

# VETiS/VETDSS Agreements Policy and Procedure

## 1. Purpose and Scope

This policy and procedure outlines how AIE manages agreements for VET in Schools (VETiS)/VET Delivered to Secondary Students (VETDSS), including auspice agreements, memorandums of understanding (MOUs) and community user agreements.

This policy and procedure applies to the CEO/COO, Heads/Deputy Heads of School, the VETiS/VETDSS Coordinator, and the Compliance Department.

## 2. The Policy

AIE encourages secondary school students to learn skills related to the games, animation, film, VFX and related digital industries. This promotes growth in these industries, facilitates the learning of skills identified as important by national and state curriculum bodies, and provides pathways to further study with AIE.

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

## 3. Implementation

The Board of Directors is responsible for the approval of this policy after it has been drafted or reviewed by the CEO/COO and relevant Head of School and/or the VETiS/VETDSS Coordinator.

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

The Academic Management Committee (AMC) is responsible for overseeing and implementing this policy to ensure the VETiS/VETDSS agreements procedure is followed.

## 4. Procedure/s

VET in Schools Coordinators identify opportunities with individual schools or school clusters. The Marketing Department may be able to assist from time to time. Each opportunity is considered using a set of criteria including:

- a. The location of the school and any arrangements already in place in clusters
- a. Each individual state and territory's board of studies requirements regarding:
  - I. Length of course
  - II. Volume of learning against the learner's secondary education requirements
  - III. The learner's needs

- b. The importance of breaking into a new market, cluster of schools or region
- c. The number of students involved
- d. Cost–benefit analysis
- e. Where auspice agreements apply, the ability of the school to meet contractual obligations.

Approval to enter into an agreement with the school is made by the Head of School, under the delegation of the CEO/COO.

The Auspice Agreement can only be signed by the CEOs of AIE or their delegated representative, as per the *Director Delegation of Authority Policy and Procedure* and the *Director Delegation Register*.

## 4.1. ASQA Notifications

ASQA needs to be notified of all current third-party agreements:

- a. Within 30 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.

## 4.2. Records Management

Agreement records are stored in the AIE staff drive at **V:/Contracts and Data**.

All records are retained according to AIE's *Information and Records Management Policy and Procedure*.

## 4.3. Fees

The CEO/COO approves the fees for all VETiS/VETDSS agreements at the start of the calendar year.

Questions regarding fees are considered by the Head of School, or may be escalated to the CEO/COO.

# 5. Definitions

The following definitions apply to this policy:

| Term           | Definition  |
|----------------|---|
| <b>Auspice</b> | <p>When an RTO is engaged to provide oversight and monitoring of a school's teaching of a program to ensure that registration requirements are met. This may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Professional development</li> <li>• Supervision of staff</li> <li>• Curriculum materials</li> <li>• Validation of assessment.</li> </ul> <p>All certification is provided by the RTO and the RTO is responsible for compliance with all requirements of the VET registration body.</p> |

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| <b>Cluster</b>                           | Cluster is the grouping of schools within the same geographical location as determined by State Education authorities.   |
| <b>Memorandum of Understanding (MOU)</b> | A document that broadly outlines the terms that two or more parties have agreed to.  |
| <b>VETiS/VETDSS</b>                      | <p>Australian learning pathways which enable learners to gain a nationally recognised qualification as part of their school studies are known by various names across jurisdictions:</p> <ul style="list-style-type: none"> <li>• <b>VETiS:</b> Vocational Education and Training in Schools</li> <li>• <b>VETDSS:</b> Vocational Education and Training Delivered to Secondary Students</li> <li>• <b>VETDSSS:</b> Vocational Education and Training Delivered to Secondary School Students</li> <li>• <b>VETfSSS:</b> Vocational Education and Training for Secondary School Students.</li> </ul> <p>AIE has adopted the term VETiS/VETDSS in its documentation.</p> |

## 6. Related Documents

The following documents are related to this policy:

- a. Auspice Agreement Template
- b. Director Delegation of Authority Policy and Procedure
- c. Director Delegation Register
- d. Information and Records Management Policy and Procedure
- e. VETiS/VETDSS/EVET Memorandum of Understanding.

The following legislation and standards are related to this policy:

- a. Standards for Registered Training Organisations (RTOs) 2015, Standard 8.2.

## 7. Review

This policy will be reviewed annually by the Compliance Officer and the VETiS/VETDSS Coordinator.

## 8. Revision History

This policy has undergone the following revisions:

| Version No. | Version Description   | Contributor(s)   | Approval Authority | Date Revised/ Approved |
|-------------|---|--|--------------------|------------------------|
| 1.0         | First version drafted by Academic Management and Compliance Committee (AMCC) and approved by Board of Directors. Published on the staff intranet. | <b>AMCC</b>  | BOD                | 20 July 2019           |
| 1.1         | Formatting update.  | <b>Nick Markesinis</b> (Intranet Content Coordinator)  | -                  | 14 April 2021          |
| 1.2         | Reviewed and streamlined procedures. Formatting update.   | <b>Linda Burrows</b> (Compliance Consultant)<br><b>Elise Clinton</b> (VETiS and VETDSS Coordinator)<br><b>Frank Farfalla</b> (Deputy Head of School, Melbourne)<br><b>Nick Markesinis</b> (Intranet Content Coordinator) | -                  | 14 March 2023          |