



# 2022

## SAFSSA VET Induction Booklet

**Southern Adelaide and Fleurieu  
Secondary Schools Alliance**  
<https://safssa.eschoolsolutions.com.au>

# So...you're doing a regional VET course...

You will have some new rights and responsibilities to understand.

This information booklet will provide you with useful information to ensure your VET (Vocational Education and Training) experience is a positive one. If you would like more information about your chosen VET course, you can download the course descriptor from the Southern Adelaide and Fleurieu Secondary Schools Alliance website – <https://safssa.eschoolsolutions.com.au>

If you have any questions about your chosen VET course, please speak to your school VET Coordinator.

Here is a summary of what you can find in this booklet:

- **What is VET?**
- **What are my rights and responsibilities with VET?**
- **What is SWL?**
- **What are my rights and responsibilities with SWL?**
- **Hints and Tips - SWL**
- **SAFSSA Student Guidelines for Conduct**
- **VET course fees/ DECD Media Consent/ Accidents/illness during the day/ Medical Release / Travel in Private Vehicles / VET assessment and reporting / DCSI Screening Process**
- **Doorways 2 Construction Courses**
- **Unique Student Identifier (USI)**
- **Media Consent**
- **Medical Release**
- **Travel in Private Vehicles**



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# Vocational Education & Training (VET) programs aim to provide...

- Relevant nationally recognised competency based training to students
- Pathways for students wishing to enter the workforce
- Opportunities for students to explore career options without affecting their ability to complete SACE

## Offering students a chance to...

- Find out what it is like to work in an industry that is of interest to them
- Experience adult roles and responsibilities in a workplace setting
- Discover what employers are looking for in their new employees
- Demonstrate skills and knowledge that future employers seek
- Develop knowledge, skills and attitudes that are relevant to many pathways for employment, training and education
- Achieve competencies that are recognised all around Australia
- Gain credit in the SACE and in VET qualifications at the same time

## What are my rights and responsibilities with VET?...

A VET course is not school, it is learning with some different expectations and assessment requirements.

### You have the right to expect;

- A training environment that is safe and free from harassment, discrimination and bullying
- To be properly informed of the assessment requirements of the course
- A training environment that afford you a number of different opportunities to demonstrate your understanding of the subject being taught

### You have the responsibility to;

- Be on time. Times for VET may be different to school
- Notify your trainer if you cannot attend or are going to be late for any reason
- Submit any required work on time
- Wear the appropriate clothing (home school uniform), unless your course requires different dress requirements
- Negotiate with your trainer and your teachers to catch up on either missed VET or missed school work. You will have to manage your time
- Follow the Southern Adelaide and Fleurieu Secondary Schools Alliance Student Guidelines for Conduct



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# What is SWL?

SWL stands for Structured Workplace Learning and is the work placement component of your VET course.

SWL is more than work experience because the logbook you complete during your placement and the feedback from the employer will be part of your VET assessment.

During your placement you will have the opportunity to put into practice what you have learned at your VET course.

For many of the VET courses, completing the required number of work placement days and submitting a work placement journal for each placement is compulsory and failure to do so means that you may not get your full certificate.

## What are my rights and responsibilities with SWL?

Your work placement may be your first experience of the work force.

Doing a work placement, as with being a paid employee, carries with it some responsibilities but also some rights.

### You have the right to expect;

- A workplace that is safe and free from harassment, discrimination and bullying
- An orientation to the workplace including site specific Occupational Health & Safety procedures

### You have the responsibility to;

- Ensure you have a signed work placement agreement form returned to your school before you begin your placement. This covers you for injuries under your school's insurance policy
- Be on time
- Notify your employer if you cannot attend or are going to be late for any reason
- Notify your school VET Coordinator and trainer of any changes to your work placement arrangements
- Follow the employers rules and regulations including Occupational Health & Safety and privacy and confidentiality procedures
- Ensure you have orientated yourself to the workplace
- Follow reasonable instructions
- Wear the appropriate clothing for the particular workplace
- Present yourself clean and tidy and with a positive attitude
- Fill out your work placement logbook



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# Hints and help about Structured Work Placement...

## **Make sure you turn up on time;**

Turning up on time (or even 5-10 minutes early) will let your supervisor know that you are keen to learn and that you are taking your placement seriously. Turning up late will indicate to the company that you don't really appreciate the experience they are offering you, or care about learning the company's role and values.

## **It's important to look the part;**

Think about what the people you are working with might wear, and try to dress in a similar way. Dressing inappropriately will demonstrate your lack of suitability to the role. If you are not sure what employees at the company might wear, give them a call the week before and find out how they expect you to dress.

## **Treat your work placement like an audition;**

You never know where your work placement might take you! When you have finished school and have the necessary training requirements, you might be in line for a position with the company you did your work placement with.

## **Be proactive;**

Don't sit around waiting for someone to tell you what to do. Approach people and ask if you can be of assistance to them.

## **Do all tasks with energy and enthusiasm;**

Your supervisors are more likely to treat you with respect if you do the same for them. So even if you are asked to do menial tasks like sweeping the floor, do it with enthusiasm.

## **Have a chat;**

Talk to your colleagues about what they do for the company and how they came to be in that position. Ask them if they have any advice on how they made it in the industry.

## **Don't race out of the office at 5 o'clock on the dot!**

It's going to look poor if the clock strikes 5:00pm and your running out the door. If it won't take you all night, finish the task you're doing and ask the person you're working with if there is anything else they need you to do before you leave for the night.

## **Ask for feedback;**

Ask your supervisor or whoever you've been working with for feedback on the tasks you've completed. What do you do well? What did you do well? What can you work on?



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# SOUTHERN ADELAIDE AND FLEURIEU SECONDARY SCHOOLS ALLIANCE

## Student Guidelines for Conduct – 2022

Students enrolled in Southern Adelaide and Fleurieu Secondary Schools Alliance VET courses have a responsibility to meet a code of conduct that is based on safe, considerate behavior and respect for others.

### ATTENDANCE

Students should notify their home school and the host school (or workplace provider in the case of Structured Workplace Learning (SWL)) if they are going to be absent from their VET course.

This should be done as early as possible on the day or if possible, in advance.

It is the students' responsibility to catch up on any work missed due to absence from VET courses.

### KEEPING UP WITH OTHER SCHOOL COMMITMENTS

It is the students' responsibility to keep up with work missed while participating in VET courses.

Students are encouraged to seek support from their home school subject teachers and/or VET Coordinator/Year Level Coordinator.

### WORK HEALTH AND SAFETY EXPECTATIONS

Students should follow the host school's instructions regarding appropriate dress/uniform/wearing of name badges so that they can be identified as VET students.

Students should follow the host school's instructions regarding signing in/out, Work Health and Safety and emergency procedures.

Students (and parents/caregivers) should provide to the host school, up to date emergency contact and medical information (using the SAFSSA medical form).

### BEHAVIOR EXPECTATIONS

Students must follow the behavior expectations of their home and host school (or workplace provider in the case of Structured Workplace Learning (SWL)), including respect for property, being on time, use of mobile phones, smoking, drug use, bullying and harassment, possession of offensive weapons etc.

### TRAVEL IN PRIVATE VEHICLES TO AND FROM VET COURSES

Students who drive themselves, take student passengers or are a passenger with another student, must have signed consent from parents/caregivers (using the SAFSSA Travel in Private Vehicles form).

### STRUCTURED WORKPLACE LEARNING (SWL)

Students undertaking SWL as part of their VET course must ensure they have a Workplace Learning Agreement Form from their home school signed by all parties (student, parent/caregiver, workplace provider and home school Principal).

### MANAGING GRIEVANCES / CONCERNS

Students are encouraged to discuss any grievances or concerns regarding their VET course with their VET teacher/trainer and/or home school VET Coordinator.

## VET Course Fees –

There is a cost for students to undertake any VET course which covers course fees, consumables, equipment and the Registered Training Organisations (RTO's) cost for delivering the course. Invoices will be sent after Week 3 of the school term and must be paid by the due date indicated on the invoice or an instalment plan must be arranged. Every student must have returned a completed and signed Commitment to Pay Course Fees with their initial enrolment. If you withdraw after invoices are sent out you will still be required to pay course fees. Please see your VET COORDINATOR if you are unsure about whether you have completed one.

**DECD Media Consent** – All students undertaking a VET course must complete a DECD Media Consent (further on in this booklet). Once this form has been completed, please return it to the VET Coordinator at your HOME school. This form gives the Southern Adelaide and Fleurieu Secondary Schools Alliance permission to publish your photograph for promotional material such as course brochures, web site etc.

- Please check with the VET COORDINATOR at your HOME school as one of these may already have been completed.

## Accidents / Illness during the day –

If you are unwell you must report to Student Services at the delivery school where a staff member will call home. Students must follow the delivery schools' sign out process.

## Medical Release –

If you are going to a school other than your HOME school to do a VET course, you will be required to complete the 'Medical Release Form 2022'.

- Please return to your VET TEACHER / TRAINER on your first day.

## Travel in Private Vehicles –

If you are going to a school other than your HOME school to do a VET course, you must have completed a 2022 SAFSSA Travel in Private Vehicles form (further on in this booklet)

- Once completed, please return it to the VET COORDINATOR at your HOME school.

## VET Assessment and Reporting –

At the end of each school term, you will receive a VET progress assessment and a final assessment at the end of your course. Please keep these assessments as proof of your VET course until your parchment is received.

## DCSI Screening Process -

Some courses, including Community Services, Early Childhood Education & Care and Health require students to obtain the new working with children check (WWCC). WWCCs replace all other types of child-related employment screening checks. A WWCC is valid for five years and is portable across organisations and roles in South Australia. This check includes a screening clearances for the following - Working with Children Check, Aged Care Employment, General Employment Probity and Vulnerable Person.

- If your course requires a DCSI Screening, you will be advised and your school will assist you to complete the required paperwork.

## Doorways 2 Construction Courses –

New D2C students wanting to access 2022 funding need to log onto the CITB website and follow the links to “New Enrolment in Doorways2Construction” – you will be required to enter your personal details and SACE ID. Students participating in the doorways2construction program with an approved CITB number are eligible for subsidies and PPE packs.

D2C students wishing to enrol in 2022 D2C PLUS courses or renew their CITB number can log onto the CITB website and follow the links to “Update Enrolment for D2C PLUS”. Renewing a CITB ensures that students maintain access to training subsidies.

Students can find, renew, or apply for a CITB number via - <https://citb.org.au/citb-number>



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## Unique Student Identifier –

ALL students who are studying nationally recognised training delivered by a registered training organisation need to have a Unique Student Identifier (USI).

A USI is a reference number that will allow all of an individual's training records, entered in the national vocational education and training (VET) data collection, to be linked.

- You must bring your USI with you on your first VET day. For more information please go to - <http://www.usi.gov.au/Pages/default.aspx>

### How to get your USI –

- STEP 1**
- Have at least one form of ID ready from the list below:  
Drivers Licence  
Medicare Card  
Birth Certificate  
Australian Passport  
Visa (with non-Australian Passport) for international students  
Certificate of Registration by Descent  
ImmiCard
- STEP 2**
- Have your personal contact details ready (e.g. email, mobile number, address)
- STEP 3**
- Visit the USI website at [www.usi.gov.au](http://www.usi.gov.au)
- STEP 4**
- Select the “Create a USI” link and follow the steps
- STEP 5**
- Agree to the Term and Conditions
- STEP 6**
- Follow the instructions to create a USI – it should only take a few minutes
- STEP 7**
- You should then write down the USI and keep it somewhere handy and safe

### REMEMBER;

- ALL students require a USI before the course commences
- Please give your USI to your VET Coordinator so it can be recorded at your HOME school
- If you already have a USI, you do not need to apply for a new one, please provide your existing USI
- If you need any support, please see your VET Coordinator



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# Consent Form – Child/Student

## Permission to use image, video, voice, and/or creative work of students and children

The Department for Education develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites and social media accounts). Students also publish their own materials on websites (eg school website, department website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for the Department for Education to create/use:

- photographs, video or audio recordings of my child
- samples of my child's work
- my child's first name and school/preschool/service name

and to distribute them in the following locations:

- printed publications (eg newsletters, year book, promotional material)
- secure intranet websites and publicly accessible websites, including social media accounts.

The permission will continue until I revoke permission in writing to the principal of the school, director of the preschool or manager of the service.

Any material placed on publically accessible websites under a Creative Commons licence will be available to download and use. This licence allows for the replication, distribution, display, performance and remixing of copyrighted work, provided that the author is credited.

### Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

### Signatures

#### Additional optional permissions (tick if yes)

- ☐ I also grant permission for my child to be photographed/recorded by external media organisations for publication/broadcast.

Name of child/student:

(Full name - please print)

Name of school/service:

Parent/guardian's signatures:

(Parent/guardian to sign)

(Parent/guardian to sign)

Full name of parent(s)/guardian(s):

(please print)

(please print)

Date: \_\_\_\_\_

Please provide signatures of both parents and/or guardians where possible.

*This form must be filed in a central location at the school*





# Southern Adelaide and Fleurieu Secondary Schools Alliance

## Travel in Private Vehicles Form – 2022

Students who drive themselves, take student passengers or are a passenger with another student, must have signed consent. All drivers and passengers must complete Section A, all drivers must complete Section B, all drivers under the age of 18 must complete Section C and all passengers under the age of 18 must complete Section D.

### SECTION A: All drivers and passengers

Student Name: \_\_\_\_\_ Home School: \_\_\_\_\_  
Year Level: \_\_\_\_\_ Home/Care Group: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
VET Course Name: \_\_\_\_\_ Host School: \_\_\_\_\_

### SECTION B: All drivers

The following statements are true in relation to my vehicle:

- I hold a current driver's licence
- The car I will be driving is registered
- The car I will be driving is covered by one of the following insurances (please tick):  
☐ Third party property ☐ Comprehensive
- Seat belts in the car will be used by all passengers
- I am aware that there is no provision by the school nor the Department for Education for any claims which may result from use of this vehicle

#### DRIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### REGISTERED OWNER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION C: All drivers under the age of 18 (to be completed by parent/caregiver)

I give my permission for the student identified in Section A to drive for the purpose of travel to and/or from a VET course and confirm that the details above (in Sections A and B) are correct in relation to my child and the vehicle to be used.

#### PARENT / CAREGIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION D: All passengers under the age of 18 (to be completed by parent/caregiver)

I give my permission for the student identified in Section A to be a passenger with the student driver for the purpose of travel to and/or from a VET course. I am aware that there is no provision by the school nor the Department for Education for any claims that may result from this arrangement.

#### DRIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PARENT / CAREGIVER

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Southern Adelaide and Fleurieu Secondary School

## Alliance Medical Release Form - 2022

STUDENT'S NAME: \_\_\_\_\_

Surname

Given Name(s)

HOME ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

PARENT / CARER NAME \_\_\_\_\_ MOBILE NO: \_\_\_\_\_ WORK NO: \_\_\_\_\_

PARENT / CARER NAME: \_\_\_\_\_ MOBILE NO: \_\_\_\_\_ WORK NO: \_\_\_\_\_

In case of injury or illness, every effort is made to reach either parent/carer at home or emergency contact person on telephone number listed below. A child is not sent home to an empty house without the permission of the contacted person.

EMERGENCY CONTACT NAME (other than parent/carer)	RELATIONSHIP TO STUDENT	PHONE NUMBER

Staff will administer basic first aid. The school will normally rely on the contacted person to arrange medical treatment. We will contact the nearest emergency department in cases where urgent treatment is required. For such cases, the following information about your child should be completed.

DATE OF BIRTH: \_\_\_\_\_ MEDICARE NO: \_\_\_\_\_ MEDIC ALERT NO: \_\_\_\_\_

FAMILY DOCTOR: \_\_\_\_\_ SPECIALIST (if appropriate): \_\_\_\_\_

AMBULANCE COVER: YES / NO If yes, please provide membership no: \_\_\_\_\_ DATE LAST TETANUS IMMUNISATION: \_\_\_\_\_

Does your child wear glasses YES / NO contact lenses YES / NO hearing aid YES / NO

Provide details of any known medical/health conditions below. i.e. allergies (what to and symptoms), asthma, diabetes, epilepsy etc.

MEDICAL CONDITION	MEDICATION	MEDICAL EQUIPMENT / ACTION REQUIRED

**AUTHORISATION:** I authorise the host school, on my behalf, to take what reasonable medical action is deemed necessary.

Signature of Parent/Carer: \_\_\_\_\_ Signature of Parent/Carer: \_\_\_\_\_