# ISP VET Site Inspection Form

## Purpose

Where a school engages the services of a third-party education provider to deliver vocational education and training (VET) subjects offsite to international students holding a subclass 500 Student – Schools visa (Standard or Study Abroad students), the school must conduct a site inspection before the student can commence their studies.

This document guides schools on how to complete a site inspection for an offsite VET provider and should be read in conjunction with the [International Student Program (ISP) VET Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx). This document is for Department of Education (DE or the department) International Education Division (IED) staff and schools.

## Notes about this form

* As per the [ISP VET Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx), VET studies are permitted at a Victorian government school site or a Registered Training Organisation’s (RTO) site. Site inspections are required where the studies are at an RTO’s site. Site inspections are not required for VET studies delivered at a Victorian government school.
* The school should complete the site inspection prior to the principal’s approval for the student to participate in VET studies at an RTO’s site.
* The site inspection must take place prior to a decision being made to allow the student to participate in these studies. This is required because the department retains responsibility for student safety and program quality, even when the education is delivered by a third-party education provider.
* The school must conduct a new third-party education provider site inspection each year or immediately if the RTO’s site changes during the international student’s studies. If another school has already conducted a site inspection of the RTO’s site, including the specific room where the studies will take place for the school year, schools are not required to conduct another site inspection. Schools can check whether a site inspection has already been conducted for the relevant school year by viewing the [ISP Third-Party Site Inspection Register](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Site_Inspection_Register.docx).
* Schools must provide DE (IED) with a copy of this completed ISP VET Site Inspection Form when they upload the [VET third-party agreement](https://www2.education.vic.gov.au/pal/purchasing-secondary-courses/resources) and [ISP VET Informed Consent Form](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Form.docx) to VISIT (video instructions [here](https://www.youtube.com/watch?v=OreSKxA-sdY)).

## Details

RTO’s name: Click or tap here to enter text.

Does the RTO have a [current registration](https://training.gov.au/)?: Choose an item.

Is the [delivery location](#DelLoc" \o "Check the Address section of the register) listed under the [RTO’s registration](https://training.gov.au/)?
(check the Address section of the RTO on the register): Choose an item.

Based on the [Third-Party Education Provider Site Inspection Register](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_Site_Inspection_Register.docx) has a site inspection
of the same RTO site and room already been conducted for the year of study? Choose an item.

If YES, enter the name of the school that has already conducted the site inspection: Click or tap here to enter text.

If YES, enter the date the above school conducted the site inspection: Click or tap to enter a date.

**If another school has not completed a site inspection for the year, please complete the VET provider assessment section and questions 1–11 below. If another school has completed a site inspection, please go to the** [**attestation section**](#Attestation) **below.**

## VET provider assessment

Is the VET class dedicated to school-aged students or will tertiary students be participating in the class? Choose an item.

If tertiary students are participating in the class, what strategies are in place (such as supervision
policies) to mitigate any potential risks associated with this? Click or tap here to enter text.

Does the RTO demonstrate an appropriate approach to managing child safety? For example,
does the provider have a child safe policy in place that you have sighted? Choose an item.

### Site Inspection

1. Full address of premises inspected: Click or tap here to enter text.
2. Room numbers / names of rooms inspected (please list all rooms viewed): Click or tap here to enter text.
3. Date of site inspection: Click or tap to enter a date.
4. Present from the RTO (full name and title): Click or tap here to enter text.
5. Present from the school (full name and title): Click or tap here to enter text.
6. Does the provider have enough floor space to deliver the studies based on class size? Choose an item.
7. Does the provider have enough chairs and desks to deliver the studies? Choose an item.
8. Are there adequate bathroom facilities? Choose an item.
9. Does the provider have the equipment necessary to deliver the studies? For example,
a whiteboard or any other equipment that may be appropriate. Choose an item.
10. Does the provider have learning and library resources available to deliver the studies? Choose an item.
11. Do the premises, furniture and equipment appear safe, clean and in good condition with adequate lighting? Choose an item.

## School staff member attestation

I confirm that I:

[ ]  have read and understood the [ISP VET Policy](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_VET_Policy.docx).

[ ]  have no concerns with the international student attending this site based on this site inspection (please contact DE (IED) at isp.quality@education.vic.gov.au if you do have any concerns that you need to discuss).

[ ]  attest the information contained in this form is true and accurate.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Signed:

Dated: Click or tap to enter a date.

## Definitions

* **CRICOS** means Commonwealth Register of Institutions and Courses for Overseas Students.
* **DE** or the department means Department of Education in Victoria.
* **DE (IED)** means 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 the DE (IED).
* **RTO** means Registered Training Organisation delivering VET.
* **School** means any Victorian government school accredited by DE (IED) to deliver an ISP.
* **VET** means vocational education and training.
* **VISIT** means the Victorian International Students Information Tool, the department’s international student database.

## Document maintenance

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