

# TAFE Delivered HSC VET (TVET) Program

## Advice on completing the Expression of Interest to Undertake a TVET Course 2012



### Read this introductory section before completing the Expression of Interest form

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

**Please note that completing and submitting an Expression of Interest 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 Expression of Interest form.

### Selection Criteria

Places in courses are offered to students on the basis of satisfying the selection criteria. In completing the Expression of Interest 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 and knowledge 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 some 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 Expression of Interest 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, 3, 4, 5 and 6 correctly
- (if appropriate) had the school complete Part 3
- 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**

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### TVET course details and student information

The student enters known course information details. It is essential to indicate the course name, delivery day and delivery TAFE college. The student also enters their **school** and **Board of Studies student ID**

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### Further student information

The student enters their **Name, Address, Date of Birth, School Year** (especially if Stage 5), **School details** and **Support information**. Schools are required to check the accuracy of the information provided.

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### 3a. TAFE Statistics

All questions are to be completed **by the student**.

### 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:

Sector	Sector Representative/s
DET Region	Support Teacher Transition or Disability Programs Consultant
Diocese	Diocesan Contact Officer
Catholic Congregational School	School Special Needs Contact Officer
Independent School	School Contact Officer

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### 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.

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Students are asked to indicate whether they wish to apply for credit transfer, the details of which are included at the end of the Expression of Interest form. 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.

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### 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 at the end of the Expression of Interest form.

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### 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 at the end of the Expression of Interest form.

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### School/sector acknowledgement of the Expression of Interest form

In signing this form the school principal (or delegate) **acknowledges** the student's interest in undertaking a TVET course. 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.

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### Expression of Interest form processing

Arrangements for processing Expression of Interest forms vary between TAFE NSW Institutes. Unless notified otherwise, please forward the completed **Expression of Interest to Undertake a TVET Course** to the TAFE NSW Institute offering the course.

Mark the envelope

**ATTENTION: TAFE INSTITUTE CONSULTANT – TVET**

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**Expression of Interest to Undertake a TVET Course 2012**

Read the Introduction in the attached Advice page before completing this form.  
Use **BLOCK LETTERS** to complete this form.

**① TVET course details and Student Information (read point ① in the attached Advice pages before completing this part)**

Name of TVET Course:	Delivery Day:
TAFE College	
School you will attend in 2012	
Board of Studies student number:	

**② Further Student information (read point ② in the attached Advice pages before completing this part)**

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Family name: _____ Date of birth: _____ / _____ / 19
Given name (in full): _____ Preferred given name: _____
Other name: _____
Address: _____
Suburb: _____ Postcode: _____
Mobile No: _____ Phone: (Home) _____
Email address: _____
Year of study in 2012: <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12
School attended in 2011: _____
If you will be in Year 12 in 2012, will you be continuing in the same course in which you are currently enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No

**③ Student statistics (read point ③ in the attached Advice pages before completing this part)**

<p><b>3a. TAFE Statistics – KEY QUESTIONS</b> <b>TO BE COMPLETED BY THE STUDENT</b> This information is required for TAFE NSW statistical purposes</p> <p><b>1. TVET Statistics - MEVI</b> Are you of non English speaking background? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>2. Are you of Aboriginal or Torres Strait Islander origin?</b> If you are both Aboriginal and Torres Strait Islander mark both boxes 2 and 3. 1. <input type="checkbox"/> No 2. <input type="checkbox"/> Yes, Aboriginal 3. <input type="checkbox"/> Yes, Torres Strait Islander</p> <p><b>3. Do you consider yourself to have a disability, impairment or long term condition?</b> Mark one box only <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b>, mark applicable box/boxes  <input type="checkbox"/> Vision <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical  <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness  <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Learning  <input type="checkbox"/> Other _____</p> <p><b>4. Residency</b> Do you reside in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>5. Citizenship</b> 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.  <input type="checkbox"/> Australian citizen <input type="checkbox"/> New Zealand citizen  <input type="checkbox"/> Australian permanent resident <input type="checkbox"/> Not residing in Australia  <input type="checkbox"/> Holder of an Australian temporary visa and my visa sub-class is _____</p>	<p><b>3b. School Planning Statistics</b> <b>TO BE COMPLETED BY SCHOOL PERSONNEL ONLY</b></p> <p>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.</p> <p><b>1. Please indicate the adjustments currently provided at school:</b>  <input type="checkbox"/> Alternate teaching and learning strategies  <input type="checkbox"/> Signing <input type="checkbox"/> Technology <input type="checkbox"/> Personal care support  <input type="checkbox"/> Braille <input type="checkbox"/> Reader <input type="checkbox"/> Scribe  <input type="checkbox"/> Modifications to equipment <input type="checkbox"/> Furniture <input type="checkbox"/> Learning spaces            Other _____</p> <p><b>2. Does this student have a Disability Confirmation Sheet?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No            If <b>YES</b>, an application for Additional Support may be submitted.</p> <p><b>3. Are BOS special provisions required for Trial examinations?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If additional support is required for severe health conditions or students with a history of violence, refer to section 9 of the current <i>TAFE delivered HSC VET courses (TVET), Guidelines for schools and TAFE Institutes</i>.</p>
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**7a. Government school student (Please Print STUDENT Name):** \_\_\_\_\_

I support this Expression of Interest 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** at the end 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: \_\_\_\_\_  
(Parent/Caregiver) Date: \_\_\_\_\_

**7b. Non government school student (Please Print STUDENT Name):** \_\_\_\_\_

I support this Expression of Interest 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** at the end 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: \_\_\_\_\_  
(Parent/Caregiver) Date: \_\_\_\_\_

**⑧****School/sector acknowledgment of the Expression of Interest (read point ⑧ 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: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Name (Please print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**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 Veteran's 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 Expression of Interest to Undertake a TVET Course does not guarantee acceptance into the TVET course.**