WESTERN ADELAIDE REGIONAL VET PROGRAMS
www.wats.sa.edu.au

2020 Operational Guidelines

1   INTRODUCTION

Western Adelaide Regional VET Programs are governed by the Western Adelaide Secondary Schools Network (WASSN), and managed by the Pathways Manager (in conjunction with the WASSN Vocational Pathways Group).

This document has been compiled to summarise operational decisions and procedures, and to assist Home Schools, Host Schools and Registered Training Organisations to manage programs at the school/organisational level. These Guidelines are reviewed annually, and include:

- mission and aims
- management
- schools involved
- program costs
- timetabling
- involvement of non-member schools
- programs delivered by RTOs
- student travel to and from Regional VET Programs
- regional places
- marketing procedures
- talent release
- online Regional VET management system (WebVET)
- Structured Workplace Learning (SWL)
- selection processes
- Unique Student Identifier (USI)
- responsibilities of Host and Home Schools
- privacy considerations
- timelines

2   COMMON TERMS

Common terms used throughout this document include:

- ASQA – Australian Skills Quality Authority
- DfE – Department for Education
- Family – Parents/Caregivers
- HOST School – the school offering (hosting) a regional program
- HOME School – the school where a student is enrolled
- RTO – Registered Training Organisation
- WPLP – Workplace Learning Procedures
- SWL – Structured Workplace Learning
- STL – Subsidised Training List
- TGSS – Training Guarantee for SACE Students
- USI – Unique Student Identifier
- VET – Vocational Education and Training
- WASSN – Western Adelaide Secondary Schools Network
- WebVET – Regional VET Online Management System

3   MISSION

The mission of Western Adelaide Regional VET Programs is to provide year 10, 11 and 12 students in Western Adelaide schools with increased pathway options through the provision of a wide range of Vocational Education and Training (VET) choices.

4   AIMS

The aims of Western Adelaide Regional VET Programs are:

- to ensure that VET programs are part of the learning entitlement of all students, and that students have equitable access to programs that are part of their identified career pathway and SACE program.
- for students to have the opportunity to achieve their SACE while working towards a nationally-recognised qualification.
- for secondary schools in Western Adelaide to work collaboratively to provide a spread of programs across the region.

5   MANAGEMENT

The Pathways Manager manages the operations of regional programs in conjunction with the WASSN Vocational Pathways Group and the WASSN Principals group. The Pathways Manager also consults with school VET and Curriculum leaders and other relevant teachers and leaders as required. The Pathways Manager manages guidelines, resources, marketing materials, timelines, training, website, online management system, communication and other tasks as part of the promotion, enrolment, delivery, administration and management of Regional VET Programs. The Pathways Manager is supported in this work by the Regional VET SSO.

The WASSN Vocational Pathways Group has a role in expanding VET programs available to students in Western Adelaide, providing advice on improving efficiencies in the management of Regional VET Programs, ensuring a 'spread' of programs and pathways across the region, and monitoring and evaluating the effectiveness of programs across the region.

Western Adelaide Regional VET Programs operate under the auspices of the WASSN Memorandum of Understanding (reviewed annually). Inclusion of courses in the Western Adelaide Regional VET Program are governed by the structures defined by the flow chart outlined. (Appendix A) and the Intention to Delivery Form (Appendix B).

6   Department for Education - MEMBER SCHOOLS

WASSN schools that are part of this Memorandum of Understanding and participate in Regional VET Programs are:

- Adelaide Secondary School of English
- Findon High School
- Le Fevre High School
- Plympton International College
- Thebarton Senior College
- Warriappendi School
- Bowden Brompton Community School
- Henley High School
- Ocean View College B-12
- Seaton High School
- Underdale High School
- Woodville High School

These schools contribute to the annual running costs of Regional VET Programs, including costs for WebVET, SSO support and marketing.

Trade Training Centres at these member schools are to get priority in the inclusion of programs, geographical considerations notwithstanding.

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7 PROGRAM COSTS

WASSN Principals have agreed that Home Schools will contribute to the cost of VET programs for students if it is part of the students' genuine career pathway and SACE. Department for Education Home Schools maintain the full-time enrolment of Regional VET students. Host Schools invoice Home Schools for the total Training Costs of these programs (this occurs after the second week of a course commencing) and Home Schools pay these invoices in a timely manner.

A. Costs to Home Schools (Appendix B):
1. For courses delivered in part or fully by a trained teacher from the Host School, the cost will be $300 per course per year ($150 per semester, $75 per term) (GST free).
2. For courses delivered in part or fully by an RTO on behalf of the Host School, the costs will depend upon the RTO Fee for Service (FFS) or Training Guarantee for SACE Students (TGSS) 'gap' fees negotiated.
3. TOTAL Training Costs may also include consumables and other costs (as outlined in Appendix B).
4. In 2020, Home Schools will subsidise the TOTAL Training Costs up to a maximum of $900 per student. In 2021 Home Schools will subsidise all of the TOTAL Training Costs up to a maximum of $900 per student.
5. Any "gap" in the Training Costs (called the WASSN GAP fee) is to be paid by the student / family (at the discretion of the Home school).
6. Additional non-member schools that are not listed in the current non-member schools as listed in the guidelines will occur a $100 administration fee per student accessing any of the Regional VET courses.

Once fees are publicised for the year and advertised in the WATS brochure, Website and WebVet, they are set and cannot be changed. If there are increases or extra fees after being set, the host school will be liable for this extra cost.

B. Costs to Students: (Appendix B)
1. HOME Schools will invoice the Regional VET student/family for the $100 Regional VET Fee (GST free).
2. HOME Schools will invoice the Regional VET student/family the WASSN GAP fee (at the discretion of the Home school).
3. Home Schools are responsible for obtaining "commitment to pay" from the student/family for these fees at the time that student applies for a course (using the proforma available on the WASSN website (www.wats.sa.edu.au).
4. HOST Schools will invoice the Regional VET student/family for Personal equipment/materials that become the property of the student (e.g. steel-capped boots, hairdressing kits, DCSI Relevant History Screening etc) (these may incur GST) as outlined in Appendix B.

If a student withdraws from a course for no valid reason after invoices are issued, there will be no refunds. However, in negotiation with the HOST school, the HOME school may fill that position with another HOME School student, or the HOME School may request that the student/family pays the full course costs (outlined in the "commitment to pay").

Host Schools must provide details of all costs in their course information held on the WASSN website (www.wats.sa.edu.au) through Appendix B so that Home Schools and the student/family are aware of these costs when the student applies for courses. Specific GST information must also be included in this information. HOST Schools are responsible for keeping this sinformation up-to-date.

Some courses may be available under the Training Guarantee for SACE Students (TGSS), if delivered by an RTO approved to deliver under *WorkReady* to school students and available on the Subsidised Training List (STL). This will be detailed in the course information if applicable. When applying for TGSS, an Education and Training Plan (Form A) must be completed for each student and forwarded to the RTO. Proformas and other relevant documentation can be downloaded from the WorkReady website: www.skills.sa.gov.au.

The home school has the responsibility to complete these documents. If the documentation is not completed within the timelines required, the home school is liable for the TGSS fee for service costs.

8   TIMETABLING

Regional VET programs will commence in week 2, term 1 (unless otherwise stated in the course information). Host Schools will minimise travel for Regional VET students as much as possible. Regional VET programs will be scheduled only on Wednesdays or Fridays. Host Schools will plan for flexible delivery methods, e.g. twilight programs and eLearning opportunities to reduce the travel demands for students. Programs delivered in this fashion (and therefore do not interfere with a student's HOME school schedule) are not restricted to the Wednesday and Friday.

Host Schools will publicise days and times of programs with regional marketing materials (prepared during term two the year prior), so that Home Schools can counsel students appropriately. In some cases, days and times may change due to timetabling and staffing. Host Schools are responsible for notifying students/parents/caregivers and Home Schools of any changes to days and times published, and keeping their course information on the website up-to-date.

Home Schools will ensure that students are not disadvantaged by participating in Regional VET Programs by having a supported learning pathway (i.e. providing subject counselling, flexible timetables and support structures).

9   INVOLVEMENT OF NON Department for Education MEMBER SCHOOLS

Non-member schools in Western Adelaide are invited to participate (offer and access programs) in our Regional VET Programs. These schools currently are:

- Immanuel College
- Nazareth Catholic College
- Sacred Heart College
- St Michael's College

- Mount Carmel College
- Portside Christian College
- St George College

These schools may participate according to the following principles:
- They adhere to these Guidelines, as endorsed by the Western Adelaide Secondary Schools Network (WASSN).
- They contribute to the management of our Regional VET Programs by paying an annual fee to contribute to the administration costs. This fee is to be determined on an annual basis (based on budgeted operating costs), and will consist of a base fee for all schools, plus a fee per course offered (hosted).
- Programs are advertised to these schools via the WASSN website (www.wats.sa.edu.au).
- These schools are invited to advertise their programs to our students using the marketing processes established (i.e. brochures and website). They are also invited to purchase brochures to advertise programs to their students.
- These schools are responsible for the Duty of Care of Department for Education students participating in Regional VET Programs they host.

- Department for Education schools are also responsible for the Duty of Care of non-Department students participating in Regional VET Programs they host.

INVOLVEMENT OF NON MEMBER SCHOOLS

10   REGISTERED TRAINING ORGANISATIONS (RTOs)

Host Schools will ensure that written documentation (using Department for Education VET Guidelines for Government Schools) is developed with RTOs delivering regional programs on their behalf (part or full delivery*)* 9 months prior to commencing the following year. This covers the responsibilities of the RTO in relation to enrolments, course delivery, resulting, reporting, duty of care, privacy of information etc. This documentation includes:

- VET in Schools Auspicing Partnership Agreement (with a non-government RTO): used when the school is doing part or all delivery of a course.
- VET in Schools Purchasing Contract (with a non-government RTO): used when the RTO is delivering part or all of a course.
- VET in Schools Memorandum of Administrative Arrangement (MAA) (with a government RTO, e.g. TAFE SA or Department for Education school): used when a government RTO is delivering part or all of a course.

Department for Education VET Guidelines for Government Schools are available from the Department intranet: https://myintranet.learnlink.sa.edu.au/educating/curriculum-years-10-12/vocational-education/vet-guidelines-for-schools.

RTOs are responsible for the Duty of Care of students participating in Regional VET Programs at their site. These RTOs must meet Department for Education Duty of Care requirements and must demonstrate that they have insurance and their own separate set of duty of care liabilities (included in written documentation).

RTOs delivering courses for Host Schools must provide proof that all persons responsible for or involved in the provision of the services under the contract have a current and satisfactory relevant history screening from the authorised South Australian Government Department Screening Unit. A copy of this document also has to be provided to the Pathways Manager. The Department for Communities and Social Inclusion (DCSI) Screening Unit is authorized under the Children's Protection Regulations 2010 to conduct **Child-Related Employment Screening** for people who work with children and young people. RTOs must provide copies of the trainer/s current Child-Related Employment Screening to the Host School prior to any contact with students. Please see http://www.dcsi.sa.gov.au/services/screening.

If students are going to the RTO site for the training (i.e. not at the Host School), the Children's Protection Act 1993 requires all organisations providing health, education, welfare, sporting or recreational, religious or spiritual, child care, or residential services wholly or partly for children to develop policies and procedures to create and maintain a safe environment for children and young people.

As part of its obligation to establish and maintain a child safe environment, an organisation (including RTO) must:

- have in place appropriate child safe policies and procedures.
- conduct child related employment screening for people who work with or in close proximity to children or their records in prescribed positions.
- lodge a statement about its child safe environment policies and procedures with the Department for Education and Child Development.

Please see https://www.decd.sa.gov.au/child-protection/child-safe-environments for more information.

11   STUDENT TRAVEL TO AND FROM REGIONAL VET PROGRAMS

Parents/caregivers are responsible for ensuring students have appropriate transportation to and from Host Schools and RTOs. Home Schools may be able to support the transport arrangements and costs of their students travelling to regional programs (e.g. providing public transport tickets, taxis, buses as appropriate).

Travel in private vehicles is at the driver and passenger's own risk and requires parent/caregiver permission when students are under 18 years of age (drivers and passengers) and travelling with another student. Third party bodily and property insurance is a minimum requirement. Home Schools are responsible for ensuring that parent/caregiver permission is in place for students under 18 years (by using the Travel in Private Vehicles form provided on the WASSN website – www.wats.sa.edu.au).

12   REGIONAL PLACES

At least 25% of places in programs run by Host Schools are to be held for regional enrolments. Host Schools can 'top up' courses with their own students if regional places for the following year are not filled by week 6, term 4. Host Schools will consider creating extra classes if courses fill up (subject to school capacity (human and physical resources).

13   MARKETING

Marketing is managed by the Pathways Manager. Marketing procedures include:

- WASSN Website (www.wats.sa.edu.au). This provides detailed course information, enrolment information and resources for teachers, VET Leaders and teachers.
- Schools in the region include information about Regional VET Programs in their senior school course handbooks, summarising programs offered, and linking to the website for more information.
- Brochures are printed and distributed to schools at the beginning of term 3 to use as a marketing tool with year 9, 10, 11 and FLO students (i.e. year 10, 11 and 12 the following year), parents/caregivers and the community. Schools contribute to the cost of brochures based on the number of brochures they order. The brochure is also available for download on the Trade School website.
- A worksheet/lesson plan is delivered in all Personal Learning Plan classes based on the website and brochures (student investigation into Regional VET Programs and School-Based Apprenticeships).
- All Home Schools take an active role in marketing regional programs to their students and parents/caregivers, and in servicing of staff and course counselling teams.

14   TALENT RELEASE

Home and Host Schools providing student images, comments and/or work samples for use in Regional VET marketing, must ensure that consent is gained in writing by parents/caregivers (if under 18) and the student (if over 18). This covers permission to use the likeness, image, voice, performance and/or creative work of students and children. The DfE forms can be downloaded from:

Consent Form - Use of Images, Video, Work (Adult) (124KB PDF)
Consent Form - Use of Images, Video, Work (Child) (124KB PDF)

15   ONLINE REGIONAL VET MANAGEMENT SYSTEM (WebVET)

An online VET management system (WebVET) is used for managing Regional VET enrolments and classes: http://wats.eschoolsolutions.com.au. Participating schools contribute to the annual license cost for this software.

WebVET assists in the management of:
- Course information (curriculum)
- Student applications
- Producing letters to students for interviews, information sessions and other notifications
- Acceptance/Non-Acceptance into programs
- Cancellation of courses
- Creation and management of class lists
- Recording student attendance, competencies and Structured Workplace Learning
- Assessment/reporting each term
- Current and historical data about applications and enrolment in courses

To ensure the efficient operation of Regional VET Programs, all Home and Host Schools have an obligation to meet the WebVET timelines and requests from the Pathways Manager. WebVET is used across the region by the Pathways Manager, Regional VET SSO, VET Leaders, VET SSOs and Regional VET Teachers/Trainers. The Pathways Manager is the administrator of the system and is supported by the Regional VET SSO to manage the day-to-day operations of the system.

16   STRUCTURED WORKPLACE LEARNING (SWL)

SWL forms an important component of Regional VET Programs to allow students to learn 'on-the-job' as well as 'off-the-job'. The driving principle for any decisions made by school staff in relation to workplace learning always puts the student's safety and welfare as the prime consideration. In exercising due diligence in relation to their duty of care, all schools must take a risk minimisation approach for each student participating in a workplace learning placement. (Please see flow chart Appendix C)

17   SELECTION PROCESSES

Host Schools and Registered Training Organisations may conduct a selection process for their program/s to ensure that students have:
- Demonstrated capacity for independent learning and meeting the requirements of the program.
- Identified relevant interest and/or experience in the program.
- Commitment to a post-school pathway in this area.

This could be in the form of an interview, written application, information session, or other appropriate process.

18   UNIQUE STUDENT IDENTIFIER

All VET students in Australia need a Unique Student Identifier (USI). For more information, please see https://www.usi.gov.au/. Home Schools need to ensure that their VET students have a USI so that these can be provided to Host Schools/RTOs when requested. Home Schools should also record USIs for their students in EDSAS. Host Schools should also ensure that all students enrolled in VET courses have a USI so that it can be provided to the RTO when requested, so that student results can be processed.

19   RESPONSIBILITIES OF HOST SCHOOLS

The responsibility of Host Schools is to:
- Evaluate courses offered on an annual basis.
- Keep all course information in WebVET up-to-date.

- Ensure that Quality Assurance procedures are undertaken, including VET agreements, Workplace Assessor and other qualifications, course delivery, assessment and other requirements of the RTO and the Australian Skills Quality Authority (ASQA).
- Offer subsequent classes if courses fill up.
- Conduct a selection process, which may include written applications, interviews, information sessions or other selection procedures.
- Inform student applicants, of successful and unsuccessful student applications according to published timelines, including information regarding starting dates, day and time, dress code, equipment, location etc. (using letter provided in WebVET).
- Ensure that teachers/trainers of regional programs and administration staff have a copy of student application forms, emergency contact details, talent release, travel in private vehicles and student guidelines for conduct (using forms provided).
- Ensure that students are inducted into Host School/Registered Training Organisation procedures, e.g. emergency evacuation/Work Health and Safety procedures, break times, canteen procedures, toilets and other organisational matters.
- Issue invoices to Home Schools (and students/parents if applicable) as per information published from Appendix B.
- Provide Duty of Care while the student is in attendance at the Host School/Registered Training Organisation.
- Provide Home School with absenteeism information on the day of absence (using Absence Notification form or phone call to Home School).
- Update student records in WebVET on a weekly basis – attendance, competencies and SWL.
- Notify the Pathways Manager & Regional VET SSO when students withdraw from a course, new students commence, or if there are any course information changes.
- 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/Registered Training Organisation.
- Provide Progress Reports for each student once per term through WebVET, according to the timelines set.
- Support students to find suitable work placements, and communicate all details to the Home School in a timely manner.
- Ensure that students have a Unique Student Identifier (USI), and provide this number to the RTO.
- 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 from the RTO to meet SACE Board resulting timelines.
- Provide information regarding courses, enrolments, outcomes and student destinations/ transitions to the Career Pathways Manager as requested.
- Ensure that timetabling of courses provides opportunity for students to easily access the program (including travel time).

20   RESPONSIBILITIES OF HOME SCHOOLS

The responsibility of Home Schools is to:
- Complete all TGSS forms.
- Market and promote programs to students.
- Counsel students into programs as part of the annual course counselling process, taking into account SACE information and student timetables.
- Enter student applications into WebVET according to published timelines.
- Gain parent/caregiver consent for students to participate in Regional VET Programs.

- Support students to undertake regional programs, e.g. support with selection processes, transport, dress requirements, equipment required, behaviour expectations, liaison with parents/caregivers, completion and signing of forms etc.
- Provide Host Schools with application forms, emergency contact details, talent release, travel in private vehicles and student guidelines for conduct (using forms provided).
- Provide Host Schools with a medical plan if students have declared on their application forms they have a medical condition. This is imperative.
- Pay invoices from Host Schools in a timely manner according to the instructions contained in the invoice.
- Ensure that students and parents/caregivers are informed of all details regarding their course chosen.
- Keep records of students participating in regional programs, and provide information to teachers and parents/caregivers as necessary.
- Ensure that students have a Unique Student Identifier (USI), and provide this number to the Host School so that they can then provide it to the RTO.
- Liaise with Host Schools 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.
- Use WebVET to monitor student attendance and progress (i.e. competencies achieved and SWL sessions completed).
- Ensure that Departmental Workplace Learning Procedures are followed for any student work placements.
- Ensure that all students requiring a DCSI Relevant History Screening (and National Police Check if required by the workplace) for work placement have this arranged in a timely manner (it is suggested that this process commences when students apply for the course in term 3 the year prior).
- Provide information regarding courses, enrolments, outcomes and student destinations/ transitions to the Pathways Manager as requested.
- Ensure that students are not disadvantaged by participating in regional programs (i.e. providing flexible timetables, teacher support etc.).
- Enrol and result students in the Department for Education EDSAS reporting system and the SACE Board Schools Online reporting system.

21   PRIVACY

Home Schools, Host Schools and Registered Training Organisations will ensure that student personal information is kept confidential and used only for the purposes of enrolment, 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).

22   TIMELINES

The timeline on the following pages is a term-by-term guide to the annual tasks and responsibilities for Western Adelaide Regional VET Programs operations.

Key:

Current Year's Management
Next Year's Planning

TERM ONE

WEEK	TASK	WHO
1	Process of completing TGSS forms to begin.	Home school to Host School
1	Reminder to VET Leaders and teachers of Regional Programs Western Adelaide to be inducted into Regional VET Operational Guidelines.	Home School Host School
1	VET Leaders to provide a copy of DSCI clearance re: RTO trainers for delivery to students – copies distributed to Career Pathways Manager	Home school Host school
1	Students and parents/caregivers are clear of details regarding participation in a Regional Program prior to commencement, e.g. transport, dress requirements, behaviour expectations, costs, SWL arrangements etc.	Home School
1	Students have completed and returned all forms - Student Application Form, Student Guidelines for Conduct, Talent Release Form, Travel in Private Vehicles Form (if applicable) - and copies have been received by the Host School/RTO (for VET Teacher, VET Leader and Student Services/Office). Forms are available on the WASSN website – www.wats.sa.edu.au. Copies are also kept by the Home School. Details entered into EDSAS.	Home School Host School
2	Programs commence. Students are inducted into the program, work health and safety requirements, emergency procedures, signing in/out, familiarisation with facilities etc.	Host School/ RTO
2	Student USIs are collected and students are enrolled with RTO in accordance with their timelines and procedures.	Host School
2	Contact all schools regarding student free days/pupil free days for the year to update on WebVET system.	Pathways Manager
3	Medical Plans updated and forwarded to host schools.	Home schools.
4	Home Schools are invoiced for program costs.	Host School/ RTO
4/5	Classes created in WebVET.	Regional VET SSO
4	Students are supported to find suitable work placement providers by the Host School. The Host School communicates with the Home School about locations, timelines etc.	Host School
5	Home School follows Departmental Workplace Learning Procedures *(Appendix C)* to ensure that all processes and documentation is in place prior to students participating in work placements.	Home School
6	Host schools begin negotiations with RTO's for delivery of next year's program. Host schools review current programs and possible new programs for 2021.	Host School
7	Home schools to all students have participated in Workplace Learning Procedures to ensure each student is competent with the 5hrs of OHS training.	Home School
10	Student Progress Reports completed in WebVET by end of this week - to be included in student end-of-term reports.	Host School/ RTO
8-11	Regional VET Guidelines for the following year are reviewed and updated.	WASSN Schools and WASSN Principals Group

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TERM TWO

WEEK	TASK	WHO
2	Vacancies in semester 2 programs advertised.	Pathways Manager
2	Appendix B details checked and changes made for current programs and new programs to be offered for the following year provided to Pathways Manager *(following Appendix A & B)*	Host School to Pathways Manager
2	All Schools who have a VISA or MOU agreement must provide a copy to the Pathways Manager with their Appendix B.	Host School to Pathways Manager
3	Regional VET Guidelines for the following year endorsed.	WASSN Principals Group
3	Intention to Deliver programs forms are presented to WASSN Principals Group for approval of VET programs for the following year.	Pathways Manager
4	All Schools will be notified of approval or non-approval of VET Programs for the following year after feedback from the WASSN Principal's Group.	Pathways Manager
5	Preliminary program information collated and senior school Course Handbook information prepared and distributed to all schools - for inclusion in their course handbooks.	Pathways Manager
5-10	Regional VET Operational Guidelines, forms, timelines and course information updated. Information updated on website, WEbVet.	Pathways Manager
6-9	Brochures produced to market Regional VET Programs for the following year.	Pathways Manager
7	Student applications for Semester 2 programs entered into WebVET by the end of this week.	Home School
8	Semester one VET results submitted to RTO in accordance with timelines and procedures (if applicable).	Host School
9	Student Progress Reports completed in WebVET by end of this week.	Host School/ RTO
10	Home School provided with copy of VET Statement of Results/Certificate when available (if a semester-length course).	Host School/ RTO
10	Home School enters competencies achieved during semester into EDSAS and Schools Online from RTO Statement (if a semester-length course).	Home School

TERM THREE

WEEK	TASK	WHO
1	Brochures distributed to schools for marketing programs with students. Regional VET information for the following year is available on the WASSN website for students, parents/caregivers and schools to access (www.wats.sa.edu.au).	Pathways Manager
2-6	Marketing and promotion of Western Adelaide Regional VET Programs to students and parents/caregivers using Home School Course Handbooks, brochures and website. Induct other staff members as required (e.g. senior school course counselling teams).	VET Leaders and teachers
8	Information from Regional VET Student Application forms entered into WebVET (by Friday).	Home School
9	Student Progress Reports completed in WebVET by end of this week.	Host School/ RTO

TERM FOUR

WEEK	TASK	WHO
1-2	Relevant selection processes conducted by Host School/RTO – e.g. interview, written application, information session etc. – and student enrolments finalised for the following year.	Host School
3	Home School, applicants and parents/caregivers of successful and unsuccessful applications informed.	Host School
4	Host School/RTO provided with completed and signed Student Application Form, Student Guidelines for Conduct, Talent Release Form, and Travel in Private Vehicles Form (if applicable) (using forms provided on the WASSN website – www.wats.sa.edu.au). Copies to be also kept by the Home School.	Home School
4	All Schools are provided with a medical plan if a student declares they have a medical condition, and updated the following year if there are changes.	Home School
5	SACE credits and timetables are considered and checked for individual students accepted into Regional VET Programs (course re-counselling process).	Home School
6	Student semester two results submitted to RTO in accordance with timelines and procedures.	Host School
6	Student Progress Reports completed in WebVET by end of this week - to be included in student end-of-term reports.	Host School/ RTO
7	Home School provided with copy of VET Statement of Results/Certificate as soon as available.	Host School/ RTO
7	Home School enters competencies achieved during term into EDSAS and Schools Online to meet SACE Board resulting deadlines.	Home School
8	VET Leaders and teachers of Regional Programs are inducted into Western Adelaide Regional VET Programs Operational Guidelines.	Home School Host School

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