

VET in Schools Agreements Policy and Procedure

1 Purpose and Scope

To provide information about the current processes related to the use of VETiS Agreements,¹ including:

- a. Procedure to initiate VETiS Agreements
- b. Validating VETiS Agreements by CEO or delegate
- c. Storage of signed and completed agreements
- d. Procedure to notify ASQA of all 3rd party agreements

This Policy and Procedure applies to Heads of School and any AIE staff member when dealing with administration or marketing for VET in Schools (VETiS).

2 The Policy

AIE encourages secondary school students to learn skills related to the games, film VFX and related digital industries. This is part of promoting growth in these industries, facilitating students to learn skills identified as important by national and state curriculum bodies and providing pathways into further study with AIE.

To this end, AIE actively seeks opportunities to work with schools throughout Australia to run VET in Schools programs from Cert I to Cert IV level. These programs are coordinated by the Head of School/Deputy Head of School who works closely with the VETiS Coordinator for each campus.

3 Implementation

The Board of Directors is responsible for the approval of this policy after it has been drafted or reviewed by the CEO and relevant HOS or VETiS coordinator as delegated by the HOS, and the Academic Management & Compliance Committee.

The policy is to be implemented via induction and training of staff and distribution via the AIE Intranet and other publications as required.

Executive Management is responsible for oversight and implementation of this policy to ensure all VETiS agreements are sent to relevant department for approval and storage.

4 Procedure/s

VET in Schools Coordinators work with the AIE Marketing Team to promote VET in Schools programs and identify opportunities with individual schools or school clusters.

Each opportunity is considered using a set of criteria including:

- a. The location of the school and any arrangements already in place in clusters

¹ Includes Auspice Agreements, MOUs and Community Use Agreements.

- b. Each individual state's board of studies requirements re length of course and volume of learning
- c. The importance of breaking into a new market, cluster of schools or region
- d. The number of students involved
- e. Cost – benefit analysis
- f. Where auspice agreements apply, the ability of the school to meet contractual obligations.

A final decision about involvement with the school is made by the Head of School of the relevant campus and the CEO, or a delegate.

Course costs are determined by the Head of School after consultation with the CEO or delegate.

The pre-approved final Agreement must be sent to the school for its consideration prior to signing.

The Auspice Agreement can only be signed by the CEOs of AIE or their delegated representative, as per the Third Party Agreements Director Delegation Policy and Procedure

ASQA needs to be notified of all current 3rd Party Agreements:

- a. Within thirty days of being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and
- b. Within thirty calendar days of the agreement coming to an end.

The Staff Drive holds copies of the agreements at **S:\Administration\National\VET in Schools National** and the process for submitting these can be found on the ASQA website and records for the submission at **S:\Compliance\ASQA Reporting\Third Party Agreements**.

5 Definitions

Cluster

Cluster is the grouping of schools within the same geographical location as determined by State Education authorities.

MOU

Memorandum of Understanding.

6 Related Documents

The following documents are related to this policy:

- a. RTO Standard 8.2
- b. Third Party Agreement
- c. Third Party Agreement Director Delegation Policy and Procedure.

The following legislation and standards are related to this policy:

- a. None.

7 Review

This policy will be reviewed annually.

8 Revision History

Approval Authority	Prepared/revised by	Revision	Change	Date Approved/updated
Board of Directors	AMCC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20 July 2019
	Nick Markesinis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14 April 2021
		<input type="checkbox"/>	<input type="checkbox"/>	