



Eastern  
Metropolitan  
VET Cluster

# VET Cluster Member Schools Operations Guide 2025/26

The EVMC acknowledges the Traditional Custodians of the lands on which we meet and learn, and we pay our respects to any Elders past, present, and emerging. We also extend that respect to any Aboriginal and Torres Strait Islander peoples who engage with members of the EVMC.



Contents

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| About the Eastern Metropolitan VET Cluster .....                          | 3  |
| EMVC Vision and Goals .....                                               | 3  |
| EMVC Member Schools .....                                                 | 3  |
| EMVC Membership .....                                                     | 4  |
| EMVC Memorandum of Understanding .....                                    | 4  |
| EMVC Membership Fee .....                                                 | 4  |
| New Membership .....                                                      | 4  |
| Program Manager School .....                                              | 4  |
| MNVC Management and Governance .....                                      | 4  |
| EMVC Principal Management Group .....                                     | 4  |
| EMVC Advisory Group .....                                                 | 4  |
| EMVC VET Coordinators Group .....                                         | 4  |
| EMVC Business Managers Group .....                                        | 5  |
| EMVC Manager .....                                                        | 5  |
| EMVC Meeting Schedule .....                                               | 6  |
| Home School Roles and Responsibilities .....                              | 7  |
| Host School Roles and Responsibilities .....                              | 7  |
| EMVC Financial Management .....                                           | 7  |
| EMVC Student Engagement and Behaviour Expectations .....                  | 7  |
| Student Commitment .....                                                  | 8  |
| Student Support and Wellbeing .....                                       | 8  |
| Cluster Information .....                                                 | 9  |
| Portal .....                                                              | 9  |
| Communication Protocols Between all Stakeholders .....                    | 10 |
| VET Course Costs .....                                                    | 10 |
| Student Enrolment into a EMVC VET Course .....                            | 10 |
| Withdrawal from an EMVC Program .....                                     | 10 |
| Student Reports .....                                                     | 10 |
| Enrolment/Information Events .....                                        | 10 |
| Marketing of VET Courses .....                                            | 10 |
| EMVC Handbook .....                                                       | 10 |
| Delivery Days for VET .....                                               | 10 |
| Over Subscription of VET Courses .....                                    | 10 |
| Appendices .....                                                          | 11 |
| Appendix A: Student Commitment (contained within the EMVC EOI Form) ..... | 11 |
| Appendix B: Enrolment of a Student into a VET Course Flowchart .....      | 12 |
| Appendix C: EMVC Policies, Resources and Templates .....                  | 13 |
| Appendix D: Department of Education Policies .....                        | 14 |

About the Eastern Metropolitan VET Cluster

The Eastern Metropolitan VET Cluster (EMVC) was established to enable the sharing of resources in the organisation and delivery of VDSS programs. The Cluster collaborates with employers, industry, TAFEs, and Registered Training Organisations (RTOs) to increase access to VDSS programs across the region.

The EMVC is a consortium of secondary schools that has joined forces to improve the provision of VET programs in the eastern metropolitan region of Melbourne. Member schools are from the State, Catholic and Independent sectors.

The EMVC is a facilitated model funded by Department of Education (DE) with no membership fees in 2025/ 26. The EMVC is supported by local secondary schools and coordinated by the Gateway Local Learning Employment.

EMVC Vision and Goals

**Vision:** All secondary students in the EMVC are inspired to engage with and have access to vocational education programs to develop work skills, enhance future pathways and successfully transition to employment and/or further education.

Goals:

- 1.Improve access to VET programs for students in the EMVC.
- 2.Increase awareness of VET program offerings across the EMVC.
- 3.Support continuous improvement of VET courses delivered in the EMVC.
- 4.Improve and increase provision to meet the diverse needs of students, member schools, employers and industry groups.
- 5.Strengthen engagement and collaboration between EMVC member schools.
- 6.Improve post-school transitions, education and training outcomes for students.
- 7.To actively support the recruitment of VET trainers for EMVC programs.

EVMC member schools

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Blackburn High School             | Marcellin College                |
| Box Hill High School              | Mazenod College                  |
| Box Hill Senior Secondary College | Mount Waverley Secondary College |
| Brentwood Secondary College       | Nunawading Christian College     |
| Doncaster Secondary College       | Salesian College                 |
| East Doncaster Secondary College  | South Oakleigh Secondary College |
| Emmaus College                    | Templestowe College              |
| Glen Waverley Secondary College   | Vermont Secondary College        |
| John Monash Science School        | Warrandyte High School           |
| Kingswood College                 | Wellington Secondary College     |
| Koonung Secondary College         |                                  |

**Membership**

The VET Cluster is a membership-based consortium. All member schools are required to sign the Memorandum of Understanding (MoU) and are expected to have representatives on the VET Coordinators’ Group.

**Memorandum of Understanding**

The Memorandum of Understanding (MoU) is a signed agreement between all member schools and the EVMC. In signing the MoU, member schools agree to operate according to the guidelines for governance and management. It includes a statement of responsibilities for all schools whether they be a Host or a Home school. It also details the responsibilities of the Cluster.

**Membership Fee**

202/2 determined by the Principal Management Group on an annual basis.

**New Membership**

Schools who have students interested in undertaking a VET course in the will be invited to join the Cluster. All secondary schools the VET program fees that are payable to the Host school.

If a Host school leaves the EVMC, there is an obligation to accommodate the needs of Home school students who wish to undertake the second year of their VET course.

**EMVC Management and Governance**

**EMVC Principal Management Group**

The EMVC is governed by the Cluster’s Principal Management Group (PMG). The PMG will set the strategic direction and funding model for the cluster. It will meet formally at the annual EMVC PMG meeting.

Each EMVC member school will have a Principal class representative on the PMG. The PMG will meet during Term 3 each year.

The PMG will:

- review and endorse the strategic direction for the Cluster;
- review and endorse Cluster policies and procedures;
- review and endorse annual budget and funding model;
- review and endorse the Cluster Manager’s salary and expenses budget;
- provide leadership and guidance on all VDSS and Cluster matters;
- discuss ideas and issues that are presented;
- set the strategic direction for the Cluster;
- develop and review Cluster policies and procedures;
- set annual budget and funding model;
- provide guidance and support to the Cluster Manager;
- provide leadership and guidance on all VDSS and Cluster matters; and
- discuss ideas and issues that are presented.

The EMVC Manager will be a non-voting member of this group. The EMVC Manager will work with the chairperson to set agendas, organise a meeting venue and catering, and complete meeting minutes.

**EMVC VET Coordinators Group**

Each EMVC member school will have a representative on the VET Coordinators Group (VCG). This representative should be the nominated school VET Coordinator. All member school VET Coordinators will form the VCG. The VCG will meet each term and will be chaired by the EMVC Manager.



The VCG will:

- set the operational priorities for the Cluster;
- discuss current and future VET courses, RTO provision and delivery venues;
- provide provisional and final VET student numbers for home school;
- determine key recommendations to be considered by the PMG;
- identify policy and procedural areas for improvement;
- liaise with Host school VET Coordinators;
- discuss day-to-day issues and provide guidance; identify and deliver professional learning to VET Coordinators and VET Teachers; and
- support the Cluster Manager.

The EMVC Manager will set agendas, organise meeting venues and catering, and complete meeting minutes. The VET Coordinator from each school will have responsibility for liaising with the EMVC Manager to promote VET programs throughout the school year.

### **EMVC Coordinator/ Administrator**

The EMVC Coordinator/ Administrator is employed by Gateway LLEN to fulfil key operational and administrative tasks, as set out by the PMG. The Coordinator/ Administrator is the primary contact for stakeholders.

The role includes, but is not limited to, liaising with Host schools and RTOs to source appropriate VET courses on behalf of the Cluster schools, managing the Portal, communicating with Host and Home schools as well as day-to-day troubleshooting.

Responsibilities include:

- lead and strategically develop the EMVC, expanding the scope of programs;
- improve efficiencies of the EMVC systems and processes;
- encourage quality delivery of VET programs across the EMVC;
- develop effective partnerships between RTOs and schools for the delivery of VET programs;
- coordinate meetings with the VCG, AG, PMG, BMG, other subgroups;
- develop agendas;
- organise venues and hospitality;
- take and distribute minutes;
- support VET Coordinators and build capacity of schools to deliver quality VET courses;
- support professional development of VET Coordinators including induction and support for new VET Coordinators;
- develop the EMVC VET Handbook, Member Schools Operations Guide, other relevant documents and distribute to all members;
- liaise with Home and Host schools regarding EMVC processes, programs, numbers of places, times etc.;
- manage the student enrolment process via Portal;
- set and establish a common enrolment date for all EMVC programs;
- work with all schools to establish dates for all EMVC processes, including the enrolment/information sessions;
- assist schools with the delivery of enrolment/information sessions;
- establish common and consistent processes for reporting and financial arrangements;
- work with Host schools and key stakeholders to develop new VET programs;
- actively inform Cluster members of their Duty of Care responsibilities;
- support the finalisation of MoUs; and
- assume other duties as directed by the PMG.

EMVC Meeting Schedule

| Term 1                                                 | Term 2 | Term 3                          | Term 4              |
|--------------------------------------------------------|--------|---------------------------------|---------------------|
|                                                        |        | Principal Management Group      |                     |
|                                                        |        | VET Coordinator Network Meeting |                     |
|                                                        |        | Host School Meeting             | Host School Meeting |
| Professional Learning for VET Coordinators – as needed |        |                                 |                     |

All meetings and professional learning events are paper free. Agendas and relevant documents/resources will be made available prior to the meeting. Staff are encouraged to use an electronic device to view documents/resources during meetings/events.

Member schools which host a EMVC meeting, or a professional learning event will be reimbursed up to \$600 +GST for catering provided at the meeting/event. To be reimbursed the invoice for catering must be email to the Business Manager at the Program Manager School.

## Host School Roles and Responsibilities

The Host schools are schools that provide at least one VET course for the students attending a EMVC member school.

The Host school will:

- ensure there is a suitably skilled staff member nominated as the Host school VET Coordinator;
- liaise regularly with the Cluster Manager, including providing all necessary information in a timely manner (i.e., enrolment information, class sizes, compliance processes, etc.);
- positively promote all Cluster courses, including other Host school VET taster and information sessions;
- conduct an information session in early Term 4, for first-year students and their parents/carers to attend, if required;
- afford equivalent duty of care to external and internal VET students, inclusive of appropriate supervision during break times;
- act in accordance with Ministerial Order 1359 – Child Safe Standards;
- ensure inclusivity and equity for all students who attend a VET course;
- communicate with Home schools when a student’s behaviour is deemed inappropriate and/or unsafe;
- be an RTO or have a contract with an RTO that specifies the purchase, delivery, and financial arrangements for the VET course(s);
- ensure that arrangements are in place to comply with AQTF and VRQA standards;
- ensure all facilities and resources are WHS compliant;
- ensure all teaching staff meet VIT qualifications standards;
- coordinate the design and delivery of the agreed curriculum requirements of the VET program including any Structured Workplace Learning (SWL);
- maintain accurate records of students’ achievements that meet the VCAA VCE, VCE VM, VPC, VET and RTO requirements;
- maintain the confidentiality of all student’s personal details;
- issue progress reports for underperforming students to Home school VET Coordinators in a timely manner;
- complete a Semester 1 report and provide to the Home school in accordance with the Cluster’s reporting timeline;
- transfer results to Home schools no later than ten working days before the VCAA VASS information is due;
- complete an attendance roll and provide a record of attendance to the Home school within the first 30 minutes of the VET class;
- upload VET course UoCs to the Portal in accordance with the annual EMVC Important Dates document;
- ensure an invoice and relevant Purchasing/Access Contact/Agreement is sent to Home schools in accordance with the annual EMVC Important Dates document;
- provide relevant professional learning and networking opportunities for staff teaching a VET course;
- release relevant staff to attend Cluster meetings and professional learning; and
- Ensure at least five student places (approximately 25%) are reserved for EMVC member school students, if advertising a VET course(s) in the EMVC Handbook.

Please refer to Appendix C for policies, resources and forms to support the above roles and responsibilities.

## EMVC Financial Management

The management of all financial arrangements, including the endorsement of the annual membership fee is done by Gateway LLEN with support via the PMG.

To meet the responsibilities and accountabilities of a Host school, it is essential that the correct documentation is in place with Host schools.

## EMVC Student Engagement and Behaviour Expectations

### Student Commitment

Students enrolling in a VET course through the EMVC will be required to complete a student commitment form covering the code of conduct. All program requirements set out by the Cluster must also be adhered to by all students.

Please refer to Appendix B for the Student Commitment Form.

## **1. Attendance**

- A minimum of 80% attendance is recommended. This gives students the best opportunity to learn and demonstrate competency that is aligned to the Units of Competency (UoC) and associated assessment requirements. A minimum of 80% attendance does not guarantee a student will be able to demonstrate competency and be awarded a full certificate.
- Whenever possible, students need to notify their Home school VET coordinator at least half an hour before the start of their VET class if unable to attend.

## **2. Punctuality**

- All students are required to arrive on time to class and prepared for class. A student who arrive late will have an email sent to their Home school and the parent/carer via the Portal attendance function.

## **3. Work Requirements**

- All tasks as assigned by the VET teacher/trainer are to be completed to demonstrate competency. Students will be given multiple opportunities to demonstrate competency. If a student is unable to demonstrate competency for a UoC they will be awarded a partial completion and receive a Statement of Achievement. Also, if a student is unable to demonstrate competency for a UoC that is a prerequisite for another UoC, they will not be able to enrol/complete this UoC. The Home school VET coordinator will be informed if a student is not meeting the work requirements of their VET course.

## **4. Student Behaviour**

- All students must meet the classroom expectations of the VET teacher/trainer and the behavioural expectations of the Host school. This includes meeting Work Health and Safety requirements.

## **5. School Uniform**

- Students are required to attend class dressed appropriately for their VET program. This may include a uniform and personal protective equipment (e.g., steel capped boots, safety glasses).

## **6. Travel to and from the Host school**

- Students are to behave in an appropriate and safe manner when traveling to and from their VET class.

## **Student Support and Wellbeing**

Host schools are responsible for supporting the inclusion of students with disability and diverse needs in the EMVC.



## Cluster Information

### Portal

The Portal offers a range of functions critical to the operation of the Cluster.

**VET Teacher/Trainer:** Portal access offers functions to mark student attendance and write student reports.

**Home school:** Portal access offers functions required to enrol a student in a VET course, modified a student enrolment, withdraw a student, check student attendance, download a student report.

**Host school:** Portal access offers an additional set of functions required for approving/declining a student application, assigning of students into classes, recording attendance and writing student reports.

Please refer to the Portal guides available via the Admin Area of the EMVC website.

### Communication Protocols Between all Stakeholders

To ensure the efficient operation of the Cluster communication protocols have been developed. For further information please refer to the EMVC Communication Protocols between all Stakeholders available via the Admin Area of the EMVC website.

### VET Course Costs

All EMVC VET courses attract a cost. Through the Cluster arrangement these costs are kept to a minimum. Course cost are set by the Host school and collated and disseminated to Home schools by the Cluster Manager in accordance with the annual EMVC Important Dates document.

### Student Enrolment into a EMVC VET Course

The EMVC has developed an enrolment/application process via the Portal which all schools are required to follow. All applications received on or before the closing date as stipulated by the EMVC Important Dates document, will be given priority to any applications received after that date.

### Withdrawal from an EMVC Program

Students can withdraw from their VET course during the first four weeks of the school year, in accordance with the date set in the annual EMVC Key Dates document. After this date Home schools will be invoiced for their students enrolled in a VET course on the Portal. If the student withdraws from their VET course after this date, the Home school will still be required to pay all the fees and charges associated with the delivery of this student's VET course.

### Student Reports

All students undertaking a EMVC VET course will receive a mid-year (Semester 1) report. End of year (Semester 2) reports for final year students are optional.

Mid-year reports should be distributed to Home schools according to the annual EMVC Important Dates document.

The Portal has a 'Report Writing' function which can be used by Host schools to write and generate student reports.

Student reports should:

- give a clear indication of student attendance, behaviour and progress;
- be parent/carer friendly and suitable for both VCE, VCE VM and VPC students. VASS terminology such as 'S' and 'N' should not be used. Instead 'C', 'NYC', 'IP' and 'NYD' should be used to indicate successful completion of UoCs and progress; and
- not be the first indication that there is concern that a student may not be able to complete the required number of UoCs to successfully complete their VET course.

## Enrolment/Information Events

Some EMVC Host schools may hold Enrolment/Information events at the start of Term 4, where students will receive a full program outline and have the opportunity to meet and speak with their VET Teacher/Trainer. Host schools are strongly encouraged to facilitate an Enrolment/Information evening for new students.

Enrolment/Information evening are for both students and parents/carers. It provides an opportunity for students and their parents/carers to complete the required Host school enrolment form, if they have not been previously submitted.

The costs for delivery of VET courses by Host schools are not to be discussed at these Enrolment/Information evenings.

Any discussion with students and parents/carers regarding VET course costs must be with the Home school only. This is because Government and Non-Government schools have different policies regarding VET course costs.

## Marketing of VET Courses

The EMVC website contains the following resources to assist with the marketing of VET to their school community:

- Stories of EMVC VET students
- EMVC Handbook
- EMVC TV
- Promotional posters
- VCAA Get VET
- 

## EMVC Handbook

The EMVC Handbook is developed annually, with schools also having access to the electronic copy of the handbook via the Admin Area of the EMVC website.

The handbook includes;

- VET courses offered for the following year, including course aims, Host school(s), day(s) and time(s) of classes
- If scored assessment is available
- Contribution to VCE, VCE VM and VPC
- Structured Workplace Learning requirements
- EMVC VET course requirements
- RTO provider numbers
- A list of member schools

## Delivery Days for VET

The EMVC common delivery days for VET are Wednesday and Friday. It is the intent of Host schools to schedule VET programs on Wednesdays and Friday to minimise disruptions to Home schools' timetabling. In some instances, however, VET programs cannot be scheduled on a Wednesday and Friday. In these instances, the alternative day this will be communicated in the EMVC Handbook.

There is an expectation that EMVC member schools do not timetable important excursions on a Wednesday and Friday which may result in students missing their VET classes and subsequently impacting their progress towards satisfactory completion of their VET course.

The common start date for VET courses is the second week of the school year.

## Over Subscription of VET Courses

The EMVC will attempt to accommodate all students into a VET course of their choice.

In the instance of oversubscription, the student may be offered their second preference or another alternative. They may also be offered a program on another day developed specially to address over subscription. All VET Coordinators will be notified when over subscriptions occur.

## Appendices

### Appendix A: Student Commitment (contained within the EMVC EOI Form)

Please read the agreement below and take care to build on the relationships others have already established. The success of the programs depends on the efforts of all those involved.

- I will travel to and from VET class, I will behave in an appropriate and safe manner;
- I will arrive on time and prepared for class;
- I will attend class dressed in the prescribed uniform (if required);
- I will meet the attendance and participation requirements of the course and report my absence to my Home school by 8.30am on my VET day (Home school will communicate with Host school);
- I will complete all work tasks as assigned by the VET Teacher/Trainer by the due date;
- When necessary, I will attend catch-up classes as scheduled;
- I will abide by my VET teacher's/Trainer's classroom expectations and the behavioural expectations of the Host school whenever I am onsite;
- I will adhere to all Work Health and Safety requirements both in and out of the classroom.
- I will pay all fees as requested/required by my Home school by the due date.
- I will complete the appropriate work placement (if required) to the best of my ability. I understand that my failing to meet work placement requirements may result in withdrawal from the VET course or not successfully completing the course.

Failure to abide by the above commitments may result in my withdrawal from the VET course. I have discussed the course and its requirements with my parent/carer. I accept the commitment that my participation in the course requires of me.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Enrolment of a Student into a VET Course Flowchart





Appendix C: EMVC Policies, Resources and Templates

The following EMVC policies, resources and templates can be located in the Admin Area of the EMVC website.

|                                                      |                                                      |
|------------------------------------------------------|------------------------------------------------------|
| Policies and Protocols                               |                                                      |
| EMVC Students with Diverse Needs Policy              | EMVC VET Funding and Fees                            |
| Duty of Care Protocols                               | International Student Program – ISP VET Policy       |
| Late Enrolment at EMVC Host Schools Protocols        | International Student Program – ISP Student VET Form |
| EMVC Sending Invoices to Home Schools Protocols      | EMVC Communication Protocols between Stakeholders    |
| Resources                                            |                                                      |
| 2024-25 EMVC Host School Portal Guide                | 2024-25 EMVC Home School Portal Guide                |
| Forms                                                |                                                      |
| EMVC Expression of Interest                          | EMVC VET Students of Concern Form                    |
| EMVC Photographic and Digital Recording Release Form | EMVC VET Students with Diverse Needs Form            |
| EMVC VET Student Travel Form                         |                                                      |
| EMVC Structured Workplace Learning (SWL) Advice      |                                                      |

Appendix D: Department of Education Policies

The following Department of Education (DE) policies should be considered with this Operations Guide. Additional policies can be developed and utilised by the EMVC, however they must not contradict any DE policies.

|                                                                                                                                  |                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Acceptable Use Policy for ICT Resources                                                                                          | Minimum Standards and School Registration Policy                                 |
| Attendance Policy                                                                                                                | Mobile Phones – Student Use Policy                                               |
| Behaviour – Students Policy                                                                                                      | Noise Management Policy                                                          |
| Bullying Prevention and Response Policy                                                                                          | OHS Risk Management Policy                                                       |
| Child Safe Standards Policies                                                                                                    | Privacy and Information Sharing Policy                                           |
| Disability Inclusion Profile (DIP) Policy                                                                                        | Purchasing Secondary Courses & Vocational Training for External Providers Policy |
| Duty of Care Policy                                                                                                              | Records Management – School Records Policy                                       |
| Excursions Policy                                                                                                                | Smoking and Vaping Policy                                                        |
| First Aid for Students and Staff Policy                                                                                          | Structured Workplace Learning Policy                                             |
| Health Care Needs Policy                                                                                                         | Student Engagement Policy                                                        |
| Inclusive Workplaces Policy                                                                                                      | Student Voice, Agency and Leadership Policy                                      |
| Information Security – Info Safe Policy                                                                                          | Students with Disabilities Policy                                                |
| LGBTIQ Student Support Policy                                                                                                    | Supervision of Students Policy                                                   |
| Mental Health in Schools Policy                                                                                                  | VCE Vocational Major & Victorian Pathways Certificate                            |
| The above policies can be sourced from <a href="https://www2.education.vic.gov.au/pa/">https://www2.education.vic.gov.au/pa/</a> |                                                                                  |