



# NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

**Northern Adelaide State Secondary Schools' Alliance:**

Craigmore High School • Gawler & District College B-12 • Kaurna Plains School  
Mark Oliphant College • Northern Adelaide Senior College  
Parafield Gardens High School • Para Hills High School • Paralowie R-12 School  
Playford International College • Salisbury East High School • Salisbury High School

**INSTRUCTIONS: PLEASE READ CAREFULLY BEFORE BEGINNING APPLICATION**

**NORTHERN ADELAIDE STATE SECONDARY SCHOOLS' ALLIANCE**

## **REGIONAL VOCATIONAL EDUCATION AND TRAINING PROGRAMS**

# **COURSE APPLICATION FORM 2017**

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 (see also page "E").

**Please place your Name, Course and Home School on the BACK page (H).** Students must return this form but only certain pages may need completion. **First**, find out the place you will attend the course. **Second**, please determine which category 1, 2 or 3 below, you fit, and fill in the pages as appropriate before returning the form to your VET Leader:

1. A **course at your Home School**, complete pages B (Part 1 only) and D
2. A **course at another NASSSA School**, complete pages B, D, and the 'DECD' enrolment form (supplied separately by your VET Leader) pages 1-8
3. A **course at a Registered Training Organization (RTO) venue**, complete pages B (Parts 1 and 2) and D. You will also be required to complete an enrolment form for that RTO at a later date.

You may also need to fill in a TGSS (Training Guarantee for SACE students) form if advised by your VET Leader

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

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/or watched relevant NASSSA VET Video.
- Recommendation by Home School VET Leader
- Approval by Host supervisor/trainer

**VET COURSE APPLICATION FORM**



**NASSSA**  
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**Government of South Australia**  
Department for Education and  
Child Development

**A**

## PART 1

### NAME OF QUALIFICATION/PROGRAM(S) I WOULD LIKE TO ENROL INTO FOR 2017

#### 1st preference

Delivery location Day

#### 2nd preference

Delivery location Day

Unique Student Identifier (USI) Copy of USI application printout, attached

## PART 2

### STUDENT DETAILS please complete all sections

School School Number

Student Code (EDSAS ID) Student SACE Number

First Name

Middle Name

Last Name

Date Of Birth M F Year level in 2017

Postal Address

Postal Address Suburb Postcode

Home Phone Student Mobile Phone

Student Email

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

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

Indigenous Background  Y  N Non-English Background  Y  N

Student born overseas  Y  N If yes, please state which country & VISA type:

**Please note: International students may not receive funding for courses. Check eligibility at <http://www.skills.sa.gov.au/training-learning/check-your-eligibility>**

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## 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).

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## 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



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## Other Forms Required

In applying for a VET course, there may seem to be a large number of forms to complete. Reasons can be:

1. Federal compliance for Nationally accredited training
2. State funding if a TGSS course (Training Guarantee for SACE Students under "Work Ready")
3. Enrolment in a host school
4. Assessment of suitability of a student to participate successfully in a particular course

All of these help with resulting, safety/student welfare, and/or funding of courses.

All Vocational Education and Training courses, have a cost.

The majority of NASSSA VET courses range between \$1,800 and \$3,500.

Provided students qualify and show commitment, most NASSSA students' home schools, support the funding of training. However, there may be a deposit (which is sometimes refundable, depending on school policy), or an administration fee. Please speak to your VET Leader for your home school requirements.

There may also be additional costs eg for protective clothing or special equipment. If this is something the student will keep, then the student/family generally pays for those items. (if you need assistance with this, please speak to your VET Leader)

If the student meets the criteria, students may enrol as a "Training Guarantee for SACE Students" funded student. Form A of the appropriate document from your VET Leader must then accompany this form.

If you are doing a course at another NASSSA school, you will remain a full time student at your home school, but will have extra training provided through your VET course at the 'host' school. To avoid paying additional fees, you will be required to complete the DECD Student enrolment form on pages 2 to 7, to enrol in the course at the host school.

Most RTOs will require their own enrolment form in addition to this application form.

We appreciate your understanding that an application may not be accepted without the appropriate forms.

OTHER FORMS REQUIRED



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**USI** Unique Student Identifier



Australian Government

**Your USI, MUST accompany this application in order for it to be considered and approved.**

Every year almost four million Australians build and sharpen their skills by undertaking nationally recognised training. All students doing nationally recognised training need to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) when they are still at school (VET for secondary students).

### What is a USI?

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts or results (available in late 2016)
- can be accessed online, anytime and anywhere
- is free and easy to create and,
- stays with you for life

### Who needs a USI & why?

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

Go to <https://www.usi.gov.au/students> to create your USI

Creating a Unique Student Identifier (USI) will only take a few minutes and it is free. You only need to create a USI once and it will stay with you for life. After you create your USI, you then need to give it to each training organisation you train with when you enrol.

### Steps to create a USI

1. Have at least one form of current and valid ID handy that they will accept. The full list of ID types are:

Australian Passport  
Australian birth certificate  
Australian Driver's Licence  
Medicare Card  
Certificate Of Registration By Descent  
Citizenship Certificate  
ImmiCard

If you do not have one of these forms of ID contact your VET Leader for assistance. (check the usi.gov.au website for International students).

**IMPORTANT: When you create your USI, enter your details exactly as they appear on your form of ID.**

2. Go to the USI Creation page [HERE \( https://www.usi.gov.au/students/create-your-usi \)](https://www.usi.gov.au/students/create-your-usi)
3. Next agree to the Terms and Conditions
4. Enter your personal details...**IMPORTANT: Enter your details exactly as they appear on your form of ID.**
5. Enter your contact details
6. Once your identity is confirmed, secure your account with a **password and check questions**
7. Your USI will then be displayed on the screen. Print it out (preferably), or write it down and keep it somewhere safe, as this USI is the only one you will need throughout all your training. You **MUST** provide it to your VET Leader and Trainer or Registered Training Organization (RTO) so you can receive results for your training. You must also give them the **exact name details you entered from your form of ID**

**Your USI, MUST accompany this application in order for it to be considered and approved.**



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Department for Education and  
Child Development

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## 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 OCTOBER 16TH, 2016. A COPY OF THE FULLY SIGNED FORM MUST BE SENT TO THE HOST APPROVING SUPERVISOR, WITH USI PRINTOUT, TO BE RECEIVED BY NO LATER THAN NOVEMBER 2ND, 2016, TO ENABLE THE APPROVAL PROCESS TO OCCUR BY THE DATE REQUIRED. IF APPROVED IN 2016, ANY TGSS FORMS MUST BE PROCESSED BEFORE THE END OF 2016 SCHOOL YEAR. IT IS THE HOME SCHOOL RESPONSIBILITY TO DO THIS. THIS APPLICATION 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](mailto: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](mailto:heather.bitter647@schools.edu.au)  
[www.nasssa.com.au](http://www.nasssa.com.au) or <http://nasssa.eschoolsolutions.com.au>



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**NORTHERN ADELAIDE STATE SECONDARY SCHOOLS' ALLIANCE**

## REGIONAL VOCATIONAL EDUCATION AND TRAINING PROGRAMS

### COURSE APPLICATION FORM 2017

# VET COURSE APPLICATION FORM

**STUDENT NAME (AS ON USI APPLICATION):**

**COURSE:**

**HOME SCHOOL:**

#### SCHOOL USE ONLY -

Course location

Pages completed

Home School

B (Part 1 only) and D

Other NASSSA School

B, D, DECD enrolment form pages 1-8

RTO venue

B (Parts 1 and 2) and D

Home School VET Leader & Team completed page G:

Y N

USI Printout or accurate evidence attached:

Y N

Student will apply for TGSS for this course:

Y N

If yes, TGSS application attached:

Y N

**TO HOST FOR APPROVAL BEFORE NOV 2ND:**

Y N

**APPROVED BY HOST:**

Y N