



# VET: Frequently asked questions

## What is a vocational education and training (VET) subject?

When you study a VET subject, you receive training, and are assessed in workplace-specific skills and knowledge. Vocational education covers a range of industries such as information technology, business, early childhood, retail, hospitality, fitness, animal studies, hairdressing, etc.

## Which certificate courses does BrisbaneSDE offer?

BrisbaneSDE delivers a number of timetabled certificate courses:

- Certificate I in Workplace Skills
- Certificate II in Applied Digital Technologies
- Certificate II in Financial Services
- Certificate III in School Based Education Support
- Certificate I in Access to Vocational Pathways
- Certificate I in Skills for Vocational Pathways
- Certificate II in Skills for Work and Vocational Pathways.

For more information refer to the Subject Guides on the [Subject and programs](#) page on the BrisbaneSDE website.

## How can I find out more information on the certificate courses offered by BrisbaneSDE?

You can read the Subject Guides on the BrisbaneSDE website. These guides contain all subjects offered by BrisbaneSDE, including the VET certificate courses.

## Where can I find information about studying a VET subject?

Go to the [Vocational education](#) page on the BrisbaneSDE website. There you will find items which will increase your understanding of what it means to study a VET subject. You can also refer to the Subject Guides.

## What if I want to study a certificate which BrisbaneSDE doesn't offer?

You can apply to study with an external training provider such as TAFE at School, Queensland.

For more information about studying VET through an external provider view the [External VET - General Information](#) on the school website or contact the External VET Programs Coordinator at [VET@brisbanesde.eq.edu.au](mailto:VET@brisbanesde.eq.edu.au).

## How can I find out more information about studying with an external Registered Training Organisation (RTO)?

For more information on RTOs, go to [External VET - General Information](#) in the Vocational education section on the BrisbaneSDE website. You can also contact the External VET Programs Coordinator at [VET@brisbanesde.eq.edu.au](mailto:VET@brisbanesde.eq.edu.au) to ask about specific courses.

## Can I study more than one certificate course?

Yes, you can. It is advisable to speak with the Guidance Officer, Senior Pathways or the VET Team so you can choose appropriate certificates and combinations of certificates.

## Can I earn QCE credit studying a certificate?

Yes, you can. Your teacher can provide you with the amount of QCE credit the qualification can accrue and it is also located in the Subject Guides. If you would like to find out more, go to [myQCE \(Student Portal\)](#).

Note: If you are studying more than one VET qualification, this may impact the amount of QCE credit you can receive. For advice contact the Guidance Officer, Senior Pathways or the VET Team.

## Is there a cost to study a certificate course at BrisbaneSDE?

Yes, the course fees are provided in the [Student Handbook for VET](#) located on the BrisbaneSDE website.



### **How do I know how long I will study my course for?**

Each certificate course offered by BrisbaneSDE is studied for either one year or two years. Check the Subject Guides on the BrisbaneSDE website.

### **Can I fast track my course?**

Students are required to work to a work rate calendar to allow time to develop required skills and knowledge and for your assessor to have multiple opportunities to assess competency. Therefore, it is not possible to work ahead of the work rate calendar. You can, however, apply for credit transfer if you have already achieved a unit/s of competency from another VET course (see following) and may then be able to be excused from completing some aspects of the training. Contact your teacher for more information.

### **I have been asked to add my Unique Student Identifier to my VET Agreement. What does that mean?**

A Unique Student Identifier (USI) refers to an online account you create whereby your achievements in your certificate subjects are recorded. For more information, visit the USI website <https://www.usi.gov.au/>.

### **Do I need to do work placement?**

Certificate III in School Based Education Support requires unpaid work placement to be completed. For more information on work placement requirements, view the Subject Guides on the BrisbaneSDE website.

### **Can I get lesson exemptions to work in my casual job?**

No. If you have a casual job you must still attend lessons. No exemptions are given for casual paid work; they are only given for work experience associated with a VET qualification or school-based apprenticeships or traineeships.

### **How many online lessons do I need to attend when I study a VET subject with BrisbaneSDE?**

There are three lessons per week for each certificate, and it is mandatory to attend all three to allow your teacher opportunities to assess your knowledge and skills. Assessment is also completed online in class time.

### **How do I submit work?**

QLearn is used for work submission, however your teacher may also request submission via email in some circumstances.

### **If I'm going away on a holiday, am I required to attend lessons and submit work?**

Yes. If you're going away for any length of time you are still required to submit work and attend lessons. You may need to apply for assessment extensions if assessment is due while you are away. Make sure you make these arrangements well in advance – at least a week before your absence. The most important thing is to keep your teacher informed.

### **How do I know when I have been successful in achieving my certificate?**

Your teacher will keep you informed as you achieve each unit of competency. Also, you will be provided with an assessment profile which documents your progress through the qualification.

### **How long after the course is finished will I receive my certificate?**

Your certificate will be posted to you once you have achieved competency in all the required units. This will usually be within 21 working days.



**If I have achieved a certificate at another school, can I use it at BrisbaneSDE?**

It is always advisable to let your teacher know if you have studied a VET subject before, even if you are unsure if you have achieved any units of competency. Your teacher can always find out this information; so please mention it, as you may be eligible for Credit Transfer. A Credit Transfer means you can be credited for units of competency achieved elsewhere into the certificate you will be studying. This will mean less work for you!

**The place where I work wants to know if I can be signed up to a school-based traineeship/apprenticeship. What does this mean?**

A school-based traineeship or apprenticeship allows you to step into the world of work while you are still at school, complete units of competency towards a qualification, and get paid. There is a lot of information on the internet. Read through [School-based apprenticeships and traineeships](#) information on the Queensland Government website, then contact the External VET Coordinator at [VET@brisbanesde.eq.edu.au](mailto:VET@brisbanesde.eq.edu.au) or phone (07) 3727 2671.

**I'd like to do a school-based traineeship/apprenticeship but I don't know where to find one.**

BrisbaneSDE adds vacancies to the School Based Apprenticeship and Traineeship Opportunities section of the QLearn course in which all Years 9, 10, 11 and 12 students are enrolled. There are many Group Training businesses who will employ you and then assign you to a host employer. Read about these on the Australian Apprenticeships website: [Apprenticeships advice and support](#). If you require further information, contact the External VET Coordinator at [VET@brisbanesde.eq.edu.au](mailto:VET@brisbanesde.eq.edu.au), phone (07) 3727 2671, or go to the [External VET - General Information](#) page on the BrisbaneSDE website.