



PVET Association Induction/Information Booklet



The **PVET Association**, as a sub-committee of the **FMPLLEN Board of Management**, is an advisory group and reports to the Board. It provides direction and comment regarding Vocational Education and Training in Schools and works on behalf of the FMPLLEN Board of Management and within its governance framework and the framework of the Southern Youth Commitment to:

- Build and strengthen relationships with stakeholders and the community
- Provide professional and informed advice on the administration and implementation of VETiS and key policy issues for VET providers
- Support both new and experienced VET coordinators
- Assist in the development and implementation of annual and longer term plans
- Identify joint projects between schools to enhance the profile of VETiS
- Seek additional funding opportunities and facilitate organisational applications for funding.
- Develop and implement annual and longer term plans for the PVET association
- Provide opportunities for networking and for knowledge sharing/building between VET providers and key stakeholders
- Provide members with access to professional development opportunities
- Support the development of integrated and holistic services to young people across the FMP region

Operational Standards

PVET, as a Sub Committee of FMPLLEN and in its meetings as an association, will be governed by the policies and procedures of FMPLLEN including its Code of Conduct.

Full Membership of the PVET Association is open to all Frankston and Mornington Peninsula Secondary schools and Chisholm Institute of TAFE as a provider of vocational education and training in schools.

Associate membership is open to organisations and individuals who have a key role in vocational education and training programs, including structured workplace learning programs.

Applications for membership will be considered by a full meeting of the PVET Association.

PVET Meetings:

- The PVET Association will meet at least four times per calendar year.
- The PVET Association will follow agreed procedures in relation to agendas, meeting times, conflict of interest, membership and decision making.
- The PVET Association meetings will be minuted and those minutes will be provided to its membership and the Board.

ACRONYMS *(commonly used in the VET sector)*

AASN	Australian Apprenticeship Support Network <i>(replacing Australian Apprenticeship Centre's in July 2015)</i>
ACER	Australian Council Education Research
ACFE	Adult Community Further Education
ACSF	Australian Core Skills Framework
AIS	Australian Industry Standards
ASO	Apprenticeship Support Officers
ASQA	Australian Skills Quality Authority
ATAR	Australian Tertiary Admissions Ranking
C	Competent (VET marking for students)
CALD	Culturally & Linguistically Diverse
CDAA	Career Development Association of Australia
CEAV	Careers Education Association Victoria
CICA	Careers Industry Council of Australia
DECV	Distance Education Centre Victoria
DET	Department of Education & Training
DSS	Department of Social Services
DHHS	Department of Health & Human Services
EAL	English as an Additional Language
ESL	English as Second Language
ESO	Education Support Officer
FMPLLEN	Frankston/Mornington Peninsula Local Learning & Employment Network
FTE	Fulltime Equivalent
FYA	Foundation for Youth Australia
GTO	Group Training Organisation
HESG	Higher Education & Skills Victoria
IB	International Baccalaureate
ILP	Individual Learning Plan
ISV	Independent Schools Victoria
KEC	Koorie Education Coordinator
KESO	Koorie Education Support Officer
KLA	Key Learning Area
KPI's	Key Performance Indicators
LLEN	Local Learning & Employment Network
LLN	Language, Literacy & Numeracy
MIPS	Managed Individual Pathways

MOU	Memorandum of Understanding
NCVER	National Centre for Vocational Education Research
NDCO	National Disability Coordination Officer
NDIS	National Disability Insurance Scheme
NYC	Not Yet Competent (VET marking for students)
OH&S	Occupational Health & Safety
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SBAT	School Based Apprenticeship/Traineeship <i>(also known as ASBA, Australia School Based Apprenticeship)</i>
SES	Socio-Economic Status
SSLV	Skills Shortage List Victoria
SSSO	Student Support Services Officer
STAT	Special Tertiary Admissions Test
SWL	Structured Workplace Learning
SWLR	Structured Workplace Learning <i>Recognition</i>
TAFE	Training and Further Education
VALA	Victoria Applied Learning Association
VASS	Victorian Assessment Software System
VCAA	Victorian Curriculum & Assessment Authority
VCE	Victorian Certificate of Education
VCAL	Victorian Certificate of Applied Learning
VELS	Victorian Essential Learning Standards
VET	Vocational Education & Training
VETiS	Vocational Education & Training in Schools
VIT	Victorian Institute of Teaching
VRQA	Victorian Registrations & Qualifications Authority
VSG	Victorian Skills Gateway
VTAC	Victorian Tertiary Admissions Centre Education
WWCC	Working with Children Check
YSAS	Youth Support & Advocacy Service

PVET Association

Executives 2018:

President:	Jackie Woods McClelland College Email: woods.jackie.e@edumail.vic.gov.au
Vice President:	Amy Joseph Somerville Secondary College Email: joseph.amy.l@edumail.vic.gov.au
Treasurer:	FMPLLEN Jane Ling Email: jane@fmpllen.com.au

PVET Membership

- The FMPLLEN membership application forms can be found at:
<http://www.fmpllen.com.au/membership.html>

by request; For new VET Coordinators in the FMP region. The FMPLLEN will add you to the PVET database to ensure that you receive all the relevant communications regarding the PVET Association and VET programs in the region.

Terms of Reference

- A copy of the PVET Terms of Reference is available on request from the FMPLLEN.

PVET Time-line

- The PVET Time-line is produced by the PVET Association members each year and will be distributed by the FMPLLEN to each member.

http://www.fmpllen.com.au/uploads/1/2/9/9/12992035/pvet_timeline_2018.pdf

PVET Bus

- The VET Bus currently runs for approximately 80-90 students across the region stopping at designated schools to increase the opportunity for students to attend VET programs. The cost of the VET bus varies upon numbers each year. Students must show their bus pass for each trip, which the FMPLLEN provides to schools accessing the service at the start of each year.

PVET Planning Day

- A PVET Planning Day is held toward the end of each school year, to allow members to be informed of any (new or updated) VET Courses. Registered trainers are invited to promote and explain the specifics of their programs.

FMPLLEN website - PVET resources

- Please use the link below to access many VET resources on the FMPLLEN website including;

<http://www.fmpllen.com.au/vocational-education--training-pvet.html>

- VET Brochures
- VET costings (*password protected for schools only*)
- BAND funding (*password protected*)
- PVET Handbook (*listing all VET school program brochures on offer*)
- SWL Information
- PVET Timeline
- Chisholm Portal (*link*)
- DET Contract information (*link*)
- VCAA VET in school's information (*link*)

PVET Student VET Survey

This survey is developed by the FMPLLEN and emailed to schools each year in June. Over 300 students generally complete the survey, providing much need feedback regarding our VET programs and providers.

PVET Handbook

A PVET Handbook is produced by the FMPLLEN each year containing the *School VET based programs* on offer in the FMP region. Separate brochures for each VET program are uploaded on the FMPLLEN website to provide accurate information for course counselling and promotional purposes. Below please is the link for the 2019 PVET Handbook brochures.

<http://www.fmpllen.com.au/pvet-course-handbook-2019.html>

VET Coordinators Information

VET Self-Assessment Tool

This tool has been designed to assist schools in planning, implementing and reviewing VET programs

www.pssfw.myskills.gov.au/vet-self-assessment-tool-for-schools/

VET Coordinator resources on the FMPLLEN website

- VET – DET Statewide Workshops – Usually held in November each year
- SWL Program
 - Guidelines and Forms / SWL Portal access
 - SWL - VET requirements