

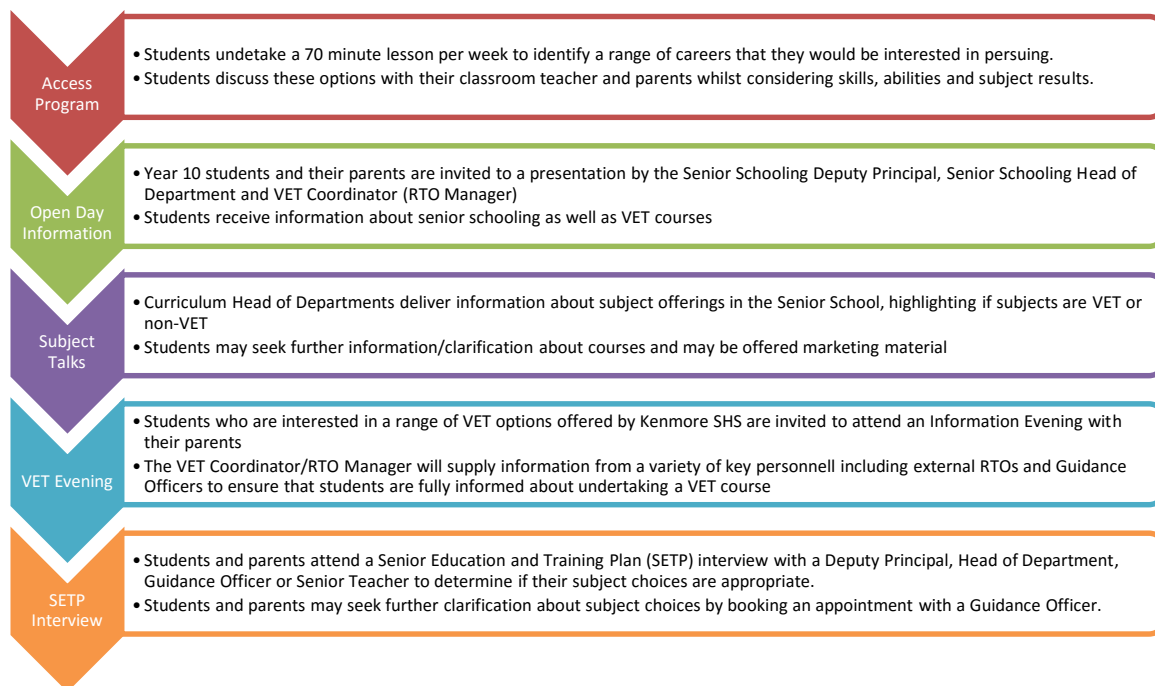


Student Information

Policies and procedures relate to Standard 5 Each learner is properly informed and protected.

Student Advice

Kenmore SHS provides students with information about VET courses and if the course is appropriate for each individual student. The following flow chart details the subject selection process:



Student Registration and Course Commencement

The Student VET Handbook details information regarding VET courses for all Kenmore SHS students. When a new cohort commences a VET course, VET Teachers will distribute Student Handbooks and discuss VET policies (see Student Handbook attached to this document). The Student Handbook also includes a Complaints and Appeals Policy and form to complete should students require it. All VET Teachers will ask students to sign an acknowledgement page of the Student Handbook and will store these securely.

Recognition of Prior Learning is offered to all students commencing a VET course at Kenmore SHS. The Student Handbook explains the nature of RPL and how students can apply. Similarly, the Student Handbook informs students about Credit Transfer policies from other Kenmore SHS VET courses and external RTOs.

VET Teachers will provide information about creating a USI. Students will also be directed to create or provide their USI for an office Administrator to enter onto the One School computer system. Students will be informed that a Certificate of Completion or Statement of Attainment cannot be generated unless the USI has been submitted.

Course related information including code, title and competencies of the course are communicated through the Subject Selection Handbook.

Changes to Agreed Services

Students will be fully informed about changes to the qualification that they are undertaking. If a third party arrangement is implemented or changes are made to third party arrangements, students and parents will be informed. This may be communicated by email or at an information evening.