



# Peninsula Vocational Education & Training (PVET) Association

## 2024 / Time-line



Note: This document has been prepared by the FMPLLEN as a guide only for expected time-lines within our FMP - VET network association – Various dates are set by private providers outside of our control.

Term 1 (29 Jan – 29 March)	Responsibility	Due Date - 2024
<b>First day</b> of school for teachers (Govt schools) students commence		Monday 29 January
<b>CONTRACTS</b> to be sent from <b>Chisholm</b> to Schools	CHISHOLM /TAFE's & RTO's	TBC
<b>Contracts with all other RTOs</b> should be finalised with addition of student lists and updated units of competency	VET Coordinators / RTO's	TBC
<b>START date</b> for VET programs offered in other schools TBC <b>CHISHOLM start date for VETDSS classes</b>	VET Coordinators / RTO's	Week commencing Mon 5 Feb
<b>VET (North) BUS</b> begins operation for year (multiple buses & Taxi's running throughout 2024 – check with FMPLLEN for each start date.	VET Coordinator / FMPLLEN	Wednesday 7 February
<b>Confidential student medical reports</b> sent to host schools by end of Week 2	VET Coordinators	Wednesday 14 February
Confirmation of final <b>PVET Bus</b> & ALL Transport numbers with FMPLLEN	VET Coordinators/FMPLLEN	Wednesday 14 February
<b>VASS - Enrol VET students</b> , programs, modules. Check if Re-enrolment of students in VET modules they failed the year before is required.	VET Coordinator /VASS officer	
<b>VASS – Enrolment 1 – Schools</b> are required to enter <b>Initial VCE</b> and VET Unit 1-2-3-4 enrolments by this date	VASS Coordinator	Monday 26 Feb
Final date of <b>withdrawal</b> of students from Chisholm's & all RTO VET programs (in order to <b>avoid full VET costs</b> )	VET Coordinators	TBC
<b>PVET Network Meeting</b>	VET Coordinators	Thursday 22 Feb
Term 2 (15 April – 28 June)	Responsibility	Due Date - 2024
Monitoring of <b>student attendance</b>	VET coordinator	Ongoing
<b>SWL placements</b> organised	VET coordinator / SWL Program	Ongoing
<b>RTO's</b> to alert schools of any issues with student <b>attendance/behaviour/participation</b>	RTO's	Ongoing
Second chance for <b>RTOs to confirm units of competency</b> for all programs prior to funding deadline	RTO's	Wed 27 March
<b>Contract variations</b> to be sent to schools <b>by Chisholm</b> confirming any new enrolments or withdrawals	CHISHOLM	End of March
TAFE & RTO ( <b>contract variations</b> to follow with any changes)		End of March
<b>Final date for VASS</b> entries of VET programs to ensure government <b>VET BAND funding - CRITICAL VASS DATE</b>	VET/VASS Coordinators	Tuesday 30 April
<b>PVET Network Meeting</b>	VET Coordinators	Thursday 9 May
SELLEN & FMPLLEN Careers Expo – “Try a Trade”	Career Advisor	Tuesday 14 May
All details for non-Chisholm programs to be sent to FMPLLEN for compilation into <b>PVET Handbook for 2024</b>	RTO's / Host Schools	End of Term 2
RTO's to supply results to schools in time for <b>half yearly reporting</b>	RTO's	End of Term 2
Chisholm program information detailing <b>2024 programs</b> available to schools via portal	Chisholm	TBC
GAT DAY	All staff	Tuesday 18 June



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<b>Term 3 (15 July – 20 September)</b>	<b>Responsibility</b>	<b>Due Date 2024</b>
Inform students of VET programs available for following year as part of <b>course counselling</b>	Career Counsellors	Ongoing
<b>SWL placements</b> organised	VET coordinator	Ongoing
<b>RTO's</b> to alert schools of any issues with student <b>attendance/behaviour/participation</b>	RTO's	Ongoing
<b>RTO's</b> to provide final details of <b>Assessment Plans for any scored VET 3/4 programs</b>	RTO's	Monday 22 July
<b>VASS</b> - After this date VASS will NOT allow schools to modify <b>Assessment Plans</b> or RTO details for scored VCE/VET programs.	VET Coordinator/VASS officer	Friday 26 July
<b>PVET 'Annual PVET Planning Day' &amp; PVET Network Meeting</b>	VET Coordinators	Thursday 1 August
<b>RTO's</b> to <b>alert schools to pending failure of students</b> 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 29 August
RTO's to <b>confirm final date for all VET classes</b> to schools/providers	RTO's	Friday 29 August
<b>FMPLLEN Industry Expo</b>	All FMP Associations	<b>TUESDAY 20 AUGUST</b>
<b>Student VET Survey</b> produced, and online link sent to VET Coordinators for distribution to students	FMPLLEN	Late Term 3 / early Term 4
<b>Nominations</b> from <b>RTO's</b> for <b>FMP VET Certificates</b> FMPLLEN – FMPLLEN will prepare certificates & distribute to schools	RTO's / FMPLLEN	End of Term 3
<b>PVET Handbook</b> for School Based VET Programs distributed to schools	FMPLLEN	Term 3
<b>Term 4 (7 October – 20 December)</b>	<b>Responsibility</b>	<b>Due Date - 2024</b>
<b>Schools confirm new or continuing VET enrolments</b> , collect fees and enrol students with various providers for 2024	VET Coordinators	ongoing through Term 4
VET Coordinators to be notified which programs have vacancies and which are full or cancelled for the following year	Chisholm/RTOs	ongoing
<b>RTO's</b> to send <b>final results</b> to schools prior to final <b>VASS</b> entry date	RTOs	Monday 21 October
<b>Deadline</b> for timely <b>applications to VET programs</b> – <b>Chisholm</b> and non-Chisholm	VET coordinators	End of October or before
<b>PVET Network Meeting</b>	VET coordinators	Thursday 7 November
<b>VASS</b> - Final date for <b>ALL</b> entry of results – <b>CRITICAL VASS DATE</b>	VET Coordinators/VASS Officer	Monday 18 November
<b>VET (North) BUS</b> ceases operation for year (multiple buses & Taxi's running throughout 2024 – check with FMPLLEN for each end date.	FMPLLEN	Wednesday 6 November
<b>RTO's</b> to make <b>Certificates</b> and Statements of Attainment available to schools or notify if sent	RTOs	Early December or ASAP
<b>RTO's /Host Schools</b> to send <b>letters to parents and students enrolled in VET in 2025</b> , outlining their expectations regarding VET provision with copies forwarded to home schools.	VET coordinators	November or Early December
Chisholm and other RTO's to send email regarding the <b>various start dates for VET programs for 2025</b>	Chisholm/RTO's	Early December or ASAP
VETDS <b>Purchasing contracts for 2025</b> to be completed and exchanged between RTOs and schools	RTOs and Coordinators	Mid December