

VET IN SCHOOLS (VETIS) ADMISSIONS PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
4	RESPONSIBILITIES	2
	Compliance, monitoring and review.....	2
	Reporting.....	2
	Records management.....	2
5	DEFINITIONS	2
6	RELATED LEGISLATION AND DOCUMENTS	2
7	FEEDBACK.....	2
8	APPROVAL AND REVIEW DETAILS.....	3

1 PURPOSE

- 1.1 This procedure outlines how the Vocational Education and Training in Schools (VETis) program admission is managed and administered at CQUniversity.
- 1.2 The VETis program offers Queensland school students the opportunity to undertake 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
 - prospective students in year 10, 11 or 12 enrolling into a VETis program which is funded either by:
 - the Department of Employment, Small Business and Training VET investment budget
 - VET Student Loan, or
 - fee-for-service arrangements i.e. where the student or parent pays for the qualification.

3 PROCEDURE

- 3.1 The Marketing Team will collate the VETis course information in consultation with the Coordinator, Schools Outreach and will develop and promote the VETis Course Guide and application process to Queensland High Schools.
- 3.2 All VETis applications will be received directly from authorised high school delegates via the VETis email address VETis@cqu.edu.au a minimum of one week prior to the commencement of the course intake period.
- 3.3 Each application will be checked to confirm the applicant meets both course entry, and VETis eligibility requirements.
- 3.4 Applicants must complete mandatory pre-enrolment requirements including:
 - Basic Key Skills Builder (BKSB) test
 - Language, Literacy and Numeracy (LLN) declaration, and

- parent consent forms for those students wishing to access a VET Student Loan.

- 3.5 Applications will be processed on a first come first served basis depending on available places with exception made for contract arrangements with schools.
- 3.6 Confirmation of Enrolment (COE) for each student will be emailed to the authorised high school delegate, student and parent/guardian and student email addresses provided on application.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director, Student Experience is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#). Before disposing of any records, approval must sought through the Records Management Office (email records@cqu.edu.au).

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

[Queensland Government Funded Programs - VETiS](#)

[VETiS Application Form](#)

[VETiS Course Guide](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to 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	05/02/2023

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; Vice-Chancellor and President 5/02/2020; Minor Amendments Administrator Approved – Director, Student Experience 18/02/2020.
Notes	This document was formerly known as the Admission of Young Persons Procedure (TAFE) (09/02/2015).