Compulsory Attendance Requirements
‘Complete Year 10’

Options available in the Education Act

1. Approval to complete Year 10 through a TAFE Certificate II as a Year 10 equivalent

Section 21B (5)b Compulsory school age – “The completion of Year 10 of secondary education is: the completion of 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”.

   a. Eligible students must have completed Year 9 and be at least 15 years of age, the minimum age for enrolment at TAFE.

   b. The acceptable equivalents to year 10 are AQF II vocational Certificates delivered by TAFE - not by other registered training organisations (RTOs).

   c. Qualifications being offered as equivalent to Year 10 vary according to TAFE Institutes’ capacity and facilities. Young people who apply to transfer need written approval from the relevant school and TAFE staff 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 school liaises with the TAFE NSW Institute School Leaving Age contact person to negotiate the transfer. The contact persons are listed below.

TAFE Institute School leaving age contact list (15 August 2011)

<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>Peter Ford, R/Assistant Director, Randwick</td>
<td>Jenny Howard, Manager</td>
</tr>
<tr>
<td>Tel: 9448 4205 Tel: 9942 0868</td>
<td>Tel: 9469 8507</td>
<td>Tel: 9825 7326 Fax: 9825 7458 Mob: 0447 296 308</td>
</tr>
</tbody>
</table>

1: Completing Year 10 through a TAFE Certificate II as a Year 10 equivalent

1. Principal considers it is in the student’s best interest to complete Year 10 through a TAFE Certificate II as a Year 10 equivalent.
2. School provides advice, counselling, information and relevant forms to student and parents.
3. Student and Parent/Caregiver complete
   - Section A of TAFE issued form for Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW
4. Principal completes
   - Section B of TAFE issued form for Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW
   - and signs page 1
5. The school liaises with the TAFE NSW Institute School Leaving Age contact (see appended list) to negotiate the transfer.
6. The policy and approval process for students wishing to attend TAFE to complete a course equivalent to Year 10 is available at: https://www.det.nsw.edu.au/policies/student_admin/enrolment/pathways/PD20090401.shtml?query=pathways
7. The student completing the AQF Certificate II has discharged their obligation to complete Year 10 but must remain in education, training or employment until they turn 17

Forms:
- TAFE issued Form - Approval to undertake the equivalent of Year 10 of secondary education at TAFE NSW

The following URL will lead you to the form to use for students transferring from TAFE – but it needs to be negotiated with the TAFE Institute SLA contact listed above.

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2. Approval of a Year 10 student to Complete Year 10 of a Secondary Education by undertaking a Full-time Apprenticeship or Traineeship.

Section 21B (5) d Compulsory school age - “The completion of Year 10 of secondary education is: the completion of education in any special circumstances approved by the Minister”.

a. The Minister allowed the category of full-time apprenticeship or traineeship to be considered as a special circumstance. (This statement refers only to this special circumstance). Use of the category was agreed to be rare.

b. Eligible students must have completed Year 9. The minimum age of 15 does not apply to apprentices and trainees.

c. In non-government schools, approval has been delegated to school principals. Principals cannot delegate this power.

d. Approval depends on the student holding a registered apprenticeship or traineeship employment contract. The student approval process for apprentices and trainees involves a collaborative process between school principal, employer, RTO staff, students and care-givers and the Commissioner for Vocational Training.

2. Completion of education in Special Circumstances – apprenticeship/traineeship or other

The school uses Checklist [I.1] to complete the steps involved to exempt a student from schooling to undertake a full-time registered apprenticeship or traineeship, in brief:

1. The student has completed Year 9 and has been offered a full time apprenticeship/traineeship.

2. The parent/s complete and sign Form A.4 an Application for Exemption from Enrolment at School (Form A.4 Part A)

3. Form A.4 Part B Employer Agreement is completed and signed by the employer.

4. The principal considers that, in all circumstances, the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship, so completes and signs Form A.4 Part C.

5. The principal issues a Certificate of Exemption from Enrolment at School under Section 25 of the Education Act 1990 (Form C.3)

6. Copies of signed Form A.4 [Parts A, B and C] are distributed to all parties.

7. The student’s destination is entered into the Enrolment Register (SAS 2000) and the student is removed from the school roll.

Forms:

- A.4 Application for Exemption from Enrolment at School
- I.1 Checklist for Approval of a Year 10 Student to Complete Year 10 of a Secondary Education by Undertaking a Fulltime Apprenticeship or Traineeship
- C.3 Certificate of Exemption from Enrolment at School under Section 25 of the Education Act 1990.
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3. Guidelines for students who are under 17 and have completed Year 10 intending to undertake full-time employment and / or training

Section 21B (5) d Compulsory school age -

Students who have completed Year 10 but who are under 17 years of age have the choice of continuing their study with a registered training organisation, seeking full-time paid employment or a combination of study, training and paid employment, such as a registered Apprenticeship or traineeship.

After they complete Year 10 and until they turn 17 years of age, students have the following options. They may also be in:

- full-time further education and training (e.g. TAFE, traineeship, apprenticeship);
- full-time, paid employment of an average of 25 hours per week; or
- a combination of both of the above.

3. Completion of education/training to age 17 – apprenticeship/traineeship or other

<table>
<thead>
<tr>
<th>1.</th>
<th>The student has complete Year 10 but has not turned 17 years of age and wishes to leave school to enrol full-time study at TAFE or another RTO; undertake a combination of full-time work and study through an Apprenticeship/Traineeship; or participate in full-time work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>The parent/s complete and sign Form A.5 Notice of intention to undertake full-time employment and/or training for students under the age of 17 who have completed Year 10 of Secondary Education.</td>
</tr>
<tr>
<td>3.</td>
<td>A completed and signed Training Plan Proposal is to be attached to this application if the student is undertaking a full-time combination of approved education or training and paid work (Apprenticeship/Traineeship)</td>
</tr>
<tr>
<td>4.</td>
<td>The principal considers that, in all circumstances, the student is a suitable candidate to leave school and their notified intentions meet the requirements of the Education Act, so completes and signs Form A.5.</td>
</tr>
<tr>
<td>5.</td>
<td>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>

Forms:
- A.5 Notice of intention to undertake full-time employment and/or training for students under the age of 17 who have completed Year 10 of Secondary Education