

VETiS Programs 2015 Agreement

This document represents an agreement between
xxxxxxx

and **Federation University Australia**

Provision of advice, training and assessment, the quality assurance of assessment and the issuance of AQF qualification and/or Statement of Attainment for VETiS 2015

INTRODUCTION

1. This Agreement is designed to provide a framework for a constructive, cost-effective relationship between Federation University Australia ('FedUni') 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 2015.
3. It should serve the mutual benefit of both parties by providing an agreed understanding of operating arrangements.
4. It applies where:
 - The school delivers and assesses the entire VETiS program
 - The school and FedUni share the delivery and assessment of VETiS
 - FedUni delivers the whole VETiS program

PURPOSE

The purpose of this Agreement is to record FedUni'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 mutually assign operational responsibility for VETiS training and assessment
- Quality assure the assessment
- Issue credentials attained

PERIOD OF AGREEMENT

1. This Agreement will take effect from the date students commence training in the agreed VETiS programs and conclude on 31 December, 2015. 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 mutual agreement between the parties with the changes noted and the details recorded as an additional Appendix.
3. This Agreement will be read in conjunction with any other agreement entered into by the parties relating to VETiS, including the appropriate Department of Education and Early Childhood Development ('DEECD') Standard VETiS Contract (if applicable).
4. 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.

THE SERVICE PACKAGE

Upon entering this Agreement with FedUni, the school will be classified as an extended campus of FedUni for the delivery of VETiS programs. Consequently VETiS students will enrol with both the school and FedUni.

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Responsibility for the Occupational Health and Safety of both VETiS program staff and students will reside with the designated deliverer of the module/unit of competence.

If the school is a Victorian Government school, the parties should ensure the VETiS program complies with the DEECD Purchasing Guidelines (including the applicable checklist specified in section 7 of the Guidelines).

The table on the following pages defines the operational responsibilities for each party.

TERMS:

SCHEDULE A:	Table of Course, Units & Costings for individual Programs
SCHEDULE B:	FedUni Class list
CSMPUS SOLUTIONS:	FedUni Student Record System
HESG:	Higher Education Skills Group
RTO:	Registered Training Organisation
VETiS:	Vet in Schools
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:	1 st March (Ballarat Campus) and 22 nd February (Wimmera Campus)

Signatures

PRINCIPAL OF SECONDARY COLLEGE

Name.....

Position: Principal

Signed.....Date.....

FEDERATION UNIVERSITY AUSTRALIA

Name.....

Position: Deputy Vice Chancellor

Signed.....Date.....

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COMMUNICATION

Item	FedUni	Secondary School
<p>Co-ordination/Liaison Contact details for 1st point of contact</p> <p>Meetings – FOR ALL AUSPICED PROGRAMS Relevant school staff member and FedUni staff member meet three times a year.</p>	<p>FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham)</p> <p>FedUni Teaching Staff will attend</p> <p>Meeting 1: at FedUni in Nov/Dec (<i>compulsory</i>)</p> <ul style="list-style-type: none"> • Plan and document training and assessment strategies. Complete Qualification Training and Assessment Management Plan (QTAMP) and Training & Assessment Strategy (TAS). Complete in association with School where auspiced (<i>proforma from FedUni</i>) • Confirm teaching staff and complete Trainers Skills Matrix (proforma from FedUni) • Identify and ensure teaching and learning materials are appropriate to training package delivery • Check codes and units match VCAA latest updates. Ensure all marketing material for the qualification meets the FedUni marketing Checklist (proforma from FedUni) <p>Meeting 2: at Secondary School before end of Term 2</p> <ul style="list-style-type: none"> • Check FedUni student enrolments match the schools attendance roll. • Check for students needing to withdraw from the course or from units. • FedUni collect samples of training and assessment materials and FedUni attendance records. • Issue mid-year student reports. <p>Meeting 3: at Secondary School before end of Term 3</p> <ul style="list-style-type: none"> • Check FedUni student enrolments match the schools attendance roll. • Check for students needing to withdraw from the course or from units. • FedUni collect samples of training and assessment materials and FedUni attendance records. • Arrangements for final results deadline confirmed. • Arrange for all student files (evidence of participation and qualification delivery) to be handed to FedUni for Records/Auditing purposes 	<p>Secondary School VETiS Coordinator Secondary School Teaching Staff of auspiced VETiS programs will attend</p> <p>Meeting 1: at FedUni Nov/Dec (<i>compulsory</i>)</p> <ul style="list-style-type: none"> • Plan and document training, assessment and resulting for coming year. Complete Qualification Training and Assessment Management Plan (QTAMP) and Training & Assessment Strategy (TAS). Complete in association with FedUni where auspiced (<i>proforma from FedUni</i>) • Confirm teaching staff and complete Trainers Skills Matrix (proforma from FedUni) • Identify and plan school staff professional development needs (if required) • Identify and ensure teaching and learning materials are appropriate to training package delivery. • Check codes and units match VCAA latest updates. • Ensure all marketing material for the qualification meets the FedUni marketing Checklist (proforma from FedUni) <p>Meeting 2: at Secondary School before end of Term 2</p> <ul style="list-style-type: none"> • Midyear review of training delivery and any assessment undertaken • Provide FedUni with samples of training, assessment, FedUni attendance records and names of students at risk of not completing a unit of delivery <p>Meeting 3: at Secondary School before end of Term 3</p> <ul style="list-style-type: none"> • End of year review of training and assessment • Provide FedUni with samples of training, assessment, FedUni attendance records and names of students at risk of not completing a unit of delivery. • Arrange for all student files (evidence of participation and qualification delivery) to be handed to FedUni for Records/Auditing purposes

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SUPPORTING ADMINISTRATION

Item	FedUni	Secondary School
Pre-enrolment	<p>The FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> • Conduct Pre-training review – to determine individual's suitability to the course • Ensure enrolment / applications forms are supplied to the school in a timely manner to facilitate enrolment procedures. 	<ul style="list-style-type: none"> • Conduct Pre-training review – to determine individual's suitability to the course
Enrolment	<p>The FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) will ensure:</p> <ul style="list-style-type: none"> • The completion of enrolments of VETiS students in accordance with FedUni procedures • The monitoring of VETiS class sizes to ensure any group which becomes non-viable by the census date is reviewed promptly. If a class size exceeds FedUni approved program class size, a meeting of the relevant FedUni and school personnel will determine a new course of action to ensure the students complete the program. 	<ul style="list-style-type: none"> • Ensure students are enrolled with FedUni & VASS and forms returned within the designated timelines using FedUni enrolment forms, supplied by the FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham). • Ensure VETiS students provide accurate information to FedUni and report variations to FedUni promptly. • The monitoring of VETiS class sizes to ensure any group which becomes non-viable due to insufficient students or if the class size exceeds FedUni approved program class size is reviewed promptly and by the census date through a meeting of the relevant FedUni and school personnel. This meeting will determine a new course of action to ensure the students complete the program.
Induction of Students and FedUni VET Co-ordinators	<p>The FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) will ensure:</p> <ul style="list-style-type: none"> • Teaching department staff adequately induct students into VETiS programs at the beginning of the year. Induction and Learning Support checklist (FedUni proforma) • Induction is also made available to school staff by FedUni VET Coordinators. 	<p>Will ensure:</p> <ul style="list-style-type: none"> • The names of students, who will commence each program, are listed in Schedule B and submitted to the FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) at FedUni. • An appropriate school representative to attend FedUni VETiS planning days. • Induction and Learning Support checklist (FedUni proforma)
Withdrawals	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> • Notify the Secondary School of a student's intention to withdraw or of a student at risk of not completing a unit/s of competency. 	<p>Will:</p> <ul style="list-style-type: none"> • Provide support and counselling to students to discourage withdrawal. • Ensure the withdrawing student complies with FedUni withdrawal procedures as soon as confirmed • Notify the student's Secondary School VETiS Coordinator of a student's intention to withdraw or of a student at risk of not completing a unit/s of competency. <p>Note – A student withdrawing from the VETiS program after the census date will not alter the invoice and full payment for that student will be required.</p>

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Pathways Information		<p>Will:</p> <ul style="list-style-type: none"> • Provide pathways planning advice to Students • Provide advice regarding VETiS contributions towards the VCAL & VCE certificates
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TRAINING

Item	FedUni	The School
Training Plan	<p>FedUni Teachers/Coordinators will:</p> <ul style="list-style-type: none"> • 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. 	<p>Will:</p> <ul style="list-style-type: none"> • For all Auspiced Programs, complete a FedUni Assessment tool for units of competency identifying delivery resources, delivery location, start/completion dates and the mode of assessment. This document needs to be completed in consultation with the relevant FedUni program coordinator at the beginning of the year (Proforma provided by FedUni)
Training Delivery	<p>The FedUni Coordinator VETiS and School-based Apprenticeship Training/VETiS FedUni Apprenticeship/VETiS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> • Provide documentation (Schedule A) which provides details of: <ul style="list-style-type: none"> - FedUni involvement in program delivery - School involvement in program delivery - Qualification details - Assessor • In the event of changes to timetables, staff will notify the students' home school of these changes as far in advance as possible. • Ensure training is facilitated and delivered by the organisation nominated against the units as per the schedule detailed in Schedule A. • Confirm students are enrolled in Campus Solutions in the correct program & correct units as per Appendix A 	<p>Will:</p> <ul style="list-style-type: none"> • Provide adequate notification of potential clashes between FedUni delivery and school-timetabled programs to ensure minimum disruption to students' programs. • Notify FedUni Coordinator VETiS and School-based Apprenticeship Training/VETiS FedUni Apprenticeship/VETiS Liaison Officer (Horsham) of VCE VET examination dates, to assist with delivery and the balancing of student workloads and assessments. • Confirm students are enrolled on VASS in the correct program & units as per Schedule A.
Student Attendance and Progress Reports	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> • Ensure records of student attendance are kept for every training session conducted by FedUni. • Notify absences to student's home school immediately (no later than 11am & 2pm for full day delivery & 2pm for half day delivery). • Provide on-going feedback to students on their progress. • Notify student's home school when a student is identified by FedUni teaching staff as at risk of unsuccessful completion of his/her program. 	<p>Will:</p> <ul style="list-style-type: none"> • Ensure records of student attendance are kept on FedUni Attendance roll conducted by School. • Notify absences to students' home school immediately by end of day. • Provide on-going feedback to students on their progress. • Notify student's home school when a student is identified by teaching staff as at risk of unsuccessful completion of his/her program. • Send out midyear & end of year reports

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	<ul style="list-style-type: none"> Send out midyear & end of year reports for FedUni delivery. These will reflect student's behavior/attitude and results & progress. 	for School's delivery. These will reflect student's behavior/attitude and results & progress.
Student Code of Conduct	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> Ensure students are aware of the FedUni VET Information guide. Work in close consultation with student's school to resolve issues in a positive and timely manner. 	<p>Will:</p> <ul style="list-style-type: none"> Ensure students are aware of the FedUni VET Information guide. Work in close consultation with students' school to resolve issues in a positive and timely manner
Equipment	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> Ensure equipment essential to training and assessment, as detailed in the relevant training package is available to students during each training session. 	<p>Will:</p> <ul style="list-style-type: none"> Ensure that equipment essential to training and assessment is adequate for number of students per class as detailed in the relevant training package and FedUni facilities checklist.
Access to FedUni facilities	<ul style="list-style-type: none"> School students can be issued with FedUni student cards if so desired. Library borrowings will be restricted to 4 items and temporary passwords can be issued for the use of computer facilities. 	
Special needs	<ul style="list-style-type: none"> Where VETiS students normally require special assistance in their education program, it is the schools responsibility to organise the resource and notify the FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham). Notification by the school to FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni 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&S/Hygiene, are adhered to. 	<ul style="list-style-type: none"> Where VETiS students normally require special assistance in their education program, it is the school's responsibility to organise and resource this for the duration of that program, including any components delivered by FedUni. This also applies to any delivery outside of 'normal' school hours. E.g. Holiday block training/Restaurant work.
Work Placement (if required)	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> Complete Marketing Checklist (FedUni proforma) to 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. Liaise with students home school on advice, tasks and timing of work placement. 	<p>Will:</p> <ul style="list-style-type: none"> Complete Marketing Checklist (FedUni proforma) to 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. Organise and monitor any work placement from the student's home school which is part of the VETiS training and assessment program. Ensure a placement agreement is entered into between the school and the host organisation. Provide FedUni with dates, times and places where students will be undertaking work placement.

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Student Travel		<p>Will:</p> <ul style="list-style-type: none"> • Arrange students travel arrangements to and from FedUni for the purpose of attendance at classes. If unsupervised, School will inform and have parental consent.
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ASSESSMENT

Item	FedUni	The School
Assessment tools	<p>FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) or FedUni representative will:</p> <ul style="list-style-type: none"> • Supply a copy of the VETiS results timeline, FedUni Assessment tool and FedUni Assessment roll to the school. 	<p>Will:</p> <ul style="list-style-type: none"> • Submit to FedUni their VETiS results timeline for each class by the 20th December prior to the year of delivery.
Assessment / Reporting / Record Keeping	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> • Ensure assessment is facilitated and conducted against the units as per Schedule A. • Ensure evidence required by ASQA as a student's proof of competence is retained by the University. • Carry out all assessment and record keeping according to FedUni procedures which comply with HESG and ASQA requirements • Where auspicing arrangements are in place: Monitor school-based assessment of the VETiS program as defined in this Agreement ensuring each students results will be reported to his/her home school to meet Secondary School & VCAA timeline. • Ensure that all assessment records are in student files and maintained at FedUni on completion of the delivery of the course. 	<p>Will:</p> <ul style="list-style-type: none"> • Comply with the University by using the agreed upon FedUni Assessment tools and Attendance roll. • Ensure evidence required by ASQA as proof of competence is submitted to FedUni in a timely manner as requested throughout the year. • Where auspicing arrangements are in place, carry out assessments in compliance with FedUni procedures and forward relevant FedUni assessment tool, attendance roll and Cumulative Assessor report by dates set out in VETiS results timeline • Follow up any concerns related to a student's assessment in a timely and prompt manner with FedUni. • Notify FedUni of Secondary School & VCAA timelines as early as possible in the year of training delivery. • Ensure that all assessment records are in student files and handed to FedUni representative on completion of the delivery of the course.
Study Score Assessments (Unit 3-4 only)	<p>If FedUni are undertaking full delivery of the training program and / or unit, the Teacher will:</p> <ul style="list-style-type: none"> • Meet VCAA requirements in providing rating of student performance at the Unit 3-4 sequence level • Provide indicative grade as estimates of students likely examination performance • Complete coursework tasks for the Unit 3-4 sequence to meet VCAA results timelines • Complete assessment plans and coursework scores to meet VASS timelines • Collaborate with school/cluster to develop assessment plans, using VCAA planning proforma • Monitor and communicate with school/cluster on student progress at 	<p>Will:</p> <ul style="list-style-type: none"> • Ensure FedUni is fully advised of VCAA requirements for study score assessment • Enrol students in the 3-4 sequence, in the correct competencies on the schools VASS • Register the assessment plan with the VCAA on VASS • Monitor course completion and ensure FedUni is advised of timelines for score submission • Retain coursework tasks and samples for audit purposes • Ensure course work scores are accurately recorded on VASS.

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	<p>regular, mutually agreed intervals</p> <ul style="list-style-type: none"> • Provide examination revision for students • Maintain accurate records of student progress and retain sample assessment tasks for audit purposes • Attend a minimum of one VCAA Scored Assessment workshop. 	<ul style="list-style-type: none"> • Maintain on-going monitoring communication with FedUni in regard to study score assessments. • Manage students successful progress from enrolment to the reporting of program outcomes • Attend a minimum of one VCAA Scored Assessment workshops.
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REPORTING OUTCOMES

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

Item	FedUni	The School
Certification	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> • Provide VETiS student results to the school for all modules / units of competence delivered by FedUni by no later than November 8th 2015 <p>The FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> • Liaise with FedUni Graduations Office to issue appropriate awards to students who successfully complete VETiS program • Notify school when awards are available for collection by the school. 	<p>Will:</p> <ul style="list-style-type: none"> • Provide student results to FedUni for all modules / units of competence delivered by their school, no later than 30th October. Use specifically issued FedUni results stationary to record and submit student results • Load results on VASS in accordance with VCAA timelines • Distribute awards and course results (Statement of Attainment) to all VETiS students

QUALITY ASSURANCE

Item	FedUni	The School
1. Quality Assurance	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> • Complete QTAMP, TAS and Trainers Skills Matrix (FedUni proforma) • Ensure Course is on FedUni Scope of Registration • Establish and maintain quality assurance processes for the delivery and administration of programs, including those being auspiced as outlined in FedUni VETiS Policies and Procedures. • Undertake the evaluation of assessment tools used both in FedUni and the school for the VETiS programs • 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. • Notify the school promptly of changes in 	<p>Secondary School will:</p> <ul style="list-style-type: none"> • Complete QTAMP, TAS and Trainers Skills Matrix (FedUni proforma) • Agree to FedUni undertaking randomly timed quality audits as part of the maintenance and ongoing continuous improvement/quality assurance of the VETiS programs, and • Ensure staff qualifications and school facilities comply with the standards required by the NVR Registered Training Organisations Framework and VCAA guides for VETiS programs and the qualification detailed in the assessment guidelines section of the relevant Training Package or curriculum documentation • Notify the FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) promptly of changes in VET in School program delivery staffing. • FedUni must also be promptly notified

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	<p>VETiS program delivery staffing</p> <ul style="list-style-type: none"> As part of FedUni's ongoing continuous improvement program; conduct randomly timed quality audits of the VETiS programs both in FedUni delivery centres and the school Conduct Student evaluations at end of year 	<p>of any short or long term absences of the teacher.</p> <ul style="list-style-type: none"> New VETiS staff must submit qualifications to the FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) for approval before engagement with class.
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COMPLIANCE

Item	UB	The School
Staffing - Resumes	<p>FedUni Teaching Staff will</p> <ul style="list-style-type: none"> Ensure staff providing training to students participating in the VETiS programs hold a certified "Working with Children" Check and Associated "Police Checks" as per Government request and guidelines Ensure FedUni Staff teaching on Secondary School Premises have VIT Registration 	<p>Will:</p> <ul style="list-style-type: none"> Ensure each secondary school staff member teaching in the program provides a copy of a verified current resume <p>To ensure a vocational and current context to training delivery, the resume needs to provide evidence in the following:</p> <ul style="list-style-type: none"> Hold the TAE40110 Certificate IV in Training and Assessment from the TAE10 Training and Education Training Package as a minimum qualification. Be able to demonstrate vocational competencies at least to the level being delivered and assessed. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and trainer/assessor competence. Current Victorian Institute of Teaching registration
Curriculum Documentation	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> Ensure all appropriate curriculum documentation is held by the department providing and/or auspicing VETiS training delivery and assessment Ensure all qualifications associated with the VETiS program are registered on the FedUni scope of registration FedUni requires that all modules/units of all programs that are the subject of this Agreement will follow the latest release/version of the curriculum. 	<p>Will:</p> <ul style="list-style-type: none"> Obtain prior to the start of the VETiS training delivery, a copy of the: <ul style="list-style-type: none"> Relevant Training Package(s) and implementation guides Relevant VCAA VCE / VETiS guides <p>Note – The following websites provide essential information for</p> <ul style="list-style-type: none"> http://training.gov.au/Search http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx

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Privacy/Confidentiality	<p>FedUni Teaching Staff will</p> <ul style="list-style-type: none"> Ensure all personal information collected through the VETiS program will be handled in accordance with current privacy guidelines and the FedUni privacy policy Ensure all personal information obtained during the course of the VETiS program will remain confidential at all times and only for the express use of reporting and other communications between FedUni and the school named in this Agreement unless permission is given in writing by the person. 	<p>Will:</p> <ul style="list-style-type: none"> Ensure all personal information relating to persons involved in the VETiS programs is handled in accordance with all privacy and confidentiality policies and procedures applicable to the school. Inform all persons involved in the VETiS programs of the appropriate reporting process of personal information to FedUni.
OHS Compliance	<p>FedUni Teachers /Coordinators will :</p> <ul style="list-style-type: none"> ensure the premises in which the students are being educated are OHS compliant. This includes a facilities check of the secondary school premises if delivery is taking place on their site. 	

APPEALS PROCESS

Item	UB	The School
Grievances	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> Work to maintain open and honest communications with the school and students participating in the VETiS program to assist the prevention of situations, which may result in a grievance procedure Ensure the school is provided with the current VET Information guide detailing grievance processes (FedUni grievance policy and procedures) 	<p>Will:</p> <ul style="list-style-type: none"> Work to maintain open and honest communication with FedUni staff and students participating in the VETiS program to assist the prevention of situations, which may result in a grievance procedure Upon request, ensure FedUni is provided with the schools current policy and procedure documents detailing grievance processes

EVALUATION OF VETiS PROGRAM

Item	FedUni	The School
Evaluation and review	<p>FedUni Coordinator VETiS and School-based Apprenticeship Training will:</p> <ul style="list-style-type: none"> Meet on a yearly basis with the Quality Unit to review the systems and procedures of the VETiS program Implement recommendations of the review process 	<p>Will:</p> <ul style="list-style-type: none"> Undertake a review of the systems and procedures in December prior to the year of delivery pertaining to the VETiS programs and provide feedback to the FedUni VETiS Program Coordinator.

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2015 FEES AND CHARGES

Item	FedUni	The School
Fees, Payment and the Contract of Training and Assessment Services	<p>The FedUni Coordinator VETiS and School-based Apprenticeship Training/FedUni Apprenticeship/VETiS Liaison Officer (Horsham) will:</p> <ul style="list-style-type: none"> • Provide a customised Agreement for the school to sign and return to FedUni • Invoice Schools twice yearly for the number of students attending VETiS programs as of the applicable census date onwards • Provide a proforma titled Schedule A which details: <ul style="list-style-type: none"> - The total program cost - The total hours to be delivered by FedUni - The Administration and Auspicing Costing - Material Costs 	<p>Will:</p> <ul style="list-style-type: none"> • Provide information to prospective VETiS students and their parents about VETiS costs • Ensure the Agreement is signed and returned to FedUni by the required date. • Ensure payment is made for training delivery and assessment services provided by FedUni by required date.

Other Information relevant to the student

Item	FedUni	The School
Medical Information	<p>FedUni Teaching Staff will:</p> <ul style="list-style-type: none"> • Issue Medical Information forms for students only involved in on campus delivery at the FedUni • Hold this documentation in accordance to the FedUni Privacy Policy, and ensure it is destroyed at the end of each year. • Contact the Principal (or nominee) immediately by phone if a student becomes ill 	<p>Will:</p> <ul style="list-style-type: none"> • Inform all Teaching staff (including FedUni Teaching Staff) of any medical condition that may impact a student during a VETiS class

The VET in Schools program(s) which are subject to this Agreement are listed below:

- | | |
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| <ul style="list-style-type: none"> • Certificate II in Agriculture • Certificate II in Automotive Studies • Certificate II in Building and Construction • Certificate II in Building and Construction (Bricklaying) • Certificate II in Community Services • Certificate II in Electrotechnology • Certificate II in Engineering | <ul style="list-style-type: none"> • Certificate II in Equine • Hair and Beauty Taster • Certificate II in Hairdressing • Certificate III in Health Services Assistance • Certificate II in Horticulture • Certificate II in Plumbing • Certificate II in Retail Make-up and Skincare • Certificate III in Sport and Recreation |
|---|---|