



VET Programs Guide 2024

Press... to start **your** future!

A hand is shown hovering over a large, 3D green button. The button has the text "2024 VET" embossed on its top surface in white, bold, sans-serif capital letters. The background is a dynamic, abstract composition of green and white splashes and splatters, creating a sense of movement and energy. The button and hand are positioned in the lower half of the frame, with the hand's fingers slightly curled as if about to press the button.

2024
VET

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What is VET?

VET is a short way of saying Vocational Educational and Training.

If we break it down: Vocational = job/work and Education & Training = learning

VET is about learning how to do a job/work (whilst at school)

WHILST AT SCHOOL, HOW DO I LEARN HOW TO DO A JOB (VET)?

You study a VET program to learn about the industry and how to do the job safely with other students from a variety/cluster of schools. Classes are during specific days/times during the school week. Some programs require several extra full day classes.

WHO KNOWS ABOUT VET AT MY SCHOOL?

Schools employ staff (sometimes teachers) who are VET Coordinators. They explain how studying VET can fit into your individual timetable and approve which program is suitable for each student.

WHO DO I LEARN VET FROM?

You learn from industry experts, who are qualified to teach adults in their industry and have a Working with Children Check. These experts (trainers) are employed by Training Providers called Registered Training Organisation (RTO). An example of an RTO is Federation TAFE. The RTO and trainer must follow all school rules/requirements as guided by the VET Cluster. Expect you may learn from many trainers when studying the one program.

In most cases, you learn in a realistic work-place. You are treated like an adult, so behavioural expectations are high.

CAN STUDYING VET REALLY HELP GET A JOB?

Yes it can. We know students who have gained employment because they studied VET. Also, VET programs are drawn from a national training package, so they are portable qualifications, and many are recognised throughout Australia.

WHERE ARE VET PROGRAMS DELIVERED?

Venues are explained in the following Program page descriptions. Students are expected to make their own way to and from their training venue. The location of classes may vary, so a timetable will be given to students ASAP. Excursions can be vital parts of many programs. Parents will be advised by the RTO of Excursion details.

Throughout this Program Guide we call the school the student is enrolled in, the '**home school**' because some programs are delivered at other schools.

Please note VCE-VET Programs are called 'VET Programs' in this Program Guide.

For further information and videos about VET and the HLLLEN VET Cluster, please refer to back pages of this Program Guide.



The VET Cluster is a collaboration between over thirty schools in the area and eight training providers. We work together to ensure students can study VET programs from industry specialists.

This year we are excited to offer One Year and Two Year VET Programs to students in the Ballarat and surrounding district.

We have an extra ten programs and hope to accommodate the talents and interests of many of our students as they start their working life, whilst at school.

Places in programs are limited, so please apply from Monday 31 July to increase your chances of getting into the program of your choice.

Sheree Chevalier

VET Cluster Partnership Manager

VET allows students to develop the skills that employers are looking for such as:

Accepting responsibility

Being organised

Asking questions

Solving problems

Teamwork

and getting the job done!



Choosing a VCE-VET program

REASONS FOR SELECTING A VCE-VET PROGRAM

Studying VET Programs is compulsory for VCE Vocational Major students and is optional for VCE students. Students apply for their VCE-VET Program for many additional reasons, including:

1. Employment – Aiming for full time employment or aiming for casual/part time employment, to supplement their income whilst continuing with further study
2. ATAR score – want to enhance their score and getting into a University program, (so they choose a Scored Program)
3. Enjoyment – Perhaps a creative program? Pursue a hobby?
What makes you happy?
4. Other

RESEARCHING WHICH VET PROGRAM SUITS

Research suggestions include:

Read the following Program Guide pages and watch the suggested GET VET videos
Ask students who are already studying VET at your school
Talk to your guardian/parents and school staff
Try to follow your interests and not those of your friends – it is YOUR future.

QUESTIONS TO ASK YOURSELF WHEN CHOOSING A VET PROGRAM

What am I passionate about?
What are my strengths?
What career will allow me to follow my passion and enhance my strengths?
What job opportunities will there be in the future?
What qualification will set me on a pathway to get the job I want?
Will a VET Program work with my VCE studies?

HOME SCHOOL APPROVAL

Schools have their own 'subject selection' process, which students need to follow. Any applications to a VET Cluster program, require school approval.

SECOND PREFERENCE

Students are encouraged to decide on a program as a 'second preference' in case they cannot get into the first program of their choice.

PREFERRED PROGRAMS FOR CERTAIN YEAR LEVELS

Two year programs are preferred for VCE students (VM & VCE) Year 11 & Year 10 students because they have two or more years of secondary schooling left.

One year programs are preferred for VCE (VM & VCE) Year 12 students due to one year of schooling left. Year 10's are next preferred for one year programs because they can trial a VET program for a year, and then in Year 11, apply for a two year program.

Students enrolled in the Victorian Pathways Certificate are encouraged to apply for Certificate II programs, and their application may be subject to an interview.



UNIQUE STUDENT IDENTIFIER (USI)

All students require a Unique Student Identifier (USI) to study a VET Program. 'A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia'.

It is quick and free to obtain. <https://www.usi.gov.au/students/get-a-usi>

You need to apply for your USI BEFORE you apply for a VET Cluster Program. NO USI, no program offer.

How to apply for a Program (Expression of Interest)

<p>1 COMMUNICATE WITH YOUR VET COORDINATOR</p>		<p>If you have any questions about VET, ask your VET Coordinator.</p> <p>Your application needs school approval. You need to inform your VET Coordinator of the program you want to do and get their approval.</p>
<p>2 APPLY FOR A UNIQUE STUDENT IDENTIFIER (USI) NUMBER</p>		<p>If you haven't got one, you need to apply for one. Go to www.usi.gov.au</p> <p><i>Tip: Use your personal email address, not your school address. The USI number stays with you for life.</i></p> <p>Write down your USI number here _____</p>
<p>3 READ ALL RELEVANT DOCUMENTS</p>		<p>With your parent/carer, go to https://www.highlandslen.org/vet-cluster/</p> <p>Read any relevant documentation, including the <i>Enrolment Information and Privacy Collection Notice</i> and <i>Informed Parental Carer Consent Form</i></p>
<p>4 FILL OUT YOUR EXPRESSION OF INTEREST (EOI)</p>		<p>On the same web page, locate 1st Year Applications and click on Apply Now</p> <p>You should see 'Submit Expression of Interest'</p> <p>Complete all details, including your <i>USI</i>.</p> <p>Ensure all areas are completed, including <i>Confidential Medical Information</i>.</p> <p>Write down your password here _____</p>
<p>5 GAIN PARENT CONSENT</p>		<p>Your parent/carer will need to provide a digital signature (typed) as a consent.</p> <p>Select the program you want (make sure you click on the program for 2023). If you have a program as a 2nd preference, type it in the Notes section, below the Programs/Class Schedules.</p>
<p>6 SUBMIT YOUR EXPRESSION OF INTEREST (EOI)</p>		<p>Click Submit.</p> <p><i>Note: Your EOI does not guarantee you a place in your chosen program.</i></p>

NEXT... CHECK YOUR EMAILS

The VET Cluster reviews each EOI, following VET Cluster Protocol.

If your EOI is successful, you will receive an email offering you a place.

You/your guardian/parents **must accept the offer within seven days**, by responding to the link in the email. If this is not done, you may lose your place.

Programs are subject to student numbers. Low numbers can result in a program not running. High numbers can result in several classes running, when timetabling, venues and staffing permit.



YOU CHECK YOUR EMAIL, AND WERE OFFERED A PLACE

Congratulations, make sure you accept or decline the offer within 7 days, as advised in the email.

FURTHER ACTION REQUIRED

The VET Cluster placement offer may be conditional. The Training Provider/RTO will contact you via email to explain if further action is required. For example, some programs may require you to attend an **interview** before you are officially enrolled into the program. Prior to commencement of Programs, the training provider/RTO may email students to complete a Language, Literacy and Numeracy evaluation (**LLN**) and undertake a pre-training review. You may be asked to do this **BEFORE** you can be formally accepted into the program. You will be advised if this is the case. The Training Provider/RTO will ask you to complete their enrolment requirements if you are successful. The RTO has the final say for you to be enrolled in a program and will invite you to an induction and opportunity to meet your trainer/s.

Note: Some programs may require interviews/LLN's completed, early September, 2023.

YOU HAVE RECEIVED NO EMAILS FROM THE VET CLUSTER

After 14 days, if you have received no emails from the VET Cluster, you may not have been successful in getting into the program of your choice.

POSSIBLE REASONS FOR NOT GETTING INTO THE PROGRAM OF YOUR CHOICE

You may have applied too late or there simply may be too many students apply, and spaces in programs are limited. You may have provided an incomplete email address.

WHAT TO DO WHEN YOU CAN NOT GET INTO THE PROGRAM OF YOUR CHOICE

Speak to your guardian/parents and school VET Coordinator. Your VET Coordinator can tell you if you are on a Waitlist, which means there is no guarantee you will get into the program. You may prefer to ask your VET Coordinator for your second preference to be actioned. If so, check your emails frequently as you may get a program offer.



Important dates

MONDAY 31 JULY 2023

Applications open for 2024 via an Expression of Interest (EOI) application from 9am.

MONDAY 14 AUGUST 2023

11.59pm – First round cut-off date/time*

TUESDAY 15 AUGUST 2023

From 9am to Friday 18 August 5pm, students and parents will receive an emailed offer of a place in the program.

Parents have seven days to accept the offer (via the Database) from date of offer. If acceptance is not received within the time frame, the offer will be withdrawn.

MONDAY 28 AUGUST 2023

Second round offers will be generated as required. Parents have seven days to accept the offer, via return email.

**Students are encouraged to complete an Expression of Interest after Monday 14 August so they can be considered for Second Round place offerings from Monday 28 August, 2023.*



General Information

Some programs offer full completion and others partial completion.

FULL CERTIFICATE COMPLETIONS

If all work is submitted and marked as satisfactory, the student is competent and will receive a Certificate from the Training Provider/RTO. In addition, the student will receive a Statement of Attainment from the Training Provider, which is a list of the Units of Competency the student has satisfactorily completed. If a student does not complete all Units in a Full Certificate Program, they will receive a Statement of Attainment.

PARTIAL CERTIFICATE COMPLETION

Some Programs can only be offered as partial completions because there is not enough time to learn all of the units whilst a student is still enrolled in a secondary school setting. Students receive a Statement of Attainment from the Training Provider, which is a list of the Units of Competency the student has satisfactorily completed.

SCORED ASSESSMENT

Scored Assessment (i.e. course assessed work, a final exam and study score) is available for some VET Programs including:

Business, Health, Community Services, Dance, Engineering, Equine, Furniture Making, Hospitality, Information Technology, Kitchen Operations, Screen and Media and Music (Sound Production). Contact your school for more information.

SUBJECT TO SCOPE

This means the Training Provider/RTO is waiting to get final permission/registration to deliver the program from ASQA, which is the Australian Skills Quality Authority.

VET CLASS INFORMATION

VET classes are longer than most schools' timetabled classes. Please see the Program Page for times. For most classes in First Year you learn about Health and Safety, industry theory and do some practical work. It is vital you pass the Health and Safety unit. Everyone has the right to feel SAFE in their workplace. In Second Year it is often more practical and less theory. You have to LEARN to do the task BEFORE you can do the task safely. Classes generally have a 15 minute break.

TIPS ON HOW TO COPE IN CLASS:

- Follow your VET Program Teachers instructions
- Check your phone during your break
- Bring food and drink to consume during the break
- Bring pen, paper and possibly a laptop to class
- Do all of your work and submit it by the due date.

TIP:

Treat the class like a long job interview. Your VET Program Teacher may agree to be a reference contact for your Resume.

How you can achieve success

VET Certificates and statement of attainments can be achieved when the student attends class and completes all work within the timeframe given by the VET Program Teacher.

ASSESSMENT

- There are many Units of Competency (subjects) that make up a qualification that students will be assessed against
- It is the students' responsibility that all assessments are submitted within a timely matter and by the due date
- All assessment tasks must be completed by the student.

ATTENDANCE

The number of hours a student attends class is vital for success when studying VET Programs. Students must notify both their home school and their VET Program teacher of an absence before the class starts and organise how they will catch up on missed learning.

If a student does not attend class, they may be deemed At Risk of Failing (AROF) and the VET Program Teacher will notify the Home School.

Students are expected to attend scheduled VET classes even when their home school may have student free days or day long sporting events. If students are absent due to a school camp, they need to contact their VET Program Teacher and arrange how they can catch up on missed learning.

If students are absent from class, the Program Teacher selects 'Absent' on the Database, which automatically generates an informative email to guardians/parents and the school VET Coordinator.

GETTING TO CLASS

Students are expected to make their own way to and from their VET classes. Check with your home school for suggestions.

STUDY TIME

Most participating schools assign 'catch up' study time to Year 11 and 12 students undertaking a VET Program. Students can check with their home school for details. An extra two hours of weekly study time may be required to complete assessments.

EXCURSIONS

For VET, many assessments need to be completed in a different setting to gain industry knowledge and competence. Many programs require students to attend excursions, so they can learn and be assessed. Training Providers will advise parents of all details before the excursion takes place.

AT RISK OF FAILING (AROF)

A student may be AROF when they fail to follow VET Cluster guidelines for students, as outlined in the Program Guide. These include low attendance (missed two/three classes), not following teacher instructions or OH&S practices. Students may not have submitted work or they have been assessed as not yet competent. Please refer to the back of this Program Guide.



Behaviour

Attitude and behaviour is to be of the highest standard while attending VET class, travelling to and from VET class, and during break times.

It is a requirement that all students abide by the VET Program Teacher's rules, the rules of the VET delivery venue and home schools' expectations.

This includes meeting occupational health and safety requirements in and out of the classroom.

Students are not permitted to leave their VET site for the duration of the VET class. This includes classes held during the school holidays or on student free days.

Students are to take along drinks/snacks for consumption during break time.





VET Cluster

What is the HLEN VET Cluster?

The Highlands LLEN VET Cluster is a long-running partnership between a cluster of schools (over 30 secondary education providers within Ballarat and surrounding regions) and the Highlands Local Learning and Employment Network (HLEN).

Our Cluster is proud to provide a diverse range of programs for students, that are nationally recognised and Victorian Curriculum and Assessment Authority (VCAA) approved.

The VCAA is an independent statutory body responsible to the Victorian Minister for Education, serving both government and non-government schools. The mission of the VCAA is to provide high quality curriculum, assessment and reporting that enables individual lifelong learning.

VET Cluster Vision

The Highlands Local Learning Employment Network (Highlands LLEN) VET Cluster will expand high quality, engaging vocational learning opportunities for secondary students to increase work skills, employability and enhance future pathways.

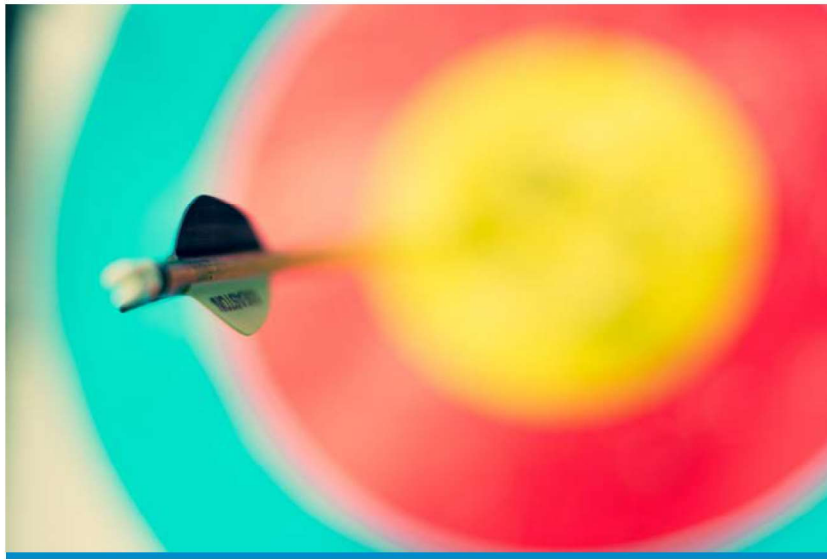
The VET Cluster will foster a sense of collaboration for greater Ballarat students' vocational pathways. VET Programs are a priority, ahead of the interests of any particular school.

VET Cluster Goals

- Maintain engagement with participating schools within the Highlands region
- Improve access to VET for eligible students
- Increase awareness of VET offerings across the VET Cluster
- Continuously improve the quality of VET Programs delivered
- Improve post-school outcomes of VET students
- Improve provision to reflect students, participating schools and employer needs.

2023 Cluster Schools

Ararat College
Bacchus Marsh College
Ballarat Christian College
Ballarat Clarendon College
Ballarat Grammar
Ballarat High School
Ballarat Specialist School
Beaufort Secondary College
Berry Street School
Damascus College
Daylesford Secondary College
DOTS (Developing Other Talents and Skills)
Gisborne Secondary College
Highview College
Indie School
Lake Bolac College
Loretto College
Marian College
Maryborough Education Centre
Melton Christian College
Mercy Regional College
Mount Clear College
Mount Rowan Secondary College
Phoenix P-12 Community College
St Patrick's College
Woodman's Hill Secondary College
Yuille Park Community College



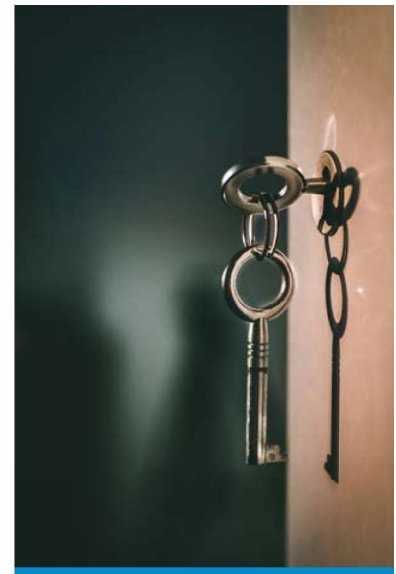
VET Cluster Objectives

1. Improve access to VET for eligible students by providing VET Programs that individual schools may not be able to offer or by facilitating access to niche VET Programs for small cohorts
2. Operate in a spirit of collaboration and cooperation to support the learning needs of students seeking to access vocational education that cannot be met at an individual school
3. Increase awareness of VET offerings across the VET Cluster through inclusion in subject promotion/selection process
4. Continuously improve the quality of VET Programs delivered through the review of VET Programs
5. Provide opportunities to improve post-school outcomes of VET students
6. Build working relationships with key industry representatives to improve provision to reflect employer and regional employment needs
7. Ongoing collaboration with all VET Cluster providers to meet participating school deadlines for reporting requirements
8. Duty of care (safety) for all students must be adhered to with all parties supporting the students through their senior schooling certificate.

Registered Training Organisations (RTO)

The HLLLEN VET Cluster partners with the following RTOs:

- Ausdance VIC www.ausdance.org.au
- BGT Jobs and Training www.bgt.org.au
- Box Hill Institute www.boxhill.edu.au
- College of Sound and Music Production www.cosamp.com.au
- Federation TAFE www.federation.edu.au
- Melbourne City Institute of Education www.mcie.edu.au
- Skillinvest www.skillinvest.com.au



Your Trainers

Have lots of experience

Have studied for a Certificate IV in Training and Assessment or higher

May have a Certificate in what they are teaching you or a higher qualification

Are highly respected in their industry

Are trained to teach ADULTS.

In the classroom your trainer:

- Expects you to attend every scheduled class
- Is under pressure to teach you everything within the time frame
- Treats their time 'like gold'
- Will train and assess you on the Units of Competency (subjects)
- Must keep evidence YOU have done the work
- Can assess you several ways
- Can give you two chances to pass the unit
- Will mark you as either Satisfactory/Not Satisfactory for each unit.

More student guidelines

ABSENCES

Students absent from VET must notify both their home school and their VET Program teacher of an absence before or on the day of the absence. More than three absences may lead to the potential non-completion of a VET Program.

Reception staff at home schools are not responsible to notify the VET Program Teacher. This must be done by students.

Parents are not encouraged to call the home school/ Program Teacher to advise their child's absence. It is the student's responsibility.

If a student leaves the VET Program whilst it is in progress, their attendance will be altered in the Database. This triggers an automatic communication to their nominated parent/carer and their home school.

Students must take responsibility with absences from VET classes and plan to catch up on work missed.

If students leave their class early, they must provide the VET Program Teacher with a written note from their parent/ carer/guardian and advise their home school.

On days where Year 10 or Year 11 exams have been scheduled, students must coordinate with their school teachers to have the exam moved to ensure they do not miss VET.

ASSESSMENT PROCESS

There are many Units of Competency (UoC) that make up a qualification that students will be assessed against. All units must be passed as competent to receive a full qualification.

Students will receive an outline or description of each UoC. An explanation of the requirements to obtain competency will be explained during the VET Program, so students can be assessed. It is the student's responsibility that all assessments are submitted by the due date. All assessment tasks must be completed by the student.

If a student disagrees with the assessment process or the result issued, the student can formally appeal the decision. If this occurs, please contact the VET Coordinator at the home school.

CANCELLATION OF PROGRAMS/STUDENT NUMBERS

School Principals make the final decision if programs will proceed due to low student numbers.

CATCH UP CLASSES

Where necessary, students may be required to attend 'catch up' classes after school, during the school holidays or on the weekend. The student, parent and/or carers may be required to cover additional costs related to these classes, should they be applied.

CONTACTS

Any queries or concerns should be directed to the school VET Coordinator of the student's home school. During school holidays, the VET Cluster office may be of assistance. Please phone 03 43 444 150 or 0448 559 246.

Program teachers will also provide their contact details to their program students and school VET Co-ordinators.

COSTS

All VET Programs offered through the Highlands LLEN VET Cluster attract costs. Through the clustering arrangements, these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students, trade materials, books and equipment required. The student's home school determines the costs. For more information about the VET fees policy, please contact your home school VET Coordinator.

FOLLOW YOUR SCHOOL REQUIREMENTS

Students must gain permission from their school to leave class early on VET days and accommodate travel time. Schools will notify students of the required process.

Students generally change into work clothes once they have left their home school.

INDUCTION

Program teachers run induction sessions, for the following year of VET learning, in Term 4, face to face or online.

During the induction, the Program Teacher should provide the delivery timetable, expectations for their Program and their contact details (phone or email address) to students.

POLICIES

The VET Cluster has agreed to and follows the following policies:

Excursion Policy

At Risk of Failing Policy

Student Selection Policy

Please consult with your school, if you need further information.

PROGRAM CHANGES

All details of VET Programs and delivery arrangements contained in this booklet are subject to change.

PUNCTUALITY

All students are expected to make their own way and to be on time to class. Students who arrive more than 10 minutes after the class has started will be marked as late; regular lateness may result in being refused entry into the classroom.

REPORTS AND CERTIFICATES

All students studying a VET Cluster Program receive official written reports. These reports are written by the Program Teachers in Terms 2 and 4. All VET Cluster Program reports use the same template so they will always look different to your school reports.

When students have passed all units, certificates will be sent from the RTO directly to the student's school (which we also call 'home school') at the completion of the Program. Home schools will forward these certificates to students. Completed certificates may not be sent until the following year, in accordance with graduation processes from the various RTOs. Statements of Attainment, which list all units completed, will also be sent to the home school.

STUDENT SUPPORT

If a student requires classroom support (Education Support staff) whilst at VET, they need to arrange it through their school. The RTO does not provide extra support to assist individual students.

STUDENT SURVEY

At least once a year, students will be emailed a survey to complete to determine how they feel about their program. Student names will not be required. The summary of responses will be read by VET Cluster stakeholders so improvements can be made.

VET DELIVERED IN SECONDARY SCHOOLS (VETDSS)

VET Delivered in Secondary Schools (VETDSS) Programs are VET Programs taught to secondary school students which is what the VET Cluster is all about. Certificates II or III are taught at VETDSS level.

WHO MAKES THE DECISIONS ABOUT VET PROGRAMS?

VET Programs have been developed by those who work in the industry, trainers, employers and other specialists. The Department of Education recognises that VET qualifications provide students with a broad range of skills and knowledge which will support them to pursue their career/pathway.

WITHDRAWING FROM CLASS

You have until the last week day in February to withdraw from the VET program, without penalty. Check with your school.

YOUR PATHWAY

To find out more, speak with your school VET Coordinator or Careers or Pathways Advisor.

Information for guardians/parents and students



For more information about the HLLLEN VET Cluster,
please visit our website on

<https://www.highlandsllen.org>

or

scan the QR code





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VET CLUSTER

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 [@highlandslenvet](https://www.instagram.com/highlandslenvet)

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