

## 2015 VISA Schedules – Procedure for Teachers

**All VISA Schedules must be approved and finalised before delivery and assessment can commence**

**TAFE SA can only result students who have studied units approved on finalised VISA Schedules**

To deliver qualification/s under a VISA Schedule arrangement teachers must:

- hold the units they are delivering and assessing or the qualification higher if stipulated by the program area
- have the current TAE qualification
- have undertaken appropriate PD in the area to be delivered and assessed

To commence VISA Schedule negotiations teachers will:

1. Provide their VET Coordinator with copies of their qualifications:

QUALIFICATIONS REQUIRED:

- TAE Certificate
- Evidence of Vocational studies undertaken relevant to the Qualification named on the VISA Schedule. For example, TAFE SA Academic Transcripts.
- Acknowledgements of Training and/or relevant Professional Development statements that pertain to the delivery and assessment of the units on the VISA Schedule

2. Prepare for the Program Specialist:

- Teaching and assessment materials for all units under negotiation reflecting the current Training Package information
- Examples of feedback forms/processes for the VET students
- Methods used to identify individual learning needs
- A description, list or photographic evidence of the facilities and equipment used in delivery and assessment

3. Contact the Program Specialist if assistance is required

THEN:

- The Program Specialist will arrange to visit the school
- When negotiations with the Program Specialist are complete, the Program Specialist will contact the Secondary Schools Engagement team to arrange VISA Schedule processing

4. Await confirmation from the VET Co-Ordinator before training and assessment can commence

5. Will work with VET Co-Ordinators to submit results to TAFE SA by the due dates as per the VISA Guide

