Application for approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW

(for a student in Year 10 who wishes to leave school to complete a TAFE Certificate II as a Year 10 equivalent)

INFORMATION

- Under Section 21B (5)b of the Education Act, the requirement to complete Year 10 of secondary education can be fulfilled by completing ‘a course provided by the TAFE Commission that is approved by the Minister as the equivalent of Year 10 of secondary education in this State’.
- Acceptable equivalents to Year 10 are AQF II vocational certificates delivered by TAFE - not by other Registered Training Organisations (RTOs).
- Eligible students must have completed Year 9 and be at least 15 years of age, the minimum age for enrolment at TAFE.
- Qualifications being offered as equivalent to Year 10 vary according to TAFE Institutes’ capacity and facilities.
- A Year 10 student who wishes to apply to TAFE needs written approval from the school principal and relevant TAFE staff (see contact list below) that an appropriately supported AQF vocational Certificate II is available, and that this is the best option for the student. Informed agreement by the student and parent/caregiver is also required.
- The student is legally required to attend school until all arrangements have been finalised for the transfer to TAFE.
- Once the AQF Certificate II has been completed, the student must remain in education, training or employment until they turn 17.

TAFE Institute School Leaving Age (SLA) contact list (as at 15 August 2013)

<table>
<thead>
<tr>
<th>Northern Sydney</th>
<th>Sydney</th>
<th>South Western Sydney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirstie Aggs, Assistant Director-Curriculum</td>
<td>Janet Elms-Smith, Assistant Director, Randwick</td>
<td>Jenny Howard, Manager</td>
</tr>
<tr>
<td>Marina Kendal, Manager Business Line</td>
<td>Tel: 9469 8507</td>
<td>Tel: 9825 7326 Fax: 9825 7458 Mob: 0447 296 308</td>
</tr>
</tbody>
</table>

Checklist for Approval

<table>
<thead>
<tr>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The student has completed Year 9 and is at least 15 years of age.</td>
</tr>
<tr>
<td>2. The student and parent/caregiver complete, sign and submit this form (Form A.4) along with the TAFE-issued form, Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW. The form is available at the following URL, but needs to be issued by TAFE and negotiated with the TAFE Institute SLA contact listed above. <a href="https://www.det.nsw.edu.au/policies/student_admin/enrolment/pathways/implementation_1_PD20090401.shtml">https://www.det.nsw.edu.au/policies/student_admin/enrolment/pathways/implementation_1_PD20090401.shtml</a></td>
</tr>
<tr>
<td>3. The school provides counselling and advice to the student and parent/caregiver. For integration-funded students with a disability, schools will liaise with the CEO Sydney Transition Officer.</td>
</tr>
<tr>
<td>4. The school contacts the Catholic Education Office (CEO) Sydney Regional Vocational Learning Adviser (VLA) for advice.</td>
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<tr>
<td>5. The principal considers that, in all the circumstances, it is in the student’s best interest to complete Year 10 through a TAFE Certificate II. The principal completes relevant sections of the TAFE issued form, Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW.</td>
</tr>
<tr>
<td>6. The school liaises with the TAFE NSW Institute School Leaving Age contact (listed above) to negotiate the transfer.</td>
</tr>
<tr>
<td>7. The principal forwards the completed forms (Form A.4 and TAFE-issued form) to the CEO Sydney Head: Vocational Learning who maintains a register of approvals.</td>
</tr>
<tr>
<td>8. The school keeps a copy of all completed forms in the student’s file.</td>
</tr>
<tr>
<td>9. The student’s destination is entered into the Enrolment Register (SAS 2000) and the student is removed from the school roll.</td>
</tr>
</tbody>
</table>
PART A (to be completed by parent/caregiver)

(Note: The TAFE-issued form, Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW, must be attached to this application.)

School Details

School name ................................................................. Suburb .................................................................

Contact person .............................................................. Phone .................................................................

Student Details

Family name ................................................................. Given name(s) ...........................................................

Address .................................................................................. Postcode .....................

Date of Birth: _____ / _____ / ______ Age: ....... Enrolment Registration Number * ...................................

* School to provide

Parent / Caregiver Details

Family name ................................................................. Given name(s) ...........................................................

Address .................................................................................. Postcode .....................

Relationship to student .............................................................. Phone .................................................................

Declaration / Signature

As the parent/caregiver of the above mentioned student, I declare that the information provided in the attached form ‘Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW’ is, to the best of my knowledge and belief, accurate and complete.

Parent / Caregiver’s Signature ................................................................. Date ................................

Student’s Signature .................................................................................. Date ................................

Part B

School use only

Principal’s Signature

Following consideration of this application, I am satisfied that it is in the best interests of the student to complete Year 10 through a TAFE Certificate II qualification.

Principal’s Name ..................................................................................

Principal’s Signature .................................................................................. Date