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| Higher Education and Skills Group**Participation Branch Memo****Department of Education and Early Childhood Development** |

***NUMBER:*** *2014 / August / 20*

**TO**: LLEN Executive Officers

 Workplace Learning Coordinators

 Participation Branch Staff

**FROM:** Teresa Durka**,** Manager, Training Participation and Support Unit

**DATE:** 20 August 2014

**SUBJECT:** *VETiS Standard Contracts, Agreements and Purchasing Guidelines*

**ACTIONS / CRITICAL DATES:**

* *All government schools entering into arrangements with RTOs must transition to the new Standard Contracts and Agreement for the delivery of VETiS programs for the 2015 year.*
* *The Purchasing Guidelines and related documentation are available on the DEECD website at:* [*http://www.education.vic.gov.au/school/principals/finance/pages/purchasing.aspx*](http://www.education.vic.gov.au/school/principals/finance/pages/purchasing.aspx)

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***VETiS Standard Contracts, Agreements and Purchasing Guidelines***

Following the release of the new ***VETiS Standard Contracts, Agreements and Purchasing Guidelines*** the following notification was sent out to schools on Tuesday 18 August.

* [S294-2014 VETiS Standard Contracts, Agreements and Purchasing Guidelines](file:///D%3A/Users/08607247/Desktop/S294-2014_vetis_standard_contracts_agreements_and_purchasing_guidelines.docx)

***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.

Please address any queries relating to the updated standard Contracts, Agreements and Purchasing Guidelines to: youth.transitions@edumail.vic.gov.au.