



# VOCATIONAL EDUCATION & TRAINING

## Explanation of VET Fees and Guidelines for Students attending External VET Courses in 2024

### OVERVIEW

The role vocational education and training (VET) courses play in helping students prepare for further education, training, employment and lifelong learning is widely recognised by key stakeholders in education.

All VET courses delivered to school students in NSW must be delivered by a registered training organisation (RTO) that is registered with the Australian Skills Quality Authority (ASQA) to operate in NSW.

VET courses may be delivered by:

- a school-based RTO or
- another RTO approved to deliver VET courses under the externally delivered vocational education and training program (EVET).

This document focuses on EVET courses – that is, those delivered outside of the SPCC school-based VET courses. These are courses delivered either on a different site or by an external RTO (e.g. TAFE).

*It is important to remember that:*

- *Studying an External VET course is a privilege.*
- *You are making a commitment to show a high level of responsibility, agency and diligence to complete part of your studies offsite.*
- *You may need to complete a separate application/interview to demonstrate your suitability for a course.*

**Before applying for a place in an External VET Course, it is important to understand the process, expectations and possible financial implications.**

Please see below the fees, timeline for EVET applications, Guidelines and Expectations for students, and an example of a Letter of Offer for an EVET course.

### FEES FOR STUDENTS UNDERTAKING AN EXTERNAL VET COURSE

An external VET fee of \$1,000 will apply for all students undertaking an external VET course to cover the costs of school coordination and management.

Course fees are charged by external VET providers. To assist with course costs, the Government subsidises the cost of these external VET courses.

The College will support this pattern of study by contributing a **maximum** value of two units of tuition fees and resource levies towards the cost of the course.

Parents will need to pay the balance of the course fee.

Unfortunately, we are not able to calculate the cost relevant to Year 12 (2025) until the end of Year 11 (2024) when students have chosen their pattern of study for Year 12, and we are informed of any available VET subsidy.

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If a student's course has a compulsory work placement, the school is charged a \$165 work placement fee which will be passed on to parents.

### **PLEASE NOTE:**

- External VET courses are only available for students who have no outstanding school fees in arrears.

### VET Course Withdrawals

- All external VET courses are billable from 4pm Monday 5th February 2024.
- Students who withdraw from an External VET course after the billable date, will be required to pay the full course fee. Fees range from \$800 - \$5,500 annually depending upon the course. The College takes no financial responsibility for students who withdraw from courses.

## **EXTERNAL VET TIMELINE FOR STUDY IN 2024**

**MAY 2023:** Participate in the SPCC Subject Selection Expo.

**JUNE:** Participate in a Subject Selection Interview to develop a plan for your pattern of study. See Mrs Huen in the VET office if you are interested in studying a VET course.

**JULY/AUGUST:** Submit an Expression of Interest form to the VET office and undertake an interview if required.

**NOVEMBER:** Offers are released by the school in early November. Please accept or decline your offer and return to the VET office ASAP.

**NOVEMBER – JANUARY:** EVET reopens on 27th November 2023 for any late applications.

**FEBRUARY:** EVET courses are **billable from 4pm Monday 5th February 2024**. After this date, you will be billed regardless of whether you complete the course. As billing occurs before classes commence, it is really important for you to carefully consider any applications you submit.

Classes commence from ***Monday 19th February 2024***.

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### **GUIDELINES FOR STUDENTS ATTENDING EXTERNAL VET COURSES**

Enrolling in an externally delivered VET course requires a significant commitment from both parents/guardians and the student. These guidelines outline the school's requirements for students undertaking external VET courses.

#### **Attendance at External VET courses**

- Students are to be punctual to lessons and be fully prepared with lesson requirements/equipment.
- Students must attend every lesson and not leave early. Notes are required from parents for absences and partial absences.
- Students are expected to attend school excursions and carnivals, regardless of clashes with External VET classes.
- External VET classes do **not** run on public holidays or during the school holidays.
- External VET classes **do** run on Pupil Free days and students are expected to attend.

#### **Notes for days absent and partial absences**

- The VET Coordinator should be emailed by the parent should a student be absent from an external VET course. We will notify TAFE of a student's absence.

#### **Behaviour**

- Students are to demonstrate exemplary behaviour at all times and display the College Core Values.

#### **Dress Code**

- Full school uniform is to be worn to and from school.

#### **Transport**

- Students make their own travel arrangements to and from TAFE venues e.g. walk, bus/train, own car, parent.
- Parents should be aware of their child's travel arrangements home from TAFE.
- Year 11 and Year 12 students are permitted to drive their cars to school/TAFE. The College recommends that students do not transport other students in their car unless they are a sibling.
- If they are driving to school, students are requested to complete a Senior School Vehicle Registration form in case they need to be contacted about their car. These are available from the Senior School Administration Office.

#### **Departure from school**

- Every student is required to swipe out using their Student Identification Card at the Senior School Administration Office at the time of leaving, not before. Under no circumstances are students to leave during Session 4 without prior approval from the Head of Senior School.
- Failure to sign out will result in disciplinary action.

#### **Work**

- External VET courses come under the same NSW Education Standards Authority (NESA) standard requirements as school courses. Students and parents will be notified if VET course requirements are not being met.

#### **Missed school work**

- Students may miss one or two school lessons per week when attending their External VET course. It is the student's responsibility to catch up on this work in their study sessions. A *Student Variation to Timetable* will be completed in consultation with the Director of Studies and VET Coordinator.

#### **Venue Guidelines**

- VET students are to adhere to the rules and regulations of the VET institution at which they are studying.

#### **Curriculum Support and VET Course Feedback**

- Curriculum Support for TAFE courses is provided directly through the external VET provider at a cost to the parent. Feedback on student progress is also available. Please contact the VET Coordinator to make arrangements on a student's behalf.

#### **Insurance**

- Students are covered by school insurances whilst travelling and attending TAFE, when following SPCC guidelines and regulations.