Agreement for the shared delivery of an HSC VET qualification

This agreement may be used when a TAFE NSW institute shares delivery of an HSC VET qualification with another RTO. The agreement covers issues to be negotiated when delivery occurs on a (i) school site or (ii) TAFE NSW site. Refer to 4.2 and 4.3 of the TAFE delivered HSC VET Courses (TVET) 2006 Guidelines.

1 Parties involved

TAFE NSW Institute: .................................................................
College/Campus: .................................................................
Other RTO: ........................................................................
School/s ...........................................................................

2 Contact and delivery details

TAFE Institute contact person: ................................................................. Phone: .................................................................
School contact person: ................................................................. Phone: .................................................................
Address of delivery location including classroom location: .................................................................

3 Delivery requirements

HSC course/s to be delivered: .................................................................
AQF VET qualification outcome: .................................................................
The school must inform students and parents of the workload required to achieve the AQF qualification and to complete the remaining competencies by _________________ (date)

TVET offer code: ................................................................. TAFE course no: .................................................................
Duration (course hours): Year 11 ☐ 200____ Year 12 ☐ 200____ Year 11 & 12 ☐
Number of students (attach full list of names): .................................................................
Year of attendance: Year 11 ☐ 200____ Year 12 ☐ 200____ Year 11 & 12 ☐

Is additional course information required? Yes ☐ No ☐

If Yes, include detail in Attachment 1
4 RTO responsibilities

Specify which RTO will issue the qualification:

☐ TAFE NSW Institute
☐ School System/Sector RTO
☐ Private Provider Name of Provider: .................................................................

Note: School/s must enter the students on Schools Online for the course and the optional (ICF) examination. TAFE NSW teachers are responsible for enrolling students.

5 Funding

☐ The TAFE delivered component of the course will be recorded and resourced as a TVET course
☐ Purchase and supply of equipment (including photocopying of materials/class handouts and incidental consumable items) will remain with the institute unless specified otherwise in Attachment 2.

6 Class timetable

a. Weekly classes

Day: From: To:

and (if required)

Day: From: To:

b. Block release

Start date: Finish date: Total number of days:

7 Course content – competency completion status

The initial RTO (School, TAFE, Private Provider) has provided the:

☐ list of competencies already delivered to students – attach a Statement of Competencies Achieved for each student
☐ list of competencies to be completed, including hours to be allocated – refer to Attachment 3

Note The initial school RTO is responsible for entering competencies achieved at school, on eBOS VCS for each student.

8 Work placement (mandatory for Industry Curriculum Frameworks)

Specify which organisation has responsibility for organising and supervising work placement:

☐ NSW TAFE Institute, or
☐ School
☐ Private Provider

Attach details of work placement already completed, for each student.
Attachments

Attachment 1:
Attach a copy of a Statement of Competencies Achieved, detailing the competencies already achieved for each student, from the initial RTO (School, TAFE, Private Provider)

Attachment 2:
Additional delivery requirements including details of any field trips/industrial visits/excursions required. (Indicate N/A if no additional information is required)

Attachment 3:
Details of any purchases to be made or equipment to be supplied by the school/schools (Indicate N/A if no additional information is required)

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<th>Provided by</th>
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## Attachment 4: Course content

### HSC competencies to be completed in Year 11

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<tr>
<th>Competency code</th>
<th>Competency name</th>
<th>Core or Elective (C/E)</th>
<th>HSC indicative hours</th>
<th>TAFE module hours</th>
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**Core Hours completed in Year 11**

**Elective Hours completed in Year 11**

**Total Hours completed in Year 11**

### HSC competencies to be completed in Year 12

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<tr>
<th>Competency code</th>
<th>Competency name</th>
<th>Core or Elective (C/E)</th>
<th>HSC indicative hours</th>
<th>TAFE module hours</th>
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**Core Hours completed in Year 12**

**Elective Hours completed in Year 12**

**Total Hours completed in Year 12**
Endorsement

The Agreement is to be signed by a TAFE NSW Institute Manager (or delegate) and the school system authorities/principal of participating schools.

I acknowledge the shared delivery of this HSC VET qualification and agree to abide by the arrangements outlined above.

Institute Manager (name and title)

Name: .............................................................................................  Title: ........................................................................................................
Signature: ........................................................................................  Date: ....................................................................................................

1. School Principal or delegate

Name of school: ..........................................................................................................................................................................................
Name: .............................................................................................  Title: ........................................................................................................
Signature: ........................................................................................  Date: ....................................................................................................

2. School Principal or delegate (if applicable)

Name of school: ..........................................................................................................................................................................................
Name: .............................................................................................  Title: ........................................................................................................
Signature: ........................................................................................  Date: ....................................................................................................

3. School Principal or delegate (if applicable)

Name of school: ..........................................................................................................................................................................................
Name: .............................................................................................  Title: ........................................................................................................
Signature: ........................................................................................  Date: ....................................................................................................