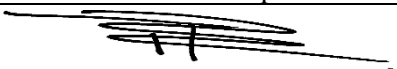




Broadford Secondary College Vocational Education and Training Delivery to Students

Policy and Procedure

Broadford Secondary College actively promotes the safety and wellbeing of all students. All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including Child Safe Standards.

Date Implemented	July 2023
Author	Belinda Collins
Approved By	School Council/Principal
Approval Authority (signature & date)	
School Council Consultation	8/7/2023
Date Reviewed	
Responsible for Review	Principal Class Officers
Review Date	December 2025
References	DET



Help for non-English speakers

If you need help to understand the information in this policy please contact the general office on 57841200

PURPOSE

The Vocational Education and Training Delivered to Secondary Students policy outlines the ways the school can offer Vocational Education and Training (VET) to Broadford Secondary College (BSC) students. VET enables students to gain qualifications for all types of employment and specific skills to help them in the workplace. Undertaking VET while at school allows students to mix general and vocational education and to make a start on training for a career before they leave school.

SCOPE

This document applies to Broadford Secondary College along with students over the age of 15. With the consent of their parents/guardians, students can apply to the VET Coordinator to complete a suitable/matched VET course on specified days throughout the year. (These days may change from year to year)

POLICY

1. Students and their parents will attend the Careers and Pathways Create My Footprint information day held at BSC in term 3. They will then attend a meeting with the VET Coordinator to discuss pathways.
2. Students will complete an application to BSC expressing their interest in a particular VET course. For students in Year 10, they will need to take part in an interview to check their suitability, their understanding of what VET is and to show their maturity for undertaking a VET course.
3. The VET Coordinator will complete due diligence processes and if this uncovers unreasonable or foreseeable risks the application will be immediately terminated.
4. A permission and confirmation letter is sent to students and parents. This must be signed by parents. Students need to obtain a USI prior to completing this form.
5. Fully completed VET enrolment forms are forwarded to the VET Coordinator for processing, a minimal of 8 weeks prior to commencement of the course.

6. The Vet Coordinator will register students onto the Registered Training Office's (RTO) portal for approval.
7. All signed documentation and forms are scanned, saved onto the BSC Google Drive filed under VET/Year/RTO.
8. All hard copies are filed in a secured location in the Vet Coordinator's office.
9. An email is generated to inform the Senior School Manager, Year Level Coordinator, Business Manager and Attendance Officer (to create rolls for students out on VET).
10. Induction briefing is conducted during the first week of the school year to the students with expectations for behaviour, uniform, PPE gear, venue, start dates and times.

The VET Coordinator will liaise with trainers if any issues arise and communicate with parents, students, Year Level Coordinator, Senior School Manager and Principal Class if need be.

ROLES AND RESPONSIBILITIES

4.1 Reporting

Positions Responsible for reporting:

- Careers and Pathways Manager reports to the Principal
- VET Coordinator reports to the Principal
- Principal reports to Career Education Unit, Senior Secondary Pathways Reform Taskforce, Department of Education and Training, email: career.education@education.vic.gov.au

4.2 Records Management

- On receipt of Application/Expression of interest form the VET Coordinator will scan the original documents and save to the Google Drive filed under VET/Year/Applications.
- Original documents will be kept securely by the VET Coordinator until the completion of the VET Course and then will be archived as per department procedures.
- All signed documentation and forms are scanned, saved onto the BSC Google Drive filed under VET/Year/RTO
- All hard copies of documentation are filed in a secured location in the Vet Coordinator's office.
- All additional documentation received for example: RTO agreements, contracts, student evaluations, VET visit notes will be stored in the Google Drive filed as VET/2023/RTO

4.3 Monitoring and Review

- The procedure aligns with information obtained from [Vocational Education and Training Delivered to Secondary Students: Policy education.vic.gov.au](#) Updated 18 October 2022.
- Is executed with the intention of all parties complying with these guidelines.
- Is reviewed annually.
- Will be evaluated as to its continuing effectiveness at the end of 2023.

4.4 Distribution and Communication

- Policy is published for staff in COMPASS -Procedures/guidelines.
- Senior School Manager, Yr. Level Coordinator, relevant ES Staff to be advised of policy document at the start of the year info session.
- Parents and students are advised of policy at the info session and at initial career and pathways meeting.
- Parents and students access policy via COMPASS-Careers and Pathways tab.

Annual Review to be undertaken after consultation with principal.

DEFINITIONS

Due diligence: Due diligence is the investigation or exercise of care that a reasonable business or person is normally expected to take before entering into an agreement with the work experience provider to ensure the physical, psychological, and social safety of the student.

Specified time: will be determined year by year according to the current academic calendar produced by the Deputy Principal, Director of Teaching and Learning.

Student: current enrolled student at BSC over 15 years of age who is in any year level from 10 to 12.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on school website
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

- Education and Training Reform Act 2006 (Vic)
- VET documentation (policies and procedures) from VCAA