



Pre-Apprenticeship Application Process

Please indicate which program you wish to apply for:

- | | |
|---|---|
| <input type="checkbox"/> Cert II in Automotive Servicing Technology | <input type="checkbox"/> Cert II Kitchen Operations |
| <input type="checkbox"/> Cert II in Electrotechnology | <input type="checkbox"/> Cert II in Engineering (Fabrication Heavy) |
| <input type="checkbox"/> Cert II in Plumbing | |

To be considered for a Pre-Apprenticeship in Schools you are required to:

- Complete student application form
- Write a personal letter to the Mr Cameron Todd, Manager Career & Vocational Education. An outline of how to structure your letter is on the reverse side of this page.
- Submit the application form, letter and ***a copy of your most recent school report*** to Mr Todd in the Career and Vocational Education office in Student Services by 3.10pm, Friday 19th August 2016.
- Pre-Apprenticeship in Schools students will be selected on the following criteria:
 - **Commitment to school program**
 - Completion of schoolwork to the best of your ability
 - (7/10 positive report comments/grades, 4/6 for Year 11's)
 - Acceptable school behaviour (no significant negative behaviour reports)
 - Regular attendance (85% +)
 - **Personal presentation**
 - Adherence to college dress code (85%+)
 - Presentation at interview
 - **Demonstrated career goals and interest in an Industry Area**
 - **Knowledge of Pre-Apprenticeship in Schools program**
 - **Support and commitment of parents**

Return to
Cameron Todd
Manager Career and Vocational Education
Geraldton Senior College
FAX 08 9964 7973
EMAIL – Cameron.Todd@education.wa.edu.au

Your Name
Your Address

Mr. Cameron Todd
Manager Career & Vocational Education.
Geraldton Senior College
PMB 10100
Geraldton WA 6530

Dear Mr Todd

A paragraph on why you want to be part of the Pre Apprenticeship – Schools Program and you knowledge of this program.

A paragraph on your career goals and your knowledge of the industry area in which you would like to undertake training.

A paragraph describing your skills and qualities and why as an employee you would be an asset to any potential employer.

Yours sincerely

Your Signature

Date



APPLICATION FORM

2017 Pre-Apprenticeship in Schools Programs

All programs are 2 days per week for 1 year

Please select one of the following programs

Please indicate which program you wish to apply for:

- | | |
|---|---|
| <input type="checkbox"/> Cert II in Automotive Servicing Technology | <input type="checkbox"/> Cert II Kitchen Operations |
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STUDENT INFORMATION

Surname: *(Family Name)* _____

Given Names: *(in full)* _____

Address: _____

Suburb _____

State _____

Post Code: _____

Contact Details: Phone _____

Mobile: _____

Date of Birth: _____

School Year _____

USI Number: _____

SCSA Number _____

PARENT / GUARDIAN CONTACT DETAILS

Surname: *(Family Name)* _____

Given Names: *(in full)* _____

Address: _____

State: _____

Post Code: _____

Contact Details: _____

Home Phone: _____

Mobile: _____

SCHOOL DETAILS

Current school in 2016

School Name: _____

Phone No: _____

VET Coordinator's Name: _____

Phone No: _____

School in 2017 (leave blank if it is the same as above)

School Name: _____

Phone No: _____

VET Coordinator's Name: _____

Phone No: _____



REQUIRED SUPPORTING DOCUMENTS

Please attach a copy (no originals) of your latest school report and a letter explaining why you would like to do the specific program.

You may include any other information you think necessary to support your application, such as references.

Report attached: Yes **Letter attached:** Yes **Other attachments** Yes

STUDENT AGREEMENT

I certify that the above information is true and correct, that I understand the requirements and I am prepared to participate in this program if selected.

Student Signature: _____

Date: _____

PARENT / GUARDIAN PERMISSION

As Parent/Guardian of _____ I understand the requirements of this Pre-Apprenticeship in Schools program and give permission for my son/daughter to participate.

Signature: _____

Date: _____

SCHOOL REFERENCE

(To be completed by the Principal, Deputy Principal or VET Coordinator)

We support this application and endorse the student as meeting the academic requirements of the program

Yes No Yes with Reservation

Please provide comments in regards to the Schools support or otherwise of this application:

School Signature: _____

Date: _____



Student Information for the Unique Student Identifier

USI...brtngtng your skills together

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Do you need a USI?

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.

How to get a USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1 Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

For more information please visit: usi.gov.au

Or contact us at Email: usi@industry.gov.au

Phone: Skilling Australia Information line - **13 38 73**

To view this document online please visit: usi.gov.au

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2 Have your personal contact details ready (e.g. email address, or mobile number, or address).

Step 3 Visit the USI website at: usi.gov.au.

Step 4 Select the 'Create a USI' link and follow the steps.

Step 5 Agree to the Terms and Conditions.

Step 6 Follow the instructions to create a USI - it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down the USI and keep it somewhere handy and safe.