

External VET Operational Guidelines



Catholic Schools Office
Diocese of Armidale

External VET Operational Guidelines

PREAMBLE

Most **External Delivery of VET Courses for Secondary Students** are now accessed electronically via the EVET system. All external VET providers (Registered Training Organisations - RTO's), including TAFE NSW, must charge the same government-set price for the same course. With CSO approval, schools can still access external VET from providers that are not registered on EVET.

Note: Delivery of training to school-based apprentices and trainees is not included in EVET and must be done directly with the relevant provider.

In addition to the new arrangements the cost of delivering external VET has risen dramatically with some qualifications now costing in excess of \$8000. Currently the CSO is paying more than \$1000 per external VET student from Diocesan funds. Whilst the Diocese is committed to providing additional opportunities for all of our students it must be done within our resources.

1. Mission and Values

The Diocesan system, through proclamation, witness and service, supports and challenges learners in their life-long search for truth to promote lifelong learning benefits for the individual and communities. Learning in the Catholic tradition integrates faith and reason. Each Learner is at the centre of the educative process. Learning in creative, challenging, contemporary and supportive environments enables learners to gain the knowledge, skills and virtues to participate morally and positively in society and make discerning choices in their lives. Such education is multidimensional, encompassing the spiritual, cognitive, social, moral, physical and emotional dimensions of the person.

2. Purpose

The external provision of External VET is an important option for students in our Catholic schools as it provides opportunities for students to:

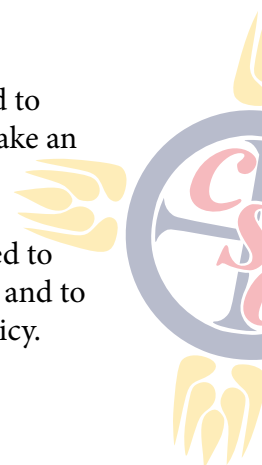
- undertake vocational framework courses which cannot be taught within the school
- undertake non-framework vocational courses which may assist in their transition from school to work
- access and explore courses that match their career aspirations
- develop pathways to employment and further education and training.

In addition to the External VET funding received from the NSW State Government, the Armidale Catholic Schools Office also makes a significant contribution for the provision of External VET through recurrent funding.

As the demand for External VET places far exceeds the funding that is available, Schools are asked to support the pool of External VET funds by charging each student a set fee (per annum) to undertake an External VET course.

In order to ensure the fair and efficient management of External VET course fees, schools are asked to manage their enrolment of students based on the External VET selection criteria explained below and to charge a VET fee to students that is no more than the fees being charged to schools under this policy.

The CSO will invoice schools for the External VET course charge annually.



3. Definitions

TVET - TAFE delivered HSC VET Courses (TVET) are courses, developed or endorsed by NESAs, which senior secondary school students may study at a TAFE NSW institute while completing their HSC at school.

External VET - are courses, developed or endorsed by NESAs, delivered by an external provider including TAFE which senior secondary school students may study while completing their HSC at school.

EVET - External VET Provision system which is the electronic system used to enrol and manage students in external VET.

Stage 5 VET – are courses that are endorsed by NESAs, which are available to students in Stage 5 (Years 9 & 10).

School Based Apprenticeship (SBA) - A system of training which combines paid work, training and work experience and school-based education. The school-based apprentice enters into a contract with an employer. Apprenticeships generally take four to five years to complete and are completed after leaving school.

School Based Traineeship (SBT) - A system of vocational training which combines paid work, training and work experience with school-based education. The school-based trainee enters into a contract with an employer. Traineeships generally take one to two years to complete and finish when a student leaves school.

Registered Training Organisation (RTO) – A training organisation that is authorised to deliver training and/or conduct assessments and issue nationally recognised qualifications under the Australian Qualifications Framework (AQF).

Unique Student Identifier (USI) - A reference number made up of 10 numbers and letters that creates a secure online record of recognised training and qualifications gained in Australia, even from different training organisations. It will give access to training records and transcripts which can be accessed online, anytime and anywhere. It is free and easy to create and is lifelong.

4. Procedures

External VET Procedures

Schools must ensure that both students and parents understand External VET course enrolment requirements, responsibilities and costs before completing the application paperwork.

Students are generally charged a set course fee for undertaking an External VET course (see attached fee structure). This fee may be waived or refunded if the student's enrolment in External VET course does not eventuate. This fee is subject to annual review.

Schools agree to and accommodate the release from school for the student to attend the course as per the course enrolment documentation.

Students attending classes at TAFE or with another external VET provider undertake the journey independently and at their own cost. Out of school hours may be necessary.

External VET Selection Criteria

Funded places in External VET (Stage 6) courses are offered to students on the basis that:

- a level of interest in the specific External VET course can be demonstrated through, for example, interests and hobbies or a career plan in the industry associated with the specific VET course
- a commitment to completing the specific External VET course demonstrated through application to studies, maturity and suitability for an adult learning environment, appropriate behaviour and a good school attendance record
- If students withdraw after the published withdrawal date parents may be required to reimburse the CSO for the full cost of the course
- only a single External VET course can be studied in any given calendar year (unless a second course is required to complete the certificate, for example Human Services: Nursing)
- students generally will not be approved for study at Certificate III or higher level unless there is no certificate I or II available. The exception to this is school-based apprenticeships
- funded places are not available for VET courses that are also offered at the School
- Special Needs students in Stage 6, whose curriculum needs either cannot be fully catered at school or would be addressed more effectively through an External VET course
- additional school based criteria may also apply. These criteria will be negotiated at the local level and made available through the school's External VET contact person.

Funded places in External VET (Stage 5) courses are offered to students through negotiation with the Principal / Careers Advisor and the VET Education Officer at the CSO. Stage 5 courses should be considered as a strategy to support students at risk and/or to re-engage students with learning.

External VET Enrolment

Students complete a school-based External VET course Expression of Interest Form with help from the VET Coordinator / Careers Advisor.

If a student requires additional support to participate successfully in an External VET course, the school learning support teacher liaises with the CSO Learning Support Education Officer. The agreed level of support should be identified on the enrolment form.

The School's Responsibilities

The school is responsible for student entries on NESA NSW Schools Online system including:

- NESA course name and entry number
- NESA 'school' number for the External VET provider delivering the course
- Ensuring that students are not undertaking courses (or course components) identified by NESA as exclusions
- Providing NESA student number for each student to external RTO
- Giving prior notification of events which may prevent student attendance at class, to external RTO staff.

Schools must keep accurate records of student enrolment, participation and course withdrawals. These need to be maintained on Google Drive where shared with the CSO.

In order to enrol in External VET schools must enter students into the Department of Education's External VET Provision (EVET) system. www.evet.nsw.edu.au

Schools need to ensure that students have a Unique Student Identifier (USI) which should be collected by the external provider.



School Based Apprenticeships & Traineeships (SBATs) Procedures

The procedures for SBATs are largely determined by State Training due to the formal nature of the training contracts being undertaken. Current information for Schools on the procedures to follow when instigating an SBAT pathway for students can be found using the website below.

<http://www.sbatinnsw.info/indexb.php>

Yearly 2018 TVET Fee Schedule (External VET costs that are invoiced to Schools)

Externally delivered VET courses - \$350

*School Based Apprenticeships (Delivered by TAFE or any other External RTO) - \$350

*School Based Traineeships (Delivered by TAFE or any other External RTO) - \$350

School Based Apprenticeships or Traineeships that are delivered by the School using the Lismore Catholic Schools Office as the Registered Training Organisation – \$0

Approved Stage 5 VET Courses - \$350

Normal course charges may be charged to the student (for example, consumables).

**For School Based Apprenticeships & Traineeships only qualifications that are listed on the NSW Skills List will be funded under this policy.*

5. Legislative Framework

Apprenticeships and Traineeships Act 2001 (NSW)

6. Related Policies and Guidelines

TAFE delivered HSC VET courses (TVET), Guidelines for schools and TAFE NSW Institutes 2016

School Based Apprenticeships and Traineeships in NSW - 2016 Guidelines, NSW Government Department of Education & Communities, June 2015

School Based Apprenticeships and Traineeships Program, Fee Administration Policy, NSW Department of Education and Communities, October 2015

Smart and Skilled: 2017 NSW Skills List – V1, NSW Government Department of Education & Communities, October 2016

VET Coordinators Role Description

7. Policy Administration

This policy has been ratified by the Director of Schools and will be reviewed periodically, or in the event of any information or incident that indicates the need for a review, or following relevant legislative or organisational change.

It is the responsibility of anyone accessing this document to ensure that the current version is downloaded from the CSO website.

Date of Implementation - July 2017 Date of Last Review- 17 July 2017 Date for Next Review- July 2018

