

# 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 and negotiate catch up day
- 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](mailto:ncoasttraining@det.qld.gov.au)



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