multiple colours and file types to suit existing or new design products, and can be placed anywhere on any information or communication product. You can use the tagline in an email signature, on a website, poster, social media tile and brochure, just to name a few.

MYSKILLS.GOV.AU

MySkills.gov.au has been enhanced as a first stop for VET information. You will now find career information pages and industry pages to illustrate the breadth of opportunity that a VET qualification can provide. You will also find a news and events page, and a resources page to encourage information and communication sharing across the sector. If you have a news item, event or resource you would like to promote, please let us know by emailing skillsatwork@education.gov.au.

RESOURCES

The department has produced a number of resources that are freely available for all VET stakeholders to use. *Real skills for real careers* resources are housed on My Skills, with new resources continuing to be uploaded. Some of the ways these resources can be used are by sharing and/or embedding a video or podcast on a website or social media channel, featuring a design item on a website, in an office or on a social media channel and promoting the *Back 2 Basics* information resources. You can also add your brand/logo to any of the resources as outlined in the Strategy. View them all by visiting <https://www.myskills.gov.au/more/resources/>.

ENGAGING INFLUENCERS

Looking to engage with career advisors? We recommend visiting the VET. It's Right Now page on My Skills to check out a range of free resources that have been developed by the Career Industry Council of Australia.

SOCIAL MEDIA

My Skills Facebook and Twitter accounts are the department's chief skills social media accounts, publicising news and events from all areas of the sector, including Australian Apprenticeships, and from all jurisdictions. We will constantly be updating these channels with helpful information, news, articles, blogs, events, announcements and VET success stories. We encourage you to engage with these new channels to help foster information sharing and success story promotion.

NATIONAL NEWSLETTER

Have you subscribed to the Australian VET sector's national e-newsletter? Skills@Work is a bi-monthly email distributed on the first and third Monday of each month featuring a mixture of news articles and announcements, upcoming events and case studies on Australian VET Alumni members. If you would like to subscribe or submit an article for publication consideration, please email skillsatwork@education.gov.au.

AUSTRALIAN VET ALUMNI

The Australian VET Alumni are at the heart of *real skills for real careers*, with their success stories featuring throughout the Strategy. Australian VET Alumni members comprise Australia's best VET students, businesses, registered training organisations, teachers and leaders; they know first-hand the value of investing in VET as either a career, to grow their business or to enhance their training services. Visit <https://www.australiantrainingawards.gov.au/vetalumni> to connect and learn more with over 450 Australian VET Alumni across Australia.

 **Facebook:** @MyskillsVET

 **Twitter:** @MySkills_VET

 **YouTube:** Australian Government Department of Education and Training

Newsletter: skillsatwork@education.gov.au

real skills for

real careers

