

Please **SIGN** and return to Mrs Carolyn Jenkins in the Pathways office with VET Application



## Parkdale Secondary College

### 2025 VETDDs (Vocational Education Training) Student Agreement

Dear Students and Parents,

Parkdale Secondary College provides opportunities for students to complete hands-on vocational training off-campus, and requires that all VET students abide by the Parkdale Secondary College rules and protocols at all times, as well as any additional expectations at their VET provider. Students who do not meet these expectations will have their place in the VET program reviewed, and may have their enrolment in the program terminated.

**It is a condition that all students and their parents have read and signed the VET Student Agreement, as outlined below. Please read this document carefully.** If you do not understand any part of this document, please consult the VET Coordinator, Mrs. Carolyn (Caz) Jenkins.

#### 1. GENERAL EXPECTATIONS

Students in the program must bring with them a strong *positive work ethic* and the ability to be relied upon to meet the various capacities of the program including class requirements, attendance requirements, and practical assessments.

#### 2. RESPECTFUL CONDUCT

All VET students recognise that as members of the Parkdale Secondary College community, they are to conduct themselves in a respectful manner *at all times* when interacting with their peers, TAFE staff, employers, external providers and the general public, and public transport users.

#### 3. VET Studies - Vocational Education and Training

Vocational and VM students are required to undertake an approved VET course as part of their Vocational Major certificate.

Students must liaise with the VET in Schools (VETIS) Coordinator, Mrs Carolyn Jenkins, to enrol in a VET course. Students must complete and return the *PSC VET Agreement* to Mrs Jenkins by the nominated date, and abide by this agreement at all times. All VET enquiries and changes must go through Mrs Jenkins.

All TAFE absences must be reported by emailing **both** the TAFE educator **and** Mrs Jenkins ([Carolyn.jenkins2@education.vic.gov.au](mailto:Carolyn.jenkins2@education.vic.gov.au))

Students are responsible for their own transport to and from TAFE each week, and for their behaviour whilst at TAFE. All students must behave appropriately whilst representing the College at TAFEs.

#### 4. ATTENDANCE & ABSENCES

Students attendance is required for specific projects, events and courses. As per the College *Attendance Policy*, students **must attend a minimum 90% of classes** in order for all outcomes to be met – this enables students to adequately participate in learning tasks and practical tasks.

**Parents/guardians are required to notify an absence by contacting both the TAFE and Ms Jenkins by either phone 85887440 or email [Carolyn.Jenkins2@education.vic.gov.au](mailto:Carolyn.Jenkins2@education.vic.gov.au)**

Students are expected to attend TAFE regularly and to ensure they have familiarised themselves with the attendance requirements of the VET course they are enrolled in. Failure to meet the attendance requirements set by the TAFE may result in removal from the VET program, which may further limit a student's ability to obtain their Vocational Major qualification.

Students are required to notify the VETDSS/SWL Coordinator, Caz Jenkins, as well as their VET Educator or Work Placement Supervisor of absences from TAFE or SWL placements *prior to* the commencement of class/placement that day.

## 5. SAFETY

It is vital that VET students ensure that they have respect for the safety of themselves and others and give consideration to the safety of themselves and other class and community members at all times. Unsafe behaviour will not be tolerated in any form.

Concerns regarding OH&S on or off site should be brought to the attention of the VET Coordinator as soon as possible. *Safety is everybody's responsibility.*

**Parkdale Secondary College reserves the right to withdraw its endorsement for VET program enrolment in the event that the student fails to meet the aforementioned responsibilities. The College also maintains the right to terminate placements and enrolments in the event of serious misdemeanour.**

## AGREEMENT OF STUDENT AND PARENT/GUARDIAN

We have read and understood the 2025 VET Agreement and agree to adhere to these requirements. We understand that failure to do so will lead to consequences which may include being withdrawn from the VETDSS course.

**We also understand that all VETDSS applications are lodged in good faith and the college is not responsible for the final placement of any student.**

**We also understand that ANY and ALL communication is conducted via our VET Co-ordinator, Ms Caz JENKINS. Parents must not contact any TAFE directly.**

Please return this agreement with the VET Application form, and that in the event that this agreement is not completed, offers may be revoked or redistributed to another student.

**Student Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

Date: \_\_\_\_\_