



Australian Government  
Department of Education and Training

real skills for  
real careers



# FACT SHEET

# VET GLOSSARY

Commonly used terms in the Australian vocational education and training (VET) system:

#### Accredited course

A structured sequence of vocational education and training that has been accredited by a course accrediting agency and that leads to an AQF qualification or statement of attainment.

#### Accredited module

A group of learning outcomes at a given level of knowledge, developed specifically for inclusion in an accredited course. Modules can only be developed if a course has no clear occupational or vocational outcomes, and if it is not possible to develop enterprise units of competency.

#### AQF qualification

A qualification recognised within the Australian Qualifications Framework (AQF). When endorsed as part of a training package or accredited within a course, AQF qualifications are created by packaging units of competency into meaningful groups aligned to a relevant AQF level and qualification type.

#### Assessment

The process of collecting evidence and making judgements about whether a person has achieved competency, to confirm they can perform to the standard required in the workplace (as specified in a unit of competency or accredited module).

#### Australian Apprenticeships

Often referred to as apprenticeships or traineeships, Australian Apprenticeships provide opportunities to train, study and earn an income in a wide range of occupations and trades. They are available at all qualification levels up to Advanced Diploma, and they provide nationally recognised training that has been developed by industry *for industry*.

#### Australian Apprenticeship Support Network (AASN)

The Department of Education and Training contracts AASN providers to deliver a range of support services to employers and Australian Apprentices from around 400 locations nationally.



### Australian Industry and Skills Committee (AISC)

Advises the Australian Government on the training needs of industry. Ensures industry has a formal voice in the Australian VET system, and provides leadership in the design and approval of national qualifications.

### Australian Qualifications Framework (AQF)

The national policy for regulated qualifications in Australia. Incorporates qualifications from each education sector – schools, vocational education and training (VET) and higher education – into a single comprehensive framework.

### Australian school-based apprenticeship

Undertaken part-time while a student is at school. It provides students with hands-on industry experience and the ability to work towards (or complete) a nationally recognised qualification while they complete their Senior Secondary Certificate of Education.

### Australian Skills Quality Authority (ASQA)

National regulator for Australia's VET system. Responsible for regulating training organisations and accrediting courses in the Australian Capital Territory, New South Wales, Northern Territory, Queensland, South Australia and Tasmania. Also responsible for regulating training organisations that offer courses to overseas students studying in Australia on student visas.

### Australian Training Awards

Peak national awards for the VET sector, recognising individuals, businesses and RTOs for their contribution to skilling Australia.

### Companion volume

A quality assured, non-endorsed component of a training package that provides implementation guidance to RTOs.

### Competency-based training

A method of training that focuses on a learner's ability to receive, respond to and process information in order to achieve competency. It is geared to the attainment and demonstration of skills to meet industry-defined standards, rather than to a learner's achievement relative to that of others.

### Enterprise unit of competency

A unit of competency developed specifically for inclusion in an accredited course to meet a vocational, education or community need that is not covered by a training package unit of competency.

### Foundation skills

A combination of language, literacy and numeracy (LLN) skills and employability skills. Fundamental to a person's participation in the workplace, the community and in education and training.

### Group Training Organisation

Group Training Organisations (GTOs) offer an alternative to traditional Employer/Apprentice arrangements. Group Training Organisations employ apprentices and trainees under a National Training Contract and place them with host employers sometimes on a rotating basis for greater breadth of experience.

### Industry Reference Committee (IRC)

Oversee the development and review of training packages. Advise the AISC on the skill needs of their respective industry sectors.

### Integrated assessment

The simultaneous assessment of two or more related units of competency. An efficient and authentic evidence gathering process, because it more closely reflects the real nature of work. Also known as holistic assessment.

### Living Away from Home Allowance

Offered by the Australian Government to help eligible Australian Apprentices during their first three years of training if they have to move away from their parent's or guardian's home in order to take up (or remain in) their apprenticeship or traineeship.

### My Skills

The national directory of VET courses and training providers. Allows users to search for and compare VET courses and training providers. The website can be accessed at <https://www.myskills.gov.au/>.

### National Apprenticeships Employer Network

The National Apprentice Employment Network (NAEN) is the national association representing group training organisations (GTOs), Australia's largest employer network of apprentices and trainees.

### National Register of VET

The national register of training packages, qualifications, units of competency, accredited courses, skill sets and RTOs, including each RTO's scope of registration. The website can be accessed at <https://training.gov.au/Home/Tga>.

### National training record

A secure online record of a student's accumulated training activity in a single location. Can only be accessed by the student's USI.

### Off-the-job learning

Learning that occurs away from the work process. Includes classroom learning, online learning and distance learning.

### Reasonable adjustments

Measures or actions that are made to ensure equity in the assessment process. An assessment can be adjusted to accommodate the needs of an individual learner, such as providing an oral rather than a written assessment, but the rigour of the assessment process cannot be compromised.

### Recognition of prior learning (RPL)

An assessment process that assesses a person's formal, non-formal and informal learning to determine the extent to which they have met the requirements specified in a unit of competency or accredited module without the need to undertake a structured learning program.

### Registered training organisation (RTO)

An organisation that has been registered by an independent statutory agency to deliver and assess nationally recognised training, and issue nationally recognised qualifications, in accordance with relevant VET quality standards.

### Scope of registration

The total number of qualifications, accredited courses and units of competency that an RTO has been registered to deliver and assess. Recorded on the National Register of VET.

### Skill set

One or more endorsed units of competency that have been packaged together to address a defined industry need or specific licensing/regulatory requirement. Skill sets are not qualifications.

### Skills Service Organisation (SSO)

Independent organisations that support IRCs to develop and review training packages. Funded by the Australian Government.

### Statement of attainment

Issued to students who successfully complete one or more (but not all) units from an AQF qualification or accredited course. Also issued to students who successfully complete industry-recognised skill sets.

### Subsidised training

This occurs when approved RTOs are funded by state and territory governments to reduce the tuition fees associated with specific VET courses.

### Support materials

Developed to complement the delivery and assessment of VET. Can be print-based, auditory, visual and virtual in format, and are typically developed for learners, trainers and assessors.

### Trade Support Loans

Offered by the Australian Government to help eligible Australian Apprentices with the everyday costs of living and learning while they undertake an apprenticeship.

### Training Accreditation Council (TAC) Western Australia

Regulatory body for VET in Western Australia. Responsible for regulating RTOs that deliver training to domestic students in Western Australia only. Also responsible for accrediting courses, but only if the course owner is an RTO registered by TAC.

### Training package

A set of nationally endorsed units of competency and qualifications for recognising and assessing people's skills in a specific industry, industry sector or enterprise.

### Unique Student Identifier (USI)

A randomly generated reference number made up of ten numbers and/or letters that a student uses to access their national training record. It is free, can be created online and remains with the student for life.

### Unit of competency

The specification of the standards of performance required in the workplace. Units of competency are the building blocks of AQF qualifications in the Australian VET system.

### USI Transcript

When printed, a student's national training record becomes a USI Transcript, which they can use for job applications or when enrolling into further training. USI Transcripts do not replace the qualifications issued by RTOs, but they are a valuable supplement to these documents, especially when a student's training activity accumulates over time.

### VET Student Loans

Offered by the Australian Government to help eligible students pay their tuition fees for approved VET courses at diploma level and above.

### National Apprenticeships Employer Network

The National Apprentice Employment Network (NAEN) is the national association representing group training organisations (GTOs), Australia's largest employer network of apprentices and trainees.

### Victorian Registration & Qualifications Authority (VRQA)

Regulatory body for VET in Victoria. Responsible for regulating RTOs that deliver training to domestic students in Victoria only. Also responsible for accrediting courses, but only if the course is owned by the Victorian Government, or if the course owner is an RTO registered by VRQA.

### Vocational education and training (VET)

A tertiary education pathway that enables individuals to gain qualifications for employment. Designed to deliver workplace-specific skills and knowledge-based competencies in a wide range of occupations.

### Vocational learning

Delivered within the broader secondary school curriculum. Helps secondary students explore the world of work, identify career pathways and build career development skills. Provides opportunities for students to 'taste' the world of work by spending time in a real or simulated workplace.

### Work-based learning

Learning that occurs in real work environments through participation in authentic work activities and interactions. Also known as on-the-job learning.

### WorldSkills Australia

A social enterprise that provides young Australians with an opportunity to boost their workplace skills, benchmark themselves against their industry peers and fast track their careers.

# I WILL SUCCEED MY WAY.

There are many  
ways to succeed.  
Do it your way  
with Vocational  
Education  
and Training.

