



Western Adelaide Secondary Schools Network

INSTRUCTIONS FOR FINANCE OFFICERS WESTERN ADELAIDE REGIONAL VET PROGRAMS

Please read the Western Adelaide Regional VET Programs Guidelines for information on the Course Costs guidelines agreed to by WASSN (Western Adelaide Secondary Schools Network) schools. These Guidelines can be accessed from <http://www.wats.sa.edu.au> under Regional VET Programs>Information for Educators.

HOME SCHOOLS (*the school where a Regional VET student is enrolled*)

- When students apply for Regional VET programs (usually during term 3 of the year prior), please ensure that parents/caregivers have signed a 'commitment to pay letter' (proforma available from <http://www.wats.sa.edu.au> under Regional VET Programs>Information for Educators). This should detail the costs that students need to pay to their Home School, eg \$100 Regional VET fee and anything that becomes the students' personal property. These 'Student Costs' are recorded in the course information for the course that students are applying for. To download course information, go to www.wats.sa.edu.au, then go to the 'Regional VET Programs' menu item, choose the relevant industry page, then click on the relevant course. This will link to the detailed course information for each course.
- Students should return their signed 'commitment to pay' form with their signed Regional VET Programs Student Application Form. It is suggested that VET Leaders manage this process, and forward on copies of the signed Commitment to Pay letters to the Finance Department once student applications have been processed.
- Issue invoices to parents/caregivers (or students if over 18 years of age) – the timing of this is an individual school decision.
- If a course requires students to have a DCSI history screening for workplacement purposes, it is the Home School's responsibility to arrange this as per your usual processes.

HOST SCHOOLS (*the school hosting a Regional VET Program*)

- It is the Host School's responsibility to ensure that their course information is correct in relation to costs and GST. All course information is updated during term 2 each year, but can also be updated at any time during the year if needed.
- As per our Regional VET Programs Guidelines, you can invoice each students' Home School after the second week of the course. You will only invoice for the students who have commenced the course and are still in the course after the second week.
- You will invoice the students' Home School for the 'Home School Cost' as detailed in your course information, plus anything that becomes the students' personal property if the Host School has purchased this for students (see 'Student Cost' in your course information).
- Do not invoice Home Schools for students from another school for the \$100 Regional VET Fee, as Home Schools collect this fee (not Host Schools).
- Do not invoice Home Schools for students from another school for DCSI history screenings, as it is the Home School's responsibility to arrange this.