



Policy Number:	STUDENT 13
Policy Name:	VDSS Policy
Contact Officer:	Deputy Principal, Learning & Teaching
Date Approved by Executive:	23 May 2022
Date of Next Review:	January 2023
Related Policies:	School Fee Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. POLICY STATEMENT

1.1 VET (Vocational Education & Training) Delivered to Secondary Students (VDSS) allows students to include vocational studies within their studies. Students undertake nationally recognised training that may contribute to their VCE or VCAL.

2. PURPOSE

2.1 The purpose of this policy is to provide guidelines for students undertaking a VDSS Program at St Joseph's College.

3. DEFINITIONS

VET	Vocational Education and Training
SWL	Structured Workplace Learning
SBAT	School Based Apprenticeship and Training
RTO	Registered Training Organisation
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education

4. PROCEDURES

4.1 Students undertaking a VDSS Program are expected to:

- Attend and participate fully in every scheduled day of the VDSS Program, for the duration of the VDSS Program.
 - Accept tasks and duties in a positive manner and be willing to work and learn.
- 4.2 In the case of an unforeseen absence (i.e. illness or family emergency), students agree to:
- Contact the RTO trainer and VDSS Co-ordinator at St Joseph’s College as early as possible on the day of absence.
- 4.3 Provide a doctor’s certificate or parent note in the case of illness.
- 4.4 If a student knows in advance that they might be absent, they will request permission from the VDSS Co-ordinator at least one week prior to the day of absence.
- 4.5 Year 9 and 10 students will be given a study line to complete their VDSS Program under strict parameters.
- Signed contract with student and parent
 - Study line to be approved by the House Leader
 - Sign in at the Library during study
 - Study line to be negotiated each Semester
- 4.6 If students miss St Joseph’s College classes to attend the VDSS Program, they will speak with their teachers about the class work that they miss and accept responsibility for keeping up with their work.
- 4.7 If students are not keeping up with their VDSS and school coursework, they are aware that they may be removed from their VDSS Program and returned to a full-time study load.
- 4.8 All normal St Joseph’s College rules will apply to students when attending their VDSS Program. Any unacceptable behaviour will be referred to their appropriate House Leader.
- 4.9 If student behaviour is deemed unacceptable by the RTO or St Joseph’s College, students may be removed from the VDSS Program at the discretion of the College.

5. VDSS WITH A SWL REQUIREMENT

- 5.1 Students are to ensure all relevant paperwork is completed ten days prior to commencement.
- 5.2 Students will be either visited or contacted during placement.
- 5.3 If students have concerns, they are to contact the VDSS Co-ordinator.
- 5.4 All College rules and workplace rules and regulations will apply for the duration of the SWL.

6. WITHDRAWAL

6.1 If a student wishes to withdraw from their VDSS Program without an adequate reason, any associated costs will be charged to the family.