

2026 VET Student handbook

RTO Code 40499



Document title	2026 VET Student handbook
Contact details	Department of Education and Training RTO
Approved by	DET RTO Quality Panel
Date approved	December 25
Document review	Annually – Aug 26
TRM number	NA

Version	Date	Author	Changes made
1.1	October 2025	Kelly Johnsson	Created document

Acronyms	Full form
NT	Northern Territory
NTG	Northern Territory Government
RTO	Registered Training Organisation
ASQA	Australian Skills Quality Authority
NCVER	National Centre for Vocational Education Research
NTCET	Northern Territory Certificate of Education and Training
ATAR	Australian Tertiary Admission Rank
LLND	Language, Literacy, Numeracy and Digital
USI	Unique Student Identifier
AQF	Australian Qualifications Framework
VET	Vocational Education and Training
LLND	Language, Literacy, Numeracy and Digital assessment
RPL	Recognition of Prior Learning

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Acknowledgment of Country

We respectfully acknowledge the Traditional Custodians of the lands on which we live, learn, and train across the Northern Territory. We honour the enduring cultures, knowledge systems, and deep connections Aboriginal and Torres Strait Islander peoples have to Country, waters, and communities.

We pay our respects to Elders past and present and extend that respect to emerging leaders and all First Nations peoples. We recognise that these lands have always been, and always will be, Aboriginal land.

As students, educators, and community members, we are committed to walking together in learning, respect, and reconciliation.

Introduction

Welcome to your journey in vocational education and training and industry skills!

Are you ready to explore real-world skills while still at school? This is your guide to Vocational Education and Training (VET) in Northern Territory schools, delivered by the NT Government Department of Education and Training as your Registered Training Organisation (RTO).

VET gives you the chance to learn hands-on skills in areas like trades, hospitality, health, and more—while working towards your Northern Territory Certificate of Education and Training (NTCET).

Whether you're in Year 9, 10, 11 or 12, VET helps you build confidence, gain nationally recognised qualifications, and prepare for future jobs, apprenticeships, or further study.

Training is delivered by experienced industry professionals in practical, work-like environments. You'll learn by doing, and every unit you complete counts—no need to repeat what you've already mastered!

This handbook will help you understand what VET is all about, what's expected of you, and how we'll support you along the way. Let's get started on building your future!

Welcome

2026 welcome

Starting VET training is a powerful way to build skills that connect to real opportunities in your community and across the Northern Territory (NT). Vocational education is about learning through doing, developing practical knowledge that supports strong local economies, and helps keep culture and community strong.

Your decision to begin a VET journey is an exciting step toward building practical skills that matter. You will be taking part in hands-on learning that connects directly to real jobs and industries. By gaining nationally recognised qualifications, you're preparing for a future where your skills can make a difference for your family, your community, and the NT. As part of your VET experience, you can look forward to developing confidence, building industry connections, and exploring pathways.

The study you do with us will give you practical skills, understanding of industry expectations and the world of work, and will help you open doors to careers that make a difference in the NT. You'll learn from trainers who understand industry and community needs, and you'll gain experience that can lead to jobs, further study, or even starting your own business.

This is your chance to grow, connect, and contribute to the future of the Northern Territory. We're proud to walk this path with you.

Krystal Morrison

Director VET, Industry & Pathways and RTO CEO

Studying with us

We're the Northern Territory Department of Education and Training's RTO and our job is to help you build skills for the future.

We work with schools, families, and communities across the Territory to make sure training is accessible, inclusive, and meets industry standards.

You might have studied with another RTO before, or this might be your first time doing VET. Our job is to recognise your skills, and help your trainers deliver training that directly connects to real world outcomes.

Our Vision and Values

As an RTO, our vision is to offer all Northern Territory school students their best chance to achieve VET qualifications and gain industry experience that will enable them to access current and future employment and training opportunities.

Our shared values support a culture that is committed to providing the highest quality of vocational training as part of a culturally responsive and well-rounded educational experience.

What is VET

VET is a hands-on learning pathway that helps you gain practical skills and knowledge for specific jobs or industries. People who are experts in their industry, from all across Australia, come together to create learning plans and assessments that directly teach you what you need to know to work in a particular type of job. These are called "training packages," and when you take part in VET you are learning from one of these packages. There are different packages, made by different experts, for lots of industries and jobs.

Because everyone in Australia does the same learning, from the same training package, and the skills you learn are exactly what you need for a specific type of job, qualifications you get from VET are **nationally recognised**. This means that no matter where you move, your work will be recognised, and employers will know that you're competent. You can also take the skills you learn now as part of your VET training into another VET course with a different trainer and still get credit.

VET is sometimes also called **competency based training**. This means that you don't get a grade on how well you do compared to someone else – you get marked on whether or not you have the skill and knowledge you would need to do a task at work. You won't get an A, B, or C, but will be marked as competent or not yet competent. A competent grade means that you can do that task as well as someone in a workplace and are ready to do that work in the real world.

Doing VET at school can also contribute significantly to your senior school studies. School-based training allows students to study a recognised qualification while at school which can count towards your NTCET and/or Australian Tertiary Admission Rank (ATAR).

If you're interested in an apprenticeship or traineeship, the work you do during VET classes at school will also count towards this training, and you will get credit for this work.

VET for secondary students can be a great way to explore career options, learn real-world skills, and even get a head start on future employment or further study. Whether you're interested in trades, hospitality, business, or other areas, VET can help you build confidence and experience in a field you enjoy.

Courses, Age and Course requirements

It can sometimes be difficult to know whether to study a Certificate I, II or III level qualification. Your trainer and assessor or the RTO are happy to discuss the training level which will suit you best.

Certificate I	Students at this level will have knowledge and skills for work experience, community involvement and/or further learning. Students at this level will apply knowledge and skills to demonstrate autonomy in highly structured and stable contexts and within narrow parameters.
Certificate II	Students at this level will have knowledge and skills for initial work, community involvement and/or further learning. Students at this level will apply knowledge and skills to demonstrate autonomy and limited judgement in structured and stable contexts and within narrow parameters.
Certificate III	Students at this level will have knowledge and skills for initial work, community involvement and/or further learning. Students at this level will apply knowledge and skills to demonstrate autonomy and judgements and to take limited responsibility in known and stable contexts within established parameters.

Secondary student age requirements for VET in the NT.

Year level	AQF level I	AQF level II	AQF level III	*Minimum age at the time of enrolment
Year 9	Certificate I	Not eligible	Not eligible	14
Year 10	Certificate I	Certificate II	Not eligible	15
Year 11	Certificate I	Certificate II	Certificate III	16
Year 12	Certificate I	Certificate II	Certificate III	17

LLND Assessment and Support

Before enrolling in a VET course, you will need to complete a Language, Literacy, Numeracy and Digital (LLND) assessment. This is part of the Australia-wide rules to help make sure that people who start a VET course have the best chance of success.

This assessment helps your trainer and assessor determine whether the course is suitable for you, or if you might need some more support to be successful in the course of study you have chosen. The assessment that we use is online, and you will get an email invite to take part in it. If you need help or support to access this test, you can talk to your teacher or to the RTO.

Once you have completed your LLND assessment, your trainer and assessor will let you know whether you are ready to enrol. There may be additional support available to assist you if needed.

Enrolment

Before you start your VET course, there are a few important steps to help make sure it's the right fit for you.

The RTO will check that you have the skills and knowledge needed to succeed in your chosen course, and make sure you understand what you'll be studying.

To help with this, they'll run information sessions at your school the year before you begin. You'll get a Student Handbook and course flyers to take home and share with your parents or carers.

How you'll get information

At the beginning of the school year, you'll learn more about your course through:

- Info sessions at school
- VET Student Handbook
- Course flyers
- Course guide and delivery schedule
- Interviews with your parents/carers and the trainer and assessor

Before You Enrol

If you're interested in a VET course, you will put in an **expression of interest** that you get from your school VET Coordinator. This form gives information to the school VET Coordinator and the trainer and assessor about what VET course you are interested in, and what they will need to know when considering accepting you as a student. If you don't have a copy of an expression of interest and would like one, please email us.

Once your expression of interest has been received, your school's VET Coordinator will help organise interviews with you and your trainer and assessor. This interview is so that you can ask questions and decide if the course is right for you. The trainer and assessor will also ask you some questions to be sure that the program is good fit.

Some of our programs have more people apply than we can safely train, because of the type of training involved in VET. When this happens, your expression of interest and your interview is how the trainer and assessor will choose which students are going to get to take part. They won't choose the students that have the best test scores, because these courses are about work skills. They will choose students who most want to work in the industry after school.

For other programs, where VET is part of your secondary school curriculum and everyone in your class is doing a program that has good skills for your community, your school will have done the expression of interest and interviews on your behalf.

After your interview, you will need to do the LLN test to help the RTO work out what supports you will need to learn and get a great outcome.

Once you've been accepted into your course, you'll get an enrolment email with all the details. Your trainer and assessor will meet with you to talk about the course and answer any questions.

Enrolling in Your Course

To officially start your VET journey, you'll need to fill out an enrolment form. If you're unsure how to complete it or need help, just ask your trainer and assessor—they're there to support you.

Unless you are 18, your parents will need to give permission for you to take part in VET training. It is a great opportunity, but you're learning real world skills in real work places, and for some industries there is a bit more risk. Your school VET Coordinator will work with your parents to get their permission, but if there is an issue you can always talk to the school, or talk to us.

USI

What is a USI and why do I need one?

Before you can start your VET learning journey, you'll need a Unique Student Identifier (USI). It's a special code made up of 10 letters and numbers, like this: 3AW88YH9U5.



Everyone in Australia that does VET training needs a USI, this is a government rule.

- You only need one USI for life—it stays with you even after school.
- It lets you see all your VET training records in one place.
- You'll need it to get your official qualification when you finish your course.

How to get your USI:

Go to the USI website and follow the steps to create your USI. You'll need some ID (like a Medicare card or passport) to set it up. <https://www.usi.gov.au/students>

What can you do with your USI?

Once you have a USI, you can:

- Log in to update your details
- View your training history from 2015 onwards
- Download your USI transcript to show employers or training providers
- Give permission to your RTO (training organisation) to access your records

What can your RTO do with your USI?

Your training organisation will:

- Collect and check your USI
- Use it to report your training results
- Keep your USI safe and private
- Help you create one if needed, and delete any personal info they used to do so

Credit Transfer

If you've already completed a VET unit or course at another training organisation, you might be able to get credit transfer—which means you won't have to repeat it.

To check, bring your Certificate, Statement of Attainment, or USI transcript to your trainer and assessor. They'll send it to the team who checks if the unit matches what's in your new course. If it does, you'll get credit and skip that part of the training. Credit transfer helps you save time and focus on learning new things.

Recognition of Prior Learning

RPL is a way to get recognised for skills and knowledge you've already learned—whether through school, part-time work, volunteering, hobbies, or life experience. If you already know how to do something that's part of your VET course, you might not need to learn it again.

To apply for RPL, talk to your trainer and assessor. They'll work with you, your VET Coordinator, and possibly your teachers to see if your experience matches the course requirements. You might be asked to show what you know through an interview, written answers, videos, or reports from people who've seen you use those skills.

If you think you've already learned something that's part of your course, don't be shy—bring it up! Your trainer and assessor can guide you through the RPL process and help you figure out what counts.

Timetables

As part of the enrolment pack, you will receive a delivery schedule. While the dates for delivery are preset, your trainer and assessor may have to rearrange some learning activities to be responsive to weather, cultural or community events or illness. It is important you attend every class as some units are required to be completed before others can be started.

Fees

While there are no Fees charges for VET in school, your schools may charge resource fees to assist in covering the costs for resources required for your course. This is up to the individual school.

Certification and issuing of Qualifications and Statements of Attainment

On completing your course, you will be issued a certificate. If you complete a full qualification, you will receive a National Qualification, if you complete a skillset, short course or a few units, you will be issued a Statement of Attainment.

The RTO is responsible for issuing students with the Australian Qualifications Framework (AQF) certification documentation within 30 calendar days of the final assessment being completed or when exiting the course to allow proof of competence to employers (or potential employers) and obtain any industry license or accreditation.

Legislation, Regulations and Standards

Even though our training is part of VET, there are lots of laws that help make sure everything runs smoothly and safely – for you, your trainer and assessors, and the community.

Here's a quick look at the main laws that apply to your training. Don't worry – you don't need to remember them all! We'll talk about the important ones during your induction, and you can always come back to this list if you're curious.

General Laws That Protect You

These laws help make sure everyone is treated fairly, safely, and respectfully:

- Education Act (NT) – Sets the rules for schools and education in the Northern Territory.
- Human Rights and Equal Opportunity Act – Protects your rights and ensures fair treatment.
- Information Act (NT) – Keeps your personal info safe and private.
- Racial Discrimination Act – Makes sure no one is treated unfairly because of their race.
- Anti-Discrimination Act (NT) – Protects against unfair treatment for many reasons.
- Employment and Training Act (NT) – Supports training and job opportunities.
- Copyright Act – Helps protect creative work and ideas.
- Work Health and Safety Act & Regulations – Makes sure your training environment is safe.

Education-Specific Laws

These laws help protect students and guide how schools and training work:

- Care and Protection of Children Act & Regulations – Ensures children are safe and supported.
- Education Act & Board of Studies Regulations (NT) – Sets rules for how education is delivered.

Training-Specific Laws

These laws are all about making sure your training is high-quality and meets national standards:

- National Vocational Education and Training Regulator Act – Sets the rules for RTOs like us.
- Fit and Proper Person Requirements – Ensures trainers and assessors and staff are trustworthy.
- Financial Viability Risk Assessment Requirements – Makes sure training providers are stable.
- Data Provision Requirements – Helps track training quality and outcomes.
- Unit-Specific Legislation – Some training units have their own rules too.

Access and Equity

Everyone deserves a fair chance to learn, and that's exactly what we aim to provide. We're committed to making sure all students have access to high-quality education and training. Our programs and facilities are designed to help as many students as possible take part and succeed. No matter your gender, culture, language, race, background, ability, age, or personal circumstances, we're here to support you.

Our staff use respectful and inclusive language to make sure everyone understands what's being taught and shared. They also follow access and equity principles in everything they do, from working with students to connecting with the community and each other. If something doesn't feel fair, you're encouraged to speak up. We're here to listen and help.

Student Support Services

Each school or skills centre offers its own tailored student support services to help you succeed in your VET journey. These may include access to tutors, homework centres, wellbeing programs, and other resources designed to support your learning and personal development.

As part of your enrolment pack, you'll receive detailed information about the specific services available at your school or learning hub. This will help you understand who to contact, what support is available, and how to access it throughout your course.

No matter where you're studying, we're committed to making sure you feel supported, included, and empowered to reach your goals.

Contacts

Contacts for your course are located in the course guide in your enrolment pack.

RTO contact details

Telephone

[08 8944 9231](tel:0889449231)

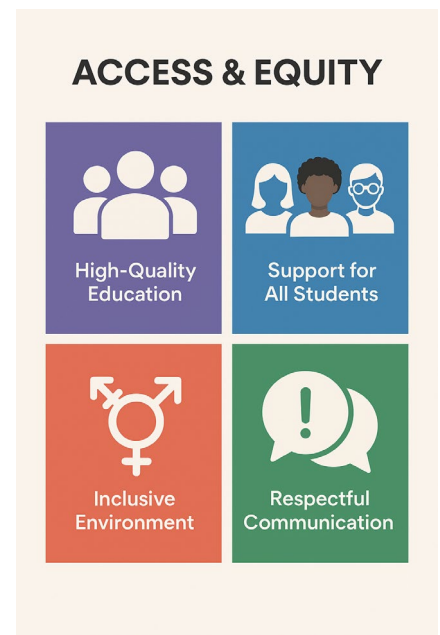
Email

rto.doe@education.nt.gov.au

Guidelines and Policies

All student related guidelines and policies are available on our website.

[Education RTO](#)



Support, counselling, welfare and guidance services

We know life can sometimes feel overwhelming – whether it’s school, training, friendships, or personal challenges. If you ever need support, here’s what to do:

Start with Your School Support System

Your school has counsellors and welfare officers who are there to help you. They understand your environment and can provide advice, guidance, and emotional support. Details about your school’s support services will be included in your enrolment pack.

Need More Help? Here Are Extra Services for Teens in the NT:

If you need more support or want to talk to someone outside school, these services are free and confidential:

- **Kids Helpline** – 24/7 phone and online counselling for ages 5–25.
1800 551 800 | kidshelpline.com.au
- **Headspace** – Mental health support for ages 12–25.
1800 650 890 | headspace.org.au
- **Beyond Blue** – Support for anxiety, stress, and depression.
1300 22 4636 | beyondblue.org.au
- **Lifeline** – 24/7 crisis support.
13 11 14 | lifeline.org.au
- **Territory FACES** – NT-based helpline for family and youth support.
1800 999 900 (Mon–Fri, 8am–4:21pm) | families.nt.gov.au

Why Reach Out?

Talking to someone can help you feel better, solve problems, and keep your training on track. These services are safe, confidential, and designed for young people like you.

Privacy and Confidentiality

When you enrol in a VET course, we need some personal details – like what you put on your enrolment form and your training activity. This is because the law says we must share certain info with the National Centre for Vocational Education Research (NCVER). They use it to make training better for everyone.

Your details might be shared with:

- Your school
- Government departments and authorised agencies
- NCVER

Your info helps with:

- Issuing your qualification and creating your official VET transcript
- Research and surveys to improve training
- Understanding how VET works for planning and policy
- Running and monitoring VET programs

Surveys and Student feedback

At any time you can provide feedback to the RTO by using the QR code on this page.

Your trainer and assessor will also collect feedback during your course.

You might get a survey from NCVET about your training experience. It's your choice – you can opt out anytime.



Work Health and Safety

The RTO has obligations under the *Work Health and Safety (National Uniform Legislation) Act 2011* to ensure the health and safety of all persons who may be affected by its operations and activities.

Students have obligations under the *Work Health and Safety (National Uniform Legislation) Act* whilst participating in training. These obligations will be outlined during their induction sessions and also at commencement of their training. For training in specific industry areas, workplace health and safety hazards will be incorporated into the training program.

Complaints and Appeals

We want your training experience to be positive. If something isn't right, you have the right to speak up.

How to Make a Complaint

- Talk to your trainer and assessor first – most issues can be sorted quickly.
- You can bring a support person if you want.
- If it's not resolved, the issue goes to the RTO Continuous Improvement Senior Advisor. You'll be told what happens next and when to expect a reply.
- You can also email: rto.doe@education.nt.gov.au

More details: [Procedures and guidelines](#) | Education RTO (nt.gov.au)

Appeals Against Assessment

Not happy with an assessment result?

- You have 30 days to lodge an appeal.
 - We'll acknowledge your request within 10 business days.
 - If it takes more than 60 days, we'll keep you updated.
- Start by talking to your trainer and assessor. If you're still not satisfied, email rto.doe@education.nt.gov.au

Still Unhappy?

You can write to the Chief Executive Officer explaining the issue and what you'd like done. Full details are in the Complaints and Appeals Procedure at the link above.

Student Records

All students will have access to their personal records retained by the RTO under the *Information Act* by going through the RTO's *Record Management System*.

Student code of conduct

Your Student Code of Conduct is attached at the back of the handbook – please read it and sign it when you're ready.

Behaviour Management Procedure

Our RTO is part of the Northern Territory Department of Education and Training, and we're committed to making sure every student has the right to learn in a safe, supportive, and positive environment. The Behaviour Management Policy exists to help everyone enjoy quality training without disruptions.

What's Unacceptable?

Unacceptable behaviour is anything that puts you, your classmates, or your trainer and assessor at risk or stops others from learning. Bullying, aggression, and violence have no place here.

The following behaviours **will not be tolerated**:

- Assault or physical harm
- Verbal abuse
- Discrimination
- Sexual harassment
- Damaging property (breaking, defacing, or destroying)
- Using or possessing drugs or alcohol
- Possessing or using weapons
- Stealing
- Obscene or offensive acts

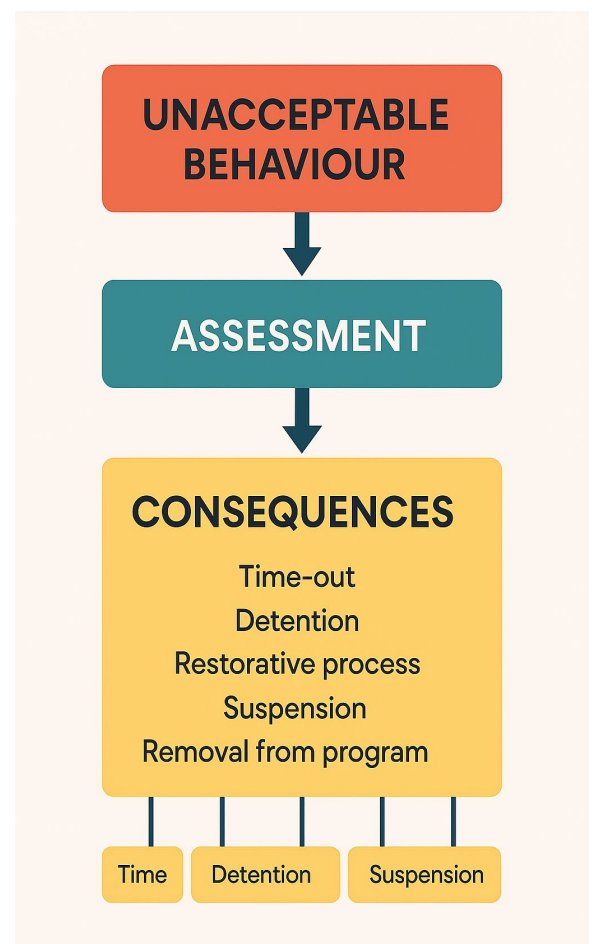
What Happens If Rules Are Broken?

If unacceptable behaviour occurs, there will be consequences. This means taking responsibility for your actions. Our goal is to keep everyone safe and learning.

Possible consequences include:

- Time-out strategies
- Loss of privileges
- Detention
- Restorative processes (making things right)
- Written warnings
- Contacting parents
- Suspension or removal from the program
- Police involvement (for serious incidents)

Decisions about consequences are made by your trainer and assessor, Senior VET Advisor, RTO Manager, and school Principal.



Mobile Phones

We know mobile phones are part of everyday life, but during training, they need to be used responsibly. While you're in class, phone use must follow the Department of Education and Training's Mobile Phones and Electronic Devices in the School Environment policy and your school's own rules.

MOBILE PHONES IN CLASS



Phones should be put away during lessons unless your trainer says otherwise.

Sometimes, you might need your phone for an activity or assessment— if that happens, your trainer will let you know.



- Phones should be put away during lessons unless your trainer and assessor says otherwise.
- Sometimes, you might need your phone for an activity or assessment – if that happens, your trainer and assessor will let you know.

Keeping phones out of the way helps everyone stay focused and makes learning easier for you and your classmates

[Mobile Phones and Devices Policy](#) – Helps keep learning focused and respectful.

Student Code of Conduct

Course Start Date (DD/MM/YYYY): ___ / ___ / _____

As a student of RTO, you're here to build skills for life and work. To make sure everyone has a safe, respectful, and productive experience, we ask you to follow this Code of Conduct. This agreement outlines your commitments as a VET student, and our agreements as an RTO to make sure your VET experience is successful and safe.

My Commitment as a Student

By signing this, I, _____ agree to follow these expectations during my time at the RTO:

1. Respect Others

- I will treat trainers, staff, and fellow students with kindness and respect.
- I will listen when others are speaking and make sure everyone gets a turn during group work.
- I will not use offensive language, bully, or put others down.

2. Be Prepared

- I will arrive on time and ready to learn.
- I will wear appropriate clothing and footwear (e.g., closed-toe shoes) and be ready to work.
- I will not bring or use alcohol, drugs, or cigarettes at the training site.

3. Try My Best

- I will give my best effort in all activities and tasks.
- I will ask for help when I need it.
- I will complete tasks and clean up after myself.

4. Stay Safe

- I will follow safety instructions and use equipment properly.
- I will report any unsafe situations to a trainer or staff member.
- I will avoid physical conflict or unsafe behaviour.

5. Work as a Team

- I will cooperate with others, even if we have different opinions.
- I will share tools and space fairly.
- I will keep my phone off or on silent during lessons unless told otherwise.

6. Take Responsibility

- I will own up to my mistakes and work to fix them.
- I will follow instructions from trainers and staff.
- I will respect RTO property and equipment.

What I Can Expect from the RTO

As a student, I can expect the RTO to:

- Provide a safe, inclusive, and respectful learning environment.
- Offer support from qualified trainers and staff.
- Deliver clear instructions and fair assessments.
- Listen to my concerns and help me succeed.
- Treat me fairly and with respect, regardless of my background.
- Keep my personal information private and secure.

If the RTO doesn't meet my expectations, I can speak to the RTO, talk to my school, or talk to my parents.

Consequences for Not Following the Code

We want you to succeed, but breaking the rules may lead to:

- **First Time:** A verbal reminder and a chance to correct the behaviour.
- **Second Time:** A meeting with the coordinator and possible suspension from a session.
- **Third Time:** Removal from the course. Serious issues (e.g., violence, theft, drugs) may result in immediate removal with no warnings.

If the RTO or your trainer and assessor doesn't follow the code, they get consequences too.

Agreement			
<i>I understand the expectations and agree to follow them to make this a positive experience for everyone.</i>			
Student Signature:		Date:	
Parent/Guardian Signature (if under 18):		Date:	
Trainer and Assessor Signature:		Date:	