## 

**2023 VET STUDENT APPLICATION FORM**

**Submit this form to Ms Geraldine Borgonha in the Careers Office in B-Corridor by Monday 29 August 2022**

**PART 1: Student Details (Please print clearly using block letters)**

**Surname**: .......................................... **Given Name:** ................................................................

**Please circle your year level in 2022: 9 10 11 12 Stream: VCE VCAL**

**Name of school you are enrolled (Home school): Westall Secondary College, Clayton South**

**Home Address:** ........................................................................................................................

**Suburb:** ................................................. **Post Code: .**....................**Phone:** ..............................

**Student Mobile:** ...................................... **Gender: M / F Date of Birth**: ............................

**Student Email:** ...........................................................

**Student VSN: (**School Administration **Compass** will have VSN number- 9 numbers**)**

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Student USI: (students need to generate a USI number- combination of 10 letters and numbers)

Students must email their USI number to [**Geraldine.Borgonha@education.vic.gov.au**](mailto:Geraldine.Borgonha@education.vic.gov.au)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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Are you an Aboriginal/Torres Strait Islander? Y / N Are you an EAL student? Y / N

Do you need assistance with Numeracy? Y / N Do you need assistance with Literacy? Y / N

Do you have any physical disabilities or other medical or behavioural conditions? If yes, please specify.

**PART 2: VET COURSE DETAILS**

**VET Course Name (provide full name):** .......................................................................................

Year (circle): 1st or 2nd

**Host School/Non School Provider**:

**1st Preference**: .......................................................................................................................

**2nd Preference**: ......................................................................................................................

**PART 3: PARENT/GUARDIAN ENDORSEMENT**

I/We have read and understood the information regarding our child’s application for a VET course in 2023 and agree to his/her application.

**Name:** ...........................................  **Phone:** .........................................................

**Signature:** .................................. **Email Address:** …………………………………………………………………

**PART 4: VET COORDINATOR’S ENDORSEMENT**

I endorse that the above-named student has undertaken course/career counselling and that this VET Course is deemed suitable for them.

**Signature: .**............................................. **Date:** …………………… **Phone:** ..............................

**STUDENT COMMITMENT FORM**

Please read the agreement below and sign

* I shall meet the attendance and participation requirements of the course.
* I shall meet all work requirements of this course as set out by my trainer (classroom teacher) and/or my employer.
* Where necessary, I will attend catch up classes after school or on the weekend.
* I will report my absence to the Home school by 8.30 on my VET day. The Home school will then communicate this information to the Host school.
* I will abide by my trainer’s rules and the rules of the Host school whenever I am on site.
* My attitude and behaviour will be that of the expected standard.
* I will adhere to all Occupational Health and Safety requirements both in and out of class.
* I will pay all fees as requested by my Home school by the due date.
* I will do the appropriate work placement as specified in the course to the best of my ability. I understand that my failing to meet with work placement requirements may result in my being withdrawn from the VET program.
* While on Work Placement, I will keep my logbook up to date and readily available at all times.
* I will attend the VET course in the prescribed uniform (when required).
* While travelling to the Host school, I will behave in an appropriate and safe manner.

Failure to abide by the above commitments may result in my removal from the VET Course. I have discussed the course and its requirements with my parent/guardian. I accept the commitment that my participation in the VET course requires of me.

**Name of Student:** .............................................................................

**Student Signature:** ...........................................................................

**Parent/Guardian Signature:** ...................................................

**Date:** ...........................................

**PRIVACY NOTICE:**

So that the school can assist with the placement of students in the South East VET Cluster for 2023, we ask for information about the students and their parents/guardians. All information we collect about students and their parents/guardians will be kept confidential and only used for the purpose of placement, recording of attendance and medical emergency. If you have concerns about the privacy of information, please contact the school Principal.

**CONSENT:** I have read the VET Course Student Application Form 2023 and privacy notice and understand why this information is being collected and how it will be used. I agree to the disclosure of my child’s student information for the purpose of enrolment at a Host School/Non School Provider

**Name of Student:** ………………………………………………………………………

**Name of Parent/Guardian:** ......................................................................

**Signature:** ................................................................................. **Date:** …………………………….