



# Southern Adelaide and Fleurieu Trade School (SAFTS)

## 2017 Operational Guidelines for VET Coordinators & Teachers of VET

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Information current at February 2017

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## Member Schools –

Southern Adelaide and Fleurieu Trade School (SAFTS) schools that are part of the Memorandum of Understanding and participate in regional VET courses are –

Aberfoyle Park High School	Reynella East College
Christies Beach High School	Seaford Secondary College
Eastern Fleurieu School	Victor Harbor High School
Hallett Cove School	Willunga High School
Kangaroo Island Community Education	Wirreanda Secondary School
Mount Compass Area School	Yankalilla Area School

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

## Timetabling –

Regional VET courses will commence in Week 2, Term 1 (unless otherwise stated in the course information). It is preferred that VET courses have one session per week, preferably on Wednesday's. Delivery schools will publicise days and times of courses with regional marketing materials (prepared during Term 2 the year prior), so that home schools can counsel students appropriately. In some cases, days and times may change due to timetabling and staffing. Home schools will ensure that students are not disadvantaged by participating in VET by having a supported learning pathway.

## Week 2 Operational Procedures –

At the commencement of courses (start of Semester 1 or Semester 2) students are to be inducted into the delivery school. Induction is to include the following:

1. Site tour - map of school (front office, student services, first aid, toilets, canteen etc.).
2. Sign in/out procedures (including who to contact when absent and where to report to when unwell).
3. Medical Forms (to be completed by students from other schools, copy to be kept in delivery school student services office).
4. Course descriptor – all students to be given a copy of the course information.
5. Student Guidelines for Conduct – all students to be given a copy of the student guidelines for conduct – delivery teacher to go through these with the class.

VET Coordinators / delivery teachers will receive a course folder prior to the commencement of courses, information in folders includes:

- Course descriptor – please check thoroughly and advise SAFTS of any changes as soon as possible.
- Class list – current list of students in course – this information is also on WebVET and is live.
- All relevant forms for the course, to be photocopied by the teacher and given out to students. Please note that teachers are responsible for following up any outstanding forms with students each week.
- Copies of all previous correspondence sent to students including letters of acceptance etc.
- Original copies of all SAFTS application forms – please keep in a safe place – copies of these forms have NOT been made so please ensure they are kept by the VET Coordinator or Teacher.

Prior to the commencement of courses the **HOME school** must ensure that the following information has been completed:

1. **Commitment to Pay** – it is the home school's responsibility to make sure that every student who is doing a VET course has a completed Commitment to Pay form. These forms must be kept in the Finance Office at the home school for invoicing purposes. Course fee must be indicated plus any additional costs to the course.
2. **Transport Permission forms** – it is the home school's responsibility to make sure that transport permission forms are completed for students who are travelling to other schools, these forms must be kept at the students home school.

3. **Media Consent forms** (permission for photos/video to be taken for promotional material) – it is the home school’s responsibility to make sure that media consent forms are completed by all of their students, these forms must be kept at the students home school and should be recorded on EDSAS.

Prior to the commencement of courses the **DELIVERY school** must ensure that the following information has been completed:

1. **Medical Release Forms** – it is the delivery school’s responsibility to make sure that students coming from other schools have completed a SAFTS Medical Release Form. These forms must be kept in Student Services at the delivery school.
2. **Student Guidelines for Conduct** – it is the delivery school teacher’s responsibility to make sure all students have received a copy and are aware of the SAFTS guidelines for conduct.

### **DCSI Screening Process –**

Some courses, including Early Childhood, Education and Care and Allied Health require students to obtain a DCSI clearance. This is usually an additional cost to the course fee (unless otherwise stated) and the total is \$15.00 for students. This includes a screening for all 5 clearances – Child Related Employment, Aged Care Employment, General Employment Probity, Vulnerable Person and Disability Services Employment. Screening applications MUST be submitted online. Organisations (schools) must first register with the Screening Unit to use the online system. You only have to register your organisation once. You will be notified by email once the registration process has been successfully completed and you will receive a log-in and password, which will enable your nominated officers to use the system. To register online - <https://www.dcsiscreening.sa.gov.au/OrgRegistration>.

The students HOME school to manage this, including for their students going to another school to complete a VET course that requires a DCSI screening, along with sending completed paperwork to the screening unit. The requesting officer will receive an email as screenings have been completed and students will receive their completed screening letter in the post. For more information about DCSI clearances and for updated forms please go to - <http://www.dcsi.sa.gov.au/services/screening>

### **Unique Student Identifier –**

If students are studying nationally recognised training delivered by a registered training organisation, they will need to have a Unique Student Identifier (USI). A USI is a reference number that will allow all of an individual’s training records, entered in the national vocational education and training (VET) data collection, to be linked. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students’ VET records are not lost. Students will receive the instructions on how to create their USI with their letter of acceptance in Term 4 and may seek support from their home school to complete. Identification is required when registering for a USI, such as a Medicare Card. Students must bring their USI with them on their first VET day. For more information please go to - <http://www.usi.gov.au/Pages/default.aspx>. USI numbers to be recorded in EDSAS by the students home school for future use. Students will NOT be resulted if they do not have a USI.

### **TAFESA Registration –**

School students studying VET in Schools under a VISA Agreement will be required to register themselves online through MyTAFE portal for studies for 2017. Part of this registration process will require that students provide their USI (see above). Please remember that delivery for VET under a VISA Agreement cannot commence until the agreement documentation has been approved and signed off. Students will not be resulted if they have not registered online – please go to [https://my.tafesa.edu.au/PROD/bwskalogs.p\\_disploginnew?in\\_id=&cpbl=&newid=](https://my.tafesa.edu.au/PROD/bwskalogs.p_disploginnew?in_id=&cpbl=&newid=).

### **CITB for D2C Courses Registration –**

New Doorways 2 Construction students wanting to access 2017 funding need to log onto the CITB website and follow the links to “New Enrolment in Doorways 2 Construction”.

D2C students wishing to enrol in 2017 D2C PLUS courses can log onto the CITB website and follow the links to “Update Enrolment for D2C PLUS”.

Students will be sent instructions sheets on how to enrol with their Term 4 letters of acceptance, along with a shirt size order form which needs to be returned to the DELIVERY school.

### **VET Attendance –**

- Delivery school VET Teacher or designated SSO is responsible for entering VET attendance into WebVET as soon as possible or by the end of the delivery day.
- Home school VET Coordinator is responsible for checking WebVET and following up any student absences before the next class.
- Home school VET Coordinator to notify delivery school VET Coordinator if a student is known to be absent for an extended period (e.g. family holiday, sickness).
- Delivery school is responsible for notifying students / families and the home school VET Coordinator in a timely manner if a VET course has been cancelled due to teacher illness, student free days etc. In particular if you have students travelling from other schools as they rely on public transport or others to drop them off / pick them up.

### **Structured Workplace Learning (SWL) –**

- Some courses require SWL – number of sessions are indicated on WebVET under Structured Workplace Learning. These are indicated as ‘sessions’ or ‘days’.
- Where possible, students will arrange their own work placement.
- SWL must be recorded on WebVET by the teacher or designated SSO and delivery school must advise students home school of planned SWL.
- Students cannot commence SWL until all paperwork has been completed and signed.
- Please refer to the Workplace Learning Moodle online <http://dlb.sa.edu.au/ctmoodle/course/view.php?id=78> for Workplace Learning Guidelines and all relevant paperwork.

### **Accidents / Illness during the day –**

- If a student is unwell they must report to Student Services at the delivery school where a staff member will call home.
- Students must follow the delivery schools’ sign out process.
- Delivery school VET Coordinator / Teacher / Student Services to notify students home school VET Coordinator of any accident or illness during the day.
- Delivery school VET Coordinator/Teacher/Student Services will notify parent / caregiver.

### **VET Camps and Excursions –**

- Some VET courses require camps and excursions – this cost is usually a separate cost to the course fees.
- Delivery school VET Coordinator to work with students home school VET Coordinator to ensure that all documentation is completed and approved.
- Delivery school VET Coordinator must notify students home school VET Coordinator via email with details regarding camps and excursions – especially if these run on a separate day to VET as it may affect other subjects.

### **Home School Suspension –**

- Where a student has been suspended from school, the student may be able to continue in their enrolled VET course.
- If this is not the case then the home school VET Coordinator informs the delivery school VET Coordinator so the students absence is explained and if necessary, work can be set.

### **Grievance Procedures –**

- Any grievance procedures must be reported to the home school VET Coordinator who will follow procedures documented by DECD / RTO guidelines.

## Negotiated Education Plan (NEP) support – (processes for sharing NEP information) –

- Where a student enrolled in a SAFTS VET course has a Negotiated Education Plan it is the responsibility of the home school to share details of the NEP with the delivery school to ensure the student has the appropriate level of support (if required).

## VET Assessment and Reporting –

- Delivery school teachers are responsible for completing Term 1, end of semester, Term 3 and final assessments for all students in WebVET under class management.
- Assessments will be uploaded to WebVET approximately 3 weeks before the end of the school term.
- Delivery school teachers enter a comment for each student only. Attendance, SWL and competencies will automatically be uploaded when assessments are printed.
- Delivery school teacher must ensure that attendance, SWL and units of competency are up to date before assessment comments are entered or edited.
- Delivery school teacher to print final assessments and distribute on the last VET day of the school term.
- Home school VET Coordinator to print copies of assessments from WebVET for student files.
- VET accreditation for SACE is completed by the delivery school for all students attending courses at their school.

## VET Course Fees –

- VET course fees are separate from staffing costs and need to be collected by the students home school (as per the costs outlined in the SAFTS brochure).
- There is a cost for students to undertake any Southern Adelaide and Fleurieu Trade School VET course which covers course fees, consumables, equipment and the Registered Training Organisations (RTO's) cost for delivering the course.
- Invoices will be sent by the DELIVERY school (direct to their students and to the HOME school of students from other schools) at the beginning of Week 4 of the school term in Term 1 for full year and semester 1 courses. Invoices will be sent prior to semester 2 courses commencing and must be paid by the due date indicated on the invoice or an instalment plan must be arranged with the HOME school.
- Students home school is responsible for recovering costs for VET courses.
- Every student must have returned a completed and signed Commitment to Pay Course Fees and the costs on the commitment to pay must be the same as the costs on the invoice. The Finance Manager in the students HOME school to keep the completed commitment to pay forms.

## Fees for Private Schools –

- Private School students can access Trade School courses when courses are not fully subscribed. The schools that the private school student comes from will be charged a fee – this fee will be invoiced by the lead school of the Trade School.
- The fees for private school students will be ... ***\$1300 per full year course + \$200 Admin fee*** (\$100 for host school, \$100 for lead school) Private school fees and invoices will be managed separately to DECD schools and will be managed by the Trade School Manager and will include any materials and services charge. ***\$650 per Semester course*** plus Materials and Services + \$100 Admin fee (\$50 for host school, \$50 for lead school)

## Regional Places –

25% of places in VET courses are to be held for regional enrolments. Delivery schools can “top up” courses with their own students if regional places for the following year are not filled by Week 8, Term 4. Delivery schools will consider creating extra classes if courses fill up (subject to school capacity and staffing).

## Publicity Consent Form –

Home and delivery schools providing student images, comments and/or work samples for use in marketing and promotions, must ensure that consent is gained using the form provided. This covers permission to use

the likeness, image, voice, performance and/or creative work of students. HOME schools are responsible for ensuring the consent form (provided) has been completed for each student doing a VET course before the course commences. Forms can be downloaded from [www.safts.sa.edu.au](http://www.safts.sa.edu.au).

### **Student Travel in Private Vehicles Form –**

Parents/caregivers are responsible for ensuring students have appropriate transportation to and from delivery schools and RTO's. 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. HOME schools are responsible for ensuring the Travel in Private Vehicles form (provided) has been completed for each student travelling to another school to do a VET course before the course commences. Forms can be downloaded from [www.safts.sa.edu.au](http://www.safts.sa.edu.au).

### **Training Guarantee for SACE Students (TGSS) –**

Schools are encouraged to assist students who are 16 to commence a Certificate III completion pathway in prescribed industry areas as an integrated part of their SACE, under the Training Guarantee for SACE Students (TGSS), if the course is on the Funded Training List (FTL) and the training provider is approved to deliver under Skills for All to school students. When applying for TGSS, an Education and Training Plan (Form A) must be completed for each student and forwarded to the RTO, who completes a Form B and forwards this to the school. Proformas and other relevant documentation can be downloaded from the Skills for All website at: [www.skills.sa.gov.au/training-learning/training-for-school-students](http://www.skills.sa.gov.au/training-learning/training-for-school-students)

### **WebVET –**

An online VET management system (WebVET) is used for managing regional VET enrolments and classes. Ongoing costs for WebVET will be shared amongst schools annually on a per capita basis (based on Year 10-12 enrolments). Costs for schools is outlined in the SAFTS Memorandum of Understanding. To access WebVET – <http://safts.eschoolsolutions.com.au/default.aspx> or there is a link on the home page of [www.safts.sa.edu.au](http://www.safts.sa.edu.au)

WebVET assists in the management of:

- Student applications for SAFTS VET courses
- Producing letters to students for information sessions and all other notifications
- Acceptance / non-acceptance into courses
- Cancellation of courses
- Creation and management of class lists
- Student attendance records
- Competency records
- Structured Workplace Learning records
- Assessment / reporting each term
- Current and historical data about applications and enrolment in courses

To ensure the efficient operation of VET courses, all home and delivery schools have an obligation to meet the WebVET timelines and requests from the SAFTS administrator.

WebVET is used across the region by the SAFTS administrator, VET Coordinators, VET SSO's in schools and VET Teachers / Trainers. The SAFTS administrator manages the day-to-day operations of the system, including user access and permissions.

### **Delivery schools must ensure that;**

- All course information is accurate, including correct units of competency, hours and SWL information.
- SAFTS administrator is advised of any changes so they can be made promptly.
- Attendance is updated before the end of each class, each week.
- Structured Workplace Learning is entered as student's complete sessions (only for courses that require SWL).
- Units of competency are entered as student's complete them.

- Assessments are completed before the end of each term. All students need a comment entered into their assessment. All other information must be updated before comments are entered. Attendance / SWL and competencies will automatically be imported into assessments.
- Assessments are checked before they are approved and printed.
- Assessments are approved and copies made for student files.
- Student details are kept up to date and that the SAFTS administrator is advised of any changes.
- All new teachers / trainers have a user name and password to use WebVET and that they are given instructions on what they are required to do.

#### **Home schools must ensure that;**

- Requested EDSAS data is given to the SAFTS administrator in Term 2.
- Student details are maintained and changes advised to SAFTS administrator.
- Attendance is checked each week and unexplained absences are followed-up promptly.
- Copies of assessments are printed at the end of each term for students going to another school to do a VET course, for student files.

If schools require assistance with WebVET, please contact the SAFTS administrator.

#### **Selection Process –**

Delivery schools and / or Registered Training Organisations may conduct a selection process for their course(s) to ensure students have;

1. Demonstrated capacity for independent learning and meeting the requirements of the course.
2. Identified relevant interest and/or experience in the course.

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

Preference into courses is given to Year 12 students, then Year 11 students, followed by Year 10 students. Some schools / courses do not accept Year 10 students.

#### **Marketing –**

Marketing is managed by the SAFTS administrator. Marketing procedures include;

- Southern Adelaide and Fleurieu Trade School website – [www.safts.sa.edu.au](http://www.safts.sa.edu.au).
- Schools in the region include information about courses in their senior school course handbooks, summarising courses offered and linking to the website for more information.
- Newsletter articles.
- 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, parents/caregivers and the community. The brochure is also available to download on the SAFTS website.
- All schools take an active role in marketing courses to their students and parents/caregivers, all in servicing of staff and course counselling teams.

## ATTENDANCE / SWL / COMPETENCIES / ASSESSMENTS INSTRUCTIONS WEBVET

<https://safts.eschoolsolutions.com.au> OR

[www.safts.sa.edu.au](http://www.safts.sa.edu.au) (link to WebVET on home page of SAFTS website)

### **Class Management >**

#### **Attendance >**

Trainers to enter attendance each week on to WebVET, remembering to enter an explained absence reason.

#### **SWL >**

If a course requires SWL, sessions will be indicated in the SWL section, trainers to indicate if any SWL has been completed as it happens.

#### **Competencies >**

Trainers to indicate which competencies have commenced etc. in this section. Competencies are as accurate as what I have been given – please provide any changes to Lori so they can be updated immediately.

All of the above information will be imported into assessments at the end of each term, hence why it needs to be accurate and up to date BEFORE you “confirm” your assessment data.

### **Assessments > (will be created around Week 8 of each Term and earlier in Term 4)**

#### **Confirm Assessments**

- Trainers can go in and “Confirm Assessment Data” by selecting their class and confirming that attendance / SWL / competency data is up to date. **Data must be up to date before assessments are edited.**

#### **Edit Assessments**

- Trainers can edit assessments by selecting their class. List of class participants will be displayed – select student and ‘edit’. Comment only required, remember to click ‘save’ after you have finished comments on each assessment. **Data must be up to date before assessments are edited.**

#### **Print Draft Assessments**

- Once trainers have finished editing student assessments, they can print draft assessments to be proof read and changed if needed.

#### **Complete Assessments**

- When ready, assessments can be completed by trainers – **DO NOT click on and complete assessments until they have actually been completed.**

#### **Approve / Update / Release Assessments**

- VET Coordinator can then go in and approve, update and release assessments.

#### **Print Assessments**

- Final assessments can be printed.
- VET trainers distribute assessments to students on the last VET day of the term. Keep assessments for any students not present and distribute after the school holidays or send home.

Assessment reminder and instructions will be sent to VET Leaders each term when assessments have been created and opened – the VET Leader must forward these instructions onto the trainer each term.

Trainers are encouraged to complete assessments before these deadlines where possible.



Attendance is recorded and displayed on assessments for the reporting period and updates automatically. Dates for the full assessment period are from the beginning of each term until the week before the end of term.

Trainers only need to enter a comment for each student. Attendance / SWL and Competencies will be uploaded when assessments are printed. **DON'T FORGET TO SAVE.**

Any questions about this timeline or the above instructions should be directed to Lori Turner – Southern Adelaide and Fleurieu Trade School – 8329 9711 or [lori.turner@cbhs.sa.edu.au](mailto:lori.turner@cbhs.sa.edu.au).

Remember = do not go in and COMPLETE ASSESSMENTS before they have actually been completed, complete this step once comments have been entered and assessments have been proof read.

Remember = if you edit any attendance, competencies or SWL information AFTER you have edited a student's assessment, the updated information will NOT appear on the assessment – this information MUST be updated before you commence assessment writing.

## VET COORDINATORS ACTIVITIES THROUGHOUT THE YEAR

Term 1	School delivered VET – TAFESA VISA	Student Pathway Planning	SAFTS Trade School	Data entry in Schools online and EDSAS
T1 Wk1	<p><b>Check</b> that RTO VISAs have been established for each school delivered VET subject.</p> <p><b>If not sure</b> contact <a href="mailto:visa@tafesa.edu.au">visa@tafesa.edu.au</a> or other RTO.</p> <p><b>Check</b> that the VISA details match the VISA resulting spread sheet (VRSS) exactly and the VET teacher confirms.</p>		<p>Attendance/course lists on WebVET updated for each course and monitored.</p> <p>WebVET induction session for any new staff.</p>	<p>Roll-Over data in schools online.</p> <p>Add any <b>New</b> VET Courses in your school.</p> <p>All students from other schools to be enrolled into EDSAS as “future” student 0.2fte and 1.0fte under other education provider, with start date as beginning of school term.</p>
T1 Wk2	<p>Unique student Identifier USI</p> <p>All VET Students will need to go onto the website below to register for their USI <a href="https://www.usi.gov.au/students">https://www.usi.gov.au/students</a></p> <p>Students have the option to do this at home online. Students need to provide identification documentation. Managed by home school.</p> <p>VET Coordinator needs to maintain a list of each student’s USI and also enter onto EDSAS.</p> <p>Home schools to ensure ALL students doing a VET course have a signed commitment to pay detailing correct costs for courses.</p>	<p><b>Training Guarantee for SACE Students (TGSS)</b></p> <p>Link with PLP classes to provide information about TGSS as well as to determine student readiness for TGSS.</p>	<p>Student induction: OHS&amp;W, site induction, medical forms, maps, guidelines of conduct etc.</p> <p><b>Each week:</b> Attendance entered into WebVET by teachers and monitored by VET Coordinators</p> <p>Notify SAFTS of any proposed SAFTS course changes for next year (additions or deletions).</p> <p>VET Teachers/Coordinators to follow-up any unexplained absences and/or withdraw students so waiting lists can be checked.</p>	<p>Provide EDSAS &amp; schools online data entry person with SAFTS Application forms for ALL students in VET Courses. This data used to populate individual students into EDSAS.</p>
T1 Wk3	<p><b>Entering student names and details into VRSS.</b></p> <ul style="list-style-type: none"> <li>• <b>Coordinate VET teachers</b> entering student’s names and year level onto the VRSS. All competencies to be delivered must be ✓.</li> <li>• <b>SACE coordinator</b> adds SACE IDs and Dates of Birth into VRSS.</li> <li>• <b>VET Coordinator</b> enters cluster school names onto the VISA when hosting students from other schools. [e.g. SAFTS]</li> </ul>	<p><b>Australian School Based Apprenticeship (ASBA)</b></p> <p>Link with PLP classes to provide information about ASBA’s as well as to determine student readiness for School Based Apprenticeships.</p>	<p>Confirm students home Principal / delegate has signed SWL release forms prior to commencement of all Work Placements, monitor throughout the year.</p> <p>VET Teachers/Coordinators to follow-up any unexplained absences and/or withdraw students so waiting lists can be checked.</p> <p>Last week to withdraw from full year courses before students are committed to pay course fees.</p> <p><a href="#">SAFSSA Executive Group Meeting</a></p> <p><a href="#">SAFSSA Curriculum – Learning Improvement Group Meeting</a></p>	<p>Add VET students into VET classes, create VET class lists – check details of certificate and codes, SACE credits on SAFTS website or WebVET.</p>
T1 Wk4	<p><b>Coordinate VET teachers to assist students</b></p> <p>School students studying VET in Schools under a VISA Agreement will be required to register themselves online through My TAFE portal for students <a href="http://www.tafesa.edu.au/apply-enrol/how-to-apply/secondary-school-courses">http://www.tafesa.edu.au/apply-enrol/how-to-apply/secondary-school-courses</a>.</p>		<p>Student enrolments are confirmed by school and any changes are sent to the Trade School (Lori).</p> <p>ALL TAFESA registration numbers &amp; USI numbers entered into EDSAS.</p> <p>VET Teachers/Coordinators to follow-up any unexplained absences and/or withdraw students so waiting lists can be checked.</p> <p>Invoicing for VET courses begins this week.</p> <p><a href="#">SAFTS VET Coordinators Group Meeting</a></p> <p><a href="#">Southern STEM Executive Meeting</a></p>	
T1 Wk5		Re-counsel students who have withdrawn from their VET	VET Coordinators to monitor and check attendance	

		Course- inform data entry person EDSAS and Schools online – ongoing.	patterns on WebVET. <b>SAFSSA Community Education Partnership Group Meeting</b> <b>STEM Professional Learning Communities Meeting</b>	
T1 Wk6			<b>SAFSSA Principals Group Meeting</b>	Check VET class lists in Schools online to amend delete or add students
T1 Wk7			Assessment proformas and/or course descriptors checked for accuracy on WebVET and any changes sent to the Trade School (Lori)	
T1 Wk8				
T1 Wk9	School to <b>populate VISA &amp; VRSS</b> with student data and <b>submit</b> to <a href="mailto:visa@tafesa.edu.au">visa@tafesa.edu.au</a>		Term 1 Assessments uploaded to WebVET and assessments / classes created. Teachers to manage writing of assessments in WebVET – comment only needed.	
T1 Wk10			Draft assessments printed and checked – changes made.	
T1 Wk11			Completed assessments available for printing from WebVET. RTO's who manage their own reporting to send copies of assessments to students' home school. □	
<b>Term 2</b>		School Holidays		
T2 Wk1	TAFESA will <b>return</b> the VISA & VRSS to the school with TAFEIDs added. <b>Store</b> an updated copy of the VISA & VRSS and send to VET teacher for resulting. Check with VET teachers for accuracy.			Add any VET results into EDSAS from SAFTS assessments. Host schools to send any VET results to students home school.
T2 Wk2			Schools identify new courses for the following year.	
T2 Wk3			Full descriptors, times, pre-requisites, costing's finalised for 2018 courses. Email course details forms (existing and new courses) to Lori @ Trade School and confirm courses offered for next year. <b>SAFSSA Executive Group Meeting</b> <b>SAFSSA Curriculum – Learning Improvement Group Meeting</b>	
T2 Wk4			<b>SAFTS VET Coordinators Group Meeting</b>	
T2 Wk5			<b>STEM Professional Learning Communities Meeting</b>	
T2 Wk6		<b>Training Guarantee for SACE Students (TGSS)</b> Link with PLP classes to provide information about TGSS as well as to determine student readiness for TGSS.	<b>SAFSSA Principals Group Meeting</b> <b>STEM Conference – Tonsley TAFE</b>	Add any further VET results into EDSAS from TAFE/SAFTS. Host schools to send any VET results to students home school.
T2 Wk7	Communicate with VET teachers to gather Semester 1 VET results.	<b>Australian School Based Apprenticeship (ASBA)</b> Link with PLP classes to provide information about	Assessment proformas and/or course descriptors checked for accuracy on WebVET and any changes	

		ASBA's as well as to determine student readiness for School Based Apprenticeships.	sent to the Trade School (Lori).	
T2 Wk8	School to update VRSS with first semester VET results (PA = pass) and send to TAFE SA , including any additional students <a href="mailto:visa@tafesa.edu.au">visa@tafesa.edu.au</a>		Term 2 Assessments uploaded to WebVET and assessments / classes created. <a href="#">Southern STEM Executive Meeting</a>	
T2 Wk9	TAFESA will send all results to schools.		Teachers to manage writing of assessments in WebVET – comment only needed. Schools order required number of SAFTS brochures, for yr. 10 – 12 students, advertising next year's courses.¶	Add any further VET results into EDSAS from TAFE/SAFTS. Host schools to send any VET results to students home school.
T2 Wk10			Draft assessments printed and checked – changes made. Completed assessments available for printing from WebVET. RTO's who manage their own reporting to send copies of assessments to students' home school. ¶ <b>STEM Executive meeting</b> – end of Term 2 TBA.	Host schools to send any VET results to students home school.
<b>Term 3</b> School Holidays				
T3 Wk1			Schools distribute SAFTS course brochures to students to prepare for course counselling.	
T3 Wk2			Friday - last day to withdraw students from Semester 2 courses.	
T3 Wk3		Re-counsel students who have withdrawn from their Semester 2 VET Course- inform data entry person EDSAS and Schools online	Invoices sent for Semester 2 courses. <a href="#">SAFSSA Executive Group Meeting</a> <a href="#">SAFSSA Curriculum – Learning Improvement Group Meeting</a> <a href="#">SAFSSA Community Education Partnership Group Meeting</a>	
T3 Wk4			<a href="#">SAFTS VET Coordinators Group Meeting</a> <a href="#">Southern STEM Expo – Tonsley TAFE</a>	
T3 Wk5			<a href="#">STEM Professional Learning Communities Meeting</a> <a href="#">Fleurieu STEM Expo</a>	
T3 Wk6		<b>Training Guarantee for SACE Students (TGSS)</b> Link with PLP classes to provide information about TGSS as well as to determine student readiness for TGSS.	2018 Trade School Application Forms completed by schools, endorsed by school VET Coordinator, & sent to Lori @ Trade School.  School VET Coordinator checks applications of students for Trade School courses against course criteria. <a href="#">SAFSSA Principals Group Meeting</a>	Check VET class lists in Schools online to amend delete or add students for Semester 2
T3 Wk7		<b>Australian School-based Apprenticeship (ASbA)</b> Link with PLP classes to provide information about ASBAs as well as to determine student readiness		

T3 Wk8	VISA Guides release on TAFESA Website. VET Coordinators		Term 3 Assessments uploaded to WebVET. Assessment proformas and/or course descriptors checked for accuracy on WebVET and any changes sent to the Trade School (Lori).	
T3 Wk9			Teachers to manage writing of assessments in WebVET – comment only needed.	
T3 Wk10			Draft assessments printed and checked – changes made. Completed assessments available for printing from WebVET. RTO's who manage their own reporting to send copies of assessments to students' home school. □	
<b>Term 4</b>		School Holidays		
T4 Wk1	<i>Ensure that VET teachers have an accurate &amp; current copy of the VRSS and ready for resulting VET students later this term.</i>	<b>Training Guarantee for SACE Students (TGSS)</b> Link with PLP classes to provide information about TGSS as well as to determine student readiness for TGSS.		
T4 Wk2	Begin competency planning for next year. Discuss plans with VET teachers and curriculum Deputy.  Begin VISA request for next year.	<b>Australian School-based Apprenticeship (ASbA)</b> Link with PLP classes to provide information about ASbAs as well as to determine student readiness for School-based apprenticeships	Selection process occurs for each Trade School course Classes formed and numbers per class sorted Discussion with school timetabler about whether SAFTS courses will run. <b>Southern STEM Executive Group Meeting</b>	
T4 Wk3	School sends second <b>semester Year 12 results</b> to TAFE SA along with parchment applications. <a href="mailto:visa@tafesa.edu.au">visa@tafesa.edu.au</a> .		Term 4 Assessments uploaded to WebVET. <b>SAFSSA Executive Group Meeting</b> <b>SAFSSA Curriculum – Learning Improvement Group Meeting</b>	
T4 Wk4	Monitor VISA request replies and continue communication. TAFESA will send all results to schools.		Assessment proformas and/or course descriptors checked for accuracy on WebVET and any changes sent to the Trade School (Lori). <b>SAFTS VET Coordinators Group Meeting</b>	
T4 Wk5	Monitor VISA request replies and continue communication.		Teachers to manage writing of assessments in WebVET – comment only needed. <b>STEM Professional Learning Communities Meeting</b>	
T4 Wk6	Send second semester <b>Year 10 and Year 11 results</b> to TAFE SA <a href="mailto:visa@tafesa.edu.au">visa@tafesa.edu.au</a>		Last week of SAFTS VET courses. Completed assessments available for printing from WebVET.	

			RTO's who manage their own reporting to send copies of assessments to students' home school.	
			<a href="#">SAFSSA Principals Group Meeting</a>	
T4 Wk7	Monitor VISA request replies and continue communication. TAFESA will send all results to schools by November 30 <sup>th</sup> .			Enter VET results for ALL students in VET classes on EDSAS and Schools Online. Host schools to send any VET results to students home school.
T4 Wk8	Monitor VISA request replies and continue communication.			Confirm EDSAS VET data and Work Experience Verified results are to be entered into the SACE system by December 5, 2016.
T4 Wk9	Monitor VISA request replies and continue communication.			<b>*****EDSAS Roll-Over ready for the following year</b>

## **SOUTHERN ADELAIDE AND FLEURIEU TRADE SCHOOL**

### **Student Guidelines for Conduct – 2017**

Students enrolled in Southern Adelaide and Fleurieu Trade School VET courses have a responsibility to meet a code of conduct that is based on safe, considerate behavior and respect for others.

#### **ATTENDANCE**

- ◆ Students should notify their home school and the host school (or workplace provider in the case of Structured Workplace Learning (SWL)) if they are going to be absent from their VET course.
- ◆ This should be done as early as possible on the day or if possible, in advance.
- ◆ It is the students' responsibility to catch up on any work missed due to absence from VET courses.

#### **KEEPING UP WITH OTHER SCHOOL COMMITMENTS**

- ◆ It is the students' responsibility to keep up with work missed while participating in VET courses.
- ◆ Students are encouraged to seek support from their home school subject teachers and/or VET Coordinator/Year Level Coordinator.

#### **WORK HEALTH AND SAFETY EXPECTATIONS**

- ◆ Students should follow the host school's instructions regarding appropriate dress/uniform/wearing of name badges so that they can be identified as VET students.
- ◆ Students should follow the host school's instructions regarding signing in/out, Work Health and Safety and emergency procedures.
- ◆ Students (and parents/caregivers) should provide to the host school, up to date emergency contact and medical information (using the application form and medical form).

#### **BEHAVIOR EXPECTATIONS**

- ◆ Students must follow the behavior expectations of their home and host school (or workplace provider in the case of Structured Workplace Learning (SWL)), including respect for property, being on time, use of mobile phones, smoking, drug use, bullying and harassment, possession of offensive weapons etc.

#### **TRAVEL IN PRIVATE VEHICLES TO AND FROM VET COURSES**

- ◆ Students who drive themselves, take student passengers or are a passenger with another student, must have signed consent from parents/caregivers (using the Travel in Private Vehicles form).

#### **STRUCTURED WORKPLACE LEARNING (SWL)**

- ◆ Students undertaking SWL as part of their VET course must ensure they have a Workplace Learning Agreement Form from their home school signed by all parties (student, parent/caregiver, workplace provider and home school Principal).

#### **MANAGING GRIEVANCES / CONCERNS**

- ◆ Students are encouraged to discuss any grievances or concerns regarding their VET course with their VET teacher/trainer and/or home school VET Coordinator.



### Consent Form – Child

Permission to use likeness, image, voice, performance and/or creative work of students and children.

#### Background

The Department for Education and Child Development (DECD) develops teaching and learning and promotional materials and publishes them in print and digitally (on websites). Increasingly students are publishing their own materials on websites (e.g. school website, DECD website, Scootle™, iTunes™ or other online environments).

#### Request for Permission

DECD seeks permission to use the following:

- media (photo/film/audio recording) in which your child appears
- a written comment made by your child
- your child’s work samples (for example, a painting, written work, podcasts).

#### Granting Permission

By completing and returning this permission form, you are granting permission for the DECD to use:

- an image or recording of your child which appears in a photo, film and/or audio recording to publish on paper and/or on websites under a CC-BY -NC licence\*
- your child’s work samples on paper and/or on websites under a CC-BY-NC licence\*
- an image or recording of your child which may identify your child by first name and/or DECD school/preschool/service only
- work samples created by your child without identifying your child - or identifying your child by first name and/or DECD school/preschool/service only.

#### Notes

- Additional written consent by the parent / guardian must be obtained by the DECD school/preschool/service prior to publishing full names of children where they appear in media articles (e.g.: for awards or recognition of effort etc.).
- Not every item for which permission is granted will be used.
- Media, comments and/or work samples might not appear in exactly the form in which they have been submitted.
- Media, comments and/or work samples which contain images of or references to Indigenous people will be accompanied by warning text to indicate that the work may include references to Aboriginal and Torres Strait Islander people who have passed away.
- The material will be available to ‘the world’ to download and use under a CC-BY-NC licence\*. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

#### Consent

I give permission to the DECD to publish media, comments and/or work samples of:

Child’s Name: \_\_\_\_\_  
(Full name - please print)

Name of school/service: \_\_\_\_\_

Child’s signature: \_\_\_\_\_  
(Student to sign)

Parent/Guardian’s signatures: \_\_\_\_\_  
(Parent/guardian to sign) (Parent/guardian to sign)

Full name of Parent(s)/Guardian(s): \_\_\_\_\_  
(please print) (please print)

Date: \_\_\_\_\_

**Please provide signatures of both parents and/or guardians where possible.**

#### \* Creative Commons licensing by attribution, non-commercial

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# SOUTHERN ADELAIDE AND FLEURIEU TRADE SCHOOL

## Travel in Private Vehicles Form – 2017

Students who drive themselves, take student passengers or are a passenger with another student, must have signed consent. All drivers and passengers must complete Section A, all drivers must complete Section B, all drivers under the age of 18 must complete Section C and all passengers under the age of 18 must complete Section D.

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### SECTION A: All drivers and passengers

Student Name: \_\_\_\_\_ Home School: \_\_\_\_\_  
Year Level: \_\_\_\_\_ Home/Care Group: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
VET Course Name: \_\_\_\_\_ Host School: \_\_\_\_\_

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### SECTION B: All drivers

The following statements are true in relation to my vehicle:

- I hold a current driver’s licence
- The car I will be driving is registered
- The car I will be driving is covered by one of the following insurances (please tick):
  - Third party property  Comprehensive
- Seat belts in the car will be used by all passengers
- I am aware that there is no provision by the school nor DECD for any claims which may result from use of this vehicle

#### DRIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### REGISTERED OWNER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION C: All drivers under the age of 18 (to be completed by parent/caregiver)

I give my permission for the student identified in Section A to drive for the purpose of travel to and/or from a VET course and confirm that the details above (in Sections A and B) are correct in relation to my child and the vehicle to be used.

#### PARENT / CAREGIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### SECTION D: All passengers under the age of 18 (to be completed by parent/caregiver)

I give my permission for the student identified in Section A to be a passenger with the student driver for the purpose of travel to and/or from a VET course. I am aware that there is no provision by the school nor DECD for any claims will may result from this arrangement.

#### DRIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT / CAREGIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Southern Adelaide and Fleurieu Secondary Schools Alliance 2017 Meeting Dates

Each member school shall have representatives (or proxy) in the following forums as required.

### **Executive Group**

- Term 1 - Week 3 Thursday 16<sup>th</sup> February 2017 8:30am - 10:00am @ CBHS (Trade School)**
- Term 2 - Week 3 Thursday 18<sup>th</sup> May 2017 8:30am - 10:00am @ CBHS (Trade School)
- Term 3 - Week 3 Thursday 10<sup>th</sup> August 2017 8:30am - 10:00am @ CBHS (Trade School)
- Term 4 - Week 3 Thursday 2<sup>nd</sup> November 2017 8:30am - 10:00am @ CBHS (Trade School)

### **Principals Group**

- Term 1 - Week 6 Wednesday 8<sup>th</sup> March 2017 8:30am - 10:30am @ Hallett Cove School**
- Term 2 - Week 6 Wednesday 7<sup>th</sup> June 2017 8:30am – 10:30am (venue TBA)
- Term 3 - Week 6 Wednesday 30<sup>th</sup> August 2017 8:30am – 10:30am (venue TBA)
- Term 4 - Week 6 Wednesday 22<sup>nd</sup> November 2017 8:30am – 10:30am (venue TBA)

### **Curriculum – Learning Improvement Group**

- Term 1 - Week 3, Tuesday 14<sup>th</sup> February 2017 9:00am – 11:00am @ CBHS (Trade School)**
- Term 2 - Week 3, Tuesday 16<sup>th</sup> May 2017 9:00am – 11:00am (venue TBA)
- Term 3 - Week 3, Tuesday 8<sup>th</sup> August 2017 9:00am – 11:00am (venue TBA)
- Term 4 - Week 3, Tuesday 31<sup>st</sup> October 2017 9:00am – 11:00am (venue TBA)

### **SAFTS Trade School Group**

- Term 1 - Week 4, Tuesday 21<sup>st</sup> February 2017 9:00am – 11:00am @ CBHS (Trade School)**
- Term 2 - Week 4, Thursday 25<sup>th</sup> May 2017 9:00am – 11:00am @ Willunga HS Trade Training Centre
- Term 3 - Week 4, Thursday 17<sup>th</sup> August 2017 9:00am – 11:00am (venue TBA)
- Term 4 - Week 4, Thursday 9<sup>th</sup> November 2017 9:00am – 11:00am (venue TBA)

### **Community Education Partnership (CEP) Group**

- Term 1 Week 5 Wednesday 1<sup>st</sup> March 2017 8:30am - 10:30am @ CBHS (Trade School)**
- Term 3 Week 3 Wednesday 9<sup>th</sup> August 2017 8:30am – 10:30am @ CBHS (Trade School)

### **STEM – Inner Adelaide, Southern Adelaide & Fleurieu STEM Executive**

- Term 1 - Week 4, Tuesday 28<sup>st</sup> February 2017 – 8:30 – 10:30 am @ Aberfoyle Park High School**
- Term 2 - Week 8, Tuesday 20<sup>th</sup> June 2017 (time and venue TBA)
- Term 4 - Week 2, Tuesday 24<sup>th</sup> October 2017 (time and venue TBA)

### **Science, Technology, Engineering and Maths – Professional Learning Communities**

- Term 1 Week 5, Friday 3<sup>rd</sup> March 2017 8:30 – 11:30 am @ Seaview High School (Inner/Southern Adelaide)**
- Term 2 Week 5, Friday 2<sup>nd</sup> June 2017 (time and venue TBA)
- Term 3 Week 5, Friday 25<sup>th</sup> August 2017 (time and venue TBA)
- Term 4 Week 5, Friday 17<sup>th</sup> November 2017 (time and venue TBA)

### **Southern STEM Expo**

- Term 3 Week 4, Wednesday 16<sup>th</sup> August 2017 @ Tonsley TAFE (time TBA)

### **Fleurieu STEM Expo**

- Term 3 Week 5, Wednesday 23<sup>rd</sup> August 2017 (time and venue TBA)

### **STEM Conference**

- Term 2 Week 6, Friday 9<sup>th</sup> June 2017 @ Tonsley TAFE (time TBA)

# 2017 - Southern Adelaide and Fleurieu Secondary Schools Alliance (SAFSSA)

## Executive

*Principals from each DECD Local Partnership, Education Director(s) or representative, Senior Leader Student Pathways*  
Chair Clayton Disley, Executive Officer: Cherry Robinson  
Meets once per term (Week 3 day and time to be negotiated)  
Provide advice and sets direction for SAFSSA and Principal Meetings

## Principals

*Principals, Education Directors, Senior Leader - Student Pathways, Business Partnership Manager*  
Chair: Clayton Disley  
Executive Officer: Cherry Robinson  
Meets once per term (Wednesday Week 6 at 8:30 – 10:30am)  
Literacy and Numeracy, Learning and Assessment Design, Collaborative Moderation across sites, STEM pedagogy

## Curriculum and Learning Improvement

*Middle and/or Senior School Curriculum leaders from each school, Senior Leader – Student Pathways, Business Partnership Manager*  
Chair: School Senior Leader  
Executive Officer: Cherry Robinson  
Meets once per term (Week 3)  
9:00 – 11:00 am

- Pedagogy and Learning Design
- Moderation and Assessment
- SACE Improvement
- Australian Curriculum
- Critical and Creative Thinking
- Student Pathways and Transitions
- Enquiry Based Learning / Problem Based Learning

## STEM Executive

*Principal representatives from (STEM PLC) ISCA, SAFSA, AHSP, ASMS, Senior Leader – Student Pathways, Business Partnership Manager and the STEM PLC*  
Chair: Principal  
Meets Week 4 Term 1, end of Term 2 and early Term 4

- Strategically plan STEM activities linked to School and Partnership Priorities
- Lobby Government and DECD for funding to support STEM across the schools

### ↕ STEM PLC ↕

**Two PLCs operate, one in the Fleurieu and one Southern and Inner Adelaide and the Hills comprising STEM Leaders from all sites, Senior Leader – Student Pathways, ASMS and Business Partnership Manager**  
Meets Week 5 Friday each week

- Professional Learning
- Sharing good practice across sites
- Supporting moderation processes in STEM across sites

## SAFTS Trade School

*VET leaders from each school, Apprenticeship Broker, Business Partnership Manager, Senior Leader – Student Pathways, SAFTS Trade School Office Manager*  
Chair and Executive Officer: Cherry Robinson  
Meets once per term (Week 4)  
9:00 – 11:00 am

- Regional VET Programs
- School-based apprenticeships
- Industry Pathways Programs
- Business/Industry Partnerships
- Work Ready and Training Guarantee for SACE Students (TGSS)
- DECD VET for Schools Policy
- Vocational Pathways Planning
- Workplace Learning
- Trade Skills Centres
- VET Quality and Compliance

## Community Education Partnership

*Representatives from: Local Government, Department State Development, Office for the Southern Suburbs, Flinders University, TAFESA Manager, Regional Development Board (Fleurieu), SAFSA Principals, Business Partnership Manager, DECD State Office, Senior Leader – Student Pathways*  
Meets twice per year (Term 1 and Term 3 Wednesday Week 2)

Chair: Harry Stassinopoulos, Executive Officer, Sam Pearse

- Key projects/programs that support transition & STEM
- Government funding across the Southern Adelaide and Fleurieu
- Opportunities for Inquiry and Problem Based Learning, Innovation and connected learning with Government institutions and Industry

## Southern Adelaide and Fleurieu Trade School – STAFF Contact Details

Trade School Contacts	Staff Names	Postal Address	Phone/Fax	Email
Student Pathways – Senior Leader	Cherry Robinson	Morton Road Christie Downs SA 5164	P: 8329 9747 F: 8329 9769	<a href="mailto:cherry.robinson@sa.gov.au">cherry.robinson@sa.gov.au</a> Mobile: 0428460038
Office Manager for Southern Adelaide & Fleurieu Trade School	Lori Turner	Morton Road Christie Downs SA 5164	P: 8329 9772 F: 8329 9769	<a href="mailto:lori.turner@cbhs.sa.edu.au">lori.turner@cbhs.sa.edu.au</a> Mobile: 0426577801 (personal)
Apprenticeship Broker – Hills (EFS)	Abbie Cerchi	Heathfield High School	P: 8139 9300	<a href="mailto:Abbie.cerchi338@schools.sa.edu.au">Abbie.cerchi338@schools.sa.edu.au</a> Mobile: 0488942192
Apprenticeship Broker – Inner South	Sam Ricci Russell Atwell	Urrbrae Trade Centre	P: 8275 8300	<a href="mailto:Sam.ricci@sa.gov.au">Sam.ricci@sa.gov.au</a> Mobile: 0439812742 <a href="mailto:Russell.atwell@hamcoll.sa.edu.au">Russell.atwell@hamcoll.sa.edu.au</a> Mobile: 0437429127
Business Partnership Manager – South	Sam Pearse	Mount Barker High School	P: 8393 9230	<a href="mailto:sam.pearse@sa.gov.au">sam.pearse@sa.gov.au</a> Mobile: 0457755394