GOVERNMENT OF WESTERN AUSTRALIA

TAFE WA

North Metropolitan

2021

Vocational Education & Training Delivered to Secondary Students (VETDSS)

Lecturers Handbook

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Introduction

The VET Delivered to Secondary Students (VETDSS) delivery is a priority for the Government of Western Australia.

Secondary students who undertake the non-University pathway as school students may choose to complete a Certificate II (or higher) VET qualification to graduate with their Western Australian Certificate of Education (WACE) certificate.

To ensure we do not jeopardise a student's WACE certificate it is important that schools, employers, students, parents and lecturers are relaying the same information. To facilitate a clear communication channel please liaise with the VETDSS Team (details provided below). Please do not hesitate to contact the team at any time if you have any questions or concerns about the students or require additional information.

Susan Jacobs
Manager Pathways & Support Services

VETDSS Contact Details

Manager
Susan Jacobs
Email: susan.jacobs@nmtafe.wa.edu.au

VETDSS Coordinator
Lizel Oosthuizen
Email: vetdss@nmtafe.wa.edu.au
Phone: 08 9427 1962

VETDSS Absence Reporting
Melissa Marai
Email: vetdss@nmtafe.wa.edu.au
Phone: 08 9427 1451

VETDSS Third Party Agreements
Candice Bradley
Email: vetdss@nmtafe.wa.edu.au
Phone: 08 9233 1206

Important Dates for Lecturers

Week 2	VETDSS Programs start
Week 3	Course Study Plans sent to schools
Week 7	Enrolment report sent to schools. Schools enter the units students are enrolled in the SCSA database. **Changes are not to be made to the Course Study Plan after this date.**
Term 1 - Term 4	**VETDSS Lecturers send an email to VETDSS@nmtafe.wa.edu when they have concerns about any student's progress – poor attendance, behaviour issues, not handing in assignments or assessments and so forth**
Term 1 - Term 4	**VETDSS Lecturers complete attendance in CELCAT on the day of the class**
5 – 16 April	School Holidays, no classes should be running
Week 15	Blank Progress Reports to be emailed to lecturers for completion
Week 17	Deadline for completed Progress Reports to be returned to VETDSS Team
5 – 16 July	School Holidays, no classes should be running
24 September	**Year 12 delivery completed**
27 Sept – 8 Oct	School Holidays, no classes should be running
19 October	**Year 12 results due**
25 November	**Year 11 results due if classes have finished for the year**

VETDSS Absences

Student absenteeism is reported via CELCAT. All absences MUST be reported on the day of the **absence before 1.30pm** to comply with Department of Education policies. If for any reason you are unable to mark CELCAT on time, you must email the VETDSS Team with the Student ID number, Student Name, the time of absence and the date so we can report the absence to the schools on time.

If you become concerned about a student with multiple absences, please contact the VETDSS Team to discuss or complete a student at risk form.

If a student wishes to leave class without consent from their parent/guardian, or fails to return from break you must contact the VETDSS Team immediately. VETDSS students are not allowed to leave campus without the consent of their parent/guardian.

Note: All VETDSS student absences must be recorded irrespective of age. Student's absenteeism is reported for students both under and over the age of 18.

P	Present
B	Late (Authorized)
E	Left Early
L	Late
Q	Left Early (Authorized)
A	Absent
C	Authorized Absence
EA	Extended Absence
T	Do Not Use - Term 1 Absence
V	CAVSS Absence
W	Withdrawn
NM	Non-Mandatory

Please only use **A** if you have received no notification that the student will be absent.

Please only use **NM** if you have notified the VETDSS Team that a student is not required to attend class.

Please only use **B**, **Q** or **C** if you have received and email from VETDSS or sighted a SMS, email or note from the parent/guardian or you have spoken to the parent/guardian.

Class Cancellation

Class cancellation is a last resort for extraordinary circumstances. In the event that a VETDSS class is to be cancelled, please contact the VETDSS Team at least 1 week in advance so that they can contact the relevant schools to ensure that suitable arrangements are made for those students affected. Classes must not be cancelled on the day, rather the Portfolio should make alternative delivery or supervisory arrangements for affected students.

DO NOT inform the students of the class cancellation.
DO NOT release the students until VETDSS have advised the schools and reported to you that it is ok to do so.

Student at Risk

The VETDSS progress report form should be used for students who staff believe are at risk of not successfully completing a unit of competency or the qualification as a whole. A lecturer may deem a student at risk due to consistent absenteeism, lack of commitment, failure to submit assessments, not being deemed competent in a unit. Schools will be notified by VETDSS and required to discuss the matter with the student and or parent/guardian. Please email the VETDSS Team if you require a copy of this form.

Progress Reports

To ensure both schools and parents are aware of how their student is progressing during the year, we request lecturers to complete progress reports at the beginning of week 15. The VETDSS Team will collate these reports and send them to the school in time for these to appear in the students Semester 1 School reports that are issued to parents/guardians. We only do this once a year, however schools may ask for updated progress for students throughout the year.

VETDSS Incident Reports

If a student injures themselves or breaches the Student Code of Conduct an Accident/Incident Report Form or Student Code of Conduct Incident Report Form should be used. The report is to be completed immediately and emailed to VETDSS@nmtafe.wa.edu.au. The NMTAFE *Student Behaviour Management Policy (PCY138)* must be followed for managing conduct of students who breach the Student Code of Conduct. The VETDSS Team will notify the respective school and where necessary coordinate meetings with the parent/guardian and staff.

Withdrawals

If a lecturer becomes aware of a student who does not wish to continue in their course, please email the VETDSS Team and we will liaise with the school to get official confirmation. If the VETDSS Team becomes aware of a student wishing to withdraw, we will send an email and advise lecturing staff. Staff will be expected to result any units the student has completed before the official withdraw occurs.

Excursions

If your class has an excursion planned the VETDSS Team must be notified at least 4 weeks prior using the *Field Activity Information Notice for Participants (WI067A1)*. This form must be provided to the school so that the approvals required by the Department of Education including the school's Principal can be obtained. VETDSS will notify the lecturer when approval has been granted.

Prior to a field activity, lecturing staff are required to follow NMTAFE's *Field Activity Procedure (P067A)* as well as provide students with a Field Activity Acknowledgement and Consent Form (WI067A2) which their parents/guardians will need to sign and return to the lecturer.

It is then the responsibility of the lecturing staff to track and store in HP Records Management the Field Activity Acknowledgement and Consent Forms (WI067A2) and email notices of approval.

Note: If the school does not sign off on the application form, the student is not able to attend the excursion.

Work Practice

Students may be required to undertake work practice as part of their course.

Pre-Apprenticeship Work Placement

To comply with DTWD's Western Australian Pre-Apprenticeship Business Rules, the RTO is responsible for arranging and coordinating the work placement. In some instances, the student or the parent or school may choose to arrange the work placement directly with an employer. If so, this must be done in consultation with the RTO, and the RTO must be satisfied that the employer is suitable for the students work placement. Staff must ensure that their students work placement is covered by appropriate insurance and evidence of this must be kept for audit purposes. RTO's must engage an appropriate skilled staff member to undertake site visits and monitor work placement to ensure the placement meets the objectives of the program. A logbook or similar form of evidence of the work practice must be kept and include:

- Dates and details of each work site attended
- Employer signoff of the total hours of on-the-job work placement
- RTO supervisor sign off where the simulated work practice is part of the work practice component

It is the responsibility of the RTO to ensure the student updates the logbook and a copy of the logbook must be held by staff for audit purposes.

Non Pre-Apprenticeship Work Placement

If your class has a work placement component and it is NOT run as a Pre-Apprenticeship, it is the responsibility of the school to find and coordinate the work practice for the student. Schools will be advised by the VETDSS Team about courses they are responsible for. Schools are also responsible for providing us with evidence & signed off hours by the employer before the completion date.

Change of Lecturer

If at any time of the year, where there is a change in lecturer please advise the VETDSS Team. We will need the new lecturer's name as well as what class they will be teaching in order to update our VETDSS database.

Change of Course Study Plans

At the time of the initial student enrolment, schools are notified of the units that students are undertaking. The school is required to report these units to the School Curriculum and Standards Authority (SCSA). Lecturers and Portfolios should not make changes to the course study plans after the students' enrolments have been reported to the schools.

Student Passwords

If a student needs their password reset they can contact the VETDSS Team by email: VETDSS@nmtafe.wa.edu.au

If the request is urgent, they can phone us using the contact numbers provided on page 3.

Interacting Online

Online communication, social media and third party applications are popular communication channels but do pose a risk to lecturers if used improperly.

- Limit your contact with school students to approved school hours. Contact out of hours MUST have the consent of the school principal.
- Only interact with student's online or using social media tools when there is an approved educational context.
- Do not add school students as friends to your personal accounts or follow their accounts.
- While interaction on social media is informal, lecturer interactions with school students must remain formal.

Emailing Students

Lecturers sending emails to a whole group of students must please remember to send the email with the student email address in Bcc to protect the student's identity.
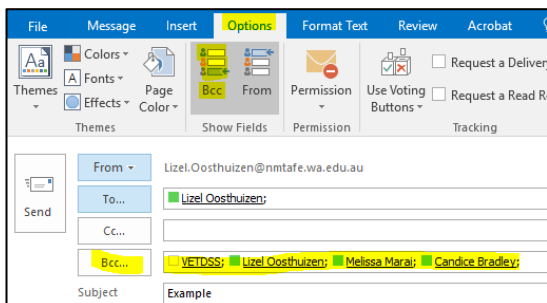
Related Policies and Procedures

Duty of Care for Minors Policy (PCY22)

Student Code of Conduct (WI138A1)

Accident/Incident Report Form

Student Code of Conduct Incident Report Form

Student Behaviour Management Policy (PCY138)

Field Activity Information Notice for Participants (WI067A1)

Field Activity Procedure (P067A)

Field Activity Acknowledgement and Consent Form (WI067A2)