

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Federation University VETiS Program Coordinators are required to use this checklist in December of each year in preparation for delivery of auspice arrangements for each Secondary School program.</li> <li>A compulsory meeting between Federation University and each participating Secondary School.</li> <li>This checklist must be signed off by the relevant Federation University Associate Director/ Deputy Dean and returned to the Industry Skills Centre VETiS Coordinator no later than 22<sup>nd</sup> December of the year prior to commencement.</li> </ul>  |  |
| Name of Secondary School/College:   |  |
| School VETiS teacher:   |  |
| Date of meeting:  |  |
| Proposed VETiS qualification name and code:   |  |
| Name of Federation University VETiS Program Coordinator   |  |
| <b>Documentation required for this meeting:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of the <i>VETiS Proposals</i> for your program provided by the Coordinator, VETiS and School-based Apprenticeship Training.</li> <li><input type="checkbox"/> Enrolment forms for following year – paper based or electronic copy</li> <li><input type="checkbox"/> <i>VETiS results timeline</i> (to be collected and retained by you at this meeting for the following years program)</li> </ul>   |  |
| <b>Check the following are listed correctly on the VETiS proposal:</b> <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> National course code</li> <li style="width: 50%;"><input type="checkbox"/> Nominal hours</li> <li style="width: 50%;"><input type="checkbox"/> Unit codes</li> <li style="width: 50%;"><input type="checkbox"/> Unit names</li> </ul> <p>VCAA latest update for your program should be checked for any changes or impending changes to units.</p> <p><a href="http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx">http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx</a></p> <b>Check that the teacher has templates of the following:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>FedUni Assessment tool</i> for units of delivery</li> <li><input type="checkbox"/> Cumulative Assessment Record</li> <li><input type="checkbox"/> <i>VETiS Attendance sheets</i> electronic version</li> <li><input type="checkbox"/> <i>VETiS results timeline</i></li> </ul> |  |
| <b>Comments:</b><br><br>  |  |
| <b>Signature:</b><br>Federation University VETiS Programme<br>Coordinator:<br>Date:   | <b>Associate Director/ Deputy Dean:</b><br>Date: |