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

VET COURSE APPLICATION FORM

STUDENT NAME:

COURSE:

HOME SCHOOL:

SCHOOL USE ONLY - **TO HOST FOR APPROVAL BEFORE NOV 2ND:**   Y   N

SCHOOL USE ONLY - **APPROVED BY HOST:**   Y   N

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.

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

NASSSA
TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

Government of South Australia
Department for Education and Child Development

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, TO BE RECEIVED BY NO LATER THAN NOVEMBER 2ND, 2016, 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.edua.au
www.nasssa.com.au or http://nasssa.eschoolsolutions.com.au

Government of South Australia
Department for Education and
Child Development

APPLICATION FORM 2017 NASSSA VET COURSES

![NASSSA logo] NASSSA TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

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

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)   Copy of USI application   Y
                                                              printout, must be attached

First 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

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   Student's Number on Medicare Card

Medicare card expiry date/colour

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

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

Student Information for the Unique Student Identifier

USI...bringing your skills together

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;

- school student completing nationally recognised training; or

- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;

- give your training organisation permission to view and/or update your USI account;

- give your training organisation view access to your transcript;

- control access to your transcript; and

- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit *usi.gov.au* for more information.

How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

For more information please visit: *usi.gov.au*
Or contact us at Email: *usi@industry.gov.au*
Phone: Skilling Australia Information line – **13 38 73**
To view this document online please visit: *usi.gov.au*

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).
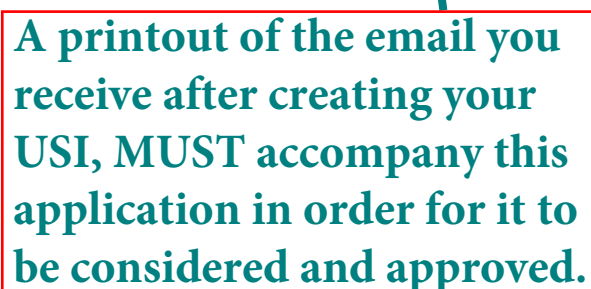
Step 3 Visit the USI website at: **usi.gov.au**.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.

A printout of the email you receive after creating your USI, MUST accompany this application in order for it to be considered and approved.