

VET TRAINING & WORK PLACEMENT



Vocational Education and Training, otherwise known as VET, is skills based learning that directly relates to getting a job. The VET system delivers education and training services for individuals at every stage of their work life, whether you're a student, a job seeker or already employed.

At Manea Senior College, our extensive VET program links directly to our focus of providing students with practical skills, experience and confidence to successfully transition from College to employment or higher education.

Parents can contact VET Coordinators by calling the College on 9721 0400 or via email.



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WHAT IS VET?

VET is a nationally recognised skills based qualification. If fully completed, VET qualifications can contribute towards attainment of WACE (Western Australian Certificate of Education).

To complete a VET qualification, students are required to demonstrate all units of competency specific to their VET qualification through:

- Written assessments
- Oral presentations
- Group work
- Practical skills tasks
- Portfolio presentations

Students will be given every opportunity to demonstrate competencies during their training.

VET training courses can provide an alternative pathway to University (lower level Bachelor degrees) on the completion of a Certificate IV in Year 12.

Certificate IV eligibility in Year 12 for VET/General students:

- Completed qualification at Certificate II or Certificate III level in Year 11
- OLN requirements met (level 3 all categories)



VET COORDINATORS

Our VET Coordinators are your first point of contact for any enquiries or concerns you may have regarding VET training and Work placement.

Email Communication: VET Coordinators rely on email communication with students and parents for training start-up information, enrolment requirements, progress reporting, student deadlines and any other communication that is required.

All VET students are encouraged to make a habit of checking COMPASS and their student email account DAILY to ensure they do not miss out on information relevant to VET training or work placement.

VET Coordinators manage all areas of VET and Work placement:

- Provide course counselling for VET
- Manage application process and enrolment to VET training courses

- Manage training commencement each year with various Training providers
- Manage VET course changes/withdrawals
- Support students during training to completion of qualification and review progress reports
- Liaise with Training providers, parents and students throughout training.
- Support students with seeking a work placement
- Process applications and issue insurance documentation for work placement
- Supervise and manage work placement visits
- Collect, mark and retain Work placement records such as Log Books and Skills Journal

Students are encouraged to seek out their VET Coordinator if they require any assistance or guidance once they commence at the College. VET Coordinators are available for student support before College starts in the morning and during break times.



VET FAQ'S

When does my VET course start?

A majority of VET courses will start in Week 1 or Week 2 of Term 1. Your VET course may start on the first day of school in Term 1. As Manea caters to VET training on every day of the week, carefully read information provided from your RTO on enrolment to determine your start date (and location) for your specific VET course.

When in doubt, contact your VET Coordinator to confirm when and where your training will start.

Can I change my VET course if I don't like it?

Generally the answer is no, so please choose your VET course carefully.

The College's course counselling sessions give you the opportunity to review and select a VET course of your choice for your secondary schooling. Due to the competitive nature of VET courses and enrolment requirements of our RTO's, once you have started on your VET training course it is unlikely you will be able to change over to another one.

Part of our young adult ethos is that students commit to the VET training that they have selected, as all training contains transferable skills that can be applied to any pathway they may undertake. There is always the opportunity to take a different pathway or course in Year 12.

What do I wear to my VET training course?

As a general rule, wear your school uniform to VET training, unless instructed otherwise by your RTO.

Some RTO's provide a logo polo shirt to students. These needs to be worn with uniform bottoms (long pants, shorts and closed in shoes). Trades based courses have specific requirements for personal protective clothing (you will be given this information by the RTO and required to purchase these items prior to commencing course).

Track pants, ugg boots, leggings, tank tops, hoodies, thongs are not professional or accepted dress for VET training or Work placement.

I am going to be absent from VET training, who do I need to advise about this?

VET training days are school days, so parents are required to notify the College of any absence on the day it occurs.

Students are also required to contact their trainer / RTO and advise of intended absences. It is then up to the student to arrange to catch up on training they miss due to absences. Treat your VET training like a part time job, if you can't be there for your shift, you need to let them know.

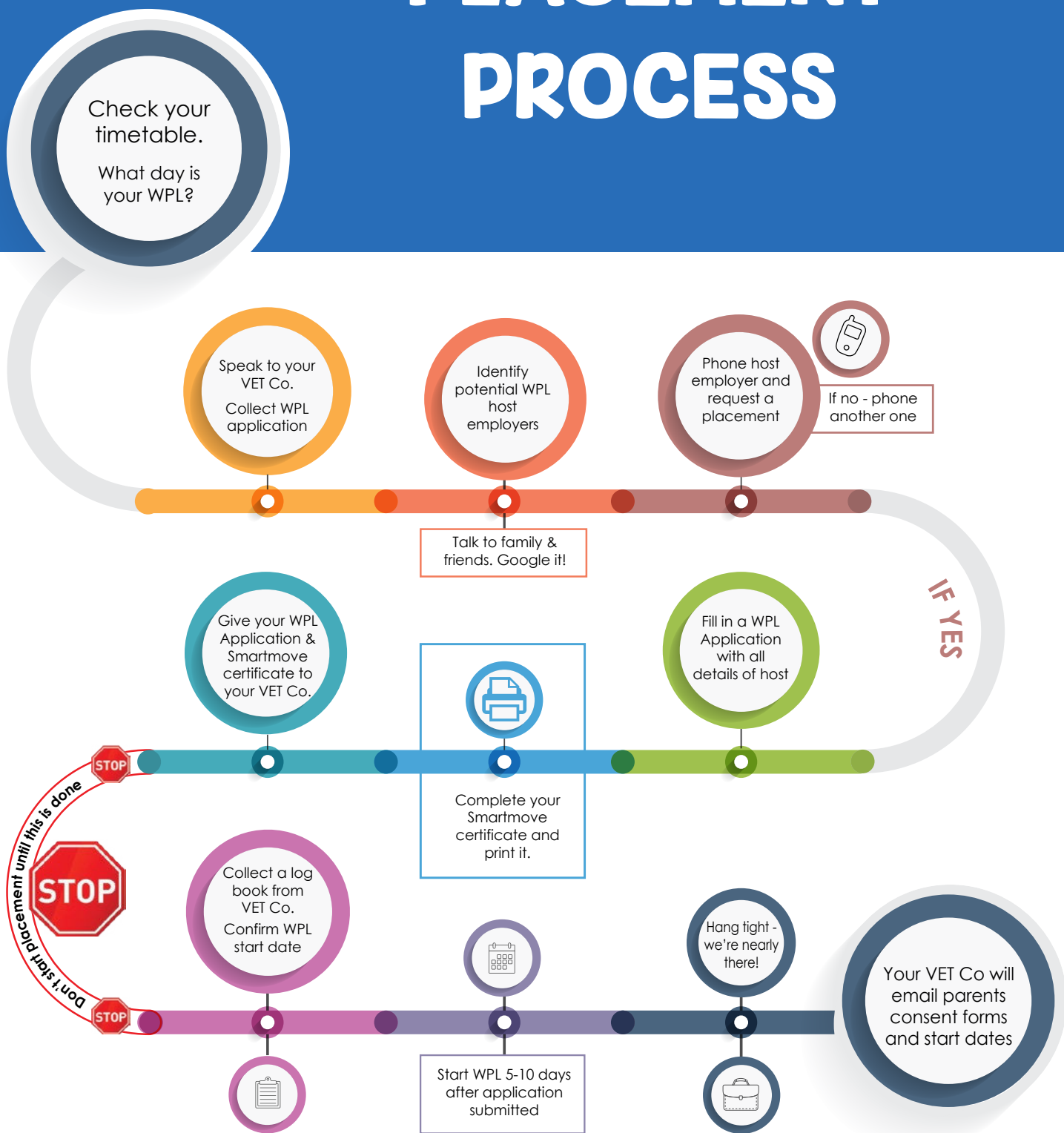
Continued and consecutive absences from VET training may result in a decision to withdraw students from their training course, as it will put them at high risk of not meeting competencies to achieve the qualification.



IMPORTANT TIPS FOR VET

- Most students and parents are experiencing VET and Work placement for the first time. Whilst this may be confusing at first, rest assured that students are in good hands and once they commence at the College – VET staff support them as and when necessary.
- VET Coordinator offices are situated in Student Central, on Level 2 of the College. Students, make yourself known to your VET Coordinator and seek help when you need it.
- Know where your training is being delivered. “TAFE” is a common acronym used for VET training – however not all students attend training at South Regional TAFE. Transport to and from off-site venues is not provided by the College, please arrange bus or parent/ family transport. Courses are delivered at:
 - o Bunbury Regional Trade Training Centre sites (situated at MSC, Bunbury Catholic College and Eaton Community College)
 - o Health Science Hub (62 Wittenoom Street, Bunbury)
 - o Manea Senior College (on site and online delivery)
 - o South Regional TAFE (Robertson Drive Bunbury)
- You may have friends undertaking VET pathways, however your individual VET arrangements are likely to be different from theirs. This applies to Work placement as well. So, it is important to clarify with your VET Coordinator (not your friends) about what applies to you specifically. When in doubt, ask.
- Registered Training Organisations (RTO) that are delivering your VET course will begin to communicate with you early in Term 4, in the year prior to your commencement at College. Usually by email (check your JUNK mail folder) this information will contain interview times, enrolment documents, commencement dates and locations, dress requirements and invitations to information sessions. Check your emails regularly and send requested documents back as quickly as you can to confirm enrolment.
- RTO’s will communicate by email direct to students once student enrolments are processed. Parents – remind the student in your house to check emails over the summer school holidays before Term 1 starts, so they don’t miss important information.
- Attendance at VET training is paramount to your success. Missing one day of VET training can be equivalent to missing a week of school. The course delivery will continue the following week and it will be up to you to make up missed work in your own time. It is very important that you communicate with the College and your Trainer of any planned or unintended absences (illness, injury) so you can be supported to stay on top of your VET workload.

STUDENT WORK PLACEMENT PROCESS



**YOUR VET COORDINATORS ARE SITUATED IN
STUDENT CENTRAL ON LEVEL 2**

WORK PLACEMENT FAQ'S

Will I be doing Work placement during my time at MSC?

Most likely! The College runs an endorsed Work placement program that is timetabled alongside VET and College courses. This program enables students to be credited with WACE units on completion of Work placement requirements at the end of each year. In most instances – if you are undertaking a VET training program that is scheduled for 1 day a week, you will also be enrolled in the Work placement program.

ATAR students can also access the Work placement program if they desire, when they are able to (end of semester, Country Week, holidays).

Even if my VET training course does not have a requirement for Work placement, do I still have to do Work placement?

Yes - The College values the Work placement program as an opportunity for students, whether required for training qualifications or not, to develop work readiness skills to assist them to transition from secondary schooling to employment or higher training.

- Work readiness skills are a set of skills and behaviours that are necessary for any job and assist students with adult responsibilities.
- Work placement is a beneficial and safe environment for students to develop a host of skills in communication, team work, initiative, independence, problem solving, conflict resolution and diversity – to name a few. Work placements can lead to part time or full time work offers at their completion.



Will I need a COVID vaccination to do Work placement?

In some instances – YES. Whilst we have largely returned to normal practice after the period of Covid restrictions, some employers may request vaccination documentation if their workplace policies deem this necessary (e.g. health, childcare).

Generally, any employer requiring this will make it know to your VET Coordinator prior to the placement commencing.

Why do I have to do Work placement?

The College supports Work placement as an integral part of our young adult environment and as a student at Manea Senior College - you will most likely be required to undertake placement at some point in your time with us. Work placement provides opportunities for students to:

- Develop confidence and work readiness skills
- Gain employment (either casual/part time or apprenticeships/full time)
- Supplement university entrance portfolios
- Attain an insight into the world of work and what being employed is like
- Try out industries/careers that may interest them
- Complete Work placement required by specific VET training qualifications

Can I work at my part time job and use this as my Work placement?

No - Students are unable to undertake paid work during school hours when they are enrolled in secondary schooling. Work placement is unpaid voluntary work specifically aimed at increasing work readiness skills.

Insurance does not cover a person who is employed at their workplace.

Will I be finding my own placement?

Yes – at the College students are central to the Work placement process, to enable them to develop the skills and confidence to have work – related conversations.

Who can help me?

Your VET Coordinator is your contact for Work placement assistance. Students should locate their VET Coordinator on Level 2 (Student Central) in their first week at College to be given information and instructions on how to find a Work placement. Don't be nervous, every student finds this daunting at first but the sense of achievement when you get it done is worth it.

Students are responsible for:

- Identifying a potential Work placement employer (they can go somewhere close to home)
- Telephoning an employer to ask for a placement
- Completing a SMARTMOVE safety certificate (industry based and online) prior to commencing placement
- Filling out the simple Student Work placement Application form and submitting it to their VET Coordinator to allow insurance documents to be processed before any placement can commence
- Completing a log book entry for each day of placement (signed by supervisors)
- Completing a skills assessment at the end of their placement (VET Coordinator issued in Term3)
- Seeking assistance from VET Coordinator if they cannot find a placement (within the first two weeks of College)
- Advising VET Coordinators of any concerns, issues or absences during their placement



I want a placement at Bunbury Regional Hospital (or another Regional hospital in the South West) - do I call them direct?

No – for Bunbury Regional Hospital and outlying Regional Hospitals, their policy restricts students from contacting staff to request placements. Advise your VET Coordinator that you would like a hospital placement and they will contact the central Work placement Coordinator for hospital placements. Hospital placements are limited for secondary school students in the region, so students may need to seek other options.

I am a parent of a work placement student – do I need to find them a placement?

No – whilst it may be daunting for your son/daughter to find a Work placement, doing it for them prevents them from developing the skills and independence that our College workplace environment promotes. Our motto is “we will help you, but we won't do it for you” – we ask that parents do the same.

If you are concerned that your son/daughter is struggling with this task – let their VET Coordinator know and they will provide additional support in College to help them get it done.



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