

## **Memorandum of Understanding**

This Memorandum of Understanding (MoU) has been developed by the South East Local Learning and Employment Network Local Community Partnership (SE LLEN LCP) on behalf of the South East Vocational Education and Training in Schools (VETiS) Network.

The aim of this MoU is to support a coordinated partnership approach to delivery of VETiS programs and ensure even and equitable provision and development of VETiS programs throughout the Greater Dandenong and South East regions of Melbourne.

This MoU is a formal agreement for all stakeholders of the South East VETiS Network. These stakeholders are all 'Home Schools, Host Provider, and the SELLEN LCP.

The purpose of this MOU is to identify and outline the roles and responsibilities of the Home School, Host Provider and SE LLEN LCP

### **Areas Covered by this Memorandum of Understanding (MOU)**

This MoU covers details of:

1. The role of HOME schools in the South East VETiS Network
2. The role of HOST provider members in the South East VETiS Network
3. The role of the SE LLEN LCP in the South East VETiS Network.

### **Roles and Responsibilities:**

#### **1. Home School will**

- a) Attempt to attend all South East VETiS Network meeting;
- b) Collect all agreed payments from students upon confirmation of their placement in the chosen VETiS Program;
- c) Pay Host Schools and Providers the full amount (including band funding) of the VETiS program within the agreed time frame (preferable in line with band funding payments);
- d) Undertake to enter all student enrolment data into the VASS system by the VASS cut off date as prescribed by the relevant education authorities such as the Department of Education and Early Childhood Development (DEECD);
- e) Undertake to enter all student assessment data including program assessment, indicative grades and final results by the Victorian Curriculum and Assessment Authority (VCAA) prescribed timelines;
- f) Monitor students who withdraw from a VETiS program. In first semester, all withdrawals should be done via the SE LLEN Web Portal. In semester 2 all withdrawals will need to be sent electronically to the host school (ensuring that the SE LLEN LCP is CC'ed);

- g) Withdraw students by Friday 6<sup>th</sup> of March 2009 to avoid being invoiced by the Host Provider;
- h) Ensure students have the proper qualifications prior to commencing any placement. These qualifications are as follows:
  - For work experience (WE) students must complete the Safe@Work unit.
  - For Structured Workplace Learning (SWL) one of the following must be completed:
    1. Industry and enterprise unit 1
    2. Work related skills unit 1 and/or
    3. The relevant OH&S modules from the students VETiS Course
    4. Construction Induction Card for students on any worksite
- i) Ensure students have completed the relevant SWL or WE form prior to commencement of placement;
- j) Recognise that the Host Provider has responsibility for providing students with information pertaining to AQTF requirements, Recognition of Prior Learning (RPL) procedures, grievance procedures and any other policy documents;
- k) Recognise that a student needs to abide by the student Code of Conduct of the Host Provider;
- l) Work together with Host providers to determine the correct course of action (including informing parents) when a student continues to breach the Host Provider's Student Code of Conduct. It is suggested that the first course of action is to contact the Home Schools;
- m) Establish and maintain a support network for any student with special needs and ensure the Host School and the SE LLEN LCP is informed of any developments with the particular student;
- n) Meet all timelines and key dates set out by the Host providers and SE LLEN LCP. These key dates are available on the SE LLEN website. To access these documents follow the link <http://www.sellen.org.au/lcp-web-portal/2009-vetis-courses/>
- o) Follow all SE LLEN LCP guidelines when using the SE LLEN LCP web portal for VETiS administration
- p) Follow up on non attendance at VETiS courses including ensuring students provide a note signed by parent/guardian

## **2. Host Providers will**

- a) Attend South East VETiS Network meeting;

- b) Acknowledge that they have responsibility for the Duty of Care of students as per the appropriate guidelines such as the DEECD Student Duty of Care guidelines;
- c) Deliver their programs in light of ALL VCAA rules and regulations;
- d) Provide the necessary materials, hardware and software for the total delivery of the program;
- e) Inform any changes to fees and material costs to the SE LLEN LCP so that information can be disseminated to the South East VETiS Network members;
- f) Invoice Home schools for the full amount of the VETiS programme at the agreed intervals (currently April and September);
- g) Ensure a list of absentees is lodged with the SE LLEN LCP within 24 hours of the programme day;
- h) Give each student policy documents outlining AQTF requirements, RPL procedures, grievances procedures, Student Code of Conduct and any other policy documents;
- i) Inform the Home School in a timely manner if a student has breached the Host Provider student code of conduct;
- j) Work together with the Home School to determine the correct course of action (including informing the parents);
- k) Ensure all student results are given to Home Schools a week prior to VASS deadlines;
- l) Ensure all student assessment plans and indicative grades are given to the Home Schools a week prior to the VASS deadlines;
- m) Wherever possible provide Home Schools with end of first semester reports on their achievements in the VETiS programme at least a week prior to the end of first semester;
- n) Inform Home Schools, by the end of Term III if a student is unlikely to satisfy all units of competency;
- o) Recognise that the Home School have responsibility for all documentation relating to SWL and WE and will inform Home Schools when industry specific OH&S modules are completed;
- p) Wherever possible encourage ALL students to undertake work placement as part of their VETiS course;
- q) Recognise that is mandated by the VCAA that students do work placement in the following courses:
  - Business Administration
  - Retail
  - Agriculture

- r) Inform Home Schools of any requirements to complete work placement;
- s) Follow all SE LLEN LCP guidelines when using the SE LLEN LCP web portal for VETiS administration;

### **3. SE LLEN LCP will**

- a) Host the South East VETiS Network meetings on behalf of the network;
- b) Provide a seamless and paperless web-based portal for VET administration and other relevant VET matters;
- c) At these forums and by electronic reporting and communication, the SE LLEN LCP will facilitate an information flow and provide VETiS support material to all South East VETiS Network Members participating in the VETiS programme;
- d) Coordinate and facilitate appropriate forums for all coordinators and any other parties involved in the concept and implementation of SWL within the South East;
- e) Develop a 'Key Date' document that will facilitate a coherent plan of action for the coming year. This document will be monitored and updated on the SE LLEN LCP web portal and will incorporate any expected or unexpected changes from the DEECD.
- f) Source accurate course information from course providers which will be illustrated on the SE LLEN LCP web portal;
- g) Provide each South East VETiS Network Member with a single copy of the 'Support Manual' that provides all relevant VETiS administration and SWL support information for schools.
- h) Develop and provide each South East VETiS Network Member with numerous copies of the Practical Learning Guide;
- i) Continually monitor the SE LLEN LCP web portal to reflect the vacancies still available;
- j) Broker extra classes and VETiS courses in consultation with Host School and Providers if demand outweighs supply;
- k) Coordinate the South East VETiS Network absences through an agreed Home School absence reporting process;
- l) Assist all network members with the any VETiS related inquiry;
- m) Provide staff to assist with expert advice on the LCP web portal to all LCP Network Members.

**SIGNED:** \_\_\_\_\_

On behalf of **<Name of SCHOOL>**

**NAME:** \_\_\_\_\_

**ROLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

SAMPLE