

# Vocational Education and Training in Schools Course Development and Delivery Procedure

*Policy Code: LT1044*

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## Purpose

This procedure describes the University process for the establishment and delivery of Vocational Education and Training in Schools (VETiS) programs.

It is the responsibility of Federation University Australia, regardless of the delivery arrangements, to ensure delivery, assessment and quality procedures meet the national VET standards as regulated by the Australian Skills Quality Authority (ASQA).

## Scope

This procedure applies to all VETiS programs where the University is identified as the RTO. This includes programs where the University and a Secondary College jointly deliver the VETiS program, programs entirely delivered by the University, and programs auspiced by the University and delivered entirely by the Secondary College.

It includes -

- Establishment of a new VETiS Program.
- Delivery of a VETiS Program.
- Auspice of a VETiS Program.
- FedUni Partial or Whole Delivery of a VETiS Program.

## Definitions

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Term	Definition
<b>Student Management System:</b>	Federation University Australia's student management system.
<b>Auspice:</b>	An arrangement between a Secondary School or School Cluster and the University where the Secondary School delivers the VET program entirely. The University has responsibility for, quality assurance and issuing of the awards. Requirements of the auspice arrangements are specified in the VETiS Agreement.
<b>SNR:</b>	Standards for NVR Registered Training Organisations: are the legislative instruments used for the regulation of vocational education and training. They are designed to provide nationally consistent, high-quality training and assessment services in VET. These Standards are enforceable and are regulated by the Australian Skills Quality Authority
<b>School Cluster:</b>	A group of Secondary Schools working together cooperatively to increase access to VET programs for students.
<b>Cluster Coordinator:</b>	Officer employed by Cluster to be first point of contact between Secondary Schools and RTO.
<b>University Faculty Delegated Approval Officer:</b>	University personnel approved by Associate Directors/Deputy Deans with authority to authorise enrolments, amendments to enrolments, and applications for awards.
<b>Agreement:</b>	VETiS Agreement between University and Secondary School outlining the rights and duties in relation to the delivery/auspice of a VETiS Program
<b>University VETiS Coordinator:</b>	First point of contact for Secondary Schools or School Clusters wanting to establish a VETiS program with the University. There are two VETiS Contacts, one based at the SMB Campus (Coordinator, VETiS and School-based Apprenticeship Training) and the other the Horsham Campus (Apprenticeship/VETiS Liaison Officer).
<b>HESG:</b>	Higher Education Skills Group. <a href="http://www.education.vic.gov.au/">http://www.education.vic.gov.au/</a>
<b>Scope of Registration:</b>	The defined scope for which a training organisation is registered that identifies the particular services and products that can be provided. Federation University Australia's Scope of Registration may be viewed at: <a href="http://www.training.gov.au">http://www.training.gov.au</a>
<b>Secondary School:</b>	A Secondary School or College.
<b>Shared delivery of a VETiS program:</b>	Is an arrangement between the University and the Secondary School for a Secondary School to deliver components of training. Details of the delivery arrangements are specified in the VETiS Agreement.
<b>VETiS Proposal:</b>	Details the training arrangements that have been negotiated between the Secondary School or School Cluster, and the RTO to facilitate the attainment of competencies for a particular qualification. These arrangements include: the selection and sequencing of units of competency and nominal hours of delivery.
<b>VETiS:</b>	VET in the VCE or VCAL allows students to include vocational studies within their senior secondary certificate. Students undertake nationally recognised training from accredited national training packages which may contribute to their VCE and/or VCAL. There are two ways VETiS programs can provide credit towards the VCE or VCAL

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Term	Definition
	<ul style="list-style-type: none"> <li>Approved suite of VETiS programs designed to deliver a 1-2 &amp; 3-4 sequence and which may have an external exam attached for an extra study score</li> <li>Block credit Recognition where students undertake a qualification not on the approved list. Credit is awarded on the basis of achieving units of competency and AQF level of units. <a href="http://www.vcaa.vic.edu.au">http://www.vcaa.vic.edu.au</a></li> </ul>
<b>RTO:</b>	Registered Training Organisation: Training organisation registered by a registering body in accordance with the ASQA, within a defined scope of programs.
<b>VCAA:</b>	Victorian Curriculum and Assessment Authority is an independent statutory body responsible to the Victorian Minister for Education, serving both government and non-government schools. <a href="http://www.vcaa.vic.edu.au">http://www.vcaa.vic.edu.au</a>

## Actions

### Establishment of a new VETiS Program

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Determine if request received for a new VETiS program is: <ol style="list-style-type: none"> <li>an approved VETiS course</li> <li>a block credit arrangement,</li> <li>a delivered</li> <li>an auspiced program</li> </ol>	University VETiS Coordinator	<ul style="list-style-type: none"> <li>Requests are to be made to the University VETiS Coordinator no later than the beginning of 4th term of the previous year.</li> </ul> Victorian Curriculum and Assessment Authority holds listing of approved VETiS programs.  <a href="http://www.vcaa.vic.edu.au/Pages/vet/index.aspx">http://www.vcaa.vic.edu.au/Pages/vet/index.aspx</a>
2.	Contact relevant Associate Director/Deputy Dean with request for VETiS program.	University VETiS Coordinator	
3.	Confirm qualification is on Scope of Registration and determine appropriate delivery arrangement for VETiS program.	Associate Director/Deputy Dean in conjunction with the University VETiS Coordinator	<ul style="list-style-type: none"> <li>All qualifications must be listed on the University Scope of Registration. Refer to: Scope of Registration (VET) Procedure.</li> <li>For new programs, Associate Deans must determine capacity to deliver and appropriate delivery arrangements if a Secondary School is to deliver. Refer to Training Facility Checklist and the Trainer Skills Matrix</li> <li>Proposal for delivery should be updated to reflect course delivery strategies and costings</li> </ul>

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
			by no later than the 3rd week of December.
4.	Determine costing of VETiS program.	University VETiS Coordinator	<ul style="list-style-type: none"> <li>A common VETiS fee is set annually by University Business Managers.</li> <li>Material fees are determined by Skills Centre/Faculty. Material fees can only be charged for the actual cost of goods or materials retained by a student as his/her personal property.</li> </ul>
5.	Provide Secondary School or Cluster with a draft VETiS Program Proposal for the delivery and price list for VETiS program.	University VETiS Coordinator	<ul style="list-style-type: none"> <li>Draft Program Proposal specifies units, delivery location and responsibility.</li> </ul>
6.	Confirm in principle the Draft Proposal.	University VETiS Coordinator in consultation with School/Cluster	<ul style="list-style-type: none"> <li>Draft Program Proposal should be confirmed via email by the Cluster Coordinator or Secondary School Representative no later than the 3rd week of December.</li> </ul>
7.	Confirm VETiS program will run in accordance with Draft Proposal.	University VETiS Coordinator in consultation with School/Cluster	<ul style="list-style-type: none"> <li>Confirmation of numbers by School/Cluster by the end of February reflecting the final agreement of Student numbers.</li> </ul>

## Delivery of a VETiS Program

### Auspice of a VETiS Program

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Establish VETiS delivery and results timeline of the VETiS program as per Proposal and Delivery of VET Course.	Secondary School	Refer: VETiS Delivery Results timeline <ul style="list-style-type: none"> <li>Submit in December prior to year of delivery.</li> </ul>
2.	Organise & conduct first contact with Secondary School on site at the University. (Aim to gather all Schools delivering that discipline together)	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>First (1st) contact should be conducted by late November, early Dec. on site at the University.</li> <li>Enrolment forms given out for new year</li> <li>Follow steps &amp; Record visit on VETiS Preparation for Delivery Checklist 1</li> </ul>
3.	VETiS Agreement	University VETiS Coordinator	VETiS Agreement and Auspice Price List for the

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
			new year are sent to Secondary Schools by the 1st December, to be signed and returned before VETiS classes resume for the following year.
4.	Authorise Enrolment Forms and send to University VETiS Coordinator	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Enrolment forms to be completed by Secondary School students, signed &amp; returned to Delegated Approval Officer for processing by census date.</li> <li>VETiS enrolments for new students are not to be taken after the second week in April.</li> </ul> <p>Refer: Enrolments – Standard (TAFE) Procedure</p>
5.	Confirm student numbers with Associate Director/Deputy Dean OR nominee and provide Departments with details of costs for participating Secondary Schools.	University VETiS Coordinator	
6.	Finalise VETiS Program Proposal and Class Lists.	University VETiS Coordinator	<ul style="list-style-type: none"> <li>VETiS Program Proposal and Class Lists contain details of units, student &amp; teacher names &amp; delivery location.</li> </ul>
7.	VETiS Program Proposal and Class Lists forwarded to Secondary Schools.	University VETiS Coordinator	
8.	The RTO must notify ASQA regarding third party agreements.	Academic Services	<p>Clause 8.3</p> <p>The RTO notifies the Regulator:</p> <ul style="list-style-type: none"> <li>of any written agreement entered into under Clause 2.3 for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first, and</li> <li>within 30 calendar days of the agreement coming to an end.</li> </ul>

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
9.	Invoice Secondary School.	Business Manager	<ul style="list-style-type: none"> <li>University VETiS Coordinator to provide break up of Secondary School invoices.</li> <li>Invoices distributed in May and the end of October.</li> </ul>
10.	Conduct second contact visit with Secondary School on site.	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Second (2nd) contact to be conducted prior to end of Term 2.</li> <li>Record visit on VETiS Evidence of Student assessment &amp; Attendance Checklist 2.</li> </ul>
11.	Conduct third (3rd) contact visit to Secondary School.	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Third (3rd) contact to be conducted prior to end of Term 3.</li> <li>Record on VETiS Evidence of Student assessment &amp; Attendance Checklist 3</li> </ul>
12.	Final exchange of results is completed	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Reminder sent by University VETiS Coordinator to all University Program Coordinators &amp; Teachers in charge of an Auspiced Program by early October</li> <li>University Faculty Delegated Approval Officer in charge of VETiS program to ensure Final results are obtained from Secondary School by mid October.</li> </ul>
13.	Enter assessment results into the University Student Management System.	University Faculty Delegated Approval Officer/Teacher	<ul style="list-style-type: none"> <li>Results are to be on no later than the last week in October to enable the potential graduate list to be generated. NO changes allowed after this date. This allows VCAA Schools to enter results into VASS, by the deadline.</li> </ul>
14.	The potential Graduate List is to be sent to the School's Business Manager	Graduations Office	<ul style="list-style-type: none"> <li>Associate Director/Deputy Dean to sign off lists and</li> </ul>

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
			send back to Graduations Office.
15.	Secondary Schools contacted to collect Awards from University.	University VETiS Coordinator	<ul style="list-style-type: none"> <li>Checklist prepared for sign off of collection by the Secondary Schools.</li> </ul>

## FedUni Partial or Whole Delivery of a VETiS Program

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Establish VETiS results timeline and delivery of the VETiS program as per VETiS Program Proposal and Delivery of VET Course.	VETiS Teacher	Refer: <a href="#">VETiS Delivery Timeline</a> .
2.	Student completes enrolment form	VETiS Teacher/University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Ensure the student completes the enrolment form by the 2nd week of class in Term 1.</li> </ul>
3.	Forward authorised enrolment forms to University VETiS Coordinator	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Enrolment forms need to be sent to the University VETiS Coordinator to compile accurate Class Lists and are then passed onto Student Administration.</li> <li>All enrolment forms must be at the Student Enrolment Centre by the fourth week of delivery.</li> <li>Refer to University VETiS Coordinator for final withdrawals/census date.</li> </ul>
4.	Confirm student numbers with Associate Dean or nominee and provide details of program for participating Secondary Schools.	University VETiS Coordinator	<ul style="list-style-type: none"> <li>Student enrolled by the Census date will be included in all costings for participating Secondary Schools.</li> <li>No VETiS enrolments for new students are to be taken after the second week in April.</li> </ul>
5.	Invoice Secondary Schools	Business Manager	<ul style="list-style-type: none"> <li>University VETiS Coordinator to provide break up of Secondary School invoices.</li> <li>Invoices distributed in May and end of October.</li> </ul>

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
6.	Monitor student attendance and maintain appropriate attendance records using University Attendance Rolls	University Faculty Delegated Approval Officer/VETiS Teacher	<ul style="list-style-type: none"> <li>Notify Cluster/Secondary Schools of student non-attendance on the day the student is absent.</li> <li>Inform Secondary School and VETiS Coordinator of changes to enrolments. Complete Enrolment, Variation and Withdrawal Form (<i>available from Student Management System</i>)</li> </ul>
7.	Monitor 'Students at Risk'	VETiS Teacher	<ul style="list-style-type: none"> <li>Issue a 'Students at Risk' form to Secondary School VETiS Coordinator and copy to the University VETiS Coordinator</li> <li>Refer to <a href="#">Student at Risk form</a>.</li> </ul>
8.	Monitor Secondary School's delivery of units (if shared delivery)	University Faculty Delegated Approval Officer	<ul style="list-style-type: none"> <li>Contact with Schools should be recorded on <a href="#">VETiS Evidence of Student Assessment &amp; Attendance Checklist 3</a>.</li> </ul>
9.	Provide mid year report to Secondary Schools or Cluster.	VETiS Teacher	<ul style="list-style-type: none"> <li>University Delivery Teachers to use LLEN Cluster on line reporting procedure</li> <li>Western Campus Delivery Teachers to use supplied proforma</li> </ul>
10.	Provide final report to Secondary School or Cluster. Obtain assessment results from Secondary School where appropriate.	VETiS Teacher	<ul style="list-style-type: none"> <li>Final end of year student reports should be provided by early November. Refer to Cluster timelines.</li> <li>University Delivery Teachers to use LLEN Cluster on line reporting procedure</li> <li>Western Campus Delivery Teachers to use supplied proforma</li> </ul>
11.	Enter Assessment results into Student Management System by end October	University Faculty Delegated Approval Officer/VETiS Teacher	Refer: <a href="#">VET Recording Assessment Results Procedure</a>
12.	The potential Graduate List to be sent to the Business Manager	Graduations Office	<ul style="list-style-type: none"> <li>Associate Director/Deputy Dean to sign off lists and</li> </ul>

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
			send back to Graduations Office.
13.	Secondary Schools contacted to collect Awards from Federation University.	University VETiS Coordinator	<ul style="list-style-type: none"> <li>Checklist prepared for sign off of collection by Secondary Schools.</li> </ul>

## Responsibilities

- The Learning and Teaching Committee has the responsibility for the maintenance of this procedure.
- Secondary School VETiS Coordinators and VETiS teachers are to use and follow this procedure.

## Policy Base

- Assessment (TAFE) Procedure.
- Certificates - Sealed (TAFE) Procedure.
- [VET Qualification Delivery Procedure](#).

## Supporting Documents

- [VET Assessment Procedure](#)

### Forms.

- [Student at Risk](#) (PDF 145.8kb)
- [VETiS Delivery Results Timeline](#) (PDF 178.3kb)
- [VETiS Evidence of Student Assessment and Attendance Checklist 2](#) (DOCX 533.7kb)
- [VETiS Evidence of Student Assessment and Attendance Checklist 3](#) (DOCX 522.2kb)
- [VETiS Memorandum of Agreement](#) (PDF 418.8kb)
- [VETiS Preparation for Delivery Checklist 1](#) (PDF 293.6kb)
- [VETiS Program Proposal](#) (PDF 210.8kb)
- [VETiS Student Attendance Roll](#) (XLSX 108.2kb)
- [VETiS Trainer Skills Matrix](#) (DOCX 183.9kb)
- [VETiS Training Facility Checklist](#) (PDF 46.8kb)

## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
<i>Roles &amp; Responsibility Checklist</i> - Teacher Matrix and Facilities Check	VET School	University VETiS Coordinator	2 years after completion of course
<i>Staff Qualifications</i>	HR - on going University staff  VET School - sessional and	Associate Dean/ Director	Current records must be maintained and held for 2 years

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Title	Location	Responsible Officer	Minimum Retention Period
	Secondary School staff		
QTAMP	VET School	Associate Dean/ Director	2 years after completion of course
VETiS Agreement	Legal Office	University Solicitor	2 years after VETiS Agreement has expired
<i>Draft Proposal</i>	VET School	University VETiS Coordinator	Destroy after administrative use
<i>VETiS Preparation for Delivery Checklist 1</i>	VET School	Associate Dean/ Director and University VETiS Coordinator	2 years after completion of course
<i>VETiS Evidence of Student Assessment &amp; Attendance Checklist 2</i>	VET School	Associate Dean/ Director and University VETiS Coordinator	2 years after completion of course
<i>VETiS Evidence of Student Assessment &amp; Attendance Checklist 3</i>	VET School	Associate Dean/ Director and University VETiS Coordinator	2 years after completion of course

## Implementation

The VETiS Course Development and Delivery (TAFE) Procedure will be implemented throughout the University via:

1. an Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Policy / Procedure / Guideline;
2. inclusion on the University's online Policy Library;
3. training sessions with VETiS Co-ordinators and Teachers; and
4. documentation distribution.

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