Advice on completing the Application to Undertake a TVET Course 2012

Read this introductory section before completing the Application form

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

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

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

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 course
- an understanding of that industry
- a high level of interest in the specific TVET 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 course
- the suitability of the specific TVET course for the school student
- a commitment to completing the specific TVET course
- application to studies, maturity, behaviour and suitability for an adult learning environment
- a good school attendance record

Additional selection criteria may apply to high demand courses. These criteria will be negotiated at the local level and made available through the school’s TVET 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 EOI form they should check that they have:

- discussed with appropriate school personnel
  - which TVET 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, 3a, 4, 5 and 6 correctly
- (if appropriate) had the school complete Part 3b
- had his/her parent/caregiver sign the form in Part 7
- had the principal sign the form in Part 8
- (if required) attached to the form a copy of his/her most recent school report

TVET course details

The student enters known course information details. It is essential to indicate the course name, delivery day and delivery TAFE college/campus. TVET Offer Codes are allocated to TVET courses by the TAFE institute consultant – TVET. Enter this code if it is known. If TVET Offer Codes have not been allocated to the course by the TAFE NSW institute, the code may be added at a later stage in the process.

Student information

The student enters their name, address, date of birth, Board of Studies Student ID, school details and support information. Schools are required to check the accuracy of the information provided. For the questions relating to Traineeships and Apprenticeships, only tick Yes if this TVET course includes training for the traineeship/apprenticeship.
3a. TAFE Statistics
All questions are to be completed by the student and check by school personnel.

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

<table>
<thead>
<tr>
<th>Sector</th>
<th>Sector Representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>DET Region</td>
<td>Support Teacher Transition or Disability Programs Consultant</td>
</tr>
<tr>
<td>Diocese</td>
<td>Diocesan Contact Officer</td>
</tr>
<tr>
<td>Catholic Congregational School</td>
<td>School Special Needs Contact Officer</td>
</tr>
<tr>
<td>Independent School</td>
<td>School Contact Officer</td>
</tr>
</tbody>
</table>

Previous student TAFE studies/current school studies/reason for wanting to do the course
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.
Students are asked to indicate whether they wish to apply for credit transfer, the details of which are included on page 3 of this document. 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.

7a. Government school student - Parent/caregiver acknowledgement
In signing this form the parent/caregiver acknowledges the students’ interest in undertaking a TVET 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 on page 3 of this document.

7b. Non government school student - Parent/caregiver acknowledgement
In signing this form the parent/caregiver acknowledges the student’s interest in undertaking a TVET 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 on page 3 of this document.

8. School/sector acknowledgement of the Application
In signing this form the school principal (or delegate) acknowledges the student’s interest in undertaking a TVET course and confirms that no exclusions apply. If disability information is provided, the principal (or delegate) is confirming that the disability information provided is accurate.
If required locally, the Diocesan representative should also sign this form.

Application form processing
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 Course to the TAFE NSW Institute offering the course by either post or fax:

Post: ATTENTION: Lyn Hope
ATTENTION: Lyn Hope
OTEN CONSULTANT – TVET
Open Training and Education Network
51 Wentworth Road
Strathfield NSW 2135

Fax: (02) 9715 8400

Please Note
Sections 1 – 8 are mandatory. Any Application NOT completed fully will be returned to the school and not processed until the completed form is returned.
### TAFE NSW Credit Transfer

If you have successfully completed exactly the SAME or EQUIVALENT unit(s) of competency/module(s) in your current course, your TAFE NSW Transcript of Academic Record will indicate that the result from your previous study is TRANSFERRED to the unit(s) of competency/module(s) for which you are seeking recognition. Your Head Teacher/Teacher can advise you of the modules in which your results will transfer. There may be some unit(s) of competency/module(s) where it is NOT possible to transfer your result. Instead your TAFE NSW Transcript of Academic Record will indicate that the unit of competency/module has been achieved BY ADVANCED STANDING.

### Student Privacy

The NSW TAFE Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000) collects personal information concerning students during their enrolment at TAFE NSW including, but not limited to, their attendance, participation, and academic progress. The information collected by TAFE NSW throughout a student’s enrolment (collectively “the information”) will be used by TAFE NSW or other authorised organisations for the purposes of general student administration, identification, communication, state and national reporting, program monitoring and evaluation.

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 Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. 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). Statewide and regional statistics derived from information provided by all students will also be provided to the Commonwealth.

While the provision of this information is not mandatory under legislation, it is a requirement of TAFE NSW that this information be provided in order for your enrolment to be accepted. This is to assist TAFE NSW in recording enrolments for certain target groups for which funding is provided for student services. Without that funding, TAFE NSW would be unable to continue providing training and services at current levels.

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 potential 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 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.
Please note that completing and submitting an Application to Undertake a TVET Course does not guarantee acceptance into the TVET course. Read the Introduction in the attached Advice page before beginning to complete this form. Use BLOCK LETTERS to complete this form. Sections 1 - 8 are mandatory and MUST be completed in full.

1. TVET course details (read point 1 in the attached Advice pages before completing this part)

<table>
<thead>
<tr>
<th>Name of TVET Course:</th>
<th>TVET Course No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Communication</td>
<td>9072</td>
</tr>
<tr>
<td>TVET Course Offer Code:</td>
<td>Cohort Subgroup:</td>
</tr>
<tr>
<td></td>
<td>Workplace Communication</td>
</tr>
</tbody>
</table>

2. Student information (All questions in this section are MANDATORY and must be completed in full)

<table>
<thead>
<tr>
<th>Board of Studies student number:</th>
<th>Form cannot be processed without this number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAFE NSW Student No:</td>
<td>Gender: Male □ Female □</td>
</tr>
<tr>
<td>Family name:</td>
<td>Date of birth:</td>
</tr>
<tr>
<td>First name (in full):</td>
<td>Preferred name:</td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Suburb:</td>
</tr>
<tr>
<td>Phone: (Home)</td>
<td>(Mobile):</td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>School email address:</td>
<td>(for 2012) Year 10 □ Year 11 □ Year 12</td>
</tr>
</tbody>
</table>

For this course only, are you, or are you applying to be, a school based TRAINEE? □ Yes □ No

For this course only, are you, or are you applying to be, a school based APPRENTICE? □ Yes □ No

School attended in 2011: BOS School Code:

School you will attend in 2012 (if different): BOS School Code:

If you will be in Year 12 in 2012, will you be continuing in the same course in which you are currently enrolled? □ Yes □ No

3. Student statistics (read point 3 in the attached Advice pages before completing this part) MANDATORY COMPLETION REQUIRED. This form cannot be processed without this information

3a. TAFE Statistics – key questions AND STUDENT DECLARATION

This information is required for TAFE NSW statistical purposes

1. Citizenship and Residency

Please mark your citizenship or residency status below, marking more than one box if appropriate. The details provided below will be verified with the Department of Immigration and Citizenship or other Government Agencies. If the verification process shows a mismatch of information, you could be asked to provide evidence of your status.

- □ Australian citizen
- □ New Zealand citizen
- □ Australian permanent resident
- □ Not residing in Australia

Holdor of an Australian temporary visa and my visa sub-class is ________________________________

2. Are you of Aboriginal or Torres Strait Islander origin?

If you are both Aboriginal and Torres Strait Islander mark both boxes 2 and 3.

- □ No
- □ Yes, Aboriginal
- □ Yes, Torres Strait Islander

3. TVET Statistics - MEVI

Are you of non English speaking background? □ Yes □ No

4. Do you consider yourself to have a disability, impairment or long term condition? □ Yes □ No (Mark one box only)

If Yes, mark applicable box/boxes

- □ Vision
- □ Hearing/Deaf
- □ Physical
- □ Intellectual
- □ Learning
- □ Mental Illness

- □ Acquired Brain Impairment
- □ Learning
- □ Aspergers
- □ Autism

- □ Other ____________________________ (please specify)

- □ Medical Condition ____________________________ (please specify)
3 b - School Planning Statistics

TO BE COMPLETED BY SCHOOL PERSONNEL ONLY FOR STUDENT WITH A DISABILITY

Some students may require adjustments. These are provided through alternative teaching and learning strategies and special provisions including signing, Braille, a reader or scribe, access to technology, modifications to equipment, furniture and learning spaces, personal care support.

1. Please indicate the adjustments currently provided at school FOR THIS STUDENT:

- Alternate teaching and learning strategies
- Signing
- Technology
- Personal care support
- Braille
- Reader
- Scribe
- Modifications to equipment
- Furniture
- Learning spaces

Other

2. Does THIS STUDENT have a CURRENT Disability Confirmation Sheet? (Essential for funding support)

- Yes
- No

If YES, please forward a copy of this EOI to the Support Teacher Transition for your school group. An application for Provision of Additional Support MUST be submitted.

The school will be contacted by a TAFE Disability Consultant to organise an assessment interview.

3. Are BOS special provisions required for Trial examinations FOR THIS STUDENT?

- Yes
- No

(please attach BOS special provision letter to this EOI)

4. Does this student have a Health Care Plan or an Emergency Contact card/procedure should this student require medical attention?

- Yes
- No

(please attach copy of the Health Care Plan or emergency contact list/procedure)

If additional support is required for severe health conditions or students with a history of violence, refer to section 9 of the current TAFE delivered HSC VET courses (TVET), Guidelines for schools and TAFE Institutes.

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

Have you studied at TAFE NSW before?  

- Yes
- No

If yes, list any TAFE courses you have previously undertaken:

<table>
<thead>
<tr>
<th>TAFE Institute:</th>
<th>College/Campus:</th>
<th>Course Name:</th>
<th>Year:</th>
</tr>
</thead>
</table>

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 the following box)

- Please refer to the TAFE NSW Credit Transfer statement at the end of this document

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)

<table>
<thead>
<tr>
<th>Subjects studied in 2011:</th>
<th>Subjects to be studied in 2012:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>All Modules / Units of Competency to be studied in this TVET course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICPMM263A</td>
</tr>
<tr>
<td>NSWTCOM208B</td>
</tr>
<tr>
<td>NSWTCOM209B</td>
</tr>
<tr>
<td>NSWTSPG203B</td>
</tr>
</tbody>
</table>
6. **Student's declaration**

I understand that this Application form does not guarantee a place in the TVET course. I understand the requirements of the TVET course for which I am applying 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 travel 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, New Apprenticeship Centre 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 on Page 3 of the Advice pages of this document.

Signature: ................................................................. Date: .............................................................

7. **Parent/caregiver acknowledgment of Application. Complete EITHER Part 7a or Part 7b. (read point 6 in the attached Application Advice pages before completing this part)**

**Secure Internet Access and Email**

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the Department of Education and Training's (DET) policies when using the DET Internet and email services. Parents or Guardians of students aged less than 18 years 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 parent**

I support this Application for placement in a TVET 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 on page 3 of the Advice pages 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 course.

Name (Please print): ................................................................. Signature: .................................................................

Date: .................................................................

7b. **Non government school student parent**

I support this Application for placement in a TVET 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 on page 3 of the Advice pages 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 course. I understand that there will be a TVET 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: .................................................................

8. **School/sector acknowledgment of the Enrolment Application** (read point 6 in the attached Advice pages before completing this part)

**School acknowledgement:** I confirm that the information provided is accurate (endorsement by principal or delegate).

Name (Please print): ................................................................. Signature: .................................................................

Position: .................................................................................. Date: .............................................................

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

Name (Please print): ................................................................. Signature: .................................................................

Position: .................................................................................. Date: .............................................................

**School Contact Details – Please complete as part of the TVET Application submission**

School Attending 2012: ................................................................. BOS School Code: .................................................................

Address: ..................................................................................

Suburb: .................................................................. State: ................................................................. Postcode: .................................................................

Phone: .................................................................. Fax: .................................................................

Email address: ..................................................................
Student Details

To help us to provide a better service please complete the personal details below by placing a cross (‘X’) in one of the boxes or by providing information where requested. All information will be treated confidentially. Please read the Student Privacy Notice section on this form.

1 What is your highest successfully completed school level?
   1 ☐ Year 12 or equivalent
   2 ☐ Year 11 or equivalent
   3 ☐ Year 10 or equivalent
   4 ☐ Year 9 or equivalent
   5 ☐ Year 8 or equivalent
   6 ☐ Never attended

2a In what year did you complete the above school level?

2b Are you still attending secondary school?
   1 ☐ Yes  2 ☐ No

3a Have you successfully completed any qualifications?
   1 ☐ Yes  2 ☐ No
3b If YES, place a cross (‘X’) in any applicable box/es:
   1 ☐ Bachelor Degree or Higher Degree
   2 ☐ Advanced Diploma or Associate Degree
   3 ☐ Diploma (or Associate Diploma)
   4 ☐ Certificate IV (or Advanced/Certificate/ Technician
   5 ☐ Certificate III (or Trade Certificate)
   6 ☐ Certificate II
   7 ☐ Certificate I
   8 ☐ Certificates other than above
3c Place a cross (‘X’) in any of the applicable boxes below to indicate where you obtained the above qualifications:
   1 ☐ Overseas
   2 ☐ Adult and Community Education (ACE)
   3 ☐ HSC VET Framework Course
   4 ☐ TAFE NSW
   5 ☐ Other training provider

4 Of the following categories, which BEST describes your current employment status? (Place a cross (‘X’) in one box only)
   1 ☐ Full-time employee
   2 ☐ Part-time employee
   3 ☐ Self employed—not employing others
   4 ☐ Employer
   5 ☐ Employed—unpaid worker in a family business
   6 ☐ Unemployed—seeking full-time work
   7 ☐ Unemployed—seeking part-time work
   8 ☐ Not employed—not seeking employment

5 Of the following categories, which BEST describes your main reason for undertaking this course? (Place a cross (‘X’) in one box only)
   1 ☐ To get a job
   2 ☐ To develop my existing business
   3 ☐ To start my own business
   4 ☐ To try for a different career
   5 ☐ To get a better job or promotion
   6 ☐ It is a requirement of my job
   7 ☐ I want extra skills for my job
   8 ☐ To get into another course of study
   9 ☐ For personal interest or self development
   10 ☐ Other reasons

6 What is the postcode of the suburb or town in which you usually live?

7 In which country were you born?
   1 ☐ Australia
   2 ☐ China
   3 ☐ Hong Kong (SAR of China)
   4 ☐ India
   5 ☐ Lebanon
   6 ☐ New Zealand
   7 ☐ Philippines
   8 ☐ United Kingdom
   9 ☐ Vietnam
   10 ☐ Other—please print name of country

8 If you were not born in Australia, what year did you first arrive in Australia?

9 Do you speak a language other than English at home?
   1 ☐ No, English only
   2 ☐ Yes, I speak: (Place a cross (‘X’) in one box only)
      1 ☐ Arabic
      2 ☐ Cantonese
      3 ☐ Hindi
      4 ☐ Italian
      5 ☐ Greek
      6 ☐ Mandarin
      7 ☐ Spanish
      8 ☐ Tagalog
      9 ☐ Vietnamese
      10 ☐ Other—please print name of language

10 How well do you speak English?
   1 ☐ Very well
   2 ☐ Well
   3 ☐ Not well
   4 ☐ Not at all

11 Do you require help with English?
   1 ☐ Yes  2 ☐ No
INSTRUCTIONS FOR COMPLETING THE CHECKLIST:

1. Complete this Course Resource Checklist. The accuracy and completeness of the checklist will be assessed by the TVET Course Teacher.
2. The Checklist will help you to understand the minimum hardware and software requirements to study this course with OTEN.

COURSE REQUIREMENTS:

- Tick the appropriate box (es).

<table>
<thead>
<tr>
<th>Hardware</th>
<th>I have access to the following, at home and at school:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A Pentium III or higher (IBM compatible) computer with at least 512MB RAM.</td>
</tr>
<tr>
<td></td>
<td>A printer, CD-ROM or a CD-RW or floppy drive.</td>
</tr>
<tr>
<td></td>
<td>access to Broadband Internet connection (preferable) or Dialup Internet</td>
</tr>
<tr>
<td></td>
<td>I have access to a computer with the ability to install operating system and application programs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th>I have access to the following, at home and at school:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Microsoft Windows XP or later</td>
</tr>
<tr>
<td></td>
<td>Microsoft Office XP or later (Microsoft Office 2007 required for Business Services)</td>
</tr>
<tr>
<td></td>
<td>Microsoft Internet Explorer 6.0 or later</td>
</tr>
<tr>
<td></td>
<td>Adobe Acrobat Reader</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internet Access is required to do online courses</th>
<th>OTEN uses the Online Learning Support (OLS) site for assessment and additional information. You will need access to the Internet and have an email address.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• I have an e-mail address and approximately 10 hours access to the Internet per week.</td>
</tr>
<tr>
<td></td>
<td>• I understand that I MUST check my e-mail at least once a week.</td>
</tr>
<tr>
<td></td>
<td>• I understand that I MUST update my personal details, e-mail or postal address changes on the Online Learning Support site (OLS).</td>
</tr>
</tbody>
</table>

DECLARATION:

I have read the Course Information Leaflet and the Course Resource Checklist.
The information I have provided is true and correct.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>