

SVETE

School + VET leads to employment

North Coast Region SVETE Program

2018 Stakeholder Agreement

An initiative of the Department of Education & Training

For more information please contact a North Coast Region SVETE Client Services Officer by:

Phone 1300 369 935 OR email ncoasttraining@det.qld.gov.au

Definition

School plus Vocational Education and Training leads to Employment (SVETE) programs provide ways for students to transition successfully into the workplace. Numerous studies reveal that, upon leaving school, many students who are not university bound are neither prepared for nor connected to employment.

The programs fit within the Department's VET in Schools (VETiS) Framework as they meet the principles that align with the Government's commitment of targeting funding towards VETiS options that deliver clear employment pathways.

Stakeholders

SVETE Programs are a joint partnership between the following stakeholders:

- If applicable, the relevant peak industry body who provides industry endorsement for the program;
- Employers who provide workplace placement opportunities;
- A Registered Training Organisation (RTO) which provides the training and assessment services required for the delivery of an industry endorsed and nationally accredited qualification;
- Secondary schools across the three sectors – state, Catholic and independent – which recruit and support the Year 12 students undertaking the program;
- Year 12 school students selected to participate in the program and their parents/guardians who support them; and
- DET (Training and Skills) regional officers who facilitate and coordinate the program and stakeholders.

Program Milestones

Please refer to attachment showing recruitment and planning for 2018 School to Work Transition programs.

Stakeholder Responsibilities

The success of the SVETE Program is dependent upon all parties understanding, agreeing to and maintaining their responsibilities under the program.

Marketing and Copyright

To preserve the integrity of each School to Work Transition Program, consistency must be maintained during all promotions. All materials, marketing and advertising undertaken by any of the stakeholders must acknowledge the Training and Skills unit of Department of Education and Training (DET) in addition to using the program's specific logo and branding.

Personal Information and Privacy

All stakeholders also agree to maintain confidentiality of private and sensitive information that may pertain to this program, including but not limited to personal details, medical information and intellectual property.

Additional Responsibilities

In addition to the above, each stakeholder has a specific set of responsibilities which they must commit to for the duration of the program. The specific responsibilities for each stakeholder are outlined in the following pages:

- Employer
- Student
- Parent/Guardian/Carer
- School
- Registered Training Organisation (RTO)

Stakeholder Roles and Responsibilities

Employer

Employers are vital to any SVETE Program because without an employer prepared to open up a workplace for a structured work placement, the program would not be able to exist.

Work experience arrangements for SVETE are established under the provisions of the *Education [Work Experience] Act 1996*, arranged and approved by the participating schools such as part of the student's education.

Employers participating as host workplaces must sign an approved *Work Experience Agreement* with the Principals of the participating schools, for each student from their school participating in SVETE.

In addition to responsibilities of an employer under the provisions of the *Education [Work Experience] Act 1996 [Queensland]*, employers, participating as host workplaces, must also agree to:

1. Identifying and preparing a supervisor/s to supervise, train and mentor students in the workplace for the duration of the program. Providing informal on-the-job training as well as support to develop work readiness skills.
2. Managing the safety of the students in the workplace, including identifying what personal protective equipment [PPE] is required and ensuring the workplace is industry, government and legislatively compliant and that students undertake all relevant workplace inductions.
3. Allowing school, RTO, and government representatives into the workplace for the duration of the program.
4. Committing support and appropriate resources to the program for the full duration of the program.
5. Monitoring and recording student work placement attendance.
6. Providing feedback and signing off relevant parts of the *SVETE Skills Portfolio Workbook* (if applicable).
7. Signing off and providing feedback for RTO logbooks or assessments to confirm that students are meeting desired standards of performance on workplace tasks.
8. Coordinate and monitor student participation and engagement in the work placement.
9. Identifying students who are at risk of not completing the work placement.
10. Participate in the department's monitoring of student participation/commitment at regular intervals of the program.
11. Identifying students suitable to transition into available employment opportunities and liaising with DET Training and Skills Regional Officer and/or the school representative to identify how best to transition students into workplace.

12. Agrees that any non-confidential details from a student's participation, photographs, recordings of the program that contain the student and/or workplace can be used online, in any broadcast and print media by the Department of Education and Training for the purposes of promoting the program.
13. Notify DET Training and Skills Regional Office if:
 - a. the student is absent, injured or becomes ill; or
 - b. the student presents with inappropriate behaviour during the program.

Contact the department **promptly** (preferably **the same day**) to ensure timely follow up action can be taken. Recommend sending an email to ncoasttraining@det.qld.gov.au

NOTE: In relation to the industry endorsed entry level qualification it is not the host workplace supervisor's role to assess any student for competence.

However an employer may contribute evidence to an assessment decision such as attesting to the student's ability to repeatedly perform the required tasks to the desired workplace standard.

Stakeholder Roles and Responsibilities

Student

This program provides significant benefits for those students who participate. For the program to be successful, the student must:

- ✓ Have the support of the school.
- ✓ Have a genuine interest in the chosen industry/occupation; and
- ✓ Be committed to completing the SVETE program.

Work experience arrangements for the SVETE are established under the provision of the *Education [Work Experience] Act 1996 [Queensland]*, arranged and approved by the participating schools as part of the students' education.

A student and their parent/guardian/carer must sign an approved Work Experience Agreement, with the Principal of the school the student attends.

In addition to responsibilities of a student under the provisions of the *Education [Work Experience] Act 1996 [Queensland]*, a student undertaking SVETE must also agree to:

1. Maintain regular school attendance and remain committed to completing year 12 whilst undertaking the program.
2. Commit to completing all elements of the SVETE program, that is, completion of the qualification, 20 day's work placement and all training for the duration of the program.
3. Organising transport to the workplace and all training for the duration of the program.
4. Demonstrate the appropriate attitude and interest in the program.
5. Follow all workplace rules, regulations, practices and instructions relating to work tasks, timekeeping, standard of dress, code of conduct.
6. Not act in any way such as to damage the reputation and business of the employer or school.
7. Not delay in making contact with school; host workplace, RTO and DET Regional Officer if there is an issue or potential problem developing which could impact on the successful completion of the SVETE program. Failure to notify will be considered 'poor behaviour' and may result in withdrawal from the SVETE program.
8. Understand there will be monitoring of student participation/commitment at regular intervals during the program and if there are any issues identified due to non-compliance with their responsibilities, the student may be withdrawn from the program.
9. In the event of absence from the workplace, ensure that the employer and school are notified according to their instructions regarding the absence.
10. In the event of absence from training, ensure that the RTO and school are notified according to their instructions regarding the absence.

11. Understand that video and photos taken during the course of the program may be used by DET for promotional purposes.
12. Complete the “**Skills Portfolio**” to gain an additional 2 QCE credits making a total of 6 QCE credits on completion of the program. A completed Skills Portfolio consists of:
 - a. Completion of the *Work Experience Placement Attendance register*.
 - b. Complete the *Student Expectations Activity*.
 - c. Complete 20 *Learner Logs* including signatures in all sections.
 - d. Complete the *Student Feedback and Reflection activity*.
13. Give serious consideration to any employment opportunities that become available following completion of the program.

Stakeholder Roles and Responsibilities

Parent / Guardian / Carer

A parent/guardian/carer's support is critical to the success of the student participating in SVETE.

Work experience arrangements for SVETE are established under the provision of the *Education Agreement [Work Experience] Act 1996 [Queensland]*, arranged and approved by the participating schools as part of the students' education.

A parent/guardian/carer of a student participating in SVETE must sign an approved *Work Experience Agreement*, with the Principal of the school the student attends.

The 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 the *Work Experience Agreement*.

In addition to responsibilities of a parent/guardian/carer under the provisions of the *Education [Work Experience] Act 1996 [Queensland]*, the parent, guardian/carer must also agree to:

1. Support and actively encourage the student to remain committed to completing Year 12 including maintaining regular school attendance, effort, and commitment while undertaking the SVETE program.
2. Support and actively encourage the student to complete all components of the SVETE program including completion of the qualification and the 20 days' work placement.
3. Ensure transport to the workplace and all training is organised and sustainable for the duration of the program.
4. If required, actively participate in key industry/school engagements throughout the program including industry visits, business information event, OH&S worksite induction and program graduation.
5. Identifying and addressing any potential issues or concerns before the commencement of the Structured Work Placement (SWP).
6. Understand there will be monitoring of the student participation/commitment at regular intervals during the program and if there are any issues identified due to non-compliance with their responsibilities, the student may be withdrawn from the program.
7. In the event of absence from the workplace, ensure that the employer and school are notified according to their instructions regarding the absence.
8. In the event of absence from training, ensure that the RTO and school are notified according their instructions regarding the absence.
9. Not delaying in making contact with school, employer, RTO and DET Regional Officer if there is an issue or potential problem developing.

10. Give serious consideration and support for the student should an employment opportunity become available following program completion.
11. Understand that video and photos taken during the course of the program may be used by DET for promotional purposes.
12. Planning and accepting the responsibility for any additional costs and involvement associated with the student participating in the program.

NOTE: All efforts will be made to minimise costs for parents/guardians/carers. Examples of additional costs include:

- a) Travel cost to and from the workplace & training
- b) Personal Protection Equipment (PPE) required by the business
- c) Police checks (AllevE8 only)

NOTE: If you have provided your contact details on the Expression of Interest form, you will be included in all communications from DET regarding important dates, reminders and other information about the program.

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

Stakeholder Roles and Responsibilities Registered Training Organisation

Under SVETE, the role of the RTO is to provide training, assessment and support to ensure all students complete the qualification. This may entail workplace visits and other applicable strategies.

All RTOs participating in SVETE must have DET Pre-Qualified Supplier [POS] status, must be approved by DET to provide training and assessment services under the Certificate 3 Guarantee program, must comply with all relevant DET policies and procedures and the *Standards for Registered Training Organisations*, including [benchmarks for performance](#).

Additional responsibilities for RTOs under SVETE include:

1. Provide all course materials and deliver training as agreed to with DET. The training delivery is to be in the main, face to face. Source training rooms if applicable.
2. Monitor and enforce Duty of Care obligations:
 - a. Advise DET Regional Office **the same day** of any student absences from training. Recommend sending an email to ncoasttraining@det.qld.gov.au as soon as the roll is taken.
 - b. Students are not to leave training unless they have written permission to do so (even for lunch and breaks). Keep copies of any correspondence related to attendance and absence matters and advise DET Regional Office. This also applies to notifying DET Regional Office of any student absences during the training day that did not produce written permission on the same day.
3. Monitor student's progression and advise DET of potential issues which may prevent the successful completion of the program by the student.
4. Be aware of the philosophy and intent of the SVETE program - it is not vocational placement and it is not an institutionally delivered VETiS course.
 - a. The RTO is not to discourage students completing work experience placement because it is not required for the qualification.
 - b. The RTO is not to discourage employers and students from undertaking tasks and activities in the workplace because it does not fit into their vocational placement rules.
5. If a host employer is required to sign / complete a report or logbook as part of the RTO assessment strategies for the student, then:
 - a. It is the RTOs responsibility to explain to the employer what is required to complete their report or logbook.
 - b. The RTO will also be responsible to follow up with the employer for any outstanding reports or logbooks.

SVETE

School + VET leads to employment

6. The RTO is not to change or alter the training without consent from DET. This includes changing competencies to be delivered, the order of competencies being delivered and the start and finish times of training.
7. Participate where possible in key program and / or school engagement activities throughout the program.

SVETE

School + VET leads to employment

Term 3 - 2017

Engage employer support

Work placements secured

- Discuss program details with interested businesses
- Identify work placement numbers, types and work tasks
- Discuss PPE, safety, industry pre-requisites (such as immunisations, police checks, blue and yellow cards) and employer expectations
- Determine if a formal site specific induction needs to occur before work placements start

Term 3 – 2017

School & student engagement / EOI open

Outline of program

- Program launch via IPL email to all schools.
- Discuss program details with interested schools, students and parents and guardians
- Identify student interest
- Interested students invited to complete application (Expression of Interest EOI)
- Schools to complete a 'school reference' confirming support

Term 4 - 2017

Selection process

Selection and alignment of students to employers

- EOIs reviewed
- Consultation with employers if applicable
- Employer and student advised of match
- Employer and student "meet and greet" to confirm match
- Formal confirmation of placement

Term 1 -2018

Cert II training starts

Accredited training starts

- Theory training with RTO starts
- Assessment of competencies
- Skills Portfolio distributed
- Student completes *Be Work Smart* book



Terms 2 & 3 - 2018

Work placements

20 days of work placement / 1 day per week

EMPLOYER

- Provide supervisor/mentor
- Provide facilities
- Notify of student absence
- Sign off Skills Portfolio / RTO logbook

RTO

- Delivery of remaining training
- Workplace assessments
- Provide advice to student and employer

STUDENT

- Work placement – 1 day per week
- Fill out Skills Portfolio for additional 2 QCE credits
- Advise employer when absent
- Follow workplace instructions
- Complete Certificate II qualification for 4 QCE credits.

Term 4 - 2018

Graduations

Supported transition

- Skills Portfolio assessed for 2 QCE credits
- If ongoing employment with host offered, continue work experience if possible
- Otherwise, prepare for transition from school – resumes, job search, programs, Year 12 fee free
- Graduation ceremony: issue of qualification to students; issue SVETE Program certificate to students

Want to know more information?

Please contact a North Coast Region SVETE Client Services Officer by:

- Phoning 1300 369 935
- Emailing ncoasttraining@det.qld.gov.au



**Queensland
Government**