



## 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 Hospitality                       |
| <input type="checkbox"/> Cert II in Building and Construction       | <input type="checkbox"/> Cert II in Plumbing                       |
| <input type="checkbox"/> Cert I II in Electrotechnology             | <input type="checkbox"/> Cert II in Engineering –Fabrication Heavy |

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 17 August 2018.
- 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
    - Feedback on Semester 1 Report
    - Acceptable school behaviour
    - Regular attendance (90% +)
    - Adherence to college dress code
  - **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**  
**Email: [cameron.todd@education.wa.edu.au](mailto:cameron.todd@education.wa.edu.au)**

Your Name  
Your Address

Mr Cameron Todd  
Manager Career & Vocational Education.  
Geraldton Senior College  
PMB 10100  
Geraldton WA 6531

Dear Mr Todd

A paragraph on why you want to be part of the Pre Apprenticeship – Schools Program and your 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 you would be an asset to any potential employer.

Yours sincerely

Your Signature

Date



## APPLICATION FORM

### 2019 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 Hospitality                       |
| <input type="checkbox"/> Cert II in Building and Construction       | <input type="checkbox"/> Cert II in Plumbing                       |
| <input type="checkbox"/> Cert II in Electro technology              | <input type="checkbox"/> Cert II in Engineering –Fabrication Heavy |

#### 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 2018*

School Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

VET Coordinator's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

*School in 2019 (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:

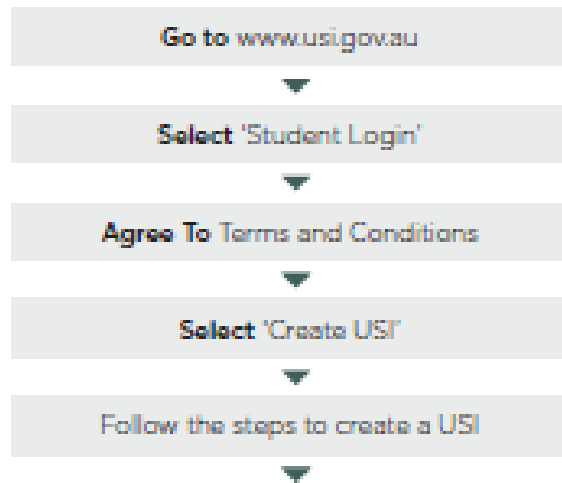
**School Signature:** \_\_\_\_\_

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



# STUDENT QUICK GUIDE

## HOW TO CREATE A USI



You will need a form of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard



If your account is not activated you won't be able to view your transcript

You will need a current form of ID if you want to change your name(s) or date of birth

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

Your USI is yours for life and you will need to take it with you every time you enrol in training

If your ID does not verify click "Next" two more times to show the Request Help link. Create a Help Request and write down your HR number

Your Help Request will be sent to the USI Office so that we can help you with the creation of your USI

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



## HOW TO ACTIVATE YOUR USI ACCOUNT

If a training organisation created a USI for you, activate your USI account by:

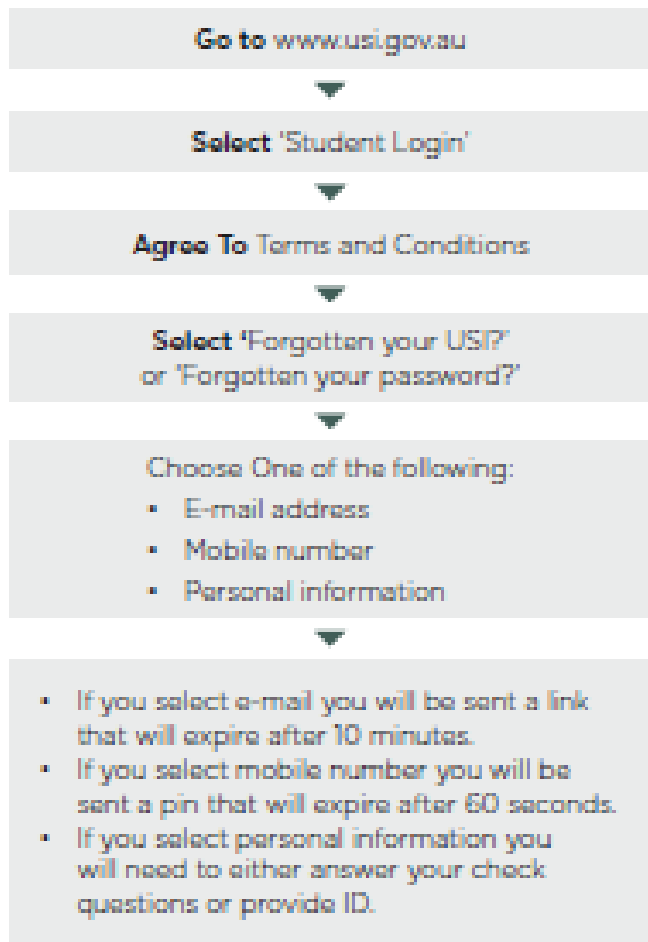
1. Clicking on the link that was sent to either your e-mail address or mobile number.
2. Once you have clicked on the link you will be asked to set up a password and two check questions.
3. You will then be able to login to your USI account. Your training organisation cannot do this part for you.

## HOW TO UPDATE PERSONAL OR CONTACT DETAILS

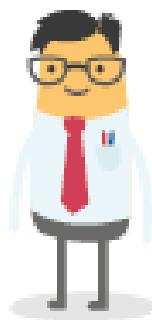
You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'.

If you have given your training organisation permission to update your details they can make the changes for you.

## HOW TO RETRIEVE A FORGOTTEN USI OR PASSWORD



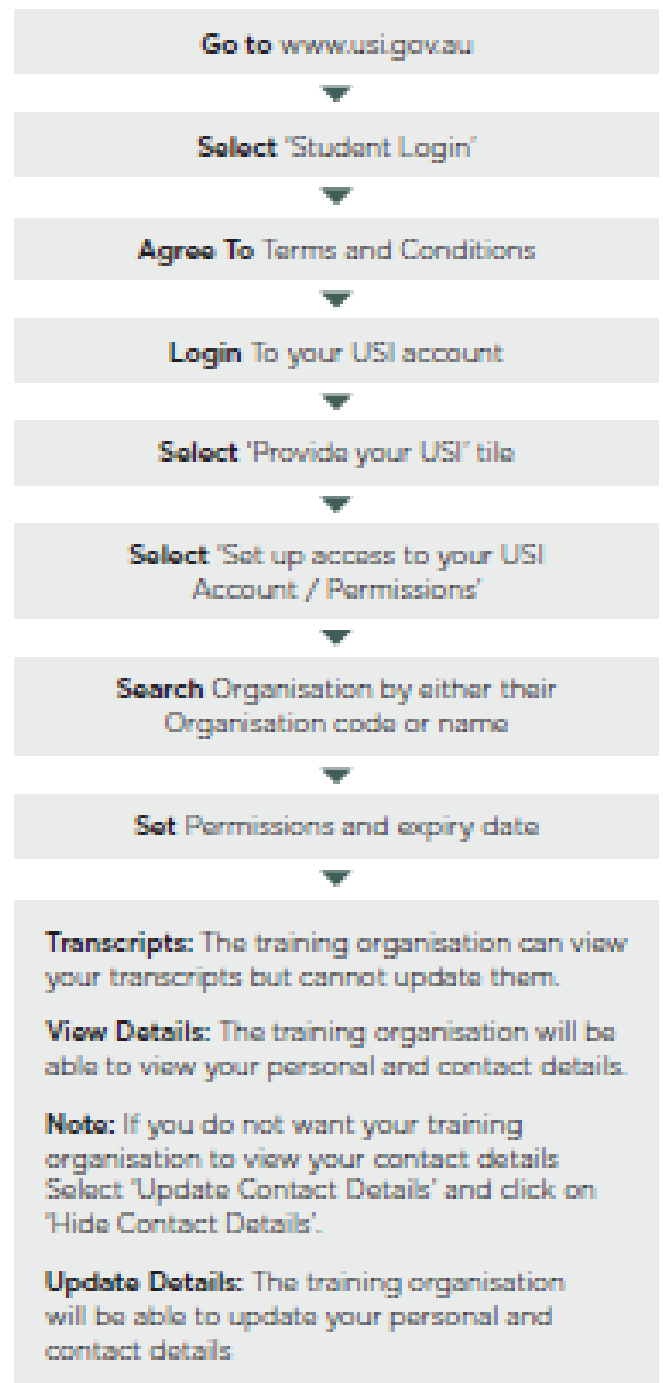
When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account



Make sure your answers to your check questions are spell correctly (e.g. street instead of st)

## HOW TO MANAGE PERMISSIONS

*A really useful tool that will save both you and your training organisation time*



## TRANSCRIPTS

- Transcripts for training completed before 1st of January 2015 will not appear in your USI account.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation but will come in handy if you misplace your documentation