# ISP VET Policy

## Purpose

This policy provides guidance relating to international students holding a subclass 500 Student – Schools visa (Standard and Study Abroad students) in relation to studying vocational education and training (VET) subjects as part of the Victorian Certificate of Education (VCE) or VCE Vocational Major (VM).

This policy is for Department of Education (DE or the department) International Education Division (IED) staff, international students, parents, legal guardians and school staff working with international students.

## Scope

This policy is applicable to international students enrolled in the International Student Program (ISP) who wish to undertake VET studies as part of the VCE or VCE VM.

## Policy

* Schools must ensure that any VET Coordinator and Structured Workplace Learning Coordinator at their school is aware of, and understands, this policy.
* For the VCE, international students can participate in VET subjects that contribute to the student’s VCE.
* Schools must receive informed consent from an international student’s parent/s or legal guardian/s before the student enrols in VET studies. Schools must use the [ISP VET Informed Consent Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Form.docx) to record consent and talk through all the points mentioned in the form.
* International students can only attend VET studies delivered at a Victorian government school site or a Registered Training Organisation’s (RTO) site.
* Where an international student is attending VET studies delivered at an RTO’s site, schools must conduct a site inspection of the third-party provider’s premises using the [ISP VET Site Inspection Form](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Site_Inspection.docx) before the student starts studying with the provider.
* Schools must enter into an appropriate agreement with the VET provider using the department’s latest [VET agreement templates](https://www2.education.vic.gov.au/pal/purchasing-secondary-courses/resources) prior to the student commencing their VET studies.
* International students may participate in work-based training (what the department refers to as structured workplace learning) as part of their VET studies. Schools must ensure that the direct workplace supervisor of an international student has a [Working With Children Check](https://www.workingwithchildren.vic.gov.au/) (WWCC) before the student can commence.
* Where an international student is travelling to attend their VET studies or work-based training, schools should check that the student’s travel arrangements are appropriate and safe, considering things such as distance of travel, mode/s of travel and time of travel.

### VCE VM

* International students can enrol in the VCE VM if schools engage with the student and their parent/s or legal guardian/s to ensure they understand how the VCE VM may differ to the VCE, the possible impact on the student’s future study and Australian visa options and to obtain informed consent.
* Schools must use the [ISP VCE VM Informed Consent Form](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VCE_Vocational_Major_Form.docx) to discuss the points outlined in the form with the student and their parent/s or legal guardian/s and obtain informed consent prior to the student enrolling in the VCE VM. A copy of the completed form must be sent to DE (IED) at [isp.quality@education.vic.gov.au](mailto:isp.quality@education.vic.gov.au).

### VET agreements

* Schools must enter into an appropriate agreement with the VET provider using the department’s latest [VET agreement templates](https://www2.education.vic.gov.au/pal/purchasing-secondary-courses/resources). These templates must be used as they bind the VET provider to the requirements of the *Education Services for Overseas Student Act 2000* (Cth). If a VET provider will not use the department’s VET agreement templates, the international student is not permitted to study with the VET provider.
* Schools must ensure that international student details are recorded in the International Student Details table of the appropriate VET third-party agreement. Failure to do so will result in the need for the agreement to be varied.
* Where an international student is attending VET studies delivered at an RTO’s site, schools must ensure that the RTO is an approved delivery location for the purposes of providing VET training by looking up the RTO on [www.training.gov.au](http://www.training.gov.au) and checking that:
  + the RTO has a current registration
  + the delivery location the student is attending is listed under the Addresses section of the RTO’s entry.
* Schools should use the [ISP VET Site Inspection Form](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Site_Inspection.docx) to conduct site inspections for VET studies delivered at an RTO’s site. If another school has already conducted a site inspection of the specific room and premises for the school year that the student will be attending VET studies (check the [ISP Third-Party Site Inspection Register](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Site_Inspection_Register.docx)), schools are not required to conduct another site inspection.
* Schools must upload a copy of the VET third-party agreement, the [ISP VET Informed Consent Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Form.docx) and, if necessary, the [ISP VET Site Inspection Form](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Site_Inspection.docx), to VISIT (video instructions [here](https://www.youtube.com/watch?v=OreSKxA-sdY)) before the international students commences their studies.
* DE (IED) is required to publish details of agreements online in a [Third-Party Education Provider Register](https://www.study.vic.gov.au/Shared%20Documents/en/ThirdPartyRegister.pdf) located under *Brochures and Forms* at [www.study.vic.gov.au](http://www.study.vic.gov.au).
* Schools hosting an international student from another school must ensure that the international student is identified on the VET agreement they have with the RTO and provide a copy of the agreement to the international student’s school to upload to VISIT.
* Where an ISP-accredited school is an RTO and an international student enrolled at their school is participating in VET studies at the school, the school must email a copy of the [ISP VET Informed Consent Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Form.docx) to [isp.quality@education.vic.gov.au](mailto:isp.quality@education.vic.gov.au).

### Work-based training

* International students may participate in work-based training in Victoria as part of their VET studies but cannot participate in alternative accommodation as part of their work-based training.
* Schools must instruct the workplace if English is not the student’s first language and ask the workplace to assess the student’s understanding of instructions, particularly safety instructions. For example, the workplace can ask the student to paraphrase (not quote) the instructions back to them to see if they have truly understood.
* Schools must ensure that the direct workplace supervisor of an international student has a [Working With Children Check](https://www.workingwithchildren.vic.gov.au/) (WWCC) before the student can commence work-based training. Please keep in mind that it can take 3–12 weeks for a person to obtain a WWCC.
* Schools should help an international student plan their travel to the work-based training. Schools should ensure that the student’s travel arrangements are appropriate and safe, considering things such as distance of travel, mode/s of travel and time of travel.
* Schools should meet with an international student participating in workplace-training after their first day and then regularly during participation in work-based training to discuss any concerns the student may have. Schools should ask the international student if they have any concerns with travel arrangements, their colleagues, their supervisor, the safety of the environment, or their understanding of what they have been asked to do. Schools should advise the students to come to them at any time with any concerns.
* The [Structured Workplace Learning Arrangement Form](https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/SWLarrangefrmamended.pdf) must be signed by the international student’s parent/s or legal guardian/s. Please note, being a Department of Home Affairs (DHA)-approved relative does not make the relative a legal guardian and a homestay provider is also not a legal guardian.
* Schools must email a copy of the student’s [Structured Workplace Learning Arrangement Form](https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/SWLarrangefrmamended.pdf) and the direct workplace supervisor’s name and WWCC number to DE (IED) at [isp.quality@education.vic.gov.au](mailto:isp.quality@education.vic.gov.au) before the student commences work-based training.

### Fees for studies

* The fees outlined in the international student’s written agreement covers tuition fees for VET studies.
* Schools are responsible for paying all tuition costs associated with an international student’s participation in VET studies from the funds the school receives from DE (IED) for the international student. Schools must not require an international student to pay any additional tuition for these studies.
* If the international student undertakes VET studies, they may incur additional VET-related material fees. Schools must inform the student and their parents prior to the student undertaking the VET subject/s of the cost of any VET-related material fees.

### Qualifications

* An international student cannot gain a VET qualification for these studies. That is, an international student cannot gain a VET certificate. The student can obtain a statement of attainment for successfully completing their VET studies, and, once the international student has left senior secondary school, the student may receive recognised prior learning for their VET studies.
* Schools are responsible for explaining to international students and their families that the student cannot gain a VET qualification for these studies.

### Monitoring international student attendance and course progress

* International students holding a subclass 500 Student – Schools visa have visa conditions that require them to maintain adequate attendance and course progress as a condition of their visa, as described in the [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx) and the [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx). This includes attendance and course progress in any VET studies undertaken by an international student.
* Accordingly, the school must monitor and record an international student’s attendance on a fortnightly basis when they are participating in VET studies. The school is responsible for following up with the VET provider if the school does not receive a fortnightly attendance report.
* The school must also monitor the international student’s course progress by reviewing student reports. In addition, the school should respond immediately to any advice from a VET provider that indicates the student is experiencing learning difficulties in accordance with the [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx) for early intervention to mitigate any risk to the student of not maintaining satisfactory subject progress. The school must liaise with the provider to ensure all reasonable learning and welfare support is offered to the student.

### Complaints

* Where an international student has a complaint related to these studies that cannot be resolved informally, the school should instruct the student to lodge a formal complaint with DE (IED). Refer to the [ISP Complaints and Appeals Policy](https://www.study.vic.gov.au/Shared%20Documents/en/ISP_Complaints_and_Appeals_Policy.pdf) and the [ISP Complaints Form](https://www.study.vic.gov.au/Shared%20Documents/en/ComplaintsForm.pdf), also accessible online at [www.study.vic.gov.au](http://www.study.vic.gov.au) under *Brochures and Forms*.

## Roles and responsibilities

* The **Manager, Strategy and Quality Assurance Unit, IED**, is responsible for maintaining and updating this policy.
* The **Executive Director, IED**, is responsible for the approval of this policy as the nominated Principal Executive Officer of DE as a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered provider.
* The **International Student Coordinator (ISC)** is responsible for ensuring the student and the student’s parent/s or legal guardian/s are fully informed about VET studies and the VCE VM (if applicable), ensuring that DE (IED) has a copy of any required documents, including VET third-party agreements, informed consent forms, and structured workplace learning forms, and monitoring students’ course progress and attendance.

## Legislation

* *Migration Act 1958* (Cth)
* *Education Services and Overseas Students Act 2000* (Cth)
* *ESOS National Code of Practice for Providers of Education and Training to Overseas Students 2018* (Cth)
* *Education Training and Reform Act 2006* (Vic)
* *Ministerial Order 1412 Structured Workplace Learning Arrangements*
* *Ministerial Order 1359 Implementing Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises*

## Associated documents

* [ISP VET Informed Consent Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Form.docx)
* [ISP VET Site Inspection Form](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Site_Inspection.docx)
* [ISP Third-Party Site Inspection Register](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Site_Inspection_Register.docx)
* [VET Third-Party Agreement Templates](https://www2.education.vic.gov.au/pal/purchasing-secondary-courses/resources)

* [Child Safe Standards and Workplace Learning](https://www.education.vic.gov.au/PAL/child-safe-standards-and-workplace-learning-guide-for-schools.pdf)
* [Structured Workplace Learning Arrangement Form](https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/SWLarrangefrmamended.pdf)
* [ISP VCE Vocational Major Informed Consent Form](https://study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VCE_Vocational_Major_Form.docx)
* [ISP Course Progress Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Course_Progress_Policy.docx)
* [ISP Attendance Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Attendance_Policy.docx)
* [ISP Complaints and Appeals Policy](https://www.study.vic.gov.au/Shared%20Documents/en/ISP_Complaints_and_Appeals_Policy.pdf)
* [ISP Complaint Form](https://www.study.vic.gov.au/Shared%20Documents/en/ComplaintsForm.pdf)

## Definitions

* **CRICOS** means Commonwealth Register of Institutions and Courses for Overseas Students.
* **DE** or the department means Department of Education in Victoria.
* **DE (IED)** – Department of Education – International Education Division. IED is the division in the department that administers the ISP in Victorian government schools. IED is not a separate entity to the department, which is the CRICOS-registered provider.
* **International students or students** for the purpose of this policy are defined as secondary school students participating in the ISP under a subclass 500 Student – Schools visa.
* **ISP** means International Student Program. For the purpose of this policy it is defined as the department’s ISP administered by DE (IED).
* **Parent** refers to the parent/s or legal guardian/s of an international student.
* **RTO** means Registered Training Organisation.
* **School** means any Victorian government school accredited by DE (IED) to deliver the ISP.
* **VCE** means Victorian Certificate of Education.
* **VCE VM** means Victorian Certificate of Education Vocational Major.
* **VET** means vocational education and training.
* **WWCC** means Working With Children Check.

## Policy contact and maintenance officer

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## Authorised

Executive Director, International Education Division

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**Review frequency**: This policy will be reviewed at minimum every 24 months or when any changes arise impacting its currency, including legislative or regulation change.