



# RT INITIAL APPLICATION FORM

## Engineering, Automotive, Information Technology & Cisco

### HOW TO APPLY

VET students need to 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' is mandatory
3. Once all sections are completed and signed submit the application form to [admin@rt.vic.edu.au](mailto:admin@rt.vic.edu.au)

### SECTION A: STUDENT DETAILS *(print clearly using block letters)*

**Surname:** \_\_\_\_\_ **Given Name:** \_\_\_\_\_  
**Preferred Name:** \_\_\_\_\_ **USI Number:** \_\_\_\_\_  
**Current Year Level (2023):** \_\_\_\_\_ **Home School:** \_\_\_\_\_  
**Intended Program 2024:**  Year 10  VCE  VCE-VM  
**Student Email:** \_\_\_\_\_  
**Parent/Guardian Email:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_ **Suburb:** \_\_\_\_\_  
**Postcode:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
**Student Mobile Number:** \_\_\_\_\_ **Parent/Guardian Mobile Number:** \_\_\_\_\_  
**Gender:**  Male  Female  Unspecified **Are you an EAL Student?**  Yes  No  
**Do you have any disabilities/known allergies?**  Yes  No  
**If yes, please specify:** \_\_\_\_\_

### SECTION B: COURSE SELECTION *(tick one)*

<b>AUTOMOTIVE</b> <input type="checkbox"/> Automotive 1&2 <input type="checkbox"/> Automotive 3&4	<b>ENGINEERING</b> <input type="checkbox"/> Engineering 1&2 AM <input type="checkbox"/> Engineering 1&2 PM <input type="checkbox"/> Engineering 3&4
<b>IT &amp; Cisco</b>	
<input type="checkbox"/> IT Networking 1 <sup>st</sup> Year (ICT30120) <input type="checkbox"/> IT Gaming 1 <sup>st</sup> Year (ICT30120) <input type="checkbox"/> Cisco 1 <sup>st</sup> Year (22519VIC) <input type="checkbox"/> Computer Assembly & Repair 1 <sup>st</sup> Yr (UEE20520) <input type="checkbox"/> Applied Digital Technologies 1 <sup>st</sup> Year (ICT20120)	<input type="checkbox"/> IT Networking 2 <sup>nd</sup> Year (ICT30120) <input type="checkbox"/> IT Gaming 2 <sup>nd</sup> Year (ICT30120) <input type="checkbox"/> Cisco 2 <sup>nd</sup> Year (22519VIC) <input type="checkbox"/> Computer Assembly & Repair 2 <sup>nd</sup> Yr (UEE20520) <input type="checkbox"/> Applied Digital Technologies 2 <sup>nd</sup> Year (ICT20120)



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### SECTION C: PARENT ENDORSEMENT

I/We have read and understood the information regarding our child's applications for Ringwood Training VCE VET program in 2024 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 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### SECTION D: SCHOOL VET COORDINATOR'S ENDORSEMENT

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 \_\_\_\_\_ VET in Schools program.

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

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

### 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
Before commencement of training	No Charge
After commencement of training (but prior to 1 <sup>st</sup> March)	\$50 Administration fee
After 1 <sup>st</sup> March	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.