



STUDENT NAME:

COURSE:

HOME SCHOOL:

# NASSSA

TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

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

Craigmore High School • Gawler & District College B-12 • Karna 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**

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

## REGIONAL VOCATIONAL EDUCATION AND TRAINING PROGRAMS

# COURSE APPLICATION FORM 2018

**FLO Case Managers/Coordinators need to ensure completed forms are given to the VET Coordinator at the student's HOME school. A student will NOT be enrolled in a course without this.**

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**

## NAME OF QUALIFICATION/PROGRAM(S) I WOULD LIKE TO ENROL INTO FOR 2018

### Course preference

Delivery location

Day

Unique Student Identifier (USI)

Copy of USI application printout, attached

## 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 2018

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

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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

NOTES:

## 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

**This is a FLO student**

YES NO

**This student will be in Year 10 in 2018**

YES NO

**This is a TGSS enrolment (if yes, enrolment form is attached)**

YES NO

**This is a 0.25 enrolment (if yes, host school DECD enrolment form is attached)**

YES NO

**If this student has an NEP, a copy is attached**

YES NO

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, 2017. 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 1ST, 2017, TO ENABLE THE APPROVAL PROCESS TO OCCUR BY THE DATE REQUIRED. IF APPROVED IN 2017, ANY TGSS FORMS MUST BE PROCESSED BEFORE THE END OF 2017 SCHOOL YEAR. IT IS THE HOME SCHOOL RESPONSIBILITY TO DO THIS. 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](http://www.nasssa.com.au) or <http://nasssa.eschoolsolutions.com.au>