



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, 2, 3, 4, 5, 6, and 7
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

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>

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



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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](https://www.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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Government of South Australia
Department for Education and
Child Development



(Please Insert School Details) Include name and address

STUDENT ENROLMENT FORM

SA GOVERNMENT SCHOOLS AND CHILDREN'S SERVICES

INFORMATION PRIVACY STATEMENT

The Department of Education and Children's Services is committed to respecting the confidentiality of information provided by children/students and parents, for example, information requested on child/student enrolment forms.

While only student's name, date of birth and place of residence are requirements of the *Education Act 1972*, other information is requested to enable the Department to:

- Undertake administration and care responsibilities including maintaining emergency contact information;
- Communicate with you about important matters;
- Provide first aid and plan for child/student health support requirements;
- Provide all resource entitlements;
- Collect necessary statistical information and undertake analysis of the composition and performance of the child/student population; and
- Meet reporting requirements, including to other government authorities and funding agencies.

If organisations are contracted on behalf of DECS to undertake tasks which require access to enrolment data, the contract(s) between DECS and those organisations will include strict confidentiality and disposal provisions.

It is a Commonwealth Government requirement that all schools across Australia ask the questions marked * on their school enrolment forms. Only unidentifiable data is reported to the Commonwealth. In accordance with State Government Information Privacy Principles (<http://www.archives.sa.gov.au/privacy/principles.html>), no personal information is reported publicly which could identify individual persons.

The information provided in Enrolment Forms is stored securely in local school/preschool and Departmental databases. While your child is enrolled in a DECS site other information will be gathered relating to your child's education and wellbeing; for example records of learning progress, absences from school, behaviour, health and social development reports, observations and assessments. The management of these data is governed by State and Departmental policies to ensure that the information is used only for the purposes stated above and is secure, private and confidential. The disclosure of personal information held by Government is regulated by the Information Privacy Principles (see reference above). Unless required to so by a law of the State or Commonwealth, as permitted by the Information Privacy Principles or in accordance with the ISG (see below), the Department will not otherwise disclose the information to others without your consent.

INFORMATION SHARING STATEMENT

There will be occasions where sharing information with others outside this site will be important to your child's educational progress, safety or wellbeing. In these circumstances DECS follows the SA Government's *Information Sharing: Guidelines for Promoting the Safety and Wellbeing of Children, Young People and Families (ISG)*. www.gcyp.sa.gov.au
Under the ISG your consent for the sharing of personal information about your child will be sought and respected in all situations unless;

- it is unsafe / impossible to gain consent or consent has been refused *and*
- without information being shared, a child or children will be at increased risk of serious harm.

The aim of information sharing under the ISG is to protect and promote the safety and wellbeing of children, young people and their families. This site works with parents/caregivers and other agencies/services to achieve that aim. Parents /caregivers are strongly encouraged to share all information relevant to their child's capacity to enjoy and benefit from education;

- by using the 'any other information' section of this form, and/or
- in discussion with staff at the time of enrolment, and/or
- in discussion with staff at any time in the future.

Student Personal Details

Family Name:

Given Names:

Preferred Name:

Date of Birth:

* Sex Male Female

How far does the student live from school or school bus route? km

Has this student been approved for School Card Assistance at his/her previous school?
 No Yes

* Is the student of Aboriginal or Torres Strait Islander origin?
 (For persons of both Aboriginal or Torres Strait Islander origin, tick both 'Yes' boxes.)
 No Yes, Aboriginal Yes, Torres Strait Islander

* In which country was the student born?
 Australia
 Other – please specify

If other, on what date did the student arrive in Australia?

Does the student identify with a non-English speaking culture?
 No Yes

If yes, which culture?

School Use Only

School No:

EDID:

Student ID:

School Year Level:

Census Year Level:

Roll Class:

FTE:

Campus:

House:

Enrolment Date:

NESB:

Permanent resident:

Origin:

Visa Sub-class

For student born Overseas with a date of arrival in Australia on or after 1/1/2006, a Visa subclass must be entered. Refer to Visa in passport or visa grant letter for e-visas. Some temporary residents are required to pay fees and must have a letter of offer/confirmation from International Education Services. Refer Overseas Student Factsheet: <http://ssonet.sa.edu.au>. – Select Administration, Data/Info Services, School Information, Factsheets.

Visa Sub-class Religion: (Optional)

What is the student's previous school?
*If overseas, nominate country. If interstate, nominate state.
 If no previous school, nominate preschool, kindergarten, etc.*

* Does the student speak a language other than English at home?
 No, English only Yes

If Yes, what languages (including English) does the student speak at home?
 Main language Other language/s

Does the student attend an after hours Ethnic School?
 No Yes

If Yes, which school? Which language is studied?

Is this student under the Guardianship of the Minister for Families and Communities (GoM) or in Alternative Care?
 No Yes

If Yes, further details must be obtained from the confidential Families SA-DECS Information Sharing Form as supplied to the school principal by the child/student's Families SA caseworker. This form will provide the necessary information for data input.

Does this student receive AUSTUDY? No Yes

Does this student receive ABSTUDY? No Yes

Parent 1/ Guardian 1**Parent 2/ Guardian 2**

Mr/Mrs/Ms/Other

Family Name:

Given Names:

Sex:

Male

Female

Relationship to student:

Employment Status:

Occupation:

* What is the occupation group of parent 1/ guardian 1?
Please select the appropriate parental occupation group from the list on page 8.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

P/G1 Mobile Phone:

* What is the highest year of primary or secondary school the parent 1 / guardian 1 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

Year 12 or equivalent

4

Year 11 or equivalent

3

Year 10 or equivalent

2

Year 9 or equivalent or below

1

* What is the level of the highest qualification the parent 1/ guardian 1 has completed?

Bachelor degree or above

7

Advanced diploma / Diploma

6

Certificate I to IV (including trade certificate)

5

No non-school qualification

8

In which country was the parent 1/ guardian 1 born?

If not born in Australia, what was the date the parent 1/guardian 1 arrived in Australia?

* Does the parent 1/ guardian 1 speak a language other than English at home?

No, English only

Yes

If yes, what is the main language the parent 1/ guardian 1 speaks at home?

Does this Parent or Guardian require an interpreter?

Yes

No

Does the parent 1/guardian 1 identify with a non-English speaking culture?

Yes

No

If yes, which culture?

Mr/Mrs/Ms/Other

Family Name:

Given Names:

Sex:

Male

Female

Relationship to student:

Employment Status:

Occupation:

* What is the occupation group of parent 2/ guardian 2?
Please select the appropriate parental occupation group from the list on page 8.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter 8 above.

Work Location:

Work Phone Number:

P/G2 Mobile Phone:

* What is the highest year of primary or secondary school the parent 2 / guardian 2 has completed? (For persons who never attended school, select 'Year 9 or equivalent or below'.)

Year 12 or equivalent

4

Year 11 or equivalent

3

Year 10 or equivalent

2

Year 9 or equivalent or below

1

* What is the level of the highest qualification the parent 2/ guardian 2 has completed?

Bachelor degree or above

7

Advanced diploma / Diploma

6

Certificate I to IV (including trade certificate)

5

No non-school qualification

8

In which country was the parent 2/ guardian 2 born?

If not born in Australia, what was the date the parent 2/ guardian 2 arrived in Australia?

* Does the parent 2 / guardian 2 speak a language other than English at home?

No, English only

Yes

If yes, what is the main language the parent 2/ guardian 2 speaks at home?

Does this Parent or Guardian require an interpreter?

Yes

No

Does the parent 2/guardian 2 identify with a non-English speaking culture?

Yes

No

If yes, which culture?

Family Details

Medicare Number (that student is recorded on): *

Is there private health insurance cover for this child? *

Yes No

If Yes, with which private health insurance fund? *

Family Phone Number:

Family Mobile Phone:

Silent?

Family Email Address:

**Enrolling Parent or Guardian may elect to NOT answer this question.*

Student Address Details

Mailing Address (Of Parent/Guardian with whom student lives)

Mailing Title:

Address Line 1:

Address Line 2:

Suburb/Town:

Postcode:

Country:

(If not Australia)

Hundred: *

Section: *

RAPID No:

(If applicable)

UHF:

MHz

Student's Email Address:

** If known*

Residential Address (If different from Mailing Address)

Mailing Title:

Address Line 1:

Address Line 2:

Suburb/Town:

Postcode:

Country:

(If not Australia)

Hundred: *

Section: *

RAPID No:

(If applicable)

UHF:

MHz

Student's Email Address:

If known

If other addresses (B – Billing, H – Holiday, S – SSABSA Mail, T – Term) please attach separate sheet.

Other Parent/Guardian/Carer not residing at same address as student

Mr/Mrs/Ms/Other	<input type="text"/>	Sex: Male <input type="checkbox"/>	Female <input type="checkbox"/>
Family Name:	<input type="text"/>	Phone Number:	Silent <input type="checkbox"/>
Given Names:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to student	<input type="text"/>	IDD	Area
Mailing Title:	<input type="text"/>	Mobile Phone:	<input type="text"/>
Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
Suburb/Town:	<input type="text"/>		
Postcode:	<input type="text"/>		
Email Address:	<input type="text"/>		

Please indicate if this person wishes to receive reports and/or correspondence
(If there is more than one person who would like to receive correspondence please attach details)

Reports Other Correspondence

Emergency Contacts if Parent or Guardian cannot be contacted Note: Includes permission to provide overnight care

Priority 1. Name: Home Phone: Silent

Relationship:

Mobile Phone:

Work Phone: Ext:

Priority 2. Name: Home Phone: Silent

Relationship:

Mobile Phone:

Work Phone: Ext:

Priority 3. Name: Home Phone: Silent

Relationship:

Mobile Phone:

Work Phone: Ext:

Priority 4. Name: Home Phone: Silent

Relationship:

Mobile Phone:

Work Phone: Ext:

Relevant Medical Conditions

Does your child have a diagnosed medical condition which might need first aid? Yes No

If Yes, please tick relevant conditions:

Severe allergies Asthma Heart condition Diabetes Joint condition Seizures

Other (specify)

Does your child need extra routine health support?
(e.g. support with medication management, continence care, psychiatric issues) Yes No

If Yes, the school will need a health care plan from the treating doctor/health professional. Is plan attached? Yes No

Details of Student's Doctor

Doctor's Name:

Address Line 1:

Address Line 2:

Suburb/Town:

Postcode:

Phone Number:

Transport to School

Usual mode of transport:

School Bus Route – AM: Stop: Time: :

School Bus Route – PM: Stop: Time: :

Conveyance Allowance: (Approval Number) Allowance Expiry Date: : :

Vehicle Reg. No: Driver if other student:

Family Court Orders

Are there any current Court-sanctioned residency, parental responsibility or contact orders relating to this student? Yes No

If Yes, please attach a copy of the order for the school's records.

On what date was the order issued OR on what date is the order due for review? : :

Details:

Brothers and Sisters

Name	Sex	Date of Birth	Attends this School?			
<input style="width: 100%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 100%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 100%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 100%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				Yes <input type="checkbox"/> No <input type="checkbox"/>
<input style="width: 100%;" type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				Yes <input type="checkbox"/> No <input type="checkbox"/>

Other Schools Attended

Has your child previously attended a Department of Education and Children's Services school? Yes No

If Yes, please specify the last Department of Education and Children's Services school attended:

List the two most recent schools attended. If unsure of dates, please estimate.

School	From	To						
<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>			
<input style="width: 100%;" type="text"/>	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td></tr></table>			

Any other information/comments

Parent/Guardian Signatures

by signing this form you certify that all information given is true and accurate

Signature of Parent 1/Guardian 1	<input style="width: 100%;" type="text"/>				
Date:	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				
Signature of Parent 2/Guardian 2 (if applicable)	<input style="width: 100%;" type="text"/>				
Date:	<table border="1" style="width: 100%; text-align: center;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				

List of Parental Occupation Groups

Group 4: Other occupations

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants.
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces other ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Group 3: Trades and advanced/intermediate clerical, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff
Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 2: Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
Specialist manager
 [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.
Business/administration
 [recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces [senior Non-Commissioned officer]

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator.
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer.
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

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
<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>



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

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, 2, 3, 4, 5, 6, and 7

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



Government of South Australia
Department for Education and
Child Development