



P 08 8372 6952 ABN 45 230 046 096
 F 08 8372 6943 W qualitylincs.com.au
 A Urrbrae Skills Centre, 505 Fullarton Road, Netherby SA 5062

Regional VET in Schools Program application form

Semester 1, 2012

Please complete this form and return to **your VET Coordinator** in your school.

All applications must be returned to the Quality LinCS office by **Thursday 1 December, 2011**.

P 08 8372 6882 M 0425 733 309 F 08 8372 6943 E dannii.armfield@urrbraehs.sa.edu.au
 A Urrbrae Skills Centre, 505 Fullarton Rd, Netherby SA 5062

Personal Details

First name _____ Surname _____

Postal address _____

Suburb _____ Post code _____

Home phone _____ Mobile _____

Email _____

Emergency contact name _____ Phone _____

Student's date of birth / / Current Age Gender M F

Indigenous/Torres Strait Islander Non-English Speaking Background Does this student have FLO Funding?

Disability or learning difficulty (please detail) _____

School / Course Information

School _____ Year Level in 2012 _____

1 Course name _____ Page number in booklet _____

2 Course name _____ Page number in booklet _____

Do you require assistance with work placements for this course? Yes No

Student signature _____ Parent/Caregiver signature _____

Principal/VET Co-ordinator signature _____ Date _____

Important Notes

- Please Note: Completion of this form does not guarantee entry into any program.
- Please note: By signing this application, you understand and agree to pay the course (training costs) and brokers' fee associated with this application for the course of your choice.
- By signing the form parents agree to abide by their individual schools fee payment systems in relation to Vocational Education and Training Courses.

Please turn over and complete the Code of Conduct Form



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Code of Conduct form

Please complete this form and return to **Quality LinCS** before you start your course.

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As a Quality LinCS VET student I agree:

Whilst at my RTO / school

- To consistently meet deadlines on assignments and projects.
- To use my study time, at school, work and at home, productively and in a manner that will improve my chances of obtaining a good passing grade.
- To responsibly take up my role as a VET Student and model appropriate behaviour that will enhance the reputation of Quality LinCS in both the local community and in the education system.
- To actively seek help and counselling where necessary.
- To balance my studies with work, social, sporting and family commitments.

General

- Follow all the rules/expectations of the school, RTO, workplace I am working in, recognising that infringement that necessitates disciplinary action will be dealt with in line with the sites regulations in negotiation with my supervisor.
- To maintain confidentiality by not repeating any information that I may be exposed to during my work placements. (Some employers may want you to sign a confidentiality contract).
- To discuss any problems that arise with my lecturer or work placement supervisor or VET Coordinator. (If parents/caregivers have any issues, please talk to the VET Coordinator, not discuss them with the RTO or host employer.)

Whilst on work placement

- To be punctual to all lessons/shifts, take only the allocated time for morning, afternoon tea and lunch breaks and return promptly work. To attend my placement for the normal hours of work for that job, (this is work placement and you are to treat it as paid work conditions).
- If I am unable to attend a shift I will ring my supervisor, (you will be expected to account for any absences and may be required to make up the lost hours at another time).
- To be dressed appropriately.
- To take responsibility for my log book and negotiate a convenient time for a meeting with my supervisor to discuss my progress.
- To ensure that I am aware of and comply with the Occupational Health and Safety Guidelines that is related to my program.

The above requirements have been developed in order to make your VET program work successfully for you and the students who follow you. VET programs are very reliant on the goodwill of the employers who provide work placements and this often results in apprenticeships / employment for students. When students do not behave appropriately, the programs can fold because employers no longer want to take on VET students.

Quality LinCS may like to use photographs/work in various publications for promotional purposes.

I give permission for my student's photo / work to be used for promotional purposes: Yes No

Student name _____ Student signature _____

Parent/Caregiver name _____ Parent/Caregiver signature _____

Principal/VET Co-ordinator signature _____ Date _____

Please turn over and complete the Application Form