



VET INFORMATION 2019



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WELCOME TO VET AT EDWARD JOHN EYRE HIGH SCHOOL

This package is to provide all parents/caregivers and students an overview of their course, EJEHS and TAFESA VET structure, available support and student expectations.

Edward John Eyre High School (EJEHS) works in close partnership with TAFESA in the delivery of its VET programs. Student's access nationally accredited courses through on-line learning, face-to-face delivery and video conferencing with direct support of an EJEHS teacher. This teacher will work with TAFESA and yourself to support students in a variety of ways including

- providing additional support for students outside of their instructional time with TAFESA
- follow up on where student achievement is at risk
- attendance intervention
- negotiating additional support with either TAFESA or EJEHS as required

Completed Certificate III (or higher) will contribute to 1 subject in the calculation of an Australian Territory Admissions Ranking (ATAR)*.

**must check the SACE web site to ensure the Certificate III qualification will convert to stage 2 credit and contribute to an ATAR.*

2019 COURSES ON OFFER AT EJEHS

Certificate II Automotive Servicing Technology

Certificate II Construction Pathways

Certificate II Electro-technology (Career Start)

Certificate II Engineering

Certificate II Salon Assistant

Certificate III Allied Health Assistance

Certificate III Business

Certificate III Community Services

Certificate III Early Childhood Education and Care

Certificate III Financial Services

Certificate III Fitness

Certificate III Health Services Assistance

Certificate III Hospitality (Kitchen Operations Stream)

Certificate III Individual Support (Ageing or Disability)

Certificate III Information, Digital Media & Technology

Certificate III Screen and Media

Certificate III Sport and Recreation

Certificate III Tourism

Please note courses are subject to minimum numbers of students, courses may not run if we cannot secure a sufficient number of students to make the course viable.

For further information about VET at EJEHS please contact:

Career Hub

Edward John Eyre high School

www.ejehs.sa.edu.au

8645 7677

Or

Local Delivery VET option

www.epschools.sa.edu.au

VET SELECTION CRITERIA

Edward John Eyre High School (EJEHS) offers students a range of Vocational Education and Training (VET) and Specialist courses like the Industry Pathways Program (IPP) and the Whyalla Sports Alliance Sports Program (WASP). Supporting students to access VET at school is critical to ensuring students are equipped with the skills that meet the needs of our future workforce and provides students an engaging learning environment in which to complete their South Australian Certificate of Education (SACE) and successfully transition to a post school pathway.

When choosing subjects/courses, students should think about subjects that:

- align with future/career aspirations
- they enjoy studying
- enable them to work to their strengths
- will challenge them and provide a number of broader options

All students who are interested in undertaking a VET will be required to undertake an application process. This process will help students, their parents/caregivers and EJEHS to:

- gain a better understanding about the course
- gain a better understanding about the structure and expectations of the course
- be informed about the cost associated with the course
- identify if the student is suitable to undertake the course

Not all students who apply will be successful in gaining a position in their desired VET program. A panel of representatives from school, TAFESA, industry and/or local and state sporting bodies will assess each application based on its merits. The application will include: data gathered from the application, the interview and school data on achievement, attendance and behaviour.

ELIGIBILITY CRITERIA

Attendance:

- Parent/student to attend information evening
- Parents/students who are unable to attend (which includes Local Delivery students) will be required to make contact with the Career Hub to collect an information pack.
- Direct entry: maintain 95% or above explained attendance.
- Probation of entry: 85%-94% explained attendance, with the commitment to achieving and maintaining 95% or above explained attendance as documented in a Student Development Plan (SDP).

Achievement:

- Successful Year 10 Math, English and PLP completion with a Grade Point Average of 3 or above (C or better).

Behaviour:

- Successful and positive interaction with school community
- Undertaken work experience in a field associated with the selected VET course or undertaken previous VET

Students who are not successful in securing a VET course will be placed in suitable subject choices identified during the counselling process.

VET STUDENT GUIDELINES FOR CONDUCT

Students enrolled in Edward John Eyre High School VET have a responsibility to meet a code of conduct that is based on safe, considerate behaviour and a respect for others.

ATTENDANCE

- Students need to notify EJEHS and TAFESA (or workplace provider in the case of work placement) if they are going to be absent from any VET session, this should be done as early as possible on the day or if possible, in advance.
- EJEHS support sessions must be attended if the student is located in Whyalla.

KEEPING UP WITH OTHER SCHOOL COMMITMENTS

- It is the students' responsibility to keep up with work missed while participating in VET courses.
- It is the students' responsibility to catch up on any work missed due to absence but should seek support from EJEHS support teacher or Trade School staff as required.
- It is the student's responsibility to monitor assessments and apply for extensions when required.

WORK HEALTH AND SAFETY EXPECTATIONS

- Personal Protective Equipment (PPE) and appropriate clothing for the course should be worn at all VET sessions.
- Students should follow instructions regarding signing in/out, Work Health and Safety and emergency procedures while attending all VET course delivery.
- Students (and parents/caregivers) should provide to EJEHS up-to-date emergency contact and medical information (using the Student Enrolment and Medical form).

BEHAVIOUR EXPECTATIONS: Students must follow the behaviour expectations of the VET course guidelines for conduct (or workplace provider in the case of Work Placement), including but not limited to:

- | | |
|------------------------------------|------------------------------|
| ✓ Demonstrate respect for property | ✓ No smoking or drug use |
| ✓ Arrive and leave on time | ✓ No bullying and harassment |
| ✓ Appropriate use of mobile phones | |

TRAVEL IN PRIVATE VEHICLES TO AND FROM VET COURSES PROGRAMS: 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).

WORK PLACEMENT: Students undertaking Work Placement as part of their VET courses must ensure they have a Workplace Learning Agreement Form signed by all parties (student, parent/caregiver, workplace provider and School Principal).

DRESS STANDARDS: Students should always be presented appropriately for the VET course they are undertaking: dress/uniform/wearing of name badges so that they can be identified as a VET student. If the VET course does not have a required uniform then full school uniform is expected to be worn to all VET sessions.

MANAGING GRIEVANCES/CONCERNS: Students are encouraged to discuss any grievances or concerns regarding their VET courses with their VET teacher/trainer, and /or VET Manager.

AGREEMENT: The student agrees they will abide by the expectations detailed in these guidelines. By signing the guidelines for conduct they understand that if they cannot meet them, then they may be withdrawn from the course in line with EJEHS policies.

VET SUPPORT TEACHER ROLES AND RESPONSIBILITY

EJEHS VET SUPPORT TEACHER ROLES AND RESPONSIBILITY

The EJEHS VET Support Teacher will monitor student behaviour, achievement and attendance against the EJEHS Guidelines for Conduct, weekly progress checks on student work output, provide intervention support and regular communication between the TAFE SA, parents and students.

Duties:

1. Support students to access, progress and be successful in their VET course
 - Communicate regularly with TAFE SA lectures, Parent/Caregiver and EJEHS Leadership regarding any concerns regarding attendance, achievement or behaviour. An introduction phone call followed by an email is to be made to all Local Delivery parents and student in week 1 term 1.
2. Monitor and support students to work within the EJEHS Guidelines for Conduct
3. Conduct weekly progress check on all students and record on Sentral;
 - Work out put against training and delivery plan
 - Work load management
 - Wellbeing for learning
 - Support the negotiation of extensions and resubmission
 - Communicate with parent/caregiver regularly
4. Intervention support if any concerns are identified by TAFE SA, EJEHS or any other source about:
 - Attendance at TAFE SA and EJEHS VET support lessons
 - Achievement against the Training and Delivery plan
 - supporting students to negotiate extensions, resubmissions and re-enrolment in units as required
 - Behaviour concerns in both TAFE SA sessions and EJEHS VET support lessons

Intervention support should include:

 - Discuss the concern with student (record on Sentral)
 - Email, phone or text parent/caregiver to provide information regarding any concerns (record on Sentral)
 - If concerns are persistent, discuss with the VET Manager the addition of a Student Development Plan (SDP). Approval from the SIT Team must be sort prior to implementation of the SDP.
 - Communication with parents/caregiver
5. Vocational Placement:
 - Support students to complete the five-hour workplace induction (work with Career Hub staff to access and record on Sentral)
 - Ensure students have completed the minimum hours of work placement required for their course
 - Support Career Hub staff to communicate with students/caregiver regarding work placement
6. VET Termly reporting
 - Term 1 & 3: ON TRACK or OFF TRACK and Progress Indicators.
 - Term 2 & 4: ON TRACK or OFF TRACK, Progress indicators, a comment and an academic transcript
 - Ensure students provide the Career Hub for a copy of Parchment for inclusion in SACE reporting
7. Support Local Delivery students to work through and assess the Flipped Work Place Practices folio (stage 2 20 credit subject)

VET DELIVERY: WEEK BLOCKS AND REGULAR CONTACT WITH TAFESA

EJEHS and TAFESA have committed to a delivery model, which maximises face-to-face contact time between student and lecturer.

Our school has also made a significant commitment by aligning a VET Support Teacher to all VET classes. This additional support and intervention ensures transparent communication between all stakeholders, increasing student achievement potential.

Courses are provided through two main delivery models:

1. **Within the standard school structure** – students access the qualification on a regular weekly basis as they would for a SACE accredited subject.

2. **Week Blocks** - Students access the qualification on set weeks (identified below). In addition, students have up to three contact points per week, which is known as the Line 7 support structure for VET.

The contact points consist of:

- Study Session - EJEHS students only
- TAFESA facilitated session Video conference, face to face, phone or skype
- EJEHS support teacher session – Local Delivery Student and EJEHS Students.

EJEHS have committed to not commencing any new work or topics, conducting tests or have assignments due during VET week blocks. This model has proven to maximise successful outcomes for students in both their VET studies and other school based subjects.

WEEK BLOCKS

Orientation Wk. 2 Term 1 Thursday and Friday

Block 1 - Wk. 9 Term 1 Monday to Friday

Block 2 - Wk. 5 Term 2 Monday to Friday

Block 3 - Wk. 2 Term 3 Monday to Friday

Block 4 - Wk. 9 Term 3 Monday to Friday

For Certificate II Automotive, Construction, Engineering and Electro-technology students will undertake 9 weeks of training in 12 months. Additional block weeks for this certificate are as follows:

ACEE Orientation Wk. 2 Term 1 Monday and Tuesday

Additional ACEE Block - Wk.2 Term 1 Wednesday to Friday

Additional ACEE Block - Wk. 5 Term 1 Monday to Friday

Additional ACEE Block - Wk. 10 Term 2 Monday to Friday

Additional ACEE Block - Wk. 5 Term 3 Monday to Friday

Additional ACEE Block - Wk. 2 Term 4 Monday to Friday

Additional ACEE Block - Wk. 5 Term 4 Monday to Friday

IMPORTANT: EJEHS are not able to provide accommodation or supervision support for Local Delivery students on the additional five weeks.

VET ATTENDANCE REQUIREMENTS

Students who enrol in a VET course will be required to attend all scheduled session as detailed in the Training and Delivery plan developed by TAFESA. This includes EJEHS support lesson's, TAFESA weekly contact (if applicable) and week block programs.

If a student is unable to attend, they should contact the school's Career Hub and their TAFESA lecturer to advise of their non-attendance. At their next contact, the student needs to work with their EJEHS support teacher and TAFESA lecturer to negotiate how they can catch up on missed work.

If students miss any scheduled week blocks, TAFESA is unable to guarantee that the missed training can be made up. Students will be compromising their ability to complete the course unit and should attend all TAFESA training days.

VET WORK OR VOCATIONAL PLACEMENT REQUIREMENTS

Students who are required to undertake work or vocational placement as part of their VET course will be supported by their VET support teacher and EJEHS Career Hub staff to make the required arrangements, which include;

- Attending the department's workplace induction (VET support teacher to work with Career Hub Staff).
- Supporting students to identify an appropriate employer.
- Contacting the prospective employer.
- Supporting the student to complete the department's paperwork. This must be signed, and recorded on the school system a minimum of one week prior to commencement of the placement by: student, parent, employer and principal.
- Supporting the student to access the Log books for recording VET Work or Vocational Placement experiences

Students are responsible for:

- Contacting EJEHS and the employer to advise of their non-attendance if they are ill or unable to attend.
- Meeting the dress standard of the industry e.g. body piercings removed, tattoos covered and wear Personal Protective Equipment.
- Ensuring the departments paperwork has been signed and returned a minimum of one week prior to commencement of the placement by: student, parent, employer and principal.
- Complete the required Log books for recording VET Work or Vocational Placement experiences
- Ensure they are following the Work/Vocational Placement Key Process at all times

Note: If a VET Work or Vocational Placement has been arranged and a student is unable to attend for any reason, EJEHS will reschedule the placement in consultation with the student, parent, employer and principal in the next school holidays, or at a time that will not impact on any of the students SACE or VET learning.

VET STUDENT DEVELOPMENT PLAN PROCESS

If students are unable to demonstrate the expected behaviour a Student Development Plan (SDP) will be used in support of increasing their opportunity for success. A meeting will be arranged and must be attended by student, parent/caregiver and EJEHS staff member.

The SDP will clearly identify

- what intervention is required,
- what the student needs to do to get back on track,
- the support EJEHS will provide
- consequence if the agreed outcomes are not achieved.

This plan will be required to be signed by all parties and will be communicated to the TAFESA lecturer to ensure all stakeholders are accurately informed.

If a student or parent/caregiver refuses to engage in this process or sign the SDP, this could result in the student being withdrawn from their course, affecting their potential SACE completion.

This plan will be reviewed weekly by the school's Student Intervention Team (SIT) and actioned in line with EJEHS policies and the SDP agreement.

VET FEES

The majority of VET courses have a cost associated for either TAFESA costs, PPE, tools or travel. Please check the course descriptions in the EJEHS website or Curriculum Guide for indicative course costs.

- EJEHS enrolled students will be required to cover the costs as identified in the course descriptors.
- Students and Parents/Caregivers will be required to sign a commitment to pay form as part of the subject selection process. Enrolment into their chosen program cannot occur until this form is completed.
- Payment plans with both TAFESA and EJEHS can be negotiated.

EJEHS Process: EJEHS welcomes payment by regular instalments for any fees payable to EJEHS. Forms can be collected from the Student Services office.

TAFESA Process TAFESA understands that sometimes it is difficult for students to pay their fees, and offers the option of paying their course fees via Fees-by-Instalments (FBI) to eligible students undertaking eligible courses.

TAFESA Applications To apply for Fees by Instalments (FBI), you will need to:

- first read the FBI information package
- then complete an application form

These documents request the details of your financial situation. You must provide evidence to support the information you provide. These documents are also available from your local campus. Fees by Instalment applications should be lodged at your TAFESA local campus.

Important Information

- Students may only enrol three times in the same unit of competency at the government subsidised price. Further enrolments in the same units incur the higher fee for service charges.
- If a student is un-financial their access to training may be restricted.
- TAFESA results will not be provided if a student is un-financial, compromising their SACE completion.

VET UNIFORMS

Supporting students to access VET at school is a valuable way to equip students with the skills that meet the needs of our future workforce. Preparing students for the workforce through VET provides a strong link to employers and their expectation, including appropriate dress when in the workplace or community setting.

EJEHS and TAFESA have introduced an industry specific uniform for students undertaking VET.

Each VET student will need to purchase a VET black polo shirt or High Visibility work shirt.

VET uniforms are to be organised through the EJEHS Uniform shop and must be worn on all VET Block weeks and work/vocational placement.

Additional uniform or Personal Protection Equipment (PPE) required	
Cert III Early Childhood Education	Broad Rim hat and enclosed shoes for Vocational placements
Cert II Automotive Servicing Technology	High Visibility work shirt: available at EJEHS Uniform shop. Student to provide; steel cap boots, long pants, safety glasses, hard hat (maybe required) and any other PPE relevant to the course or work placement.
Cert II Engineering	High Visibility work shirt: available at EJEHS Uniform Shop. Student to provide; steel cap boots, long pants, safety glasses, hard hat (maybe required) and any other PPE relevant to the course or work placement.
Cert II Construction	High Visibility work shirt: available at EJEHS Uniform Shop. Student to provide; steel cap boots, long pants, safety glasses, hard hat (maybe required) and any other PPE relevant to the course or work placement.
Cert II Electro technology	High Visibility work shirt: available at EJEHS Uniform Shop. Student to provide; steel cap boots, long pants, safety glasses, hard hat (maybe required) and any other PPE relevant to the course or work placement.
Cert II Salon Assistant	Enclosed shoes
Cert III Health Services and Allied Health	Enclosed shoes
Cert III Individual Support	Enclosed Shoes
Cert III Fitness	Appropriate pants for performing exercise and Sneakers
Cert III Hospitality (kitchen ops stream)	Long black pants, Skull cap, Apron, EJEHS/TAFESA Chef polo and black non slip shoes

VET LOCAL DELIVERY

Students from other schools can access the full range of VET courses offered through EJEHS. This can be facilitated by the home school and EJEHS entering in to a VET Local Delivery Agreement. The agreed cost is \$1,200 for a full year course.

Local Delivery Students are supported by EJEHS through:

- Initial introduction to parent/caregivers and home school by EJEHS support teacher.
- Weekly contact by EJEHS support teacher in support of course completion.
- Intervention support with TAFESA.
- Accommodation and supervision for week blocks.
- Providing student reports for their VET course/units.

Students accessing the block week model of training follow the schedule as stated previously on page 7, Week Blocks, in this document. For Certificate II Automotive, Construction, Engineering and Electro-technology students who undertake 9 weeks of training in 12 months it is **IMPORTANT** to note that EJEHS are not able to provide accommodation or supervision support for Local Delivery students on the additional five weeks.

ACCOMMODATION OPTIONS FOR VET LOCAL DELIVERY STUDENTS

EJEHS have a partnership with Uni SA to offer Local Delivery students accommodation at the Uni SA Student Accommodation facilities located on Russel Street, Whyalla Norrie SA. Students have access to individual bedrooms, share bathrooms and common kitchen and living spaces.

To ensure EJEHS staff provides individualised support to each VET local delivery student, a range of forms will need to be completed prior to each VET week block:

- Emergency Contact details form
(Which will include identifying the date and time students arrive and leave Whyalla and mode of transport
Permission for free time while in Whyalla)
- Medical information form

ACCOMMODATION FOR LOCAL DELIVERY STUDENTS

Parent/caregivers will need to cover the cost of the Uni SA accommodation if they choose to stay at the facility, at a cost of \$25 per day; the home school will be invoiced for the total cost after each block, and then will recoup the cost from parent/caregivers individually.

Students are not able to check in to the Uni SA accommodation before 5pm on the day prior to their courses commencing.

FOOD FOR LOCAL DELIVERY STUDENTS

EJEHS recommend students are provided \$25 per day for food. The supervising teacher will take all students to the supermarket/shops to purchase their individual food supplies; alternatively, students can bring food supplies with them.

TRANSPORT FOR LOCAL DELIVERY STUDENTS

Home schools, students and families will need to arrange for students to get to Whyalla where an EJEHS staff member will greet them at an individually agreed upon time and place. Once the student has arrived in Whyalla, the staff member will provide transport to accommodation and around Whyalla for things such as food and any activities that students may wish to complete. During the course of the week EJEHS will transport students around Whyalla.

This will include to and from their accommodation, shops for food and any other time that students need to be taken somewhere. Some courses will require transport to the TAFESA Port Augusta campus and students will be advised when this is a required part of their studies/program.

SUPERVISION WHILE IN WHYALLA FOR LOCAL DELIVERY STUDENTS

Students are provided supervision at all times by an EJEHS staff member or TAFESA lecturer while in Whyalla, unless permission for free time has been granted by the parent/guardian. EJEHS recommends that students have access to free time after their daily TAFESA sessions has finished, until 6pm. This gives students an opportunity to shop independently, visit the gym, go for a walk or go to the library, etc. Permission forms will be provided to parents/guardians as part of the enrolment process.