The Western VET Partnership consists of schools in the western suburbs of Adelaide offering Vocational Education and Training (VET) programs to participating schools in the region. This manual outlines the procedures, guidelines and the Memorandum of Agreement for this Partnership.
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INTRODUCTION

This Guidelines and Agreement document has been compiled to assist schools to administer the **Western VET Partnership** (the Partnership) and enhance student access to Vocational Education and Training (VET) programs for students in the western suburbs of Adelaide.

Common procedures and practices will enhance cross-school cooperation and will enable students to apply for and participate in courses across the Partnership.

PURPOSE OF THE PARTNERSHIP

The Partnership consists of schools in the western metropolitan area of Adelaide across the three education sectors, that will deliver and/or enrol students in VET programs. The focus of the Partnership is concerned predominantly with VET program implementation and delivery, and acknowledges that VET programs are an integral part of curriculum offerings.

The purpose of the Partnership is to:
- Increase program options for students
- Increase pathways for students
- Facilitate cooperative arrangements between schools
- Reduce costs of program delivery
- Improve efficiencies within program delivery and resource management
- Share knowledge and expertise
- Increase the viability and sustainability of VET programs

WESTERN ADELAIDE SCHOOLS

The Partnership is open to all schools in DECS South West Metro district, DECS Metro West district and the Catholic and Independent schools in the Western Futures LCP, as listed below:

- Adelaide High School
- Adelaide Secondary School of English
- Ashford Special School
- Bowden Brompton Community School
- Brighton Secondary School
- Enfield High School
- Findon High School
- Gepps Cross Girls School
- Gepps Cross Senior School
- Henley High School
- Immanuel College
- Islamic College of SA
- Le Fevre High School
- Mount Carmel College
- Nazareth Catholic College
- Ocean View P-12 College
- Portside Christian School
- Regency Park School
- Seaton High School
- St George College
- St Michael’s College
- Temple Christian College
- Thebarton Senior College
- The Grove Education Centre
- Underdale High School
- Warriappendi School
- William Light R-12 School
- Woodville High School
MANAGEMENT STRUCTURE

The Partnership is managed by an Operations Group, consisting of:

- Futures Connect Transition Broker, South West Metro District (Toni Andrew)
- Futures Connect Transition Broker, Metro West District (Helena Woloszyn)
- Vocational Education Coordinator, Western Futures LCP (Helen Nowosilskyj)

The Operations Group provides information, support and advice to the Western VET Coordinators group. This group consists of VET Coordinators from all schools listed on the previous page, and meets twice per term. This group has a role in expanding and enhancing VET courses available to students in the western suburbs, as well as providing advice on improving efficiencies in school-based management of VET programs as part of the Partnership.

The Operations Group will provide procedures and protocols to assist schools to manage the promotion, enrolment, delivery, administration and management of VET programs as part of the Partnership.

The Operations Group will aim to ensure that programs offered by schools address regional labour market needs, and provide a variety of post-school pathways for students.

COMMON TERMS

<table>
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<th>Term</th>
<th>Definition</th>
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<tr>
<td>The Partnership</td>
<td>Western VET Partnership</td>
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<td>VET</td>
<td>Vocational Education and Training</td>
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<td>Home School</td>
<td>School where a student is enrolled</td>
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<td>Host School</td>
<td>School that delivers the VET program</td>
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<td>SWL</td>
<td>Structured Workplace Learning</td>
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<tr>
<td>RTO</td>
<td>Registered Training Organisation</td>
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<td>LCP</td>
<td>Local Community Partnership</td>
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PARTNERSHIP GUIDELINES

1 **Duration of the Agreement**
   This Agreement operates on a calendar year, and must be signed annually by the school Principal and VET Coordinator of schools participating in the Partnership.

2 **Membership**
   The Partnership is open to all schools in DECS South West Metro district, DECS Metro West district and the Catholic and Independent schools in the Western Futures LCP (as listed previously). This does not preclude other schools joining the Partnership for the duration of this Agreement.

3 **Review**
   The Guidelines and Agreement will be updated annually, along with Partnership courses offered.
4 Responsibilities of the Operations Group

- evaluate and assess VET courses offered on an annual basis, ensuring student, school and regional industry needs are being addressed
- provide a proforma to schools to aid in the planning of VET programs offered for the following year
- collate information provided by Host Schools into a complete Course Information Pack, which is distributed to all schools
- coordinate and provide materials for schools to use in the student course counselling process, eg brochures, detailed course information and student Expression of Interest forms
- establish and publish a timeline and checklist for VET Coordinators to ensure the efficient management of Partnership courses
- provide administration forms for schools, including Student Agreement Form, Enrolment Form, Student Notification of Acceptance, Absenteeism Notification Form, and Progress Report Form
- provide an updated list of VET Coordinator contact details to aid efficient communication between schools
- communicate with school Principals and VET Coordinators regarding the progress and operation of the Partnership
- keep records of signed Memorandum of Agreements

5 Responsibilities of Home School

- market and promote Partnership courses to students
- counselling of students into Partnership courses as part of annual Course Counselling process, taking into account student SACE patterns and timetables
- provide completed student Expression of Interest forms to Host School according to published timeline
- prepare students to undertake a Partnership course, eg transport arrangements, dress requirements, equipment required, behaviour expectations, liaison with parents/caregivers, signing of Student Agreement form
- provide Host School with Enrolment Form and Student Agreement Form, which includes emergency contacts, medical information, specific learning/behavioural needs (form provided by Operations Group)
- ensure that students are informed of all details regarding their Partnership course
- keep records of students participating in Partnership courses, and provide information to teachers and parents/caregivers as necessary
- liaise with Host School regarding student behaviour, attendance and learning in order to resolve/manage issues as early as possible: the final outcome regarding the discipline of a student should be negotiated between the Home and Host school
- ensure that Workplace Learning Guidelines are followed regarding SWL (see section following for more detail)
- provide information regarding enrolments, outcomes and student destinations/transitions to the Operations Group as required
6 Responsibilities of Host School

- annually evaluate Partnership VET courses offered, and provide the Operations Group with details of courses offered for the following year (using proforma provided by Operations Group) according to published timelines
- ensure that Quality Assurance procedures with RTOs are undertaken, including VET in Schools Agreements, Workplace Assessor qualifications, course delivery and assessment and other requirements of the RTO
- manage incoming Expression of Interest forms from Home Schools
- conduct a selection process according to school needs, which may include written applications, interviews, information sessions or other selection procedures
- inform student applicants via Home School VET Coordinator of successful and unsuccessful student applications according to published timelines, including information regarding dates, time, dress code, equipment, location etc (proforma provided by Operations Group)
- ensure that Partnership course teacher and administration staff have a copy of the student Enrolment Form (emergency contact details etc)
- ensure that students are inducted into Host School procedures, eg emergency evacuation/Occupational Health and Safety procedures, break times, canteen procedures, toilets and other organisational matters
- provide Duty of Care while the student is in attendance at the Host School
- provide Home School with absenteeism information by fax (using Absenteeism Notification Form provided by Operations Group) as early as possible on the day of absence
- liaise with Home School regarding student behaviour, attendance and learning in order to resolve/manage issues as early as possible: the final outcome regarding the discipline of a student should be negotiated between the Home and Host school
- provide Progress Reports for each student to the Home School once per term, to be included with their Home School end-of-term report. These should reach the Home School by or before the last week of the school term (using proforma provided by the Operations Group)
- ensure that Workplace Learning Guidelines are followed regarding SWL (see section following for more detail)
- enrol students with, and submit results to, the RTO
- provide the student and the Home School with a copy of the VET Statement of Results/Certificate
- enrol and result students in the SSABSA DATEX system
- provide information regarding enrolments, outcomes and student destinations/ transitions to the Operations Group as required

7 Structured Workplace Learning (SWL)

- Schools must follow their Departmental Workplace Learning Guidelines in relation to SWL.
- The Host School is responsible for the management, organisation and induction of Workplace Providers. Host Schools may use the services of their Local Community Partnership (LCP) to coordinate this process. If this is the case, Host Schools will need to be aware of the policies and procedures regarding this process, as determined by the relevant LCP.
• The Host School is responsible for ensuring that all students have undertaken a Workplace Orientation Program prior to undertaking SWL. These details also need to be provided to the Home School for their record-keeping.

• The Workplace Learning Agreement form from the Home School must be signed by all parties (student, parent/caregiver, workplace provider and Home School Principal (or delegate)) prior to the SWL. A copy of the completed form will need to be provided to the Host School.

• SWL details must be recorded and administered appropriately according to Departmental Workplace Learning Guidelines.

• The Host School Teacher needs to ensure that Duty of Care guidelines are met (as outlined in the Departmental Workplace Learning Guidelines), as well as monitoring training and assessment “on-the-job”.

• Host Schools should provide students with a ‘Student Handbook for Structured Workplace Learning’, and ensure that students are aware of their rights and responsibilities while undertaking SWL.

8 Fees

• The enrolment of a student in a semester Partnership course generally equates to 0.085 FTE or $475.00 per semester. Some courses may incur different fees, depending upon the length of the course and the Registered Training Organisation involved. All course costs will be advertised in the Course Information Pack provided to schools.

• Host Schools may invoice the Home School for the full course cost after the second week of the course. Full year courses will be invoiced once per semester.

• Host Schools may charge additional consumable costs, depending on the course requirements. This must be advertised in the Course Information Pack provided to schools.

• Home Schools will adhere to their Departmental guidelines in terms of payment of course invoices.

• There will be no refunds, due to student withdrawal from courses, once invoices have been issued.

9 Privacy

• Schools will ensure that student personal information will be kept confidential and used only for the purposes of student wellbeing and course resulting.

• Permission must be gained from parents/caregivers (or student if over 18) for students to be involved in any promotional materials or documentation (including photos, video or printed text). This will form part of the student Enrolment Form provided by the Operations Group.
Regional Vocational Education and Training (VET) programs for schools in the western suburbs of Adelaide

Memorandum of Agreement 2008
Between Schools in the Western VET Partnership

School Name: _________________________________________________________________

Principal Name: _______________________________________________________________

SCHOOL DECLARATION:

Our school (stated above) has agreed to join the Western VET Partnership formed by a cooperative arrangement between the member schools in order to provide greater Vocational Education and Training opportunities to students in the western suburbs of Adelaide.

We are aware of our responsibilities and the processes outlined in the Guidelines and Agreement document.

SIGNED:

Principal: ____________________________ Date: ______________

VET Coordinator: __________________________ Date: ______________