**D**epartment of **E**ducation and **E**arly **C**hildhood **D**evelopment – **V**ictoria

For all secondary schools and principals, P-12 schools and principals, specialist schools and principals, VCE, VCAL and VET coordinators, careers coordinators, school council presidents, business managers

S294-2014 VETiS Standard Contracts, Agreements and Purchasing Guidelines

Main Points

* All Victorian government schools entering into arrangements with Registered Training Organisations (RTOs) must have a valid, signed contract with the RTO for the delivery of Vocational Education and Training in Schools (VETiS) programs.
* The Department has developed and updated the suite of Contracts and Agreements that schools must use when purchasing or auspicing VETiS programs.
* The Department has also developed Purchasing Guidelines for the delivery of VETiS that include roles and responsibilities of schools and RTOs, duty of care arrangements for students, and the key planning issues that need to be considered when negotiating contractual agreements.
* These documents are available on the DEECD website at: <http://www.education.vic.gov.au/school/principals/finance/pages/purchasing.aspx>

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| Actions Required* Principals must use the updated standard Contracts and Agreements for the purchasing or auspicing of VETiS for the 2015 school year.
* Principals to circulate this information to relevant school personnel and inform them of the webinar arrangements outlined below.
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Critical Dates

* The Department will be holding a webinar to support schools to implement updated standard Contracts, Agreements and Purchasing Guidelines, at 3:30pm – 4:15pm on **Tuesday 26 August 2014**.

Additional Information

* To participate in the webinar you will need a computer or laptop connected to the Internet and an up-to-date version of Java. Information about testing and updating Java is available from the following link (or you can speak to your local ICT/technology support staff): <http://www.java.com/en/download/installed.jsp>
* If you wish to participate in the webinar, please register at: <https://www.eventbrite.com.au/e/vetis-standard-contracts-agreements-and-purchasing-guidelines-webinar-tickets-12662715523>
* To join the webinar session on the day, please click on the link below between 3:00pm and 3:30pm on Tuesday 26 August:
<https://au-sas.bbcollab.com/m.jnlp?sid=2007026&password=M.15746E5325FF36B95B2510186C4FF3>
* Alternatively, you can also connect to the session using a free Blackboard Collaborate app on your mobile device. Information about this method is available under “Step 1: Install the software” on the DEECD Blackboard Collaborate page at: <http://www.education.vic.gov.au/school/teachers/support/Pages/blackboard.aspx>
* Please address any queries you have relating to the updated standard Contracts, Agreements and Purchasing Guidelines to: youth.transitions@edumail.vic.gov.au and they will be addressed as part of the webinar.

George McLean

Acting Executive Director

Secondary Reform, Transitions and Priority Cohorts Division