Schools Online (Administration) entries for students in Years 9 and 10 undertaking VET courses

**School Certificate VET Board Endorsed Course entries**

All students undertaking a School Certificate VET Board Endorsed Course should be entered in the relevant course via Schools Online (Administration) in the calendar year in which they undertake the course.

Students should always be entered as a ‘School Certificate’ entry. This applies to students doing the course in either Year 9 or Year 10.

- **Year 10 students**
  
  Year 10 students should be entered as a School Certificate enrolment in the course in the usual manner.

- **Year 9 students**
  
  To enrol a Year 9 student doing a School Certificate VET Board Endorsed Course schools should complete the following steps:
  1. Add a student enrolment, select School Certificate and click on ‘new’ student.
  2. When adding the student’s enrolment indicate that the student does not expect to complete the School Certificate program this year.
  3. Enter the student in the course in the usual manner.

All student entries should be completed in accordance with the [School Certificate event timetable](#) available on the Board’s website.

**BOS course numbers**

BOS course numbers can be found in the respective [School Certificate VET Board Endorsed Course description](#) available on the Board’s website.

Note: schools must ensure that they have endorsement to offer a School Certificate VET Board Endorsed Course before students begin study in the course. If schools have any queries they should contact the VET unit on (02) 9367 8310.

**Qualification and unit of competency entries**

Qualification and unit of competency entries and outcomes need to be completed in accordance with the [School Certificate event timetable](#) available on the Board’s website.

**Credentialling**

At the end of the course the student will receive VET credentials from the RTO and a School Certificate Record of Achievement listing the course.
## Early commencement of Stage 6 VET course entries

All students in Years 9 and 10 undertaking early commencement of a Stage 6 VET course should be entered in the relevant course via Schools Online (Administration) in each calendar year in which they undertake the course.

Students should be entered as a ‘Preliminary’ entry for students commencing the course or as an ‘HSC’ entry for continuing students.

- **Year 10 student entries**
  
  To enrol a Year 10 student doing early commencement of a Stage 6 VET course schools should complete the following steps:
  
  1. Add a student enrolment, select HSC (Preliminary) or Higher School Certificate (use the student number already allocated to the student).
  2. Enter the student in the appropriate course number in the usual manner.

  The student will have two enrolments – their School Certificate enrolment and their Preliminary or HSC VET enrolment.

- **Year 9 student entries**
  
  To enrol a Year 9 student doing early commencement of a Stage 6 VET course schools should complete the following steps:
  
  1. Add a student enrolment, select HSC (Preliminary) and click on ‘new’ student.
  2. Enter the student in the appropriate Preliminary course number in the usual manner.

  Remember to use the student number allocated for all future enrolments.

All student entries should be completed in accordance with the Preliminary or HSC Event Timetable available on the Board’s website.

## HSC: All My Own Work

All students undertaking a Stage 6 VET course must complete the HSC: All My Own Work program (or its equivalent) before the school submits students’ Preliminary course entries. This includes all students in Years 9 and 10 undertaking early commencement of a Stage 6 VET course.

Principals are required to certify students’ completion of the HSC: All My Own Work program (or its equivalent) via Schools Online (Administration). Refer to the Preliminary Event Timetable for the date that certification must be completed by.

## BOS course numbers and pattern of study

Students should be entered in the appropriate course number that reflects the pattern of study for the calendar year. For example, if a student is undertaking early commencement of a 240 indicative hour course over two years they should be entered in the 2 units x 2 years course number. If they were only undertaking a 120-hour course they should be entered in the 2 units x 1 year course number.

- **Industry Curriculum Framework** BOS course numbers can be found on the Board’s website
- **Stage 6 VET Board Endorsed Course** BOS course numbers can be found in the course description available on the Board’s website

Note: schools must apply for endorsement to offer a Stage 6 VET Board Endorsed Course before students begin study in the course. Further details are available on the Board’s website.
Optional HSC examination

Students who have completed the course requirements of an Industry Curriculum Framework 240 indicative hour course are eligible to undertake the optional HSC examination. For some students this may be at the end of Year 10.

Eligible students who elect to undertake the optional HSC examination must be entered in the optional HSC examination BOS course number in the year in which they will complete the 240-hour course requirements and sit the exam.

An estimated examination mark must be submitted for these students via Schools Online (Administration) in accordance with the HSC event timetable.

Credentialling

At the end of the course the student will receive the VET credentials from the RTO and an HSC Record of Achievement listing the course.