

2015 VISA Schedules – Procedure for VET Coordinators

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 commence VISA Schedule negotiations the VET Coordinator will:

1. Visit the TAFE SA website (www.tafesa.edu.au/schools) to download the relevant VISA Guide
2. Work through the Self-assessment Checklist with the relevant teachers to determine if all requirements can be met
3. Contact the program specialist as indicated in the VISA Guide to start negotiating the 2015 VISA Schedule & cc: VISA@tafesa.edu.au into all communications with the program specialist
For WHITE CARD and FIRST AID units, these must be supported by a letter on School Letterhead stating the delivery details and signed by the Principal
4. Advise TAFE SA if delivery will be part of a cluster arrangement, and list the specific schools being involved
5. Provide electronic copies of teacher qualifications to the Program Specialist

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
6. Will work with the Program Specialist and teachers to negotiate the Certificate and units to be delivered by the school as per the VISA Guide

THEN:

- the Program Specialist will organise a site visit and finalise the VISA Schedule arrangements
 - the Program Specialist will email the approved Certificate level and units to VISA@tafesa.edu.au (cc to the VET Coordinator)
 - the Secondary Schools Engagement team will prepare the VISA Schedule Reporting Spreadsheet and Approval Letter
 - the Secondary Schools Engagement team will send the VISA Schedule Reporting Spreadsheet and Approval Letter to the VET Coordinator cc: program specialist and the relevant school sector delegate
7. Advise the School Principal of forthcoming Invoices and Approval Letters for the VISA Schedules (The signed Approval Letter must be by the School Principal and returned to TAFE SA)
 8. Will, on receipt of the VISA Reporting Spreadsheet, check the details match the agreed Certificate, Units and report on any anomalies
 9. Will work with School Teachers to submit results to TAFE SA by the due dates as per the VISA Guide

