

Policy & Procedure

Vocational & Educational Training

PURPOSE

Vocational Education and Training (VET) is education and training that gives students the skills and knowledge for work. It is an arm of a Flexible Industry Pathway which allow students to explore future career pathways and acts as a transition between school and the world of work. VET operates through a national training system and is delivered, assessed and certified by TAFE Institutes and private Registered Training Organisations (RTO's).

Competencies (units of work) are delivered and assessed in accordance with the Australian Quality Training Framework (AQTF) standards and training package requirements. These competencies are certified on a statement of attainment or qualification and issued by an RTO; successful achievements of these competencies are converted to credits and can be used towards the successful completion of the SACE.

At the time of writing, new Flexible Industry Pathways for school students are being developed and introduced in conjunction with the VET sector and industry for students in senior secondary school. Depending on the needs of industry and employers, Flexible Industry Pathways will include VET qualifications at Certificate I to III level that industry considers suitable for school students, enterprise and employability skills training and any specific industry requirements linked to the pathway. They will include SACE compulsory subjects and any SACE subjects relevant to the industry sector to ensure that students can complete VET qualifications and also their secondary schooling which is important for many families and employers.

The Flexible Industry Pathways for both trade and non-trade occupations in key industry sectors will be mapped out. Information will include the options for combining VET with SACE, the industry entry points, costs and funding arrangements and how students can achieve their career goal whether it be post-school employment, higher VET study or university within the industry field.

SCOPE

St Michael's College is a partner school of the Western Technical College which offer a range of VET Courses on its site at Rosewater. We also access Courses hosted by local Regional schools and other Registered Training Organisations (RTO'Ss) in and around Adelaide (eg TAFE).

STATEMENT

VET AND SACE

VET Courses are primarily offered to Year 11 and 12 students and both year levels are offered a line off (a study line) in lieu of a VET Course. A student undertaking a University pathway may be encouraged to participate in an approved Certificate 3 Course as this can count towards a student's ATAR.

Successful completion of competencies give students 10 SACE Credits for every 70 nominal hours of instruction and 5 SACE Credits for every 35 nominal hours of instruction. Students can gain recognition for up to 150 SACE credits at Stage 1 and/or Stage 2 for successfully completed VET. The remaining 50 SACE credits are derived from the Personal Learning Plan undertaken in Year 10 (10 credits), compulsory English and Maths at Year 11 (30 credits) and the Research Project undertaken in Year 12 (10 credits). Religious Education is a compulsory aspect of study at St Michael's College.



VET in SACE has the following strategic purposes:

- To increase the responsiveness of the SACE and senior secondary schooling to the needs and interests of individual students.
- To enable students to plan and undertake study programs consistent with their post-school ambitions and aspirations.
- To encourage more students to complete the SACE.
- To support students who seek to achieve other nationally recognised qualifications at the same time as studying for the SACE.

VET AND YEAR 10

VET pathways will also be offered to Year 10's in Semester 2, although there are fewer options available to this year level. These courses act as 'taster' courses to assist students undertaking a vocational pathway going forward. Recommendations will be made by the VET Coordinator to the Director of Curriculum and Assessment Administration for approval. There is no reduced subject load given for missed classroom instruction on individual VET days and it is expected that a student will be pro-active in catching up on missed work.

RECOGNITION REGISTER

The SACE Board determines whether the credits earned as part of a particular VET qualification will count at SACE Stage 1/or SACE Stage 2, and this information will be published in a Recognition Register. This Register will also show the number of core and elective units required to complete the qualification and the maximum and minimum number of credits that students could expect to earn by completing the qualification.

REPORTING STUDENTS' VET ACHIEVEMENTS IN THE SACE

Students' VET achievements will be formally certified by transcripts, statements of attainment, and/or nationally recognised qualifications (for completed qualifications) awarded by Registered Training Organisations (RTO's). St Michael's College will enter credits and qualifications received on SCHOOLS ONLINE, SACE's data-base of results. For results to be credited on SACE Records of Achievements, RTO's must supply records to the College by the end of November.

The SACE Board recognises VET achievement that contributes to the SACE and reports it on the SACE:

- Record of Achievement
- Statement of Results

VETRO

Students who choose to embark on a Flexible Industry Pathway will be required to participate in a VET Readiness Orientation (VETRO) program which includes upfront assessment, induction and orientation to VET carried out by an RTO. VETRO is the gateway to a Flexible industry Pathway. More information on this will be covered in a student's enrolment interview with the VET Coordinator.

COURSE FEES

The cost of a VET course varies greatly. The College generally pays 50% of all training costs (parents cover the remaining 50%) but there are exceptions to this arrangement (see below). If the cost of a Course prohibits a student from participating, the cost can be negotiated with the College Business Manager. It is important to note that the St Michael's subsidy extends to **training costs only**. Additional expenses such as material costs (eg; shirts, make-up kits, safety glasses, licence fees) must be met by the parents. Where eligible, a student may apply for funding through the Department of Innovation and Skills via the VETRO (see above) application process. This funding is available to specific courses only where the Government has deemed a skill shortage. This list is advertised via a published Subsidized Training List (available from the VET Coordinator). Applications for these funds are coordinated through the VET Coordinator.



EXCEPTIONS TO 50% SUBSIDY

- Short Courses: St Michael's supports students in a range of Short Courses that assist students in career exploration and in gaining part time work when undertaking post school studies. In this situation, where no SACE points are on offer (NB students only receive SACE points for required nominal hours (see above), the College will pay 30% of the total cost. Acceptance into a Short Course is at the discretion of the VET Coordinator and Principal.
- Expensive Courses: the maximum that St Michael's College will support any student and/or VET Course is \$1700 per year. Should a course's 50% subsidy be greater than this, the cost must be borne by the parent/guardian. Exceptions to this may be negotiated with the Business Manager.

REFUNDS / CANCELLATIONS

It is important that a student is committed to their VET Course, as early withdrawal can attract a cancellation fee from the VET Provider. If a student withdraws from the course, fails to complete the requirements of the course within the prescribed timeframe or terminates enrolment at the College, and where the College has already covered course costs, the student will be required to reimburse all costs expended by the College. This does not apply in circumstances where the student is successful in gaining an apprenticeship. In these circumstances the student will not be required to reimburse costs.

EXPECTATIONS

Students are expected to comply with all College expectations and rules when participating in a VET Course. Any situation that brings disrepute to the College may result in that student being withdrawn from all VET Courses. This extends to attendance, punctuality, and safety, behavioural and academic issues. Any breach of these expectations will result in a meeting with the VET Coordinator and Deputy Principal.

WORK EXPERIENCE

Various VET Courses require a Work Experience component and authorisation for this may require consultation with the Director of Curriculum and Assessment Administration. Where possible, this should be completed during holiday periods. A Work Experience Insurance Form, a preparation course and risk assessment *must* be completed before a student participates in this activity.

UNIQUE STUDENT IDENTIFIER (USI)

Each VET student is required to have a Unique Student Identifier, a 10 digit number which gives access to a data base which contains a student's training records and results. The USI can be created by going to usi.gov.au with a form of ID and following the steps. The VET Coordinator can assist with this process.

KEY PRINCIPLES

Key principles of the Vocational Educational program that are accepted by St Michael's College are that:

- Curriculum and assessment activities will be fully congruent with the vision and characteristics of the College.
- VET programs will be specifically designed to enhance cognitive growth.
- VET programs will engender economic independence rather than dependence.
- VET programs offered in the College will be ratified in a Memorandum of Agreement (MOA) with respective RTO's where required.
- Year 12 students are expected to undertake a full Year 12 load with any Certificate III VET course credits earned in Year 11 'banked' to support SACE/ATAR attainment.



OPERATIONAL GUIDELINES

- Coordination and development of VET programs will occur through the VET Coordinator in conjunction with Student and Careers Counselling services, and where applicable, through the Western Technical College. The VET Coordinator will notify Year Level Directors, Teachers and Front Office staff of a student's inclusion in the VET program via SEQTA.
- The VET Coordinator is responsible for the VET programs of the College within set budgeting and operational guidelines. Invoices to parents for the 50% portion are sent out by the College's Accounts Department.
- The Deputy Principal (Learning and Teaching) works to support the VET Coordinator at policy and staffing levels. It is the Deputy's responsibility to ensure that the VET policy is enacted.
- The Director of Curriculum and Assessment is responsible for the curriculum implications of the VET programs at St Michael's. The Director of Curriculum and Assessment also acts to support the VET Coordinator at the curriculum level by ensuring that each Department is supportive of the St Michael's College VET Policy.

Approval Authority: College Leadership Team

Reviewed: August 2021

Interim Update March 2022

Next Review Date: January 2024