

# VET IN SCHOOLS (VETiS) ADMISSIONS PROCEDURE



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## 1 PURPOSE

- 1.1 The purpose of this procedure is to outline the responsibilities and processes required to manage the admission of School students undertaking nationally recognised vocational education and training (VET) qualifications while they are still at school.

## 2 SCOPE

- 2.1 This procedure applies to CQUniversity operations and to all domestic prospective students in year 11 or 12 who are enrolling into a VETiS program which is funded either by the Department of Education and Training's VET investment budget or through fee-for-service arrangements i.e. where the student or parent pays for the qualification.

## 3 PROCEDURE

- 3.1 The VET Discipline Team under the guidance of the Qualification Coordinator is responsible for developing VETiS Courses appropriate for the enrolment of young persons and approved by the relevant Dean/Discipline Manager by early February prior to the year of delivery.
- 3.2 All approved programs are then sent to the VETiS Coordinator in preparation for the draft VETiS guide deadline of mid-February.
- 3.3 The Marketing Team will collate the VETiS Course information in consultation with the VETiS Coordinator and will develop and promote the VETiS Course Guide and application process to Queensland High Schools.
- 3.4 All VETiS applications are received directly from Queensland High School VET-Coordinators via the VETiS email address [VETiS@cqu.edu.au](mailto:VETiS@cqu.edu.au) between August and September of the year prior to course commencement.
- 3.5 Eligibility of each application is confirmed and applications are then sent for processing on a first come first served basis depending on available places.
- 3.6 Confirmation of Enrolment (COE) for each student is emailed to the High School VET-Coordinators and parent/student email address provided on application.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Administrator is responsible for ensuring compliance with and monitoring implementation of the procedure and to undertake review as required.

### Reporting

- 4.2 No additional reporting is required.

### Records management

- 4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Young persons:** School students undertaking nationally recognised vocational education and training (VET) qualifications while they are still at school.

**VETiS:** Vocational Education and Training in Schools

## 6 RELATED LEGISLATION AND DOCUMENTS

[Application for enrolment \(VETiS\)](#)

[Qld Government Funded Programs - VETiS](#)

[VETiS Program Guide](#)

## 7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, Student Experience
Next Review Date	08/06/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Institute Director, CQ TAFE 27/05/2014
Amendment Authority and Date	Vice-Chancellor and President 27/06/2014; Vice-Chancellor and President 8/06/2016; Updated to current template – Director, Student Experience 15/03/2017.
Notes	

## 9 APPENDIX 1: RESPONSIBILITIES

