

VET Information Sheet – February 2010

Dear Student

Welcome to VET for 2010. You may find the VET studies you have chosen for 2010 to be a little different to your other subjects. Your VET course will only run once weekly, will normally entail more practical activities and you will have a large responsibility in your own learning during the course. The courses are all based on you achieving a series of set 'competencies'. You may have questions specific to your VET course. The following details may answer some of these.

Where and when is my VET course running?

The VET courses offered by the Cluster are held in a variety of locations. You may find it is presented at one of our cluster schools (The Grange P-12 College, Hoppers Crossing Secondary College, Werribee Secondary College or Galvin Park Secondary College) or at a TAFE/University. Locations and class start times can be found in Appendix One of this handout.

VET courses are all run on Wednesdays (with the exception of second year Building & Construction which runs on Thursdays. Some of these are full-day courses (usually 8:00 am to 4:00 pm), whilst others run only in what we term 'cluster time'. 'Cluster time' is from 12.00 pm to 5.00 pm on Wednesdays (depending on bus timetable some courses may start at 12.30). The timings of courses have yet to be decided. If your course is a full day course, you may find you miss one of your other classes. This has been minimised under the new timetable but, if it does apply to you, **it is your responsibility to negotiate with the teacher of that subject to catch up on any work missed.**

Where courses are run at other cluster schools, you may be expected to sign-in at the relevant school office and may be required to wear a special visitors badge. These procedures are important for your safety (eg in case of evacuation) and you should ensure you comply with these procedures.

At all times you must wear your school uniform.

When attending other schools it is important that you adhere to their school rules. You may be asked to leave the course if you do not follow to their school rules. Remember, you are the representative of our school.

How do I get to my VET course?

If your VET course is at one of the cluster schools you can catch the free VET cluster bus. **At the end of class, students will need to make their own arrangements to get home.** The cluster bus does not run at the end of the day. Bus times will be released at the beginning of 2010.

If your VET course is at any other location, you will need to make your own travel arrangements to and from the training location (Victoria University).

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When will my VET course start?

To be advised.

What time/s does my class start and finish?

To be advised.

What if I can't attend?

Like any other VCE unit, to achieve a pass in a VET course, you must attend at least 90% of classes. The 10% allowance is for illness, a doctors certificate is advised. Regular attendance at VET courses is vital to maintain this 90% and to achieve all the required competencies and nominal hours. Due to the practical nature of the competencies being taught, it is not always easy to re-present lessons missed and may result in you not achieving all competencies.

External course providers (where the course is presented at a University) will usually provide instructor contact details and will insist on punctuality. Students may be given a nominated person to contact if they are to be absent or late. A key aspect of the VET training is being prepared for a working environment and students are expected to take responsibility for their prompt and regular attendance.

Absences are reported by the range of VET providers and will be updated to the college records of the individual student's attendance.

What's a work placement? Do I have to do one? How do I arrange it?

Many of the VET courses require students to undertake a 'work placement'. This is an opportunity for students to apply the skills and competencies they are developing through the course to an actual workplace or may form part of the actual assessment of competencies. These normally range from one to two weeks per year, although some courses have up to five weeks. The requirements for your chosen course should be clarified on the first day of your course. Students are encouraged to complete work placements in the term 2 or 3 holidays where practical. This means they will not miss work in other subjects. **If work placements are being undertaken during the school term, it is the responsibility of the student to advise the teachers of these other subjects prior to their absence and to ensure they catch-up on all missed work.**

Most work placements for students are arranged through our Careers Coordinator, Mr Richard Towers. You should ensure you communicate regularly with your VET teacher about the status of your work placement arrangements and your teacher will contact or visit your employer during your placement. Please note that students cannot undertake a work placement until they have successfully completed the Occupational Health and Safety competencies relevant to the VET course. Your teacher will ensure these competencies are covered early in your VET course.

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Students may wish to make their own work placement arrangements. If you wish to do this, you should discuss this with your teacher to ensure it will provide you with the relevant experiences. A contract will still need to be signed before you commence this placement.

How do I know if my VET course is running on a Wednesday?

Every Wednesday morning your VET Coordinator will compile a list of classes running. This list will be displayed on the entrance door to the General Office. It is your responsibility to check this list every Wednesday. This list of classes running will be up on the General Office door by 10.30 am on a Wednesday. **Please note that Grange students will not be sent home if their VET teacher is absent. Work will be left for a class and a teacher will be present to conduct the class.**

How do I apply for a VET course?

At the end of this booklet is a VET application form. This form together with a \$100 deposit must be paid at the General Office by the due dates as set out in the Student Handbook given out at Parent Information Evenings.

If the application form and deposit are both not returned, your application will not be considered.

Initially you will receive a letter acknowledging your application and deposit. Confirmation of placement will happen once all monies are paid by you. **VET Materials Fees must be paid by the conclusion of 2009 (due dates for payments, to be advised).**

What if I have other questions?

If you have other questions regarding your VET course, you have a number of people you can approach. Your VET teacher will be able to answer questions specific to your course. Any other queries can be answered by the VET Leader/Co-ordinator. If you have any issues arising whilst at other cluster schools, there is a VET Leader/Co-ordinator at each of these schools.

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