- 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.
- A compulsory meeting between Federation University and each participating Secondary School.
- 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 22nd December of the year prior to commencement.

<table>
<thead>
<tr>
<th>Name of Secondary School/College:</th>
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<tbody>
<tr>
<td>School VETiS teacher:</td>
<td></td>
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<tr>
<td>Date of meeting:</td>
<td></td>
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<tr>
<td>Proposed VETiS qualification name and code:</td>
<td></td>
</tr>
<tr>
<td>Name of Federation University VETiS Program Coordinator</td>
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</tbody>
</table>

**Documentation required for this meeting:**
- A copy of the VETiS Proposals for your program provided by the Coordinator, VETiS and School-based Apprenticeship Training.
- Enrolment forms for following year – paper based or electronic copy
- VETiS results timeline (to be collected and retained by you at this meeting for the following years program)

**Check the following are listed correctly on the VETiS proposal:**
- National course code
- Unit codes
- Nominal hours
- Unit names

VCAA latest update for your program should be checked for any changes or impending changes to units.


**Check that the teacher has templates of the following:**
- FedUni Assessment tool for units of delivery
- Cumulative Assessment Record
- VETiS Attendance sheets electronic version
- VETiS results timeline

**Comments:**

| Signature: Federation University VETiS Programme Coordinator: Date: | Associate Director/ Deputy Dean: Date: |