

Trade Skills Centre

VET Enrolment Application Form



2019

Surname:

Given Names:

Current School:

Current Year Level:

Office Use Only Receipt Number:

Date: / /

Application Procedure - Unity College Students

- a. Application for admission to the Unity College Trade Skills Centre (UCTSC) should be made in writing on this official form.
- b. Return the completed form to the Trade Skills Centre Manager.
- c. Students will be interviewed by a Trade Skills Centre representative.
- d. Students will be notified of the outcome of the interview.

Application Procedure - External Students

- a. Application for admission to the Unity College Trade Skills Centre (UCTSC) should be made in writing on this official form.
- b. Return the completed form to the VET Coordinator of student's home school.
- c. Home School Principal to sign and forward to: UCTSC, PO Box 5141, Murray Bridge South, SA 5253.
- a. Home schools will be invoiced directly for course costs. Course fees must be paid in full prior to commencement. Invoices are not issued to individuals.

Enrolment Enquiries to Mrs Jaylene Phillips, Unity College Trade Skills Centre Manager on 8532 0100 or jphillips@unitycollege.sa.edu.au.

Office Use Only

Date Received:	/	/	Accepted / Not Accepted / Waiting List (circle one)	Processed By:
Fee Paid:	Yes	No	Receipt No:	Date Paid: / /
Shirt Paid:	Yes	No	Receipt No:	Date Paid: / /
Current Year Level:			Year:	

Trade Skills Centre Course Selection

2019 Courses on site at Unity College (please tick)

Christian Ministry (Vetamorphus)

Certificate III Christian Ministry and Theology - Full Year
(Unity College enrolled students only)

Engineering

Introduction to Engineering - Semester
(Unity College enrolled students only)

Certificate II Engineering Pathways

Sport and Recreation (Fitness)

Certificate III Fitness - Full Year
(Unity College enrolled students only)

Primary Industries (Agriculture)

Certificate III Rural Operations

2019 Courses Off Site (courses I am interested in completing are)

- 1.
- 2.

Please note, limited spaces are available for off site courses. This is an expression of interest only and a follow up appointment will be made with the VET Coordinator.

Uniform Requirements (Engineering and Agriculture Only)

Shirt with UCTSC Logo (please tick size) XS S M L XL XXL

Trade Skills Centre Course Costings

Year	Subject	Course	Enrolled Unity Student Cost	External Student Cost
2019	Christian Ministry (Vetamorphus)	Certificate III Christian Ministry & Theology	Course Fee \$695 (full course cost is normally \$1595)	Not Offered Externally
2019	Engineering	Introduction to Engineering	Enrolment Fee \$50 TSC Shirt approx. \$45	Not Offered Externally
2019	Engineering	Certificate II Engineering Pathways	TGSS (other eligibility criteria may apply at time of enrolment) Enrolment Fee \$100 / TSC Shirt approx \$45	
2019	Sports and Recreation	Certificate III Fitness	Course Cost \$99 Enrolment Fee \$50	Not Offered Externally
2019	Primary Industries	Certificate III Rural Operations	Course Fee \$370 (full course cost is normally \$970) TSC Shirt approx \$45	Course Fee \$970 (if eligible for Work Ready funding) Enrolment Fee \$250 TSC Shirt approx \$45

Student Details

Surname:

Given Names:

Start Year: 20

Current Year Level: Year 9

Year 10

Year 11

Home School:

****If the Home School entered is Unity College, please proceed to Pathways Planning (page 8). If the Home School entered is not Unity College, please continue.**

Date of Birth:

Gender: Male

Female

Home Phone:

Mobile:

Email:

Address:

Postcode:

Postal Address (if different from above):

Postcode:

USI Number:

SACE Number:

Country of Birth:

If born overseas, date of arrival in Australia:

Is the student of Aboriginal
or Torres Strait Islander origin?

No

Yes (Aboriginal)

Yes (Torres Strait Islander)

Main language spoken at home:

Language(s) spoken other than English:

Do you authorise Unity College to use your child's image in promotional materials, such as newsletter, magazine, prospectus and website?

Yes

No

Do you give your consent for Unity College to obtain, from the student's present and previous schools, information which will assist in the provision of an appropriate educational program?

Yes

No

Do you give your consent for the Unity College Trade Skills Centre to access personal and medical information from your child's school enrolment forms?

Yes

No

Does your child have a known disability or learning difficulty?
(intellectual, physical, emotional, hearing or vision)

Yes

No

If YES, please provide the name of the disability or learning difficulty:

Diagnosed by (please attach a copy of the relevant Report):

Do you give your consent for Unity College to obtain, from the above mentioned person/organisation, information which will assist in the provision of an appropriate educational program.

Yes

No

Does your child have any known medical condition that may require emergency first aid assistance? (include EpiPen use) Yes No

If YES, please name the Condition:

Has the student a current Health Support Plan? Yes No
If YES, please provide a copy to the College or contact our First Aid Officer to discuss.

Home School Details

VET Coordinator:

Phone:

Email:

Principal:

Parent or Guardian Information

Parent/Guardian 1

Mr Mrs Ms Rev Dr

Full Name:

Address:

Postal Address (if different from above):

Home Phone:

Mobile:

Business Phone:

Email:

Occupation:

Employer:

Unity Old Scholar: Yes No

Country of Birth:

If born overseas, date of arrival in Australia:

Relationship to student:

Students primary place of residence:

Family Court or other relevant Court Order (if applicable): Yes No
If YES, please provide a current copy with Enrolment Application Form.

Parent/Guardian 2

Mr Mrs Ms Rev Dr

Full Name:

Address:

Postal Address (if different from above):

Home Phone:

Mobile:

Business Phone:

Email:

Occupation:

Employer:

Unity Old Scholar: Yes No

Country of Birth:

If born overseas, date of arrival in Australia:

Relationship to student:

Students primary place of residence:

It is the College policy that the person/s enrolling the student assume responsibility for all accounts.

Will the account mailing address be the same as the applicant's postal address? Yes No

If NO, please provide details:

Directions as to Other Correspondence

All reports, newsletters etc will be forwarded to the person/s enrolling the student unless otherwise notified. If there are additional copies of reports required for parent/s not residing with the enrollee please indicate in the space below. Note that these must be in accordance with any custody orders as indicated in the Student Information section.

Pathways Planning

To assist in pathways planning, please answer the following questions.

Why are you pursuing a Vocational Education and Training course?

What is your preferred field of work and why? (eg. carpentry, tiling, bricklaying, hairdressing, welding).

Do you intend to complete the SACE?	Yes	No	Will this include VET at Stage 2?	Yes	No
Would you be interested in a School Based Apprenticeship if one became available?				Yes	No
If you were offered a full time apprenticeship prior to completing the SACE, would you leave school to take it?				Yes	No

Student Statement

To be completed by the STUDENT (Minimum 250 words)

1	My reasons for wanting to complete this course are...
2	Apart from undertaking VET training, to achieve my goal I will also need to...
3	I am suited to my career goal because...
4	My experience in this area, including previously completed relevant VET and/or work Placement is...
5	To manage school, VET training and work placement I will need to be well organised and committed. Evidence of my self-management skills include...
6	Students Signature Date

Release of Information

- a. The UCTSC respects the privacy of personal and sensitive information regarding students and their family. The UCTSC collects personal information about the student and parent(s) or guardian(s) before commencement of a Vocational Education and Training (VET course). The primary purpose of collecting this information is to enable the UCTSC to provide appropriate training for the student.
- b. Some of the information the UCTSC collects is to satisfy the UCTSC legal obligations, particularly to enable the UCTSC to discharge its duty of care.
- c. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information in some circumstances.
- d. The UCTSC from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes government departments, AISSA, medical practitioners and people providing services to the UCTSC including hourly paid instructors (HPI's).
- e. The UCTSC from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
- f. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of the student.
- g. Personal information collected from students is regularly disclosed to their parent(s) or guardian(s). There may be occasions where information such as training achievements, student activities and other news is published in newsletters, magazines and our website.
- h. Parents or guardians may seek access to personal information collected about them and their child by contacting the UCTSC. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the UCTSC duty of care to the student, or where students have provided information in confidence.
- i. If you provide the UCTSC with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the UCTSC and why, that they can access that information if they wish and that the UCTSC does not usually supply the information to third parties.

Parent/Guardian Declaration

As the enrolling parent(s) / guardian(s) at the Unity College Trade Skills Centre (UCTSC), I/we will abide by the conditions of enrolment. I/we accept:

- a. That support of UCTSC staff and cooperation concerning training activities is essential.
- b. That we will abide by UCTSC policies as amended from time to time.
- c. That the UCTSC reserves the right to refuse training to a student for serious or continued breaches of UCTSC rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the UCTSC. This would be referred to the principal of the Home School.
- d. The standards the UCTSC sets regarding uniform and personal protective equipment (PPE).
- e. Responsibility for the payment of training fees and costs (including additional training materials as required).

- f. That the UCTSC does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my/our responsibility.
- g. That course fees must be paid in full prior to commencement to confirm enrolment.
- h. That the UCTSC will withhold a \$50 application fee if the student withdraws prior to commencement and will withhold all fees if the student withdraws after the commencement of agreed course.
- i. And give consent to be contacted by mobile phone SMS text message for non-urgent matters concerning my/our child.
- j. In the event of my child requiring urgent medical attention because of injury or some other condition, the Principal or appointed staff member will arrange for transport to an appropriate medical facility for treatment, and all medical expenses incurred will be payable by the student's parents or guardian.

Student Agreement

As a student accepting enrolment at the Unity College Trade Skills Centre, I undertake to:

- a. Make an honest effort to achieve my personal best in the course selected.
- b. Act with respect towards teaching and non-teaching staff.
- c. Behave in public in such a way as to uphold the expectations and reputation of the school.
- d. Comply with school rules.
- e. Comply with requests or directions from staff.
- f. Adopt a responsible and positive attitude while attending the school and when involved in all school activities.
- g. Wear the UCTSC uniform as prescribed.
- h. Be punctual and prepared for the course.
- i. Positively participate in activities arranged by the school such as excursions, sporting carnivals and other school activities.
- j. Refrain from the following forms of behaviour:
 - i. Disruption of lessons through inappropriate behaviour
 - ii. Unauthorised absence from class or school
 - iii. Undermining the Christian, ethical and moral values promoted by the school.
- k. Refrain from the following forms of unacceptable behaviour while in the care of the school, at the school, at a school function or while travelling to and from school:
 - i. Possession or use of alcohol, tobacco or illicit drugs
 - ii. Vandalism or theft
 - iii. Intimidation or harassment of other people, physically, verbally or electronically offensive language or behaviour, or possession of offensive literature.
- l. Use Information and Communication Technology (ICT) in an appropriate way when communicating online, via mobile phone SMS or through any other medium, and comply with the guidelines set out in the Digital Charter of the College.

Parent / Guardian Signed Declaration

I/we declare that all of the information provided in this enrolment application is, to the best of my/our knowledge, true and I/we acknowledge and accept all of the above Terms and Conditions.

Both parents / guardians to sign (where applicable)

Signed: _____ (Student) _____ Date: _____

Signed: _____ (Parent / Guardian) _____ Date: _____

Signed: _____ (Trade Skills Centre Manager) _____ Date: _____

Signed: _____ (Home School VET Coordinator) _____ Date: _____

Signed: _____ (Home School Principal) _____ Date: _____

PLEASE NOTE: **If applicants accept an offer of enrolment, the Terms and Conditions detailed in this Enrolment Application form are incorporated in the Enrolment Contract**



Owl Drive, Murray Bridge
PO Box 5141, Murray Bridge South
South Australia 5253
t. 08 8532 0100
e. unity@unitycollege.sa.edu.au

unitycollege.sa.edu.au