VOCATIONAL EDUCATION AND TRAINING

A resource for ACT Senior Secondary:

VET, ASbA, and Careers and Transitions Coordinators.

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THE ROLE OF THE BSSS AND VOCATIONAL EDUCATION AND TRAINING

The ACT Board of Senior Secondary Studies recognises the value of VET programs and their contribution to quality education and enhanced transitions to work and further education. The Board has a range of policies and procedures to ensure that VET study undertaken during years 11 and 12 through schools as Registered Training Organisations (RTOs) or external RTOs can contribute towards the requirements for an ACT Senior Secondary Certificate of Education and be recognised on certificates issued by the Board.

The Board defines vocational programs as structured and sequenced training that has been nationally endorsed. All Board classified vocational programs (A/V, T/V, M/V) lead to an Australian Qualifications Framework qualification or Statement of Attainment and are registered on the national database training.gov.au.

Students can undertake VET courses in years 11 and 12 with the completion of VET competencies providing credit towards both a recognised VET qualification and a Senior Secondary Certificate. The Board of Senior Secondary Studies certificates VET qualifications and Statements of Attainment on behalf of ACT schools that are Registered Training Organisations (RTOs) or schools that have Third Party Service Agreements with ACT school RTOs.

The Board also recognises VET qualifications delivered by external RTOs and facilitates the allocation of credit toward the ACT Senior Secondary Certificate, based on achieved competencies within the program.

Students in Year 10 may participate in VET courses and achieve qualifications when schools form partnerships with ACT schools that are RTOs. The Board of Senior Secondary Studies produces the certificates for VET qualifications and Statements of Attainment achieved. While these studies lead to a qualification, they do not contribute to the Senior Secondary Certificate.

BSSS POLICY AND PROCEDURES MANUAL

The *BSSS Policy and Procedures Manual* is updated annually, and the most recent version can be found on the website. This is the reference document for specific and up-to-date details about policy and processes relating to Vocational Education and Training and the ACT Senior Secondary System.

DELIVERY OF VET IN ACT SENIOR SECONDARY SCHOOLS

VET is delivered in the following ways in ACT senior secondary schools:

- BSSS developed courses integrating VET qualifications and Statement of Attainments
- Non-BSSS external VET qualifications and Statements of Attainment
- Australian School-based Apprenticeships (ASbAs)

BSSS Developed Courses Integrating VET

BSSS developed courses integrating VET are those that have embedded VET qualifications or competencies for delivery in conjunction to the A-E curriculum:

- All BSSS developed courses integrating VET must report an A-E grade
- BSSS developed courses integrating VET *may also* deliver and assess embedded VET competencies
    - the delivering school-based RTO must have the necessary scope for the VET component specified in the BSSS course
    - Schools who don't have the necessary scope for the VET components may only deliver and assess the A-E curriculum.

Non-BSSS External VET

All other VET qualifications completed externally to a BSSS integrated course are classified as External VET. This includes VET undertaken at either a school-based RTO or non-school based RTO where it is not in conjunction to a BSSS developed course.

Credit towards the ACT Senior Secondary Certificate (ACT SSC) may be awarded as E Units for non-BSSS developed VET delivered and assessed by a Registered Training Organisation (RTO). External VET Credit is awarded based on achieved units of competency within the program of study. External VET Credit may form course equivalents which have industry areas as course titles.

External VET (E) Credit may be award to the following vocational programs:

- Australian School Based Apprenticeships (ASbAs)
    - Delivered under contract with an employer and RTO (school or external)
    - ACT employed and NSW employed students have different processing arrangements

- School and non-school based RTO delivery of a vocational program
    - Vocational training delivered outside of a BSSS course by either the school as the RTO or an external RTO such as The Canberra Institute of Technology (CIT)

Australian School Based Apprenticeships (ASbAs)

ASbAs offer students 15 years of age or over the opportunity to achieve a nationally recognised vocational qualification by combining paid work and training as part of their education program.

An ASbA fits within a student's study program whilst at school and can count toward their ACT Senior Secondary Certificate. Training is provided by an RTO. This may be the school, CIT, or a private provider.

A Certificate II qualification generally requires a minimum of 8 hours (equivalent to one day) in the workplace and a minimum of 3 hours off the job training per week. A Certificate III qualification has a greater time and work commitment and may require further work and study after the completion of the ACT Senior Secondary Certificate.

ASbA students may be awarded External VET Credit, E Units for the achievement of competencies within the program (see External VET Credit Units). In addition, students may be awarded Vocational Workplace Training (W) Units for work training within an ASbA that has not led to the award of competencies.

The following conditions apply to ASBAs:

- absence from class is approved leave

- student responsibility to catch up on work and complete all assessment

- exam weeks and any other requirements need to be negotiated

- VET Coordinator is the point of contact if there are any attendance or assessment issues

- Training Plan is required in ACS if the school is the RTO

School-based RTO external VET program

Vocational programs that are not integrated in a BSSS course allow students to engage with a variety of additional VET learning. This includes situations where:

Schools who are an RTO may deliver and assess any vocational qualifications for which they have scope. Students apply for External VET Credit on their Senior Secondary Certificate (SSC) based on the achieved competencies. This includes where a school is in partnership with a 3rd party RTO who has the necessary scope to deliver and assess the qualification in the ACT and who is the issuer of the qualification.

For 2024 and under approved agreement, an ACT Senior Secondary School may utilise the ACT Certification System (ACS) for the management of student vocational data and the awarding of competencies and qualifications in VET programs not integrated in to BSSS courses.

Schools wishing utilise ACS for this purpose my apply to the BSSS Executive Director for approval. Applications must include program details such as the qualification and competencies delivered, student enrolments, and RTO details.

The process for school-based external VET delivery is similar to the existing practices for the delivery and certification of Year 10 VET.

Non-school-based RTO external VET

Students may choose, external to their school, to undertake a VET program that delivers an AQF qualification and apply through their school for External VET Credit recognition on their SSC. Credit is based on achieved competencies completed within the enrolled qualification.

RECOGNISING VOCATIONAL PROGRAMS ON THE ACT SENIOR SECONDARY CERTIFICATE

External VET (E) Unit Credit

E Unit Credit for vocational programs is awarded based on achieved Units of Competency from within the vocational qualification enrolled. Each Unit of Competency has a Nominal Hour allocation based on the Victoria Purchasing Guides.

Nominal Hours are defined by the Australian Skills Quality Authority as "*The supervised structured learning and assessment activity required to sufficiently address the content of each unit of competency (acknowledging that progress can vary between students)."*

E Unit credit is awarded using the calculation:

Nominal Hours of Achieved Competency ÷ 100 = BSSS E Unit (rounded nearest 0.1)

The External VET Credit for a vocational program can be estimated by entering the assigned Units of Competencies for delivery into the **VET Credit Calculator** found at:

VET Information - ACT Board of Senior Secondary Studies (bsss.act.edu.au)

NOTE: External VET Credit is not available for competencies awarded to a student as Credit Transfer, Direct Credit, or Recognition of Prior Learning. Credit is not available for competencies completed prior to beginning senior secondary.

Vocational Workplace Training (W) Units

W units are Registered (R) units that recognise time spent in required on-the-job placements as part of a VET program which has not led to the award of competencies.

All W units will be listed under the heading Vocational Workplace Training.

W units completed as part of an ASbA are recognised as such by the unit title.

W Units recognise the industry work component of an VET Program and are awarded by the student's school. W Units are calculated as:

Verified hours of workplace training ÷ 55 hours = BSSS W Unit credit

Hours	Points
27.5	0.5
55	1.0
82.5	1.5
110	2.0
137.5	2.5
165	3.0
192.5	3.5
220	4.0
247.5	4.5
275	5.0

Schools are responsible for the collection of the necessary evidence, the calculation, and awarding of W Unit credit. The OBSSS is not involved in this process.

W Units are a type of Registered (R) Unit; therefore, the maximum contribution of 5.0 combined W and R units may contribute to the minimum requirements of an ACT SSC. See *BSSS Policy and Procedures Manual 8.7.1.1.3 Course Pattern.*

PROCESS FOR RECOGNITION OF VET PROGRAMS ON THE ACT SENIOR SECONDARY CERTIFICATE

Australian School-based Apprenticeships (ASbAs) External VET

ACT Employed ASbA Students – BSSS Calculation	
Before Awarding Credit	**Awarding Credit**
Ensure your list of ASbA students provided to the Office of the ACT Board of Senior Secondary Studies (OBSSS) is up to date, accurate, and has been submitted.	1. External VET (E) Unit credit for ACT employed ASbA students will be calculated by the OBSSS using data provided each semester by Skills Canberra. This is be based on the Units of Competency achieved by each student during that period for which the RTO has submitted in AVETARS. 2. OBSSS will email E Unit credit for each student to the relevant school ASbA delegate. 3. School delegate will enter the specified amount of E Credit for each student in ACS. 4. School delegate will enter any ASbA Vocational Workplace Training (W) Unit credit based on verified work hours. 55 hours of verified work = 1.0 W unit. (see page 7)

NSW Employed ASbA Students – School Calculation with BSSS Notification	
Before Awarding Credit	**Awarding Credit**
Ensure your list of ASbA students provided to the Office of the ACT Board of Senior Secondary Studies (OBSSS) is up to date, accurate, and has been submitted.	1. School gathers evidence, such as an Unofficial Transcript, of achieved Units of Competency each semester. 2. School uses the External VET Credit Calculator (see BSSS website) to calculate E Unit credit based on achieved Units of Competency. 3. School delegate must complete the BSSS External VET Credit Application online form including the uploading of supporting evidence for BSSS verification. External VET Credit application: https://forms.office.com/r/1MEV8A1Hu7 4. School delegate will enter any ASbA Vocational Workplace Training (W) Unit credit based on verified work hours. 55 hours of verified = 1.0 W unit. (see page 7)

Non-school-based External VET

Non-school based external VET – Through Application	
Before Awarding Credit	**Awarding Credit**
Ensure you have lodged a *Notification of External VET Studies* **using the electronic form found in the VET Coordinators Handbook. Email OBSSS if you are unable to access this form.**	1. School gathers all required evidence, such as an Unofficial Transcript, of achieved Units of Competency each semester. 2. School uses the External VET Credit Calculator (see BSSS website) to calculate E Unit credit based on achieved Units of Competency. 5. School delegate lodges an *Application for External VET Credit* using the electronic form found in the VET Coordinators Handbook. External VET Credit application: https://forms.office.com/r/1MEV8A1Hu7 6. OBSSS assesses application. Usually on a semester basis (although can occur on request for special circumstances). 3. Schools are contacted if more information is required or if not approved. 4. OBSSS enters credit in ACS based on amount approved. 5. Schools are notified once approved and entered in ACS. 6. School delegate will enter any Vocational Workplace Training (W) Units credit based on verified work hours. 55 hours of verified = 1.0 W unit. (see page 7)

Applications for External VET Credit (E)

Students' 1st enrolled in ACT Senior Secondary in 2024 (Year 11's)

Applications are submitted electronically using the specified form to the Office of the Board of Senior Secondary Studies.

New Student External VET Credit (E) Application Form

Applications are submitted by VET Coordinators or an authorised school delegate, such as a Careers and Transitions Coordinator.

Application Form – https://forms.office.com/r/1MEV8A1Hu7

Important Information:

Applications must include:
- the completed online application form, containing all required information
- evidence of achieved competencies from the vocational program such as an Unofficial Transcript. **Competencies must be achieved, and evidence of award is required**.
- a copy of the student's Academic Record from ACS
- details regarding any duplication or potential duplication of content with a course currently or previously studied, either a BSSS course or vocational program. Perceived duplication without explanatory details may impact final credit.

Students enrolled in ACT Senior Secondary prior to 2024 (Year 12's +)

In 2024, applications for continuing senior secondary students in 2024 will be processed using the existing E credit procedures.

Important Information:

- authorised school delegate submits application on behalf of the student
- school check for duplication of content before endorsing an application
- school verifies with the student the number of hours being submitted for recognition
- VET Coordinator or the school delegate verifies that the information is correct

- VET Coordinator or the school delegate endorses and submits the application when all details are provided and correct

- VET Coordinator or the school delegate uploads all documentation required in the application

- application form can be submitted as soon as all the details are complete

- applications cannot be processed without all the required information

- Year 12 applications must be received by OBSSS by the due date in the BSSS calendar in early November.

The calculation of E credit for a 2024 continuing senior secondary students towards a Senior Secondary Certificate is based on verified hours of structure training.

Credit is determined and allocated by the Office of the Board. The credit is calculated as shown, in the following table is available for **continuing senior secondary students only in 2024**:

Continuing Student (year 12) External VET Credit Application Form

Applications are submitted by VET Coordinators or an authorised school delegate, such as a Careers and Transitions Coordinator.

External VET Credit application: https://forms.office.com/r/1MEV8A1Hu7

Hours	Points
27.5	0.5
55	1.0
82.5	1.5
110	2.0
137.5	2.5
165	3.0
192.5	3.5
220	4.0
247.5	4.5
275	5.0
302.5	5.5
330	6.0
357.5	6.5
385	7.0
412.5	7.5
440	8.0

NOTIFICATION OF AN ASbA

It is the responsibility of schools to complete the Notification of an ASbA.

Australian School-based Apprenticeships

Schools must submit a list of students undertaking an ASbA each semester to the Office of the BSSS via BSSSEnquiries@act.gov.au

A Spreadsheet template is available on the BSSS website for schools to use for this purpose

https://www.bsss.act.edu.au/act_senior_secondary_system/vet_information

or

Notification of ASbA Commencement - https://forms.office.com/r/xaD9FtJdv0

Only those students listed in the ASbA submission to the OBSSS may be awarded External VET (E) Unit credit.

NOTIFICATION OF EXTERNAL VOCATIONAL STUDY (NON-ASbA)

Commencement of External Vocational Program

Notification of a student undertaking an External Vocational Qualification is requested to be submitted on a student's enrolment in a course to assist in end of year certification and accreditation processes and cross checking.

External Vocational Program Notification (on commencement of external study)

Notification can be completed through the electronic form accessed via –

https://forms.office.com/Pages/ResponsePage.aspx?id=CBlstDQDNkK5eFhe6I5BmQ3Y1R2H55VItfiOvdc3XWdUQjI2TFcyRUFQS0dBWElCRjE0TktDSUNUSiQlQCN0PWcu

Note: Submission of an External Vocational Program Notification is not compulsory but is of assistance in the management and processing of applications.

CONTRIBUTION OF EXTERNALLY DELIVERED VET TO THE ACT SENIOR SECONDARY CERTIFICATE

- **How much VET can count towards a Senior Secondary Certificate?**

  A maximum of 8.0 combined External VET credit *E units* and Vocational Workplace Training *W units* from the study of VET courses delivered by an RTO may contribute towards the minimum requirements of the ACT Senior Secondary Certificate (SSC).

  A maximum of 5.0 W Units may contribute towards the minimum requirements of the ACT SSC.

  All contribution rules should be read in conjunction with *BSSS Policy and Procedures (8.7 Types of Packages)*.

MANAGING VET IN SCHOOLS

Duplication of Content

Students cannot receive credit towards an ACT Senior Secondary Certificate for any training which duplicates content in a BSSS school course or unit they are studying or have already studied. This applies to vocational programs, as well as other BSSS courses and units.

The responsibility for preventing undesirable overlap of content studied by a student rests with the principal of the student's school.

In making the decision on which course/units to retain, the principal should take into account the accreditation type of the course and the course type completed by the student.

Where a student undertakes two or more courses which the Executive Director, BSSS determines to be substantially alike, only one of the courses or applicable units will be reported on and count towards the requirements for a Senior Secondary Certificate and Tertiary Entrance Statement.

- If one or more of these courses is being studied at an institution other than the student's home school, the home school course will be the one counted and reported on the certificates

- If all courses are being studied at the home school the principal will decide which course/units are to be retained

- If two or more courses which have significant overlap of content are being studied at institutions other than the home school, the principal of the student's home school will

determine which course/units are to be reported on and count towards the student's Senior Secondary Certificate.

Duplication of content may occur when students undertake External VET, and this duplicates content already studied in BSSS courses or other external VET programs.

It is the responsibility of the school to check for duplication of content before submitting an External VET Application Form.

Duplication of content in itself does not mean that a student may not enrol in a course – however, the repeated content cannot be counted as credit towards an ACT Senior Secondary Certificate.

See *BSSS Policy and Procedures Manual (3.3.5.3).*

Scope to Deliver VET Programs

Schools in the ACT may deliver VET programs once they have completed an extensive registration process conducted by the Australian Skills Quality Authority (ASQA) to become a Registered Training Organisation (RTO). Once registered, school RTOs are granted scope to deliver specific qualifications from National Training Packages.

ASQA will grant scope on the basis of an RTO's ability to meet the *Standards for Registered Training Organisations 2015* and the relevant industry training package. Human resources (teacher qualifications, capabilities, and industry currency) and physical resources (tools, equipment, and teaching environment) are primary considerations in the granting of scope. Alternatively, schools may form a partnership with another RTO for the delivery of part or all of a qualification.

A guide to reading and implementing BSSS Content Descriptions

Content Descriptions are developed for each BSSS course and specify the knowledge, understanding and skills that students are expected to learn and that teachers are expected to teach. Teachers are required to develop a program of learning that allows students to demonstrate all the content descriptions.

For schools wishing to deliver the VET qualification, there is flexibility for a teacher (provided the RTO has scope) to develop a program of learning aligned with the elements of the VET competencies and A/T content descriptions. The knowledge, skills and understandings within the competencies reflect the same knowledge, skills, and understandings of the BSSS course unit content descriptions.

Alternatively, a school may choose the A/T/M course without the VET qualification. In delivering the course teachers will write a program of learning aligned with students' needs and interests, meeting the A/T content descriptions.

Qualification rules

The packaging rules for a training package set out the overall requirements to achieve that qualification. They state the core and elective competency requirements.

The qualification rules for VET courses are found in BSSS accredited courses or on TGA. The rules need to be observed for the qualification to be achieved, particularly with regard to the delivery of competencies and assessment.

Note: BSSS courses do not necessarily include all competencies listed on TGA for that qualification. Course designers choose a set of competencies and the units that they are attached to, keeping in mind coherence with the course aims and purpose.

When a school enrols a student into a BSSS VET course they are committing to following the path outlined in the course. A school may **not** substitute competencies in the course.

Where the school has scope, they may deliver additional competencies along with those prescribed, providing they align with the Unit Goals of the BSSS course and meet the packaging rules for the respective qualification.

Minor Variations to Course

A Minor Variation to a course may occur when a change occurs in the associated Training Package or Qualification as reflected on Training.gov.

Minor Variations are completed in consultation with teachers to ensure course documents provide the necessary opportunities to achieve the qualification. Should more significant changes be required as the result of any changes to training packages, a new course development process will occur resulting in a one year teach out period of the existing course.

Minor Variations and new courses are accredited and implemented from the beginning of the next school year.

Schools should be aware of any teach out periods associated with changes to a Training Package or Qualification to ensure students are awarded competencies prior to their end date.

Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competence outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Recognition of competence through the RPL process is granted to students through gathering supplementary evidence against elements, skills and knowledge from the Training Package as well as through established assessment criteria. RPL may be granted for individual Units of Competence where the evidence is sufficient to do so.

A student having been granted RPL for one or more Units of Competence will still be required to fulfil the classroom-based component of units that contribute to A to E grades on the Senior Secondary Certificate.

Reporting of Vocational Programs on the Senior Secondary Certificate

Vocational education outcomes are reported on the Senior Secondary Certificate in the following ways.

- **A, T, M Courses**

  A, T, M courses are reported with the units studied and A-E grades achieved by the student. It is optional for schools to teach the VET component of these courses where applicable.

- **External VET Credit**

  External VET Credit (E) Units may combine to form an E course on the ACT Senior Secondary Certificate. A minimum of 2.0 E Units are required to form a course.

  E Units are recorded under the relevant Training Package they found and are aligned to BSSS Course areas by the Training Package. E Units are reported with the grade Pass.

  E Units attained through completing an Australian School-based Apprenticeship will state the ASbA arrangement and the qualification being completed.

  Where units do not form a course (less than 2.0 E Units), they will be reported on the Senior Secondary Certificate under Ungrouped.

- **Vocational Workplace Training W Units**
  Vocational Workplace Training W Units are award for the workplace training requirements of an VET program, including ASbAs.
  W Units are named according to the Training Package of the vocational package being completed.

W Units are a type of Registered (R) Unit are reported with the grade Pass.
W Units do not form courses or combine with E Units to form courses.

Structured Workplace Learning

Structured Workplace Learning (SWL) is the workplace component of a nationally recognised industry specific VET program. It provides supervised learning activities contributing to an assessment of competence, and achievement of outcomes and requirements of a particular Training Package.

The *Workplace Competency Training R unit* is available for use by a student where a Training Package specifies an SWL is to be complete in a vocational program and its credit towards the ACT SSC.

Transition Periods

BSSS Curriculum

- Curriculum Transition Arrangements provide advice for schools concerning the introduction of new or revised curriculum.

- Transition arrangements are made to phase in new courses and to ensure that students are not disadvantaged when the course studied changes as they progress from Year 11 and Year 12

- The transition arrangements guide implementation to avoid duplication of content.

- The arrangements take effect from the commencement of a school year and indicate the pattern of implementation of curriculum.

Transition – ASQA

- Transition is the term used by ASQA to describe the allowance made to complete training, assessment and issuing of qualifications to current students in VET courses which contain superseded VET Certificates.

- During the transition period the RTO must not enrol students and/or commence delivery of a superseded qualification. A student is not permitted under ASQA guidelines to continue training in any qualification, course, or unit of competency beyond the combined transition period.

- Transition is usually 12 months, but ASQA may at times nominate up to 18 months.

- BSSS courses are generally revised as soon as possible after Training Package changes are posted on training.gov.au, to ensure currency of competencies and avoid complications for the certification of students.

Third Party Service Provider Agreement

The Standards for Registered Training Organisations 2015 define a 'third party' as any party that provides services on behalf of the RTO. Services means training, assessment, related educational and support services and/or any activities related to the recruitment of prospective learners. The Standards include a number of clauses that set out how Registered Training Organisations (RTOs) should engage and manage their relationships with third parties. The clauses relating to third-party arrangements help ensure learners and prospective learners receive appropriate, high-quality training and support services and accurate information about any training they choose to undertake.

'The RTO ensures that where services are provided on its behalf by a third party, the provision is the subject of a written agreement.' (Clause 2.3 The Standards for Registered Training Organisations 2015)

Third Party Service Agreements (TPAs) between RTO schools and secondary schools are renewed at the beginning of each year. TPAs include the following information:

- whether students can attain a qualification (such as Certificate II) or a Statement of Attainment
- the competencies that will be delivered.

The signed and completed TPA is provided to the Executive Director of the BSSS for the agreement to be endorsed.

Year 10 VET

School based RTOs may deliver VET courses, for which they have scope, to Year 10 students enrolled in secondary schools:
- when the students are not enrolled at the school for their Year 10 studies, by entering into a Third-Party Service Provider Agreement. (See the section Third Party Service Provider Agreement)
  OR
- when the VET courses are being delivered to the RTO school's own Year 10 students (typically the case in schools offering Years 7 to 12) by formally notifying the Executive Director, BSSS of the VET courses to be delivered.

The BSSS issues certificates to Year 10 VET students. When a school RTO wishes to have the BSSS issue certificates to Year 10 VET students, VET enrolment information is sent to the Office of the BSSS in August, for certification in November.

Students who wish to be issued VET qualifications by the BSSS need to have a USI.

All Year 10 VET competency achievement data must be entered into the ACT Certification System (ACS) by the VET Coordinator at the RTO identified in the Third-Party Service Agreement, or by the VET Coordinator at the RTO identified in the Third-Party Service Agreement working together with the VET Coordinator from the high school.

Please note that VET studies undertaken by Year 10 students do not count towards the Senior Secondary Certificate, whether completed at the school RTO or with an external RTO. Schools are responsible for ensuring that the delivery of VET to Year 10 students does not restrict their potential future study in Years 11 and 12 due to duplication of content or the attainment of competency.

Year 10 students may undertake an ASBA. The BSSS is not involved in Year 10 ASBA arrangements, and they are not certificated by the BSSS. VET studies undertaken by Year 10 students do not count towards the Senior Secondary Certificate.

VET INFORMATION ON THE BSSS WEBSITE

https://www.bsss.act.edu.au/act_senior_secondary_system/vet_information

Board publications, which explain aspects of VET in the ACT Senior Secondary System, are available from the BSSS website:

- BSSS Guide to Vocational Education and Training

- BSSS Policy and Procedures Manual 2024

- BSSS Courses:

Externally delivered vocational programs:

ACS - ACT CERTIFICATION SYSTEM

An Introduction to ACS

What is ACS?

The purpose of the ACT Certification System (ACS) is to provide data to facilitate the certification of senior secondary students in the ACT. Students can receive a Senior Secondary Certificate, a Tertiary Entrance Statement (with an ATAR) and VET certificates. All data for students in years 11 and 12 is stored in a central database. This data is processed at the end of the year for the graduating cohort to produce scaled course scores, ATAR and certificates. Vocational qualifications are produced for students for years 10 and 12.

The 'front end' of ACS is a web application which accesses a centralised database. Data is entered and edited through the application by users in all schools in the ACT senior secondary system. Data from all schools exists within this database. Once data is entered into the database by schools or OBSSS, all users who are authorised will be able to see the data immediately.

How is ACS Accessed

You can log on to ACS using any computer connected to the internet.

Using your browser type in the internet address for ACS - https://acs.bsss.act.edu.au

A logon box will appear where you enter your username and password. To get a logon and password you must see the certification coordinator in your school.

Reports available from ACS

There are various reports including student Academic Records, Moderation Day Proforma and VET reports available from ACS.

VET Competencies

If you are teaching a (A/T/M)/V course you will need to enter awarded competencies in ACS. VET competencies are typically awarded via the Competencies by Unit screen in ACS, where students are listed by the BSSS course and unit they enrolled in.
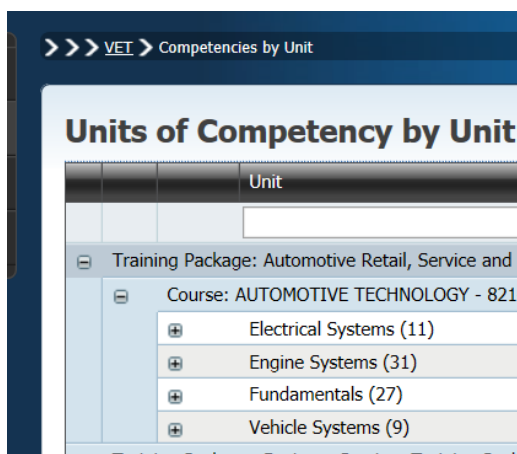
VET coordinators also have access to the Competencies screen where they are able to perform additional functions, such as awarding Direct Credit and RPL, enrol students into certificates, and manage ASBA training plans.
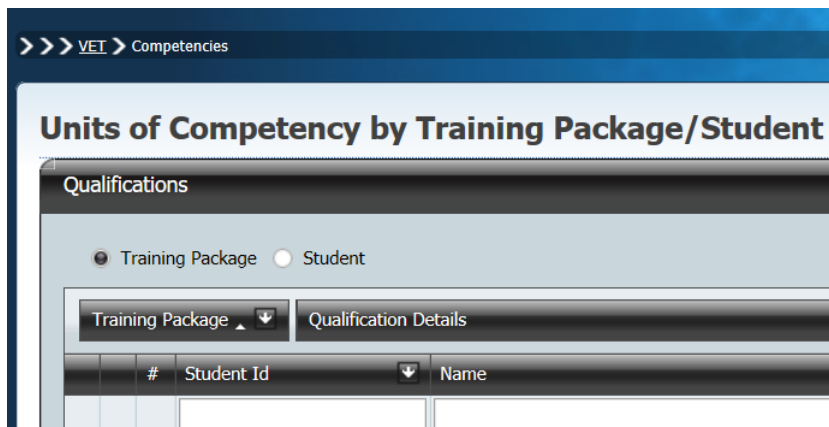
Moderation

Please contact your Moderation Coordinator to learn about preparing a Moderation presentation and the differences between VET and non-VET presentations.

Markbook

A Markbook is a function in the ACS application where teachers enter raw assessment item marks and/or grades for each student for each assessment item. Also recorded are any adjustments to the marks for such things as lateness. The non-submission of assessment is also recorded. The marks are used to calculate unit scores, which are then used to calculate course scores for students doing Tertiary packages.

Markbook Details

Name:IT Programming			Half Unit AIs defined:No
Year:2015	Assessment Period:S1,Q1,Q2		Historical Mean:70
Cohort:Year 11	Scaling Group:82		Historical SD:12

[Markbook List] [Enter Results]   [Markbook Security]

Assessment Items In Markbook

		Name	Maximum Mark	Weighting
Remove	AI 1	Individual Assignment	50	25
Remove	AI 2	In-class task	100	25
Remove	AI 3	Group Assignment	80	25
Remove	AI 4	Written Examination	70	25
Remove	AI 5			
Remove	AI 6			
			Total Weight:	100

[Cancel] [Save]

| Data Entry		Assessment Item	Maximum Mark	Weighting	Bottom Mark	Top Mark	Mean	SD	Max Notional Zero
☑	AI 1	Individual Assignment	50	25	0	0	0.00	0.00	0.00
☐	AI 2	In-class task	100	25	0	0	0.00	0.00	0.00
☐	AI 3	Group Assignment	80	25	0	0	0.00	0.00	0.00
☐	AI 4	Written Examination	70	25	0	0	0.00	0.00	0.00
		Total Weight:	100						

Unit Scores

[Use Weighted Raw] [Use Weighted Z] [Set Notional Zero]

[Export to XLS] [Reports] [Move Results]   [Expand All] [Collapse All] [Save]

Red: *Not Submitted*   **Purple:** *Late, >7 Days Late (Notional Zero), <7 Days Late (Notional Zero)*   **Orange:** *Insubstantial (Notional Zero)*   **Blue:** *Estimate*   **Aqua:** *Plagiarism*   **Green:** *Comment*   **Brown:** *Raw Unit Adjustments*

[Course Description ▲] [Unit Description ▲] [Class Code ▲]

		Student Id	Full Name	1. Mark	STD	Z
⊟	1205 - INFORMATION TECHNOLOGY					
	⊟ 12196 - Programming Fundamentals, 1.0					
		⊟ $$$ (2)				
		1010101	Citizen, Jane	45		
		0101010	Citizen, John	33		

[Expand All] [Collapse All] [Save]

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Help Files

There is a link in the top right-hand corner to Help files. These files cover details of everything you may need to do in ACS.
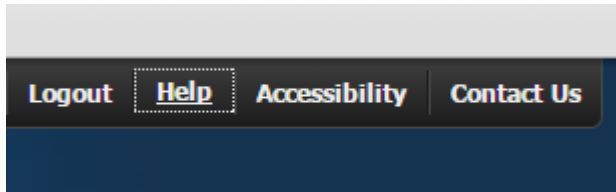
What is the Role of Teachers?

The role of teachers will vary from school to school. Typically, in small schools a small team of teachers may process student marks. In large schools' teachers are generally responsible for the processing of marks for students who they teach and assess.

In most cases teachers will be involved in creating Markbooks and usually responsible for entering their own raw assessment data. It is important to check this data entry carefully. It is advised that two people enter data and check it carefully.

What Should I Do Now?

Make contact with your faculty head or certification coordinator regarding Markbook and make sure you have a log on to ACS

APPENDIX A - GLOSSARY OF ACRONYMS

ACACA	Australasian Curriculum, Assessment and Certification Authorities
ACARA	Australian Curriculum, Assessment and Reporting Authority
ACS	ACT Certification System
AQF	Australian Qualifications Framework
ASBA	Australian School Based Apprenticeship
ASQA	Australian Skills Quality Authority
AST	ACT Scaling Test
ATAR	Australian Tertiary Admission Ranking
AVETARS	ACT Vocational Education Training and Administration Records System
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard
C or NYC	Competent or not yet competent
EOY	End of year
ISP	Individual Student Profile: - report from ACS used for Moderation portfolios
MOU	Memorandum of Understanding
NQC	National Quality Council
NVR	National VET Regulator
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SNR	Standards for National VET Regulation
SoA	Statement of Attainment
SWL	Structured Workplace Learning
TGA	Training.gov.au – national database reference for Training Packages
TP	Training Package
UoC	Unit of Competency
USI	Unique Student Identifier
VET Co	School Vocational Education and Training Coordinator
Courses and Units	
A Course	BSSS developed course accredited suitable for general education (graded A-E)
A/V Course	*A Course* with embedded VET competencies from a national Training Package (graded A to E)
E Unit	External VET Credit Unit – delivered by an external RTO and awarded based on achieved competencies within a vocational program
E Course	2.0 or more E Units achieved in a vocational program
H Course	University accredited course that is recognised towards an undergraduate degree
M Course	BSSS developed course accredited as suitable for students fitting specified disability criteria
M/V Course	*M Course* with embedded VET competencies from a national Training Package (graded A to E)
R Unit	An R unit is a learning experience designed to develop capabilities for students in years 11 and 12.
T	BSSS developed course accredited as suitable for students preparing from future Tertiary study. Course scores are generated for ATAR contribution
T/V	*T Course* with embedded VET competencies from a national Training Package
W Unit	Unit awarded for ASbA student engagement in workplace training

APPENDIX B - UNIT OUTLINES

For each unit of study, by the end of the second week following commencement of the unit students are to receive a written copy of the Unit Outline (hard copy or electronic) that states:

- Course name
- Unit name
- Unit value
- Date (Semester, Year)
- Summary of the content
- Assessment tasks
- Assessment criteria
- Dates on which the assessment tasks are due
- Weightings of tasks
- VET Competencies and the ASQA logo (For VET courses)
- Training Package qualification name (For VET courses)
- Where the following information relevant to the unit can be readily accessed by the student:
    - Course content
    - Moderation procedures (internal and external)
    - Meshing procedures where required
    - Method of unit score calculation
    - Penalties for late and non-submission of work
    - Appeals processes
    - Plagiarism penalties
    - Course information, including any course requirements and pre-requisites
    - Procedures for calculating course scores.

This information can be made available to the student in a handbook (hard copy and/or electronic) and/or hardcopy on a locked noticeboard and/or on a website.

Where the delivery of the unit is through flexible learning (refer section 3.2.8.2 Unit Delivery), the Unit Outline must state how the delivery and participation will occur.

The published Unit Outline may only be varied by the teacher in exceptional circumstances in consultation with the classes concerned and the head of department. All changes to a Unit Outline must be made in writing.

If appropriate, the student should also receive a Workplace Training Record Book for vocational programs.

APPENDIX C – INDUSTRY WORKPLACE COMPETENCY TRAINING R UNIT

An R unit is a learning experience. The purpose of an R unit is to recognise the time a student engages in a learning experience.

Industry Workplace Competency Training R units can only be used to support the service period expectations of Training Packages when required.

Structured Workplace Learning requirements may also utilise this R unit for any compulsory work placements.

Schools develop a program of learning based on the R unit. R units are delivered by the home school or conducted in partnership with external organisations. A partnership is a formal arrangement between the school and organisation. A partnership is recognised by a written agreement outlining the activity and signed by the principal.

Title: Industry Workplace Competency Training	
Student group	Qualification Aspirants - Vocational Education and Training
Goals	Through completion of this unit students will: • engage in the world of work through an industry placement • meet specific training package requirements
Content Descriptions	• demonstrate identified workplace competencies • demonstrate essential knowledge, understandings and skills related to the industry • demonstrate appropriate workplace behaviour • demonstrate workplace legislation relating to OH&S and employee relationships • reflect on the placement and evaluate the experience
Assessment criteria	• Required hours of attendance met • Completion of competencies from relevant training package

R Unit Adoption Form – Industry Workplace Competency Training

Elective title	Tick the desired options based on minimum number of hours		
Automotive Technology	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Business Services	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Construction Pathways	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Data Science	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Design and Technology	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Design and Textiles	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Digital Products	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Digital Technologies	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Furniture Making Pathways	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Horticulture	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Hospitality	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Hospitality Industry	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Information Technology	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Live Production and Services	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Metal Products	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Music Industry	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Musical and Stage Performance	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Networking and Security	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Outdoor Recreation	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Pathways to Work and Learning	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Robotics and Mechatronics	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Social and Community Work	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Sport, Recreation and Leadership	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options
Tourism and Event Management	☐ 0.2 (11 hours)	☐ 0.5 (27.5 hours)	☐ both options

Request for adoption of R Unit - Structured Workplace Learning

School: _____

Principal Signature: _____

Principal Name: _____

Date: /   /

Office use:

Entered:

Date: /   /

APPENDIX D - BSSS VET ACTIVITY ACROSS THE YEAR

Month	Activity	Role
FEBRUARY	Ensure new VET teachers have TEACH VET access on ACS	VET Co/Certification Officer
	Advise staff about new and updated VET courses	VET Coordinator
	Alert new staff to BSSS VET professional learning	VET Coordinator
MARCH	Third Party Service Agreements Templates distributed	VET Co/RTO Principal
	Letters advising Year 10 VET courses and competencies	
APRIL	Third Party Service Agreements Due to OBSSS 28 April	VET Co/RTO Principal
MAY-JUNE	Monitor completion of VET assessment entry into ACS	VET Coordinator
SEPT-OCT	Assist high schools with VET assessment and entry into ACS	VET Co/School Staff
NOVEMBER	Year 10 VET sign off	VET Co/RTO Principal
	Collect VET printouts from BSSS	VET Coordinator
	Ensure Year 12 VET competencies all entered on ACS	VET Co/School Staff
	Print Student Qualifications Progress report and signed off by VET teachers - *Recommended*	VET Coordinator School Staff
	Check VET qualification achievement -Statement of Attainment or Certificate reports sent from BSSS	VET Coordinator School Staff
DECEMBER	Year 12 VET sign off	VET Co/RTO Principal
	Collect VET printouts from BSSS	Cert Officer/VET Co
ALL YEAR	Monitor ASBAs and make sure everything is in ACS if school is the RTO	VET Coordinator
	Monitor ASBA students' attendance at work and training	VET Coordinator
	Credit ASBA students with points at the end of each semester	VET Coordinator
	Encourage staff to assist BSSS in development of new/changed VET courses	VET Coordinator
	Monitor completion of E Course applications	VET Co/relevant staff
	Sign off and submit E Course applications (prefer June and Nov)	VET Co/relevant staff

APPENDIX E – 202X VET END OF YEAR TIMELINE

Date	Time	Task	Responsibility
Tuesday 7 November	By 5pm	**Last day for Year 12 E Course Applications**	VET Coordinator
Friday 10 November	By 5pm	Year 10 VET competencies due in ACS	VET Coordinator
Monday 13 November	From 12pm	Year 10 VET competencies reports emailed	OBSSS
Wednesday 15 November	By 5pm	Year 10 VET Minute to proceed due at OBSSS	RTO principal
Friday 17 November		Print Year 10 VET certificates	OBSSS
Monday 20 November	From 2:30pm	Year 10 VET certificates collected from OBSSS	School Staff
Tuesday 28 November		Last day for adding Year 12 VET competencies and ASBA to ACS	School Staff
Wednesday 29 November		Perfect data and VET Day	School Staff
	From 4pm	VET preliminary printouts emailed	OBSSS
Friday 1 December	12.00pm	Database open for last minute edits (incl VET)	VET Coordinator
		Last date to enter Year 11 VET competencies	School Staff
	5.00pm	Confirmation email (with or without any edits) COB	School principal
Tuesday 5 December	10 – 5pm	VET certificates printed	OBSSS
Tuesday 12 December	From 9am	Certificate collection	School Staff

Updated – mm/yyyy

APPENDIX F – 202X BSSS KEY VET DATES

Date	Time	Task	Venue
Thursday 2 March	2:00-3:30pm	VET Coordinators meeting	Callam Offices
Wednesday 15 March	3:30 -5:00pm	Introduction to BSSS VET procedures	Callam Offices
Friday 24 March	By 5pm	2023 Third Party Service Agreements.	n/a
Thursday 25 May	2:00-3:30pm	VET Coordinators meeting	Callam Offices
Wednesday 16 August	2:00-3:30pm	VET Coordinators meeting	Callam Offices
TBA	3:00-4:30pm	Introduction to BSSS VET procedures	TBA
Tuesday 7 November	By 5pm	Last day for Year 12 E Course Applications	n/a
Thursday 9 November	2:00-3:30pm	VET Coordinators meeting	Callam Offices

APPENDIX G - VET COURSES FOR ACT SENIOR SECONDAY SCHOOLS

Course	Type
Automotive Technology	A/M/V
Business Services	A/M/V
Construction Pathways	A/M/V
Data Science	A/T/V
Design and Technology	A/T/M/V
Design and Textiles	A/T/M/V
Digital Technologies	A/T/M/V
Digital Products	A/M/V
Furniture Making Pathways	A/M/V
Horticulture	A/M/V
Hospitality	A/T/M/V
Live Production Services	A/M/V
Media	A/T/M/V
Metal Products	A/M/V
Music	A/T/M/V
Networking and Security	A/T/V
Outdoor Recreation	A/M/V
Pathways to Work and Learning	A/M/V
Robotics and Mechatronics	A/T/M/V
Social and Community Work	A/T/M/V
Specialised Music	A/T/M/V
Sport, Recreation and Leadership	A/M/V
Stage Performance	A/M/V
Tourism and Event Management	A/T/M/V

APPENDIX H - VET COURSES AND MODERATION

Requirements when delivering VET courses

Competencies relating to the course being delivered must be clearly indicated on the Unit Outline and on assessment tasks.

Training Package changes impact may Training Package names and codes, as well as competency codes. When preparing for the delivery of a course, check that the codes used are from the most recent version of the course on the BSSS website.

VET Coordinators are advised of changes due to Training Package changes and share this information with VET teachers, to ensure currency of competencies.

The following statements may be useful for providing clarification of how competencies will be delivered and assessed. These can be used on Unit Outlines.

1. Where an external RTO is delivering the VET component:
   - VET Competencies for this unit are being delivered by (insert RTO details here)

2. VET competencies that are not attached to the current unit and are being carried over from a previous unit.
   - The following competency/ies are not attached to this unit. It/they have been included in the unit outline to provide students with a further opportunity to demonstrate competence.
   - If the competency is not being assessed through unit assessment tasks, evidence will be provided to show where a student has achieved the competency.

3. Competencies listed on Unit Outline will not be formally assessed using the assessment tasks.
   - The following competency is not assessed within the tasks for this unit. Competency will be demonstrated through ongoing assessment using the following Competent/Not Yet Competent Checklist / observational note

4. Additional competencies that are not included in the course or unit document will also be delivered with those prescribed. Competencies align with the unit goals and will not negatively impact the packing rules required of the qualification.