



Advice on completing the Expression of Interest to Undertake a VET Course 2014

Read this introductory section before completing the Expression of Interest form

This **Expression of Interest to Undertake a VET Course** provided by **5 Star Training & Consulting Pty Ltd** is provided to assist with the placement of students into the appropriate VET courses. A separate Expression of Interest is required for each VET course a student wishes to be considered for placement.

The student completes **Parts 1, 2, 3a, 4, 5 and 6** of the Expression of Interest form.

Please note that completing and submitting an Expression of Interest to Undertake a VET Course does not guarantee acceptance into the VET course.

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 VET course
- an understanding and knowledge of that industry
- a high level of interest in the specific VET 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 VET course
- the suitability of the specific VET course for the school student
- a commitment to completing the specific VET 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 VET 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 starting & finishing point of each course 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 VET 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 complete and sign the form in Part 8
- (if required) attached to the form a copy of his/her **most recent school report**

VET course details

①

The student enters known course information details. It is essential to indicate the course name and delivery dates. VET Offer Codes are allocated to VET courses by the RTO Education Manager. Enter this code if it is known. If VET Offer Codes have not been allocated to the course by the RTO, the code may be added at a later stage in the process.

Student information

②

This form cannot be processed if any information is incomplete. The student enters their Name, Address, Date of Birth, Year of study at School (especially if Stage 5), Board of Studies Student ID, School details and Support information. Schools are required to check the accuracy of the information provided. For the questions relating to Traineeships and Apprenticeships, only tick Yes if this VET course includes training for the traineeship/apprenticeship.

[#] If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

3a. RTO Statistics

All questions are to be completed **by the student**. This section is **COMPULSORY** for all students and enrolment cannot continue if this section is incomplete.

3b. School Statistics

③

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 RTO 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
DEC Region	Support Teacher Transition or Disability Programs Consultant
Diocese	Diocesan Contact Officer
Catholic Congregational School	School Special Needs Contact Officer

④

Previous student RTO studies/current school studies/reason for wanting to do the course

These sections are to provide school and RTO 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.

⑤

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.

⑥

7a. Government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver **acknowledges** the students’ interest in undertaking a VET 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 RTO 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.

⑦

7b. Non government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver **acknowledges** the student’s interest in undertaking a VET 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 RTO 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.

If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

School/sector acknowledgement of the Expression of Interest form

In signing this form the school principal (or delegate):

⑧

- **acknowledges** the student’s interest in undertaking a VET course
- **acknowledges** if the student is predominantly enrolled in a Stage 5 course at school
- if disability information is provided, **confirms that**
 - the disability information provided is accurate
 - if the course that the student is submitting an Expression of Interest for is being delivered at the school, there are compelling reasons as to why the student with a disability is not being provided for on the same basis as other students at the school

If required locally, the Diocesan representative should also sign this form.

Expression of Interest form processing

Please post to **Education Manager – 5 Star Training & Consulting - PO Box 363 Blaxland NSW 2774**

Scan and Email – info@5startraining.com.au

Fax: 02 47390363

RTO Delivered HSC VET (VET) Program

Expression of Interest to Undertake a VET Course 2013

Please note that completing and submitting an Expression of Interest to Undertake a VET Course does not guarantee acceptance into the VET course. Read the Introduction in the attached Advice page before beginning to complete this form. Use BLOCK LETTERS to complete this form.

① VET course details (read point ① in the attached Advice pages before completing this part)

Name of VET Course:	Certificate II in Outdoor Recreation	VET Offer Code:	54620
RTO College/Campus:	5 Star Training & Consulting Pty Ltd	Delivery Day:	Block Delivery
Start Date:		Finish Date:	

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

Board of Studies student number:											Form cannot be processed without this number
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female										
Family name:			Date of birth:								
Given name (in full):			Preferred name:								
Other Name:											
Address:											
Suburb:			State:			Postcode:					
Phone: (Home)			(Mobile)								
Email address:											
Year of study AT SCHOOL in 2014:	<input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12										
FOR THIS COURSE ONLY, are you, or are you applying to be, a SCHOOL BASED TRAINEE?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
FOR THIS COURSE ONLY, are you, or are you applying to be, a SCHOOL BASED APPRENTICE?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
Name of School attended in 2013:											
School you will attend in 2014 (if different):											
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)

3a. RTO Statistics – Key Questions and Student Declaration	3b. School Planning Statistics
➔ To be completed by student – COMPULSORY FOR ALL RTO STUDENTS	➔ To be completed by SCHOOL PERSONNEL ONLY
Required for RTO NSW statistical purposes – enrolment cannot continue if incomplete	
1. Are you an Australian Aboriginal or Torres Strait Islander?	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.
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	1. Please indicate the adjustments currently provided at school FOR THIS STUDENT:
2. Do you consider yourself to have a disability, impairment or long term condition?	<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
Mark one box only 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No If Yes, mark applicable box/boxes 1. <input type="checkbox"/> Vision 2. <input type="checkbox"/> Hearing/Deaf 3. <input type="checkbox"/> Physical 4. <input type="checkbox"/> Intellectual 5. <input type="checkbox"/> Medical Condition 6. <input type="checkbox"/> Mental Illness 7. <input type="checkbox"/> Acquired Brain Impairment 8. <input type="checkbox"/> Learning 9. <input type="checkbox"/> Other Do you require or are you receiving for this disability, impairment or long term condition from a Teacher/Consultant for Students with Disabilities? 1. <input type="checkbox"/> No 2. <input type="checkbox"/> Yes If YES, contact a Teacher/Consultant for Students with Disabilities at enrolment or as soon as possible after enrolment for further information (details are available at the campus enrolment centre)	2. Does THIS STUDENT have a Disability Confirmation Sheet? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, to assist RTO NSW with providing support for this student, please – submit an application for Provision of Additional Support – provide a copy of the student's Health Care Plan
3. Citizenship and Residency	3. Are BOS disability provisions required for Trial examinations FOR THIS STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you reside in Australia? (Mark one box only) 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No Please mark your citizenship or residency status below. (Mark one box only) I am 1. <input type="checkbox"/> an Australian citizen 2. <input type="checkbox"/> a New Zealand citizen 3. <input type="checkbox"/> an Australian permanent resident 4. <input type="checkbox"/> an Australian temporary visa holder and my visa sub-class is 6. <input type="checkbox"/> a Permanent humanitarian visa holder	If additional support is required for severe health conditions or students with a history of violence, refer to section 9 of the current RTO delivered HSC VET courses (VET), Guidelines for schools and RTO Institutes.
4. VET Statistics	
Are you of non English speaking background? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No	

PLEASE REPEAT THE INFORMATION FROM THE PREVIOUS PAGE IN THIS BOX			
Name of VET Course:		VET Offer Code:	
RTO College/Campus:		Delivery Day:	
Start Date:		Finish Date:	
Board of Studies student number:			Form cannot be processed without this number
Family name:		Given name (in full):	

④ Previous study at RTO (read point ④ in the attached Advice pages before completing this part)

Have you previously enrolled at any RTO in NSW before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, list any RTO courses you have previously undertaken:	
RTO Name:	College/Campus:
Course Name:	Year:
Recognition of Prior Learning	
I wish to transfer authorised credit transfer from ALL previously studied courses in RTO NSW. (if so, please tick this box) <input type="checkbox"/>	
Attach copy of transcript	

⑤ Current study at school (read point ⑤ in the attached Advice pages before completing this part)

List subjects you studied this year and the subjects you will study next year. (Indicate Life Skills courses)	
Subjects studied in 2013:	Subjects to be studied in 2014:

⑥ Student's statement – Why do you want to do the course? (Read point ⑥ in the attached Advice pages before completing this part)

Using the space provided write a statement supporting your Expression of Interest. Refer to the SELECTION CRITERIA of this form and include relevant information from your school to work planning in accordance with the requirements of your school sector to answer this question.

ATTACH A SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.

Student's Declaration

I understand that this Expression of Interest does not guarantee a place in the VET course. I understand the requirements of the VET course for which I am expressing interest in 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 office of 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 RTO NSW policies, instructions and rules and confirm the accuracy of the information which I have supplied. I consent to RTO NSW verifying information about me from, or supplying it to, Centrelink, the Department of Veterans' Affairs, the Department of Immigration and Citizenship, 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 RTO NSW verifying information about me from or supplying it to my employer, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). If I am a temporary visa holder I declare that I have read and understood the conditions relating to the enrolment of temporary visa holders in RTO NSW. **Please refer to the Student Privacy notice at the end of this document.**

Signature: Date:.....



Parent/caregiver acknowledgment of Expression of Interest[#]. Complete EITHER Part 7a or Part 7b. (read point 7 in the attached Advice pages before completing this part)

5 Star Training & Consulting would like to be able to quote you and/or use your photo in some of its printed and/or electronic promotional and marketing material which will be available for viewing by the public. If you sign this release form it means that you agree to that 5 Star Training & Consulting may use your quote and/or photo for general promotion and marketing of education and training.

Name (Please print): Signature:
Date:

The privacy policy can be found at www.5startraining.com.au

7a. Government school student

I support this Expression of Interest for placement in a VET 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 RTO 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 VET course.

Name (Please print): Signature:
Date:

7b. Non government school student

I support this Expression of Interest for placement in a VET 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 RTO 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 VET course. I understand that there will be a VET 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:
Date:

If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.



School/sector acknowledgment of the Expression of Interest (read point 8 in the attached Advice pages before completing this part)

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 Expression of Interest 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:

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

Name (Please print): Signature:
Date:

Recognition of Prior Learning

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 can be TRANSFERRED to your current course and included on your Transcript of Academic Record. Your Teacher can advise you of the units for which grades will transfer.

Student Privacy

Information collected by 5 Star Training & Consulting 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 Centres 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 5 Star Training & Consulting and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting info@5startraining.com.au

Management of Risk of Harm to Students and Staff

5 Star Training & Consulting 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 other students, staff and/or visitors it is a condition of your enrolment to advise the Education Manager 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.

5 Star Training & Consulting 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.

Expression of Interest form processing – Please return pages 3,4 & 5 by one of the following methods

Post: Education Manager – 5 Star Training & Consulting - PO Box 363 Blaxland NSW 2774

Scan and Email: info@5startraining.com.au

Fax: 02 47390363