

# VET INITIAL APPLICATION FORM 2021

Engineering, Automotive, Information Technology or Cisco Networking

## HOW TO APPLY

### Students complete the following:

1. Complete 'Section A Student Details', 'Section B Course Details' and 'Section C Parent Endorsement'
2. 'Section D School VET Coordinators Endorsement' must be completed
3. Once all sections completed and signed by VET Coordinator

Submit this Application Form to Ringwood Training [admin@rt.vic.edu.au](mailto:admin@rt.vic.edu.au)

## SECTION A STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

USI: \_\_\_\_\_

Current Year Level (2020): \_\_\_\_\_ Home School: \_\_\_\_\_

Intended program 2021 - Yr10/VCE/VCAL or Post School: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Home Telephone and /or Mobile: \_\_\_\_\_

Student Mobile: \_\_\_\_\_ Female/Male: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Are you an EAL Student? Yes / No

Do you have any disabilities/known allergies: Yes / No

If yes, please specify (especially if you routinely carry medication): \_\_\_\_\_

Why do you want to take up this program/course? \_\_\_\_\_

## SECTION B COURSE DETAILS

COURSE OF INTEREST (Please tick)

<b>VET in Schools</b>	<b>Cisco 1<sup>st</sup> Year</b> <input type="checkbox"/>	<b>Cisco 2<sup>nd</sup> Year</b> <input type="checkbox"/>	<b>IT Gaming 1<sup>st</sup> Year</b> <input type="checkbox"/>	<b>IT Gaming 2<sup>nd</sup> Year</b> <input type="checkbox"/>	<b>IT Networking 1<sup>st</sup> Year</b> <input type="checkbox"/>	<b>IT Networking 2<sup>nd</sup> Year</b> <input type="checkbox"/>
	22519VIC Certificate IV in Integrated Technologies		ICT30118 Certificate III in Information Digital Media & Technology			
	<b>Automotive Units 1&amp;2</b> <input type="checkbox"/>	<b>Automotive Units 3&amp; 4</b> <input type="checkbox"/>	<b>Engineering Units 1&amp;2</b> <input type="checkbox"/>	<b>Engineering Units 3&amp;4</b> <input type="checkbox"/>		
<b>School Based Apprenticeship or Traineeship (SBAT)</b>	<b>Discuss with School VET Coordinator:</b> Student must have employment and be registered with an Apprenticeship Support Network provider					
<b>Apprenticeship Program</b>	Student must have employment and be registered with an Apprenticeship Support Network provider					
<b>Post School Information Technology</b>	Email enquiries <a href="mailto:admin@rt.vic.edu.au">admin@rt.vic.edu.au</a> or IT Pathways Manager: <a href="mailto:kkrobian@rt.vic.edu.au">kkrobian@rt.vic.edu.au</a>					

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### SECTION C PARENT ENDORSEMENT

I/We have read and understood the information regarding our child's application for Ringwood Training VCE VET program in 2021 and agree that:

- Travel arrangements between home, home school and training venue will be the student's responsibility
- Students will abide by the rules of the training venue/school
- The student materials/service costs associated with studying a VCE VET Certificate need to be paid; failure to pay will result in cancellation of the VET enrolment.
- The course may begin or end outside school hours
- Completion of this 'Initial application form' does not guarantee a place in the course. You will be notified of the outcome of the application. If the Initial application is successful we will provide an Enrolment Form to be completed.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian contact phone number: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION D SCHOOL VET COORDINATOR'S ENDORSEMENT

#### For VET in Schools Students only

For VCE VET (including VET in VCAL) programs, your School's VET Coordinator must endorse that you are deemed suitable for the program.

'I endorse that (student name) \_\_\_\_\_ has undertaken course/career counselling and is deemed suitable' for the \_\_\_\_\_ VET in Schools program.

Teacher Name: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

School: \_\_\_\_\_ School contact number: \_\_\_\_\_

School email: \_\_\_\_\_

Date: \_\_\_\_\_

### SECTION E FEES/CANCELLATION/REFUND POLICY

**RT charge the home school for the delivery of the VET in Schools program.** VET in Schools students are required to make arrangements with the home school regarding payment of VET in Schools fees.

Any student wishing to withdraw from a training program the student and VET Coordinator (for VETis students only) must notify Ringwood Training in **writing** as soon as possible. Refunds will be granted as follows:

	VET in Schools	Non VET in Schools
Before commencement of training	No Charge	Deposit less \$100 will be refunded
After commencement of training (but prior to 1 <sup>st</sup> March)	\$50 Administration fee	No refund
After 1 <sup>st</sup> March	No refund	No refund

If Ringwood Training cancels a course a full refund will be paid, and if Ringwood Training closes a full refund will be paid.