

SVETE

School + VET leads to employment

NCR School Reference

Please complete the following School Reference and return with the Student's EOI to ncoasttraining@det.qld.gov.au

Student Name:			
School:			
School Contact Name:		School Position:	
School Contact Email:		School Contact Phone:	
SCHOOL TO ACKNOWLEDGE:			
1. Does the student have regular school attendance?	YES	NO	
2. Does the student complete assigned school tasks?	YES	NO	
3. Does the student display good social skills?	YES	NO	
4. Does the student require this program to obtain QCE?	YES	NO	
5. Does the student require the two additional credits from the successful completion of the Skills Portfolio to obtain QCE?	YES	NO	
If YES, I understand the school will have obligations to support the student and sign off elements of the Skills Portfolio	YES	NO	
6. Will the student require additional LLN support?	YES	NO	
7. Does the student have a disability, impairment or long term condition?	YES	NO	
If YES, the department may require advice/support/information to share with host workplaces to ensure student is adequately supported in the workplace			
8. Is the student at risk of disengaging from school for any reason?	YES	NO	
9. Is the student part of a legal protection order?	YES	NO	
10. Does the student understand that selection for the program is a competitive process and completing the Expression of Interest does not mean that the student is automatically selected into the program?	YES	NO	
11. Does your school have a preferred day/flexi day for students to attend this program?	YES	NO	
Please specify:			
Additional comments			



VETiS funded qualifications		
Has the student completed a VETiS funded qualification?	YES	NO
If YES, which Registered Training Organisation (RTO) did they attend and what is the name of the qualification?		
Is the student currently enrolled in a VETiS funded qualification?	YES	NO
If YES, who is the RTO and the name of the qualification?		
Please note: WHILE SECOND CHANCE FUNDING APPLIES, STUDENTS CAN ONLY BE ENROLLED IN ONE VETIS QUALIFICATION AT A TIME. PLEASE ENSURE THE STUDENT IS NOT ENROLLED IN ANY FURTHER VETIS COURSES AND THAT THEY COMPLETE ANY CURRENT COURSE BEFORE THE START OF THE 2018 PROGRAM.		
<input type="checkbox"/> I acknowledge that I have read and understood the Stakeholder Roles and Responsibilities for Schools	Date:	
Signature:		

To lodge Students application

Please email both the Student's Expression of Interest and School Reference to ncoasttraining@det.qld.gov.au

Note: Students will be:

- selected on merit
- must be able to complete a Certificate II qualification
- must possess the ability to perform work tasks as outlined by the employer
- will be required to undertake a pre-selection interview with the employer
- assessed and selected on a first in best dressed basis and **are encouraged to apply as soon as possible. Applications will close once places are full.**

Want to know more information?

Please contact a North Coast Region SVETE Client Services Officer by:
 Phone: 1300 369 935 OR email: ncoasttraining@det.qld.gov.au

Stakeholder Roles and Responsibilities School

Schools participating in SVETE are responsible for ensuring that the provisions of the *Education [Work Experience] Act 1996 [Queensland]* are adhered to by all parties. This includes the signing of all parties of an approved **Work Experience Agreement**.

In addition to responsibilities under the *Education [Work Experience] Act 1996 [Queensland]* schools participating in SVETE are required to:

1. Promote the program to suitable students, their parents and the wider school community as viable opportunities to provide access to employment and career options.
2. Actively participate in the key industry/school engagements throughout the program.
3. Recruiting suitable senior school students for the program and ensuring they are work ready.
4. Complete and return the School to Work School Reference form for each student applying to the program.
5. Provide advice to DET Regional Officers regarding additional support requirements for all students participating in a SVETE program.
6. Notify DET Regional Officer when a student expresses an interest in participating in a SVETE program or is already participating in a SVETE program and is under a Legal Protection Order.
7. Factor SVETE into the school timetable for all participating students.
8. Ensure a *Work Experience Agreement* is signed by the Host Workplace Supervisor for each student.
9. Ensure students are aware of their responsibilities in relation to reporting absences from work placements and training.
10. Monitor and record student attendance at SVETE placements and RTO sessions.
11. Assess the impact of the program on student school attendance.
12. Monitor student progress towards successful completion of the qualification and the QCE and participate in reviews throughout the program.
13. Identify students at risk of not completing the program and communicate this to DET.
14. Provide ongoing support to employers, students and parents/guardians.
15. Provide additional support required for those students whose personal/home circumstances could be a barrier to successful commencement and/or completion of a SVETE program.

16. In situations where there is an identified risk to student progress and participation and/or result of poor behaviour, liaise with the DET Regional Officer to negotiate a schedule for timely workplace visits/contacts with the host workplace supervisor and student.
17. By a student participating in the SVETE program, the school agrees that any non-confidential details from that participation, photographs, recordings of the program that contain the student and/or school can be used online, in any broadcast and print media by the Department of Education and Training for the purposes of promoting the program.
18. Should the student require the additional 2 QCE credits, the school will provide support in completing the Skills Portfolio.
 - a. The school representative is required to sign the relevant day on the *Register of Assessment Activities*; and
 - b. *Learner Log* includes signatures and responses to all sections;

NOTE: You are not approving the quality of the responses in the Daily Learner Log.

19. At the end of the program:
 - a. Confirm each student has completed the *Student Expectations Activity*.
 - b. Confirm each student has completed the *Student Feedback and Reflection Activity*.
 - c. Confirm completion of the *SVETE Skills Portfolio Workbook* including 20 days of work placement by completing relevant sections of the *SVETE SWL Program Completion and QCE Confirmation Form*.
 - d. Confirm eligibility or ineligibility of each student to be awarded 2 credits toward a QCE by completing relevant section of the *SVETE SWL Program Completion and QCE Confirmation Form*.
20. Participate in an end of program review facilitated by the DET Regional Officer.
21. Where employment opportunities are offered, liaise with the DET Regional Officer to identify how best to transition students into the workplace after completion of Year 12