

## APPLICATION FORM

I wish to apply to undertake a Regional VET Course in 2012

### Contact Details

Full Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Parents Name: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Emergency Phone \_\_\_\_\_

### Home School

School: \_\_\_\_\_  
 Current Year Level: \_\_\_\_\_ Home Group \_\_\_\_\_

### Personal Details (please tick relevant boxes)

Gender: M  F   
 Indigenous/Torres Strait Islander  Non-English speaking background   
 Disability  Disability Type: \_\_\_\_\_

### Course Enrolment

**Selections** - Select a maximum of two single semester courses OR one full year course

Preference	Course Name	Delivery Site	Shirt Size (Check if your course includes a shirt) S M L XL XXL XXXL 8 10 12 14 16/18 20
1			
2			

**Reserves** - Select a maximum of two single semester courses OR one full year course

Preference	Course Name	Delivery Site	Shirt Size (Check if your course includes a shirt) S M L XL XXL XXXL 8 10 12 14 16/18 20
1			
2			

Please return the COMPLETED APPLICATION & CODE OF CONDUCT to your school's VET CO-ORDINATOR as soon as possible.

Closing date for all applications is  
**Friday 30th September 2011**

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## CODE OF CONDUCT

As a VET student in the AHMPs Cluster I agree:

### 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).
- That if I am unable to attend a shift I will ring my supervisor, (you will be expected to account for any absences and 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.

### 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 the AHMPs Cluster 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

- To follow all the rules / expectations of the school, RTO, workplace I am working in, recognizing that infringement that necessitates disciplinary action will be dealt with in line with the sites regulations in negotiation with my supervisor. (This includes students who may not be enrolled full time at a school.)
- 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 may arise with my lecturer or work placement supervisor or VET Coordinator. (If parents / caregivers have any issues, please talk to the VET Coordinator, before discussing them with the RTO or employer.)

The above requirements have been developed in order to may 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.

**Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Parent/Caregiver's Signature(s):** \_\_\_\_\_

**Principal/VET Coordinator's Signature:** \_\_\_\_\_