

Auspiced VET DSS programs in Secondary Schools



Roles and Responsibilities

*TAS = Training and Assessment Strategy

*TD = Teaching Department

*VT = VET DSS Team

Task	School	RTO
PROGRAM SET UP		
Nominate program area,	The Auspicing request comes from the school to the RTO	The VT confirms it has the program on their scope of registration, and TD agrees to support the school's auspice <u>application</u> request.
Provide school with checklist of requirements for Application process.	School to complete Application process in conjunction with SWTAFE department staff member.	VT to provide to Secondary School checklist of requirements for Auspicing application. Nominate department staff member to consult with school through application process. Complete Auspice Application form. (Answer 3 questions of why we should Auspice)
Approval process Step 1 - Application process Step 2 - Training & Assessment Strategy (TAS) approval	Step 1 - No enrolments or marketing involving RTO logo or name to students can take place unless school has RTO approval for delivery. Step 2 - All Auspiced program must go through the TAS approval process before enrolment approval	Step 1 - No Auspicing arrangement can be agreed upon until Application has approval from Manager of program area and Executive of Education. Step 2 - TD works with school to submit Auspiced programs through the TAS approval process before enrolment can take place.
Begin Step 2 of Approval process: Discuss with Teaching Managers VET DSS course delivery options	Liaise with SWTAFE Department and establish two-year delivery plan, resource costs, any delivery to be undertaken by SWTAFE or RTO	Under guidance from the VT, the teaching department (TD) contact is to liaise with School and establish two-year delivery plan, resource costs, and <u>any</u> delivery to be undertaken by SWTAFE or RTO. Include Service Delivery

	NEW - Establish Service Delivery Agreement for any purchased training from RTO.	Agreement. BDO staff to support school to set-up if SWTAFE are the RTO.
Course outline showing first and second year delivery	<p>Schools to liaise with SWTAFE TD and notify SWTAFE VT team the course structure. Courses should align with SWTAFE programs where possible.</p> <p>Schools to discuss with prospective students that VET DSS is a one or two-year option. Where course does NOT result in qualification completion student must be made aware of pathway options.</p>	<p>SWTAFE VT to use template to create course outline and will inform the TAS document.</p> <p>Must be reflected in DEECD Auspiced contract Include copy of Service Delivery Agreement for any units that cannot be delivered by school.</p>
TRAINING AND ASSESSMENT STRATEGY (TAS)		
<p>TAS Part A</p> <p>This document outlines the ‘what and how’ of delivery and assessment for course and cohort of students.</p>	<p>School staff/ teachers to meet with SWTAFE TD to discuss delivery and assessment strategy.</p> <p>Schools to complete TAS Part A using SWTAFE template in consultation with TD prior to Nov.</p> <p>School is responsible for ensuring correct information has been populated into the TAS.</p> <p>School to ensure delivery schedule is in sequence of delivery and matches delivery sequence outlined in TAS Part B.</p> <p>School to ensure delivery strategy meets acceptable hours of delivery.</p> <p>School teacher of program must be familiar with the course training package guidelines and VCAA course requirements.</p> <p>School teacher of program must be familiar with all aspects of the TAS document and ensure it</p>	<p>SWTAFE TD to provide partially populated Training and Assessment Document (TAS Part A) template to School’s nominated staff/teacher.</p> <p>Suggest: TAS to be signed off by school</p>

	<p>accurately reflects their teaching delivery and assessments.</p> <p>TAS Part A is to be reviewed each year prior to delivery in the following year even if the program is unchanged.</p> <p>Any changes to delivery, i.e. changes to units or staff, SWTAFE TD and VT must be notified ASAP. The TAS must be amended to reflect the changes and be approved by the TAS panel prior to any delivery being undertaken.</p> <p>Before the changes can be approved the school must ensure SWTAFE receive updated HR 20 forms (if a unit has been added) or HR58 form listing Qualifications, resume and Industry experience of the new program teacher. (see below)</p>	<p>SWTAFE P&C team to verify teacher qualifications</p> <p>SWTAFE TD to make changes and resubmit to TAS panel and notify school if and when approved</p>
<p>TAS Part B</p> <p>Must accurately reflect teaching and assessment practices.</p>	<p>School to complete all sections of the TAS Part B template showing sequence of delivery, sessions and dates where possible, including materials and resources and any specific learning and assessment tasks. List any discussed SWTAFE or 3rd party delivery.</p>	<p>SWTAFE TD to provide template</p> <p>SWTAFE TD populate a course outline</p> <p>SWTAFE VT to use information to populate Individual training plans where required</p>
<p>Qualifications and Resume of program teacher –</p>	<p>School to provide to SWTAFE Pathways team (VT) and TD prior to or with TAS documentation including certified copies of qualifications and statement of attainments (where possible) of the classroom teacher.</p>	<p>SWTAFE P&C team to validate qualifications</p> <p>See Teacher qualifications and PD templates below. (HR20 & HR58) Replaced with <u>Professional Profile</u> online portal</p>

	Must have updated TAE including mandatory units. Focus on relevant industry experience	
Teacher qualification mapping form – (HR20) through Professional Profile online portal	Any teacher nominated to deliver and assess a program must complete Professional profile showing mapping of qualification/s and vocational experience to each individual unit within the program. (Cannot duplicate same experience for every unit)	SWTAFE VT & TD to provide template. TD & SW TAFE VT to check Professional Profile has been completed. Include with TAS documentation
Professional development & Industry currency Record in Professional Profile.	Schools to ensure teaching staff undertake PD and have current relevant Industry experience to the program taught in line with training package guidelines and recommendations. To be updated regularly to ensure teacher maintains industry currency.	SWTAFE VT & TD to provide access to professional profile. Industry Currency = within recent 3 years unless specified
Resource list mapped to units	School to map available resources against each unit. Needs to include teaching and student workbooks alongside physical resources. (Equipment required) To be done in accordance to the Training package guidelines and recorded in TAS. This can be found in the companion volume on Training.gov	SWTAFE VT or TD to provide template or will accept school's version. Discuss with TD workbooks and resources
Evidence of current training package usage	Provide letter from school acknowledging they are teaching from and are using the 'current' training package in accordance to the VCAA guidelines. (access of www.training.gov.au and www.vcaa.vic.edu.au)	VT to keep on file.
Site Visit taken	Coordinate agreed time for visit	SWTAFE TD or nominated staff member to visit school site and meet with school facilitator of

		program. Walk through premises and resources and check against Training package guidelines SWTAFE TD to complete OHS template.
Program adequately timetabled	School to provide copy of school timetable highlighting class times for VET delivery	VT and TD to keep on file and lodge with TAS document.
SOUTH WEST ONLINE		
Moodle	<p>Selected VET DSS programs utilise the South West online portal called 'moodle'. Students under an Auspicing agreement can access the platform for delivery and assessment. Login access will need to be granted.</p> <p>Auspicing providers are encourage to discuss this option with SW TAFE TD before an agreement in is finalised.</p> <p>Auspice provider teachers to keep in regular contact with SW TAFE TD and advised TD 7 days prior they require unit/s to be unlocked online.</p>	<p>If VETDSS program is available online SW TAFE VT will ensure that the Auspicing Provider teacher/s will be granted SW TAFE online "Moodle" access prior to classes commence via ICT.</p> <p>SW TAFE VT to arrange SW TAFE online "Moodle" student log ins and provide the student log ins to Auspice Provider teacher and main contact prior to the program commencing.</p> <p>SW TAFE TD set up and unlock the unit/s required to auspice provider within a timely manner.</p> <p>SW TAFE TD to provide ongoing support to Auspice Provider teachers if they have any concerns.</p>
FEES		
Fees	<p>Fees are set at \$250 per student per course and are non-refundable after cut-off date as per contract. (See costing sheet for TAFE supplement terms and conditions)</p> <p>An application fee of \$600 per course for existing programs</p>	<p>SWTAFE VT to invoice quarterly for student and application fees.</p> <p>TD to invoice school for any agreed specialist units requiring delivery and assessment. This needs to be supported with a Training Service Proposal (TSP)</p>

	<p>An application to approval fee of \$800 per course for new programs.</p> <p>Specialist units (see below) will be invoiced separately through an agreed arrangement with the teaching department via a Training Service Proposal. (TSP)</p> <p>School to contact SWTAFE resource officer in a timely manner if resources are to be purchased or printed. Encouraging schools to work directly with suppliers.</p>	
<p>Cost of specialist units <u>not</u> delivered by host school</p>	<p>Where a teacher is not qualified to deliver and assess a unit of competence, the school is to liaise with SWTAFE TD to organise delivery and assessment with SWTAFE trainers/assessor during the TAS Part A & B approval process. Agreed timelines must be decided prior to school year starting. School and TD to negotiate fee per student for delivery of units. Must have a TSP in place for DET Auspiced contract to be signed.</p>	<p>SWTAFE TD to discuss during TAS Part A & B approval process the need to conduct any delivery and assessment.</p> <p>School to be invoiced by TD for any agreed fees for SWTAFE delivered units in line with the TSP.</p>

SCHOOL LIAISING		
Host school	<p>The Auspice host School is responsible for liaising with other schools regarding students attending their program, this includes, student's numbers VTR's and enrolment forms are submitted and evidence of participation, student assessments and results are ALL forwarded onto SWTAFE VT in a timely manner and in accordance with SWTAFE policies and procedures. Failure to comply with timelines and processes can result in an audit review of processes and assessment of continued partnership with RTO through the Audit Risk and Compliance team.</p> <p>The host school is responsible for distributing any copies of SOA's /Certificates to students & schools contracted to that class.</p>	<p>SWTAFE VT to liaise with host school regarding all administration aspects of the auspice program, including student numbers participation and collection of student assessment work and results.</p> <p>SWTAFE TD to liaise with school around delivery and assessment.</p> <p>VT to send SOA's/Certificate copies to the host school in agreed timeframes.</p>
STUDENT NUMBERS and Enrolment		
<p>Indicative Student numbers <i>(Early September)</i></p> <p><i>*Application and approval process for Auspicing has been followed</i></p>	<p>Host school to provide SWTAFE VT with indicative student numbers in September of year prior to study.</p> <p>Schools are to notify SWTAFE VT of any changes via email as they arise</p>	<p>SWTAFE VT to update and maintain numbers as advised on Data Base and work within TD guidelines for class sizes and recommendations.</p> <p>VT to liaise with TD on TAS progress.</p>
<p>Student selection <i>(September)</i></p>	<p>School to conduct student interviews and complete Pre-Training review LLN and LLN Evaluations to ensure the student is suitable for the course.</p> <p>School to advise SWTAFE process for selection of students into courses.</p>	<p>SWTAFE VT to supply template of Pre-Training review. No enrolment unless Pre-Training review LLN and evaluation are submitted.</p> <p>SWTAFE VT – to supply template for collection of student names into courses.</p>

	<p>The PTR must nominate the course the student intends to study, if a student changes their mind a new PTR is to be submitted. Students in a second year of study do not have to do a LLN or PTR Evaluation.</p> <p><i>Students who fail units in the first year of a program are not eligible to enrol in the 2nd year unless individual circumstances have been approved by SWTAFE VT and TD.</i></p> <p>Inform students of acceptance into the course and re-direct unsuccessful applicants</p>	SWTAFE VT to collect and store Pre-Training Review, LLN and Evaluation in SPOT
<p>ENROLMENT APPLICATION PROCESS <i>September</i></p>	<p>Alert students / parents / teachers of processes prior to enrolment</p> <p>School to forward PTR LLN & Evaluation to VT team</p> <p>School to ensure student complete online application students must have valid USI (see below)</p>	<p>Follow Application to Enrolment guidelines for schools / students / parents.</p> <p>SWTAFE VT to provide login password to online application portal located on the VET DSS website.</p>
COMPLIANCE REQUIREMENTS		
Validation and Compliance meeting	<p>School staff are to be familiar with the obligations of SWTAFE in regard to ASQA compliance, via attendance at mid-year Validation meeting.</p> <p>School to have access to SWTAFE policies and procedures relating to compliance and processes regarding student enrolment, delivery and assessment.</p>	<p>SWTAFE VT & TD to provide relevant information and updates as they occur.</p> <p>VT & TD to host mid-year validation meeting</p>
USI	School to ensure all students obtain a valid USI prior to applying online	Students cannot be enrolled without a valid USI

<p>Enrolment <i>November</i></p> <p><i>*Can only occur once TAS has been approved by TAS panel.</i></p>	<p>School to ensure student fully completes an online application process.</p> <p>School to check and sign all enrolment forms received and submit to SWTAFE</p> <p>School to ensure all online applications have been undertaken, received enrolment forms have been signed and returned to SWTAFE VT.</p> <p>School to ensure students are enrolled prior to delivery of any units</p>	<p>SWTAFE VT to email pre-populated enrolment forms to schools for electronic signing.</p> <p>Once signed and received back VT are to attach enrolment availability and tick correct units for current year of delivery in accordance with TAS document.</p> <p>VT team to forward onto Customer Service for processing. Enrolment summaries are to be issued to host school for VASS entry.</p> <p>SWTAFE VT to provide updates on enrolments to schools and TD.</p>
<p>Ongoing submission of EOP (Evidence of Participation) in units dates. Completion of compliant class rolls</p>	<p>School is to ensure where a unit is started there is supporting evidence to back up the start date other than a roll.</p> <p>School to use compliant class roll to record attendance in each unit.</p> <p>Rolls must contain Course code and title, Unit Code/s and titles/s, student names & ID, attended or absent, hours of attendance, date, name and signature of teacher.</p> <p>School to submit rolls with EOP</p> <p>Evidence of Participation (EOP) are ALL forwarded onto SWTAFE VT in a timely manner and in accordance with SWTAFE policies and procedures. Failure to comply with timelines and processes can result in an audit review of processes and assessment of continued partnership with the RTO through the Audit, Risk and compliance team.</p>	<p>SWTAFE VT to supply a sample roll / template that can be tailored or replicated.</p> <p>SWTAFE VT team to enter attendance into SWTAFE Student Management system (SMS) in accordance with SWTAFE guidelines.</p>

<p>Final submission of Result for each unit</p>	<p>School is to submit final assessment marks for each student in every unit within agreed timeframe, using SWTAFE templates. Results and student assessment files are to be submitted to SWTAFE VT as they occur.</p> <p>All results are to be finalised within a week after the last day of VET DSS classes (TBA) SWTAFE are to hold assessment evidence for each student and unit.</p> <p>Results and assessment pieces are ALL forwarded onto SWTAFE VT in a timely manner and in accordance with SWTAFE policies and procedures. Failure to comply with timelines and processes can result in an audit review of processes and assessment of continued partnership with the RTO through the Audit, Risk and compliance team.</p>	<p>SWTAFE VT to provide pre-populated result sheet proforma's for collection of final result. A final result must be supported by a final assessment piece of work. (SWTAFE TD to supply final assessment requirements) SWTAFE VT to enter results prior to final cut-off date. Statement of Attainment sent to host school.</p> <p>SWTAFE VT to check eligibility of students and apply for Certificates, date TBA, Certificates sent direct to students and a copy distributed to schools.</p>
<p>MEETINGS</p>		
<p>Moderation and Validation meetings</p>	<p>Ensure teaching staff are available to attend.</p>	<p>Organised and hosted by SWTAFE VT, TD and Compliance team. Look over at least two 'common' units of delivery. Outline compliant requirements to ensure Quality delivery and assessment is taking place with partnered schools. Discuss upcoming years delivery schedule.</p>
<p>VET DSS Planning Meetings x2</p>	<p>Ensure school staff are available to attend. (Usually the school VET DSS Coordinator)</p>	<p>Organised and hosted by SWTAFE VT Supply information on SWTAFE VET DSS processes. February and November</p>

CONTRACTS		
DEECD Auspicing contract in place	<p>School is responsible for checking information in the contract is correct, especially student names and programs.</p> <p>Auspice school who deliver a program that is different to a SWTAFE delivered program must check units are correct.</p> <p>School to amend where necessary, complete, sign, copy and return to SWTAFE. Students and course must correspond with VASS to receive accurate VET DSS funding. All teacher qualifications must match what is completed in Professional Profile</p> <p>All DEECD contracts must be finalised mid first term.</p> <p>This is the Host school's responsibility and Include a TSP for any units required to be delivered by an RTO.</p>	<p>SWTAFE VT to pre-populate (where possible) and forward onto school for completion.</p> <p>SWTAFE to return copy of fully signed contract to school with TSP for units delivered by an RTO.</p>
Amendments to contracts	<p>School to provide updates (see student numbers)</p> <p>Student amendments can affect costings.</p>	<p>SWTAFE VT to amend contract to reflect changes</p> <p>SWTAFE VT to amend invoices if required. (Refer to contract)</p>
RESOURCES		
Teaching resources	<p>School to purchase and provide teaching resources</p> <p>School to ensure resources are suitable for the program being delivered and mapped to the training package.</p>	<p>SWTAFE can provide suggested distributors of resources and outline what they use. Give recommendations.</p> <p>(NB: teachers often develop and tailor their own teaching notes, adding personal intellect. They use the teaching resources as a guide)</p>

Assessment resources	<p>Will be advised by SWTAFE on what resources can be used for assessment and recording unit competency.</p> <p>Schools are responsible for ensuring assessment is fully mapped to the unit of competency</p>	<p>ALL Auspiced programs must discuss with SWTAFE assessment resources.</p> <p>SWTAFE TD to advise and check compliant assessment resources are being used.</p>
Student resources	<p>Student / school to purchase or supply and are mapped to units in line with training package. Can be purchased or printed through SWTAFE resource officer. SWTAFE encourage schools to work directly with the supplier.</p>	<p>SWTAFE TD to supply recommendations.</p>
Equipment	<p>If school doesn't have the required equipment for a unit (or part of unit delivery) then negotiate with SWTAFE for partial or full delivery.</p>	<p>TD to complete onsite visit.</p> <p>Discuss alternate delivery arrangements if required prior to TAS completion.</p>
DELIVERY		

Training & Assessment	<p>School to ensure delivery is undertaken by the specific teacher listed on the TAS and in the contract</p> <p>School is to ensure assessment documentation is fully completed, signed and dated</p> <p>School is to submit assessment documents to VT before result is entered into SMS.</p>	<p>SWTAFE Compliance and TD will have access to student files upon request for audit purposes.</p> <p>All student assessment pieces will be stored at SWTAFE.</p>
COMMUNICATION		
Changes to personnel	<p>School to notify RTO of changes to personnel directly related to coordination of VET DSS or teaching of program. Alternative arrangements will need to be approved by RTO.</p> <p>TD and School VET teacher to make contact once a term to ensure delivery and assessment is on track.</p>	<p>SWTAFE TD will try and help school where reasonable. Auspice Contract will need to be re-negotiated.</p> <p>SWTAFE TD and School VET teacher to make contact once a term to ensure delivery and assessment is on track.</p>
Changes to student numbers (new student, withdrawals)	School to notify asap any changes to student numbers (withdrawals, new students) via email/in writing	SWTAFE VT will add to DB and adjust monies as required
REPORTING		
	Schools are advised to use the enrolment summaries for VASS entry	SWTAFE VT to send enrolment summaries prior to VASS cut off
SOA's	Schools to use SOA for VASS entry	SWTAFE VT to send original copies of SOA's to students and copies to school prior to VASS data cut off
Certificates		SWTAFE Awards Officer sends Original Certificates direct to students and copies to VT team for distribution to schools.