



Policy Statement

VOCATIONAL EDUCATION AND TRAINING (VET)

Reviewed Date: August 2020

Aim

That St Martins Lutheran College students are able to access appropriate VET courses to enable them to meet their educational goals.

Rationale

St Martins Lutheran College recognises that VET courses require specific skills, specialised facilities and equipment and specialist staff for delivery. In this context, and to support the educational goals of students, external organisations, including other schools may be better placed to deliver VET to our students.

Implementation

St Martins Lutheran College is committed to assisting students to participate in appropriate VET programs offered by other local schools and Registered Training Organisations (RTOs). The College supports students to undertake VET where it makes a contribution to their senior schooling, and where it is determined that such a course will help a student obtain their SACE.

Students may be offered the option of VET studies through the course counselling process or may self-refer to the VET Coordinator through their own research. VET courses require individuals to be motivated, self-managing, organised and committed. Choosing to undertake specific vocational learning at any level is an undertaking to study using the principles of adult learning, often through self-paced study. The choice of a VET courses at Certificate 3 level or higher (traineeship/apprenticeship level or higher) is generally recognition of a commitment to a specific post school pathway and should only be taken after careful consideration and planning.

Generally, students will undertake VET in Year 11 or 12. The College does not recommend or support that students undertake to study a VET course before Year 10 and then only when circumstances warrant and where it is in the best interests of the student. In some case, RTOs will not accept students before they are 16.

Students who wish to undertake an external VET course are asked to express their interest with the VET Coordinator. If necessary, students/parents are to complete either school or RTO documentation related to expression of interest, intention or enrolment. Such documentation must be approved by either the Head of Senior School or Principal.

When considering access to VET courses for students, courses offered in whole day or half day blocks are preferred. It may not be practical for students to attend courses offered within the normal timetable of another school unless the family can arrange for the student to be transported to and from their VET course in a timely manner. All travel to and from VET courses is the responsibility of the student and their family.

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St Martins Lutheran College and the secondary teachers accept that students may miss timetabled classes at St Martins in order to attend VET classes elsewhere. Teachers will support VET students by negotiating adequate procedures for the communication of work missed while the student is absent at VET classes or VET related work experience. Students are required to show initiative in approaching teachers in appropriate ways and at appropriate times in order to catch up on work missed while attending VET courses or related work experience. Being absent for VET is not a reason for failing to complete work in other SACE subjects based at St Martins Lutheran College. Keeping up with other subjects and submitting work on time is ultimately the responsibility of the student.

Most VET courses have charges for the course and materials. St Martins Lutheran College will assist with purchased in VET course costs. In 2020, the amount of this assistance was set at \$1,500 per qualification, with students only entitled to this contribution once during their school enrolment. This amount only applies to tuition costs and excludes additional costs such as uniforms, equipment or screening clearances. Families are responsible for the balance of any costs associated with VET courses beyond the amount payable by the College. Where this represents undue hardship for the family the College may provide further financial assistance. A formal application for such assistance should be made to the Business Manager prior to the student commencing the course.

Students cannot commence VET courses, where the College is paying, unless all outstanding St Martins Lutheran College fees have been paid, or an agreement has been made with the Business Manager and Principal for such fees to be paid.

If a student fails to complete a VET program, or leaves St Martins Lutheran College during the duration of a VET program, where in either case upfront costs have been borne by the school, all costs incurred by the student are payable by the family. Where these are known by the date of the student's departure, they will be included in the final statement; otherwise a separate account will be forwarded.

Definitions

Vocational Education and Training (VET): Tertiary level training that is specific to a job or industry. It may involve a combination of:

- Off the job learning at a school, TAFE or other RTOs;
- On the job learning at one or more workplaces;
- School based traineeships and apprenticeships.

Registered Training Organisation (RTO): A training organisation accredited by the Australian Government to deliver VET qualifications relating to the Australian Qualifications Framework.

Appendix 1 – VET Expression of Interest Form

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Vocational Education and Training Expression of Interest

Student Information:

Name:	Date of Birth:	Home Group:
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VET Course Choice:

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School / Site of VET course:

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Application: *Please provide an explanation as to why you want to do this program.*

My career goal is... (i.e. why would you like to do this course? How does this course fit with your career plans?) ...
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My experience in this area is... (i.e. what work experience or volunteer work have you done, what other courses have you done e.g. VET, school subjects etc)
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Undertaking a VET course takes organisation and commitment. How will you self-manage all of your commitments? (ie how will you keep up to date with school subjects, what will you do if you start to find it difficult to manage everything etc)
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Contract of Agreement:

For Students
Please read the Contract of Agreement to understand your responsibilities regarding the program if you gain a place in your preferred VET course.

Agreement:
I understand that:

- Participating in this VET program may involve attending training programs and Work Placement that may impact on my ability to attend regular scheduled lessons in subjects at St Martins Lutheran College (SMLC).
- If there is a cost for this program, SMLC will be responsible for the Registered Training Organisation VET course fees *only up to the current equivalent* cost of a school-based subject. **From 14 August 2020, this amount is \$1,200 per course or qualification.** Families will be responsible for additional costs **in excess** of this figure plus any non-tuition fees (e.g. uniform, travel, equipment). Any excess amount over and above the per course cost will be billed to the student's school account. The college reserves the right to recover from the family any fees paid where a student withdraws or is withdrawn from a VET program (including if a student's enrolment at SMLC ceases) where fees have been paid or are due.

I agree that I will:

- Attend and participate positively in every scheduled VET training day for the duration of the program.
- Talk to my SMLC teachers about the class work that I may miss and take responsibility to keep up with my work by doing it in allocated study lessons and / or for homework.
- Always adhere to the SMLC and the Registered Training Organisation's Codes of Conduct.
- Contact SMLC and the Training Provider to let them know of any planned or unplanned absences (e.g. illness, family emergency, school commitments)

I understand that if I fail to honour this agreement my enrolment in the program may be jeopardised, which may have implications for my SACE completion.

For Parents:
A copy of the SMLC Vocational Education and Training (VET) policy can be found on the SMLC website at www.stmartins.sa.edu.au We encourage parents to access this policy which provides additional details about the school's approach to VET.

Student Signature:	Date:
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Parent Name:	Signature:	Date:
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VET Coordinator Approval and Signature:	Approved:	Yes	No
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Name: Linda Polomka	Signature:	Date:
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