TAFE delivered HSC VET courses (TVET)

Guidelines for schools and TAFE Institutes

2007 Supplement

[Addenda and 2007 Forms - to be read in conjunction with the 2006 Guidelines]
Acknowledgement

These Guidelines are provided to assist staff in schools and TAFE NSW Institutes involved in the planning and delivery of TAFE delivered HSC VET (TVET) courses to students in government and non-government schools. The Guidelines were developed in consultation with government and non-government school sectors, TAFE NSW and the Board of Studies NSW.

The Vocational Education in Schools Directorate acknowledges the support received in developing this document.

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Note that the web address for the Vocational Education in Schools Directorate has changed to https://www.det.nsw.edu.au/vetinschools/index.html
7 TAFE NSW management of TVET

Additional information 2007

7.27 Refund Policy

TVET course costs for non-government students and the applicable arrangements for government students apply from the time of the finalised enrolment for each student and are non-refundable.

However if a government or non-government school student withdraws from a course and a replacement student is negotiated with the school/school sector authorities/TAFE, course costs are allocated for only one placement.

7.28 Department's policy on dealing with information about students with a history of violence

The Acting Director-General's memorandum Prevention of Violence in Schools and TAFE NSW Colleges: Provision of Information to Staff on Students with a History of Violence (DN/03/00589) indicates the following.

Where a student enrolling in a school, TAFE college or DET facility has a history of violence, the principal, college director or senior officer should provide staff who may be affected with all relevant information available to the Department, to enable the school to assess the application for enrolment and to prepare for the arrival of the student…

Principals, college directors and other DET officers briefing staff on newly enrolling students with a history of violence should understand and respect the student's rights to privacy. Personal information on a student should be shared only to the extent that it is necessary to protect the health and safety of people at the school.

"Violence" has a wide meaning and is not restricted to physical acts. It will include any behaviour that seriously interferes with the physical or psychological safety and well being of staff and students. Examples include threats to commit violence, aggressive behaviour which is non-contact in nature and may also include offensive, aggressive or abusive language directed to staff or students.

For further information and the consent forms for schools to provide information to TAFE NSW please refer to the following website or request information from your TAFE Institute Consultant.


7.29 Anaphylaxis and other severe health conditions

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen. Anaphylaxis is potentially life threatening and always requires an emergency response. Refer to your sector representative for further information, as each sector may have developed its own guidelines and procedures.

Each student will have an individual health care plan that formalises the plan of support. The principal will initiate the development of such a plan in the following circumstances or when the situation is complex or where a plan would be of assistance in managing support for the student.

**Individual health care plans should be developed for any student:**

- with severe asthma, type 1 diabetes, epilepsy or anaphylaxis
- who is diagnosed as being at risk of an emergency

The *individual health care plan* ([http://www.schools.nsw.edu.au/media/downloads/schoolsweb/studentsupport/studenthealth/individualstud/ind_health_plan.pdf](http://www.schools.nsw.edu.au/media/downloads/schoolsweb/studentsupport/studenthealth/individualstud/ind_health_plan.pdf)) has a standard cover sheet as well as suggestions for the following attachments to be included where relevant:

- an emergency care/response plan
- a statement of the agreed responsibilities of different people involved in the student's support
- a schedule for the administration of prescribed medication
- a schedule for the administration of health care procedures
- an authorisation to contact the medical practitioner
- other relevant documents.

The development of the individual health care plan may incorporate a risk management process to manage risk to the student or other students or staff.

The individual health plan should be provided to TAFE NSW on enrolment of the student.


### 7.30 Non-government school registration and accreditation requirements

The *Registered and Accredited Individual Non-government Schools (NSW) Manual* and the *Registration Systems and Member Non-government Schools (NSW) Manual* available on the Board of Studies website ([www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)) set out the requirements and evidence of compliance for non-government schools that outsource HSC and SC VET courses to external providers such as TAFE NSW.

Non-government schools outsourcing TVET courses to TAFE NSW are required to maintain:

- documentation that records that TAFE NSW complies with the *Child Protection (Prohibited Employment) Act 1998* in relation to each person directly involved in the delivery of the TVET course
documentation that records the agreement with TAFE NSW for the delivery of TVET courses including the identification of the respective responsibilities of the school and TAFE NSW

- records of a written statement from TAFE NSW that the course will be taught in accordance with Board of Studies syllabuses

- records of a written statement that the assessment program for the course delivered by TAFE NSW will meet the requirements of the Board of Studies’ *Assessment and Certification (ACE) Manual*.

Collectively the *TAFE delivered HSC VET (TVET) Program (TVET) 2006 Guidelines* and the *TVET 2007 Supplement* along with completed TVET external provider agreements for non-government schools forms for each TVET course, provide the necessary evidence of compliance required by non-government schools.
12 Funding arrangements

Replaces 12.3 in the TAFE delivered HSC VET courses (TVET) guidelines 2006

12.3 Non-government school sector

The Vocational Education in Schools Directorate has an established relationship at the state level with the Catholic Education Commission, representing Diocesan Catholic and Congregational Catholic schools, and the Association of Independent Schools. The Directorate has agreed procedures with these organisations which facilitate non-government school students accessing TVET courses.

TAFE NSW provides TVET courses to non-government schools on a fee-for-service basis according to a schedule of charges. Individual non-government schools or system authorities whose students are enrolled in TVET courses are required to pay the prescribed charges annually. Funds are available to the non-government sector agencies to support TVET delivery for their students. Non-government schools should seek system support in relation to accessing the funds.

Proposed course content and costs are detailed on the form, External provider agreement for non-government schools (Appendix 8). Course costs for non-government school students apply from the time of enrolment. School and parent/caregiver signatures on the External provider agreement for non-government schools and the TVET student application form (Appendix 1) ensure that all parties are aware of the course costs and that the school has a commitment to pay the fee. In all cases, the Vocational Education in Schools Directorate invoices the non-government school for payment of the relevant fees.

Before a non-government school commits to enrolling students in TVET course, the school should make the student (or the student’s parent or caregiver, if the student is under 18) aware of the obligation to pay any fees due.

Courses which are proposed as two year courses are billed on a calendar year basis. Billing for two year courses will be based on the student contact hours delivered in each year and costed according to the module/unit cost categories applicable to the course, as determined at the date of enrolment.

Module/unit cost categories for the non-government sector are based on the following cost components:

- Teacher salary and on-costs
- Consumable materials, including textbooks and protective clothing for students
- Payment of non-teaching support staff
- College/campus co-ordination and state-wide program management costs and a contribution to utilities and equipment costs
Module/unit cost categories 2007

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</table>

An estimated cost for each course payable by the non-government sector is calculated according to the course content. The actual costs may vary from the estimate of course costs if there have been changes in the number of students actually enrolled or changes in other factors (such as teacher travel) that affect the cost of course delivery. You will be advised of any variance as soon as possible.
13 Appendices

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