

HOW TO APPLY

VET 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

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

Surname: _____ Given Name: _____

USI: _____

Current Year Level (2022): _____ Home School: _____

Intended program 2023 - Yr10/VCE/VCE -VM or Post School: _____ Email: _____

Home Address: _____

Postcode: _____ Home Telephone and /or Mobile: _____

Student Mobile: _____ Female/Male/Unspecified: _____ 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? _____

NON SECONDARY SCHOOL STUDENTS ANSWER ONLY

What is the highest qualification (not including secondary or high school) that you have completed, or expect to complete at the time the training you are applying for is scheduled to start? _____

SECTION B COURSE DETAILS

COURSE OF INTEREST (Please tick)

VET in Schools	Cisco 1 st Year	Cisco 2 nd Year	IT Gaming 1 st Year	IT Gaming 2 nd Year	IT Networking 1 st Year	IT Networking 2 nd Year
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	22519VIC Certificate IV in Integrated Technologies		ICT30120 Certificate III in Information Digital Media & Technology			
	Automotive Units 1&2	Automotive Units 3& 4	Engineering Units 1&2	Engineering Units 3&4		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
School Based Apprenticeship or Traineeship (SBAT)	Discuss with School VET Coordinator: Student must have employment and be registered with an Apprenticeship Support Network provider					
Apprenticeship Program	Student must have employment and be registered with an Apprenticeship Support Network provider					
Post School Information Technology/Engineering	IT Email enquiries admin@rt.vic.edu.au or IT Pathways Manager: kkrozian@rt.vic.edu.au			Engineering Email enquiries dwilson@rt.vic.edu.au		

SECTION C PARENT ENDORSEMENT

I/We have read and understood the information regarding our child's application for Ringwood Training VCE VET program in 2023 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: _____ Date: _____

Parent/Guardian phone number: _____ Parent/Guardian email: _____

SECTION D SCHOOL VET COORDINATOR'S ENDORSEMENT

For VET in Schools Students only

For VCE VET (including VCE - VM) 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 1st March)	\$50 Administration fee	No refund
After 1st 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.