

Term 1 (30 Jan – 29 March)	Responsibility	Date
First day of school for teachers (Govt schools)		29 Jan, 2018
First class date for VET programs: EMC - Jan 31 (where EMC is the RTO) Somerville SC - Wed 7 Feb Bayside CC – Wed 14 Feb EMC – Animal Studies & ADCA – Wed 7 Feb	VET Coordinators / RTO's	Chisholm – Feb – Mon 5/ Wed 7/Fri 9
First day VET Bus		Wed, 31 January
CONTRACTS to be sent from Chisholm to Schools – prior to first day of VET classes (contract variations to follow with any changes by APRIL 16, 2018)	CHISHOLM	MONDAY 29 JANUARY
Contracts with other RTOs finalised with addition of student lists and updated units of competency	VET Coordinators / RTO's	MONDAY 29 JANUARY
Enrol VET students, programs, modules. 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 / RTO's	February
Confidential student medical reports sent to host schools by end of Week 2	VET Coordinators	Friday February 9
RTOs confirm units of competency for all programs for VASS enrolment and finishing date for classes	RTOs	Monday February 12
PVET MEETING	VET Coordinators	Thurs Feb 15
Confirmation of final bus numbers with FMPLLEN	VET Coordinators/FMPLLEN	Thursday February 15
Enrolment 1 date for VASS	VET/VASS Coordinators	Monday February 26
Final date of withdrawal of students from Chisholm's & all RTO VET programs (in order to avoid full costs)	VET Coordinators	Friday March 9 (tbc)
PVET MEETING	VET Coordinators	Thursday March 15
Identify potential new VET programs for 2018	VET Coordinator/RTO's	Thursday March 15
Working party meetings with non-Chisholm RTO's will have been scheduled for the year	PVET Exec and FMPLLEN	Thursday March 15
TERM 2 (16 April – 29 June)		
Monitoring of student attendance	VET coordinator	Ongoing
SWL placements organised	VET coordinator / SWL Prog	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 30 May deadline	RTO's	Monday April 16
Contract variations to be sent to schools by Chisholm confirming any new enrolments or withdrawals	CHISHOLM	Monday April 16
PVET MEETING	VET Coordinators	Thursday April 26
Finalise new VET programs for 2018	VET Coordinators/RTO's	Thursday April 26
Final date for VASS entries of VET programs to ensure government funding grants	VET/VASS Coordinators	Monday April 30
All details for non-Chisholm programs to be sent to FMPLLEN for compilation into Handbook	RTO's / Host Schools	Friday May 25
Student VET Survey developed and online link sent to VET Coordinators for distribution to students	FMPLLEN	Thursday June 7
PVET MEETING	VET Coordinators	Thursday June 7
Try A Trade/TAFE Tasters – Chisholm (all campuses)	Chisholm	
Inform students of VET programs available for following year as part of course counselling	Career Counsellors	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 15
Chisholm program information detailing 2018 programs available to schools via portal	Chisholm	
VET in schools EXPO to be held at the START TTC – in Frankston 4 – 6pm (for schools only)	VET Coordinators / FMPLLEN	Thursday June 21 (4 – 6pm)
PVET Handbook for School Based VET Programs distributed to schools	FMPLLEN	Late Term 2



TERM 3 (15 July – 21 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 26
Enrolment 3 – VASS date		Monday July 23
PVET MEETING	VET Coordinators	Thursday July 26
Try A Trade/TAFE tasters – Chisholm (all campuses)	Chisholm	
PVET MEETING	VET Coordinators	Thursday September 6
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 August 31
RTO's to confirm final date for all VET classes to schools/providers	RTO's	Friday August 31
Final date for VET School programs to be finalised	VET Coordinator	Friday September ??
TERM 4 (8 October – 21 December)		
Schools confirm VET enrolments , collect fees and enrol students with various providers	VET Coordinators	
Nominations from RTOs for VET awards sent to schools & FMPLLEN	RTO's	Friday October 5
PVET MEETING	VET coordinators	Thursday October 11
Nominations from school RTO's for VET awards to FMPLLEN	VET coordinators	Friday October 12
FMPLLEN to send email reminder to schools and RTOs re results and deadlines	FMPLLEN	Monday October 15
Deadline for timely applications to VET programs – Chisholm and non-Chisholm	VET coordinators	Friday October 26
RTO's to send final results to schools prior to final VASS entry date	RTOs	Wednesday November ??
VET Coordinators to be notified which programs have vacancies and which are full and which are cancelled	Chisholm/RTOs	Friday November 9
Final date for entry of results on VASS	VET Coord/VASS Officer	Monday November 12
VET Bus ceases operation for year	FMPLLEN	Mid November
PVET ANNUAL PLANNING DAY to be held at START in Frankston	VET coordinators	Thursday Nov 29
RTOs to make Certificates and Statements of Attainment available to schools or notify if sent	RTOs	Early 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