



▪ community ▪ challenge ▪ choice

## Policy and Procedure

### Vocational & Educational Training

The five core principles of Lasallian education across the world, namely:

- ★ Faith in the Presence of God
- ★ Concern for the Poor and Social Justice
- ★ Respect for All Persons
- ★ Quality Education
- ★ Inclusive Community

inform all aspects of our curriculum and pastoral approaches at St Michael's College. Thus, at a local level, we ensure a committed focus on the recognition of our First Nations Peoples through our awareness of Aboriginal and Torres Strait Islander histories and cultures to ensure that the College is acknowledged as a culturally safe, welcoming, aware and respectful environment. As a Catholic school in the Lasallian tradition, the College embraces the notion of reconciliation in fostering harmonious and enduring relationships.

St Michael's College acknowledges the land on which we learn and teach today is the traditional land of the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

#### SCOPE:

Vocational Education and Training (VET) enables students to develop skills, broaden their knowledge, and explore future career pathways. VET is delivered, assessed and certified by 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.

Competencies are converted to SACE credits and are displayed on a student's SACE Schools Online Account and contribute towards the successful completion of the SACE.

VET leads to a wide range of post-school options and assists students on their post school pathway whether it be work, an apprenticeship, traineeship, tertiary education or other vocational training.

#### PURPOSE:

The purpose of this document is to outline the College's position in relation to students undertaking VET courses and the provision of VET Fee subsidies.



## STATEMENT

### VET AT SMC

#### Year 10

Year 10 students can commence VET in Term 2. During this Term Year 10 students can participate in 'taster', 'immersion' activities or 'try a trade' short courses. These VET opportunities are designed to help students in their decision making as to whether a formal VET pathway is a suitable option for them. Students do not receive a reduced subject load and are expected to catch up on schoolwork.

Year 10 students are able to select VET Dance and Sports Coaching as a school subject during the subject selection process. These formal qualifications are delivered within timetabled lessons.

Year 10 students are not eligible to select Stage 1 Outdoor Education and VET due to the time commitment required by both programs.

SMC does not endorse Year 10 students undertaking a VET course outside of College offerings and the VET subsidy will not be accessible.

#### Year 11 and 12

A wider variety of VET qualifications are able to be selected by Year 11 and 12 students. Year 11 and 12 students can explore their VET options with the VET Coordinator throughout the year of more formally during Term 3.

Students are provided with a VET Study Line (one less school subject) when undertaking a VET course. This is arranged in consultation with the VET Coordinator and the Director of Curriculum and Assessment.

Students must be organised and committed to all components of their education. Inclusion into VET is not automatic and careful consideration is given to a student's motivation for wanting to undertake VET and their personal responsibility for learning.

Students are not permitted to undertake more than one VET qualification at a time.

### VET AND SACE

Successful completion of VET competencies gives 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 Exploring Identities and Futures (EIF) in Year 10 (10 credits), compulsory English and Maths at Year 11 (30 credits) and the Activating Identities and Futures (AIF) usually undertaken in Year 12 (10 credits). Religious Education is a compulsory aspect of study in Year 11 at St Michael's College.

The SACE VET Recognition Register is a tool that supports students to plan their SACE pathway. This online Register details how VET study can count in the SACE. Exact recognition is dependent on the actual VET training successfully completed by the student, up to the maximum credits listed.

### COURSE FEES

The cost of a VET course varies greatly. The College subsidises 50% of all training costs (up to a maximum of \$1700 per year) with parents/caregivers contributing the balance. This is invoiced to families by the SMC Finance Department during the year the VET course is undertaken.

Where a student undertakes a 'taster', 'immersion' activity or 'try a trade' short course the College will contribute 50% of the training cost.



It is important to note that the VET subsidy extends to training costs only. Additional expenses such as personal protective equipment, license fees, uniforms and hair and make-up kits must be met by families.

The College subsidy will not apply to a VET course undertaken by a student outside of the College's offerings or arranged privately. It will also not apply if a student is undertaking a second (or subsequent) Certificate III VET course.

If the cost of a course prohibits a student from participating, families are encouraged to contact the College Business Manager.

### **WITHDRAWALS / CANCELLATIONS**

For most full year courses, a student will generally have until Term 1 Week 3 to withdraw without incurring course costs (other than non-refundable enrolment/establishment fees). Parents/carers are responsible for 100% of the non-refundable enrolment fee.

Please note that a \$250 enrolment/establishment fee is applicable for VET qualifications delivered by Queensford College. This fee is non-refundable after the enrolment form has been submitted and is included in the course fee. A full course fee is applicable if a student withdraws within 2 weeks of the course commencement date or for courses delivered by Queensford College, unless there are extenuating circumstances.

If a student withdraws from a course, fails to complete the requirements of the course within the required timeframe or leaves SMC, all VET course costs will be charged to the family. This does not apply if medical/health reasons prevent a student from continuing or if a student commences an apprenticeship.

Should a student's enrolment in a VET course be terminated due to poor outcomes (such as poor behaviour, attendance, application, work completion, etc.) the cost of the full VET course is required to be paid by the family.

Students will be advised of withdrawal periods for semester/term length or short courses by the VET Coordinator.

### **VETRO**

The South Australian Government subsidises the cost of VET courses if the course is aligned to one of 26 industry areas linked to strong future employment opportunities in South Australia. This list is advertised via a published subsidised training list. To be eligible for access to a subsidised training place in an approved course, a school student must meet the following criteria.

The student must be:

- An Australian citizen or,
- A permanent Australian resident or, an eligible visa holder
- Reside in South Australia and are,
- Enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET and school- based curriculum including or are, enrolled in Year 11 or 12 and are 16 years of age or turning 16 years of age in the current year of that enrolment, and are undertaking SACE or equivalent and
- Have completed a preparatory VET pathway.

Students must also meet a minimum literacy and numeracy requirement (undertaken via an online assessment).

Training providers must sight evidence of a preparatory VET pathway to demonstrate the eligibility criteria has been met.

Students can check their eligibility here: [providers.skills.sa.gov.au/Deliver/Student-eligibility-for-subsidised-training](http://providers.skills.sa.gov.au/Deliver/Student-eligibility-for-subsidised-training)

The SMC VET Department coordinates the VETRO process for students.

### **EXPECTATIONS**

Students are expected to comply with all College and VET Provider expectations and rules when participating in a VET Course. 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 after school detention at SMC.



Students will acknowledge a VET Student Agreement at the beginning of each year.

### **WORKPLACE LEARNING/WORK EXPERIENCE**

Various VET courses require a Workplace Learning/Work Experience component which must be completed during school holiday periods in prescribed dates published at the beginning of each school year. Workplace Learning/Work Experience outside of these dates must be approved by the VET Coordinator and the Director of Curriculum and Assessment. A Workplace Learning Agreement Form, a preparation course and risk assessment *must* be completed before a student participates in this activity.

### **OPERATIONAL GUIDELINES**

- The VET Coordinator will coordinate and develop the SMC VET program.
- The VET Coordinator will notify Year Level Directors, Teachers and Front Office staff of a student's inclusion in the VET program.
- The VET Coordinator is responsible for the VET programs of the College within set budgeting and operational guidelines. VET Invoices to families are sent 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 College. 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.

### **RELATED POLICIES, PROCEDURES AND SUPPORT DOCUMENTS:**

Australian Quality Training Framework (AQTF) <https://www.aqf.edu.au/>

Catholic Education SA – Careers and VET Information <https://careers.cesa.catholic.edu.au/home>

Department for Education <https://www.education.sa.gov.au/schools-and-educators/curriculum-and-teaching/pathways-further-education-and-employment>

Department for Innovation and Skills <https://providers.skills.sa.gov.au/training-school-students>

SACE Board <https://www.sace.sa.edu.au/web/vet>

VET Recognition Register <https://www.sace.sa.edu.au/web/vet/vet-recognition-search>

### **REVISION RECORD:**

Approval Authority: Principal

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Risk Rating: Low