

## Vocational Education and Training (VET) Policy

### Aim

That St Martins Lutheran College students can access appropriate VET courses to enable them to meet their educational goals, consistent with their post-school ambitions and aspirations.

### Rationale

The 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

The 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 contributes to their senior schooling, and where it is determined that such a course will help a student achieve 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. In addition to this, the choice of VET courses at Certificate 3 level or higher (traineeship/apprenticeship level or higher) is generally recognised as a commitment to a specific post school pathway and should only be taken after careful consideration and planning. It is important to note that in some cases, undertaking a VET qualification whilst at school can impact on a person's post school government funded training entitlement. Students and parents are advised to undertake their own due diligence in this circumstance.

Generally, students will undertake VET in Year 11 or 12. Consistent with the Department for Education's VET for School Students policy, 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 many cases, government subsidised training is not available until a student is in Year 11 and RTOs will often not accept students before they are 16. Students wanting to study more than one VET course at a time must seek approval from the Head of Teaching and Learning.

Students who wish to undertake an external VET course are asked to express their interest with the VET Coordinator through the VET Expression of Interest form. If necessary, students/parents will be required to complete either school or RTO documentation related to expression of interest, intention or enrolment. Students may be required to undertake

literacy or numeracy assessments or attend interviews or information sessions as part of the application process for a course.

The delivery model of VET courses is varied and could include one day per week on site training, on site block training, online or distance learning delivery or a combination of the above. It may not be practical for students to attend VET 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.

The College and the secondary teachers accept that students may miss timetabled classes 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. In addition to using SEQTA to monitor work requirements, students are required to show initiative in approaching teachers in appropriate ways and at appropriate times 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 the College. Keeping up with other subjects and submitting work on time is ultimately the responsibility of the student.

VET courses attract charges for both course fees and non-tuition items. The College will assist students with VET course fees by making a 50% contribution toward the total cost, up to a cap of \$1,500 per course. It is important to note that the College contribution applies to course fees only and excludes additional non-tuition costs for items such as uniforms, equipment or screening clearances.

Families are responsible for the balance of any costs associated with VET course fees beyond the amount payable by the College. VET course fees are usually charged directly to the school by the RTO. Where the College is charged the total fee for a course, whether upfront in full or by instalment, the College will add the 50% parent contribution to the family account, unless otherwise negotiated with the College Finance Officer.

The 50% co-contribution model applies to all VET courses as full qualifications, selected through the course counselling process by choice. Occasionally, students are offered the opportunity to undertake a full qualification, VET taster course, VET short course or VET skill set, initiated and organised by the College. These courses will be fully paid for by the College.

Where VET course fees represent 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 previous year's fees have been paid, or an agreement has been made with the Business Manager and Principal for such fees to be paid.

The College does not reduce annual school fees at Year 12 if a reduced study load is selected by students where a Certificate 3 qualification has been completed in the previous year and where the student selects an ATAR pathway.

If a student fails to complete a VET program or leaves the College during the duration of a VET program, where in either case upfront costs have been borne by the College, 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



## 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).
- The responsibility for transport arrangements to and from training and/or workplacement is the responsibility of the student and/or student's family.
- If there is a cost for this program, SMLC will be responsible for 50% of the Registered Training Organisation VET course fees, up to a **cap of \$1500 per year**. Families will be responsible for the remaining 50% and for any additional non-tuition costs **in excess** of this, such as uniform, travel, equipment and clearances etc. If the cost of the course requires that the school pays the total in full, the parent contribution 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 for keeping 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 and Work Health and Safety (WHS) requirements.
- Contact SMLC and the RTO 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](http://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:**

**Parent Name:**

**Signature:**

**Date:**

**VET Coordinator Approval and Signature:**

**Approved:**

**Yes**

**No**

**Name:** Jayne Fulton

**Signature:**

**Date:**