



## Vocational Education & Training in Schools (VETiS) POLICY and APPLICATION

### Preamble

At St. Peter's College we strive to keep in mind the particular, yet diverse, backgrounds of all its members. The College curriculum strives to enhance the potential of each student and to create opportunities for students to develop their abilities across a broad spectrum of learning. Likewise the College has a significant function in providing vocational opportunities for the students.

### VET Policy

Completing a VET course allows students to undertake training in a specific vocational area while completing VCE or VCAL. VET programs will give students credit at VCE units 1 - 4. A number of programs have a study score, which contribute to students ATAR.

There is a vast range of courses available from numerous TAFE's, Secondary Schools and Independent Tertiary Providers. Students are given the opportunity to undertake such courses to enhance their career opportunities and understanding of the industry to which the course may relate.

### Policy Guidelines

#### Absence

It is important that students attend the required days to complete their respective courses successfully. When absences occur, it is necessary for the student to **inform both St. Peter's College and the College or TAFE in which they are enrolled.**

1<sup>st</sup> absence (without a medical certificate or parent/guardian note): the student's parents will be notified and the student will be required to have an interview with the VET Coordinator.

2<sup>nd</sup> absence (without medical certificate): the student will be required to attend an interview with the Vocational Pathways Coordinator and a parent / guardian. If the student absents him / herself from VET class and is present at the College they will be withdrawn from classes and their enrolment in the VET course will be negotiated.

Students who have withdrawn from a VET course, will be required to enrol in another unit at the College (Year 11 and above) to meet VCE requirements. **Students and parents will incur a \$50 withdrawal fee and an additional financial penalty if the official VET course withdrawal date has passed.**

## Work Requirements

- VCE Students undertaking VET courses are enrolled in one less VCE subject at the College. Students therefore have study periods made available to them during the course of a week. It is expected that students spend these periods in the College library catching up on work missed while off campus.
- It is the student's responsibility to collect work from teachers before or after the class for which they are absent.
- Should it not be possible for a student to meet a deadline it is necessary they follow the guidelines and apply for an extension per College Policy.
- It is also expected that students be up to date with all practical and theoretical work covered in their VETiS course.

## Behaviour

- Different VET courses and different institutions have individual requirements for work and attendance. It is the student's responsibility that they know, understand and adhere to these expectations at all times.
- While off campus and in attendance at TAFE or Registered Training Organisations (Secondary Colleges), students are expected to follow the rules and expectations both of St. Peter's College and the institution they are attending.

## Withdrawal

- For all VET courses there are official withdrawal dates. Any withdrawal from a VET course must be made in writing to the VET Coordinator and be signed and dated by both parent and student.
- If a student wishes to withdraw from the VETiS course in which they are enrolled, it must be by the official 'cut off' dates, however, all Chisholm Applications incur a \$50 Administration Fee.
- Upon withdrawal, VCE students must be prepared to enrol in another VCE unit at the College to meet the VCE requirements. This must be organised in an appointment with the Careers Adviser and Deputy Principal of Teaching and Learning. Students will also be expected to catch up on any work missed in the unit.

## Course Fees

- While St. Peter's College uses all available funding for course tuition, course costs may vary. Variation in costs are due to;
  1. Available Government funding and
  2. Individual course costs.
- **If a student withdraws from a course after the official withdrawal 'cut off' date, the full annual VET fee will be incurred.**
- **Please consult the VET Coordinator for further details upon the fees associated with individual VET courses.**
- **VET Course fees are additional to the normal College Fees.**



# VETiS STUDENT AGREEMENT

## Student Commitment

*As a student in the VET program, I understand and accept the level of commitment that will be required of me and agree to abide by the following conditions:*

1. I shall meet the attendance requirements of the training centre and I understand that I should contact both St. Peter's College and the training centre should I be absent on any given day. I acknowledge that my absence from the training centre or workplace may have a significant effect on my ability to meet the learning outcomes of the program. I accept that there are consequences if I am unofficially absent from a VET program.
2. I shall endeavour to meet both the practical and theoretical requirements of the program.
3. I understand that if study periods are made available to me, they shall be used to complete tasks and other required work I may have missed.
4. I accept that if I withdraw from the VET course after the official withdrawal date, I may incur the remaining costs of the course. I also understand that upon withdrawal, a \$50 Administration Fee must be paid. If I am a VCE student, I must enrol in another VCE unit. If I am a VCAL student I must enrol in another VET course or possibly exit the VCAL program.
5. I accept that, while in attendance at VET courses, I am bound by the rules and expectations of St Peter's College as well as the institution at which I am in attendance.
6. I understand that a \$50 fee will be incurred for a discontinued application. However, if this course is discontinued after the census cut-off date, **the full course fees will apply**. The College requests **payment of VETiS fees in addition to School fees**.
7. I have read the St. Peter's College VET Policy and I understand and accept the commitment my participation in the program requires of me. If I break any of the above conditions, I understand that I may be removed from the VET program.

Name of student: .....

Tutor Group: .....

VET Course: .....

Student Signature: .....

Date: .....

***I support my child's application to enrol in the VET program and am aware that there will be additional costs incurred in completing this certificate and particular compliance requirements as detailed in the VET provider's guidelines and policies.***

Name of Parent/Guardian:.....

**Parent/Guardian Signature:** .....

Date: .....