



External Vocational Studies Application Information

E Course Application

The electronic E Course Application is used to apply for possible credit towards the ACT Senior Secondary Certificate for externally completed VET competencies and qualifications. E course credit is not available for training that occurred prior to the commencement of Year 11.

This includes competencies gained through Vocational Learning Options (VLOs).

The training and qualification a student may undertake must be from a training package registered on www.training.gov.au and a Registered Training Organisation (RTO) scoped to offer the identified training.

The Process

Note: Lodgement of the electronic **E Course Notification** must precede any application.

Submission of a completed electronic **E Course Application** must be made by an authorised college delegate (such as a VET Coordinator) and include:

- a copy of the statement of attainment of competencies or the qualification completed
- a verified record of the student's attendance, including total hours of structured training, signed by the delivering RTO (*Note: It is not sufficient to list the course duration*)
- details regarding duplication of content with any BSSS course being currently or previously studied (See duplication of content below)

Duplication of content

E Course Credit will not be given for training and assessment that duplicates BSSS course content, including any equivalent competencies undertaken. It is the school's responsibility to ensure there is no duplication of content between a student's external vocational studies for which credit is sought and their courses.

If duplication does occur, the application must identify the duplication and reduce the hours claimed correspondingly.

Calculation of credit to be awarded

The number of units awarded are based on the time engaged in training and assessment. Travel to a course or a work placement, and lunch or refreshment breaks cannot be included in the hours.

E unit points are awarded in multiples of 0.5. A 0.5 unit represents 27.5 hours of training and assessment.

For example:

- 27.5 hours = 0.5 points
- 55 hours = 1.0 points
- 82.5 hours = 1.5 points, and so on.

A maximum number of 8 E units may be counted as credit towards the ACT Senior Secondary Certificate.

Note: The completed application form must be discussed with the authorised college delegate submitting the application to verify that the information is correct.