



VOCATIONAL EDUCATION and TRAINING POLICY

POLICY

This policy outlines the purpose of Vocational Education and Training (VET) delivered to school students (VDSS), the ways schools may offer VET to school students and how VDSS funding is allocated.

To offer VET, schools often enter into arrangements with external, private (RTO) providers to deliver VET.

RATIONALE

Thomastown Secondary College offers students a range of pathways including access to VET (Vocational Education and Training) both within the local VET network (Northern Melbourne VET Cluster) and when necessary, beyond this network with other external providers offering programs with a focus on targeted training.

The program ensures the training is subsidised by government and flexible enough to adapt to the changing labour markets and aims for students to be more responsive to the changing labour market.

It ensures that the needs of the individual student are met through the system and the students are supported to gain both the VCE and an approved VCAA VET qualification.

DETAILS

VET provides sufficient flexibility to offer a broad range of teaching, learning and assessment styles in settings that require adult motivation and attitudes. VET is characterised by a high level of practical learning which relates to the working environment.

There are a number of advantages of completing a VET course of study/Certificate:

- Students get a nationally recognised qualification based on skill development and assessed as units of competency.
- Undertaking VET while at school allows students to mix general and vocational education and to make a start on training for a career before they leave school.
- Students receive practical application of industry knowledge and valuable experience in industry . It allows students to work towards qualifications for all types of employment and gain sector-specific skills to help them in the workplace.
- It can help students secure a part time job whilst they continue to study or can assist them in obtaining full time employment when upon completion of VCE.
- Students gain credits towards further study in the future achievement of learning outcomes
- Assessment of certificate is competency based.

The VET units are an integral part of a student's VCE program, providing full credit for each semester's work of at least one unit at Certificate I, II or III, IV level.

The student's VET qualification contributes to the completion of the student's VCE and some

certificates contribute towards the student's ATAR score.

Some certificates offer an examination which is held during the VCE examination period and provide a study score, while other certificates provide block credit which may be used to enhance the student's ATAR score.

Summary/Implementation

Schools have primary responsibility for the delivery of senior secondary curriculum to their enrolled students. Where external providers are used the following guidelines will apply:

- To offer VET programs, schools must enter into contractual arrangements with Registered Training Organisations (RTOs), including TAFE institutes, if the school is not a registered RTO themselves, or if the school is a registered RTO but is not registered to provide the particular program it is seeking to offer.
- All government schools entering into arrangements with RTOs must have a valid, signed contract or agreement with the RTO for the delivery of VET programs. For department policy and information on engaging RTOs to deliver VET programs refer to: [Purchasing Secondary Courses and Vocational Training from External Providers](#).

For department policy and information on school-based and part-time apprenticeships and traineeships refer to: [School Based Apprenticeships and Traineeships](#)

Schools are encouraged to support students to access the VET certificates within the VDSS Core Offering, a set of 12 pathways comprised of 41 VET certificates that reflect student interests, areas of industry need and jobs growth. For more information about the VDSS Core Offering refer to the Guidance tab.

FUNDING

The primary source of funding for VDSS is through the Student Resource Package (SRP) provided to schools.

Government schools are also provided with targeted VET funding to support the higher cost of provision in this area.

- funding bands for VET materials costs allocated per VET certificate enrolment per year
- a small-scale adjustment to offset VDSS costs for schools with low total enrolment numbers.

VET materials funding is incorporated into the SRP. This funding will help to address the cost barrier for essential learning materials for VET studies.

VET materials are items required for the provision of a VET program that are necessarily consumed or transformed by students as part of training or assessment requirements.

The funding of VET materials aims to allow government schools to support VET selection based on a student's strengths and interests, without the barrier of financial constraints.

The new approach to VET materials funding consists of 2 funding bands based on analysis of market costs. Certificates are placed into either a high-cost materials funding band or a low-cost materials funding band.

Where parents choose to purchase additional or alternate items from those provided or recommended by the school or provider, they may do so at their own expense. Items to be retained by the student will be required to be purchased independently by the students or their families.

Supervision and safety

Student responsibility

Students are expected to meet the costs of all materials, travel to venues and administrative fees charged by training organisations and others. Studying a VET certificate is generally more expensive than studying standard VCE or VCAL units. Schools often need to contract in the services of outside training providers and specialised equipment. Government funding rarely covers the full cost of these courses.

Students are expected to organise their own transport to and from the VET Host School and they must sign out at the Office before leaving the school premises. Generally VET Classes are timetabled on the suitably nominated day, should a program run outside this time students are required to return to the College, sign in at the Office, and complete missed course work on the particular afternoon in accordance with the school's outlined procedure.

School responsibility

School staff owe a duty of care in relation to their students. The VET Co Ordinator is responsible for liaising with the RTOs and takes active and reasonable steps to reduce risks of reasonably foreseeable injury to their students.

These steps will include:

- when engaging an RTO to provide a VET qualification and/or units of competency to students, the school principal must undertake due diligence and enquiries to ensure that the provider will deliver a suitable and quality program and has systems, policies, procedures and safeguards in place to ensure students are safe and supported while undertaking the VET qualification and/or units of competency.

This includes ensuring that the RTO

- is properly registered with the VRQA or ASQA and the VET qualification and/or units of competency is on their scope of registration
 - can provide a suitable and safe premises for students and an adequate supervision of students
 - has obtained Working With Children Checks for staff that will be supervising students-
 - implements strategies to prevent workplace discrimination, harassment and bullying
 - can appropriately manage student disabilities, medical needs (having been provided by the school with student medical and treatment information) and welfare issues
 - has appropriate emergency management plans and procedures in place
- ensuring that the RTO signs a standard Contract or Agreement
 - ensuring that the RTO provides appropriate preparation for students prior to the commencement of the VET qualification and/or units of competency (e.g. requiring that students undertake relevant Occupational Health and Safety training)
 - implementing strategies to ensure that school staff can identify and address any incidents or issues that may arise while a student is undertaking the VET qualification and/or units of competency. This should include:
 - regularly checking in with students as to the progress of the VET qualification and/or units of competency and asking if they have any particular concerns

- nominating a school staff member/s for the student to contact regarding any issues the student may experience with their VET qualification and/or units of competency
- providing pastoral care and supports to address issues that may arise while undertaking the VET qualification and/or units of competency

• schools should also have a clear understanding of financial requirements and internal delivery of core responsibilities that continue (e.g. reporting, attendance, records management etc).

Offsite Supervision Policy (VET)

RTO responsibilities

The RTO must:

- provide a safe place of training
- provide supervision of the student consistent with the RTO code of conduct
- ensure it understands and complies with its obligations under the Contracts and Agreements
- provide the student with information and support about the training requirements being undertaken
- ensure all trainers providing training services to the school have undertaken a satisfactory police records check and a satisfactory Working With Children Check under the Worker Screening Act 2020 (Vic), unless the RTO is satisfied that such person is exempt under the Act from a check
 - ensure all trainers comply with the requirements under the standards for RTOs registered with VRQA or ASQA
- report any student absences to the school in the first hour of training delivery or as agreed between the parties

Further information

Queries regarding the reimbursement request process should be directed to the VDSS Funding Unit at: vet.secondary@education.vic.gov.au

For any queries on access to the STFG portal, please email schools.targeted.funding.governance@education.vic.gov.au

Related policies

- [Career Education Funding \(Reference 91 of the Student Resource Package Guide\)](#)
- [Parent Payments](#)
- [Purchasing Secondary Courses and Vocational Training from External Providers](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Student Dress Code](#)
- [Student Resource Package – Targeted Initiatives](#)
- [VCE Vocational Major and VPC Contracts](#)
- [Work Experience](#)

Relevant legislation

- [Education and Training Reform Act 2006 \(Vic\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	Community consultation via College website – ongoing Leadership Team Consultation with School Council 8 th June
Approved by	Principal
Next scheduled review date	June 2025