



B S S S

**BOARD OF
SENIOR
SECONDARY
STUDIES**

**External VET – Australian School-based
Apprenticeships: Examples**

The ACT Board of Senior Secondary Studies is the regulatory body responsible for recognising vocational studies, including Australian School-based Apprenticeships (ASbAs) on the ACT Senior Secondary Certificate (SSB). All aspects relating to the organisation and implementation of an ASbA rests with the student, school, employer, RTO and any apprentice support network providers.

This resource contains examples of possible ACT SSC credit and considerations for students undertaking a qualification under the arrangements of an Australian School-based Apprenticeship.

An ASbA may contribute a maximum of 8.0 units to the minimum requirements of the ACT SSC. Refer to [BSSS Policy and Procedures \(8.7 Types of Packages\)](#) for further information regarding ACT SSC requirements.

ASbA credit may be awarded as:

- **E Units:** External VET Credit (Max 8.0 units) for achieved competencies calculated by:

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

- **W Units:** Workplace Training Credit (Max 5.0 units) for verified hours of training undertaken in the workplace calculated by:

Verified Hours ÷ 55 = BSSS W Unit (0.2, 0.5, 1.0, then 2.0, 3.0...)

Total credit awarded will vary depending on the ASbA arrangements, RTO, student achievement and other courses studied.

Example ASbA scenarios:

1. [SIT30622 - Certificate III in Hospitality](#)
2. [UEE30820 - Certificate III in Electrotechnology Electrician](#)
3. [BSB30120 – Certificate III in Business](#)
4. [CPC20220 – Certificate II in Construction Pathways](#)
5. [CPC30220 - Certificate III in Carpentry](#)
6. [SIT30821 - Certificate III in Commercial Cookery](#)

More information on ASbAs and the ACT SSC, including Nominal Hours, is available on the BSSS website at:

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

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

SIT30622 – Certificate III in Hospitality

Example

Sarah achieves all competencies listed below during the ASbA and is awarded 3.0 E Units.

Sarah provides the school verified evidence of workplace training (a signed logbook of workplace training) that totals 330 hours and is awarded 6.0 W Units.

Sarah's ASbA can contribute 3.0 E and 5.0 W Units towards the minimum requirements of the ACT SSC.

Delivery: This qualification is often completed over 18 months (3 semesters) as average for an ASbA pending workload. Variables to course length may include the workplace and class timetabling with the RTO.

Unit of Competency		External VET Credit for Achieved Competency
Unit Code	Unit Title	
SITHIND006	Source and use information on the hospitality industry	0.25
SITHIND008	Work effectively in hospitality service	0
SITXCCS014	Provide service to customers	0.25
SITXCOM007	Show social and cultural sensitivity	0.2
SITXHRM007	Coach others in job skills	0.2
SITXWHS005	Participate in safe work practices	0.12
SITXFSA005	Use hygienic practices for food safety	0.15
SITXFSA006	Participate in safe food handling practices	0.4
SITHFAB021	Provide responsible service of alcohol	0.1
SITXCCS010	Provide visitor information	0.35
SITHFAB036	Provide advice on food	0.4
SITXINV006	Receive, store and maintain stock	0.2
SITXFIN009	Manage finances within a budget	0.3
SITXCCS012	Provide lost and found services	0.02
SITHACS010	Provide housekeeping services to guests	0.1
Total E Unit Credit Available		3.0

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

UEE30820 – Certificate III in Electrotechnology Electrician

Example

Kim achieves all the competencies listed in Stage 1 and 1.5 and the competency *UEEEL0020 Solve problems in low voltage a.c. circuits* from Stage 2 below during the ASbA and is awarded 3.7 E Units.

Kim also provides the school verified evidence of workplace training (a signed logbook of workplace training) that totals 330 hours and is awarded 6.0 W Units.

Kim's ASbA can contribute 3.7 E and 4.0 W Units towards the minimum requirements of the ACT SSC.

Delivery: Qualification is often delivered by semester (stage 1 & 1.5 is the first year).

Unit of Competency			External VET Credit for Achieved Competency
	Unit Code	Unit Title	
Stage 1	UEECD0046	Solve problems in single path circuits	See stage 1.5
	UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	See stage 1.5
	UEECD0020	Fix and secure electrotechnology equipment	0.2
	UEECD0044	Solve problems in multiple path circuits	0.4
	UEECD0019	Fabricate, assemble and dismantle utilities industry components	0.4
	Total E Unit Credit Available Stage 1		
Stage 1.5	UEECD0016	Document and apply measures to control WHS risks associated with electrotechnology work	0.2
	UEECD0051	Use drawings, diagrams, schedules, standards, codes and specifications	0.4
	UEEEL0021	Solve problems in magnetic and electromagnetic devices	0.3
	UEEEL0019	Solve problems in direct current (d.c.) machines	0.3
	UEEEL0023	Terminate cables, cords and accessories for low voltage circuits	0.4
	UEECD0046	Solve problems in single path circuits	0.4
	UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	0.2

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

Unit of Competency			External VET Credit for Achievement of Competency
	Unit Code	Unit Title	
Stage 2	UEEEL0020	Solve problems in low voltage a.c. circuits	See stage 2.5
	UEERE0001	Apply environmentally and sustainable procedures in the energy sector	0.2
	UEEEL0008	Evaluate and modify low voltage heating equipment and controls	0.2
	UEEEL0009	Evaluate and modify low voltage lighting circuits, equipment and controls	0.2
	UEEEL0010	Evaluate and modify low voltage socket outlets circuits	0.2
Stage 2.5	UEEEL0025	Test and connect transformers	0.4
	UEEEL0024	Test and connect alternating current (a.c.) rotating machines	0.4
	UEEEL0003	Arrange circuits, control and protection for electrical installations	0.4
	UEEEL0018	Select wiring systems and select cables for low voltage electrical installations	0.8
	UEEEL0020	Solve problems in low voltage a.c. circuits	0.8
Total E Unit Credit Available Stage 2			3.6

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

BSB30120 – Certificate III in Business

Example

Bree achieves all the competencies listed below during her ASbA and is awarded 4.9 E Units.

She also provided the school verified evidence of workplace training (a signed logbook of workplace training) that totals 165 hours and is awarded 3.0 W Units.

Bree's ASbA can contribute 4.9 E and 3.0 W units to the minimum requirements of the ACT SSC.

Unit of Competency		External VET Credit for Achieved Competency
Unit Code	Unit Title	
BSBCRT311	Apply critical thinking skills in a team environment	0.4
BSBPEF201	Support personal wellbeing in the workplace	0.5
BSBSUS211	Participate in sustainable work practices	0.2
BSBTWK301	Use inclusive work practices	0.3
BSBWHS311	Assist with maintaining workplace safety	0.4
BSBXCM301	Engage in workplace communication	0.4
BSBTEC301	Design and produce business documents	0.8
BSBTEC302	Design and produce spreadsheets	0.35
BSBTEC303	Create electronic presentations	0.2
BSBWRT311	Write simple documents	0.3
BSBPEF301	Organise personal work priorities	0.3
BSBPUR301	Purchase goods and services	0.6
BSBWHS211	Contribute to the health and safety of self and others	0.2
Total E Unit Credit Available		4.9

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

CPC20220 – Certificate II in Construction Pathways

Example

Aaron completed work experience in Year 10 after gaining his Construction White Card (CPCWHS1001 Prepare to work safely in the construction industry). In Year 11 and 12, he achieves the competencies listed below during his ASbA and is awarded 2.8 E Units.

He also provided the school verified evidence of workplace training (a signed logbook of workplace training) that totals 275 hours and is awarded 5.0 W Units.

Aaron's ASbA can contribute 2.8 E and 5.0 W Units to the minimum requirements of the ACT SSC.

Delivery: Qualification is often delivered over 12 months, commencing at the start of a Semester

Unit of Competency		External VET Credit for Achieved Competency
Unit Code	Unit Title	
CPCCOM1012	Work effectively and sustainably in the construction industry	0.20
CPCCOM1013	Plan and organise work	0.20
CPCCOM1015	Carry out measurements and calculations	0.20
CPCCVE1011	Undertake a basic construction project	0.40
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	0.20
CPCCB2001	Handle and prepare bricklaying and blocklaying materials	0.16
CPCCB2002	Use bricklaying and blocklaying tools and equipment	0.30
CPCCCA2011	Handle carpentry materials	0.16
CPCCCM2012	Work safely at heights	0.08
CPCCCA2002	Use carpentry tools and equipment	0.96
Total E Unit Credit Available		2.8

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

CPC30220 – Certificate III in Carpentry

Example

Kerry achieves all the competencies listed below during the ASbA and is awarded 4.1 E Units.

Kerry also provided the school verified evidence of workplace training (a signed logbook of their workplace training) that totals 250 hours and is awarded 5.0 W Units.

Kerry's ASbA may contribute 4.0 E and 4.0 W the minimum requirements of the ACT SSC.

Delivery: Australian School-based Apprentices are often only able to complete Block 1 and 2. Block 3 commences once a full time Australian Apprenticeship begins post-school.

		Unit of Competency	External VET Credit for Achieved Competency
	Unit Code	Unit Title	
Block 1	CPCCCM2012	Work safely at heights	0.08
	CPCCCM3001	Operate elevated work platforms up to 11 metres	0.32
	CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	0.20
	CPCCOM1014	Conduct workplace communication	0.20
	CPCCCA2011	Handle carpentry materials	0.16
	CPCCCA2002	Use carpentry tools and equipment	0.96
	CPCCOM1015	Carry out measurements and calculations	0.20
	CPCCCM2006	Apply basic levelling procedures	0.08
	CPCCCA3027	Set up, operate and maintain indirect action	0.20
	Block 2	CPCCOM1013	Plan and organise work
CPCCOM3006		Carry out levelling operations	0.24
CPCCCA3002		Carry out setting out	0.24
CPCCOM1012		Work effectively and sustainably in the construction industry	0.20
CPCCCM2002		Carry out hand excavation	0.16
CPCWHS3001		Identify construction work hazards and select risk control strategies	0.30
CPCCCM2008		Erect and dismantle restricted height scaffolding	0.40
Total E Unit Credit Available			4.1

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

SIT30821 – Certificate III in Commercial Cookery

Example

Ray achieves all the competencies listed in Stage 1 below during the ASbA and is awarded 5.6 E Units.

Ray also provided the school verified evidence of workplace training (a signed logbook of their workplace training) that totals 330 hours and is awarded 6.0 W Units.

Ray may contribute 5.6 E and 2.0 W Units towards the minimum requirements of the ACT SSC

Delivery: Qualification is delivered by semesters face to face. Five (5) semesters in total. Units of Competency are broken down over these periods.

Semester 1 and 2 (Stage 1)

Unit of Competency		External VET Credit for Achieved Competency
Unit Code	Unit Title	
SITXFSA005	Use hygienic practices for food safety	0.15
SITXFSA006	Participate in safe food handling practices	0.4
SITHCCC026	Package prepared foodstuffs	0.15
SITXINV006	Receive, store and maintain stock	0.2
SITXWHS005	Participate in safe work practices	0.12
SITHCCC023	Use food preparation equipment	0.25
SITHCCC027	Prepare dishes using basic methods of cookery	0.45
SITHCCC029	Prepare stocks, sauces and soups	0.35
SITHKOP009	Clean kitchen premises and equipment	0.13
SITHASC020	Prepare dishes using basic methods of Asian cookery	0.9
SITHASC021	Prepare Asian appetisers and snacks	0.45
SITHCCC028	Prepare appetisers and salads	0.25
BSBSUS211	Participate in sustainable work practices	0.2
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes	0.5
SITHCCC031	Prepare vegetarian and vegan dishes	0.4
SITHCCC042	Prepare food to meet special dietary requirements	0.75
Total E Unit Credit Available		5.6

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.

Semester 1 and 2 (Stage 2)

Unit of Competency		External VET Credit for Achieved Competency
Unit Code	Unit Title	
SITHCCC035	Prepare poultry dishes	0.35
SITHCCC037	Prepare seafood dishes	0.35
SITHCCC036	Prepare meat dishes	0.55
SITHCCC044	Prepare specialised food items	0.6
SITHPAT016	Produce desserts	1
SITHCCC041	Produce cakes, pastries and breads	0.55
SITXHRM007	Coach others in job skills	0.2
Total E Unit Credit Available		3.6

Semester 1 (Stage 3)

Unit of Competency		External VET Credit for Achieved Competency
Unit Code	Unit Title	
SITHKOP010	Plan and cost recipes	0.4
SITHCCC043	Work effectively as a cook	1.0
Total E Unit Credit Available		1.4

Note: Actual External VET Credit is dependent on the competencies delivered by the RTO and their achievement by the student. All information is presented as an example only, refer to training.gov.au and the delivering RTO for actual competency details.