



Guidelines for Stages 5 and 6 Board Endorsed VET Courses

Applying for a new course

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1 What are Stages 5 and 6 Board Endorsed VET courses?

Stages 5 and 6 Board Endorsed Vocational Education and Training courses (VET BECs) are courses based on national industry Training Packages that are endorsed by the Board of Studies, Teaching and Educational Standards NSW (BOSTES) for inclusion as an elective in Year 9 or 10 (Stage 5) or in the Higher School Certificate (HSC) (Stage 6).

The BOSTES will only endorse a new VET course for inclusion in Stage 5 or Stage 6 where the need for the course cannot be met from the wide range of VET courses already offered by BOSTES. These include the Stage 6 Board Developed VET [Industry Curriculum Framework courses](#) and existing [Stage 5](#) and [Stage 6](#) VET BECs.

Industry Curriculum Framework (ICF) syllabuses and course descriptions for existing VET BECs are available on the Vocational Education page of the BOSTES website:

- ICFs – www.boardofstudies.nsw.edu.au/voc_ed/industry-curriculum-frameworks.html
- Stage 6 VET BECs – www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html
- Stage 5 VET BECs – www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html

VET BEC applications for Years 9 and 10 (Stage 5) must describe:

- the course structure proposed for endorsement – for example, a 100-hour course
- the AQF VET qualification outcome – these are at a lower level than those contained in Stage 6 HSC VET courses
- the course requirements for the course structure proposed, including:
 - mandatory and elective units of competency – would generally not include units of competency contained in Stage 6 HSC VET courses
 - project and work-based learning requirements.

Applicants should refer to the [Guidelines for access to Vocational Education and Training \(VET\) courses by students in Years 9 and 10](#) prior to completing an application for a new Stage 5 VET BEC.

VET BEC applications for the HSC (Stage 6) must describe:

- the course structure(s) proposed for endorsement – for example, 120 HSC indicative hours (2 HSC credit units) or 240 HSC indicative hours (4 HSC credit units)
- the AQF VET qualification outcome(s)
- the course requirements for each course structure proposed, including:
 - mandatory and elective units of competency, and
 - work placement requirements.

2 Establishing a rationale

The rationale for a VET BEC **must** clearly explain why the needs of students cannot be met by an existing course. The rationale must also explain:

- how the course aligns with industry training needs
- the employment opportunities aligned to the course
- the pathways and credit transfer available to post-school AQF VET qualifications
- the evidence of student interest in the course.

Schools may also need to discuss their proposal with a VET consultant or coordinator in their school system and/or a vocational education project officer at BOSTES (phone 02 9367 8310).

3 Applications for endorsement

Applications for a NEW Stage 5 or 6 VET BEC are to be submitted using the following form:

- [*Application for a NEW Stage 5 or 6 Board Endorsed VET Course*](#)

If the course is planned for **school-based apprenticeships or traineeships**, applications for a NEW Stage 6 VET BEC are to be submitted using the following form:

- [*Stage 6 Application for a NEW Board Endorsed VET Course for school-based apprentices/trainees*](#)

To be processed, an application **must include** all required signatures and supporting documentation. **Incomplete applications will be returned** to the school and/or school system.

Applications need to be submitted by the [closing dates](#) in order to have the course endorsed and ready for student entries in the following school year. Information regarding closing dates is provided on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html

4 Application process

School systems – NSW Department of Education (DoE) and Catholic Diocesan Offices – are responsible for quality assurance for VET courses in their schools. For this reason, course proposals need to be **submitted via the relevant school system**.

Proposals supported by the school system will be forwarded to BOSTES for consideration.

For **NSW DoE schools**, applications are to be sent to their:

- Senior Pathways Advisor/Officer
- Senior Pathways Advisors/Officers should send the application to:

Leader, VET for Secondary Students
NSW Department of Education
Secondary Education
Level 3, 1 Oxford Street
Darlinghurst NSW 2010

seniorpathways@det.nsw.edu.au

If the course is planned for **school-based apprentices or trainees**, Senior Pathways Advisors/ Officers should send the application to:

Manager, School Based Apprenticeships and Traineeships
NSW Department of Education
Secondary Education
Level 3, 1 Oxford Street
Darlinghurst NSW 2010

seniorpathways@det.nsw.edu.au

For **Catholic systemic schools and Catholic non-systemic schools linking to the Diocesan Education Office as their RTO**, applications are to be sent to their:

- Diocesan RTO Manager/VET Advisor

For **other Catholic schools and Independent schools**, applications are to be sent directly to:

Principal Project Officer, Vocational Education
Board of Studies, Teaching and Educational Standards NSW
GPO Box 5300
Sydney NSW 2001

Fax: (02) 9367 8476

vet@bostes.nsw.edu.au

5 Criteria for the endorsement of Board Endorsed VET courses

VET BEC proposals are assessed by a **Board Endorsement Panel** for endorsement against the following criteria. These criteria should be considered when designing VET course proposals.

Course proposal applications must include sufficient explicit information to allow the Board Endorsement Panel to assess the course proposal against the following criteria.

- 1 Identified student needs cannot be met by an existing BOSTES course. The course does not duplicate or substantially overlap an existing VET course.
- 2 The course is based on a national industry Training Package where this exists and consists of units of competency drawn from the relevant Training Package.
- 3 In industry areas where a Training Package is not available, the course is based on a VET accredited course.
- 4 The course provides clearly defined pathways to AQF VET qualification(s) under the Australian Qualifications Framework.
- 5 The course accords with broad industry training needs and relates to an industry or industry sector, not to a specific enterprise. It has been developed with industry consultation and addresses demonstrated employment opportunities, student demand and sustainability.
- 6 Explicit course structure(s) are provided, identifying the course requirements including mandatory and elective units of competency and indicative hours appropriate for Stage 5/ HSC unit credit.
- 7 A component of work placement appropriate to the industry and course outcomes is specified.
- 8 The course incorporates a competency-based approach to assessment.
- 9 The qualification is included in the scope of registration of the delivering Registered Training Organisation (RTO).
- 10 The application must provide evidence of support by the relevant school system (if appropriate).