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| **VET Application Form 2021**  *Complete all sections to ensure an application can be processed and accepted by TAFE* | | | | | | | | | | | | | | | | | | | | | | |
| **Student Name:** | | | | | | **School Program in 2021 – *Please circle*** | | | | | | | | | | | | | | | | |
| **Street Address:**  **Suburb : *VIC:*** | | | | | | Standard Yr 10 | | | | | Year 11 VCE | | | | | | | Year 12 VCE | | | | |
| Year 10 VCAL | | | | | Year 11 VCAL | | | | | | | Year 12 VCAL | | | | |
| **Date of Birth**  / / | | | | **Student Mobile: 04** | | **Unique Student Identifier (USI):** Student must create their **USI** on [**www.usi.gov.au**](http://www.usi.gov.au)  **Must have the students USI to apply to TAFE**  Print carefully Eg **5 - S**, **D - O, 1 - I** : 10 digits/letters | | | | | | | | | | | | | | | | |
| **Personal Email** : | | | | | |
| **School Email :** @mc.vic.edu.au | | | | | | **USI:** |  |  | |  | |  | |  | |  |  | |  | |  |  |
| **Parent Email :** | | | | | | **Education Support needed**: No / Yes / Sometimes  Explain: | | | | | | | | | | | | | | | | |
| **\*\**Please circle one email above for TAFE correspondence*** | | | | | |
| **Emergency Contacts** | | | **Name** | | | **Relationship**  **to student** | | | | | | | **Phone - Mobile / Day** | | | | | | | | | |
| **Parent / Guardian 1** | | |  | | |  | | | | | | |  | | | | | | | | | |
| **Parent / Guardian 2** | | |  | | |  | | | | | | |  | | | | | | | | | |
| **Reasons for VET course** | | | *Circle at least 1 option* - *Required for VCAL / VCE subject /* *Career / Interest* | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **VET Program Details - please 3 options :** *VET courses have limited places available (Circle preferred day / time)* | | | | | | | | | | | | | | | | | | | | | | |
| **Option** | **Program / Certificate Name** | | | | **Provider & Location** | | | | **Day** | | | | | | **Times: start-finish** | | | | | **Cost** | | |
| 1 |  | | | |  | | | | Wed / Fri | | | | | | am/pm | | | | |  | | |
| 2 |  | | | |  | | | | Wed / Fri | | | | | | am/pm | | | | |  | | |
| 3 |  | | | |  | | | | Wed / Fri | | | | | | am/pm | | | | |  | | |
| **Student Agreement** | | | | | | | | | | | | | | | | | | | | | | |
| 1. I have discussed my participation in the program with my parents/guardians 2. I understand that to complete the VET certificate and receive credit to my VCAL / VCE program, I must stay up to date, complete all assessment requirements of the VET course as well as my VCE / VCAL program. I will catch up on missed classes. 3. I must be punctual and maintain a minimum 90% attendance at VET classes and excursions and ensure I am present for all assessments. 4. I must inform the TAFE and the VET Coordinator if I will be absent due to sickness or school exams, sports or family commitments. 5. If I am not in VCAL, I must attend school for the morning if VET classes start in early afternoon. I will bring relevant VET materials and uniform / PPE to Mordialloc College, travel in school uniform and change into this VET uniform / PPE at the VET provider where possible. 6. I will act in a safe, responsible and respectful manner within the VET provider’s classroom, their grounds and on public transport. 7. If I want to change/withdraw from my course, I will inform my parents/guardian & the VET Coordinator by 24th February. 8. If I am still enrolled at February 25th, my parents/guardian will be charged full course fees. I won’t be able to swap to another VETiS course. | | | | | | | | | | | | | | | | | | | | | | |
| **Student Signature: Date:** | | | | | | | | | | | | | | | | | | | | | | |
| **Parent / Guardian Endorsement** | | 1. I understand the VET providers and VCAA assessment rules require at least 90% attendance. 2. I understand the commitment needed and will support this student to achieve the desired outcomes. Eg Monitor attendance, discuss homework, supply materials/uniform, assist them in finding work placements. 3. I give permission for the VET provider to seek medical assistance in the event of an emergency and them being unable to contact us / me. I will inform the school of any contact detail changes. 4. I must pay for the VET fees not covered by the government funding and have read the instructions overleaf. | | | | | | | | | | | | | | | | | | | | |
| **Signature: Date:** | | | | | | | | | | | | | | | | | | | | |

***SBAT’s*** *- Yr 11 & 12 VCAL Students may undertake a* ***School Based Apprenticeship (SBAT)*** *Apprenticeship Support Network provider arranges the sign-up meeting with employer, apprenticeship registration & asks TAFE to develop training plan for a Certificate lll Apprenticeship. SBAT Fees are paid directly to TAFE*

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| **2021 VET Application Form** | **Student Name** |
| **Please read the VET Application / Enrolment Instructions** | |
| **Applications**   * Step 1 - Students meet with VET Coordinator to collect application forms and discuss course options. * Step 2 - Complete ALL of Student details (Grey section) as the TAFE IT systems require all information to accept applications. * Step 3 - Prompt return of forms and deposit is required to ensure a place in a VET course, as limited spaces are available. * Step 4 - Completed Application form/s and $250 deposit should be paid by 4th September 2020 (see payment options below) * Step 5 - The VET Coordinator applies to provider for a place for the student with the VET provider.   + Timely Applications (from July – 4th September) Late applications (from September 5th – Feb 24th )   + A confirmed place can not be assumed for timely applications.   + Where a VET course is cancelled due to low enrolments, an alternative course may be selected. * Step 6 - Students may need to attend an enrolment / induction session at the TAFE to complete the application process.   **Confirmation of a Place / Enrolment in VET**   * Chisholm - Check all parent & students email regularly Dec-Jan – complete the online enrolment confirming student’s details. * Holmesglen and most other TAFEs email the information to school. We forward information onto the Student School email.   **Swapping VET options** – This may be possible in first 2-3 weeks if space is available. Please see the VET Coordinator ASAP  **Withdrawals** must be in writing or emailed to VET Coordinator by February 24th.   * TAFE charges a $50 withdrawal admin fee. Refunded VET fees will have this $50 charge deducted. * Various institutions have a final withdraw date between 24/2 – 1/3/2021. Any enrolment change needs to be submitted to school in writing by 24th February 2020. Any charges after that will incur full course fees.   **Fees**   * VET Applications are processed once a Completed VET Application form and the minimum VET Deposit is received. * Final balance of VET fees must be paid by February 24th 2021. * Payment plans are available and should be discussed with the school administration. | |

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| **Confirm Preferred VET Course Details** | | | | | | | | | | | | | | | **Training Provider & Location:** | | | | | | **Date Application Form Received** | | | | | | **Date Application Deposit Received** | | | |
| **Certificate in** | | | | | | | | | | | | | | |  | | | | | | / / | | | | | | / / | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Fee Payment Record** | | | | **Total VET**  **Fees Due** | | | | | | **VET Deposit**  **Due 4th Sept.**  **Min. of $250** | | | | **Balance of Fees Due by 24th Feb** | | | | | **Further payments** | | | | | | | | **Date Final  Payment Received** | | | |
| / / | | | | / / | | | | / / | | | |
| **Amount Due /  Paid / Balance** | | | | **$** | | | | | | **$** | | | | **$** | | | | | **$** | | | | **$** | | | | **$0 Balance** | | | |
| **Payment Methods:**   1. Compass Events / BPay / Quikr / Cheque / Cash / EFTPOS / Credit card 2. I authorise the school to deduct $\_\_\_\_\_\_\_\_\_\_ from the below nominated credit card on \_\_\_ / \_\_\_ / \_\_\_\_\_\_\_\_ 3. Health Care Cards – a copy of a current HCC is required by the MC Finance team to arrange a Payment Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Notes** | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Credit Card** | | **Name on Credit Card :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Card Number:** |  | |  | |  |  | |  | | |  |  |  | | |  |  |  | |  | |  | |  |  |  | |  |  |  |
| **Mobile:** | | | | | | | **Signature:** | | | | | | | | | | | | | | | | | | | | **Date:** | | | |
| **Expiry Date: /** | | | | **CVV :** | | | | | **(To be DESTROYED after the credit card payment is processed)** | | | | | | | | | | | | | | | | | | | | | |