

---

This document represents an agreement between

and **Federation TAFE**

---

**Provision of advice, training and assessment, the quality assurance of assessment and the issuance of AQF qualification and/or Statement of Attainment for VETDSS 2025**

## **INTRODUCTION**

1. This Agreement is designed to provide a framework for a constructive, cost-effective relationship between Federation TAFE and the individual Secondary School named above ('the school').
2. It is based on recognition of the responsibility of both parties to contribute to the broad strategies of a quality assured assessment system as prescribed under the Standards for NVR Registered Training Organisations for the 12 months to the end of 2025.
3. It should serve the mutual benefit of both parties by providing an agreed understanding of operating arrangements.
4. This Agreement applies where Federation TAFE delivers the whole VETDSS program.

## **PURPOSE**

The purpose of this Agreement is to record Federation TAFE's commitment to:

- Ensure each learner is properly informed and protected
- Provide advice to the school regarding VET training and assessment
- Identify and work with the school to assign operational responsibility for VETDSS training and assessment
- Quality assure the assessment
- Issue credentials attained

## **PERIOD OF AGREEMENT**

1. This Agreement will take effect from 1 January 2025 and concludes on 31 December 2025. It will be renegotiated at the beginning of each calendar year to reflect the ongoing nature of the service provision.
2. This Agreement may be varied at any time by agreement between the parties with the changes noted and the details recorded as an additional Appendix.
3. It is the intention that any practical difficulties if encountered (other than a non-viable number of students to run a training program) are resolved by the parties in a cooperative and practical manner. As a consequence, there is no provision for either party to walk away from the arrangement or cancel it prematurely.

## DEFINED TERMS

SCHEDULE A:	Table of Course, Units & Nominal Hours for Individual Programs
SCHEDULE B:	Federation TAFE Class list
SCHEDULE C:	VETDSS Official Warning procedure chart
CAMPUS SOLUTIONS:	Federation University Student Record System
HESG:	Higher Education Skills Group
RTO:	Registered Training Organisation
VETDSS:	VET delivered to Secondary Students
VIT:	Victorian Teachers Registration
VCAA:	Victorian Curriculum Assessment Authority
VCAL:	Victorian Certificate of Applied Learning
VCE:	Victorian Certificate of Education
VASS:	Victorian Assessment Software System
CENSUS DATE:	Last business day in February of that year

## THE SERVICE PACKAGE

The parties agree to carry out the responsibilities and obligations as detailed in the tables below.

**The VET delivered to Secondary Students program(s) which are subject to this Agreement are highlighted below:**

- AHC20122 Certificate II in Agriculture
- AUR20720 Certificate II in Automotive Vocational Preparation
- 22614VIC Certificate II in Building and Construction Pre apprenticeship partial completion
- SIT20421 Certificate II in Cookery - *"Bakery Cookery Taster"* partial completion
- CPC30220 Certificate III in Carpentry and CPC33020 Certificate III in Bricklaying/Blocklaying partial completions *"Tradie Taster"*
- CHC30121 Certificate III in Early Childhood Education and Care partial completion
- UEE22020 Certificate II in Electrotechnology (Career Start)
- 22632VIC Certificate II in Engineering Studies
- SHB20216 Certificate II in Salon Assistant
- 22569VIC Certificate II in Plumbing partial completion
- SHB20121 Certificate II in Retail Cosmetics partial completion
- CHC32015 Certificate III in Community Services
- ICT30120 Certificate III in Information Technology
- SIT20322 Certificate II in Hospitality and SIT20421 Certificate II in Cookery partial completions *"Hospitality Taster"*
- HLT23221 Certificate II in Health Support Services partial completion
- SHB20216 Certificate II in Salon Assistant and SHB20121 Certificate II in Retail Cosmetics partial completions *"Hair Beauty Taster"*
- BSB20120 Certificate II in Workplace Skills partial completion *"Recreational Assistant"*
- MSF20522 Certificate II in Furniture Making
- UEE22020 Certificate II in Electrotechnology, AUR20720 Certificate II in Automotive Vocational Preparation, 22632VIC Certificate II in Engineering Studies and 22614VIC Certificate II in Building and Construction *"Renewable Energy Taster"* partial completions
- HLT33021 Certificate III in Allied Health Assistance partial completion

# VETDSS Programs 2025 Agreement



## COMMUNICATION

Item	Federation TAFE
Co-ordination/Liaison Contact details for 1 <sup>st</sup> point of contact	<p>Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham)</p> <p>FedUni Teaching Staff/Education Manager will:</p> <ul style="list-style-type: none"> <li>Plan and document training and assessment strategies. Complete Qualification Training and Assessment Management Plan (QTAMP) and Training &amp; Assessment Strategy (TAS).</li> <li>Confirm teaching staff and complete Trainers Skills Matrix (proforma from Federation TAFE)</li> <li>Identify and ensure teaching and learning materials are appropriate to training package delivery</li> <li>Check codes and units match VCAA latest updates. Ensure all marketing material for the qualification meets the FedUni marketing Checklist (proforma from Federation TAFE)</li> </ul>

## SUPPORTING ADMINISTRATION

Item	Federation TAFE
Pre-enrolment	<p>The Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham)</p> <p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>Conduct Pre-training review – to determine individual's suitability to the course</li> <li>Conduct FedUni LLN review for each 1<sup>st</sup> year to program student</li> <li>Ensure students have obtained USI numbers prior to enrolment</li> </ul>
Enrolment	<p>The Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham) will ensure:</p> <ul style="list-style-type: none"> <li>The completion of enrolments of VETDSS students in accordance with Federation TAFE procedures</li> <li>The monitoring of VETDSS class sizes to ensure any group which becomes non-viable by the census date is reviewed promptly. If a class size exceeds Federation TAFE approved program class size, a meeting of the relevant Federation TAFE representative and the Cluster will determine a new course of action to ensure the students complete the program.</li> </ul>
Induction of Students and Federation TAFE Lead Program Teachers	<p>The Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham) will ensure:</p> <ul style="list-style-type: none"> <li>Teaching department staff adequately induct students into VETDSS programs at the beginning of the year. Induction and Learning Support checklist (Federation TAFE proforma)</li> </ul>
Withdrawals	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>Notify the relevant Cluster of a student's intention to withdraw or of a student at risk of not completing a unit/s of competency.</li> </ul> <p>Secondary school will provide support and counselling to students to discourage withdrawal.</p> <p><b>Note – A student withdrawing from the VETDSS program after the census date will not alter the invoice and full payment for that student will be required.</b></p>

# VETDSS Programs 2025 Agreement



## TRAINING

Item	Federation TAFE
Training Plan	<p>Federation TAFE Teachers/Coordinators will:</p> <ul style="list-style-type: none"> <li>Provide each Student with a unit outline listing units, codes, hours and time frames for assessment at the commencement of each new unit of competency.</li> <li>Issue the student with a Training Plan which the student will sign confirming their enrolment in the units. A copy will be placed in the student's file.</li> </ul>
Training Delivery	<p>The Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/VETiS Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> <li>Provide documentation (Schedule A) which provides details of: <ul style="list-style-type: none"> <li>FedUni involvement in program delivery</li> <li>Qualification details</li> <li>Assessor</li> </ul> </li> <li>In the event of changes to timetables, staff will notify the students' Cluster of these changes as far in advance as possible.</li> <li>Ensure training is facilitated and delivered by the organisation nominated against the units as per the schedule detailed in Schedule A.</li> <li>Confirm students are enrolled in Campus Solutions in the correct program &amp; correct units as per Schedule A</li> </ul>
Student Attendance and Progress Reports	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>Ensure records of student attendance are kept for every training session conducted by Federation TAFE.</li> <li>Notify absences to student's Cluster immediately (no later than 11am &amp; 2pm for full day delivery &amp; 2pm for half day delivery).</li> <li>Provide on-going feedback to students on their progress via Cluster.</li> <li>Notify student's home school when a student is identified by Federation TAFE teaching staff as at risk of unsuccessful completion of his/her program.</li> <li>Prepare midyear &amp; end of year reports for Federation TAFE delivery. These will reflect student's behavior/attitude and results &amp; progress.</li> </ul>
Student Code of Conduct	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>Ensure students are aware of the Federation TAFE VET Information guide.</li> <li>Work in close consultation with student's school to resolve issues in a positive and timely manner.</li> </ul>
Equipment	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>Ensure equipment essential to training and assessment, as detailed in the relevant training package is available to students during each training session.</li> </ul>
Access to Federation TAFE facilities	<ul style="list-style-type: none"> <li>School students can be issued with Federation TAFE student card if so desired.</li> <li>Library borrowings will be restricted to 4 items and students Federation TAFE ID can be used for the use of computer facilities.</li> </ul>
Special needs	<ul style="list-style-type: none"> <li>Where VETDSS students normally require special assistance in their education program, it is the schools responsibility to organise the resource and notify the Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham). Notification by the school to Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham) should a student require an Integration Aid during class and that suitable attire or PPE by Integration Aid required for OH&amp;S/Hygiene, are adhered to.</li> <li>The parties agree that, before entering into this Contract, the School disclose to the RTO the details of any adjustments, measures or other requirements which the RTO must comply with or accommodate (as relevant) in the delivery of the Services in respect of one or more Students for the purpose of compliance with the <i>Disability Standards for Education Act 2005</i>; and the School Council's anaphylaxis management policy.</li> </ul>

# VETDSS Programs 2025 Agreement



Work Placement (if required)	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>• Ensure it is clear to students if a work placement is required as part of their assessment. If it is required for assessment, then details pertaining to who must organise and when it is to take place must be communicated to the student prior to enrolment.</li> <li>• Work placement is organised through the student's Cluster.</li> </ul>
------------------------------	---

## ASSESSMENT

Item	Federation TAFE
Assessment / Reporting / Record Keeping	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>• Ensure assessment is facilitated and conducted against the units as per Schedule A.</li> <li>• Ensure evidence required by ASQA as a student's proof of competence is retained by the University.</li> <li>• Carry out all assessment and record keeping according to Federation TAFE procedures which comply with HESG and ASQA requirements</li> <li>• Enter student results to Cluster twice a year by the required deadline.</li> <li>• Ensure that all assessment records are in student files and maintained at FedUni on completion of the delivery of the course.</li> <li>• Student files will be archived by FedUni for 7 years</li> </ul>
Study Score Assessments (Unit 3-4 only)	<p>If Federation TAFE are undertaking full delivery of the training program and / or unit, the Teacher will:</p> <ul style="list-style-type: none"> <li>• Meet VCAA requirements in providing rating of student performance at the Unit 3-4 sequence level</li> <li>• Provide indicative grade as estimates of students likely examination performance</li> <li>• Complete coursework tasks for the Unit 3-4 sequence to meet VCAA results timelines</li> <li>• Complete assessment plans and coursework scores to meet VASS timelines</li> <li>• Collaborate with school/cluster to develop assessment plans, using VCAA planning proforma</li> <li>• Monitor and communicate with school/cluster on student progress at regular, mutually agreed intervals</li> <li>• Provide examination revision for students</li> <li>• Maintain accurate records of student progress and retain sample assessment tasks for audit purposes</li> <li>• Attend a minimum of one VCAA Scored Assessment workshop.</li> </ul>

## REPORTING OUTCOMES

Timely recording of results is critical for the student to receive their award at presentation functions.

Item	Federation TAFE
Certification	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>• Provide VETDSS student results to the school via Cluster for all modules / units of competence delivered by Federation TAFE no later than November 8<sup>th</sup></li> </ul> <p>The Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETIS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> <li>• Liaise with Federation University Graduations Office to issue appropriate awards to students who successfully complete VETDSS program</li> <li>• Notify school when awards are available and deliver to school where applicable.</li> <li>• Issue Statements of Attainment for students of final year of partial completion courses and for students who have either withdrawn during the year or are not continuing with the VETDSS course.</li> </ul>

# VETDSS Programs 2025 Agreement



## QUALITY ASSURANCE

Item	Federation TAFE
Quality Assurance	<p>Federation TAFE Program Managers will:</p> <ul style="list-style-type: none"> <li>• Complete QTAMP, TAS and Trainers Skills Matrix (Federation TAFE proforma)</li> <li>• Ensure Course is on Federation University Scope of Registration</li> <li>• Establish and maintain quality assurance processes for the delivery and administration of programs, including those being auspiced as outlined in Federation TAFE VETDSS Policies and Procedures.</li> <li>• Ensure that all staff who are involved with teaching or supervising secondary school students meet the requirements of the standards for NVR for Registered Training Organisations and the qualification detailed in the assessment guidelines section of the relevant Training Package or curriculum documentation via Cluster.</li> <li>• Notify the Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham promptly of changes in VETiS program delivery staffing</li> <li>• As part of Federation TAFE's ongoing continuous improvement program; conduct randomly timed quality audits of the VETDSS programs.</li> <li>• Ensure their teaching staff conduct Student evaluations at end of year via Cluster.</li> </ul>

## COMPLIANCE

Item	Federation TAFE
Staffing - Resumes	<p>Federation TAFE Program Managers will</p> <ul style="list-style-type: none"> <li>• Ensure staff providing training to students participating in the VETDSS programs hold a certified "Working with Children" Check and Associated "Police Checks" as per Government request and guidelines</li> <li>• Ensure Federation TAFE Staff teaching on Secondary School Premises have VIT Registration</li> </ul>
Curriculum Documentation	<p>Federation TAFE Program Managers will:</p> <ul style="list-style-type: none"> <li>• Ensure all appropriate curriculum documentation is held by the department providing VETDSS training delivery and assessment</li> <li>• Ensure all qualifications associated with the VETDSS program are registered on the Federation TAFE scope of registration</li> <li>• Federation TAFE requires that all modules/units of all programs that are the subject of this Agreement will follow the latest release/version of the curriculum.</li> </ul>
Privacy	<ul style="list-style-type: none"> <li>• Federation TAFE Teaching Staff will ensure all personal information collected through the VETDSS program will be handled in accordance with privacy laws and the Federation TAFE privacy policy.</li> </ul>
OHS Compliance	<ul style="list-style-type: none"> <li>• Federation TAFE Teachers /Coordinators will ensure the premises in which the students are being educated are OHS compliant.</li> </ul>
Child Safe Standards	<p>The parties will comply with Child Safety Laws and the policies and procedures of Federation TAFE.</p>

# VETDSS Programs 2025 Agreement



## STUDENT DISCIPLINE

Item	Federation TAFE and the School
Discipline	Both parties agree to follow the Federation TAFE VETDSS Official Warning Procedure attached to this Agreement as Schedule C when managing student behaviour.

## APPEALS PROCESS

Item	Federation TAFE
Grievances	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>• Work to maintain open and honest communications with the school and students participating in the VETDSS program to assist the prevention of situations, which may result in a grievance procedure</li> <li>• Ensure the school is provided with the current VET Information guide detailing grievance processes (Federation TAFE grievance policy and procedures)</li> </ul>

## EVALUATION OF VETDSS PROGRAM

Item	Federation TAFE
Evaluation and review	<p>Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training will:</p> <ul style="list-style-type: none"> <li>• Meet on a yearly basis with the Quality Unit to review the systems and procedures of the VETDSS program</li> <li>• Implement recommendations of the review process</li> </ul>

## FEES AND CHARGES

Fees are set by submitting the Federation TAFE Delivered VETDSS price list to the Highlands LLEN Cluster/WSM Cluster prior to the year of the program.

Item	Federation TAFE	The School
Fees, Payment and the Contract of Training and Assessment Services	<p>The Federation TAFE Coordinator VETDSS and School-based Apprenticeship Training/Federation TAFE Apprenticeship/VETiS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> <li>• Provide the school with a Tax Invoice twice yearly for the number of students attending VETDSS programs as of the applicable census date onwards</li> <li>• Provide a proforma titled Schedule A which details the total hours to be delivered by Federation TAFE.</li> </ul>	<p>Will:</p> <ul style="list-style-type: none"> <li>• Pay the invoice within 30 days of receipt.</li> </ul>

**VETDSS  
Programs 2025  
Agreement**



**PROVISION OF ACCURATE INFORMATION**

Item	Federation TAFE
Provision of accurate information to learners about services and qualifications	<p>Federation TAFE will:</p> <ul style="list-style-type: none"> <li>• Reserve the right to approve all marketing and student information to ensure it is accurate and factual.</li> <li>• Ensure the training program is on its Scope of Registration.</li> <li>• Ensure all marketing materials include the RTO code 4909 and distinguishes any training and/or assessment which is being delivered on behalf of Federation TAFE and provides details of the delivery organisation.</li> <li>• Makes clear where a third party is recruiting prospective students on behalf of Federation TAFE.</li> <li>• Advise prospective students about the training program appropriate to their needs, existing skills and competencies through the conducting of a pre-training and LLN review.</li> <li>• Prior to enrolment or commencement of training provide the student with, in print or through referral to an electronic copy, the following: <ul style="list-style-type: none"> <li>- A current version of the Federation TAFE VET Information Guide</li> <li>- Training and assessment information, including educational and support processes</li> <li>- Federation TAFE's obligations to the student</li> <li>- The student's rights, including the complaints and appeals process.</li> <li>- If a third party is involved in the delivery of any part of the program</li> <li>- Implications for the student of government entitlements and subsidy arrangements in relation to the delivery of services.</li> </ul> </li> </ul>

**OTHER INFORMATION RELEVANT TO THE STUDENT**

Item	Federation TAFE	The School
Medical Information	<p>Federation TAFE Teaching Staff will:</p> <ul style="list-style-type: none"> <li>• Hold this documentation in accordance to the Federation University Privacy Policy.</li> <li>• Contact the Principal (or nominee) immediately by phone if a student becomes ill.</li> </ul>	<p>Will:</p> <ul style="list-style-type: none"> <li>• Inform all Teaching staff (including Federation TAFE Teaching Staff) of any medical condition that may impact a student during a VETDSS class.</li> </ul>



**VETDSS  
Programs 2025  
Agreement**

---



**SIGNATURES**

---

**PRINCIPAL** as the authorised signatory for and on behalf of

Name.....

Position: Principal

Signed:

Date:

**FEDERATION UNIVERSITY AUSTRALIA**

Name     Chris Noonan

Position: Director Skills & Education Delivery

Signed

Date: