

# Head Teacher Information for the TAS Faculty

	STATUS	Description
<b><u><a href="#">A. TAS TASKS</a></u></b>		Quick access to the VET section can be found <a href="#">here</a> .
A1. <u><a href="#">TAS Home Folder</a></u>	updated 2025	The <u><a href="#">TAS Home Folder</a></u> is a Google Drive folder that is used to store and access faculty <b>LIVE</b> files and documents needed throughout the school year. Use this document to access the most recent documents available.
A2. <u><a href="#">Faculty Management Plan</a></u>	updated 2025	<u><a href="#">4-year Faculty Management Plan</a></u> outlines the TAS faculties goals and direction for a 4 year period. It relates directly to the <u><a href="#">school plan</a></u> and the TAS staffs <u><a href="#">Personal Development plans (PDP's)</a></u> . TAS draft administration plan can be found <u><a href="#">here</a></u> . A slide show on how to make a great faculty can be found <u><a href="#">here</a></u> .
A3. <u><a href="#">School Calendar</a></u>	updated 2025	The current school calendar (Deputies Diary) can be found <u><a href="#">in Sentral</a></u> .
A4. <u><a href="#">NESA Timetable of action</a></u>	updated 2025	Important deadlines that NESA require can be found in the timetable of action spreadsheet found <u><a href="#">here</a></u> .
A5. <u><a href="#">TAS Calendar</a></u>	updated 2025	The annual TAS calendar is accessible via the staff portal's mail app. TAS can request a link to this shared calendar via the Head Teacher.
A6. <u><a href="#">WWHS Web page</a></u>	updated 2025	<u><a href="http://www.waggawagga-h.schools.nsw.edu.au/">http://www.waggawagga-h.schools.nsw.edu.au/</a></u>
A7. <u><a href="#">Head Teacher A7. Head Teacher RosterRoster</a></u>	updated 2025	The <u><a href="#">headteacher roster</a></u> includes times for Bus Duty, Minute Taking, Chairperson for Exec and whole school meetings, etc and can be found <u><a href="#">here</a></u> . Assembly Duty for Faculties can be found <u><a href="#">here</a></u> . Head Teacher sports roster can be found <u><a href="#">here</a></u>

A8. <a href="#">Year Assemblies groups and locations.</a>	updated 2025	Faculties are to attend year assemblies with their nominated year group. Usually held weeks 4 and 8 of each term. Year assembly groups and locations can be found <a href="#">here</a> .
A9. <a href="#">Staff Duties and Rolls</a> and Bus schedules	updated 2025	<a href="#">Playground</a> duty and roll classes can be found <a href="#">here</a> . Wet weather duties and areas can be found <a href="#">here</a> . Tips for playground duty can be found <a href="#">here</a> . A copy of the Bus schedule can be found <a href="#">here</a> .
A10. <a href="#">Mandatory Training</a>	updated 2025	Staff have the responsibility to ensure that their mandatory training is up to date. Anaphylaxis, Child Protection, Working with Children Check and Emergency care all need to be kept current. Updates and current status can be checked at <a href="#">MY-PL</a> from the teachers portal. A file of required mandatory training can be found <a href="#">here</a> . The department's policy for Child Protection - Learning from home can be found <a href="#">here</a> .
A11. <a href="#">School Plan</a>	updated 2025	A copy of the current school plan can be found <a href="#">here</a> .
A12. <a href="#">Strategic Directions.</a>	updated 2025	A copy of evidence from TAS to the school plan can be found <a href="#">here</a> .
updated 2025		
B1. <a href="#">Class checklist and central register</a>	updated 2025	A list of the current classes being run and what teachers are teaching them can be found <a href="#">here</a> . Programs and Monitoring files are linked to this document.
B2. <a href="#">Analyse RAP reports. SCOUT</a>	updated 2025	Staff are to analyse their HSC class from the previous year and look for any trends or anomalies from <a href="#">SCOUT</a> . <a href="#">Rap reports</a> are used to look closely at statistics related to individual questions. Previous data reports can be found <a href="#">here</a> . A blank <a href="#">HSC data analysis</a> sheet can be found <a href="#">here</a> . SCOUT is the new department's software for collecting and analysing data. A SCOUT quick reference sheet can be found <a href="#">here</a> .
B3. <a href="#">Programs and Registration</a>	updated 2025	<a href="#">Programs and registrations</a> are to be completed for each current class and accessed via the faculty <a href="#">Google Drive</a> . A program builder from NESA can be found <a href="#">here</a> . A PowerPoint on how to use program builder can be found <a href="#">here</a> . Links to current programs and monitoring folders can be found <a href="#">here</a> . Some experimentation using Google Sites is occurring to access course information. Examples of this can be found <a href="#">here</a> .
B4. <a href="#">Health Care Plans for students in TAS eg - Anaphylaxis</a>	updated 2025	Information of high risk students who are on health plans such as Anaphylaxis can be found <a href="#">here</a> .

B5. <a href="#">TAS Task Sign-off</a>	updated 2025	Throughout the year TAS staff will need to meet deadlines on tasks and administration. A manila folder will be placed on the staff-room centre table with a <a href="#">sign-off</a> form attached to the front cover. Staff are required to complete the task and sign off when finished. A Task form for individual tasks can be found <a href="#">here</a> .
B6. <a href="#">Assessment Schedules</a>	updated 2025	Assessment Schedule booklets for Yr10, Yr11 and Yr12 can be found on the <a href="#">WWHS Staff</a> Shared Google Drive <a href="#">here</a> . Past TAS assessment schedules can be found <a href="#">here</a> . Assessment tasks need to be given out on the due date. A blank copy of stage 5 and 6 assessment task proforma can be found <a href="#">here</a> . Changes to task dates should go via the executive and amendments made to the schedule and monitoring folders.
B7. <a href="#">Direct Reporting Statements - DRS's</a>	updated 2025	Direct reporting statements have been created to combine subject outcomes into a common language that parents can understand when reading students reports. The combination of direct reporting statements and outcomes for each subject/task can be found <a href="#">here</a> .
B8. <a href="#">Subject Selection Handbooks / Videos</a>	updated 2025	<p>Whole School Subject Selection Handbooks for stage 6 can be found on the <a href="#">WWHS Executive Google Drive</a> - <a href="#">here</a>. Whole School Stage 4 and 5 Elective books can be found <a href="#">here</a>. The TAS copy of subject selection information can be found <a href="#">here</a>. Check <a href="#">QMS</a> for course information updates in Marketing <a href="#">here</a> or go to <b>QMS -&gt; Wagga Wagga -90333 -&gt; RTO Documents and Procedures -&gt; Operation Procedures -&gt; Marketing</b></p> <p><b>Stage 5 VET for Success – Presentation for Subject Selection Events - VET Coordinators, Careers Advisors</b></p> <p>A PowerPoint presentation has been developed for stage 5 VET to support schools with subject selection events. Schools will need to contextualise the PowerPoint for stage 5 VET courses on offer. The PowerPoint can be accessed and downloaded from here: <a href="#">Stage 5 VET for Success - Presentation for Subject Selection Events.pptx</a></p>
B9. <a href="#">Student Fees and safety shoes</a>	updated 2025	Students are to be given a <a href="#">note</a> regarding subject fees and safety shoes within the first couple of lessons. Students have until week 6 to pay fees otherwise alternate material/work may need to be utilised. A list of subject fees can be found in each of the stage subject selection handbooks which can be found <a href="#">here</a> . Students with incorrect footwear will need to be given alternate work. Copying the Workshop rules and the contract is a good option for this and it can be found <a href="#">here</a> . Special rules must be followed when using knives in the kitchen. Faculty policy for using knives can be found <a href="#">here</a> .
B10. <a href="#">Sentral Setup</a>	updated 2025	Wagga High uses "Sentral" as its central Data Base. All things IT at WWHS and Sentral related documents can be found <a href="#">here</a> . Additional information regarding Markbook and report setup can be found <a href="#">here</a> . Laptop rules can be found <a href="#">here</a> .
B11. <a href="#">Sets of Laptops</a>	updated 2025	TAS laptops can be booked using the TAS calendar via google calendars.
B12. <a href="#">Setting Homework and Assessment tasks on Sentral.</a>	updated 2025	It is expected that any homework and assessment tasks given to students are accessible via the students 'Sentral Portal'. How to add these tasks to Sentral can be found <a href="#">here</a> . Types of assessment methods can be found <a href="#">here</a> .

B13. <a href="#">N-Award warning letters and N-awards</a>	updated 2025	Students not meeting course requirements may require N-Award warning letters which are created via <a href="#">Sentral - Wellbeing</a> . Correct wording for Absences and Classwork can be found <a href="#">here</a> . Actual N-award notifications need to be processed via the principal using the correct process forms. An example of an SMS or email to notify parents about the N - warning letter can be found <a href="#">here</a> . N-award warning wording for workplacement can be found <a href="#">here</a> .
B14. <a href="#">Mark books</a>	updated 2025	Markbooks for each TAS subject are found on <a href="#">Sentral - Markbooks</a> . Marks and grades are transferred to the reports program at the end of each semester. A copy of the Sentral handbook can be found <a href="#">here</a> . A linear scaling grade calculator can be found <a href="#">here</a> if you need to adjust your spread of marks. A checklist form for staff to check Markbooks and reports are set up correctly can be found <a href="#">here</a> .
B15. <a href="#">Reports</a>	updated 2025	Reports for each student is written at the end of each semester. These are completed using <a href="#">Sentral - Academic Reports</a> . WWHS Report writing guidelines can be found <a href="#">here</a> . A copy of the excel spreadsheet to convert marks to grades can be found <a href="#">here</a> . TAS faculty Report Checklist can be found <a href="#">here</a> . The NSW report 'Style Guide' can be found <a href="#">here</a> . Some Verbs and adjectives used in reports can be found <a href="#">here</a> and <a href="#">here</a> . Report comment starters with drop-down boxes can be found <a href="#">here</a> . An example of the report comment process (Science) can be found <a href="#">here</a> . TAS report cheat sheet can be found <a href="#">here</a> . Report Attributes can be found <a href="#">here</a> .
B16. <a href="#">ALARM</a>	updated 2025	<a href="#">ALARM</a> is a cognitive scaffold that provides a framework for learning, deconstruction of tasks, feedback and reflection. Students can use this technique to assist their written responses for assessment tasks and in exams. A technique used to break down passages of work called 'Power Grammar' can be found <a href="#">here</a> .
B17. <a href="#">Senior monitoring folders</a>	updated 2025	Teachers of senior classes are required to keep monitoring folders of each subject. Content for these folders can be found <a href="#">here</a> . Hard copies of current classes are to be kept in the staff room. Electronic copies/backups can be kept <a href="#">here</a> . Information from the department regarding Higher School Certificate Monitoring can be found at: <a href="https://education.nsw.gov.au/assessment-and-reporting/assessment/stage6">https://education.nsw.gov.au/assessment-and-reporting/assessment/stage6</a> . Forms relating to the 'signing off of HSC' monitoring by the principal can be found <a href="#">here</a> . VET monitoring information can be found <a href="#">here</a> . NESA Monitoring Advice to principals can be found <a href="#">here</a> . NESA Links to current programs and monitoring folders can be found <a href="#">here</a>
B18. <a href="#">Footwear</a>	updated 2025	It's compulsory that all students in TAS practical classes wear suitable leather-covered footwear. A note to parents outlining the Departments and schools expectations can be found <a href="#">here</a> . Department guidelines for Footwear - NSW Government Schools can be found <a href="#">here</a> .
B19. <a href="#">How 2 Learn / PBL. /</a>	updated 2025	<i>HOW2Learn is a strategy focused on building students' capacity to learn</i> by explicitly teaching dispositions and habits within the existing programs and practices at Wagga Wagga High School to develop a learning culture that enables everyone to be self-aware in their learning, Use the language and dispositions of successful learners and share a belief that intelligence is learnable and expandable. How 2 learn Behaviour Management Structure can be found <a href="#">here</a> .
B20. <a href="#">Google Classroom.</a>	updated 2025	It is advised that TAS staff utilise <b>Google Classroom</b> for delivering many of their units of work. An introduction to using Google Classroom can be found <a href="#">here</a> . Other related tips for using google classroom can be used <a href="#">here</a> . Marking stamps for marking students work in PDF forms can be found <a href="#">here</a> . How to organise files and folders in google drive for google classroom flowchart can be found <a href="#">here</a> and instructions on creating a collaboration classroom can be found <a href="#">here</a> . To ensure PDF files can be opened in Adobe Acrobat DC, make sure the Application Launcher extension is installed and Google drive is installed on the computer - G drive

B21. <a href="#">Aboriginal Education.</a>	updated 2025	Information related to Aboriginal Education can be found <a href="#">here</a> .
B22. <a href="#">Literacy and Numeracy.</a>	updated 2025	TAS related literacy and Numeracy information can be found <a href="#">here</a> . A department website with Literacy and Numeracy resources can be found <a href="#">here</a> . School Numeracy resources and guides that were put together by the HT maths at Wagga High can be found <a href="#">here</a> .
B23. <a href="#">Teaching Techniques to lift HSC results.</a>	updated 2025	A list of teaching practices gathered by talking with a number of TAS staff, regarding what they considered to be good techniques they use to lift marks in the HSC can be found <a href="#">here</a> .
B24. <a href="#">Staff Welfare / Wellbeing</a>	updated 2025	Information related to staff welfare can be found <a href="#">here</a> , including an EAP Factsheet and support information and details.
B25. <a href="#">Success Criteria Matrix</a>	updated 2025	For students to know what success looks like in the classroom, a Success Criteria Matrix for each subject should be established. Formative assessments linked to the subject's Direct Reporting Statements can be found <a href="#">here</a> . FAQ about formative assessment can be found <a href="#">here</a> . Examples of Progress Forms for formative assessment can be found <a href="#">here</a> .
B26. <a href="#">HSC Results</a>	updated 2025	Past HSC Results can be found <a href="#">here</a> .
B27. <a href="#">TAS Google sites</a>	updated 2025	The Tas faculty is currently looking at introducing the use of Google sites to access class content and teaching resources. Links to these TAS sites can be found <a href="#">here</a> .
B28. <a href="#">NESA - Syllabus Updates</a>	updated 2025	Information related to Syllabus updates and Curriculum Information from NESA can be found <a href="#">here</a> . <a href="#">NESA Syllabuses link</a>
B29. <a href="#">Assessment Rules and policies</a>	updated 2025	NESA assessment policies and procedures can be found <a href="#">here</a> . <a href="#">ACE Manual</a> - Honesty in HSC Assessment + Rules and Procedure + All my own work links
B30. <a href="#">BYOD</a>	updated 2025	As from 2024 Wagga High will be a BYOD school. The link to the initial handbook can be found <a href="#">here</a> .

updated 2025		
C1. <a href="#">Budget / Finances</a>	updated 2025	TAS / VET Budgets are divided up into <a href="#">3 Cost Centres</a> : TAS, Industrial Arts, and Home Economics. Further <a href="#">Internal order sections</a> are broken up within each Cost Centre. The <a href="#">Faculty Budget</a> spreadsheet can be found for <a href="#">here</a> . Approval of orders are completed by the HT via a green purchase order form. Claims can be applied by using the orange claim form. Both forms can be obtained from the finance office. Budget allocations can be found at <a href="#">T:\Office\Finance</a> Information on how to order stationary via WINC can be found <a href="#">here</a> .
C2. <a href="#">Student Welfare and Behaviour</a>	updated 2025	Student Wellbeing and behaviour policy can be found on the WWHS Staff google drive, <a href="#">here</a> . Student welfare profiles are available on <a href="#">Sentral</a> Monitoring of students with 3 or more Sentral entries in a 2 week period. Theses students should be excluded from all extra curricular activities. The list can be found <a href="#">here</a> .
C3. <a href="#">Staff Professional Development - PDP's and Teacher Professional Learning</a>	updated 2025	All staff must complete a PDP <a href="#">document</a> each year and have it approved by their direct supervisor. Teachers Professional Development should relate directly to the Australian teaching standards which can be found <a href="#">here</a> . Ongoing and completed PDP forms should be stored <a href="#">here</a> . Evidence of meeting goals within a teachers PDP can be stored <a href="#">here</a> . New online applications for rolesPDP's can be found on SENTRAL. The departments PDP guideline document can be found <a href="#">here</a> . Professional learning feedback forms can be found <a href="#">here</a> . A code to Wagga High Schools Google Classroom is <a href="#">thly0x</a> . A PDP guide developed by the HT Teaching and Learning can be found <a href="#">here</a> . A collaboration notebook (One Note) for teaching communities can be found <a href="#">here</a> . Instructions for applying for professional learning can be found <a href="#">here</a> . 2023 Rotation for PDP days and sport duty can be found <a href="#">here</a> .
C4. <a href="#">Peer Lesson observation</a>	updated 2025	A modified check sheet for TAS faculty can be found <a href="#">here</a> . A student behaviour management and engagement action plan can be found <a href="#">here</a> . Information related to the departments expectations for lesson observations can be found <a href="#">here</a> .
C5. <a href="#">Teachers Accreditation / New Scheme Teachers and MyPL</a>	updated 2025	To start or return to work as a teacher in a NSW school, you must be accredited by NESA. The first step is to <a href="#">apply for Provisional or Conditional Accreditation</a> . Teachers who have worked in a NSW school since before 1 October 2004, and have not had a break from teaching of more than 5 years, <b>do not currently</b> need to be accredited. <a href="#">Accreditation requirements will apply to all school teachers from 1 January 2018</a> . Further information and access to kits can be found <a href="#">here</a> . Examples of completed applications can be found <a href="#">here</a> . A copy of KHS's maintenance booklet can be found <a href="#">here</a> . Example of supervisor reports can be found <a href="#">here</a> . The new Report proforma can be found <a href="#">here</a> . Teacher accreditation observation report form can be found <a href="#">here</a> . Information regarding the HALT program can be found <a href="#">here</a> .
C6. <a href="#">Independent Papers</a>	updated 2025	Independant papers are ordered via the front office as a whole school during first term. Orders can be found <a href="#">here</a> .
C7. <a href="#">Parent-Teacher Evening</a>	updated 2025	Two parent-teacher evenings occur each year. See school calendar for dates. Booking interview times can be found on <a href="#">Sentral here</a> . If you think you might have a difficult conversation with a parent, then a hand out on some strategies can be found <a href="#">here</a> .

C8. <a href="#">Workplace safety inspection</a>	updated 2025	Each year towards the end of term one, each room /workplace needs to be inspected for WHS issues. The inspection checklist and school-related WHS information can be found <a href="#">here</a> . Hazard, incident and accident report form can be found <a href="#">here</a> .
C9. <a href="#">Industrial Arts Machine Guide</a>	updated 2025	This document outlines information related to machinery in the Industrial Arts rooms, such as type, use, safety etc. The equipment safety in schools website can be found <a href="#">here</a> .
C10. <a href="#">The Reflection Centre</a>	updated 2025	WWHS is currently investigating the introduction of a student 'Reflection Centre'. This initiative will target students that need additional support to stay engage in normal mainstream classes. Information regarding the Reflection Centre can be found <a href="#">here</a> . Suspension work for stages 3,4,and 5 can be found <a href="#">here</a> .
C11. <a href="#">Chemical Register</a>	updated 2025	<p>All chemicals need to be kept in a locked chemical cupboard and each item must be registered in "Chem Watch", outlining the product name, amount, and where it is stored. A copy of the latest TAS chemicals files can be found <a href="#">here</a>. Also material safety data sheets are to be obtainable for each item. These are printed and stored in the TAS staff room above the headteacher VET's desk. The department's <a href="#">Chemical safety in schools</a> website can be found. A link to <a href="#">Chemwatch Gold</a> can be found <a href="#">here</a>. The Departments Chemical Safety Requirements can be found</p> <p>Safety Data sheets must be readily accessible in the room where the substances are used/stored. Access can be electronic. In the past SafeWork have recommended that the mini Safety Data sheets (one page) is kept in the room where they are stored, rather than the full version. This is so that in the event of a power fail, easy access the summary SDS for emergency responses i.e. first aid, spills etc. Staff can then access the full one online if needed. Below is the link to Chemical safety requirements within the department, including CSIS. There is also a webinar that specifically deals with high school settings.</p> <p><a href="https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/chemicals-and-sharps">https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/chemicals-and-sharps</a> Cheryl McKee Work Health and Safety Advisor   Health and Safety Directorate 27.7.2021</p> <p>Safe Work Australia <a href="#">Preparation of safety data sheets for hazardous chemicals</a> Code of Practice JUNE 2023</p> <p><b><u>Department of Ed - Health and Safety Directorates:- FACT SHEETS</u></b></p> <p>Chemicals:-</p> <ul style="list-style-type: none"> <li>• <a href="#">How to Approach Chemical Safety</a></li> <li>• <a href="#">Required Chemical Systems and Registers</a></li> <li>• <a href="#">Everyday Chemicals &amp; Cleaners</a></li> <li>• <a href="#">General Assistants and Farm Assistants</a></li> <li>• <a href="#">General Guidelines on How to Approach Chemical Safety - TAS</a></li> </ul> <p>Chemical support material:-</p> <ul style="list-style-type: none"> <li>• <a href="#">Chemical Safety in Schools</a></li> <li>• <a href="#">Chemical Safety - GHS</a></li> <li>• <a href="#">Checklist for working with hazardous substances - V1</a></li> </ul> <p>Sharp objects support materials:-</p> <ul style="list-style-type: none"> <li>• <a href="#">Sharp objects - overview and key steps -V1</a></li> <li>• <a href="#">Guidance in completing the risk management plan proforma - sharp objects - V2</a></li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="#">Sample risk management plan: sharp objects - V1</a></li> <li>• <a href="#">SafeWork - Hazardous chemicals</a></li> </ul> <p><a href="#">Chemical Safety in Schools (CSIS) Webinar slides</a></p> <p><u>Nesa information</u></p> <p><b>Section 1: General information for all staff</b> <a href="#">here</a></p> <ul style="list-style-type: none"> <li>• <a href="#">1.7 Risk Assessment - a pre-requisite for risk control</a></li> <li>• <a href="#">1.8 Control measures for schools</a></li> <li>• <a href="#">1.9 Hazardous Chemical Register and Manifest</a></li> <li>• <a href="#">1.10 Managing chemicals in the school environment</a></li> <li>• <a href="#">1.11 Protection equipment - Preventing chemical injury</a></li> <li>• <a href="#">1.12 The Principal's guide to implementation</a></li> </ul> <p><b>Section 2: ChemWatch Technology Support</b> <a href="#">here</a></p> <p><a href="#">ChemWatch Training</a> , Inventory files for the chemical register in Appendices B and Globally Harmonized System of Classification and labelling of Chemicals</p> <p><b>Section 3: Curriculum support Documents 3.3 (TAS)</b></p> <p><a href="#">Organising Chemicals</a> labelling, signs, storage</p> <p><a href="#">Safe practice for technology learning environment</a> Lesson planning, preparation and maintenance of learning environment, Classroom management strategies, Contingency planning, Emergency evacuation procedures,</p> <ul style="list-style-type: none"> <li>• <b>Using chemicals</b> – containers, Preparation of chemicals, heating chemicals, fumes, spills and cleaning up</li> <li>• Safe practices in food preparation areas, Using electric power tools</li> </ul> <p><a href="#">Information about common dangerous or hazardous activities</a> General advise for chemicals commonly used in TAS ~</p> <ul style="list-style-type: none"> <li>• adhesives,</li> <li>• cleaning chemicals</li> <li>• Fabric dyes and printing inks</li> <li>• fixatives</li> <li>• metals</li> <li>• 3.3.1 potential long-term health effects from some metal or their compounds</li> <li>• paints</li> <li>• petroleum products</li> </ul> <p><a href="#">Common dangerous or hazardous activities</a></p> <p><a href="#">Disposal of unwanted materials</a></p>
C12. <a href="#">Workshop maintenance</a>	updated 2025	<p>During the last week of each term, workshops are to be closed for practical work and maintained ready for the following term. The maintenance schedule can be found <a href="#">here</a>. A clutter-free flow chart can be found <a href="#">here</a>.</p> <p>Maintenance for public works schedule can be found <a href="#">here</a>.</p>



C13. <a href="#">HSC Assessment Marks</a>	updated 2025	Spreadsheets for collecting HSC Assessment Marks for NESA entries can be found <a href="#">here</a> .
C14. <a href="#">School Magazine Report</a>	updated 2025	Each year the Faculty is responsible for producing an article for the school magazine. Copies of past articles can be found <a href="#">here</a> .
C15. <a href="#">Faculty Report</a>	updated 2025	Each year the principal requires a Faculty Report for the Annual School Report. Copies of past reports can be found <a href="#">here</a> .
C16. <a href="#">Faculty Allocations / Timetables</a>	updated 2025	Tas Faculty Timetable Matrix for each year can be found <a href="#">here</a> . TAS EDVAL information for allocations can be found <a href="#">here</a> . The timetable request process for changes can be found <a href="#">here</a> .
C17. <a href="#">Faculty Awards and Merit Certificates</a>	updated 2025	A copy of the school's Merit System can be found <a href="#">here</a> .
C18. <a href="#">Excursion</a>	updated 2025	Excursion Information, Policies and Procedures can be found at T:\Office\Administration\AAA <b>Excursions</b> . The latest version of the school's excursion procedure can be found <a href="#">here</a> . More information and forms in <a href="#">WWHS Staff Excursions</a> . The new excursion policy around school Bytes from 2024 can be found here - <a href="#">WWHS Excursion Procedures updated May 6, 2024.docx (1).pdf - Google Drive</a>
C19. <a href="#">Tech Mandatory Rotation</a>	updated 2025	The Tech mandatory rotation for yr 7 and 8 can be found <a href="#">here</a> . Plus Attendance Report for each Tech class. Year 8 Electives <a href="#">here</a> .  <a href="#">CLASS ATTENDANCE REPORTS</a>
C20. <a href="#">Triple AAA Radio interview and faculty promotion</a>	No Longer Happens	Usually on the first Friday in September, the TAS/VET head Teachers are required to participate in a <a href="#">radio interview</a> to promote the faculty and subjects.
C21. <a href="#">Yr 10 Grades</a>	updated 2025	TAS teachers of year 10 are required to supply grades for their year 10 students at the end of the year to go towards ROSA results. Grades are a summary of students assessments during the year and must reflect the <a href="#">performance descriptors</a> laid out by the Board of Studies. Spreadsheet collection forms for each year can be found <a href="#">here</a> . Course performance descriptors can be found <a href="#">here</a> .
C21A. <a href="#">Yr 11 Grades</a>	updated 2025	Yr 11 Grades can be found <a href="#">here</a> .

C22. <a href="#">University Prac Teachers.</a>	updated 2025	Information on University Prac teachers can be found <a href="#">here</a> . Guidelines around Paraprofessional can be found <a href="#">here</a> .
C23. <a href="#">Stocktake</a>	updated 2025	Each year faculties need to take a list of stock that they have in each classroom. All items that are either expensive or appealing and transportable should be recorded. An original list of stock for all classroom and learning areas can be found <a href="#">here</a> . Also, a map of the school showing the building codes and classroom numbers can be found <a href="#">here</a> . The New spreadsheet with all items for each workshop/classroom can be found <a href="#">here</a> . Equipment Register and disposal forms can be found <a href="#">here</a> .
C24. <a href="#">On-guard</a>	updated 2025	All students studying a Technology class must complete the 'On-Guard' modules related to the safety aspects/equipment in that subject. Wagga High Account to On-guard can be found <a href="#">here</a> . A word document on instructions for students to log in can be found <a href="#">here</a> .
C25. <a href="#">New and Emerging Technology</a>	updated 2025	The TAS faculty are obligated towards keeping in touch with new and emerging technology. A file with links to instructions on how to install and use these technologies can be found <a href="#">here</a> .
C26. <a href="#">Asset Registration</a>	updated 2025	New equipment needs to go on the asset register. Forms can be found <a href="#">here</a> .
C27. <a href="#">Faculty Meetings</a>	updated 2025	The TAS faculty meets every Tuesday during lunch each week, starting at 1.25 pm. Agendas and minutes can be found <a href="#">here</a>
C28. <a href="#">Having a difficult conversation</a>	updated 2025	A proforma for having a difficult conversation with staff, parents or students can be found <a href="#">here</a> .
C29. <a href="#">Ag Farm Audit Info'</a>	updated 2025	Information related to Animal Welfare Audit can be found <a href="#">here</a> .
C30. <a href="#">Staff Farewell</a>	updated 2025	Shared files for creating farewell speeches can be found <a href="#">here</a> .
C31 <a href="#">Google Drive</a>	updated 2025	Any information related to the google drive can be found <a href="#">here</a> .

C32. <a href="#">AI and Chat GPT etc</a>	updated 2025	Anything related to AI and chat GPT such as prompting, guides, school policies etc can be found <a href="#">here</a> .
<b><u>D. Whole School</u></b>		
D1. <a href="#">Triple S</a>	updated 2025	Information on the Triple S class can be found <a href="#">here</a> .
D2. <a href="#">Mandatory Reporting</a>	updated 2025	The mandatory reporting website for reporting any problematic sexual or concerning behaviour can be found <a href="#">here</a> . A checklist to follow for mandatory reporting can be found <a href="#">here</a>
D3. <a href="#">Donated Extra's</a>	updated 2025	Anything related to donated extra's and school policy around them can be found <a href="#">here</a> .
D4. <a href="#">Staff Information and roles</a> .	updated 2025	Staff Information and roles can be found at <a href="#">T:\Office\Administration\Staff Information</a>
D5. Blank	updated 2025	
D6. <a href="#">Executive Meeting</a>	updated 2025	Headteachers are required to attend the Executive meeting each Monday at 3.30 pm in the TED Drake Room. Weekly Agenda's and minutes can be found on <a href="#">Sentral</a> . A template for taking minutes at the Exec Meeting can be found <a href="#">here</a> .
D7. <a href="#">Student Information handbook</a>	updated 2025	A copy of the student Information handbook for all things student related at WWHS can be found <a href="#">here</a> .
D8. Evacuation Process. <a href="#">WWHS Work Healthy and Safety</a>	updated 2025	The school's evacuation process can be found here. <a href="https://drive.google.com/drive/folders/1dVYBc474-QgVK7ciOiDMkNL1qyR-6zKj?usp=sharing">https://drive.google.com/drive/folders/1dVYBc474-QgVK7ciOiDMkNL1qyR-6zKj?usp=sharing</a> <a href="#">2023</a> Work Health and Safety - Hazard Report Forms, - Minutes,

		<ul style="list-style-type: none"> <li>- Evacuation Procedure 2023</li> <li>- Lockdown Procedure 2023</li> <li>- Register of Injury and Incident Notification Form</li> </ul>
D9. <a href="#">Excellence Framework</a>	updated 2025	A copy of the Excellence Framework can be found <a href="#">here</a> .
D10. <a href="#">Student Wellbeing</a>	updated 2025	Student wellbeing information, contact details and management plans etc can be found on Sentral under the <a href="#">Wellbeing</a> section or on the WWHS Staff Google shared drive, <a href="#">here</a>
D11. <a href="#">Uniform List Instructions</a>	updated 2025	Instructions on how to mark 'Out of Uniform' on SENTRAL can be found <a href="#">here</a>
D12. <a href="#">New staff Induction.</a>	updated 2025	Information for new staff can be found <a href="#">here</a> . The student's handbook for new students can be found <a href="#">here</a> . and the <a href="#">WWHS Mentoring Process</a>
D13. <a href="#">Casual/ Absent Staff</a>	updated 2025	HT's are responsible to check that classes are covered when a staff member is away. Ideally, relieving lesson plans are to be left by the classroom teacher for the casual to deliver. A blank template for relieving lesson plans can be found <a href="#">here</a> . Emergency Lesson and worksheets can be found <a href="#">here</a> .
D14. <a href="#">Learning and Support</a>	updated 2025	Teachers can refer students to the Learning and support team to identify if they are eligible for additional support. A copy of this referral form can be found <a href="#">here</a> . Learning support referrals online via Sentral can be found <a href="#">here</a> . and about Learning support <a href="#">here</a> . A flow chart showing the correct process to use for pre-referral can be found <a href="#">here</a> . Alignment of VET courses with Life Skills Technology Subjects can be found <a href="#">here</a> .
D15. <a href="#">Rigour</a>	updated 2025	Wagga High classrooms should be rigorous in nature. See <a href="#">here</a> for what that should look like.
D16. <a href="#">Staff Morning Tea.</a>	updated 2025	Each faculty takes turns to provide morning tea to the rest of the staff. A rotation for this can be found <a href="#">here</a> .
D17. <a href="#">Long Service Leave</a>	updated 2025	Teachers are entitled to apply for long service leave if available, however, approval needs to be given by the principal. Clarification on apply for leave can be found <a href="#">here</a> .

D18. <a href="#">Sick Leave</a>	updated 2025	If staff need to be away due to illness, a text needs to be sent to 0429666795 before 7.15 am. Where possible Head Teachers should also be notified by text and work emailed through before 8.50 am. Sick leave needs to be completed using the <a href="#">SAP Portal</a> . If a teacher forgets to complete their leave request, a deduction will occur in their pay. An application to reverse an unauthorised leave form can be found <a href="#">here</a> . Covid related sick leave can be found <a href="#">here</a> .
D19. <a href="#">Charles Sturt University - CSU</a>	updated 2025	Wagga High and Charles Sturt University have Community Agreements in a number of areas. Information related to this can be found <a href="#">here</a> .
D20. <a href="#">Students directed Learning Concept</a>	updated 2025	WWHS is currently investigating the implementation of student-directed learning programs. Initially in yr 8 elective, which may evolve into yr 9 classes if successful. Information relating to the concept can be found <a href="#">here</a> .
D21. <a href="#">Class Feedback</a>	updated 2025	A class feedback form or learning log can be used to obtain feedback from the students at the end of a lesson, topic or subject. The feedback form can be found <a href="#">here</a> .
D22. <a href="#">Accident and Incident Report</a>	updated 2025	Information regarding accident and Incident reporting can be found <a href="#">here</a> . The departments support material for accidents and incidents including forms at the end of the document can be found <a href="#">here</a> . FORMS:- <a href="#">Accident to student/visitor form</a> <a href="#">Incident Summary Sheet and Parent Contact form</a> Online incident report link can be found <a href="#">here</a> .
D23. <a href="#">Media Protocols</a>	updated 2025	It is essential that anyone who will be filling the role of the principal is thoroughly familiar with the protocols. This includes staff who may be called on if the usual executive were suddenly all unavailable. Protocols can be found <a href="#">here</a>
D24. <a href="#">Staffroom Extensions and Contact Lists</a>	updated 2025	A copy of staffroom extension numbers and a list of each staff member belonging to which faculty can be found <a href="#">here</a>
D25. <a href="#">Mobile Phone Policy</a>	updated 2025	The new mobile phone policy for WWHS after the new state initiative can be found <a href="#">here</a> .
D26. <a href="#">Yr 10 Enrichment</a>	updated 2025	Information for enrichment programs can be found <a href="#">here</a> .

D27. <a href="#">TLC Groups</a>	updated 2025	Professional learning groups have been created using the heading TLC. Information related to this can be found <a href="#">here</a> .
D28. <a href="#">TLC 20</a>	updated 2025	TLC-20 is a Wagga High initiative that allows groups of students to gain Pastral care time within the school timetable. Classroom Codes and instructions for TLC 20 can be found <a href="#">here</a> .
D29. <a href="#">Showcase</a>	updated 2025	The TAS/VET Showcase is an opportunity for students to present their projects and talents, with detailed guidelines and schedules available <a href="#">here</a> .
D29 Deputy Responsibilities	updated 2025	Deputy responsibilities can be found <a href="#">here</a> .

<a href="#">E. VET Management Link</a>	updated 2025	<a href="#">VET Management Structure.docx</a> <a href="#">2023-24 VET Management Structure</a> from 2024 on they will be completed VET Hub <a href="#">Teacher Training Guidelines and Procedures on QMS</a> or go to <a href="#">QMS</a> -> <b>Other</b> -> <b>Teacher Training Guidelines and Procedures</b> <a href="#">VET State-wide Staffroom</a> <a href="#">VET Coordinators Meeting</a>
E001. <a href="#">Essential Communication</a>	updated 2025	The RTO now posts any Critical communications to QMS. The link can be found <a href="#">here</a> . <a href="#">Critical Communication and action taken</a> and <a href="#">VET Coordinators Meeting summaries</a> <a href="#">2026 Primary Industries transition letters to teacher + students</a>
E01. VET Moodle Moodle was decommissioned and all things are now found on <a href="#">QMS</a>	updated 2025	This <a href="#">QMS</a> provides access for schools and their trainers/assessors to all RTO(90333) documents, including mandated Training and Assessment Strategy (TAS) templates, mandated assessment packages required for school delivery and RTO procedure documents. <a href="#">Training and Assessment Strategy (TAS)</a> from QMS 2023 <a href="#">TAS forms</a> . <a href="#">Primary Industries and Hospitality is through Wagga Wagga – 90333</a> <a href="#">TAS for Construction, Metal ... Document Library</a> <a href="#">Students with special educational needs QMS</a>

E1. <a href="#">Evidence of support for VET Co-ordinator</a>	updated 2025	<p>The Head Teacher VET is on a headteachers load and some support funding has been utilised for relief when needed. The principal also employs a SAS assistant (using principal support funding) to assist each headteacher with administration. This is accessed by the headteacher VET in supporting many of the administrative duties needed to meet compliance.</p> <p>A link to <a href="#">RTO Wagga Team Roles, Responsibilities and Contact Details</a> 2021</p> <p><a href="#">QMS - portfolio responsibilities for the Senior Pathway team</a></p>
E2. <a href="#">Authority to Deliver</a>	updated 2025	<p><a href="#">CIGs</a> and <a href="#">QAA's</a> have been signed by all parties for the current year and uploaded to QMS. Copies of these can be found <a href="#">here</a> <a href="#">Authority to Deliver</a></p> <p><a href="#">Authority to deliver Authority to Run Form (previously Amendment to ATD Form)</a></p>
E3. <a href="#">Trainer Checklist</a> - Old Version	updated 2025	<p>A copy of the <b>OLD version VET trainers</b> annual checklist can be found <a href="#">here</a>. <b>Not Needed</b></p>
E3A. <a href="#">VET Timeline</a> <a href="#">NESA - Timetable of Action for schools</a>	updated 2025	<p>This document may have replaced the Trainer Checklist above. A copy of the VET Timeline for each year can be found <a href="#">here</a>.</p> <p><a href="#">Teacher's Timeline - Action Checklist</a> V1.2 2021 (modified for teachers)</p> <p><a href="#">2022 Co-ordinator VET timeline Action Plan V1.2</a> (modified for co-ordinator)</p> <p><a href="#">VET Coordinator Guide</a></p>
E4. <a href="#">USI Process:</a>	updated 2025	<p>Many students will complete their USI's in Stage 5 when completing the 'White Card' course. For students to create a USI go to the <a href="#">online website</a>.</p> <p>Collecting USIs is done on the <b>Stage 6 Enrolment Form</b>. This form can be used for students who are not doing a VET Course. The USIs are verified by the Vet Coordinator or admin through QMS or Evidence Central. <b>No longer used.</b></p> <p><b>USI's and Enrollments are completed via Evidence Central</b></p> <ul style="list-style-type: none"> <li>• Once verified the VET Course Markbook is noted with the USI number.</li> <li>• Scan Enrolment Form, upload to QMS -&gt; School Evidence.</li> <li>• Also, upload to Google Drive. <a href="#">Student Enrolment Forms - signed</a></li> <li>• The original signed Enrolment Form is put in the Students File.</li> </ul> <p>VET students are completed during an allocated time slot with the assistance of their trainer and the VET coordinator. Student numbers are kept on the school register via the front office nominated SAS staff member and updated to BOS by the Deputy (Curriculum). A process is also set up for students who already have a USI from other RTO's to be registered. For students who leave school before we can obtain their USI, a letter and the USI package is sent to their home address with clear instructions on how to complete the necessary USI components.</p> <p><a href="#">USI instructions from QMS</a></p> <p>USI can still be verified through QMS <a href="#">here</a>. A special template must be uploaded for the verification process.</p> <p>Once verified update - VET Markbook, Evidence Central</p>
E5. <a href="#">Estimates for HSC VET exams</a>	updated 2025	<p><a href="#">NESA Schools Online - change students estimate marks</a></p> <p>In NESA My reports -&gt; click Estimated Mark <b>Estimated Mark Collection Schedule</b> <i>'Click here'</i> -&gt; generate</p>

		<p>A sheet for each course will be created</p> <p>Check students' names and check they are sitting the HSC Exam</p> <p>Update the forms from the VET Markbook Trial mark Column</p> <p><a href="#">Entering estimated examination marks tutorial</a></p> <p><a href="#">Analysis Data</a></p>
6. <a href="#">VET Meetings</a> and <a href="#">TAS VET Faculty Meetings (C27)</a>	updated 2025	<p>Faculty meeting occurs every Tuesday lunchtime. Any VET agenda items are added when needed. Meeting minutes can be found <a href="#">here</a>. Emails are continually sent to all VET staff with any information and/or important deadlines.</p> <p>2023 Term 2 VET co Meeting <a href="#">VET Coordinator online term 2 2023.pdf</a></p> <p><a href="#">VET Coordinators Meeting summaries</a></p>
E7. <a href="#">Vet Course Promotional Checklist</a>	updated 2025	<p>VET COURSE PROMOTION CHECKLIST- SCHOOL-BASED DELIVERY AND ASSESSMENT from QMS <a href="#">here</a>. YouTube video clips of Subject Information can be found <a href="#">here</a>.</p> <p><a href="#">Marketing - QMS</a></p>

## F. Continuous Improvement Plans for VET Delivery

<a href="#">F1. Contingency Plans</a>	updated 2025	<p>Hospitality - Currently Angela Sebbens is on part-time 3 days/ week at WWHS. We have Emma MacIntosh as a permanent casual who is trained in the appropriate course to relieve her.</p> <p>Sports Coaching - Heath Russell has recently trained in Sports Coaching (2020). Michael Dare has commenced some training as a backup but still needs to complete the full requirements. Currently deferred until 2022.</p> <p>Skills for Work - Scott Trenaman has trained to replaced Aimee Arentz who has transferred to a different school. A copy of the Authority to Deliver documents can be found <a href="#">here</a>. (also 2022 template)</p> <p>Louis Orr is Teaching Primary Industries under supervised delivery plan due to Jane Falepau taking leave during 2022. Louis is supervised by Holly Moore (Mount Austin High) Holly is employed by the school for 3 days a term term to assist with assessment.</p> <p>Still waiting to see if Jane is returning for 2023. Employment opportunity currently looking at Trina Bedford (Science - Ag) as a possible replacement.</p>
F2. <a href="#">Allocations to support VET trainer currency</a>	updated 2025	<p>VET teachers have attended relevant TPL related to the coffee shop and school catering, and networking and video conferencing. Vet support funding and TPL funding has been utilised for this. Relieve for Entertainment staff to organise and set up production and school functions. Support will be allocated to relieve staff to attend industry visits in 2022.</p>
F3. <a href="#">Access to work-placement.</a>	updated 2025	<p>Teachers of students on work placement are usually relieved of 'extras' during that time. Casuals who are on lighter loads have also been used to help cover classes. VET staff collapse classes to make visits or other TAS staff will cover classes to allow staff time. All staff contact employers on the first day and visit later through the week. Work placement is organised by Wagga Compact and facilitated by the current VET teachers.</p> <p>The principal employs an SLSO - Transition support person, to assist with student work readiness and workplace visits. A translated <a href="#">workplace learning information for parent's documents</a> has been updated and is available on the Career Learning website.</p>



		<p>A copy of the Teachers Handbook from Wagga Compact can be found <a href="#">here</a>. Requests for work-placement dates to Wagga Compact can be found <a href="#">here</a>. A copy of the COMPACT VET Work-placement handbook can be found <a href="#">here</a>. A new COVID Safe SPR to be implemented from term 4 week 1 2020 can be found <a href="#">here</a>.</p> <p>Information regarding student placements can be found on <a href="#">Pathways Cloud</a></p> <p>Other work placement information can be found below:</p> <ul style="list-style-type: none"> <li>• <a href="#">Work placements</a></li> <li>• <a href="#">Student placement records (SPR)</a></li> <li>• <a href="#">RPL for work-placement</a></li> <li>• <a href="#">COVID related advice for Work Placement</a></li> <li>• <a href="#">Current NSW Government COVID restrictions</a></li> <li>• <b>COVID-19 directions – Work placement</b> NESA – “Students undertaking <a href="#">VET Courses</a> in 2021 will remain eligible for the Preliminary or HSC credit units if unable to complete work placement due to the direct impact of COVID-19”. Please contact <a href="#">Nesa</a> if you need advice for Year 11 + 12 VET workplacement. <a href="#">Work Place Learning Policy + Procedures - Power Point</a></li> </ul> <p><a href="#">Workplacement instructions from QMS</a></p> <p><a href="#">Request for Work Placement COMPACT</a></p> <p><a href="#">COMPACT - WWHS details -2024</a></p> <p>Students that do workplacement travelling away from home - Form can be found <a href="#">here</a></p>
F4. <a href="#">Plans to upgrade equipment</a>	updated 2025	<p>We currently have been successful in two submissions to help fund equipment. Items purchased include new planer blades, arc welders, spray booms, kitchen benches for the coffee shop, and a number of smaller tools and utensils. Recent applications for the resource grant can be found <a href="#">here</a>. A Commercial Kitchen was installed in 2021. Plans can be found <a href="#">here</a>. Some initial planning is taking place in regards to improving the layout and bench space in the Coffee shop.</p>
F5. <a href="#">Budget Plans</a>	updated 2025	<p>Each year an allocation is made to VET via the school budget. This includes subject fees and an allocated amount per student studying each subject. This amount is also subsidised by the RTO's VET support fund. Funds are divided up by a needs basis. Applications are made via the Head Teacher VET. The school P&amp;C support VET projects around the school by donating approximately \$5000 each year for school-based projects. <a href="#">Vet Budget Information</a></p>
F6. <a href="#">Audit Information</a>	updated 2025	<p>A number of inspections and audits are performed throughout the year and cyclic timeframes. In-house Desk Audit information can be found <a href="#">here</a>. RTO Desk Audit can be found <a href="#">here</a>. Cyclic Internal Audit information can be found on <a href="#">QMS</a> and External ASQA Audit information can be found <a href="#">here</a>, and <a href="#">ASQA Performance Assessment Link</a></p> <p>Internal Audit - <a href="#">Enrolment Forms + USI monitoring</a></p>
<b>G. Trainer – Quality Management System (QMS) <a href="https://qmsveis.info/index.php">https://qmsveis.info/index.php</a></b>		
<b>Note : In 2022 Wagga Wagga High school is in a trial for using Evidence Central</b>		

<a href="#">G00. School Evidence - QMS</a>	updated 2025	<p>From 2021, WWHS is trialling the collection of evidence using Google Drive and installing direct links from QMS back to Google drive.</p> <p>From 2022, some VET subjects are using Evidence Central as part of a trial. Evidence Central can be found <a href="#">here</a>.</p> <p>The link to WWHS's Google drive <b>School Evidence</b> folder can be found <a href="#">here</a>.</p> <p>The link to <a href="#">QMS WWHS School Evidence Folder</a></p>
<a href="#">G0. QMS Instructions</a>	updated 2025	<p>Instructions on setting up QMS file structure and utilising its features can be found <a href="#">here</a>.</p> <p><a href="#">QMS family tree- where to find things</a></p>
<a href="#">G1. QMS Trainer tracking sheet for WWHS</a>	updated 2025	<p>A tracking sheet for monitoring all trainers progress for each class can be found <a href="#">here</a>.</p> <p><a href="#">VET Teacher Training Guidelines and Procedures on QMS</a></p> <p><a href="#">Teacher Training, Professional Development and Currency</a> on QMS</p>
<a href="#">G2. HSC VET Monitoring</a>	updated 2025	<p>VET monitoring information can be found <a href="#">here</a>.</p> <p>HSC Assessment Advice -<a href="#">HSC Assessment Advice - QMS</a></p> <p><a href="#">HSC Monitoring QMS</a></p>
<a href="#">G3. Trainer Qualifications</a>	updated 2025	<p>Each trainer is responsible to keep a copy of their current qualifications on <a href="#">QMS</a></p>
<a href="#">G4. Vocational and Industry Currency Log</a> ( <a href="#">Industry Skills Matrix</a> )	updated 2025	<p>Each trainer keeps a current Vocational Industry Skills log in their currency folder on QMS.</p> <p>The <b>Vocational and Industry Currency Log</b> replaces the Skills Currency Matrix. It is found on the QMS in Trainer Induction <a href="#">here</a> or in the Construction course under Support Documents. It must be maintained every year to meet the compliance requirements of ASQA. A copy is on google drive <a href="#">here</a> with instructions on creating a google link.</p> <p>It is used by the trainer to record relevant industry activities, industry or vocational training or professional learning. Trainers are required to maintain and securely store this document by uploading it to the QMS "Currency" folder. Trainers are required to keep a record of their log that outlines two years of industry and vocational currency.</p> <p>Note that the "Evidence" column on the log asks trainers to store evidence of each entry on the log in the Currency folder. Evidence could be emails, statements of attendance, MyPL entries, photos, etc.</p>
<a href="#">G5. Vet Photos.</a>	updated 2025	<p>Photos of students working in VET can be found <a href="#">here</a>.</p>
<a href="#">G6. Induction Declaration</a>	updated 2025	<p>The induction is completed by each cohort at the start of the course. The trainer keeps a signed declaration of the induction on QMS in their RTO Documents folder. (Now on <a href="#">QMS School Evidence - Student Evidence</a> ).</p> <p><a href="#">Student Declaration Template + current forms</a> (Check <a href="#">QMS</a> for possible updated forms)</p> <p>Note: From 2022. Students at Wagga High School have completed their Induction on Evidence Central. A 10 minute lesson on how to access and deliver the induction can be found <a href="#">here</a>.</p>

<p>G7. <a href="#">Accurate Competency Records are kept.</a></p>	<p>updated 2025</p>	<p>Teachers are responsible for keeping their own tracking records for each cohort. A tracking matrix is recommended for this as well as using Sentral Markbook. All entered competencies are imported from Markbook to reports twice per year. The VET coordinator/assistant enters student's competencies from the school reports to the NESA schools online site at the end of each reporting cycle. A NESA report is created and sent to staff for confirmation of correct entries. Final entry checks in yr 12 are signed off by individual students. <a href="#">Schools Online Reports and Tracking Sheets</a></p> <p>Schools Online Advice to help with competency outcomes <a href="#">here</a></p> <p>Cluster Tracking sheets for Construction and Metal can be found <a href="#">here</a>.</p> <p>NESA contact numbers can be found <a href="#">here</a>.</p> <p><a href="#">NESA and Schools Online Advice - QMS</a></p> <p>Link to <a href="#">Wagga RTO Team Roles, Responsibilities and Contact Detail</a></p> <p>A decision-making table for entering schools online information can be found <a href="#">here on QMS</a></p> <p>Accessing VET Certificates, transcripts link <a href="https://studentsonline.nesa.nsw.edu.au/">https://studentsonline.nesa.nsw.edu.au/</a></p> <p>Accessing Your VET Certificates and Statements of Attainment - letter to Students <a href="#">here</a></p> <p>From NESA 2023 HSC Missing Outcome Report and USI for VET courses after final entry <a href="#">here</a></p>
<p>8. <a href="#">Student Evidence</a></p>	<p>updated 2025</p>	<p>Teachers are responsible for keeping student evidence uploaded to their Assessment Evidence folder on QMS. (Now on <a href="#">QMS School Evidence - Student Evidence</a>).</p> <p>Once cluster booklets have been completed, checked and signed, teachers can put them in the office to be scanned and sent back as a PDF file. Staff then upload these files to the correct cohort folder on QMS. <a href="https://qmsveis.info/index.php">https://qmsveis.info/index.php</a>.</p> <p>Some staff are exploring the use of Google Classroom and google drive to track student evidence. A link to this information must still be set up in QMS.</p> <p>From 2022, some VET subjects are using Evidence Central as part of a trial. Evidence Central can be found <a href="#">here</a>.</p> <p><a href="#">Changes to Activity Completion Report in EC -</a> Craig Miller 16.11.23</p>
<p>G9. <a href="#">CIG's</a></p>	<p>updated 2025</p>	<p>All current CIG's have been completed and signed by the correct parties and uploaded to <a href="#">QMS WWHS - CIG</a> by the senior pathways officer. A copy of these documents can be found <a href="#">here</a>.</p>

<a href="#">G10. Supervised Delivery Plans</a>	updated 2025	The <a href="#">VET Supervised Delivery Plan</a> provides for circumstances when a fully qualified VET trainer is not able to deliver and assess students for a short period of time, and the trainer cannot be replaced with another appropriately qualified VET trainer.
<a href="#">G11. Evidence Central</a>	updated 2025	<p>From 2022, WWHS has been invited to be part of the new 'Evidence Central' Moodle trial. A Google Classroom that integrates with Evidence Central has been created and can be found <a href="#">here</a>.</p> <p>A cheat sheet on how to create a progress summary sheet from Evidence Central can be found <a href="#">here</a></p> <p><a href="#">Changes to Activity Completion Report in EC - Construction</a> Craig Miller 16.11.23</p>
<b><a href="#">H. Trainer - Other</a></b>		
<a href="#">H1. Network Meetings</a>	updated 2025	<p>All current trainers go to Network meetings and video conferences when possible. VET support funding is used for release. Several of our staff are considered as experienced VET delivers and are often called upon to mentor other staff from outside schools. Staff are also encouraged to attend any 'immersion' opportunities that arise.</p> <p>On Moodle here go into Other -&gt;Professional Learning -&gt; select the course eg. Construction has VC Meeting minutes, video (Old - superseded)</p> <p>The video recording for Network meeting can now be found on SharePoint</p> <p><a href="#">Construction Meeting Aug 2<sup>nd</sup> 2022</a></p> <p><a href="#">2023 Term 4 VET Coordinator meeting resources PDF version</a></p>
<a href="#">H2. Assessment Validation Workshops</a>	updated 2025	All current trainers have been either directly or indirectly involved in assessment validation workshops. Information about Assessment Validation can be found <a href="#">here</a>
<a href="#">H3. Assessor and Student Feedback</a>	updated 2025	<p>Verbal feedback is given to the senior pathways officer regarding the RTO moodle. Some online feedback forms have also been completed. Online feedback forms can be found here. In QMS, the <a href="#">Continuous Improvement Procedure</a> has the Improvement Submission Form <a href="#">here</a>.</p> <p>The RTO <a href="#">Data collection and Analysis Information</a> is obtained from the emailed survey links:-</p> <p><b>VET Students-</b> A request and link will go to all delivery sites at the commencement of Term 3 for current year 12 students to provide feedback. Links can be found <a href="#">here</a>.</p> <p><a href="#">25021 VET Student Survey (RTO 90333) Template</a></p> <p><b>VET Trainers -</b> A request will be sent to all trainers during Term 4 to complete the online survey.</p> <p><b>Post Audit Survey</b> - will be distributed to Site Managers, VET Coordinators and Trainers at each delivery site following the distribution of the final internal audit report and action plan. Depending on the scheduled internal audit, the collection of data will take place during Term 2 and 3.</p>

H4. <a href="#">Assessment Resources</a>	updated 2025	<p>Many of the resources used by the RTO have been due to the contribution of WWHS trainers. Plans, projects, worksheets, checklists and tracking sheets are some examples of the input staff have had in Engineering, Construction, Entertainment, Primary Industries and Hospitality. Old Support and supplementary material are accessible via the course Google Classrooms and <a href="#">RTO moodle</a>. Links to the VET Google Classrooms can be found <a href="#">here</a>.</p> <p>Ne support material from 2022 can be found on QMS and can be found at <a href="https://cms.qmsveis.info/vet_courses">https://cms.qmsveis.info/vet_courses</a></p> <p><a href="#">QMS Training + Assessment</a> per course with support documentation, resources etc</p>
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## I. Other Site Personnel

I1. <a href="#">Course Promotion</a>	updated 2025	<p>Mandatory subject selection documents are included in the Information handbook, Mini-lessons, information evenings, articles in the school newsletter, radio interviews and careers discussions are also used to help promote VET in schools.</p> <p><a href="#">VET Course Promotion Checklist - QMS</a>, <a href="#">Prelim Assessment Booklet</a>,</p> <p><a href="#">Course Descriptors for use in course promotion booklets</a> in QMS go into the Document Library select Stage 6, course, qualification then cohort.</p> <p><a href="#">2025 VET Course Descriptors</a></p> <p>Yr 10 Subject Selection Power Point for Yr 11 Subjects in course Promotion section <a href="#">VET Marketing - QMS</a>, check VET Marketing Procedures in <a href="#">Promotion Information</a>. YouTube video clips of Subject Information can be found <a href="#">here</a> and <a href="#">here</a></p>
I2. <a href="#">VET Assessment Schedule</a>	updated 2025	<p>Printing for the assessment schedule includes the RTO's mandated documents. This is due for printing in Term 4 <a href="#">VET Assessment Schedule</a></p>
I3. <a href="#">Course Information for School Booklets</a>	updated 2025	<p>The information that goes into the school handbook is created by the RTO and can be found under the support information for each Framework Course or on the TAS google drive <a href="#">here</a>.</p>
I4. <a href="#">Student Reports and updating NESA entries</a>	updated 2025	<p>The VET coordinator/assistant enters student's competencies from the school reports to the NESA schools online site at the end of each reporting cycle. A NESA report is created and sent to staff for confirmation of correct entries. Final entry checks in yr 12 are signed off by individual students. NESA entry reports and <a href="#">Schools Online Reports and Tracking Sheets</a></p> <p><a href="#">Schools Online Professional Learning.pdf</a> for</p> <ul style="list-style-type: none"> <li>• Enrolling Students into VET Courses</li> <li>• Allocating Qualifications and Competencies</li> <li>• Entering Outcomes and Workplacement hours. Withdrawing students.</li> <li>• USI Maintenance and other reports on Schools Online</li> <li>• Late competency outcome entries</li> <li>• Questions, Wrap-up and Evaluation</li> </ul> <p>A copy of the NESA VET user guide can be found <a href="#">here</a>.</p> <p><a href="#">Entering VET Competencies into NESA Schools Online</a></p>

<p>15. <a href="#">NESA Enrolments and course qualifications</a></p>	<p>updated 2025</p>	<p>The Deputy Principal (Curriculum) is in charge of enrolments for VET students. The Headteacher VET double checks that students are put in the correct course with the correct qualifications <a href="#">here</a>. Students are required to sign a confirmation of entry form (print out from BOS) and stored it in the deputies office. Any modifications that need to be made after the due dates must be completed using the following application spreadsheet found <a href="#">here</a>.</p> <p>NESA Deadlines Spreadsheet can be found <a href="#">here</a>.</p> <p>Summary of the Agriculture Life Skills Syllabus has been given to the Primary Industries teacher 6.11.23 (Trina) <a href="#">Agriculture Life Skills</a></p> <p>VET help in NESA - Open NESA Schools Online</p> <p><a href="#">Downloads Memos and Documents</a></p> <ul style="list-style-type: none"> <li>• Instructional Videos VET <ul style="list-style-type: none"> <li>• How to enter a student into A vet Course and Assign a RTO</li> <li>• How to enter a USI and Work Placement Hours</li> <li>• How to load Competency Data from a file</li> </ul> </li> <li>• VET <ul style="list-style-type: none"> <li>• Bulk Upload VET Competencies</li> <li>• Bulk Upload VET Outcomes</li> <li>• Fact Sheet 1 - Schools Online Site Map</li> <li>• Fact Sheet 7 - Entering students into competencies</li> <li>• Fact Sheet 8 - Entering Competency Outcomes</li> <li>• Fact Sheet 9 - Entering Work Placement Hours</li> <li>• Fact Sheet 15 - VET Reports &amp; Data Files</li> <li>• Fact Sheet 16 - Late Competency Entries</li> <li>• Late Update Template 2022 <a href="#">here</a></li> </ul> </li> </ul>
<p>16. <a href="#">NESA – Transition to new qualifications</a></p>	<p>updated 2025</p>	<p>When students from other RTO's are enrolled at WWHS, their NESA credits are transferred across when they are added to the new class. If our scope and sequence don't line up with the previous location, adjustments are made where necessary to give the student the best opportunity to complete the certificate. If this is not an option, then the student will receive a statement of attainment for the competencies they have completed. Information on the Transition to a new qualification can be found <a href="#">here</a>.</p>
<p>17. <a href="#">School-based Apprentices and Trainees. Plans and monitoring schedules</a></p>	<p>updated 2025</p>	<p>Plans and schedules are monitored by the Careers Advisor <a href="#">SBAT's</a>.</p>
<p>18. <a href="#">White Card</a></p>	<p>updated 2025</p>	<p>The majority of our students are now trained by outside providers (RTO - 800127 = Allen's Training) and RTO - 800223 = GTK Construction. The Trainer comes to the school and presents the course up to 3 times per year. The school has a number of trained staff that are called to deliver the course when needed. <a href="#">White Card Info'</a>. If students have completed the White card via an interstate provide, then the student must complete the Assessment Kit under supervision. The assessment fit is then to be uploaded to QMS as evidence of compliance. The Assessment Kit can be found <a href="#">here</a>.</p> <p>FAQ regarding the white card course can be found <a href="#">here</a>.</p> <p><a href="#">White Card Advice V9 from Senior Pathways</a></p> <p><a href="https://www.safework.nsw.gov.au/licences-and-registrations/white-cards">https://www.safework.nsw.gov.au/licences-and-registrations/white-cards</a></p>

		<p><b>Replace your white card online</b> as long as your details have not changed (using Mastercard or Visa only). You will need to enter the details exactly as they appear on your construction induction card. if your card contains errors, contact 13 10 50.</p> <p><b>Change of address or contact details</b> If you know your licence number you can check and update your address or contact details by completing an <a href="#">update contact details</a> request.</p> <p>Alternatively, you can complete the <a href="#">licence enquiry form</a> or <a href="#">change of details form</a>.</p> <p><b>Change of name</b> If you have changed your name complete the <a href="#">change of details form</a> and send it to us by:</p> <ul style="list-style-type: none"> <li>• post: SafeWork NSW, Locked Bag 2906, Lisarow NSW 2252</li> <li>• email: <a href="mailto:licensing@safework.nsw.gov.au">licensing@safework.nsw.gov.au</a></li> </ul> <p><a href="#">General Construction Induction Training (GIT) White Card</a></p>
I9. <a href="#">Site Visit</a>	updated 2025	<p>All Training facilities meet Industry standards. SOP's, MSDS sheets, Safety signs and lines are all in place. All machine guards are checked and registered at the start of every practical lesson. This function has been set up in Sentral when marking the role. Workshop maintenance is completed at the end of every term where storerooms are re-organised, tools are re-sharpened, benches are sanded and sealed, and general maintenance and cleaning is performed. <a href="#">Site Visit Information</a>. Routine safety check sheets for TAS workshops can be found <a href="#">here</a>. CIG's for each framework course can be found <a href="#">here</a>.</p>
I10. <a href="#">Workplace Enrolments</a>	updated 2025	<p>All VET students are to enrol for work placement at the following site. <a href="http://www.studentrego.com">www.studentrego.com</a> and teachers are to confirm work readiness via this site <a href="http://www.pathwayscloud.com/Teacher/Login">www.pathwayscloud.com/Teacher/Login</a></p> <p>Username, passwords and login codes for VET Teachers can be found <a href="#">here</a>.</p> <ol style="list-style-type: none"> <li>1. 'Working Safely at Heights' has been endorsed by the Director, Risk Management – Health and Safety Directorate. The document provides extensive details to prevent risks when working on ladders and scaffolds with clear understanding of obligations for students and host employers.</li> <li>2. The <a href="#">value of workplace learning</a> the advantages and positive outcomes of engaging in workplace learning. 3. Translated workplace learning information for parents</li> <li>3. The <a href="#">Translated Workplace Learning Information for parents</a>.</li> </ol>
I11. <a href="#">Work placements</a> <a href="#">Student placement records (SPR)</a> <a href="#">RPL for work-placement</a>	updated 2025	<p>Each Framework subject requires students to perform 70 hours of work placement over a two year period. Yr 11 is held during weeks 6 and 7 term 3 and yr 12 placements are week 5 and 6 term 2. Records of contact with host employer sheets can be found <a href="#">here</a>.</p> <p>Scanned signed Student Placement Records can be found <a href="#">here</a>. A questionnaire for students to complete if they are attending work placement outside of the school allocated time slot can be found <a href="#">here</a>.</p> <p>Students who have current employment and are eligible to apply for RPL can use this form <a href="#">here</a>.</p>

		<p><a href="#">Work placement details - Moodle</a></p> <p><b>COVID-19 directions – Work placement /work experience/ SBAT</b> – refer to DoE guidelines</p> <p>NESA – “Students undertaking <a href="#">VET Courses</a> in 2021 will remain eligible for the Preliminary or HSC credit units if unable to complete work placement due to the direct impact of COVID-19”. Please contact <a href="#">Nesa</a> if you need advice for Year 11 + 12 VET workplacements.</p>
I12. <a href="#">Construction Upgrade</a>	updated 2025	Construction Upgrade 2022. Information related to this can be found <a href="#">here</a> .
I13. <a href="#">VET HSC students sitting exams</a>	updated 2025	Not all VET students will sit the HSC exam, however, all students at WWHS will sit the yr 12 Half-yearly and the trial exams. Students need to sign a declaration to indicate if they are sitting the HSC exams or not. The declaration form template can be found <a href="#">here</a> , with the currently signed forms. A template for the trial exam front cover can be found <a href="#">here</a> .
I14. <a href="#">New VET Data Policy - Parent and Student privacy notice</a>	updated 2025	<p>The policy requires all students undertaking a VET qualification to complete and sign a privacy notice and student declaration. Students under 18 years of age will also be required to have a privacy notice signed by a parent or guardian. Instructions on actions for this policy and privacy notices can be found <a href="#">here</a>.</p> <p>From 2022, Wagga High School is using Evidence Central for the VET student Induction. Evidence Central can be found <a href="#">here</a>. Parent and student signatures are not required when using Evidence Central</p> <p><a href="#">VET Student Induction - Evidence Central Guide</a> to help with any problems</p>
I15. <a href="#">Letter of Support for VET staff changes and training</a>	updated 2025	Applications for re-training staff can be performed twice during the year. The first lot of applications need to be performed at the beginning of the year for urgent requests. Later in the year, the non-urgent request can be applied for. A copy of a letter of support for staff training can be found <a href="#">here</a> .
I16. <a href="#">Certificate IV - Update</a>	updated 2025	All current VET staff are required to update their certificate IV in Assessment and Training. Upgrade packages can be found <a href="#">here</a> . The SWSI Moodle can be accessed <a href="#">here</a> .
I17. <a href="#">New VET enrolment form</a>	updated 2025	<p>As of 2020, all VET students need to complete a course enrolment form before the first lesson. Information regarding this enrolment process and a copy of a student enrolment form can be found <a href="#">here</a>. Always check QMS for possible updated versions.</p> <p>From 2022, Wagga High School is using Evidence Central for the VET student Induction. Evidence Central can be found <a href="#">here</a>. Parent and student signatures are not required when using Evidence Central.</p> <p><a href="#">VET Student Induction - Evidence Central Guide</a></p>
I18. <a href="#">VET support Funding Acquittal</a>	updated 2025	Each year an acquittal for the allocated VET support Funds needs to be completed and sent back to the RTO. A copy of this information can be found <a href="#">here</a> .
I19. <a href="#">Applying for a Board endorsed VET course</a>	updated 2025	<p>Applying for a Board endorsed VET course information can be found <a href="#">here</a>.</p> <p><a href="#">BOS Applying for a new Stage 5 or 6 VET Board Endorsed Course - 2023</a></p> <p>An email was sent to Megan Chandler regarding the delivery of running ‘Sports Fitness’ at WWHS. Not an option for 2023 - Perhaps 2024.</p>



I20. <a href="#">Student VET enrolments</a>	updated 2025	<p>Each year students are required to enrol in chosen VET subjects before the commencement of the course. Cross-referencing of outstanding enrolment forms and USI The currently enrolled students completed forms can be found <a href="#">here</a>.</p> <p>From 2022, Wagga High School is using Evidence Central for the VET student Induction. Evidence Central can be found <a href="#">here</a>. Parent and student signatures are not required when using Evidence Central</p>
I21. <a href="#">LLN Robot</a>	updated 2025	<p>Prospective VET students MUST be tested for LLN prior to enrolment into a Stage 5 or Stage 6 VET course ie. at year 10 subject selection.</p> <p>Additional quiz testing may be undertaken during a course to determine language, literacy and numeracy levels. This LLN Robot quiz is aligned to ACSF level 3. Access to the RTO's LNN Robot, including instructions can be found <a href="#">here on QMS</a></p> <p>Access to the LLN login <a href="#">here</a> <a href="#">LLN Instructions and Training Videos</a></p> <p>Links to VET Aptitude Tests can be found <a href="#">here</a>.</p> <p><a href="#">LLN RESULTS</a></p>
I22. <a href="#">VET COVID-19 information and adjustments</a>	updated 2025	<p>Due to the COVID 19 pandemic, some guidelines and adjustment information can be found <a href="#">here</a>. Safety procedures for using the Trade Training centre during COVID 19 can be found <a href="#">here</a>.</p> <p>27.8.21 update from Megan Chandler</p> <p>The COVID situation provides challenges for many Year 12 students in completing their qualifications, particularly where they need to complete practical tasks. RTOs have developed strategies which <u>may</u> allow these students to complete their qualifications. Please go to the <a href="#">VET courses section on QMS</a> <a href="https://cms.qmsveis.info/vet_courses">https://cms.qmsveis.info/vet_courses</a> and click on the appropriate course to find the advice relevant to you and your course.</p>
I23. <a href="#">EALD Information</a>	updated 2025	<p>Anything related to EALD students and VET can be found <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>● English for Employment - Finding Work Beginners</li> <li>● Literacy for Work - Writing 1 - Teacher's copy</li> <li>● Literacy for Work - Writing 2 - Teacher's copy</li> <li>● Literacy for Work - Writing 3 - Teachers Copy</li> <li>● Literacy for Work - Writing 3 _ STUDENT's</li> <li>● Numeracy for Work - TEACHERS</li> <li>● Numeracy for Work - STUDENTS</li> </ul>
I24. <a href="#">Virtual VET subjects</a>	updated 2025	<p>Information related to the NESA Virtual VET subjects can be found here. The departments 'Skills at School' website with the latest information on Virtual VET subjects can be found <a href="#">here</a>.</p>
I25. <a href="#">SharePoint Link - Wagga High School Profile Data</a>	updated 2025	<p>This is the new location for the storage of the school profile data. Found <a href="#">here</a>.</p>

