Table of Contents

Introduction ................................................................. 1
Information for Students and Parents .................................... 2
Working with Children’s Check ................................................ 4
Process Flowchart .................................................................. 7
RMIT Delivered Model Process ................................................ 8
Auspiced Model Process ........................................................ 10
Responsibility Matrix .......................................................... 13
  Staff Competency ............................................................. 14
  Working with Children Checks .............................................. 15
  RTO Staff Induction .......................................................... 16
  Student Information and Induction ....................................... 17
  Recognition of Qualifications Issued by Other RTOs ............... 18
  Recognition of Prior Learning .............................................. 19
  Student Records Management ........................................... 20
  Training and Assessment Strategies .................................... 21
  Student Feedback ............................................................ 22
  Delivery of Senior Secondary Programs ............................... 23
  Assessment Strategies ....................................................... 24
  Student Safety and Welfare ............................................... 25
  Duty of Care .................................................................. 26
  Student Attendance ......................................................... 27
  Management and Communication ...................................... 28
  Marketing and Advertising ............................................... 29
  Insurance Cover ............................................................ 30
  Student Fees .................................................................. 31
  Issuing AQF Qualifications and Statements of Attainment ....... 32
Forms .............................................................................. 33
  VET Contract ................................................................. 33
  Day Excursion Parent Consent Form ................................. 42
  Overnight Excursion Parent Consent Form ......................... 43
  Learning and Assessment Program Plan ............................. 45
  Contract Audit ............................................................... 46
  Continuous Improvement Checklist - RMIT Delivered Program .. 47
  Continuous Improvement Checklist - Auspiced Program ........ 48
This VET in Schools Handbook contains information required to assist with planning and delivering VETiS programs at RMIT. The Handbook has been designed to be used by RMIT staff as a reference tool. It contains practical tools and important information that staff involved in VETiS will need to access throughout the year when they plan, design or deliver a VETiS program.

The Handbook includes sample information to students and parents, information about legal requirements for staff working with children, business process flow charts and matrices for developing auspiced or RMIT delivered VETiS programs, a sample matrix of responsibilities for the participating secondary school and RMIT, and a variety of useful sample forms such as contracts and learning and assessment program plans.

Delivery
These programs may be completely auspiced to secondary schools, delivered fully at RMIT or a combination of these arrangements may be negotiated between RMIT and one or more secondary schools. RMIT delivery mode or Auspice please refer to index for information on these two modes of delivery.

Students
The secondary school delivering on behalf of RMIT may accept students from other schools. Students attending RMIT will certainly come from a number of different secondary schools.

Quality
The components to be considered when delivering VETiS at RMIT are essentially the same but responsibilities differ according to the delivery arrangements. However, all nationally accredited programs have the same quality requirements whether delivered on RMIT premises or at a secondary school.

Contract and Fee Arrangements
All VETiS programs require a legal contract to be drawn up between the parties concerned (an example of this contract can be found in this manual). This is the responsibility of the VET in Schools manager, situated in the Office of the Director TAFE. Fees and Charges are also the concern of the manager. They are cost neutral to the University and are set at a level that does not incur profit or loss to RMIT. Secondary schools, not individual students, are invoiced.

Policy
Policy regarding the programs offered to secondary school students is also developed by the Office of the Director TAFE, in accordance with the Victorian Curriculum Assessment Authority (VCAA). All programs considered, have pathways to further education at RMIT.

Enrolment
As a general rule all student expressions of interest for programs will be coordinated through the manager, VET in Schools. The enrolment remains the responsibility of the administration of the program area.

Responsibility Matrix
As part of the contract between RMIT and secondary schools, a Responsibilities Matrix has been developed and is included here. This addresses Australian Quality Training Framework (AQTF) compliance as well as other essential program delivery matters. This Responsibility Matrix forms the basis for ensuring that home school and RMIT responsibilities are clearly articulated and that evidence of compliance such as teacher qualifications and currency, validation meetings and staff and student induction is on record.

Requirements from Department of Education and Early Childhood Development, (DEEWA) must also be considered when delivering VET in Schools and these are outlined on the Responsibility Matrix.

Administrative Processes
Process of contract deliverables have also been developed and are included in a table format to further clarify the processes and accountabilities. Separate process tables have been developed for programs that are fully auspiced to the secondary school/s and for programs that are delivered on RMIT premises. Both tables include the administrative processes which are the responsibility of the RMIT school that ‘owns’ the program.

Additional Information
Additional to this we have included an information sheet for parents and students, student Induction information, parent consent for excursion forms and continuous improvement checklists which can be used to collect evidence of validation, moderation and continuous improvement.

For any further information, please contact the manager of VET in Schools.
Welcome to RMIT

RMIT University is Australia’s largest dual sector University. You can undertake courses in both Higher Education and Vocational Education and Training (VET) at RMIT. Vocation refers to work or employment and this form of education is practical and meaningful. VET in Schools allows students to commence a VET qualification while still being at secondary school completing either VCE or VCAL. It is a great success story in Australia’s educational history and is continually growing with over 55,000 senior secondary school students undertaking VET in Schools programs every year in the state of Victoria.

Why VET in Schools?

There are excellent reasons for you to commence a VET program while you are still at school. You can start a nationally recognised vocational qualification while achieving credit towards your VCE or VCAL.

The VET program you study as part of your school curriculum, that may lead you to employment or further education: your options remain open but your journey has begun.

It can be quite challenging to commit yourself to a career pathway when you have limited experience or knowledge of a particular industry or employment area. VET in Schools aims to give you exposure to work in an industry area of interest to you and an experience that will assist you in making the most appropriate career choice you can. You learn practical skills and gain an understanding of what it is like to ‘learn through doing’. You may continue to study a VET program when you leave school or you may choose to start a Higher Education course.

How Does VET in Schools Work?

Generally, a student will undertake a VET subject in either Year 11 or 12. In some cases it may also be taken up by a Year 10 student. The VET program will usually become your fifth or sixth subject. Depending on the program you choose, you may attend an RMIT campus for a full day each week and attend your home school for the rest of the week.

Student Support and Information for Parents

Whether you are undertaking your VET study at RMIT or at your home school, you are enrolled at RMIT University. RMIT is a Registered Training Organisation. You will receive a Statement of Attainment for the study you have completed which is part of a full qualification. You may complete the qualification at a Registered Training Organisation after you have completed your secondary schooling. In some cases, the full qualification can be achieved during your final years at secondary school. Should you or your parents require further information about the program or your progress, RMIT can be contacted for assistance (see below).

RMIT Responsibilities During your VET Program

RMIT will:
- provide induction information and advice on rights, responsibilities and support services available
- provide you with a RMIT Student Diary outlining information on student services and university policies and procedures.
- issue a student card which is the formal identification for RMIT students
- ensure you receive quality training, assessment and supervision
- ensure a safe and healthy environment is provided when training at RMIT
- issue qualifications recognised in accordance with an endorsed National Training Package
- maintain comprehensive student records
- ensure all resources, facilities and equipment needed to deliver programs are provided
- ensure fair assessment and provide access to appeal processes
- provide comprehensive Course Guides
- monitor your progress throughout the program

Your Attendance at a VET Program

VET in Schools programs delivered on RMIT campuses provide students with the opportunity to study in an adult learning environment. It is expected that the behaviours of VET in Schools students are consistent with adult learning behaviours. Attendance is very important and all student absences will be reported back to home schools. Semester results and reporting will also indicate absences, late arrivals and early departures from classes. Where the program is delivered at your home school, the school will take responsibility for your attendance.

Bullying, Harassment and Intimidation

RMIT has a legal obligation to provide a safe study and work environment for all students and staff, free from all forms of harassment and discrimination. It is unlawful for teachers or other staff to harass or discriminate against students; for students to harass teachers or other staff; or for students to harass or discriminate against other students. If, as a student you experience discrimination or harassment, you have the right to lodge a complaint and be supported during the complaints process. If a student harasses or discriminates against others, they may have a complaint made against them and may be subject to disciplinary action.

Further information can be found at complaints@rmit.edu.au

RMIT Student Union

This is a student-controlled organisation that advocates on behalf of all RMIT students. The union is responsible for providing a variety of student services.

VET in Schools Fees

Government Schools must comply with the Department’s Parent Payments in Victorian Government Schools Policy, which states that standard curriculum programs must be provided free to all students in Victorian Government Schools. This includes senior certificates including VCAL and VET. RMIT, as the Registered Training Organisation does not invoice students for training services. Your school will be charged directly.
For further information, please visit:

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. All staff working with VET in Schools must have a Working with Children’s Check.

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children you may need to apply for a WWC Check. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who need a WWC Check have applied by the due date.

When to Apply

The Working with Children (WWC) Check is being phased in from 2006 to 2011. Each year different child-related occupational fields will be introduced. If you are required to pass the WWC Check, you must apply by the due date or you may be subject to penalties under the Working with Children Act. You can lodge your application at any time before the due date.

Note: If you work or volunteer in two or more occupational fields, you must apply by the earliest of the two or more due dates.

Clubs, associations or movements of a recreational or sporting nature in connection with all remaining sport and recreation groups not previously phased-in that:
- provide services or conduct activities for, or directed at, children, or
- whose membership is mainly comprised of children

Coaching or tuition services of any kind for children.

Application Process

Before applying for a Working with Children (WWC) Check, you need to:
1. Determine whether you need a WWC Check.
2. Find out when you need to apply.
3. Before the deadline for your occupational field, complete your application form and lodge it at a participating Australia Post outlet with your original identification documents and your passport-size photograph. If you undertake paid ‘child-related work’, you will also be required to pay the application fee at this time.

The following steps will be undertaken to process your application:
- proof of identity check
- national police records check
- professional disciplinary body check (currently only the Victorian Institute of Teaching and the out of home care Suitability Panel)
- assessment of any criminal offences and/or findings from a professional disciplinary body
- where required, the Department of Justice may seek further information from you or others
- if an Interim Negative Notice is issued, you may lodge a submission explaining why you believe you should pass the Check, which will be considered by the department in assessing your application
- decision and issue of Assessment Notice or Negative Notice

Employer and Volunteer Organisation Obligations

As an employer or volunteer organisation, you have certain obligations under the Working with Children Act 2005. Agencies that list people for ‘child-related work’ also have these obligations. If you do not comply with these obligations, you may be subject to criminal penalties.

You must:
- ensure that all employees or volunteers who are required to apply for a Working with Children (WWC) Check do so by the required deadline.
If your organisation wishes to facilitate the applications of all relevant employees/volunteers, a bulk application process can be arranged through your local participating Australia Post outlet. Phone 13 13 18 to speak to the manager of your local outlet.

- ensure that you do not engage a person in ‘child-related work’ if they are required to apply for a WWC Check and have not done so by the due date.
- where your employees or volunteers are not required to apply for a WWC Check because their contact with children is directly supervised, ensure that the supervisor has applied for and passed the WWC Check unless an exemption applies (for example, the supervisor will not be required to apply for a WWC Check if he or she is a teacher with current registration with the Victorian Institute of Teaching).

- ensure that employees or volunteers who are given a Negative Notice do not undertake ‘child-related work’, even if directly supervised.
- ensure that your employees are not undertaking ‘child-related work’ with a ‘volunteer’ Assessment Notice and WWC Check Card; employees must apply for an ‘employee’ Assessment Notice and WWC Check Card.
- ensure you comply with obligations to keep employees’ and volunteers’ information confidential as required under the Working with Children Act 2005 and by any other relevant laws.

Additionally, you should:
- record your employees’ and volunteers’ unique Application Receipt Number (received when they lodge their application).
- confirm that your employees and volunteers have passed the WWC Check.
- sight your employees’ and volunteers’ WWC Check card as evidence that they have passed the WWC Check.
- record your employees’ and volunteers’ WWC Check Number, which is different from their Application Receipt Number.
- if you engage a self-employed person who is required to pass the WWC Check, you should sight the person’s WWC Check card.
- develop internal processes in the event of an existing employee or volunteer being given an Interim Negative Notice or Negative Notice.

Check Status

You can verify whether your employees’ or volunteers’ WWC Check cards or applications are valid, either on this website or by calling the WWC Check Information Line.

It is recommended that you confirm this for new employees, volunteers or any self-employed person you engage, but you can verify a WWC Check Assessment Notice or card at any other time you think it is necessary.

Contacts

Working with Children Check Unit
Department of Justice
GPO Box 1915
Melbourne VIC 3001

Information Line
1300 652 879
Hours of operation are 8:30am – 5pm weekdays (excluding public holidays)

A sample of the application can be found at: www.justice.vic.gov.au/workingwithchildren

Email
workingwithchildren@justice.vic.gov.au
This table sets out the responsibilities of the parties for development, delivery and management of VETiS programs at RMIT.

- Manager VETiS
- RMIT School Coordinator
- RMIT Teacher

<table>
<thead>
<tr>
<th>Process</th>
<th>Vet in Schools Manager</th>
<th>RMIT Contract Manager (Program Manager / Industry Coordinator)</th>
<th>Home School Coordinator</th>
<th>RMIT Teacher</th>
<th>Administration &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Identification</strong></td>
<td>- Negotiation of appropriate program from VCAA.</td>
<td>Negotiation of appropriate program:</td>
<td>Negotiation of appropriate program:</td>
<td>Qualification/s required to deliver program and industry experience where required.</td>
<td>Details on Responsibility Matrix Teacher's Cert. IV in TAA and current competency matrix on file.</td>
</tr>
<tr>
<td></td>
<td>- Listings and RMIT scope of registration.</td>
<td>- Selection criteria and process, Cohort size, Resources required</td>
<td>Consideration needs to be made of the specific qualifications of the delivering teacher, Cert IV TAA and specific industry qualification / experience. Home school coordinator will be responsible for assigning the most appropriate teacher to this delivery.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Costing</strong></td>
<td>Contract pricing will be determined by VETiS manager according to the RMIT Schedule of Auspice Fees and price will be stated in contract.</td>
<td>Liaise with RMIT School Finance Officer as required to ensure invoices raised, issued and paid. In the event of invoices not being paid, it is the delivering schools responsibility to ensure invoice is paid.</td>
<td>May negotiate costing on behalf of Principal/s.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>The marketing of specific programs may be driven centrally by the VETiS office in accordance with previous demands or request for programs from various secondary schools.</td>
<td>Various relationships may initiate the need for marketing. Eg. a school may contact a program coordinator at RMIT and request information. In this event, the VETiS manager should be involved to assist in further direct marketing.</td>
<td>Marketing material used to promote VETiS at RMIT can be distributed by secondary colleges to attract students to the programs (see notes).</td>
<td></td>
<td>- Marketing materials must comply with RMIT branding. - All material must be vetted by manager VETiS.</td>
</tr>
<tr>
<td><strong>Contract Development And Tracking</strong></td>
<td>- Contract completion and signing by home school Principle/s, RMIT Head of School and manager VETiS Contract. - Responsibility Matrix. - Schedules 1&amp;2. - Continuous monitoring and follow up of contractual requirements.</td>
<td>- Responsibility Matrix development and issuing back to VETiS. - Manager to attach to the contract Responsibility Matrix &amp; Attachments to manager VETiS.</td>
<td>Provide evidence (see notes).</td>
<td>Provide Evidence (see notes).</td>
<td>- Create classes. - Evidence requirements from both home school and RMIT must be Indicated on Responsibility Matrix. - Copy to be kept centrally.</td>
</tr>
<tr>
<td>Process</td>
<td>Vet In Schools Manager</td>
<td>RMIT Contract Manager (Program Manager / Industry Coordinator)</td>
<td>Home School Coordinator</td>
<td>RMIT Teacher</td>
<td>Administration &amp; Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Program Materials Development | Continuous responsibility for monitoring and follow up program quality and compliance. | - Program Implementation Plan (PIP)  
- Variation to PIP.  
- Learning and Assessment Plan.  
- Student induction materials. | Learning and Assessment Plan. | Learning and Assessment Plan. | All Programs delivered must have an approved Program Implementation Plan. |
| AQTF Requirements (Pre-program Delivery) | Continuous responsibility for monitoring and follow up program quality and compliance. | 1. Provide evidence (see notes).  
2. Negotiate dates with staff for moderation, validation and continuous improvement. | Provide evidence (see notes). | Provide evidence (see notes). | - Evidence requirements from both home school and RMIT are indicated on Responsibility Matrix.  
- Specific dates for meetings on Responsibility Matrix. |
| Pre-program Requirements      | Continuous responsibility for monitoring and follow up program quality and compliance. | - Student induction.  
- Including program guide, RMIT VET In Schools student guide and RMIT Diary given to every student.  
- Enrolment. | | Student induction.  
Enrolment. | - Enrolment forms must include home school address  
- Fund source 48.  
- Class scheduling to ensure both RMIT and home school deadlines are met. |
| Program Progression           | Continuous responsibility for monitoring and follow up program quality and compliance. | Liaison with home school as required. | | | |
| Program Completion            | Central register of VETiS Programs, Contracts and completed Responsibility Matrix for each program. | - Course Experience Questionnaires.  
- Results entry in Results Processing Online (as determined by school processes and VASS entry).  
- Application for awards and statements of attainment (see notes and admin). | | - Results entry in RPO (as determined by school processes and VASS entry).  
- Application for awards and statements of attainment (see notes |and admin). | - Dates for results specified in Responsibility Matrix.  
- Results to home school before 31st October for entry into VASS system by home school.  
- Application for award on behalf of student for completed program (Cert. IV or below).  
- Application for Statement of Attainment if part completed program student files. |
### Auspiced Model Process

This table sets out the responsibilities of the parties for development, delivery and management of VETiS programs at RMIT:
- Manager VETiS
- RMIT School Coordinator (Program Manager/Industry Coordinator)
- Teacher

<table>
<thead>
<tr>
<th>Process</th>
<th>Vet in Schools Manager</th>
<th>RMIT Contract Manager (Program Manager / Industry Coordinator)</th>
<th>Home School Coordinator</th>
<th>Teacher</th>
<th>Administration &amp; Notes</th>
</tr>
</thead>
</table>
| Program Identification      | Negotiation of appropriate program from VCAA Listings and RMIT Scope of Registration.                                                                                                                                   | Negotiation of appropriate program:  
  - Selection criteria and process,  
  - Cohort size,  
  - Resources required (e.g. any specialised equipment).                                                                                                                                                                | Negotiation of appropriate program:  
  - Consideration needs to be made of the specific qualifications of the delivering teacher, Cert IV TAA and specific industry qualification / experience. Home school coordinator will be responsible for assigning the most appropriate teacher to this delivery. | Qualification/s required to deliver program and industry experience where required.                                                                                                                                 | - Details on Responsibility Matrix.  
- The delivering teachers’ qualifications should be sighted and a copy should be kept by RMIT. |
| Costing                     | Contract pricings will be determined by VETiS manager according to the RMIT Schedule of Auspice Fees 2009 and price will be stated in contract.                                                                            | Liaise with RMIT School Finance Officer as required to ensure invoices raised, issued and paid. In the event of invoices not being paid, it is the delivering schools responsibility to ensure invoice is paid. | May negotiate costing on behalf of Principal.                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                           | - Costing negotiated with high school Principal by manager VETiS.  
- Requests for invoicing at date/s determined by the contract (as determined by school processes).                                                                                                                     |
| Marketing                   | The marketing of specific programs may be driven centrally by the VETiS office in accordance to previous demands or request for programs from various secondary schools.                                             | Various relationships may initiate the need for marketing. Eg a school may contact a program coordinator at RMIT and request information. In this event, the VETiS manager should be involved to assist in further direct marketing. | Marketing material used to promote VETiS at RMIT can be distributed by Secondary Colleges to attract students to the programs (see notes).                                                                                                                                 | Teacher may elect or refer specific students or cohorts.                                                   | - Marketing materials must comply with RMIT branding.  
- All material must be vetted by manager VETiS.                                                                                                                     |
| Contract Development And Tracking | Contract completion and signing by home school Principle, RMIT Head of School and manager VETiS.  
  1. Contract  
  2. Responsibility Matrix  
  3. Schedules 1 & 2  
  Continuous monitoring and follow up of contractual requirements throughout program.                                                                                                                                 | - Responsibility Matrix development and issuing back to VETiS manager to attach to the contract.  
- Responsibility Matrix and Attachments to manager VETiS.                                                                                                                                                       | Provide evidence (see notes).                                                                                                                                                                                                                                       | Provide evidence (see notes).                                                                                                                                                                                        | - Evidence requirements from both home school and RMIT must be Indicated on Responsibility Matrix.  
- Copy to be kept centrally.  
- N.B. Apply for exemption for student attendance recording in SATS (because hard copy rolls will be used).                                                                                                                        |
<table>
<thead>
<tr>
<th>Process</th>
<th>Vet In Schools Manager</th>
<th>RMIT Contract Manager (Program Manager / Industry Coordinator)</th>
<th>Home School Coordinator</th>
<th>Teacher</th>
<th>Administration &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Materials Development</strong></td>
<td>Continuous responsibility for monitoring and follow up program quality and compliance.</td>
<td>- Program Implementation Plan (PIP).</td>
<td>Learning and Assessment Plan in conjunction with RMIT.</td>
<td>Learning and Assessment Plan in conjunction with RMIT.</td>
<td>All Programs delivered by or on behalf of RMIT must have an approved Program Implementation Plan.</td>
</tr>
<tr>
<td>AQTF Requirements (Pre-program Delivery)</td>
<td>Continuous responsibility for monitoring and follow up program quality and compliance.</td>
<td>1. Provide evidence (see notes). 2. Negotiate dates with home school/s for moderation, validation and continuous improvement.</td>
<td>Provide evidence (see notes).</td>
<td>Provide evidence (see notes).</td>
<td>- Evidence requirements from both home school and RMIT are indicated on Responsibility Matrix.</td>
</tr>
<tr>
<td>Pre-program Requirements</td>
<td>Continuous responsibility for monitoring and follow up program quality and compliance.</td>
<td>- Student induction.</td>
<td>- Attend staff induction and student induction.</td>
<td>- Attend staff induction and student induction.</td>
<td>- Enrolment forms must include home school address.</td>
</tr>
<tr>
<td>Program Progression</td>
<td>Continuous responsibility for monitoring and follow up program quality and compliance.</td>
<td>Continuous liaison with home school regarding management of program operations and learning and assessment.</td>
<td>Continuous management of operations and learning and assessment.</td>
<td>- Learning and Assessment.</td>
<td>- Class scheduling to ensure both RMIT and home school deadlines are met.</td>
</tr>
<tr>
<td>Program Completion</td>
<td>Central register of VETIS Programs, Contracts and completed Responsibility Matrix for each program.</td>
<td>- Course Experience Questionnaires to home school.</td>
<td>- Results to RMIT.</td>
<td>- Results to RMIT.</td>
<td>- Preparation, processing &amp; tracking of enrolment forms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Entry of results (Administrator or Coordinator) in Results Processing Online.</td>
<td>- Entry of results into VASS System by 31st October.</td>
<td>- Dates for results specified in Responsibility Matrix.</td>
<td>- Fund source 48.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Application for awards and statements of attainment (see notes and admin).</td>
<td>- Administer Course Experience Questionnaires and return to RMIT.</td>
<td>- Application for award on behalf of student for completed program (Cert. IV or below).</td>
<td>- Hard copy rolls produced by RMIT and provided to home school.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Periodic manual confirmation in PeopleSoft.</td>
</tr>
</tbody>
</table>
RESPONSIBILITY
MATRIX
All Registered Training Organisations (RTO) must comply with the Australian Quality Training Framework (AQTF) standards. Where an RTO delivers training and assessment services under its scope of registration in partnership with another organisation, the RTO is responsible (Standard 3.2) for ensuring the training and assessment services delivered comply with all aspects of the AQTF 2007 Essential Standards for Registration. Such arrangements need to be underpinned by a clearly articulated agreement that sets out the roles and responsibilities of each party. The level of documentation should be appropriate to the level of complexity of the arrangements and the level of risk to the quality of training outcomes for clients.

**Instructions for Use**

This matrix is intended to be used as a template for documenting the roles and responsibilities of the organisations that are party to this contract entitled ‘VET in Schools Contract’.

*Requirements:* This column gives a general overview of the areas to be considered and some suggestions of the specific arrangements to be documented. Refer to the AQTF 2007 Essential Standards for Registration and Users’ Guide to the Essential Standards for Registration for more detailed information.

*Home School Responsibility and Partner/RTO Responsibility:* These columns include specific tasks which must be completed to document the particular arrangements negotiated between the two organisations. Please note that training delivery may include training delivered at the home school by home school staff or RMIT staff, training delivered on RMIT University premises by RMIT staff or a combination of these delivery modes. This will be identified in Description of Services, outlined in the VET Contract, Schedule 1.

*Please Note:* Unless otherwise indicated, RMIT University responsibilities are undertaken by the RMIT School responsible for the delivery of the program.

References to a partner or partnership in this matrix means the education provider or relationship between the school and the education provider under the VET contract, and does not mean a partner or partnership as defined in the Partnership Act 1958 or at common law.

(Department of Education and Early Childhood Development)

(Department of Education and Early Childhood Development)
## Staff Competency

### Requirements

**AQTF Requirement (Refer to AQTF Standard 1.4)**

Training and assessment are conducted by trainers and assessors who:

- have the necessary training and assessment competencies as determined by the National Quality Council (NQC);
- have the relevant vocational competencies at least to the level being delivered or assessed; and
- continue developing their vocational and training and assessment competencies.

The current NQC policy is as follows:

- trainers must hold the Certificate IV in Training and Assessment (TAA40104) from the Training and Assessment Training Package, or be able to demonstrate equivalent competencies;
- assessors must hold the following three competencies from the Training and Assessment Training Package (TAA04):
  a. TAAASS401A Plan and Organise Assessment,
  b. TAAASS402A Assess Competence,
  c. TAAASS404A Participate in Assessment Validation,

or be able to demonstrate equivalent competencies to all three units of competency.

### Responsibilities

#### Please Insert Name/s of Home School/s

<table>
<thead>
<tr>
<th>Type of Evidence</th>
<th>Royal Melbourne Institute of Technology University</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Certified copies of TAA40104.</td>
<td>- Staff list.</td>
</tr>
<tr>
<td>- Matrix – equivalent competencies to Cert IV in TAA.</td>
<td>- Certified copies of TAA40104.</td>
</tr>
<tr>
<td>- Certified copies of staff qualification or equivalent vocational competencies to qualification being taught.</td>
<td>- Certified copies of staff qualifications or equivalent vocational competencies to qualification being taught.</td>
</tr>
<tr>
<td>- Evidence of staff access to professional development which relates to the competencies to be taught.</td>
<td>- Evidence of staff access to professional development which relates to the competencies to be taught.</td>
</tr>
<tr>
<td>- Evidence of current competency.</td>
<td>- Evidence of current competency.</td>
</tr>
</tbody>
</table>

#### Type of Evidence

<table>
<thead>
<tr>
<th>Person Responsible / Date and Sign</th>
<th>Person Responsible / Date and Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ..................................</td>
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* These actions may not be completed at the commencement of the program but evidence must be collected as available.
**Working with Children Checks**

**Requirements**

Verify that all staff (including RMIT staff) involved in the delivery and assessment of training to school students comply with the *Working With Children Act 2005* by having attained:

- Victorian Institute of Teaching (VIT) Registration; or
- Victorian Institute of Teaching (VIT) Permission to Teach; or
- Compliance with the requirements of the *Working with Children Act 2005* prior to commencing training and assessment. These requirements are outlined in the Guidelines for Government Schools Purchasing Senior Secondary Education and Training from External Providers.

**Responsibilities**

**Please Insert Name/s of Home School/s**

<table>
<thead>
<tr>
<th>Royal Melbourne Institute of Technology University</th>
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</table>

1. To ensure all staff involved in the training and assessment as agreed in the Description of Services, outlined in the VET Contract, Schedule 1. comply with the *Working With Children Act 2005* by having attained:

   - Victorian Institute of Teaching (VIT) Registration; or
   - Victorian Institute of Teaching (VIT) Permission to Teach.

   This compliance requirement must be fulfilled prior to commencing training and assessment.

1. To maintain a file of certified copies of evidence of compliance with the *Working With Children Act 2005* for all RMIT staff involved in training and assessment as described in the VET Contract, Schedule 1. This compliance requirement must be fulfilled prior to commencing training and assessment.

**Type of Evidence**

- Teacher registration nos. or certified copy of permission to teach.
- Certified copies of Working With Children check.

**Person Responsible / Date and Sign**

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<th>Name</th>
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</table>
## RTO Staff Induction

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<tr>
<th>Requirements</th>
<th>Responsibilities</th>
<th>Royal Melbourne Institute of Technology University</th>
</tr>
</thead>
</table>
| **AQTF Requirement (Refer to AQTF Standard 2.2)** | **Please Insert Name/s of Home School/s** | **1. To provide all staff involved in training and assessment of the program, including home school staff, with an induction to VET and RTO requirements prior to program commencement this must include but is not limited to the following:**
- VET Assessment requirements (training packages, competency based training and assessment),
- RPL, RCC and mutual recognition,
- Student administration processes and requirements (including student records),
- Document management requirements,
- Quality assurance processes,
- Continuous improvement processes,
- RTO policies and procedures, including access and equity, assessment policy,
- Version control procedures. |

**2.2 Before clients enrol on enter into a contract, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.**

1. To ensure that home school staff involved in training and assessment as agreed in the Description of Services, outlined in the VET Contract, Schedule 1, participate in an induction to VET and RMIT University requirements.
2. To provide RMIT and home school staff required to train and/or assess the program with an induction to relevant policies and procedures. These may be contained in:
   - Guidelines for Government Schools Purchasing Senior Secondary Education and Training from External Providers,
   - Structured Workplace Learning Manual and Work Experience Manual,
   - School Accountability and Improvement Framework.

*Please Note*
Induction must occur before any training and assessment is conducted and may occur at the home school or RMIT premises.

### Type of Evidence
- Staff induction provided.*
- Date of induction .................................

*These actions may not be completed at the commencement of the program but evidence must be collected as available.*

### Person Responsible / Date and Sign

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<th>Name</th>
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*These actions may not be completed at the commencement of the program but evidence must be collected as available.*
# Student Information and Induction

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AQTF Requirement (Refer to AQTF Standard 2.2, 2.4, 2.6)</strong></td>
<td><strong>Royal Melbourne Institute of Technology University</strong></td>
</tr>
<tr>
<td>2.2 Before clients enrol or enter into a contract, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.</td>
<td>1. At or before commencement of the program RMIT University is to provide the home school with Learner Induction Resources that address the following:</td>
</tr>
<tr>
<td>2.4 Learners receive training, assessment and support services that meet their individual needs.</td>
<td>- selection, enrolment and induction information,</td>
</tr>
<tr>
<td>2.6 Complaints and appeals are addressed efficiently and effectively.</td>
<td>- course information, including content and vocational outcomes,</td>
</tr>
</tbody>
</table>

## Please Insert Name/s of Home School/s

<table>
<thead>
<tr>
<th>Type of Evidence</th>
<th>Type of Evidence</th>
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<tbody>
<tr>
<td>- Student induction provided.</td>
<td>- Student induction provided.</td>
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<tr>
<td>- Date of induction</td>
<td>- Date of induction</td>
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</tbody>
</table>
## Recognition of Qualifications Issued by Other RTOs

### Requirements

**AQTF Requirement (Refer to Condition 7 of Reg’n)**  
Ensure the AQF qualifications and the Statements of Attainment issued by other RTOs are recognised.

### Responsibilities

Please Insert Name/s of Home School/s

<table>
<thead>
<tr>
<th>Type of Evidence</th>
<th>Royal Melbourne Institute of Technology University</th>
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</thead>
<tbody>
<tr>
<td>- Induction material contains mutual recognition Information.</td>
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<th>Person Responsible / Date and Sign</th>
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<td>Date</td>
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</tbody>
</table>
### Recognition of Prior Learning

#### Requirements

**AQTF Requirement (Refer to AQTF Standard 1.5)**

1.5 All students are to be offered Recognition of Prior Learning (RPL) on enrolment.

#### Responsibilities

**Please Insert Name/s of Home School/s**

1. To be responsible for RPL and RCC candidate identification and support where identified in Schedule 1 of the VET Contract as responsible for training and/or assessment.

*Please note*

Training and assessment arrangements will vary from fully auspiced to fully on RMIT campus. Responsibility for RPL or RCC support initially rests with program staff.

1. To provide information on RPL and RCC on enrolment and ensure that all staff including those of the home school, are aware of and comply with RMIT RPL and RCC policy.

2. To be responsible for RPL and RCC candidate identification and support where identified in Schedule 1 of the VET Contract as responsible for training and/or assessment.

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<tr>
<td>- Induction material contains RCC, RPL information.</td>
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</table>
**Student Records Management**

<table>
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<tr>
<th>Requirements</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>AQTF Requirement <em>(Refer to AQTF Standard 3.2,3.3)</em></td>
<td><strong>Please Insert Name/s of Home School/s</strong></td>
</tr>
<tr>
<td>3.2 Learners have timely access to current and accurate records of their participation and progress.</td>
<td><strong>Royal Melbourne Institute of Technology University</strong></td>
</tr>
<tr>
<td>3.3 The RTO manages records to ensure their accuracy and integrity.</td>
<td>1. To ensure accurate results are submitted to RMIT University in accordance with RMIT timelines.</td>
</tr>
<tr>
<td>The RMIT must also provide student results to the home school for entry onto the VASS database in sufficient time to meet the requirements of the VCAA.</td>
<td>2. To input results into the VASS system.</td>
</tr>
<tr>
<td></td>
<td>3. Where identified in Schedule 1 of the VET Contract as responsible for training and/or assessment, ensure student attendance and withdrawal records are submitted to RMIT on completion of the program.</td>
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<thead>
<tr>
<th>Type of Evidence</th>
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<tbody>
<tr>
<td>Result reporting dates agreed with home school:</td>
<td>Result reporting dates agreed with home school:</td>
</tr>
<tr>
<td>- Date/s for reporting results to RMIT</td>
<td>- Date/s for reporting results to home school</td>
</tr>
<tr>
<td>- Results into VASS</td>
<td>- Results into RMIT system.</td>
</tr>
<tr>
<td>- Secure record keeping system.</td>
<td>- Secure record keeping system.</td>
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* These actions may not be completed at the commencement of the program but evidence must be collected as available.
1.2 Training and assessment strategies meet the requirements of the relevant training package or accredited course and are developed in consultation with industry stakeholders.

1.3 Staff facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the training package or accredited course and the RTO's training and assessment strategy.

2.3 Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.

Royal Melbourne Institute of Technology University

Please Insert Name/s of Home School/s

1. To develop a Learning and Assessment Strategy in conjunction with RMIT.
2. To design and deliver training and assessment in accordance with the relevant training package qualification or accredited course and RMIT Program Implementation Plan.
3. To provide staff, facilities, equipment and training materials as required when detailed in Description of Services, VET Contract, Schedule 1.
4. To ensure all learning and assessment materials developed by the home school are version controlled.

Type of Evidence
- Learning and Assessment Strategy and materials.

Type of Evidence
- Program Implementation Plan.
- Learning and Assessment Strategy and materials
- Equipment check as required.

Person Responsible / Date and Sign

Name ............................................................
Position ..........................................................
Signature ....................................................... 
Date ............................................................

Person Responsible / Date and Sign

Name ............................................................
Position ..........................................................
Signature ....................................................... 
Date ............................................................

1. To ensure all training and assessment strategies developed are designed and delivered in accordance with the relevant training package qualification or accredited course.

2. To ensure that the Program Implementation Plan includes a strategy for consultation with Industry/enterprises and that this plan is followed when the program is delivered.

3. To supply the home school with a copy of the program implementation plan.

4. To provide staff, facilities, equipment and training and assessment materials as required when detailed in Description of Services, VET Contract, Schedule 1.

5. To ensure all training and assessment materials developed for program delivery are version controlled.

6. To ensure all training and assessment materials developed for program delivery are kept on file in the RMIT School (recommend 3 yrs.).
## Student Feedback

**Requirements**

*(Refer to AQTF Standards 1.1, 2.1, 3.1)*

1.1 The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.

2.1 The RTO continuously improves client services by collecting, analysing and acting on relevant data.

3.1 The RTO uses a systematic and continuous improvement approach to the management of operations.

**Responsibilities**

<table>
<thead>
<tr>
<th>Please Insert Name/s of Home School/s</th>
<th>Royal Melbourne Institute of Technology University</th>
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</thead>
<tbody>
<tr>
<td>1. If fully auspiced by RMIT to the home school, home school to ensure that students fill in feedback forms and return to RMIT at the end of the program.</td>
<td>1. RMIT University school to distribute feedback forms to home schools with other information at the beginning of each program.</td>
</tr>
<tr>
<td>2. Feedback forms distributed and collected from students at RMIT.</td>
<td>2. Feedback forms distributed and collected from students at RMIT.</td>
</tr>
<tr>
<td>3. RMIT University school to keep records of student feedback and actions taken to analyse and act on any necessary improvements.</td>
<td>3. RMIT University school to keep records of student feedback and actions taken to analyse and act on any necessary improvements.</td>
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**Type of Evidence**

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<tbody>
<tr>
<td>- Feedback forms returned to RMIT.*</td>
<td>- Feedback forms.*</td>
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<tr>
<td>- Details of continuous improvement actions.*</td>
<td>- Details of continuous improvement actions.*</td>
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<td>- Please list</td>
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**Person Responsible / Date and Sign**

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*These actions may not be completed at the commencement of the program but evidence must be collected as available.
**Delivery of Senior Secondary Programs**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Responsibilities</th>
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</table>
| Ensure that the senior secondary programs are meeting the outcomes under the School Accountability and Improvement Framework including:  
- Student learning,  
- Student engagement and wellbeing, and  
- Student pathways and transitions.  
Ensure that the implementation of Workplace Learning Programs comply with DEECD policy as articulated in the Structured Workplace Learning Manual and Work Experience Manual. | Please Insert Name/s of Home School/s  
Royal Melbourne Institute of Technology University  
1. To provide RMIT and home school staff required to train in and/or assess the program with an induction to relevant policies and procedures. These may be contained in:  
- Guidelines for Government Schools Purchasing Senior Secondary Education and Training from External Providers,  
- Structured Workplace Learning Manual and Work Experience Manual,  
- School Accountability and Improvement framework. See RMIT staff induction. |

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<tr>
<th>Type of Evidence</th>
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</table>
| Material on School Accountability and Improvement Framework provided to home school staff.  
Moderation and validation meetings attended with dates.*  
1. ........................................................................  
2. ........................................................................  
3. ........................................................................ | Moderation and validation meetings attended with dates.*  
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3. ........................................................................ |

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* These actions may not be completed at the commencement of the program but evidence must be collected as available.
**Assessment Strategies**

### Requirements

**AQTF Requirement (Refer to AQTF Standard 1.5)**

Ensure that assessment, including Recognition of Prior Learning:
- meets the requirements of the relevant training package or accredited course,
- is conducted in accordance with the principles of assessment and the rules of evidence, and
- meets workplace and, where relevant, regulatory requirements.

### Responsibilities

**Please Insert Name/s of Home School/s**

See above:
- Training and Assessment Strategies.
- Student Records Management.

1. Ensure staff responsible for assessment attend validation and moderation meetings as negotiated with RMIT.

**Royal Melbourne Institute of Technology University**

1. To ensure that all assessment tasks are validated.
2. To negotiate a schedule of assessment moderation and validation with home school and/or RMIT staff to ensure that the principles of assessment have been applied and that the rules of evidence have been met.
3. Schedule to reflect program length. At least four times a year.

### Type of Evidence

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<tr>
<td>Moderation and validation meetings attended with dates.*</td>
<td>Moderation and validation meetings attended with dates.*</td>
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</table>
### Student Safety and Welfare

**Requirements**

Ensure appropriate safety provisions are in place for curriculum areas being delivered. This includes:

- maintenance and appropriate auditing of safety systems,
- use of emergency management and critical incident management plans,
- maintenance of major and minor accident register,
- procedures for mandatory reporting,
- first aid policy and procedures, and
- compliance with Occupational Health and Safety Standards,
- maintenance and appropriate auditing of safety systems,
- use of emergency management and critical incident management plans,
- maintenance of major and minor accident register,
- procedures for mandatory reporting,
- first aid policy and procedures.

**Responsibilities**

Please Insert Name/s of Home School/s

<table>
<thead>
<tr>
<th>Royal Melbourne Institute of Technology University</th>
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<tbody>
<tr>
<td>1. Where identified in Schedule 1 of the VET Contract as responsible for training and/or assessment of the program and travel to and from home school, ensure maintenance of accident register and identification of risks and hazards to students.</td>
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</tbody>
</table>

**Please Note**

- Government Schools Reference Guide.
- Guidelines for Government Schools Purchasing Senior Secondary Education and Training from External providers.

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<tr>
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<tbody>
<tr>
<td>- Risks and hazards identified on Learning and Assessment Plan.</td>
<td>- Risks and hazards identified on Learning and Assessment Plan.</td>
</tr>
<tr>
<td>- Accident register.*</td>
<td>- Accident register.*</td>
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**Person Responsible / Date and Sign**

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* These actions may not be completed at the commencement of the program but evidence must be collected as available.
Duty of Care

Requirements

Ensure that the home school has procedures in place to:

- take reasonable steps to protect students in their charge from risks of injury that are reasonable foreseeable,
- ensure that students are adequately supervised when off the school premises,
- inform parent/guardians about activities that the student is undertaking off the school premises, including travel arrangements, and
- obtain written acknowledgement and permission from parents/guardians regarding student attendance at an external provider.

Responsibilities

Royal Melbourne Institute of Technology University

See Student Safety and Welfare.

Please Insert Name/s of Home School/s

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<tr>
<td>- Signed copies of excursion permission forms.</td>
<td>- Signed copies of excursion permission forms.</td>
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Person Responsible / Date and Sign

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VET IN SCHOOLS
# Student Attendance

## Requirements

Ensure that procedures are in place to:
- Maintain student attendance records in an appropriate form,
- Report student attendance to the home school,
- Maintain contact between the home school and the students, particularly where students may be with RMIT for an extended period.

## Responsibilities

1. Where identified in Schedule 1 of the VET Contract as responsible for training and/or assessment of the program an attendance roll provided by RMIT must be completed and submitted to RMIT at the end of every term.
2. The home school will be responsible for action in the event of student non-attendance.

### Please Insert Name/s of Home School/s

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<tr>
<th>Royal Melbourne Institute of Technology University</th>
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### Type of Evidence

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<tbody>
<tr>
<td>- Attendance records.*</td>
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</table>

### Person Responsible / Date and Sign

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<th>Position</th>
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<th>Date</th>
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* These actions may not be completed at the commencement of the program but evidence must be collected as available.

N.B. RMIT Schools are responsible for entering evidence of participation as soon as possible for confirmation purposes.

### Type of Evidence

<table>
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<tr>
<th>Type of Evidence</th>
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<tbody>
<tr>
<td>- Attendance records.*</td>
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### Person Responsible / Date and Sign

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<th>Position</th>
<th>Signature</th>
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### Management and Communication

#### Requirements

**AQTF Requirement (Refer to AQTF Standard 3.1 - 3.2)**

3.1 The RTO uses a systematic and continuous improvement to the management of operations.

3.2 The RTO monitors training and/or assessment services provided on its behalf to ensure that they comply with all aspects of the AQTF 2007 Essential Standards for Registration.

#### Responsibilities

**Please Insert Name/s of Home School/s**

**Royal Melbourne Institute of Technology University**

1. RMIT University is responsible for using a systematic and continuous management of operations and training and assessment services whether they are delivered by a home school or RMIT.

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<thead>
<tr>
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<tbody>
<tr>
<td>Actions taken as a result of monitoring</td>
<td>Actions taken as a result of improving management systems.*</td>
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<td>training and assessment.*</td>
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*These actions may not be completed at the commencement of the program but evidence must be collected as available.*
## Marketing and Advertising

### AQTF Requirement (Refer to Condition 8 of Reg’n)
The RTO must ensure that its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. The Nationally Recognised Training logo must be employed only in accordance with its conditions of use.

### Responsibilities

<table>
<thead>
<tr>
<th>Please Insert Name/s of Home School/s</th>
<th>Royal Melbourne Institute of Technology University</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Any advertising or marketing must be reviewed and approved by RMIT University before it is released.</td>
<td>1. RMIT marketing policy to be followed. All marketing material must be monitored prior to its release and filed in the RMIT School.</td>
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<tr>
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## Insurance Cover

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<thead>
<tr>
<th>Requirements</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>AQTF Requirement (Refer to Condition 4 of Reg’n)</strong></td>
<td><strong>Please Insert Name/s of Home School/s</strong></td>
</tr>
<tr>
<td>The RTO must hold insurance for public liability throughout its registration period.</td>
<td>Royal Melbourne Institute of Technology University</td>
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**Please note**

**Please note**
RMIT University Public Liability Insurance Policy. Details in current contract.

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<th>Type of Evidence</th>
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**Student Fees**

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<tr>
<th>Requirements</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>AQTF Requirement (Refer to Condition 5 of Reg’n)</strong></td>
<td><strong>Please Insert Name/s of Home School/s</strong></td>
</tr>
<tr>
<td>The RTO must protect fees paid in advance and have a fair and reasonable refund policy.</td>
<td><strong>Royal Melbourne Institute of Technology University</strong></td>
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1. Fees are set by RMIT University in consultation with home school.
2. RMIT University will invoice the home school. Fees will not be collected from individual students.
3. RMIT University refund guidelines apply.
### Issuing AQF Qualifications and Statements of Attainment

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td><strong>AQTF Requirement (Refer to Condition 6 of Reg’n)</strong>&lt;br&gt;Also (Refer to AQTF Standard 3.3)**</td>
<td><strong>Royal Melbourne Institute of Technology University</strong></td>
</tr>
<tr>
<td>The RTO issues qualifications and Statements of Attainment to persons it has assessed as competent in accordance with the AQTF 2007 Standards.&lt;br&gt;3.3 The RTO manages records to ensure their accuracy and integrity.</td>
<td>1. The RMIT University school responsible for delivery will enrol the students.&lt;br&gt;2. RMIT University is responsible for issuing AQF qualifications and Statements of Attainment to enrolled students.</td>
</tr>
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<tr>
<td>- Enrolment forms sighted.&lt;br&gt;- Student names on RMIT system (iexplore).&lt;br&gt;- Results entered * into RMIT system (SATS).&lt;br&gt;- Testamur applications.</td>
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FORMS
VET CONTRACT

THIS CONTRACT is -

BETWEEN: ...................................................................................................................................................

AND: Royal Melbourne Institute of Technology of 124 LaTrobe Street Melbourne (“RMIT”)

RECITALS
A. The school council wishes to engage the Contractor to provide the Services.
B. The Contractor has agreed to provide the Services on the terms and conditions of this Contract.

THE PARTIES AGREE AS FOLLOWS:-

1. INTERPRETATION

1.1 In this contract unless inconsistent with the context or subject matter-
“AQTF” means Australian Quality Training Framework;
“Background Intellectual Property” means Intellectual Property Rights in all curriculum materials, learning resources and assessment materials used in the provision of the Services existing at the Commencement Date;
“Commencement Date” means the date in Schedule 2;
“Completion Date” means the date in Schedule 2;
“Contract” means this contract;
“Contractor” means the contractor named above;
“Department” means the Department of Education and Early Childhood Development;
“GST” means any tax imposed under any GST Law and includes GST within the meaning of the GST Act; “GST Act” means the A New Tax System (Goods and Services Tax) Act 1999 (Commonwealth) as amended; “GST Law” means the GST Law as defined in the GST Act and includes any Act of the Parliament of Australia that imposes or deals with GST; “GST Related Tax Reform” includes any changes, reductions or abolition of any State, Territory or Commonwealth taxes, excise, fees or imposts including, but not limited to, financial transactions tax, wholesale sales tax, stamp duty, debits tax, associated with the introduction of the GST Law; “Home school” in Appendix A means the school in which a student is enrolled; “Intellectual Property Rights” means all rights in relation to inventions, designs, trade marks, trade names, circuit layouts, confidential information and copyright; “Person” and words importing persons includes bodies corporate; “Schedule” means a Schedule to this Contract; “School” means a Government school as defined in section 1.1.3 of the Education and Training Reform Act 2006; “School council” means the above named School council; “School council’s representative” means the person or officer nominated in clause 13; “Services” means the services and other works referred to:
a. in Schedule 1 listed under the heading “Description of Services”, and 
b. in Appendix A listed under the heading “Responsibility Matrix”.
“Specified Personnel” means the specified personnel in Schedule 2; “Student” means a student enrolled at a School; “Tax Invoice” has the same meaning as in A New Tax System (Goods and Services Tax) Act 1999 (Cth) properly rendered by the Contractor to the School council in accordance with this Contract. “VASS” means the Victorian assessment software system; “Working with children check” means the process under Part 2 of the Working with Children Act 2005 for assessing or re-assessing whether a person is suitable to work in child-related work.
1.2 A reference to an Act or any section of an Act is a reference to the Act or section as amended from time to time.
1.3 Where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.
1.4 Each party includes the successor or successors of that party.
1.5 Words denoting the singular include the plural and vice versa.
1.6 Words denoting any gender include all genders.
1.7 Any marginal notes or headings are included for convenience and do not affect the interpretation of this Contract.
1.8 References to clauses are references to clauses of this Contract.
1.9 The Schedules, Appendix and other documents (if any) annexed to this Contract form part of this Contract.
1.10 In the event of any discrepancy or inconsistency between this Contract, its Schedules, Appendix or other documents (if any) annexed to this Contract or any of them the following order of precedence shall apply to resolve the same -
   a. This document.
   b. The Schedules.
   c. The Appendix.
   d. The annexed documents.

2. SERVICES TO BE PERFORMED
2.1 Subject to clause 2.2, the Contractor shall provide and complete the Services in a proper and professional manner by the Completion Date to the reasonable satisfaction of the school council, commencing on the Commencement Date.
2.2 Where any part of the Services, if provided by the Contractor, would exceed the Contractor's scope of RTO registration, this entire contract is conditional on the Contractor seeking the School council's consent under clauses 7.2 to 7.4, and this contract does not come into existence until that condition is satisfied.

3. GENERAL OBLIGATIONS OF CONTRACTOR
3.1 The Contractor shall be responsible for the care and supervision of the Students whilst they are in receipt of the Services and this care and supervision includes, but is not limited to:
   a. whilst Services are being provided at the premises of a School, provided the Contractor has direct contact with the Students;
   b. whilst Services are being provided at any premises external to those of a School; and
   c. during any travel by the Students organised by the Contractor, including but not limited to travel as part of an excursion, and travel between premises of the Contractor;
3.2 The Contractor will record and monitor the attendances of the Students in receipt of the Services and the Contractor will promptly notify the School council’s Representative of any non attendance.
3.3 The Contractor shall:
   a. use its best endeavours to provide the Services in a timely manner and in accordance with the terms of this Contract;
   b. ensure that all its employees engaged in this Contract are qualified and experienced in accordance with the standards of the AQTF;
   c. perform the Services with all due care, skill and otherwise in accordance with all applicable professional standards, principles and practices;
   d. follow all reasonable instructions of the school council’s Representative in respect of the performance by the Contractor of its obligations under this Contract;
   e. cooperate with and act in good faith towards the School council;
   f. comply with all laws in performing this Contract;
   g. use any facilities provided by the School council or a school solely for the purposes of this Contract;
   h. report to the School council’s Representative as may be reasonably requested by that Representative;
   i. ensure that –
      (i) the Contractor and the Specified Personnel undertake a Working With Children Check;
      (ii) the Contractor obtains the consents of the Contractor’s Specified Personnel to deliver a copy of the relevant Working With Children Check to the School council’s representative;
      (iii) the Contractor provides a copy of the relevant Working With Children Check of the Contractor and all of the Specified Personnel to the School council’s representative; and
      (iv) the Contractor complies with its obligations under sub-clauses (i), (ii) and (iii) in respect of such replacement persons proposed by the Contractor pursuant to clause 10 of this Contract; and
   j. permit the School council, its employees or representatives access to any premises where the Services are being provided and to have contact with a student of the school at any reasonable time during the term of the contract.
3.4 The Contractor shall at its discretion be entitled to implement any reasonable discipline measures where a student’s behaviour is unacceptable to the teacher.

4. DAMAGE TO PROPERTY
If the Contractor or its employees damage any property or premises of the School council or the State of Victoria at any school at which services are performed under this contract then the Contractor must promptly make good the damage and pay compensation to the School Council, the amount of which is referable to the cost of the repairs, with the maximum amount payable limited to the amount payable under this agreement.
5. **CONFIDENTIALITY**

5.1 Subject to clause 5.2 and 5.3 or apart for the purpose of performing its obligations under this Contract:

a. the Parties shall treat as confidential all information which comes into its possession pursuant to or as a result of or in the performance of this Contract, and

b. a Party shall not, without the written permission of the other Party, disclose such information to a third party.

The operation of this clause shall survive the termination of this Contract.

5.2 The School council or State of Victoria may, in compliance with government policy or the law, publish (in any medium including the internet) information about the Services and/or the Contract (including, but not limited to, the name of the Contractor, the Fees or the Fee Structure and a general summary of the provisions of this Contract).

5.3 The school will enter the results of the Students into VASS.

5.4 Notwithstanding any provision contained in this Contract, the Contractor must provide information and documentation in the Contractor’s custody or power arising from or relevant to the Services and/or this Contract as may be reasonably requested by the School council’s Representative.

6. **PAYMENTS and PAYMENT TERMS**

6.1 The School council shall pay the Contractor the Contract Price in consideration of the performance by the Contractor of the Services, and shall pay valid invoices within 30 days.

6.2 Subject to clause 6.3, the Contract Price is inclusive of all costs and expenses of the Contractor whether foreseen or unforeseen, including without limitation, insurance, duties, imposts and taxes which shall be paid by the Contractor.

6.3 Subject to the Contractor issuing a valid tax invoice, if GST is payable by the Contractor under the GST Law on the Services invoiced to the School council under this Contract, then the GST payable shall be paid by the School council to the Contractor.

6.4 Not more than 90% of the Contract Price shall be paid to the Contractor on the dates, or on satisfactory completion of the intervals or other circumstances set out in Schedule 2.

6.5 A final payment of 10% of the Contract Price shall be paid to the Contractor within 30 days of the final invoice, but the final payment shall be subject to the Contractor providing the results for the Students in receipt of the Services to the school by the due date. The school shall then enter the results into VASS. This clause does not limit the School council’s rights to withhold other payments due under this Contract.

6.6 This clause does not limit the School council’s other rights in respect of a breach of the Contract. The Contractor acknowledges that failure to provide all the student results by the due date is a breach of this Contract and will cause substantial loss and damage to the School council and the Students.

6.7 The obligation of the School Council to pay the Contractor the Contract Price under clause 6.1 shall not be affected by the failure of a student to successfully commence, participate in or complete any component of the education and training provided under this agreement.

7. **ASSIGNMENT AND SUB CONTRACTING**

7.1 The Contractor shall not assign this Contract in whole or in part or sub contract the performance of any part of the Contract without the prior written consent of the school council which shall be under no obligation to grant any such consent.

7.2 Without limiting the generality of clause 7.1, if the services to be provided under this contract exceed the Contractor’s scope of RTO registration, or if for any other reason the Contractor desires to arrange for the provision of some of the services by another provider, the Contractor must obtain the written consent of the School council prior to engaging another provider.

7.3 The School council shall not be under any obligation to grant any consent under clause 7.2.

7.4 At or about the time of seeking the School council’s consent under clause 7.2, the Contractor must:

a. provide the School council with:

   (i) details of those parts of Appendix A listed under “Partner/RTO responsibility” which are to be the responsibility of the other provider;

   (ii) details of those parts of Schedule 1 which are to be the responsibility of the other provider, and any other relevant details for Schedule 1 such as the location where the training is to be provided;

b. provide the School council with a copy of the proposed contract or other documentation between the Contractor and other provider, and which must contain:

   (i) clauses similar to 2, 3, 4, 5.2, 5.4, 8.2, 10, 13, 14, 19, 22, 23, 24, 25 and 26 but which refer to the ‘provider’ in place of the ‘Contractor’;

   (ii) clause 5.1 but which refer to the ‘Contractor and provider’ in place of the ‘Parties’;

   (iii) in place of clause 8.3, a clause which states that the Parties agree that ‘all intellectual property rights created as a direct result of the provision of the services shall vest in the School council, and the Parties agree to effect all documents necessary to assign those rights to the School council’;

   (iv) a clause which prohibits the other provider from sub contracting or assigning the delivery or the provision of any part of the services;

c. ensure that the other provider satisfies any legal requirement to be registered to provide the services;

d. if requested by the School council, ensure the School council is a party (and signatory) to the contract with the other provider in respect of the matters listed in 7.4(b); and
7.5 Despite any consent by the School council under this clause and the engagement by the Contractor of another provider to provide services:

a. the Contractor shall continue to be liable for the due performance of all its obligations under this contract, except where the provision of the Services exceeds the Contractor's scope of RTO registration; and

b. the Contractor shall be responsible for ensuring the performance by another provider meets the standards and obligations owed to the School council and students under this contract.

8. INTELLECTUAL PROPERTY AND OWNERSHIP OF WORK

8.1 The ownership of the Background Intellectual Property will remain vested in the owner.

8.2 The Contractor warrants that it is entitled to use any Intellectual Property Right used by it in the provision of the Services.

8.3 All Intellectual Property Rights created as a direct result of the provisions of the Services shall vest in the School council.

8.4 Subject to clause 22, the School council grants to every registered training organisation situated in the State of Victoria a non exclusive, royalty free license to use the Intellectual Property Rights in any curriculum material, learning resources and assessment materials created as a direct result of the provision of the Services.

9. CONTRACTOR'S CAPACITY

Nothing in this Contract constitutes the Contractor as an employee, servant or agent of the School council nor is the Contractor authorised to incur nor shall the Contractor incur any debt or obligation on behalf of the School council without the prior written consent of the School council.

10. SPECIFIED PERSONNEL

10.1 The Contractor shall appoint the Specified Personnel as having responsibility for the Services.

10.2 The Contractor shall not substitute other personnel for the Specified Personnel without the School council's written consent. The Contractor may only seek the School council's written consent after the Contractor has complied with clause 3.3(i) of this Contract in relation to substitute Specified Personnel proposed by the Contractor.

10.3 Wherever any of the Specified Personnel are unable to perform any of the Services, the Contractor shall immediately notify the School council and arrange for replacement of such person with a person satisfactory to the School council.

10.4 The School council may at any time by notice in writing to the Contractor require that the Contractor should cease to permit any of the Specified Persons to be engaged in carrying out the Services and in such event the Contractor shall as soon as is practicable cease to provide the service of such person or persons and shall provide the services of such replacement or substitute persons as may be acceptable to the School council.

11. INDEMNITIES AND INSURANCE

11.1 Indemnity

The Contractor hereby indemnifies the School council and its employees, servants and agents, and the State of Victoria and its employees employed in the Department, against all claims, liability or expenses (including legal costs) relating to any injury to a person, damage to property or any other loss directly caused (or to the extent contributed) by any wilful misconduct or negligent act or omission of the Contractor or its employees, agents or subcontractors in providing services under this Contract, except to the extent that the injury, damage or loss is directly caused or contributed to by the negligence of the School council, the State of Victoria, or their employees, servants or agents.

It is not necessary for the School council or the State of Victoria to incur expense or make payment before enforcing a right of indemnity conferred by this Contract.

11.2 Insurances

The Contractor shall take out insurance to provide it with at least $10,000,000 (ten million dollars) cover per event in respect of the Services provided under this Contract against liability for:

a. death of or injury of a person; or

b. loss of, destruction of or damage to property;

and upon request shall provide the School council with proof of compliance with this clause.

12. TERMINATION

12.1 This Contract may be terminated:

a. at any time by agreement between the parties.

b. at any time and without notice (except as otherwise stated) by the School council if the Contractor:

(i) becomes or takes any step towards becoming bankrupt or enters or attempts to enter into any composition or arrangement with creditors or being a company enters or takes any step towards entry into liquidation whether voluntary or compulsory (save for the purposes of amalgamation or reconstruction) or has a Receiver or Manager appointed to the whole or any part of its undertaking; or

(ii) is in default of any term hereof and such default remains unremedied after fourteen days' notice in writing specifying
the default complained of has been given by School council to the Contractor; or
(iii) wholly suspends the performance of the Services; or
(iv) fails to proceed regularly and diligently with performance of the Services; or
(v) if any servant, agent or employee of the contractor is, in the School council’s reasonable opinion, guilty of misconduct in relation to the performance of the Services.

12.2 In the event this Contract is terminated by the School council pursuant to clause 12.1(b), the School council may employ and pay one or more other persons to carry out and complete the performance of the Services and in so doing may use all or any Background Intellectual Property and all payments made to every other persons for so doing may be deducted from any sum due or to become due to the Contractor or recovered from the Contractor as and by way of damages.

13. SCHOOL COUNCIL’S REPRESENTATIVE
The School council’s representative is the person for the time being holding the position in clause 14 under the heading “To the School council”.

14. NOTICES
14.1 Any notice given or served by one party upon the other party pursuant to this Contract shall be in writing and may be given by facsimile transmission, certified mail or hand to that party at the address or addressed to the address, as the case may be, set out hereunder or by hand personally to any person named hereunder as a recipient for such party -

To the School
(insert name)

To the Contractor
(insert name)
(insert position)
RMIT VET in School
GPO Box 2476V
Melbourne VIC 3001
Facsimile Number (03) 9925 2788

14.2 Where notice of a new address, new registered office address or new facsimile transmission telephone number has been given by notice by one party to the other party the same shall for all purposes be deemed to have been substituted for the previous address, registered office address or facsimile transmission telephone number as the case may be of the party giving such notice as and from the date of service of such notice and service of any notice thereafter by a party having received such notice shall be made as if such substitution appeared herein in lieu of the words and/or figures for which the same was substituted.

15. GOVERNING LAW
This Contract shall be construed according to the laws of the State of Victoria.

16. VARIATIONS
No addition to or variation of this Contract shall be of any force or effect unless in writing signed by or on behalf of both parties.

17. WAIVERS
The waiver by one party of a breach by another party of any provision of this Contract does not operate as a waiver of another or continuing breach by the other party of the same or any other provision of this Contract. No waiver by either party shall be binding upon that party unless in writing.

18. SEVERABILITY
If any provision of this Contract is held invalid, unenforceable or illegal for any reason, the remainder of this Contract has full force apart from such provision which shall be deemed deleted.

19. ACTING ON BEHALF OF SCHOOL COUNCIL
Any right, duty or power (including the right to issue a notice or give any consent) of the School council under this Contract may be exercised by the School council or its executive officer, or the School council’s representative (or the person for the time holding or acting in that position).

20. ENTIRE CONTRACT
This Contract constitutes the entire contract between the parties and supersedes any communications or representations made in connection with the subject matter herein.

21. CONFLICT OF INTEREST
The Contractor warrants that, to the best of its knowledge and belief after due inquiry as at the date of this Contract, it has no duties or interests that create or might reasonably be anticipated to create a conflict with its duties and obligations under this Contract.

22. PRIVACY
22.1 The Contractor acknowledges that the School council is bound by the provisions of the Information Privacy Act 2000 as amended from time to time (hereinafter referred to as the IP Act).
The Contractor acknowledges and agrees to be bound by the Information Privacy Principles under the IP Act and any applicable code of practice as referred to in section 17 of the IP Act (including any applicable code of practice attached to this agreement) with respect to any act done, or practice engaged in by the Contractor for the purposes of this Contract in the same way to the same extent as if the act done, or practice engaged in had been directly done or engaged in by the School council.

Without limiting the generality of subclauses 22.1 and 22.2, in relation to the collection, management, holding, use, quality, accuracy, disclosure or transfer of any information, the Contractor shall comply with -

a. the IP Act;

b. the Information Privacy Principles under the IP Act as amended from time to time; and

c. any code of practice as referred to in section 17 of the IP Act that applies to the School council or to which the School council is required to comply, including any applicable code of practice attached to this Contract.

If-

a. this contract authorizes or require the Contractor to transfer outside Victoria personal information obtained under this contract, and

b. Information Privacy Principle 9.1(a) is the only means available to transfer that personal information, and

c. the intended recipient of the personal information resides outside Victoria and is not subject to a law or binding scheme which effectively upholds principles for fair handling of personal information that are substantially similar to the Information Privacy Principles under the IP Act,


Clause 22.4 does not apply to any health information within the meaning of the Health Records Act 2000.

The Contractor consents to the School council, the State of Victoria or the Department publishing (on the internet or otherwise) the name of the Contractor and the contract value together with conditions of this Contract generally.

The Contractor shall permit an accountant or auditor on behalf of the School council from time to time during ordinary business hours and upon reasonable notice, to inspect and verify all records maintained by the Contractor for the purposes of this Contract. The Contractor, its servants, agents and subcontractors shall give all reasonable assistance to any person authorised to undertake such audit or inspection. Any information provided, or to which an accountant or auditor has access under this clause, shall be treated as confidential information and shall not be used other than for the purposes of this Contract or disclosed other than as required at law or to meet any requirements of the Parliament of Victoria.

The confidentiality obligations of the parties under this clause shall not extend to:

a. Information already in the public domain other than due to a breach of this Contract;

b. any disclosure required by law;

c. any disclosure reasonably required in order to comply with a request for information made by the Auditor-General for Victoria; or

d. information reasonably required in order to publish appropriate and comprehensive performance data relating to the Services under this Contract.

This clause only applies if the Contract Price is in excess of $100,000 (including GST).

For the purpose of this clause, the following definitions apply.

Applicable Industrial Instruments and Legislation means all Applicable Industrial Instruments and all Applicable Legislation.

Applicable Industrial Instrument means an industrial instrument (award or enterprise agreement) that specifically applies to the employees of the Contractor and is binding on it.

Applicable Legislation means:

- Federal Awards (Uniform System) Act 2003 (Vic)
- Outworkers (Improved Protection) Act 2003 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Equipment (Public Safety) Act 1994 (Vic)
- Occupational Health and Safety Act 1985 (Vic)
- Workplace Relations Act 1996 (Cwlth)
- Long Service Leave Act 1992 (Vic)
- similar Acts in States and Territories other than Victoria
- any other legislation designated as Applicable Legislation under the Ethical Purchasing Policy from time to time published by the Victorian Government Purchasing Board on the following site - www.vgpb.vic.gov.au.
Assessment means an assessment by the School council pursuant to the Ethical Purchasing Policy that, in the opinion of the School council, the Contractor does not satisfy the Ethical Employment Standard.

Award means any award of the Australian Industrial Relations Commission or any tribunal empowered to make industrial awards for Victorian employees or employees in any other State or Territory.

Enterprise Agreement means any certified agreement of the Australian Industrial Relations Commission or State industrial authority.

Ethical Employment Standard is the requirement for persons that supply or propose to supply goods and services to the Victorian Government to demonstrate to the reasonable satisfaction of the government buyer, and in accordance with the requirements of the Ethical Purchasing Policy, that the relevant contracting or tendering entity meets its obligations to its employees under Applicable Industrial Instruments and Legislation at the time a contract is awarded and continues to meet such obligations during the term of that contract.

Ethical Employment Reference Register has the meaning attributed to it in the Ethical Purchasing Policy.

Ethical Employment Statement has the meaning attributed to it in the Ethical Purchasing Policy.


Law means the law in force in the jurisdiction in which the obligations under this Contract are to be performed including without limitation, common or customary law, equity, judgment, legislation, orders, regulations, statutes, by-law, ordinances or other legislative or regulatory measures and includes any amendment, modification or re-enactment of them.

25.3 Supplier to satisfy the Ethical Employment Standard

Without limiting or derogating from the Contractor’s obligation to comply with any Law, the Contractor must satisfy the Ethical Employment Standard at all times during the Term of this Contract.

25.4 Satisfaction of the Ethical Employment Standard

The School council may make an assessment if, at any time during the term of the Contract a court, tribunal, commission or board:

- makes a finding of a serious breach of an Applicable Industrial Instrument against the Contractor or convicts the Contractor of a serious offence under Applicable Legislation; or
- makes a finding of a breach of an Applicable Industrial Instrument against the Contractor or convicts the Contractor of an offence under Applicable Legislation that is part of a pattern of repeated or ongoing breaches or offences.

26. TERMINATION FOR FAILURE TO SATISFY ETHICAL EMPLOYMENT STANDARD

26.1 Ethical Employment Standard Not Satisfied

a. If at any time during the term of the Contract, the School council notifies the Contractor in writing that it has made an assessment that an ethical employment standard has not been met, the Contractor must, within 14 days of receipt of such notice, or such longer period agreed by the School council, provide a statutory declaration from a partner, director or company secretary of the Contractor setting out:

- any additional information which in the opinion of the Contractor is relevant to the Assessment, including the Contractor’s grounds for any objection to the Assessment;
- details of any information on which the Assessment is based which in the opinion of the Contractor is incorrect, incomplete or otherwise unfairly prejudicial to the Contractor;
- any existing or planned remedial measures which the Contractor has taken or will be taking to prevent a breach or offence similar to the breach or offence on which the Assessment is based from recurring.

b. Following the receipt of the statutory declaration or expiration of the period described in paragraph (a), whichever comes first, the School council may, in its discretion, do one or all of the following:

- request the Contractor show cause as to why this Contract should not be suspended or terminated with effect from 14 days; and/or
- suspend the operation of this Contract for a specified period of up to 6 months with 14 days notice; and/or
- terminate this Contract with 14 days notice;

c. In exercising its discretion under paragraph (b), the School council will take into consideration:

- whether the Contractor has taken or will take measures which, in the reasonable opinion of the School council, are commensurate with the breach or the offence on which the Assessment is based and can be reasonably expected to prevent such breach or offence from recurring; or
- whether the School council is otherwise satisfied that the Contractor has shown good cause why the Contract should not be suspended or terminated,

The remedies under this clause are in addition to and do not limit any other rights or remedies of the School council under this document or otherwise at law.

26.2 Ethical Employment Reference Register

a. If this Contract is terminated pursuant to this clause, the Contractor’s name and details (including its Australian Business Number) will be included in the Ethical Employment Reference Register for a period of 24 months from the date termination takes effect.
b. Victorian Government departments will access the Ethical Employment Reference Register for the purpose of applying the Ethical Purchasing Policy.

c. Inclusion of any details in the Ethical Employment Reference Register will not be used to determine whether the Contractor meets the Ethical Employment Standard or to exclude the Contractor from participation in other Tender Processes.

27. DISPUTE RESOLUTION

27.1 The parties will use their best endeavours to resolve any dispute or difference prior to employing the dispute resolution procedure provided for in this clause.

27.2 Any dispute or difference whatsoever arising out of or in connection with this contract shall be submitted to mediation in accordance with, and subject to, The Institute of Arbitrators and Mediators Australia Mediation and Conciliation Rules.

SCHEDULE 1

DESCRIPTION OF SERVICES

TO BE COMPLETED BY THE REGISTERED TRAINING ORGANISATION IN CONSULTATION WITH THE HOME SCHOOL/S

Please note: record keeping and quality assurance responsibilities are detailed on the Responsibility Matrix which is also attached to the VET Contract.

DETAILS OF VET SERVICES:

1. Description of delivery arrangements:
   a. Fully auspiced
   b. Delivered on RMIT premises by RMIT Staff
   c. Other. Please describe:

2. Learning and Assessment Plan (attached)
   This may be developed by RMIT University or the home school in cooperation with RMIT and must be aligned to the RMIT Program Implementation Plan or variation of that plan.
   Please note that Learning and Assessment Plans should include but are not limited to the following:
   - National Program Code
   - AQF Qualification level if appropriate
   - RMIT Program Code (RMIT University school to provide)
   - Resources and equipment required
   - Any specialist accommodation requirements
   - Occupational Health and Safety Issues identified
   - Delivery style/s e.g. work integrated, classroom based, workshop
   - Dates, times
   - List of competencies/parts of competencies (units) delivered at every session
   - Assessment strategies - linked to elements
   - Learner characteristics and special needs as applicable
   - Delivery style/s e.g. work integrated, classroom based, workshop
   - Assessment strategies/tools - linked to competencies

3. Details of Students: (attached)
   Include: Given name. Family name.

4. Location/s where the training is to be provided (including address and telephone number):
   .................................................................................................................................
   .................................................................................................................................
   .................................................................................................................................
   .................................................................................................................................
SCHEDULE 2

Contract Price

Commencement Date

Completion Date

(Schedule 2 ends here)

Executed as a contract.

SIGNED on behalf of the School

(insert school’s name)

ABN

On the ............... day of ................................................. 2009

By the Principal .......................................................... (signature) .......................................................... (print name)

In the presence of .................................................. (signature) .......................................................... (print name)

Signed for and on behalf of Royal Melbourne Institute of Technology

ABN 49 781 030 034 by a duly authorised officer in the presence of ....

.......................................................... (signature)

Name and Title

.......................................................... (signature)

Witness Signature Name and Title
**DAY EXCURSION PARENT CONSENT FORM**

**VET IN SCHOOLS (VETiS)**

**Students under 18 yrs.** A copy of this completed form must be kept at the home school.

This form is to be used for travel in the Melbourne metropolitan area using public transport for activities during normal business hours.

**SECTION 1**

RMIT supervising staff member is responsible for providing the information

**SECTION 2**

School Principal

**SECTION 3**

Parent or Guardian

---

<table>
<thead>
<tr>
<th><strong>SECTION 1</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>RMIT Code</strong></td>
<td>National Code</td>
</tr>
<tr>
<td><strong>Date of Excursion</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Description of excursion</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **Name of supervising RMIT staff member** |  |
| **Contact details** |  |
| **Name of Home School emergency contact** |  |
| **Contact details** |  |
| **Secondary School name and address** |  |

---

<table>
<thead>
<tr>
<th><strong>SECTION 2</strong></th>
<th><strong>PERMISSION FROM HOME SCHOOL.</strong> To be signed by the principal.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I give my permission for the excursion described above</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Signature</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>SECTION 3</strong></th>
<th><strong>PARENT / GUARDIAN CONSENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I have read the information provided above for the following excursion</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Signature</td>
</tr>
</tbody>
</table>
OVERNIGHT EXCURSION PARENT CONSENT FORM
VET IN SCHOOLS (VETiS)

Students under 18 yrs. A copy of this completed form must be kept at the home school. This form is to be used for any overnight excursion.

SECTION 1 RMIT supervising staff member is responsible for providing the information
SECTION 2 School Principle
SECTION 3 Parent or Guardian

Please note: Parents should also complete the ‘confidential medical information’ form for School Council approved (overnight excursions must be approved by the School Council) excursions. A copy should be kept at the home school and another taken on the overnight excursion.

SECTION 1

Program Name ..........................................................................................................................................

RMIT Code ......................................................................................................................... National Code .................................

Name of supervising RMIT staff member .................................................................................................................................

Contact details ........................................................................................................................................................................................

Description of excursion ........................................................................................................................................................................

..............................................................................................................................................................................................

Clothing and equipment needed ......................................................................................................................................................

..............................................................................................................................................................................................

Departure venue ...........................................................................................................................................................

Time ..........................................................

Return venue ...............................................................................................................................................................

Time ..........................................................

Transport description ..........................................................................................................................................................

Accommodation details and address ........................................................................................................................................

..............................................................................................................................................................................................

Distance from medical care ..................................................................................................................................................

Secondary School name and address ........................................................................................................................................

..............................................................................................................................................................................................

Continued on page 2
VET IN SCHOOLS (VETIS)
OVERNIGHT EXCURSION PARENT CONSENT FORM

SECTION 2
PERMISSION FROM HOME SCHOOL. To be signed by the principal.

On behalf of the School Council, I give my permission for the overnight excursion described above:

Name .......................................................... Signature ..........................................................
Name of home school emergency contact ..................................................................................
Contact details ...........................................................................................................................
..................................................................................................................................................

SECTION 3

The following information is from Department of Education Consent forms:

STUDENT BEHAVIOUR
‘I understand that in the event of my son’s/daughter’s misbehaviour or behaviour that poses a danger to himself/herself or others during the excursion, he/she may be sent home. I further understand that in such circumstances I will be informed and that any costs associated with his/her return will be my responsibility.’

ICT/PHOTOGRAPH CONSENT
‘I agree to my child using the internet and computer network in accordance with the same Internet student users agreement that applies at their current school.’ [strike out if you do not agree]
I also consent to my child being photographed and/or visual images of my child being taken during activities by the school for use in the school’s publications, school’s website or for publicity purposes without acknowledgement and without being entitled to any remuneration or compensation.’ [strike out if you do not agree]

CONSENT FOR EMERGENCY TRANSPORTATION
‘in the event of an emergency, I consent to my child being transported in a privately owned vehicle driven by a member of supervisory staff listed above’.

PARENT / GUARDIAN CONSENT
I have read the information provided above for the following program.
I give permission for my daughter/son (full name) to attend.

Student name ..................................................................................................................................
Parent/guardian name ........................................................................................................................
In case of emergency I can be contacted on ........................................ or ...........................................
Signature ............................................................................................................................................

Please note: Parents should also complete the ‘confidential medical information’ form for School Council approved (overnight excursions must be approved by the School Council) excursions.
# Learning and Assessment Program Plan

**VET in Schools (VETiS)**

- Program Fully Auspiced □
- Full Delivered RMIT □

**Other – please describe**

<table>
<thead>
<tr>
<th>Home School</th>
<th>Co-ordinator Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RMIT School</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Program Code</th>
<th>RMIT Program Code</th>
<th>AQF Qualification Level</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Competencies / Learning Outcomes</th>
<th>National Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Resources and Equipment Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodation Requirements</th>
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</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupational Health &amp; Safety Issues</th>
<th>Occupational Health &amp; Safety Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learner Characteristics / Special Needs</th>
<th>Management Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Home School**: 

- Contact Details: 

**RMIT School**: 

- Contact Details: 

---

**National Program Code**: 

- RMIT Program Code: 

- AQF Qualification Level: 

---

**Competencies / Learning Outcomes**: 

- National Code: 

**Resources and Equipment Required**: 

- 

**Accommodation Requirements**: 

- 

**Occupational Health & Safety Issues**: 

- Occupational Health & Safety Plan: 

**Learner Characteristics / Special Needs**: 

- Management Plan: 

---
## Contract Audit

**VET in Schools (VETis)**

<table>
<thead>
<tr>
<th>Program name</th>
<th>.................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMIT code</td>
<td>..........................................................................................</td>
</tr>
<tr>
<td>Nat. Code</td>
<td>..........................................................................................</td>
</tr>
</tbody>
</table>

**Date Program start (dd/mm/yy):**

| Secondary School | .......................................................................................... |
| Address and contact details: | .......................................................................................... |

### Audit Item

<table>
<thead>
<tr>
<th>AUDIT ITEM</th>
<th>YES</th>
<th>DATE (dd/mm/yy)</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract drawn up</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract signed</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### Schedule 1

<table>
<thead>
<tr>
<th>SCHEDULE 1</th>
<th>YES</th>
<th>DATE (dd/mm/yy)</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Training Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student names</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Costing completed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice tracking: see separate proforma</td>
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</tr>
</tbody>
</table>

### Responsibility Matrix

<table>
<thead>
<tr>
<th>RESPONSIBILITY MATRIX</th>
<th>YES</th>
<th>DATE (dd/mm/yy)</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Teaching staff qualifications, evidence of currency, working with Children check</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Induction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Induction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting results dates agreed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderation and Validation dates agreed:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Quality check proforma returned</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Students enrolled</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Results entered into RMIT system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Testamur</td>
<td></td>
<td></td>
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</tbody>
</table>
### CONTINUOUS IMPROVEMENT CHECKLIST - RMIT DELIVERED PROGRAM VET IN SCHOOLS (VETiS)

**Copy:** Forward to the Manager VETiS after Continuous Improvement Meetings.  
**RMIT Program Log.**

<table>
<thead>
<tr>
<th>Date of meeting:</th>
<th>National Program code:</th>
<th>Home School:</th>
</tr>
</thead>
</table>

**Improvement Area** | **Issues/concerns/successes** | **Improvements to be implemented** | **Date for implementation** | **Person/s responsible for implementation** |
|----------------------|--------------------------------|------------------------------------|-----------------------------|---------------------------------------------|

**At beginning of program only**

- Induction – staff
- Induction - students
- Enrolment procedure

**Ongoing**

- Attendance
- Confirmations
- Behaviour
- Student feedback
- Home school teacher feedback

- Training delivery – consistency with requirements of training package/curriculum
- Assessment – Validation* - scrutiny of assessment design
- Moderation* – consistent, fair and flexible outcomes

**Other**

<table>
<thead>
<tr>
<th>RMIT Name</th>
<th>RMIT Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home School Name</td>
<td>Home School Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

*For full definitions, see RMIT Policies and Procedures. Moderation and Validation – TAFE Procedures
## Continuous Improvement Checklist - Auspiced Program VET in Schools (VETiS)

**Copy:** Forward to the Manager VETiS after Continuous Improvement Meetings.

**RMIT Program Log.**

**Date of meeting:**

**National Program code:**

**Home School:**

<table>
<thead>
<tr>
<th>Improvement Area</th>
<th>Issues/concerns/successes</th>
<th>Improvements to be implemented</th>
<th>Date for implementation</th>
<th>Person/s responsible for implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>At beginning of program only</strong></td>
<td></td>
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<tr>
<td>Induction – staff</td>
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<tr>
<td>Induction - students</td>
<td></td>
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<td>Enrolment procedure</td>
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<tr>
<td><strong>Ongoing</strong></td>
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</tr>
<tr>
<td>Attendance</td>
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</tr>
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<tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Moderation* – consistent, fair and flexible outcomes</td>
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</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**RMIT Name**  .................................................................................................................. **RMIT Signature** .................................................................................................................. **Date** .................................................................

**Home School Name** ........................................................................................................ **Home School Signature** ........................................................................................................ **Date** .................................................................

*For full definitions, see RMIT Policies and Procedures. Moderation and Validation – TAFE Procedures*