



AVT

**APPLIED
VOCATIONAL
TRAINING**

For Careers
in Animal Care



**Vocational Education Delivered to
Secondary Students (VETDSS)
Memorandum of Understanding (MOU)**

Introduction

The following MOU has been prepared to assist schools and VET Coordinators in the development of management plans for secondary school students attending on-campus/on-site Vocational Education Delivered to Secondary Students (VETDSS) courses at Applied Vocational Training (AVT). It also provides general information about on campus the VETDSS course and venue offered by AVT.

This agreement acknowledges the commitments of both parties to support the overarching Australian Qualifications Framework (AQF) strategies within the national qualification framework.

RTO capacity to deliver

AVT is proud to be a Registered Training Organisation ([RTO 5273](#)) operating within the legal authority of the National Vocational Education and Training Regulator Act 2011.

Course offered

The [ACM20121 Certificate II in Animal Care](#) has been assessed as appropriate for inclusion on the Department of Training and Workforce Development's [VET delivered to Secondary Schools funded list 2024](#).

Venues/sites for training

AVT has a purpose-built campus and animal care facility in Ascot WA. AVT also has arrangements with industry partners for the facilitation of course delivery at external sites including, but not limited to: Landsdale Farm in Darch, RSPCA WA in Malaga, Cat Haven in Shenton Park and Greyhounds as Pets in Southern River.

Access to functional industry facilities and operations is instrumental in developing the real-world awareness, expectations and competency of students pursuing a career in the animal care industry.

AVT does not engage in Third Party Arrangements for the delivery of training and assessment services of Nationally Recognised Qualifications. All training, assessment, support and supervision of students attending AVT campuses or external delivery sites is conducted by fully qualified AVT employees and [AVT student policies](#) apply at all delivery locations.

AVT does not hold any auspicing arrangements with schools.

Students' capacity

The student application process will collect information to assist the RTO in evaluation of the student's existing skills and competencies, course outcome expectations and ability to meet course entry requirements, to assess the appropriateness of the training product to meet their needs.

Additional information may be sought through an interview with the student, the responsible parent/guardian and VET Coordinator if required.

Applicants will be counselled where there are concerns about the appropriateness of the training product to meet their needs.

Student support services are made available to all AVT students throughout the duration of their enrolment. Students will have access to the Student Support Team and Trainers and Assessors throughout their course, not only on-campus/on-site days. This can include but is not limited to material and assessment questions and assistance, help with prioritising their study and addressing personal concerns they may have. There are also additional learning tools and resource libraries on our online learning platform, Moodle.

Application from a student and approval from a school does not guarantee the offer of a place, funded or otherwise, due to limitations on venue capacity. Demand for courses far exceeds capacity in most instances.

Course fees

Funding

A limited number of places are available, from time to time, for Jobs and Skills WA funding under both Institutional Based Training (IBT) and School-Based Traineeship (SBT) delivery arrangements. Department of Training and Workforce Development's (DTWD) VETDSS funded list has strict eligibility criteria. Please see our [Jobs and Skills WA Fact Sheet for VET Delivered to Secondary Students \(VETDSS\)](#) for eligibility and criteria information.

Fee for service

Students who are not eligible for funded delivery may apply on a [fee for service](#) (full fee) basis.

Supervision

Supervision of secondary school aged students attending AVT facilities and external delivery sites is enforced by the [AVT Duty of Care of Minors Policy](#). AVT does not provide direct supervision of students outside of classroom and other training activities that occur throughout the facility. This includes bathroom, lunch and other breaks.

Communication and attendance

1. All communications regarding VETDSS students will be directed to the appointed AVT Student Support Officer. VET Coordinators will be notified of the suitable contact person when application approval is sought.
2. Students/Parents/Guardians are requested on enrolment to provide consent for AVT to discuss progression and attendance with the student's school VET Coordinator.
3. AVT will produce an interim (midway point) progression report for all students attending a VETDSS course with AVT.
4. Attendance at all scheduled delivery sessions is essential to achieve successful completion of the qualification within expected time frames compatible with WA school

terms and Western Australian Certificate of Education (WACE) reporting requirements. Student attendance in DTWD funded courses is monitored for compliance with DTWD funding initiatives.

5. Concerns regarding unsatisfactory progression, attendance, behaviour or any student support matter will be addressed with parents/guardian and the VET Coordinator, as they arise.
6. AVT will provide schools with timely reporting of qualification completions and/or units of competency within school reporting time frames.

Emergency response

Students will be provided with evacuation and emergency response plans specific to the campus/site they are attending. This will occur at induction and orientation at the commencement of each intake.

Insurance

AVT holds all appropriate insurances including public liability of \$20,000,000. Certificates of currency can be provided upon request, please contact admin@appvoc.com.

Responsibilities of the school

The school is to nominate a VET Coordinator to be the point of contact and advise the RTO of contact details.

The school will be responsible for:

- Liaising with the RTO regarding student and school administration requirements.
- Ensuring that students have the correct schedules to allow them to complete the face-to-face components of the RTO course.

- Ensuring that the RTOs VETDSS Student Support Officer has adequate notice of any issues or problems that may affect the training and assessment environment (e.g. known student absence, pupil free days, etc).
- Completing all applicable forms for each student (including but not limited to management plans for students, parent/carer/guardian consent forms, any health care information forms for each individual student as appropriate).

Responsibilities of the student

The students attending the AVT training centre are responsible for:

- Arranging their own travel to and from the RTO delivery site.
- Providing their own food and drinks (café on site at Landsdale Farm).
- Bringing a laptop or tablet with a charger on-site each week to complete online assessments.
- Having a reliable internet connection and access to a desktop computer or laptop at home or school to write, submit and in some cases upload assessments and various types of multi-media in their own time.
- Wearing and upkeep of AVT uniform and adherence to the dress code requirements of the RTO.

Dress Code

Students attending the AVT training centre will be required to wear:

- An AVT top and name badge (supplied by AVT)
- Hat (supplied by student)
- Steel-capped shoes (supplied by student)
- Neatly presented, long comfortable work pants suitable for bending and manual work (supplied by student).

Additionally, for safety:

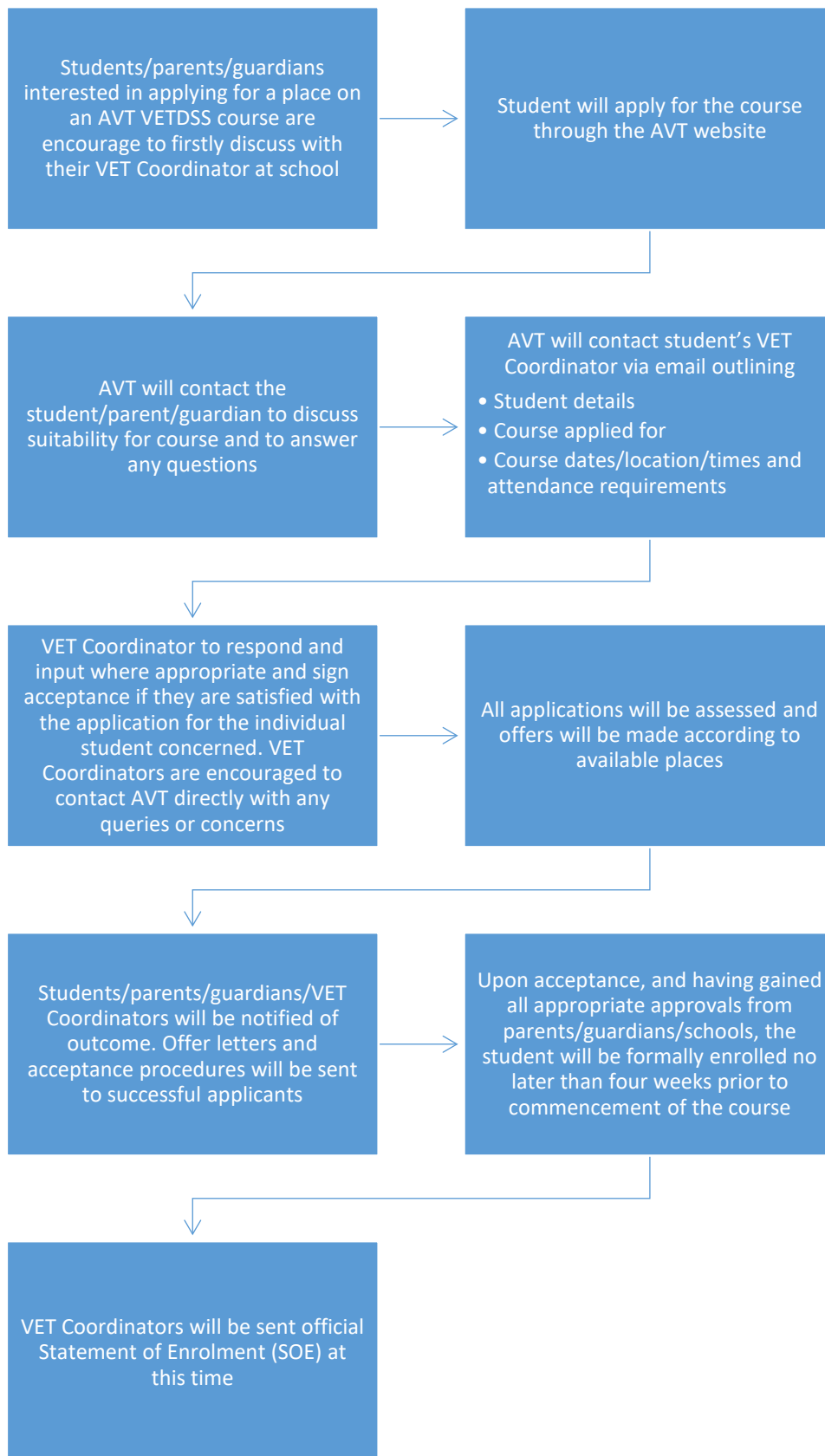
- Long hair must be tied up
- Excessive or long jewellery not worn

Additional information

Evaluation of MOU

Reviews of the MOU are done as required and upon request. Reviews may include a mechanism for refinement, re-construction or cessation of the VET program resulting from this MOU.

Application and enrolment process



Agreement

Both signatories agree to the terms and conditions in this Agreement. Changes to the arrangements specified in this Agreement must be in writing and jointly agreed by all signatories as a variation to this Agreement. This Agreement when signed will remain in force while students are enrolled with the RTO or until a new agreement is in place.

School:

School name			
Name	Role	Signature	Date
	Principal		
	VET Coordinator		

and

Applied Vocational Training (RTO 5273):

Name	Role	Signature	Date
Amanda Burnell	Student Support Manager		

Please send this completed Agreement form to admin@appvoc.com

Further information

For current and comprehensive information, please visit the [ACM20121 Certificate II in Animal Care VETDSS](#) course page or the [student policies](#) page.

Requests for additional information can be emailed to admin@appvoc.com.



AVT

**APPLIED
VOCATIONAL
TRAINING**

For Careers in Animal Care



WE'RE PROUDLY A REGISTERED TRAINING ORGANISATION (RTO 5273)