# Introduction

Across the school year schools can request additional VET for Secondary Students (VETfSS), this may be provided if additional funds are available within the current Training and Careers budget; though is not a guarantee. To ensure requests are accurate and have support of school principal, Regional Director and the Training and Careers team, we require any requests coming through are made following the below procedure:

## 1. Schools

1. Complete the attached School Request for Additional VETfSS form
2. School Principal to sign off to confirm:

* What training is requested
* Preferred delivery dates
* Preferred delivery mode (face-to-face, on-line, blocks)
* Confirmed student numbers
* Preferred units of competency
* Training facility, tools and equipment will be available to accommodate training

1. Regional Director signs and approves request for additional VET
2. Email the completed form to [vetis.det@education.nt.gov.au](mailto:vetis.det@education.nt.gov.au)
3. Once your form has been received, the Training and Careers team may request clarification or additional information via email.

## 2. Training & Careers Team

1. Review request for additional training:

* Training/program is what the school/community need for job outcomes
* Confirm if funding is available

1. Negotiates with an RTO:

* Training/program to be delivered
* Available delivery dates
* Mode of delivery
* Training facility, tools and equipment to accommodate training
* Communicates expectations and roles of both the RTO and school

1. Confirm or decline request for additional VET to school:

* If declined, explanation will be given
* If confirmed, confirmation email will be sent to both school and RTO outlining expectations, roles and communication methods

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| School Request for Additional VET | | | | | | | | | | | | | |
| School Name |  | | | | **Cluster/School** |  | | | | | **Application Date** | |  |
| Course Details | | | | | | | | | | | | | |
| Course Name (including code)  [training.gov.au - Home page](https://training.gov.au/Home/Tga) | | | |  | | | | | | | **Training Location** | |  |
| Reason for additional VET | | | | | | | | | | | | | |
| Reason | | |  | | | | | | | | | | |
| Preferred delivery dates | | |  | | | **To** |  | | | | | | |
| Preferred delivery mode  (face-to-face, on-line, blocks) | | |  | | | | | | **Confirmed student numbers** | | |  | |
| Units of Competency | | | | | | | | | | | | | |
| Unit Code | | **Unit Name** | | | | | | **Unit Code** | | **Unit Name** | | | |
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Principal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Regional Director Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Regional Director Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Regional Director Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Training & Careers

**APPROVED  NOT APPROVED**

### Justification:

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**Senior Advisor, VET Programs Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Senior Advisor, VET Programs Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_