



TAFE-delivered HSC VET (TVET) Program

STUDENT INFORMATION FORM TVET 2017

Please note that completing and submitting this form does not guarantee acceptance into the TVET course.

① Student information

BOSTES student number:										Form cannot be processed without this number								
USI Number:										Form cannot be processed without this number								
Family name:								Gender: (Circle)	Male	Female								
Given name:								Date of birth:										
Other name:								Preferred Name:										
Postal Address:																		
Residential Address:																		
Suburb:					State:			Postcode:										
Phone: (Home)							(Mobile):											
Email address:																		
Are you an Australian Aboriginal or Torres Strait Islander? (please circle)	No			Yes, Aboriginal				Yes, Torres Strait Islander										
Do you consider yourself to have a disability, impairment or long term condition? (Please Circle)	No		Yes															
	If Yes, please give Details:																	
Year of study AT SCHOOL in 2017: (Please circle year for 2017 attendance)	Year 10		Year 11		Year 12		Name of School: (2017 Attendance)											

② TVET Course details

Name of TVET course:				TVET Offer Code:			
TAFE Campus:				Delivery Day:			
Delivery Pattern: (e.g. 4x1)				On Campus or Online:			

③ Additional Information Required

To be completed by SCHOOL PERSONNEL ONLY							
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 if the student is provided with an adjustment at School to address a disability under the Disability Discrimination Act 1992:							
Alternate teaching and learning strategies (Please Circle)							
Signing	Technology	Personal care support	Braille	Reader	Scribe	Modifications to equipment	Furniture Learning spaces
2. To assist TAFE with providing support, please submit the Student Profile – Students requiring adjustments to successfully undertake an externally delivered VET course. Is this Student Profile attached to this Application Form: (Please Circle) Yes No							
3. Does the student receive disability provisions required for examinations? (Please Circle) Yes No							
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.							

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

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.

④ PARENT acknowledgment

Parents or Guardians of students under 16 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 DEC's Internet and email facility.

I/We support this form for placement in a VET course at TAFE NSW and confirm my awareness of the travel to and from classes. I have read the section titled **Management of Risk of Harm to Students and Staff**. 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. For non-government students, 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.

<https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE>

http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/schtechnologies/internet/sibe_infosheet.pdf

Do parents or guardians of students under 18 years of age give permission for photos taken at North Coast TAFE to be used for promotional purposes? Yes No

Name (please print):

Signature:

Contact Number:

Date:

⑤ SCHOOL/SECTOR acknowledgment of Student information Form

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 Information Form 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: