

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

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

Surname: _____ Given Name: _____

Preferred Name: _____ USI Number: _____

Current Year Level (2024): _____ Home School: _____

Intended Program 2025: 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)*

AUTOMOTIVE
 Automotive 1&2
 Automotive 3&4

ENGINEERING
 Engineering 1&2 AM
 Engineering 1&2 PM
 Engineering 3&4

IT & Cisco

- | | |
|---|---|
| <input type="checkbox"/> IT Networking 1 st Year (ICT30120) | <input type="checkbox"/> IT Networking 2 nd Year (ICT30120) |
| <input type="checkbox"/> IT Gaming 1 st Year (ICT30120) | <input type="checkbox"/> IT Gaming 2 nd Year (ICT30120) |
| <input type="checkbox"/> Cisco 1 st Year (22519VIC) | <input type="checkbox"/> Cisco 2 nd Year (22519VIC) |
| <input type="checkbox"/> Computer Assembly & Repair 1 st Yr (UEE20520) | <input type="checkbox"/> Computer Assembly & Repair 2 nd Yr (UEE20520) |
| <input type="checkbox"/> Applied Digital Technologies 1 st Year (ICT20120) | <input type="checkbox"/> Applied Digital Technologies 2 nd 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 2025 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 1st March)	\$50 Administration fee
After 1st 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.