



PVET Time-Line 2017



Term 1 (27 Jan – 24 March)	Responsibility	Date
First day of school for teachers (Govt schools)		30 Jan, 2017
First class date for VET programs *Chisholm - make up, Salon Assist & Auto – 15 th Feb		Feb 1 – EMC Feb 8 – Chisholm & MESC Feb 15 –* Selected Chisholm
First day VET Bus		Wed, 3 February
Enrol VET students , programs, modules b	VET Coord/VASS officer	February
Re-enrol students in VET modules they failed the year before, and notify Chisholm and other RTO's	VET Coord/VASS officer	February
VET students receive details of VET program in writing before commencement date wherever possible	VET Coordinators and RTO's	February
Confidential student medical reports sent to host schools by end of Week 2	VET Coordinators	Friday February 10
RTOs confirm units of competency for all programs for VASS enrolment and finishing date for classes	RTOs	Monday February 13
PVET MEETING	VET Coordinators	Th Feb 18 at FMPLLEN Hastings
Confirmation of final bus numbers with FMPLLEN	VET Coordinators & FMPLLEN	Thursday February 16
Chisholm VET Coordinator induction	Chisholm	
Enrolment 1 date for VASS	VET/VASS Coordinators	Monday February 27
Final date of withdrawal of students from Chisholm's & all RTO VET programs (in order to avoid full costs)	VET Coordinators	Friday March 10
Contracts with RTOs finalised with addition of student lists and updated units of competency	VET Coordinators and RTO's	Friday March 9
PVET MEETING	VET Coordinators	Thursday March 16 at FMPLLEN
Identify potential new VET programs for 2018	VET Coordinator/RTO's	Thursday March 16
Working party meetings with non-Chisholm RTO's will have been scheduled for the year	PVET Exec and FMPLLEN	Thursday March 16
TERM 2 (11 April – 24 June)		
Monitoring of student attendance	VET coordinator	Ongoing
SWL placements organised	VET coordinator with SWL?	Ongoing
RTO's to alert schools of any issues with student attendance/behaviour/participation	RTO's	Ongoing
Second chance for RTOs to confirm units of competency for all programs prior to 2nd May deadline	RTO's	Monday April 17
PVET MEETING	VET Coordinators	Thursday April 27 at FMPLLEN
Finalise new VET programs for 2018	VET Coordinators/RTO's	Thursday April 27
Final date for VASS entries of VET programs to ensure government funding grants	VET coordinators/VASS officer	Monday May 1
All details for non-Chisholm programs to be sent to FMPLLEN for compilation into Handbook	RTO's and Host Schools	Friday May 26
Student VET Survey developed and online link sent to VET Coordinators for distribution to students	FMPLLEN	Thursday June 1
PVET MEETING	VET Coordinators	Thursday June 1 at FMPLLEN
Try A Trade/TAFE Tasters – Chisholm (all campuses)	Chisholm	
Inform students of VET programs available for following year as part of course counselling	Career Counselors	Late term 2 into Term 3
RTO's to supply results to schools in time for half yearly reporting – by Friday immediately after the GAT	RTO's	Friday June 16
Chisholm program information detailing 2018 programs available to schools via portal	Chisholm	
PVET Handbook for School Based VET Programs distributed to schools	FMPLLEN	Late Term 2



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TERM 3 (11 July – 16 September)	Responsibility	Date
Inform students of VET programs available for following year as part of course counselling	Career Counsellors	Term 3
Monitoring of student attendance	VET coordinator	Ongoing
SWL placements organised	VET coordinator	Ongoing
RTO's to alert schools of any issues with student attendance/behaviour/participation	RTO's	Ongoing
RTOs to provide final details of Assessment Plans for any scored VET Year 12 programs	RTO's	Monday July 10
Enrolment 3 – VASS date		Monday July 24
PVET MEETING	VET Coordinators	Thursday July 27 at FMPLLEN
Try A Trade/TAFE tasters – Chisholm (all campuses)	Chisholm	
PVET MEETING	VET Coordinators	Thursday August 31
RTO's to alert schools to pending failure of students in time for remedial action to be taken – 2 weeks before end of Term. Opportunities to redeem unsatisfactory units should also be outlined.	RTO	Friday September 1
RTO's to confirm final date for all VET classes to schools/providers	RTO's	Friday September 1
Final date for VET School programs to be finalised (as per minutes of PVET mtg on 27/7/17)	VET Coordinator	Friday September 22 (last day of term 3)
TERM 4 (3 October – 20 December)		
Schools confirm VET enrolments , collect fees and enrol students with various providers	VET Coordinator	
Nominations from RTOs for VET awards sent to schools & FMPLLEN	RTO	Friday October 8
Nominations from school RTO's for VET awards to FMPLLEN	VET coordinators	Friday October 15
FMPLLEN to send email reminder to schools and RTOs re results and deadlines	FMPLLEN	Monday October 18
PVET MEETING	VET coordinators	Thursday October 26 at FMPLLEN
Try A Trade/TAFE tasters – Chisholm (all campuses)	Chisholm	
Deadline for timely applications to VET programs – Chisholm and non-Chisholm	VET coordinator	October 31
RTO's to send final results to schools prior to final VASS entry date	RTOs	Wednesday November 1
VET Coordinators to be notified which programs have vacancies and which are full and which are cancelled	Chisholm/RTOs	Friday November 10
Final date for entry of results on VASS	VET Coord/VASS Officer	Monday November 13
VET Bus ceases operation for year	FMPLLEN	Mid November
PVET ANNUAL PLANNING DAY	VET coordinators	Thursday Nov 1
RTOs to make Certificates and Statements of Attainment available to schools or notify if sent	RTOs	December
RTOs /Host Schools to send letters to parents and students enrolled in VET in 2018 , outlining their expectations regarding VET provision with copies forwarded to home schools.	VET coordinators	Early December
Chisholm and other RTO's to send email regarding the various start dates for VET programs for 2018	Chisholm/RTO's	Early December
VETis Purchasing contracts for 2017 completed and exchanged between RTOs and schools	RTOs and Coordinators	Mid December