A TVET Student Application Form is provided to assist with placement of students in TVET courses. A separate TVET Student Application Form is required for each course for which a student wishes to be placed.

Use BLOCK LETTERS to complete the form.

The student completes Parts 1, 2, 3, 5, 6, and 7 of the application form.

### 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 equity information. Schools are asked to check the accuracy of the information provided.

### Student statistics

To be completed by student

#### Students with a disability (To be completed by school personnel)

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 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 encouraged to provide useful information indicating that they have considered training and work in the industry area as part of their career planning.

### Government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver is acknowledging the application for a TVET course and confirming awareness of any travel or time issues.

### Non government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver is acknowledging the application for a TVET course, confirming awareness of any travel or time issues and agreeing to pay any fees and charges, which are non-refundable, attached to the course.

### School acknowledgement of the application

In signing this form the school principal (or delegate) acknowledges the application for a TVET course. If disability information is provided, the principal (or delegate) is confirming that the disability information provided is accurate.
TVET student application form

Insert Institute name and delete this text
Delete row if not required

1 TVET course details

Name of TVET Course: ____________________________

TAFE College/Campus: ____________________________

TVET Offer Code: ____________________________

Delivery Day: ____________________________

Start Date: ___________ Finish Date: ___________

2 Student information

Board of Studies student number: ____________________________

Title: ____________________________ Gender: Male ☐ Female ☐

Family name: ____________________________ Date of birth: __ __ / __ __ / __ __

Given name: ____________________________ Preferred name: ____________________________

Other Name: ____________________________

Address: ____________________________ Suburb: ____________________________ State: ____________________________ Postcode: ____________________________

Phone: (Home) ____________________________ (Mobile) ____________________________

Year of study in 2007: Year 11 ☐ Year 12 ☐ Year 10 ☐

Are you, or are you applying to be, a school based trainee? Yes ☐ No ☐

School attended in 2006:

School attended in 2007: (if different)

If you will be in Year 12 in 2007, will you be continuing in the same course in which you are currently enrolled? Yes ☐ No ☐

3 Student statistics

Are you of Aboriginal or Torres Strait Islander descent? Yes ☐ No ☐

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

Do you have a disability? Yes ☐ No ☐

If YES is ticked (√), the following questions must be answered by school personnel.

School personnel only

Does this student have a confirmed disability? Yes ☐ No ☐

Will an application for additional support/resources be submitted for this student? Yes ☐ No ☐

If YES, provide details...................................................................................................................................................................

Are BOS special provisions required for Trial examinations? Yes ☐ No ☐

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

☐ Australian citizen ☐ New Zealand citizen ☐ Australian permanent resident

☐ Not residing in Australia ☐ Holder of an Australian temporary visa and my visa sub-class is ____________________________

4 Previous study at TAFE

Have you studied at TAFE NSW before? Yes ☐ No ☐

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

TAFE Institute: ____________________________ College/Campus: ____________________________

Course Name: ____________________________ Year: ____________________________
Current study at school

List subjects you studied in 2006 and the subjects you will study in 2007. (Indicate Life Skills courses)

<table>
<thead>
<tr>
<th>Subjects studied in 2006</th>
<th>Subjects to be studied in 2007</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Student’s statement – Why do you want to do the course?

Using the space provided write a statement supporting your application. You may want to refer to the Selection Criteria of this form to help you answer this question.

Student’s Declaration: 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 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 Veteran’s Affairs, the Department of Immigration and Multicultural and Indigenous Affairs, 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 or New Apprenticeship Centres.

For additional information please refer to the Student privacy notice at the end of this document.

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

7 Parent/caregiver acknowledgment of application (Complete EITHER Part 7a or Part 7b)

7a: (government school student)

I support this application for placement in a TVET course.

Name: ........................................................................ Signature: ........................................................................

(Please print) Date: ........................................................................

7b: (non government school student).

I support this application for placement in a TVET course. I understand that there will be a 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.

Name: ........................................................................ Signature: ........................................................................

(Please print) Date: ........................................................................

8 School acknowledgment of the application

I confirm that the information provided is accurate (endorsement by principal or delegate)

Name: ........................................................................ Signature: ........................................................................

(Please print) Date: ........................................................................
Selection criteria

Students are offered places in courses on the basis of satisfying the selection criteria. Before completing Part 6, student’s Statement, students should consider how they could demonstrate that they meet the criteria:

- prerequisite skills and ability that indicates a capacity to succeed in the selected course
- application to studies, maturity and suitability for an adult learning environment
- a high level of interest in the proposed course through, for example, interests or hobbies, future study plans and possible career interests
- understanding and knowledge of the industry area through career interests and school to work planning
- commitment to completing the course
- a good school attendance record

Specific 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 contacts.

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

Application form student checklist

I have:

- read the Selection Criteria and considered how I could meet these criteria
- completed Parts 1, 2, 3, 5, 6 correctly
- had school personnel complete Part 3, if appropriate
- had my parent/caregiver sign the Parent/caregiver acknowledgment in Part 7a or Part 7b
- had the Principal (or delegate) complete and Sign Part 4
- (if required) attached a copy of my MOST RECENT school report to the back of this form

Application form processing

Arrangements for processing application forms vary between TAFE NSW institutes. Unless otherwise notified, please forward the completed application form to the TAFE NSW Institute delivering the course.

Mark the envelope

ATTENTION: TAFE INSTITUTE CONSULTANT – TVET

Student privacy

The information provided by students, parents/caregivers and schools is obtained for the purpose of managing student placement in TVET courses. It will be used by the Department of Education and Training and the Office of the Board of Studies to ensure equitable student placement. For students with a disability applying for additional funding support, the form will also be used to source information on the disabilities/ies. Provision of this information is voluntary.

Information concerning students is collected and held by the NSW TAFE Commission (having its principal office located at level 2, 35 Bridge Street Sydney NSW 2000). The NSW TAFE Commission will also collect personal information concerning students during their enrolment at TAFE NSW including, but not limited to, their attendance and participation in courses and training modules, and academic progress. The information on this form and information will be 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, communication, state and national reporting, program monitoring and evaluation.

The information may be disclosed to Centrelink, the Department of Veterans’ Affairs, the Department of Immigration and Multicultural and Indigenous Affairs, 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, and in the cases of apprentices and trainees, also to their employer and New Apprenticeship Centres.

The provision of this information is not required by law but is necessary for both enrolment and re-enrolment, and in the case of apprentices and trainees, to provide a report to employers regarding a student’s attendance and academic performance. Failure to provide this information may prevent TAFE NSW from processing your enrolment and, in the case of apprentices and trainees, meeting the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001. Information provided will be held securely and disposed of securely when no longer needed.

You may correct any personal details provided at any time by contacting the TAFE Institute Consultant – TVET or by contacting your TAFE NSW campus administration.