VET RECOGNITION IN THE TCE
GUIDEBOOK (2021-22)

Purpose

This Guidebook is for students, schools and Registered Training Organisations (RTOs).

It explains how Vocational Education and Training (VET) contributes to the Tasmanian Certificate of Education (TCE) as well as associated operational guidance for VET leaders or coordinators in schools.

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TCE Standards

To achieve the Tasmanian Certificate of Education (TCE), a student needs to meet all of the TCE Standards:

- **Participation and Achievement Standard**:
    - 120 credit points (at Level 1, 2, 3 or 4),
    - at least 80 of those credit points in studies of Level 2 or higher.
- **Everyday Adult Standards**:
    - Reading, Writing and Communication (in English)
    - Mathematics
    - Use of Computers and the Internet.

Participation and Achievement Standard

Students can include VET in their study programs for meeting the Participation and Achievement Standard of the TCE. TASC recognises VET that:

- is nationally recognised and listed at training.gov.au
- is delivered, assessed and reported by Registered Training Organisations (RTOs)[1]
- is delivered and assessed in accordance with the VET Quality Framework

Everyday Adult Standards

Students undertaking VET who want to attain the TCE will have to show that they meet an Everyday Adult Standard by:

- successfully completing a TCE course that includes that Everyday Adult Standard, or
- sitting and passing an Everyday Adult Standard safety-net test.

The TCE Course Planner or Courses webpages will show if a course includes an Everyday Adult Standard. To demonstrate meeting the Standard embedded in a course, students need to complete the course with an award of *Satisfactory Achievement* (or higher).

TASC **does not** recognise completion of VET Units of Competency or qualifications as evidence that a student has achieved an 'Everyday Adult Standard'.

> TASC is currently reviewing if, and how, the Everyday Adult Standards could be met through participation and achievement in VET.

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[1] A registered training organisation (RTO) is a training provider registered by the Australian Skills Quality Authority (ASQA) to deliver VET services

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How VET is recognised in the TCE

Ways in which VET contributes to the TCE is based on TASC's characterisation of the **complexity level** and **size value** in education and training, shown below:

Complexity Level	Size Value
How hard or demanding they are	How big or long they are

Complexity Level

As explained earlier, for a student to meet the Participation and Achievement Standard, they need 120 credit points of senior secondary education and training (at Level 1, 2, 3 or 4), with at least 80 of those credit points in studies rated at complexity level 2 or higher.

For VET, complexity levels for qualifications, or Units associated with a qualification, align with the Australian Qualifications Framework (AQF):

Qualification Type	Level	Purpose
Certificate I	**Level 1**	The Certificate I qualifies individuals with basic functional knowledge and skills to undertake work, further learning and community involvement
Certificate II	**Level 2**	The Certificate II qualifies individuals to undertake mainly routine work and as a pathway to further learning
Certificate III	**Level 3**	The Certificate III qualifies individuals who apply a broad range of knowledge and skills in varied contexts to undertake skilled work and as a pathway for further learning

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Students undertaking individual VET Units

For students undertaking individual VET Units that are **not part of a full qualification**, their successfully completed Units will be recognised at the lowest level of qualification that the Unit is associated with, in the National Register of VET (www.training.gov.au).

Example A:

Student A is doing a discrete VET Unit as part of their senior secondary studies. The Unit, 'SITXCCS003 – Interact with customers'', is listed on the National Register of VET (www.training.gov.au). The lowest level of qualification that includes this Unit is at a Certificate 1-level. TASC recognises the Unit at Level 1 of complexity for Student A.

Students undertaking full VET qualifications

For students undertaking full VET qualifications, their successfully completed Units will be recognised at the level of that qualification, whether the qualification is completed or not.

Example B:

Student B enrols in a Certificate II in Agriculture. Student B completes most of the Units packaged together with that qualification but gets a job before finishing every Unit in the qualification.

Student B is still able to have all the successfully completed Units recognised by TASC at complexity level 2, as all the Units were completed as part of a Certificate II qualification.

For students undertaking a Certificate I qualification, the individual Units associated with the qualification will be recognised at the individual Unit level, if that is higher than the qualification level.

Example C:

Student C completes a Certificate 1 in Hospitality. One of the units packaged together with that qualification, if undertaken on its own, would be recognised by TASC at level 2 complexity (refer above to 'Students undertaking individual VET Units').

In this instance Student C will have that Unit recognised by TASC at level 2, and the rest of the Units at level 1.

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Size Value (Credit Points)

Size value represents a measure of how 'large' the learning associated with the VET Unit is. TASC assigns a size value to Units based on nationally agreed nominal hours. On successful completion of a Unit, the size value is converted into TCE credit points.

As a general rule, 10 nominal hours equals 1 credit point.

$$10 \text{ Nominal Hours} = 1 \text{ Credit Point}$$

Nominal hours represent the supervised, structured learning and assessment activities required to sufficiently address the content of each Unit (acknowledging that progress can vary between learners). Nominal hours are assigned to activities that are delivered face-to-face, online, and/or through structured distance education.

Nominal hours are primarily sourced from the National Centre for Vocational Research (NCVER) nationally agreed nominal hours table.

Sometimes VET Units may be nationally recognised, but lack nationally agreed nominal hours. When this happens, TASC uses alternative sources of government data that can be found at:

- Victorian training package purchasing guides
- Skills Tasmania – Training Packages with approved nominal hours
- WA nominal hours guides

To calculate credit points, nominal hours assigned to a Unit are divided by 10 and rounded up from 5, or rounded down from 4. For example:

Unit Code	Unit Title	Nominal Hours	Credit Points
LMFGG2001C	Use glass and glazing sector hand and power tools	56	**6**
LMFFT4008A	Interpret and use workplace information	54	**5**

Credit Transfers

A key pillar of the national VET system is that nationally endorsed qualifications, skill sets and units of competency are recognised and portable across the country-regardless of where they were issued.

Students must not be required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including any industry licensing scheme) requires this. If a student provides suitable evidence they have successfully completed a unit or module at any RTO, your RTO must provide credit for the unit or module.[2]

There are often instances where two different completed qualifications contain the same VET Unit. In such instances, TASC will not award credit points again for the same Unit.

Example D:

> *Student D completes a Certificate II in Kitchen Operations in Year 11, which consists of the Unit of competency, 'SITXFSA001 – Use hygienic practices for food safety'. TASC assigns 2 credit points for completion of the Unit.*
>
> *In Year 12, Student D then completes a Certificate II in Hospitality, which is also packaged together with 'SITXFSA001 – Use hygienic practices for food safety'. In this instance, because Student D has already achieved competency in the Unit (SITXFSA001 – Use hygienic practices for food safety), the delivering RTO awards the Unit as a credit transfer as part of the Certificate II in Hospitality that Student D is currently undertaking.*
>
> *As a result, Student D will not receive any additional TCE credit points in Year 12 for this credit transfer Unit.*

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[2] ASQA Standards for RTOs 2015, Clause 3.5 – Accept and provide credit to learners
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TCE Course Planner

The TCE Course Planner is a tool that supports students to plan their program of study in the TCE.

Students, parents, teachers, and VET coordinators can use the TCE Course Planner to see how VET can contribute to the TCE. Exact recognition by TASC will depend on the VET training that is successfully completed by the student.

Understanding the TCE Course Planner

The TCE Course Planner for VET comes from the qualifications and Units of Competency at the www.training.gov.au (TGA) website. The TCE Course Planner includes:

1 individual VET qualifications

2 individual VET units of competency

3 the number of TCE credit points that a student might expect to be granted for completion of a particular VET unit of competency
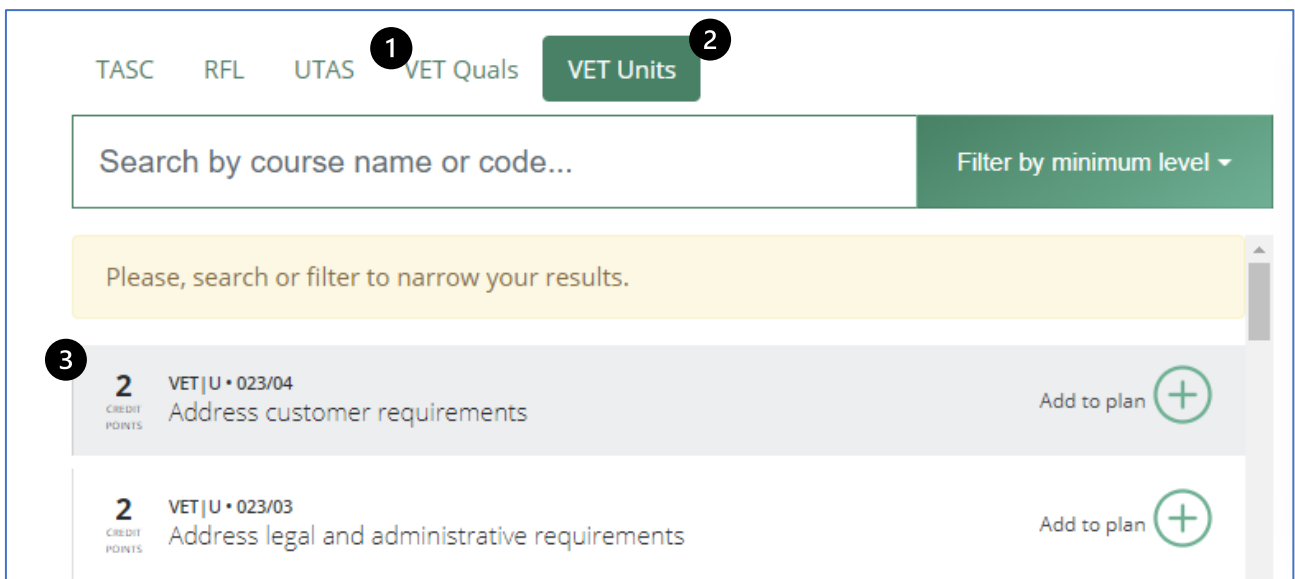
Full VET qualifications are listed in the TCE Course Planner. As a qualification can be made up of a mix of different Units, there is no TCE credit point value allocated to the full qualification.

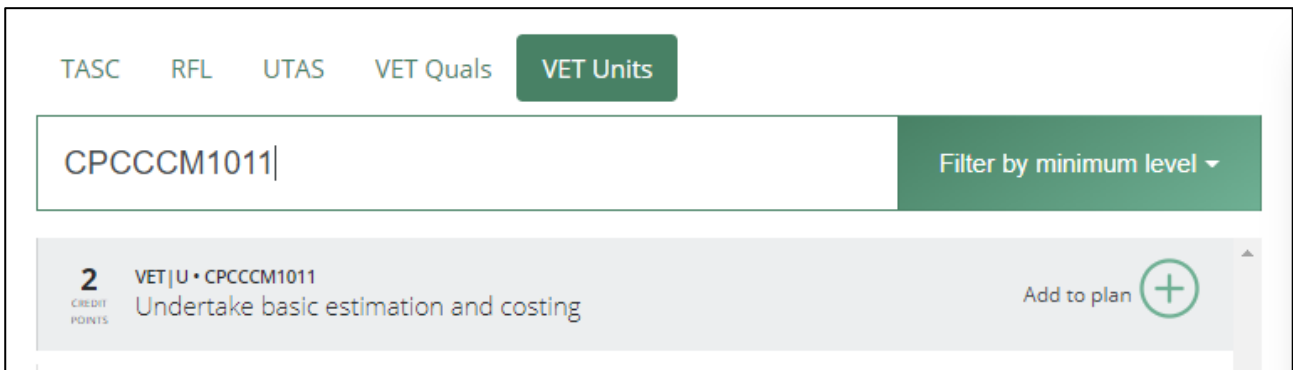The credit point values are allocated to the individual Units that contribute to the qualification.

How to use the TCE Course Planner

Step 1 – Identify the VET Units that make up the qualification

As each qualification can be made up of a mix of different Units of Competency, identify the Units that make up the qualification being delivered by the RTO. Take note of the code for each Unit.

Step 2 – Search for the VET Unit

Enter the code for a VET Unit in the 'Search' tab:

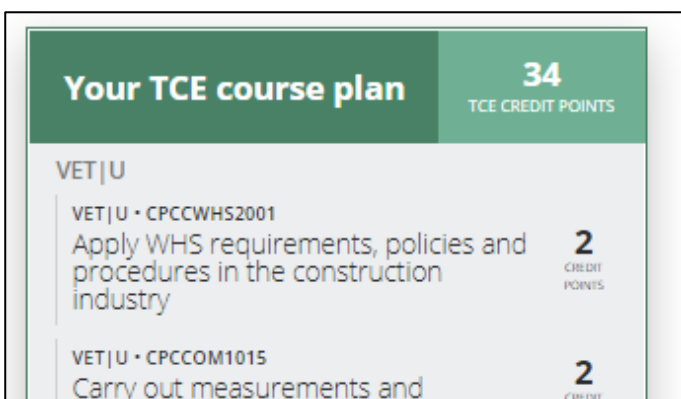## Step 3 – Add the VET Unit to your TCE course plan

Click on the '+' icon on the right, to add the Unit to the TCE course plan.

Repeat this for all the Units delivered by the RTO that make up the qualification.

Step 4 – Note the total TCE points for the qualification

When all the relevant Units have been added, the TCE Course Planner will automatically calculate the TCE credit points the student would receive upon completion of the qualification.

In the example below, the student is doing a Certificate 1 in Construction. Based on the VET Units being offered as part of the qualification, the student is eligible to receive up to 34 TCE credit points at Level 1 complexity.

*Please take note that credit points are only awarded by TASC upon <u>completion</u> of a VET unit. The total TCE points a student receives for a qualification therefore depends on whether all the relevant VET units being delivered as part of the qualification has been completed.

If a student does not complete a qualification, they will only receive TCE credit points for the VET Units that were successfully completed.

VET Units with no credit points

There may be instances that a particular VET Unit you are searching for in the TCE Course Planner has zero credit points assigned to it. There may be multiple reasons for this:

- It is a new nationally accredited unit, yet to be allocated nominal hours in the NCVER nationally agreed nominal hours database.
- There are nationally agreed nominal hours available, but the data from the NCVER is yet to be synced with the TCE Course Planner.

In these instances, to get an indication of how many TCE credit points a student is eligible to receive by checking the following government sources for nominal hours allocated for the VET Unit:

- The Victorian training package purchasing guides
- Skills Tasmania – Training Packages with approved nominal hours
- The WA nominal hours guides

For more authoritative advice on eligibility for TCE points, please contact TASC.

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VET Reporting and Results

TASC requires RTOs to provide quarterly returns of their client records of attainment of Units of Competency and qualifications. In addition, TASC also requires a submission from the RTOs in December.

TASC then processes the data into its student management system, TRACS. TASC does not collect and manage data on student enrolments, so a VET Unit completion record will only appear in TRACS once this data is reported and processed. This process is outlined in the following diagram:

| Student enrols in VET Unit | VET Unit completed | RTO reports completion to TASC | Data processed into TRACS |
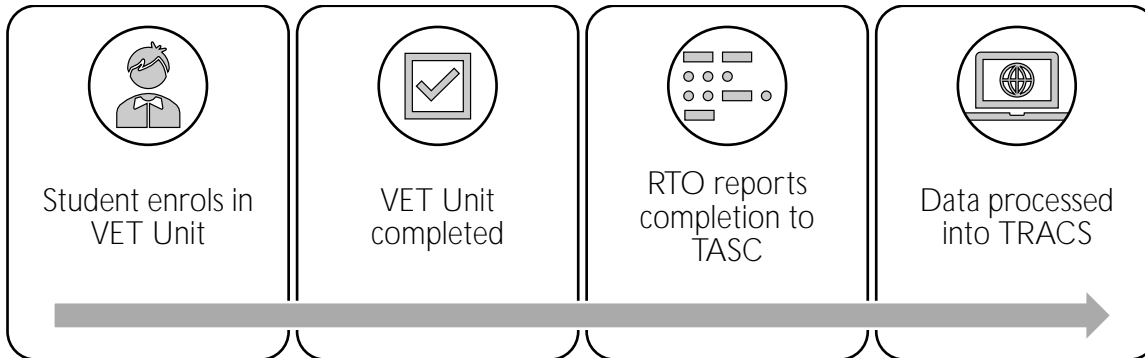
2021-22 TASC attainment reporting schedule

Year	Quarter	Period start	Period end	Due by
2021	1	01/01/2021	31/03/2021	15/04/2021
2021	2	01/01/2021	30/06/2021	15/07/2021
2021	3	01/01/2021	30/09/2021	15/10/2021
2021	Interim	01/01/2021	To date	03/12/2021*
2021	4	01/01/2021	31/12/2021	15/01/2022
2022	1	01/01/2022	31/03/2022	15/04/2022

*December 2021 – Submission is required for RTOs delivering to any Tasmanian client. This submission is critical as results may determine Tasmanian Certificate of Education eligibility.

If RTOs have difficulty meeting the above requirements they should contact TASC immediately.

Click here for more detailed information on RTO reporting.

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Useful Links

- Office of Tasmanian Assessment, Standards & Certification (TASC)
  - TASC website
  - About TRACS (TASC Registration, Assessment and Certification System)
- Department of Education (Tas)
  - Year 11 and 12 Course Guide
  - VET - The Department of Education Tasmania
  - VET – Anything Can Happen
  - Careerify website
- Skills Tasmania
  - Skills Tasmania website
  - VET success stories Vocational Education and Training (vet.tas.gov.au)
  - Discover VET on Facebook
  - Discover VET on LinkedIn
  - Discover VET on YouTube
- National
  - Training.gov.au is the official National Register of VET in Australia and is the authoritative source of information on training packages, qualifications, accredited courses, units of competency, skill sets and Registered Training Organisations.
  - Choosing a provider Australian Skills Quality Authority (ASQA)
  - NCVER website – National Centre for Vocational Education Research
  - Australian Qualifications Framework website
  - My Skills website – National directory of VET organisations and courses. It is an Australian Government initiative to enable consumers to search for, and compare, VET courses and training providers
  - Preparing Secondary Students for Work framework
  - National Skills Commission - Exploratory Analysis of VET Qualification Similarity
  - Job Outlook – Your guide to Australian careers
  - Australian Skills Classification – Identifies the range of skills linked to occupations, and enables the exploration of the connections and transferability of these skills

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