



NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

Northern Adelaide State Secondary Schools: Fremont-Elizabeth City High School
Craigmore High School • Gawler & District College B-12 • Kaurna Plains School
Northern Adelaide Senior College • Para Hills High School • Paralowie R-12 School
Parafield Gardens High School • Salisbury East High School • Salisbury High School

STUDENT NAME:

COURSE:

NORTHERN ADELAIDE STATE SECONDARY SCHOOLS' ALLIANCE

REGIONAL VOCATIONAL EDUCATION AND TRAINING PROGRAMS

COURSE APPLICATION FORM 2016

There is a cost for students to undertake any VET course which covers materials, services and the Trainer &/or Registered Training Organisations (RTO's) cost for delivering the course.

Student involvement in any of these courses, and arrangements regarding payment of the course costs must be discussed with your VET Leader.

Please submit this completed form to your school's VET Leader for processing.

Students must return this form even if the course is delivered by your home school.

Submitting this application does not guarantee you a place in your chosen course.

Selection guidelines - Selection & approval for entry to VET courses will be based on all the following guidelines:

- Identified relevant interest and/or previous experience, demonstrated capacity for independent learning, identified career pathway and watched relevant NASSSA VET Video.
- Recommendation by Home School VET Leader
- Approval by Host supervisor/trainer



Government of South Australia
Department for Education and
Child Development

VET COURSE APPLICATION FORM

SCHOOL USE ONLY

I confirm that _____ has met the selection guidelines requirements listed on the previous page.

The following criteria have also been utilised to identify the suitability of this student in the chosen course(s) [select all that apply]

- Aptitude test
- PLP Satisfactory & identifies pathway
- NAPLAN satisfactory
- Course Counselling / Career information sessions attended
- Interview
- Round table assessment
- Student review panel
- Evidence of research about pathway & course
- Expo/Taster program attendance
- Scaffolded written application
- Attendance and achievement data from Daymap

VET Leader Name: _____ Date: _____

VET Leader Signature: _____

[FLO Students Only] FLO Coordinator name: _____

[FLO Students Only] FLO Coordinator signature: _____ Date: _____

ONCE COMPLETE, PLEASE ENSURE YOUR SCHOOL DATA ENTRY OFFICER ENTERS THE ENROLMENT INTO WEBVET PRIOR TO SEPTEMBER 25TH, 2015. A COPY OF THE FULLY SIGNED FORM MUST BE SENT TO THE HOST APPROVING SUPERVISOR, TO BE RECEIVED BY NO LATER THAN OCTOBER 12th, 2015, TO ENABLE THE APPROVAL PROCESS TO OCCUR BY THE DATE REQUIRED. THIS DOCUMENT MUST BE SECURELY STORED FOR FUTURE REFERENCE, FOR THE DURATION OF THE COURSE OR STUDENT'S ENROLMENT AT THE SCHOOL (WHICHEVER IS LONGER).

Enrolment entered by (Name): _____ On Date: _____

Data Entry officer Signature: _____

NASSSA Regional VET

WebVET Administrator
Bev Roy
Paralowie School
Phone: 8182 7222
Email: bev.roy301@schools.sa.edu.au
<http://nasssa.eschoolsolutions.com.au>

NASSSA Regional VET

Pathways, Senior Leader
& WebVET Administrator
Heather Bitter
Phone: 0418 855 460
Email: heather.bitter647@schools.edu.au
www.nasssa.com.au or <http://nasssa.eschoolsolutions.com.au>

NAME OF QUALIFICATION/PROGRAM(S) I WOULD LIKE TO ENROL INTO FOR 2016

1st preference

Delivery location Day

2nd preference

Delivery location Day

STUDENT DETAILS please complete all sections

School School Number

Student Code (EDSAS ID) Student SACE Number

Unique Student Identifier (USI)

First Name Last Name

Date Of Birth M F Year level in 2015

Postal Address

Postal Address Suburb Postcode

Home Phone Student Mobile Phone

Student Email

Parent/Caregiver 1 Name Parent/Caregiver 1 Phone

Parent/Caregiver 1 Mobile Parent/Caregiver 1 Email

Parent/Caregiver 2 Name Parent/Caregiver 2 Phone

Parent/Caregiver 2 Mobile Parent/Caregiver 2 Email

Emergency Contact Name Emergency Contact Phone

Emergency Medical Contact Emergency Medical Phone

Medicare number

Medical Conditions or allergies

Health Care Plan Y N (if yes, please attach a copy) FLO student Y N

Disability Y N (if yes, please attach details) NEP Y N (if yes, please attach details)

Indigenous Background Y N Non-English Background Y N

Notes

History

CODE OF CONDUCT

As a VET student of NASSSA school, I agree:

WORK PLACEMENT/TRAINING

- To be punctual to all lessons/shifts. To take only the allocated time for morning, afternoon tea and lunch breaks and return to work promptly. To attend my placement for the normal hours of work for that job (this is Work Placement and I am to treat it as paid work conditions).
- If I am unable to attend a lesson/shift, I will ring my trainer/supervisor (I will be expected to account for any absences and may be required to make up the lost hours at another time).
- To take responsibility for my log book and negotiate a convenient time for a meeting with my supervisor to discuss my progress.
- To ensure that I am aware of and comply with the Work Health and Safety Guidelines in place in the workplace.

RTO/SCHOOL

- To meet deadlines on assignments and projects.
- To use my study time, at school across all subjects, work, and at home productively and in a manner that will improve my chances of obtaining the highest possible grades.
- To take up my role as a VET student responsibly and model appropriate behaviour that will enhance the reputation of the NASSSA schools in both the local community and in the education system.
- To seek help and counselling where necessary.
- To balance my studies with work, social, sporting and family commitments.

GENERAL

- To abide by the host school/RTO behaviour code as well as home school behaviour code.
- To follow all rules /expectations of the school/RTO/workplace (including WHS guidelines) I am working in, recognising that infringement that necessitates disciplinary action will be dealt with in line with site regulations in negotiation with my supervisor/VET Leader.
- To discuss any problems that arise with my lecturer, work placement supervisor or VET Leader (if parents/ caregivers have any issues, please talk to the VET coordinator; parents should not discuss them with the RTO or employer).
- To complete satisfaction (quality assurance surveys) when requested during the course. To be contacted within the three years following completion of schooling with a simple survey around usefulness of my VET training in work or further training.
- To allow my photo/image, to be used (without directly identifying me) in reports on/ promotion of, the course or Trade Training Centre facility (if at a school).

CODE OF CONDUCT *continued*

These requirements have been developed in order to make VET programs work successfully for you and the students who follow you.

VET programs are very reliant on the goodwill of the employers who provide work placements - these often result in apprenticeships/employment for students.

When students do not behave appropriately, the programs can be withdrawn because employers no longer want to take on VET students. Therefore, students who do not comply with the Code of Conduct may be removed from the course & parent/caregiver may be liable for costs involved.

This Code of Conduct is to be read along with the other detail on the NASSSA Regional VET Course Enrolment Form.

INFORMATION SHARING

By signing this form as a whole, I agree that all of the details on the form can be provided to the course supervisor and/or Registered Training Organisation for use in the Course Approval, Training and Resulting process.

Should the student the application refers to be approved/accepted into the course, I also agree the information can be passed on to the trainer, to support the learning/training environment, whether this trainer be a teacher-trainer in a DECD NASSSA school or a Registered Training Organization (RTO) trainer.

I understand and accept these conditions, including the Information Sharing requirement in the green box above:

Student's Signature

Student's Name

Date

Parent/ Caregiver's Signature(s)

Parent/Caregiver's Name

Date