 LLEN LOGO

**Project Ready (Certificate II in Active Volunteering)**

**<year> Partnership Agreement between**

**<Insert School> and <Name of LLEN> LLEN**

This agreement sets out the arrangements, roles and responsibilities of the school and <name of LLEN> LLEN (“the parties”) in relation to the delivery of Project Ready (Certificate II in Active Volunteering) in <insert year>.

**1. PROGRAM ARRANGEMENTS**

**1.1 Facilitator:**

**1.2 Supervisor:**

**1.3 Training Venue:**

**1.4 Training Day:**

**1.5 Time**:

**1.6 Commencement Date:**

**1.7 Completion Date:**

**1.8 Number of Students:**

**1.9 Funding Model:**

**1.10 Fee Per Student:** $

**1.11 Total Fees Payable by the School:** $

**1.12 Student Requirements:**

* Students are/are not required to wear school uniform while attending the program.
* Students are/are not required to return to school after the program has finished for the day.
* Students have/do not have parental/guardian permission to visit nearby shops and other facilities within walking distance of the abovementioned training venue as part of the program.

**2. AGREEMENTS**

* 1. **Partnership Agreement with IVET**

The school will enter into a Partnership Agreement (VET Auspiced Contract) with IVET as the designated Registered Training Organisation (RTO) for Certificate II in Active Volunteering (Project Ready) in <year>. IVET will organise this Partnership Agreement directly with participating schools.

If a Partnership Agreement between IVET and your school is already in place, IVET will instruct your school to add Certificate II in Active Volunteering (Project Ready) to your list of qualifications.

* 1. **Partnership Agreement with <name of LLEN> LLEN**

The school will enter into a Partnership Agreement (this agreement) with <name of LLEN> LLEN regarding the provision of a suitably qualified trainer to deliver the course on behalf of the school, along with meeting other school, Victorian Government, Department of Education and Training, RTO and Project Ready requirements.

**3. ENROLMENT**

**3.1** Students must obtain a USI from www.usi.gov.au

**3.2** Students must complete an enrolment form two weeks prior to commencing the program.

**3.3** Students must undertake LLN assessments and Pre Training Reviews during the first weeks of the program. This will be arranged by the facilitator.

**3.4** Students will be enrolled in Certificate II in Active Volunteering (Project Ready), auspiced by IVET.

**3.5** The census date for enrolment is week 7 of Term 1 (the week beginning ). No new enrolments or withdrawals can be accepted after date.

**3.6** LLEN facilitators will enrol students on the IVET portal.

**3.7** LLEN facilitators will guide students through enrolling on the IVET portal.

**3.8** VET Coordinators are responsible for adding enrolment data onto VASS.

**4. PROVISION OF SERVICES**

* 1. **What the school will provide:**

**4.1.1** **Student numbers**

A minimum of 15 students to participate in Project Ready (Certificate II in Active Volunteering) who have either opted into the program or have been nominated during course consultation. Students must turn 15 before 27 April in the year they are participating in the course in order to participate.

* + 1. **Decision maker**

A nominated decision maker who has authority to make decisions in relation to Project Ready within the school, eg. the Assistant Principal.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. **Point of Contact**

A point of contact for the facilitator to assist with questions, referrals and photocopying where required.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + 1. **Careers and wellbeing teachers**

The careers teacher and wellbeing staff to be involved in selected sessions and briefings as requested by the facilitator.

* + 1. **Photocopying**

Photocopying at the request of the facilitator.

* + 1. **Release of students**

The release of students to fulfil the full requirements of the units of competency, so they may undertake workshops, SWL, volunteering, excursions and other activities as required.

* + 1. **Education aides**

For funded students with special needs, the school will provide an appropriate number of education aides to support the LLN requirements of those students.

* + 1. **Copies of policies**

The school will provide a copy of its Child Safe Policy and Prevention of Bullying Policy to the facilitator.

* + 1. **Background information on students**

Background and/or special needs information relating to each student so the facilitator may cater learning to best suit each individual student.

* 1. **What < >LLEN will provide:**

**4.2.1 Facilitator (trainer)**

The LLEN will provide and fund a suitably qualified facilitator/trainer to deliver Project Ready (Certificate II in Active Volunteering). The facilitator will possess relevant vocational competency, hold a current WWCC, and hold TAE qualifications or be completing their TAE qualification under supervision.

Facilitators will also possess group facilitation training and training in the pedagogical approach of Project Ready.

**4.2.2 Mentors**

Under Funding Model 1, the LLEN will source at least one suitable adult mentor with a current WWCC to work with your school’s group as program support.

**4.2.3 Insurance**

For all sessional and outreach activities (including excursions) associated with Project Ready (Certificate II in Active Volunteering) students, facilitators, volunteer mentors and other relevant parties will be covered by the LLEN's Department of Education and Training Community Service Organisation (Education) Insurance (public and products liability insurance provided by VMIA to the value of $20 million).

<https://www.vmia.vic.gov.au/insurance/policies-and-cover/community-service-organisations-education-program>

**4.2.4 Excursions**

Excursions, such as tours of volunteer organisations and vocational venues, are arranged as part of Project Ready (Certificate II in Active Volunteering). These excursions are arranged by the facilitator and LLEN, and are fully funded through the program under Funding Models 1 and 2.

Where an excursion falls outside a normal Project Ready (Certificate II in Active Volunteering) session time, the facilitator will liaise with the school point of contact to ensure students can be granted leave from other classes to attend the excursion.

< > LLEN will issue excursion permission forms to students for parents/guardians to sign. Please see **Appendix 1** for a copy of the LLEN excursion form template.

All excursions are assessed for risk prior to approval by the LLEN. A risk management plan is put in place for all excursions. Please see **Appendix 2** for a copy of the LLEN risk matrix template.

LLEN facilitators will inform the school point of contact of any students who may *not* be attending an excursion.

**4.2.5 Operating & Funding Models**

**MODEL 1**

* The program is delivered off school grounds by a qualified Project Ready facilitator with TAE qualifications. Facilitators are not necessarily VIT registered teachers and may not hold permission to teach on school grounds.
* Volunteer adult mentors are sourced by the LLEN to support the program.
* All program costs including resources, materials, guest speakers and excursions are paid for by the LLEN (except photocopying).
* The school pays an annual auspicing fee of $215\* per student directly to IVET
* The school pays to the LLEN band funding of $819\* plus % of SRP $1,070\* = **$1,889\*** per student.

**MODEL 2**

* The program is delivered off school grounds by a qualified Project Ready facilitator with TAE qualifications. Facilitators are not necessarily VIT registered teachers and may not hold permission to teach on school grounds.
* The school supplies an appropriate support teacher.
* All program costs including resources, materials, guest speakers and excursions are paid for by the LLEN (except photocopying).
* The school pays an annual auspicing fee of $215\* per student directly to IVET
* The school pays to the LLEN band funding $819\* plus % of SRP $750\* = **$1,569\*** per student.

**MODEL 3**

* Program is delivered on or off school grounds by your school’s VIT registered teacher, accredited in Project Ready.
* All program costs are paid for by the school.
* The school pays an annual auspicing fee of $215\* per student directly to IVET.
* The LLEN supports the provision of guest speakers, SWL and industry tours.
* The school pays to the LLEN a fee of **$300**\* per student.

\*Based on 2020 SRP, band funding levels and IVET fees. Fees will be based on DET’s band funding and SRP levels.

**4.2.6 Child Protection & Mandatory Reporting**

Facilitators, while not mandatory reporters, are required to be aware of and support the mandatory reporting requirements of schools and DET employees. Facilitators are responsible for passing on any concerns that may arise out of Project Ready sessions to the school’s nominated point of contact.

Any information that is disclosed to a facilitator that leads them to believe on reasonable grounds that a child or student has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse must be reported to the school's nominated point of contact immediately.

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotectobligation.aspx>

**4.2.7 Duty of Care**

In accordance with Department of Education and Training and school policies and requirements, facilitators have a duty of care to students during all Certificate II in Active Volunteering (Project Ready) sessions and activities.

This duty requires facilitators to take reasonable steps to minimise the risk of reasonably foreseeable harm, including following any policies and instructions provided by the school.

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

Facilitators must follow the schools Child Safe and Bullying policies (copies must be provided to facilitators).

**4.2.8 Standards of Care**

|  |  |
| --- | --- |
| * **How will we meet the standard of care required by the school and DET?** | |
| * **Requirement** | * **Action** |
| * Ensuring the school complies with the seven Child Safe Standards | * Facilitators and mentors will adhere to the seven Child Safe Standards and the school’s child safe policy. The school will provide the facilitator with a copy of their child safe policy * Facilitators and mentors maintain a current Working with Children Check card. * The school will provide the facilitator with the name and contact details of their nominated point of contact for the purposes of child protection and mandatory reporting. |
| * Provision of suitable and safe premises | * The facilitator and supervisor will assess the training venue for suitability and safety. * Volunteer mentors and students will be provided with a site induction of the training venue. |
| * Provision of an adequate system of supervision | * The facilitator will report student attendance to the school during each training session. * Students will be supervised at all times by the facilitator or volunteer mentor during the training session. The only exception to this is during a session break when a student goes to a local shop to purchase food. This exception is subject to school and parent permission being granted for that student. |
| * Implementation of strategies to prevent bullying | * The school will provide the facilitator with any relevant policies and information in relation to preventing bullying. |
| * Ensuring that medical assistance is provided to a sick or injured student | * Medical information pertaining to each student will be collected on the enrolment form. * In a non-life threatening situation, the facilitator will call the school contact immediately to seek assistance and/or issue First Aid where necessary. * In a life-threatening situation, the facilitator will immediately call 000 to seek assistance, followed by the school contact. |
| * Managing employee recruitment, conduct and performance. | * The LLEN supervisor will manage recruitment, conduct and performance of the facilitator and volunteer mentor. * If the school has any concerns about the recruitment, conduct or performance of the facilitator or volunteer mentor, these will be raised directly with the supervisor. |

**5. PAYMENT OF FEES**

**5.1** The school will be invoiced by < > LLEN on an annual or half-yearly basis. Payment in full by < > April 20\_\_\_\_ will attract will attract a 1% discount. Invoices are payable 30 days from receipt of invoice. The school will indicate its preferred option.

|  |  |  |  |
| --- | --- | --- | --- |
| Payment in full by 30.4 (attracts a 1% discount) | | Payment in two half-yearly instalments | |
| Invoice to be sent | Amount | Invoice to be sent | Amount |
| April | $ | April | $ |
| 1% discount | - $ | August | $ |
| **TOTAL** | **$** | **TOTAL** | **$** |

**5.2** IVET will invoice schools directly for an auspicing fee of $215\* per student participating in Certificate II in Active Volunteering (Project Ready).

**6. DISRUPTION TO PROGRAM**

In the event of any significant disruption to the normal delivery of Project Ready (Certificate II in Active Volunteering), such as a natural disaster, conflict, a pandemic or epidemic event, the LLEN will work with the school to collectively ensure that students are able to meet the competency requirements of the program. The school will agree to release students for additional sessions at mutually agreeable times or enable similar arrangements to ensure students can achieve competency in all units of Certificate II in Active Volunteering.

**7. AGREEMENT OF THE PARTIES**

This agreement of the parties is endorsed by the following authorised representatives:

ON BEHALF OF < > LLEN

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ON BEHALF OF < > SCHOOL

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1: Excursion Permission Form**

<LLEN LOGO> 

<insert date>

Dear Parent/Guardian,

Your child is invited to participate in an excursion as part of their enrolment in Project Ready, Certificate II in Active Volunteering.

<insert name of school> in conjunction with the Local Learning & Employment Network is offering your child(ren) the following opportunity as part of <insert unit number and title>:

<insert description of the excursion and the intended benefits to the child>

The details of the excursion are as follows:

**Date:**

**Departure Time:**

**Return to School Time:**

**Location:**

**Cost to student:**

**Transport:**

**Uniform:**

**Facilitator in charge:**

**Facilitator contact number:**

**Adult mentors:**

**Lunch arrangements:**

**Students are to bring:**

Students participating in Project Ready Certificate II in Active Volunteering excursions are covered by public liability insurance to the value of $20 million provided by VMIA. Here is a link to the policy: <https://www.vmia.vic.gov.au/insurance/policies-and-cover/community-service-organisations-education-program>.

**Risks associated with this excursion**

Please find attached risk management information from <insert venue>.

**Expected student behaviour for this excursion**

<Please insert details regarding expected student behaviour for this excursion>.

***Return this slip to your child’s Project Ready facilitator by <insert date>***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give permission for my child(ren),

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

to attend the above excursion on <insert date>.

I have read and understand the risks associated with this excursion. **YES/NO** (please circle)

My child has read and understands the expected behaviour for this excursion. **YES/NO** (please circle)

Does your child have any dietary requirements? **YES/NO** (please circle)

If yes, what?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have any allergies, special needs or medical requirements? **YES/NO** (please circle)

If yes, please advise treatment you would like us to take:

|  |  |
| --- | --- |
| **Allergy, Medical Requirement, Special Need** | **Treatment** |
| *Example*  *Anaphylactic allergy to nuts* | *If Jackson accidentally eats food containing nuts, he will react severely and will require an epinephrine injection, which he carries with him.* |
|  |  |
|  |  |
|  |  |

Is your child currently taking any medications which need dosing during this excursion? **YES/NO** (please circle)

If yes, please advise medications and dosage requirements.

|  |  |
| --- | --- |
| **Medication** | **Dosage and time(s)** |
|  |  |
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I give consent to the facilitator in charge of this excursion to administer medical treatment if necessary or in the event of an emergency, call 000. I give consent to the facilitator to dose my child’s medication if/when required.

**YES/NO** (please circle)

Parent/Guardian Contact Name & Number 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Contact Name & Number 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 2: Excursion Risk Matrix**

<LLEN LOGO> 

**EXCURSION RISK MATRIX**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsible Authority:** | < > Local Learning & Employment Network |  | **Facilitator Name:** | |  | | | | | | | |  | | |  | | |
| **Steward:** |  |  | **Mentor Name:** | |  | | | | | | | |  | | |  | | |
| **Excursion Venue** |  | | | **Mentor Name:** |  | | | | | | | |  | | |  | | |
| **Venue Phone:** |  | | | **Excursion Date:** |  | | | | **Time:** |  | |  | | |  | | |
| **Excursion Address:** |  | | | **Venue Website:** |  | | | | | | | |  | | |  | | |
| **Proposed activities** |  | | | | | | | | | | | |  | | |  | | |
| **Number of students:** |  | **Number of adults:** |  | | Minimum adult to student ratio is 1:20, with a **minimum** of two adults regardless of student numbers | | | | | | | |  | | |  | | |
| **Mode of transport:** |  | | | |  | | | | | | | |
| **Cost to students** |  | **Cost to LLEN** |  | |  |  | |  |  | |  | | |  | | |  | | |
| Risk category | [Risk description](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | [Controls actions](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | | [Likelihood](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | [Consequence](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | [Risk Rating](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | [Other Comments](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | |  | | |  | | |
| ***Type or category of risk (eg. travel)*** | ***Description of the risk and its potential impact if it were to eventuate (eg. student may get hit crossing the road)*** | ***Summary of controls that will be in place mitigating the risk (eg. appropriate adult:student ratio, student safety briefing before departure, buddy system, keep group together, use pedestrian crossings)*** | | | ***Degree of possibility that the risk might eventuate as per matrix*** | | ***Outcome if the risk eventuated and the impact as per matrix*** | ***Rating of risk as per matrix*** | ***Other Comments, such as what plans are in place should this risk occur. Attach any relevant documents.*** | | |  | | |  | | |
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| Risk category | | [Risk description](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | | | | [Controls actions](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | | | | | | [Likelihood](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | | [Consequence](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | [Risk Rating](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | [Other Comments](applewebdata://00B1848C-C702-49B2-BFF5-6C51B54C33B5#RANGE!A1) | | | | | |  | | | |  | | | |
| ***Type or category of risk (eg. travel)*** | | ***Description of the risk and its potential impact if it were to eventuate (eg. student may get hit crossing the road)*** | | | | | ***Summary of controls that will be in place mitigating the risk (eg. appropriate adult:student ratio, student safety briefing before departure, buddy system, keep group together, use pedestrian crossings)*** | | | | | | | ***Degree of possibility that the risk might eventuate as per matrix*** | | | ***Outcome if the risk eventuated and the impact as per matrix*** | | ***Rating of risk as per matrix*** | | ***Other Comments, such as what plans are in place should this risk occur. Attach any relevant documents.*** | | | | | |  | | | |  | | | |
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| **Tick to confirm these items will be taken on the excursion:** | | | | | | |  | | | |  | | | **Emergency Procedure** | | | | | | |  | | | |  | | | |  | | | |  | | | |
| First Aid Kit | | | | | | |  | | | |  | | | In the event of a medical emergency, facilitators are | | | | | | | | | | | | | |  | | | |  | | | |
| Phone | | | | | | |  | | | |  | | | to contact the school immediately and if required | | | | | | | | | | | |  | | | |  | | | |  | | | |
| Emergency contact details for all students | | | | | | |  | | | |  | | | call the ambulance on 000 to render assistance. | | | | | | | | | | | |  | | | |  | | | |  | | | |
| Medical information for all students | | | | | | |  | | | |  | | | In the event of a fire or other evacuation procedure | | | | | | | | | | | |  | | | |  | | | |  | | | |
|  | |  | | | | |  | | | |  | | | Facilitators are to follow the venue's policies and procedures. | | | | | | | | | | | | | |  | | | |  | | | |
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| **Insurance Policy** | | | | | | |  | | | |  | | |  | |  | | |  | |  | | | |  | | | |  | | | |  | | | |
| Students participating in Project Ready Certificate II in Active Volunteering excursions are covered by public liability insurance to the value of $20 million provided by VMIA. Here is a link to the policy: | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |
| <https://www.vmia.vic.gov.au/insurance/policies-and-cover/community-service-organisations-education-program> | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |
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