

600 TEACHING & LEARNING

605 Vocational Education and Training

VCE and VCAL Administrative Handbook: http://www.vcaa.vic.edu.au/Pages/schooladmin/index.aspx?Redirect=1		Last Update May 2007
Last Ratified by School Council		Date Month Year
Line Manager		Pam Oakes

1. INDIVIDUAL STUDENTS ELECTING TO UNDERTAKE VOCATIONAL EDUCATION AND TRAINING STUDY WITH A TAFE

It is the responsibility of the student and their family to:

1. Pay for all expenses related to the course including enrolment;
2. forward to the school any details from the TAFE required to:
 - a. Enrol the student in the course on VASS;
 - b. Ensure that module results for the student can be entered on VASS (usually required by early November).

2. STUDENTS ELECTING TO UNDERTAKE A VOCATIONAL EDUCATION AND TRAINING STUDY WITH A REGISTERED TRAINING ORGANISATION THAT IS A SECONDARY SCHOOL.

It is the responsibility of the student and their family to:

1. Pay for all expenses related to the course including enrolment except for 80% of the Government funding that is provided to Wodonga Senior Secondary College in lieu of the VET enrolment.

Wodonga Senior Secondary College will request of the RTO that it bill the parent for the full amount of enrolment and other fees. On receipt of a copy of the invoice the school will either reimburse the parent if they have already paid or alternatively send it's share of the enrolment fee (80% of Government funding) to the RTO.

2. Forward to the school any details from the TAFE required to :
 - a. Enrol the student in the course on VASS.
 - b. Ensure that module results for the student can be entered on VASS (usually required by early November).