



APPLICATION TO ENROL IN AN EXTERNAL VET PROGRAMME GOTAFE / GAWNE

Please turn over for Guidelines

Students who would like to apply to enrol in an External VET course must submit this form and be granted approval by the VET Leader **prior** to completing subject selections on Web Preferences.

Student name:		Year level:	PG:
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Program you are going into/continuing

☐ VCE/VM

☐ VCE

External VET subject you wish to study:

(Please note that Year 1 is a pre-requisite for all Year 2 VET subjects)

☐ Year 1

☐ Year 2

Explain reason/s for requesting to study this external VET program.

For all subjects, summarise past results and teacher feedback, specifically for effort and organisation.

STUDENT AGREEMENT

I agree to maintain a high-level of commitment and persistent effort. I will complete work reliably and keep up-to-date with any schoolwork missed.

Student Signature:

Date:

PARENT STATEMENT

I, _____ (insert full name)

- ☐ I consent to my child participating in the external VET course as outlined above.
- ☐ I understand that there is an external enrolment process and placement is not guaranteed by Notre Dame College.
- ☐ I understand that my child is committing to this course for the entire year.
- ☐ I consent to Notre Dame College providing a brief alert to the Registered Training Organisation in relation to any recorded physical medical condition and in the case of Anaphylaxis, a copy of the students Anaphylaxis Management Plan.
- ☐ I consent to Notre Dame College Learning Enrichment Team providing the Registered Training Organisation a summary of my child's special learning needs (if any) to support their achievement in the course.

Parent/Guardian Signature:

Date:

Head of House Signature:

Date:

SUBMIT THE COMPLETED FORM TO THE DIRECTOR OF LEARNING & TEACHING

APPLYING TO ENROL IN AN EXTERNAL VET COURSE

Notre Dame College students may apply to study a VET subject not offered at Notre Dame College through external providers.

This is best suited to students who:

- Have a commitment to a vocational pathway
- Are well organised with demonstrated time management and work completion record.
- Are independent and motivated learners.

Please see the Workplace Learning and Administration officer, refer to the Year 10 – 12 Course Handbook and GOTAFE website for further information on available courses, details on available subjects and all related information, fees and charges.

How to apply:

1. Collect an *Application to Enrol in External VET* form from the Director of Learning and Teaching.
2. Refer to the Year 10 – 12 Course Handbook and GOTAFE website for further information on available courses
3. Complete the form including ALL required signatures and return it to the Director of Learning and Teaching for approval prior to commencing your subject selections on Web Preferences.
4. The student and parent/guardian will be notified the outcome of the application by email.
5. For GOTAFE courses you will receive the necessary External VET enrolment paperwork in your Pastoral Group Pocket to be completed and returned to the Workplace Learning and Administration Officer.
6. For Gawne courses you will receive an “Expression of Interest” form in your Pastoral Group Pocket to be returned to the Workplace Learning and Administration Officer. You will be contacted by the external provider in relation to enrolment requirements.

Note: You will receive a study class on your NDC timetable for the external VET subject in place of a school subject.

Office Use Only	
VET Leader Comments:	
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
Signed:	Date:
Director of Learning and Teaching Signature:	Date: