Get this introductory section before completing the Expression of Interest form

This Expression of Interest to Undertake a TVET Course is designed to assist with the placement of students into TVET courses. A separate Expression of Interest is required for each TVET course a student wishes to be considered for placement.

Please note that completing and submitting an Expression of Interest to Undertake a TVET Course does not guarantee acceptance into the TVET course.

The student completes Parts 1, 2, 3a, 4, 5 and 6 of the Expression of Interest form.

Selection Criteria

Places in courses are offered to students on the basis of satisfying the selection criteria. In completing the Expression of Interest form, students should consider how they could demonstrate that they meet the following criteria.

The school student has:

- a well-developed school to work plan, in accordance with the requirements of their school sector, which indicates that he/she has a career interest in the industry associated with the specific TVET course
- an understanding and knowledge of that industry
- a high level of interest in the specific TVET course through, for example, interests and hobbies or career interest and future study plans
- prerequisite skills and ability which indicates a capacity to succeed in the specific TVET course
- the suitability of the specific TVET course for the school student
- a commitment to completing the specific TVET course
- application to studies, maturity, behaviour and suitability for an adult learning environment
- a good school attendance record

Additional selection criteria may apply to some courses. These criteria will be negotiated at the local level and made available through the school’s TVET contact person.

The number of places available in some courses may be limited by restricted facilities or the availability of work placements.

Please be aware that students should be responsible for arranging their own transport to and from the TAFE NSW college/campus and that travel out of school hours may be necessary.

When each student has completed the Expression of Interest form, they should check that they have:

- discussed with appropriate school personnel
  - which TVET courses will be made available
  - which college/campus will be able to deliver the course
  - travel and/or time arrangements
  - how he/she can demonstrate that he/she meets the selection criteria
- completed Parts 1, 2, 3, 4, 5 and 6 correctly
- (if appropriate) had the school complete Part 3
- had his/her parent/caregiver sign the form in Part 7
- had the principal sign the form in Part 8
- (if required) attached to the form a copy of his/her most recent school report

TVET course details and student information

The student enters known course information details. It is essential to indicate the course name, delivery day and delivery TAFE college. The student also enters their school and Board of Studies student ID.

Further student information

The student enters their Name, Address, Date of Birth, School Year (especially if Stage 5), School details and Support information. Schools are required to check the accuracy of the information provided.
3a. TAFE Statistics

All questions are to be completed by the student.

3b. School Statistics

All questions are to be completed by school personnel for students with a disability or additional learning needs. If a box has been ticked in Question 1 and the answer to Question 2 is “No”, contact with the relevant TAFE personnel should be made to plan for any adjustments.

School personnel should consult with the relevant sector representatives prior to completing this section of the form:

<table>
<thead>
<tr>
<th>Sector character</th>
<th>Sector Representative/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>DET Region</td>
<td>Support Teacher Transition or Disability Programs Consultant</td>
</tr>
<tr>
<td>Diocese</td>
<td>Diocesan Contact Officer</td>
</tr>
<tr>
<td>Catholic Congregational School</td>
<td>School Special Needs Contact Officer</td>
</tr>
<tr>
<td>Independent School</td>
<td>School Contact Officer</td>
</tr>
</tbody>
</table>

Previous student TAFE studies/current school studies/reason for wanting to do the course

These sections are to provide school and TAFE NSW staff with sufficient background information to place the student in a course. Students are to provide useful information indicating that they have considered training and work in the industry area as part of their career planning, including relevant information from their school to work planning in accordance with the requirements of their school sector.

Students are asked to indicate whether they wish to apply for credit transfer, the details of which are included at the end of the Expression of Interest form. Students are also asked to sign a Student’s Declaration. Before doing so, students should read the statement fully and ensure that they understand what they are signing. An appropriate person at the school will be able to provide advice on this matter.

7a. Government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver acknowledges the students’ interest in undertaking a TVET course and confirms their awareness of the travel and/or time matters (mentioned in the introductory section above).

In signing this form the parent/caregiver indicates that she/he has read and agrees to abide by TAFE NSW policy on the Management of Risk of Harm to Students and Staff, the details of which are included at the end of the Expression of Interest form.

7b. Non government school student - Parent/caregiver acknowledgement

In signing this form the parent/caregiver acknowledges the student’s interest in undertaking a TVET course confirms awareness of the travel and/or time matters (mentioned in the introductory section above) and agrees to pay any fees and charges attached to the course, which are non-refundable.

In signing this form the parent/caregiver indicates that she/he has read and agrees to abide by TAFE NSW policy on the Management of Risk of Harm to Students and Staff, the details of which are included at the end of the Expression of Interest form.

School/sector acknowledgement of the Expression of Interest form

In signing this form the school principal (or delegate) acknowledges the student’s interest in undertaking a TVET course. If disability information is provided, the principal (or delegate) is confirming that the disability information provided is accurate. If required locally, the Diocesan representative should also sign this form.

Expression of Interest form processing

Arrangements for processing Expression of Interest forms vary between TAFE NSW Institutes. Unless notified otherwise, please forward the completed Expression of Interest to Undertake a TVET Course to the TAFE NSW Institute offering the course.

Mark the envelope

ATTENTION: TAFE INSTITUTE CONSULTANT – TVET
### TVET course details and Student Information (read point ➊ in the attached Advice pages before completing this part)

<table>
<thead>
<tr>
<th>Name of TVET Course:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TAFE Campus</td>
<td></td>
</tr>
<tr>
<td>School you will attend in 2014</td>
<td></td>
</tr>
<tr>
<td>Board of Studies student number:</td>
<td></td>
</tr>
</tbody>
</table>

### Further Student information (read point ➋ in the attached Advice pages before completing this part)

<table>
<thead>
<tr>
<th>Gender:</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td>/ / 19</td>
<td></td>
</tr>
<tr>
<td>Given name (in full):</td>
<td>Preferred given name:</td>
<td></td>
</tr>
<tr>
<td>Other name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb:</td>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>Mobile No:</td>
<td>Phone: (Home)</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year of study in 2014:</td>
<td>Year 10</td>
<td>Year 11</td>
</tr>
<tr>
<td>School attended in 2013:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you will be in Year 12 in 2014, will you be continuing in the same course in which you are currently enrolled?  Yes  No

### Student statistics (read point ➌ in the attached Advice pages before completing this part)

#### 3a. TAFE Statistics – KEY QUESTIONS

**TO BE COMPLETED BY THE STUDENT**

This information is required for TAFE NSW statistical purposes

1. **TVET Statistics - MEVI**
   - Are you of non English speaking background?  Yes  No
2. **Are you of Aboriginal or Torres Strait Islander origin?**
   - If you are both Aboriginal and Torres Strait Islander mark both boxes 2 and 3.
   - 1. No  2. Yes, Aboriginal  3. Yes, Torres Strait Islander
3. **Do you consider yourself to have a disability, impairment or long term condition?**
   - Mark one box only  Yes  No
   - If Yes, mark applicable box/boxes
   - Vision  Hearing/Deaf  Physical
   - Intellectual  Medical Condition  Mental Illness
   - Acquired Brain Impairment  Learning
   - Other .................................................................
4. **Residency**
   - Do you reside in Australia?  Yes  No
5. **Citizenship**
   - Please mark your citizenship or residency status below, marking more than one box if appropriate. The details provided below will be verified with the Department of Immigration and Citizenship or other Government Agencies. If the verification process shows a mismatch of information, you could be asked to provide evidence of your status.
   - Australian citizen  New Zealand citizen
   - Australian permanent resident  Not residing in Australia
   - Holder of an Australian temporary visa and my visa sub-class is .................................................................

#### 3b. School Planning Statistics

**TO BE COMPLETED BY SCHOOL PERSONNEL ONLY**

Some students may require adjustments. These are provided through alternative teaching and learning strategies and special provisions including signing, Braille, a reader or scribe, access to technology, modifications to equipment, furniture and learning spaces, personal care support.

1. **Please indicate the adjustments currently provided at school:**
   - Alternate teaching and learning strategies
   - Signing  Technology  Personal care support
   - Braille  Reader  Scribe
   - Modifications to equipment  Furniture  Learning spaces
   - Other .................................................................
2. **Does this student have a Disability Confirmation Sheet?**  Yes  No

If YES, an application for Additional Support and the student’s Health Care Plan may be submitted

3. **Are BOS special provisions required for Trial examinations?**  Yes  No

If additional support is required for severe health conditions or students with a history of violence, refer to section 9 of the current TAFE delivered HSC VET courses (TVET), Guidelines for schools and TAFE Institutes.
Student Family name: ____________________________ Given name (in full): ____________________________

4. Previous study at TAFE (read point ① in the attached Advice pages before completing this part)

<table>
<thead>
<tr>
<th>Have you studied at TAFE NSW before?</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, list any TAFE courses you have previously undertaken:</td>
<td></td>
</tr>
</tbody>
</table>

TAFE Institute: ____________________________
Campus: ____________________________
Course Name: ____________________________
Year: ____________________________

TAFE NSW Credit Transfer:

□ I wish to transfer authorised recognition from ALL previously studied courses in TAFE NSW. (if so, please place a cross in the following box)

Please refer to the TAFE NSW Credit Transfer statement at the end of this document.

5. Current study at school (read point ⑤ in the attached Advice pages before completing this part)

List subjects you studied this year and the subjects you will study next year. (Indicate Life Skills courses)

<table>
<thead>
<tr>
<th>Subjects studied in 2013:</th>
<th>Subjects to be studied in 2014:</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>________________________</td>
<td>________________________</td>
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<tr>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

6. Student’s statement – Why do you want to do the course? (read point ⑤ in the attached Advice pages before completing this part)

Using the space provided write a statement supporting your Expression of Interest. Refer to the SELECTION CRITERIA of this form and include relevant information from your school to work planning in accordance with the requirements of your school sector to answer this question.

ATTACH A SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.

Student’s Declaration

I understand that this Expression of Interest does not guarantee a place in the TVET course. I understand the requirements of the TVET course for which I am applying and I am aware that, if necessary, places in the course may be allocated using a competitive selection process. I understand that my school/school authority may access my results from this course and that results will be provided to the office of the Board of Studies. I am aware that I may be responsible for arranging my own transport to and from the college/campus and that I may have to undertake some travel out of school hours. If accepted I am committed to completing the course.

I agree to abide by the TAFE NSW policies, instructions and rules and confirm the accuracy of the information which I have supplied. I consent to TAFE NSW verifying information about me from, or supplying it to, Centrelink, the Department of Veterans’ Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, the QVHEC and/or an agency authorised to undertake surveys. If I am an apprentice or trainee, I also consent to TAFE NSW verifying information about me from or supplying it to my employer, New Apprenticeship Centre and State Training Services (or the relevant State Training Authority). If I am a temporary visa holder I declare that I have read and understood the conditions relating to the enrolment of temporary visa holders in TAFE NSW.

Please refer to the Student Privacy notice at the end of this document.

Signature: ____________________________ Date: ____________________________

7. Parent/caregiver acknowledgment of Expression of Interest. Complete EITHER Part 7a or Part 7b. (read point ⑦ in the attached Advice pages before completing this part)

Secure Internet Access and Email

Students are provided with an Internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the Department of Education and Communities’ (DEC) policies when using the DET Internet and email services published at: https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE

Students under 18 years of age can access online an Information Sheet for parents or guardians to read at: http://www.schools.nsw.edu.au/media/downloads/schoolsweb/adminsupport/ittechnologies/internet/sibe_infosheet.pdf

Parents or Guardians of students aged under 18 years will need to inform the student’s campus in writing if they DO NOT want their child to have access to the NSW DET Internet and email facility.
7a. Government school student (Please Print STUDENT Name):  
I support this Expression of Interest for placement in a TVET course and confirm my awareness of the travel and/or time matters mentioned in the attached Advice document. I have read the section titled Management of Risk of Harm to Students and Staff at the end of this document. I understand that my child’s welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET course.  

| Parent Email: | Date: ............................................. |
| Name (Please print): ................................................................. | Signature: ............................................. |

7b. Non government school student (Please Print STUDENT Name):  
I support this Expression of Interest for placement in a TVET course and confirm my awareness of the travel and/or time matters mentioned in the attached Advice document. I have read the section titled Management of Risk of Harm to Students and Staff at the end of this document. I understand that my child’s welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET course. I understand that there will be a TVET fee and applicable charges for this course, which are non-refundable. I agree to pay fees and charges as notified to me by the school. I will contact the school for details of all required payments.  

| Parent Email: | Date: ............................................. |
| Name (Please print): ................................................................. | Signature: ............................................. |

8. School/sector acknowledgment of the Expression of Interest (read point 7 in the attached Advice pages before completing this part)  
School acknowledgement: I confirm that the information provided is accurate (endorsement by principal or delegate).  

| Name (Please print): ................................................................. | Signature: ............................................. | Date: ............................................. |

Sector acknowledgement (complete if required locally): I confirm that the information provided is accurate (endorsement by Diocesan representative).  

| Name (Please print): ................................................................. | Signature: ............................................. | Date: ............................................. |

TAFE NSW Credit Transfer  
If you have successfully completed exactly the SAME or EQUIVALENT unit(s) of competency/module(s) in your current course, your TAFE NSW Transcript of Academic Record will indicate that the result from your previous study is TRANSFERRED to the unit(s) of competency/module(s) for which you are seeking recognition. Your Head Teacher/Teacher can advise you of the modules in which your results will transfer. There may be some unit(s) of competency/module(s) where it is NOT possible to transfer your result. Instead your TAFE NSW Transcript of Academic Record will indicate that the unit of competency/module has been achieved BY ADVANCED STANDING.

Student Privacy  
The NSW TAFE Commission (having its principal office located at Level 2, 35 Bridge Street Sydney NSW 2000) collects personal information concerning students during their enrolment at TAFE NSW including, but not limited to, their attendance, participation, and academic progress. The information collected by TAFE NSW throughout a student’s enrolment (collectively “the information”) will be used by TAFE NSW or other authorised organisations for the purposes of general student administration, identification, communication, state and national reporting, program monitoring and evaluation.

Student information will be held securely and disposed of securely when no longer needed. The information may be disclosed to Centrlink, the Department of Veterans’ Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). Statewide and regional statistics derived from information provided by all students will also be provided to the Commonwealth.

While the provision of this information is not mandatory under legislation, it is a requirement of TAFE NSW that this information be provided in order for your enrolment to be accepted. This is to assist TAFE NSW in recording enrolments for certain target groups for which funding is provided for student services. Without that funding, TAFE NSW would be unable to continue providing training and services at current levels.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Student e-Services.

Management of Risk of Harm to Students and Staff  
TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a potential risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class. For these purposes ‘violence’ is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well being of others such as:  
- actual violence to any person  
- possession of or use of a weapon or any item with the intention to cause harm or injury to others  
- threats of violence or intimidation of others  
- suspension or expulsion from any school or educational institution for violent or aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student’s needs and maximise your success in your studies.

Please note that completing and submitting an Expression of Interest to Undertake a TVET Course does not guarantee acceptance into the TVET course.