



## EXTERNAL VOCATIONAL STUDIES INFORMATION

### E Course Application

The application form is used to register external VET competencies and or qualifications for credit towards the ACT Senior Secondary Certificate.

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

The E Course qualification the student has undertaken must be from a training package registered on [www.training.gov.au](http://www.training.gov.au) and a Registered Training Organisation (RTO) scoped to offer the identified training.

#### To submit an application

The following details are required for each application:

- the completed **application form**, with the inclusion of all requested information
- a copy of the **statement of attainment of competencies** or the **qualification** that has been completed
- a record of the **student's attendance**. It is not sufficient to list the course duration. Documented attendance evidence from the workplace and training context of the student is required.

#### Duplication of content

It is the school's responsibility to check and ensure that there is no duplication of content in the student's courses. Credit cannot be given if there is duplication of course content.

#### Calculation of credit awarded

The time calculated is based on the time spent 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.

#### Signatures

The completed application form must be signed by both the student and the schools authorised officer, to verify that the information contained in the application is correct.