



Vet Procedures

Belief Statement

Placing young people at the centre of everything we do involves providing a variety of pathways through and beyond school that link to each student and strengths the purpose of their learning

- These procedures aim to guide DFE schools in their work to provide students with access to a range of training opportunities within school and beyond. We are aiming to facilitate Vocational Education pathways for Peterborough High School students that fully utilize our staff, facilities, funds and our capacity to meet student's future careers and employment prospects.
- Students who achieve the SACE and also achieve a VET qualification have a greater capacity to take advantage of future career, post school training, tertiary and employment opportunities
- Peterborough high school will work in partnership with our MNSEC cluster schools, Employers and Training Providers to provide these pathways
- Peterborough High School's Vet program will be delivered by qualified practitioners who deliver competencies that are part of the Australian Qualifications Framework (AQF). PHS recognises that the achievement of nationally accredited Vet Qualifications is critical to the transference of qualifications, future careers and employment prospects of students

The Peterborough School Community believes; Senior School students with identified Vocational Education Pathways should have every opportunity to start School Based Apprenticeships, and Traineeships, Industry Pathway Programs and Vet Qualifications within the Australian Qualifications Framework, whilst still at school and as part of their chosen curriculum. These procedures aim to develop their skills and knowledge which will lead them to take advantage of opportunities leading them to fulfilling career pathways, training and or employment.

Key Element

Peterborough High school students will have access to a Career Strategy Curriculum and the opportunity to be part of Industry Pathway programs

Objectives

- To ensure young people have the opportunity to complete their SACE in conjunction with a qualified training pathway
- To be proactive in mapping all students identified pathways that will include;
 - Career Strategy Curriculum Yrs. 8-12
 - PLP planning and documentation
 - Subject selection in senior school to facilitate a successful career pathway
- To implement a work experience program that supports students pathway plans
- To actively involve and promote parent engagement in counselling processes that detail Pathway Plans, Subject Selection and completion of SACE possibilities.
- To map out and provide students, parents, staff, MNSEC schools and the wider community with detailed information about the VET courses available at PHS and across the MNSEC cluster.
- To develop students skills and knowledge through PHS Career Strategy delivery, so they will be able to take advantage of opportunities available leading to a fulfilling Career Crafting

Pro-Active Strategies

- To provide case management with students undertaking VET subjects or a combination of VET/ SACE Subjects
- To broker course delivery, in line with groups of students identified pathways, with Training Providers to:
 - Maximize the use of available funding
 - Fully utilize school and local facilities along with staff expertise to provide as wide a variety of offerings as is possible
- Negotiate to have courses delivered on site at PHS by accredited training providers to maximize student access
- To investigate additional funding sources available for individual student pathways (e.g. Training Guarantee for SACE Students)
- Advertise course offerings to MNSEC schools, Peterborough Businesses and the Peterborough Community to fill all available places in offered courses.
- Coordinate the flow-on process from the Career Strategy Curriculum, PLP planning, through subject selection and Pathway Planning that involves school, student and parents.
- To establish a work experience program that is achievable and supports Pathway Plans and is complimented by the school's Work Experience Camp
- To promote and support student contact with employers as the first step to their work experience placement

Shared Responsibilities

Student Responsibilities

- To participate in the PHS Career Strategy programs YRS. 8-12 and a Career Crafting Process
- To document possible Career Pathways in their PLP (Personal Learning Plan)
- To source information about the Training requirements for their pathway from a variety of sources i.e. Job Guide, My Future, Speaking to Vet staff, TAFE lecturers
- To discuss what they have researched with Parents/ Caregivers and Teachers
- To undertake Work Experience as an introduction to the world of Work and complete Work Placement/ Work Experience Log Books for each placement
- To work with their Case Management to maximise successful outcomes and successfully complete their chosen course
- To work within the Peterborough High School Participation in Vet Program Procedures and Guidelines

Staff Responsibilities

- To Develop, Resource, Monitor and Review Peterborough High schools Career Strategy Program Yrs. 8-12
- To familiarise students and parents with the components of the SACE and the flexibility it allows (especially with respect to VET)
- To support student enquiry into Career Pathways and VET courses as they can be used to complete the SACE
- To guide students through the completion of a SACE Completion Planning Sheet which includes VET options in consultation with parents
- To use the SACE Completion sheet as a guide to subject selection for the SACE years
- To promote and facilitate work placement/ experience for students at PHS
- As part of the Case Management of Vet students coordinate Work Placement/ Experience site visits or phone calls

Management Responsibilities

- To implement and resource VET Procedures
- To investigate, facilitate and document available VET Courses offered and advertise this list to local and cluster schools and the Community
- To keep an accurate record of student SACE completion plans and negotiate changes/ modifications with both the student and parents/ caregivers, RTO and staff
- To broker the delivery of VET courses with Registered Training Organisations and this brokerage to be accompanied by a written agreement containing the details of the delivery (i.e. training plans (Form B TGSS), dates, number of weeks, times and any other considerations)
- To review the VET courses offered annually and the Vet Policy regularly

Parent/ Caregiver Responsibilities

- To work in Partnership with PHS in the planning and choice of their students subjects and for Work Placements/ Work Experience
- To be aware of the available VET courses that PHS supports
- To negotiate with and keep the school informed about private negotiations about possible VET Traineeship and Asba opportunities their student may be looking to be involved in

Definitions

Vocational Education and Training (VET) is training senior students can undertake as part of the senior school curriculum to develop skills applicable to the world of work.

Work Experience is gained when a student works with a business or tradesman to gain an insight into the world of work, and starts developing relevant work ethic and skills.

Work Placement is a planned program of a student working with a business or tradesman as part of vocational training. (e.g.: Traineeship or ASBA) The work placement can provide the Industry context necessary for completion of competencies being studied as part of their accredited training and this is paid work.

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