

Term 1 (30 Jan – 5 April)	Responsibility	Due Date - 2019
First day of school for teachers (Govt schools)		Tuesday 29 January 2019
START date for VET programs: (TBC) EMC – Wed 6 Feb (where EMC is the RTO) Somerville SC - Wed 6 Feb Bayside CC – Wed 13 Feb EMC – Animal Studies & ADCA – Wed 6 Feb	VET Coordinators / RTO's	Chisholm & Mt Eliza Feb – Mon 4/ Wed 6/ Fri 8
First day VET Bus	VET Coordinator / FMPLLEN	Wednesday 6 February
CONTRACTS to be sent from Chisholm to Schools – prior to first day of VET classes (contract variations to follow with any changes by APRIL 15, 2019	CHISHOLM	MONDAY 28 JANUARY 2019
Contracts with other RTOs finalised with addition of student lists and updated units of competency	VET Coordinators / RTO's	MONDAY 28 JANUARY 2019
Enrol VET students , programs, modules. Check if Re-enrolment of students in VET modules they failed the year before is required and notify Chisholm and other RTO's	VET Coordinator /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 8 February
RTOs to confirm with schools ALL ' Units of Competency ' for VET programs for VASS /entries & enrolments	RTO's	Monday 11 February
PVET MEETING	VET Coordinators	Thursday 14 February
Confirmation of final PVET Bus numbers with FMPLLEN	VET Coordinators/FMPLLEN	Wednesday 13 February
VASS – Enrolment 1 – Schools are recommended to finalise VET enrolments by this date	VET/VASS Coordinators	Monday 25 February
Final date of withdrawal of students from Chisholm's & all RTO VET programs (in order to avoid full VET costs)	VET Coordinators	Friday 8 March
PVET 'Community of Practice' Meeting	VET Coordinators	Thursday 14 March
Identify potential new VET programs for 2020	VET Coordinator/RTO's	Thursday 14 March
TERM 2 (23 April – 28 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 funding deadline	RTO's	Friday 12 April
Contract variations to be sent to schools by Chisholm confirming any new enrolments or withdrawals	CHISHOLM	Friday 12 April
PVET 'Community of Practice' Meeting	VET Coordinators	Thursday 2 May
Finalise new VET programs for 2020	VET Coordinators/RTO's	Thursday 2 May
Final date for VASS entries of VET programs to ensure government BAND funding	VET/VASS Coordinators	Monday 6 MAY
All details for non-Chisholm programs to be sent to FMPLLEN for compilation into PVET Handbook for 2020	RTO's / Host Schools	Friday 24 May
Student VET Survey developed and online link sent to VET Coordinators for distribution to students	FMPLLEN	Thursday 6 June
PVET 'Community of Practice' Meeting	VET Coordinators	Thursday 6 June
RTO's to supply results to schools in time for half yearly reporting – by Friday immediately after the GAT	RTO's	Friday 14 June
Chisholm program information detailing 2020 programs available to schools via portal	Chisholm	Friday 14 June
PVET Handbook for School Based VET Programs distributed to schools	FMPLLEN	Late Term 2

TERM 3 (15 July – 20 September)	Responsibility	Date
Inform students of VET programs available for following year as part of course counselling	Career Counsellors	Term 3
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 22 July
PVET 'Community of Practice' Meeting	VET Coordinators	Thursday July 26
VASS - After this date VASS will NOT allow schools to modify Assessment Plans or RTO details for scored VCE/VET programs.	VET Coordinator/VASS officer	Friday 16 August
PVET 'Community of Practice' Meeting ' ANNUAL PVET PLANNING DAY '	VET Coordinators	Thursday 29 August
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's	Friday 30 August
RTO's to confirm final date for all VET classes to schools/providers	RTO's	Friday 30 August
Nominations from RTOs for FMP VET awards FMPLLEN – FMPLLEN will prepare certificates & distribute to schools	RTO's / FMPLLEN	Friday 4 October
TERM 4 (7 October – 20 December)		
Schools confirm new or continuing VET enrolments , collect fees and enrol students with various providers for 2020	VET Coordinators	Friday 4 October
PVET 'Community of Practice' Meeting	VET coordinators	Thursday 10 October
Deadline for timely applications to VET programs – Chisholm and non-Chisholm	VET coordinators	Friday 25 October
RTO's to send final results to schools prior to final VASS entry date	RTOs	Friday 25 October <i>or before</i>
VET Coordinators to be notified which programs have vacancies and which are full or cancelled for the following year	Chisholm/RTOs	Friday 8 November
VASS - Final date for ALL entry of results	VET Coordinators/VASS Officer	Monday 11 November
VET Bus ceases operation for year	FMPLLEN	Wednesday 6 November
PVET 'Community of Practice' Meeting	VET coordinators	Thursday 29 November
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 2020 , 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 2020	Chisholm/RTO's	Early December
VETis Purchasing contracts for 2020 to be completed and exchanged between RTOs and schools	RTOs and Coordinators	Mid December