



## TAFE Link in Schools Application Process

Please indicate which program you wish to apply for:

- |   |   |
|---|---|
| <input type="checkbox"/> Cert II in Aquaculture                       | <input type="checkbox"/> Cert III in Events                               |
| <input type="checkbox"/> Cert II in Animal Studies                    | <input type="checkbox"/> Cert III in Financial Services                   |
| <input type="checkbox"/> Cert III in Business                         | <input type="checkbox"/> Cert III in Horticulture                         |
| <input type="checkbox"/> Cert III in Early Childhood Education & Care | <input type="checkbox"/> Cert III Information, Digital Media & Technology |
| <input type="checkbox"/> Cert II in Computer Assembly & Repair        | <input type="checkbox"/> Cert III in Laboratory Skills                    |
| <input type="checkbox"/> Cert II in Salon Assistant                   | <input type="checkbox"/> Cert II in Resources and Infrastructure          |
| <input type="checkbox"/> Cert II in Conservation & Land Management    | <input type="checkbox"/> Cert III in Visual Arts                          |

To be considered for a TAFE Link in Schools program you are required to:

- Complete student application form
- Write a personal letter to 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.
- TAFE Link 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 TAFE Link 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 TAFE Link 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 as an employee you would be an asset to any potential employer.

Yours sincerely

Your Signature

Date



## APPLICATION FORM

### 2019 Vocational Education and Training in Schools Programs

*Please select one of the following programs*

**Please indicate which program you wish to apply for:**

- |   |   |
|---|---|
| <input type="checkbox"/> Cert II in Aquaculture                       | <input type="checkbox"/> Cert III in Events                               |
| <input type="checkbox"/> Cert II in Animal Studies                    | <input type="checkbox"/> Cert III in Financial Services                   |
| <input type="checkbox"/> Cert III in Business                         | <input type="checkbox"/> Cert III in Horticulture                         |
| <input type="checkbox"/> Cert III in Early Childhood Education & Care | <input type="checkbox"/> Cert III Information, Digital Media & Technology |
| <input type="checkbox"/> Cert II in Computer Assembly & Repair        | <input type="checkbox"/> Cert III in Laboratory Skills                    |
| <input type="checkbox"/> Cert II in Conservation & Land Management    | <input type="checkbox"/> Cert III in Visual Arts                          |

#### 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:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Contact Details: 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 VET 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:** \_\_\_\_\_



Australian Government

# USI Unique Student Identifier



## STUDENT QUICK GUIDE

### HOW TO CREATE A USI

*It should only take less than 5 minutes online!*

Go to [www.usi.gov.au](http://www.usi.gov.au)

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select 'Create USI'

You will need one of the following forms 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

Follow the steps to create a USI

#### You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click [here](#) for more information.

#### USI Creation— Handy Tips

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

You will only need one USI and it's yours for life!

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



If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.

### YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

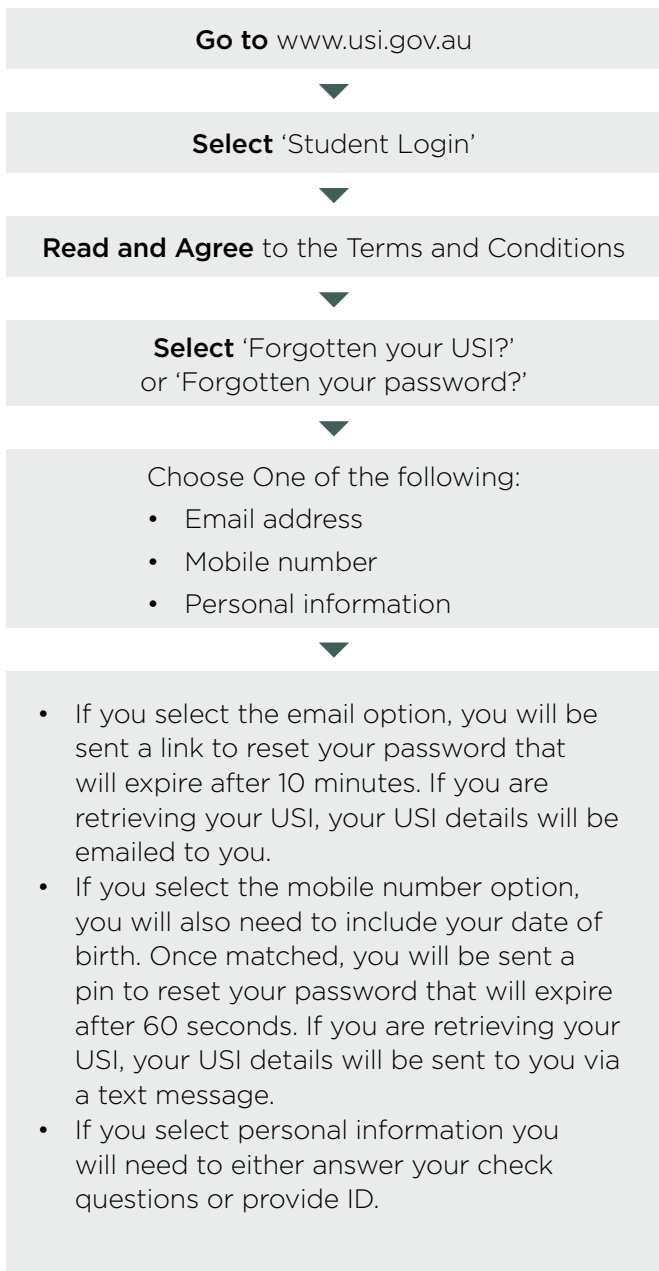
1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

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

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

# I FORGOT MY USI OR PASSWORD—HOW DO I LOOK IT UP?



### Handy Tips

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 the answers to your check questions are entered exactly as you set them up (e.g. street instead of st)

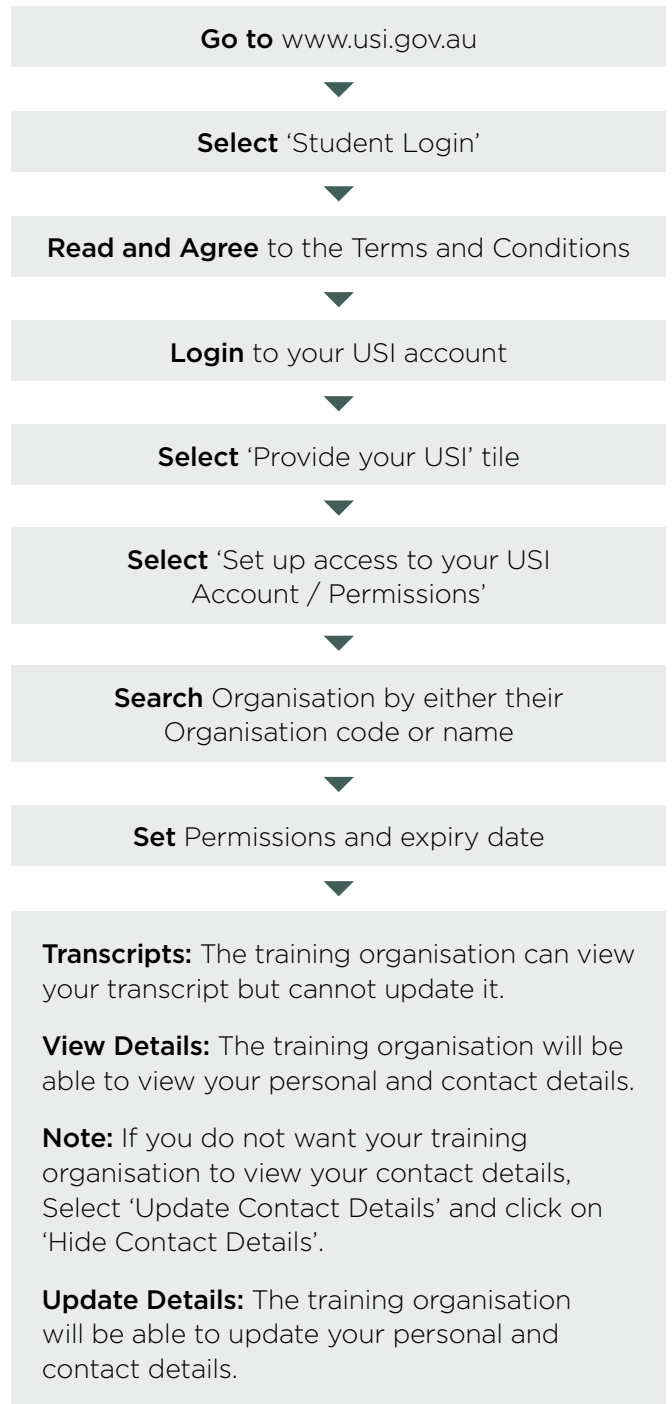
## TRANSCRIPTS

- Training completed before 1st of January 2015 will not appear in your USI transcript.
- 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

# HOW TO LET MY TRAINING ORGANISATION VIEW MY TRANSCRIPT OR USI ACCOUNT?

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



**Transcripts:** The training organisation can view your transcript but cannot update it.

**View Details:** The training organisation will be able to view your personal and contact details.

**Note:** If you do not want your training organisation to view your contact details, Select 'Update Contact Details' and click on 'Hide Contact Details'.

**Update Details:** The training organisation will be able to update your personal and contact details.