Read this introductory section before completing the Application form

This Application to Undertake a TVET Course is provided to assist with the placement of students into TVET courses. A separate Application is required for each TVET course a student wishes to be considered for placement.

The student completes Parts 1, 2, 3a, 4, 5 and 6 of the application form.

Please note that completing and submitting an Application to Undertake a TVET Course does not guarantee acceptance into the TVET course.

Selection Criteria

Places in courses are offered to students on the basis of satisfying the selection criteria. In completing the Application form students should consider how they could demonstrate that they meet the following criteria.

The school student has:

- a well developed school to work plan, in accordance with the requirements of their school sector, which indicates that he/she has a career interest in the industry associated with the specific TVET course
- an understanding and knowledge of that industry
- a high level of interest in the specific TVET course through, for example, interests and hobbies or career interest and future study plans
- prerequisite skills and ability which indicates a capacity to succeed in the specific TVET course
- the suitability of the specific TVET course for the school student
- a commitment to completing the specific TVET course
- application to studies, maturity, behaviour and suitability for an adult learning environment
- a good school attendance record

Additional selection criteria may apply to some courses. These criteria will be negotiated at the local level and made available through the school’s TVET contact person.

The number of places available in some courses may be limited by restricted facilities or the availability of work placements.

Please be aware that students should be responsible for arranging their own transport to and from the TAFE NSW college/campus and that travel out of school hours may be necessary.

When each student has completed the Application form they should check that they have:

- discussed with appropriate school personnel
  - which TVET courses will be made available
  - which college/campus will be able to deliver the course
  - travel and/or time arrangements
  - how he/she can demonstrate that he/she meets the selection criteria
- completed Parts 1, 2, 3, 4, 5 and 6 correctly
- (if appropriate) had the school complete Part 3
- (if appropriate) had his/her parent/caregiver sign the form in Part 7
- had the principal complete and sign the form in Part 8
- (if required) attached to the form a copy of his/her most recent school report

TVET course details

The student enters known course information details. It is essential to indicate the course name, delivery day and delivery TAFE college/campus. TVET Offer Codes are allocated to TVET courses by the TAFE institute consultant – TVET. Enter this code if it is known. If TVET Offer Codes have not been allocated to the course by the TAFE NSW institute, the code may be added at a later stage in the process.

Student information

This form cannot be processed if any information is incomplete. The student enters their Name, Address, Date of Birth, Year of study at School (especially if Stage 5), Board of Studies Student ID, School details and Support information. Schools are required to check the accuracy of the information provided. For the questions relating to Traineeships and Apprenticeships, only tick Yes if this TVET course includes training for the traineeship/apprenticeship.

* If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.
3a. TAFE Statistics

All questions are to be completed by the student. This section is COMPULSORY for all TAFE NSW students and enrolment cannot continue if this section is incomplete.

3b. School Statistics

All questions are to be completed by school personnel for students with a disability or additional learning needs. If a box has been ticked in Question 1 and the answer to Question 2 is “No”, contact with the relevant TAFE personnel should be made to plan for any adjustments.

School personnel should consult with the relevant sector representatives prior to completing this section of the form:

<table>
<thead>
<tr>
<th>Sector</th>
<th>Sector Representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>DET Region</td>
<td>Support Teacher Transition or Disability Programs Consultant</td>
</tr>
<tr>
<td>Diocese</td>
<td>Diocesan Contact Officer</td>
</tr>
<tr>
<td>Catholic Congregational School</td>
<td>School Special Needs Contact Officer</td>
</tr>
<tr>
<td>Independent School</td>
<td>School Contact Officer</td>
</tr>
</tbody>
</table>

Previous student TAFE studies/current school studies/reason for wanting to do the course

These sections are to provide school and TAFE NSW staff with sufficient background information to place the student in a course. Students are to provide useful information indicating that they have considered training and work in the industry area as part of their career planning, including relevant information from their school to work planning in accordance with the requirements of their school sector.

Students are asked to indicate whether they wish to apply for credit transfer, the details of which are included at the end of the Application form. Students are also asked to sign a Student’s Declaration. Before doing so, students should read the statement fully and ensure that they understand what they are signing. An appropriate person at the school will be able to provide advice on this matter.

7a. Government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver acknowledges the students’ interest in undertaking a TVET course and confirms their awareness of the travel and/or time matters (mentioned in the introductory section above).

In signing this form the parent/caregiver indicates that she/he has read and agrees to abide by TAFE NSW policy on the Management of Risk of Harm to Students and Staff, the details of which are included at the end of the Application form.

7b. Non government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver acknowledges the student’s interest in undertaking a TVET course confirms awareness of the travel and/or time matters (mentioned in the introductory section above) and agrees to pay any fees and charges attached to the course, which are non-refundable.

In signing this form the parent/caregiver indicates that she/he has read and agrees to abide by TAFE NSW policy on the Management of Risk of Harm to Students and Staff, the details of which are included at the end of the Application form.

* If the student is considered independent, i.e. not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

School/sector acknowledgement of the Application form

In signing this form the school principal (or delegate):

- acknowledges the student’s interest in undertaking a TVET course
- acknowledges if the student is predominantly enrolled in a Stage 5 course at school
- if disability information is provided, confirms that
  - the disability information provided is accurate
  - if the course that the student is submitting an Application for is being delivered at the school, there are compelling reasons as to why the student with a disability is not being provided for on the same basis as other students at the school

If required locally, the Diocesan representative should also sign this form.

Application form processing

Arrangements for processing Application forms vary between TAFE NSW Institutes. Unless notified otherwise, please forward the completed Application to Undertake a TVET/SPY/TOP Course to the TAFE NSW Institute offering the course.

Mark the envelope:

ATTENTION: TVET CAMPUS ADMINISTRATOR
TAFE Delivered HSC VET (TVET/SPY/TOP) Programs
Application to Undertake a TVET Course 2015

Please note that completing and submitting an Application to Undertake a TVET Course does not guarantee acceptance into the TVET course. Read the Introduction in the attached Advice page before beginning to complete this form. Use BLOCK LETTERS to complete this form.

1. **TVET course details** (read point ① in the attached Advice pages before completing this part)

<table>
<thead>
<tr>
<th>Name of TVET/SPY/TOP Course:</th>
<th>TVET/SPY/TOP Offer Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAFE College/Campus:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>Finish Date:</td>
</tr>
</tbody>
</table>

2. **Student information** (read point ② in the attached Advice pages before completing this part)

- **Board of Studies student number:**
- **Gender:** □ Male □ Female
- **Family name:**
- **Date of birth:**
- **Given name (in full):**
- **Preferred name:**
- **Other Name:**
- **Address:**
- **Suburb:**
- **State:**
- **Postcode:**
- **Phone:** (Home)
- **Email address:**
- **Year of study AT SCHOOL in 2015:** □ Year 10 □ Year 11 □ Year 12
- **For this course only, are you, or are you applying to be, a SCHOOL BASED TRAINEE?** □ Yes □ No
- **For this course only, are you, or are you applying to be, a SCHOOL BASED APPRENTICE?** □ Yes □ No
- **Name of School attended in 2014:**
- **School you will attend in 2015:**
- **Will you be continuing in the same course in which you are currently enrolled?** □ Yes □ No

3. **Student statistics** (read point ③ in the attached Advice pages before completing this part)

3a. TAFE Statistics – Key Questions and Student Declaration

- **To be completed by student – COMPULSORY FOR ALL TAFE STUDENTS**
- **Required for TAFE NSW statistical purposes – enrolment cannot continue if incomplete**

1. **Are you an Australian Aboriginal or Torres Strait Islander?**
   - □ No □ Yes, Aboriginal □ Yes, Torres Strait Islander
2. **Do you consider yourself to have a disability, impairment or long term condition?**
   - □ Yes □ No
   - **Mark one box only**
     - □ Vision □ Hearing/Deaf □ Physical □ Intellectual
     - □ Medical Condition □ Mental Illness □ Acquired Brain Impairment
     - □ Learning □ Other
   - **If you require or are you receiving assistance for this disability, impairment or long term condition from a Teacher/Consultant for Students with Disabilities?**
     - □ No □ Yes
   - **If YES, contact a Teacher/Consultant for Students with Disabilities at enrolment or as soon as possible after enrolment for further information (details are available at the campus enrolment centre)**

3b. School Planning Statistics

- **To be completed by SCHOOL PERSONNEL ONLY**

1. **Please indicate the adjustments currently provided at school for this student:**
   - □ Alternate teaching and learning strategies
   - □ Signing □ Technology □ Personal care support
   - □ Braille □ Reader □ Scribe
   - □ Modifications to equipment □ Furniture □ Learning spaces
   - Other: ____________________________
2. **Does this student have a Disability Confirmation Sheet?**
   - □ Yes □ No
   - **If YES, to assist TAFE NSW with providing support for this student, please**
     - submit an application for **Provision of Additional Support**
     - provide a copy of the student’s **Health Care Plan**
3. **Are BOS disability provisions required for Trial examinations for this student?**
   - □ Yes □ No
   - **If additional support is required for severe health conditions or students with a history of violence, refer to section 9 of the current TAFE delivered HSC VET courses (TVET), Guidelines for schools and TAFE Institutes.**

TAFE delivered HSC VET (TVET) Program 2015
Name of TVET Course: 
TVET Offer Code: 
TAFE College/Campus: 
Delivery Day: 
Start Date: 
Finish Date: 
Board of Studies student number: 

Family name: 
Given name (in full): 

**Previous study at TAFE (read point ④ in the attached Advice pages before completing this part)**

Have you previously enrolled at TAFE NSW before?  
Yes ☐ No ☐

If yes, list any TAFE courses you have previously undertaken:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Year</th>
</tr>
</thead>
</table>

TAFE NSW Credit Transfer

I wish to transfer authorised credit transfer from ALL previously studied courses in TAFE NSW. (if so, please this box) ☐

Please refer to the TAFE NSW Credit Transfer statement at the end of this document

**Current study at school (read point ⑤ in the attached Advice pages before completing this part)**

List subjects you studied this year and the subjects you will study next year. (Indicate Life Skills courses)

<table>
<thead>
<tr>
<th>Subjects studied in 2014</th>
<th>Subjects to be studied in 2015</th>
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<table>
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<tr>
<th>Subjects</th>
<th>Subjects</th>
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**Student’s statement – Why do you want to do the course? (Read point ⑥ in the attached Advice pages before completing this part)**

Using the space provided write a statement supporting your Expression of Interest. Refer to the SELECTION CRITERIA of this form and include relevant information from your school to work planning in accordance with the requirements of your school sector to answer this question.

ATTACH A SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.

**Student’s Declaration**

I understand that this Application does not guarantee a place in the TVET course. I understand the requirements of the TVET course for which I am expressing interest in and I am aware that, if necessary, places in the course may be allocated using a competitive selection process. I understand that my school/school authority may access my results from this course and that results will be provided to the office of the Board of Studies. I am aware that I may be responsible for arranging my own transport to and from the college/campus and that I may have to undertake some travel out of school hours. If accepted I am committed to completing the course.

I agree to abide by the TAFE NSW policies, instructions and rules and confirm the accuracy of the information which I have supplied. I consent to TAFE NSW verifying information about me from, or supplying it to, Centrelink, the Department of Veterans’ Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, the Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. If I am an apprentice or trainee, I also consent to TAFE NSW verifying information about me from or supplying it to my employer, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). If I am a temporary visa holder I declare that I have read and understood the conditions relating to the enrolment of temporary visa holders in TAFE NSW. Please refer to the Student Privacy notice at the end of this document.

Signature: Date:

Once you have been registered on the TAFE system as a TVET student you will be issued with a username and password (or if you already have a logon from a previous enrolment, this should still work). You will then be able to:

- logon to check your details
- provide your required statistical information
- look up your results, when available
### Parent/caregiver acknowledgment of Application

Complete EITHER Part 7a or Part 7b. (read point ⑥ in the attached Advice pages before completing this part)

**Online Communication Services - Acceptable Usage (Internet Access and Email)**

The NSW Department of Education and Communities (DEC) provides students with an Internet and email account to improve their learning opportunities in a safe environment. Students must abide by the Department of Education and Communities' (DEC) policies when using the Internet and email services policies, published at: https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE

Students under 18 years of age will be provided with an Information Sheet for parents or guardians to read. This is also available online at: http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/schtechnologies/internet/sbe_infosheet.pdf

Parents or Guardians of students under 18 years of age will need to inform the student's campus in writing if they DO NOT want their child to have access to the NSW DET Internet and email facility.

#### 7a. Government school student

I support this Application for placement in a TVET course and confirm my awareness of the travel and/or time matters mentioned in the attached Advice document. I have read the section titled Management of Risk of Harm to Students and Staff at the end of this document. I understand that my child's welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET course.

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<td>Signature:</td>
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#### 7b. Non government school student

I support this Application for placement in a TVET course and confirm my awareness of the travel and/or time matters mentioned in the attached Advice document. I have read the section titled Management of Risk of Harm to Students and Staff at the end of this document. I understand that my child's welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET course. I understand that there will be a TVET fee and applicable charges for this course, which are non-refundable. I agree to pay fees and charges as notified to me by the school. I will contact the school for details of all required payments.

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*If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

### School/sector acknowledgment of the Application

(read point ⑥ in the attached Advice pages before completing this part)

**School acknowledgement (endorsement by PRINCIPAL or DELEGATE):**

- I confirm that the information provided is ACCURATE and COMPLETE
- I acknowledge that this student is predominantly enrolled in a STAGE 5 COURSE AT SCHOOL.
- I confirm that if the course that the student is submitting an Application for is being delivered at the school, there are compelling reasons as to why this student with a disability is not being provided on the same basis as other students at the school.

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**Sector acknowledgement (complete if required locally):** I confirm that the information provided is accurate (endorsement by Diocesan representative).

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<td>Signature:</td>
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### TAFE NSW Credit Transfer

If you have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study will be TRANSFERRED to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to transfer a grade. In these cases, your TAFE NSW Transcript of Academic Record will indicate that the unit has been achieved BY ADVANCED STANDING or log onto your Student e-Services account and view the Enrolment Details Screen.

### Student Privacy

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this student enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Student e-Services.

### Management of Risk of Harm to Students and Staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class.

For these purposes ‘violence’ is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.