

TAFE Delivered HSC VET (TVET/SPY/TOP) Program

Advice on completing the Application to Undertake a TVET/SPY/TOP Course 2012

Read this introductory section before completing the Application form

This **Application to Undertake a TVET/SPY/TOP Course** is provided to assist with the placement of students into TVET/SPY/TOP courses. A separate **application** is required for each TVET/SPY/TOP course a student wishes to be considered for placement.

The student completes Parts 1, 2, 3a, 4, 5 and 6 of the Application form.

Please note that completing and submitting an Application to Undertake a TVET/SPY/TOP Course does not guarantee acceptance into the TVET/SPY/TOP course.

Selection Criteria

Places in courses are offered to students on the basis of satisfying the selection criteria. In completing the application form students should consider how they could demonstrate that they meet the following criteria.

The school student has:

- a well developed school to work plan, in accordance with the requirements of their school sector, which indicates that he/she has a career interest in the industry associated with the specific TVET/SPY/TOP course
- an understanding and knowledge of that industry
- a high level of interest in the specific TVET/SPY/TOP course through, for example, interests and hobbies or career interest and future study plans
- prerequisite skills and ability which indicates a capacity to succeed in the specific TVET/SPY/TOP course
- the suitability of the specific TVET/SPY/TOP course for the school student
- a commitment to completing the specific TVET/SPY/TOP course
- application to studies, maturity, behaviour and suitability for an adult learning environment
- a good school attendance record

Additional selection criteria may apply to some courses. These criteria will be negotiated at the local level and made available through the school's TVET/SPY/TOP contact person.

The number of places available in some courses may be limited by restricted facilities or the availability of work placements.

Please be aware that students should be responsible for arranging their own transport to and from the TAFE NSW college/campus and that travel out of school hours may be necessary.

When each student has completed the application form they should check that they have:

- discussed with appropriate school personnel
 - which TVET/SPY/TOP courses will be made available
 - which college/campus will be able to deliver the course
 - travel and/or time arrangements
 - how he/she can demonstrate that he/she meets the selection criteria
- completed Parts 1, 2, 3, 4, 5 and 6 correctly
- (if appropriate) had the school complete Part 3
- had his/her parent/caregiver sign the form in Part 7 [#]
- had the principal complete and sign the form in Part 8
- (if required) attached to the form a copy of his/her **most recent school report**

TVET/SPY/TOP course details

①

The student enters known course information details. It is essential to indicate the course name, delivery day and delivery TAFE college/campus. TVET/SPY/TOP offer codes are allocated to TVET/SPY/TOP courses by the TAFE institute consultant – TVET. Please ensure you include the TVET/SPY/TOP offer code on your application. If your application does not indicate what offer code you are applying for, your application will be considered incomplete and will be returned to your school.

Student information

②

This form cannot be processed if any information is incomplete. The student enters their name, address, date of birth, year of study at school (especially if Stage 5), Board of Studies student ID, school details and support information. Schools are required to check the accuracy of the information provided.

www.hunter.tafensw.edu.au/tvet

[#] If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

3a. TAFE Statistics

All questions are to be completed **by the student**. This section is **COMPULSORY** for all TAFE NSW students and enrolment cannot continue if this section is incomplete.

3b. School Statistics

All questions are to be completed **by school personnel** for students with a disability or additional learning needs. If a box has been ticked in Question 1 and the answer to Question 2 is "No", contact with the relevant TAFE personnel should be made to plan for any adjustments.

③

School personnel should consult with the relevant sector representatives prior to completing this section of the form:

Sector	Sector Representative/s
DET Region	Support Teacher Transition or Disability Programs Consultant
Diocese	Diocesan Contact Officer
Catholic Congregational School	School Special Needs Contact Officer
Independent School	School Contact Officer

Previous student TAFE studies/current school studies/reason for wanting to do the course

④

These sections are to provide school and TAFE NSW staff with sufficient background information to place the student in a course. Students are to provide useful information indicating that they have considered training and work in the industry area as part of their **career planning**, including relevant information from their **school to work planning** in accordance with the requirements of their school sector.

⑤

Students are asked to indicate whether they wish to apply for credit transfer, the details of which are included at the end of the application form. Students are also asked to sign a **Student's Declaration**. Before doing so, students should read the statement fully and ensure that they understand what they are signing. An appropriate person at the school will be able to provide advice on this matter.

⑥

7a. Government school student - parent/caregiver acknowledgement[#]

In signing this form the parent/caregiver **acknowledges** the students' interest in undertaking a TVET/SPY/TOP course and **confirms their awareness of the travel and/or time matters** (mentioned in the introductory section above).

In signing this form the parent/caregiver indicates that she/he has read and agrees to abide by TAFE NSW policy on the management of risk of harm to students and staff, the details of which are included at the end of the application form.

⑦

7b. Non government school student - parent/caregiver acknowledgement[#]

In signing this form the parent/caregiver **acknowledges** the student's interest in undertaking a TVET/SPY/TOP course **confirms awareness of the travel and/or time matters** (mentioned in the introductory section above) and agrees to pay any fees and charges attached to the course, which are non-refundable.

In signing this form the parent/caregiver indicates that she/he has read and agrees to abide by TAFE NSW policy on the management of risk of harm to students and staff, the details of which are included at the end of the application form.

[#] If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

School/sector acknowledgement of the application form

In signing this form the school principal (or delegate):

⑧

- **acknowledges** the student's interest in undertaking a TVET/SPY/TOP course
- **acknowledges** if the student is predominantly enrolled in a Stage 5 course at school
- if disability information is provided, **confirms that**
 - the disability information provided is accurate
 - if the course that the student is submitting an Application for is being delivered at the school, there are compelling reasons as to why the student with a disability is not being provided for on the same basis as other students at the school

If required locally, the diocesan representative should also sign this form.

Application form processing

Arrangements for processing application forms vary between TAFE NSW Institutes. Unless notified otherwise, please forward the completed **Application to Undertake a TVET/SPY/TOP Course** to the TAFE NSW Institute offering the course. See website for details – www.hunter.tafensw.edu.au/tvet.

Mark the envelope:

ATTENTION: TVET CAMPUS ADMINISTRATOR

PLEASE REPEAT THE INFORMATION FROM THE PREVIOUS PAGE IN THIS BOX			
Name of TVET/SPY/TOP Course:		TVET/SPY/TOP Offer Code:	
TAFE College/Campus:		Delivery Day:	
Start Date:		Finish Date:	
Board of Studies student number:			Form cannot be processed without this number
Family name:		Given name (in full):	

④ Previous study at TAFE (read point ④ in the attached advice pages before completing this part)

Have you previously enrolled at TAFE NSW before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, list any TAFE courses you have previously undertaken:	
TAFE Institute:	College/Campus:
Course Name:	Year:
TAFE NSW Credit Transfer:	
I wish to transfer authorised recognition from ALL previously studied courses in TAFE NSW. (if so, please place a cross in this box) <input type="checkbox"/>	
Please refer to the TAFE NSW Credit Transfer statement at the end of this document	

⑤ Current study at school (read point ⑤ in the attached advice pages before completing this part)

List subjects you studied this year and the subjects you will study next year. (Indicate Life Skills courses)	
Subjects studied in 2011:	Subjects to be studied in 2012:

⑥ Student's statement – Why do you want to do the course? (Read point ⑥ in the attached advice pages before completing this part)

Using the space provided write a statement supporting your Application. Refer to the SELECTION CRITERIA of this form and include relevant information from your **school to work planning** in accordance with the requirements of your school sector to answer this question.

ATTACH A SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.

Student's Declaration

I understand that this Application does not guarantee a place in the TVET/SPY/TOP course. I understand the requirements of the TVET/SPY/TOP course for which I am expressing interest in and I am aware that, if necessary, places in the course may be allocated using a competitive selection process. I understand that my school/school authority may access my results from this course and that results will be provided to the office of the Board of Studies. I am aware that I may be responsible for arranging my own transport to and from the college/campus and that I may have to undertake some travel out of school hours. If accepted I am committed to completing the course.

I agree to abide by the TAFE NSW policies, instructions and rules and confirm the accuracy of the information which I have supplied. I consent to TAFE NSW verifying information about me from, or supplying it to, Centrelink, the Department of Veterans' Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, the Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. If I am an apprentice or trainee, I also consent to TAFE NSW verifying information about me from or supplying it to my employer, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). If I am a temporary visa holder I declare that I have read and understood the conditions relating to the enrolment of temporary visa holders in TAFE NSW. **Please refer to the Student Privacy notice at the end of this document.**

Signature: Date:

Once you have been registered on the TAFE system as a TVET/SPY/TOP student you will be issued with a username and password (or if you already have a logon from a previous enrolment, this should still work).

You will then be able to

- logon to check your details
- provide your required statistical information
- look up your results, when available



Parent/caregiver acknowledgment of Application #. Complete EITHER Part 7a or Part 7b. (Read point 7 in the attached Advice pages before completing this part)

Online Communication Services - Acceptable Usage (Internet Access and Email)

The NSW Department of Education and Training (DET) provides students with an Internet and email account to improve their learning opportunities in a safe environment. Students must abide by the Department of Education and Training's (DET) policies when using the Internet and email services polices, published at: <https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE>

Students under 18 years of age will be provided with an Information Sheet for parents or guardians to read. This is also available online at: http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/schtechnologies/internet/sibe_infosheet.pdf

Parents or Guardians of students under 18 years of age will need to inform the student's campus in writing if they DO NOT want their child to have access to the NSW DET Internet and email facility.

7a. Government school student

I support this Application for placement in a TVET/SPY/TOP course and confirm my awareness of the travel and/or time matters mentioned in the attached Advice document. I have read the section titled **Management of Risk of Harm to Students and Staff** at the end of this document. I understand that my child's welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET/SPY/TOP course.

Name (Please print): Signature:
Date:

7b. Non government school student

I support this Application for placement in a TVET/SPY/TOP course and confirm my awareness of the travel and/or time matters mentioned in the attached Advice document. I have read the section titled **Management of Risk of Harm to Students and Staff** at the end of this document. I understand that my child's welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET/SPY/TOP course. I understand that there will be a TVET/SPY/TOP fee and applicable charges for this course, which are non-refundable. I agree to pay fees and charges as notified to me by the school. I will contact the school for details of all required payments.

Name (Please print): Signature:
Date:

If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.



School/sector acknowledgment of the application (read point 8 in the attached advice pages before completing this part)

School acknowledgement (endorsement by PRINCIPAL or DELEGATE):

- I confirm that the information provided is **ACCURATE** and **COMPLETE**
- I acknowledge that this student is predominantly enrolled in a STAGE 5 COURSE AT SCHOOL. Tick if student is in Stage 5 at school
- I confirm that if the course that the student is submitting an Application for is being delivered at the school, there are compelling reasons as to why this student with a disability is not being provided for on the same basis as other students at the school.

Name (Please print): Signature:
Date:

Sector acknowledgement (complete if required locally): I confirm that the information provided is accurate (endorsement by Diocesan representative).

Name (Please print): Signature:
Date:

TAFE NSW Credit Transfer

If you have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study will be TRANSFERRED to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to transfer a grade. In these cases, your TAFE NSW Transcript of Academic Record will indicate that the unit has been achieved BY ADVANCED STANDING or log onto your Student e-Services account and view the Enrolment Details Screen.

Student Privacy

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this student enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Student e-Services.

Management of Risk of Harm to Students and Staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class.

For these purposes 'violence' is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.