

Training Guarantee for SACE Students

Education and Training Plan

Form A
(Application)

Updated: 1 September 2015

Acknowledgement of TGSS recruitment and enrolment process

The process for recruiting and enrolling students into the Training Guarantee for SACE Students (TGSS) must follow the following steps **in sequence**:

1. School ensures the student meets eligibility requirements, completes Education and Training Plan Form A (Application) and sends to the approved Training Provider ("Training Provider").
2. The Training Provider determines the eligibility and suitability of the student to enrol in the TGSS Approved Course and whether the requirements of the TGSS will be met. If so the Training Provider makes an offer of the training to be delivered by the Training Provider by completing the Education and Training Plan Form B (Training Plan Proposal) which is forwarded to the School Principal.
3. The School Principal considers the training offer outlined in Form B and, if acceptable, arranges for written approval by the principal, student and parent/guardian, and returns the fully executed Form B to the Training Provider.
4. The Training Provider signs Form B and provides a copy to the School Principal. The School retains a copy for the school's official record and must provide the student and parent/guardian with a copy.
5. The Training Provider enters into an Enrolment Agreement with the student and the parent/guardian, ensures that the Eligible Student and the Parent/Guardian enter into a WorkReady Participant Agreement which is submitted to Skills SA and creates a Training Account in VETA. The Training Provider must confirm the enrolment in writing to the student, parent/guardian and School Principal.
6. Training may only commence **after** the Enrolment Agreement is fully executed and the Training Account is created in VETA and:
 - in Semester 1 only if the student is 16 years of age or older on or before Day 1 of Term 1; or
 - in Semester 2 only if the student is 16 years of age or older on or before Day 1 of Term 3.

The Parties listed below acknowledge and agree to the contents of this application.

<p>Student</p> <p>Please 'tick' (✓) if the student is 18 years of age or over at the time of signing this Form <input type="checkbox"/></p> <p>Name</p> <p>Signature..... Date.....</p>
<p>Parent/Guardian</p> <p><i>Parent/guardian to sign if student is under 18 years of age</i></p> <p>Name</p> <p>Signature..... Date.....</p>
<p>School principal</p> <p>I declare that the student named above:</p> <ul style="list-style-type: none"> • has been assessed against and satisfies the TGSS Eligibility and Selection Criteria • will be 16 years age before commencing training funded under TGSS in compliance with Step 6 above • intends completing the SACE, will undertake a minimum of 210 nominal hours of VET and 140 hours of related work placement as an integrated part of their SACE and will be actively monitored and supported by the school • has literacy and numeracy skills adequate to commence training • prior to commencing TGSS will have undertaken either some VET or work placement (or employment including voluntary or paid) that is related to the proposed training • intends continuing VET post-school without a 'gap year' to complete a certificate III pathway (or higher VET qualification). <p>Name</p> <p>Signature..... Date.....</p>

Section 1: Student and School information

Student details			
1.1	Name (Exactly as recorded with SACE Board)		
1.2	SACE Registration No. (See Note 1)		
1.3	USI. (See Note 2)		
1.4	Date of Birth (See Note 3)	_____ / _____ / _____	
1.5	Current Year level	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12
1.6	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
1.7	Address	Street	
		Suburb/Town	
		Post Code	
1.8	Telephone	<u>Home:</u>	<u>Mob:</u> <u>Emergency:</u>
1.9	Email <i>(print clearly)</i>		
1.10	ATSI	<i>Is the student of Aboriginal or Torres Strait Islander origin?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.11	Guardianship of the Minister	<i>Is the student (or has the student ever been) under the Guardianship of the Minister?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.12	Disability/ special needs	<i>Does the student have a disability, impairment, long term condition or special needs the training provider should know about? [If 'Yes', this must be noted in Form A Section 4.3]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
School details			
1.13	Name <i>(including campus if appropriate)</i>		
1.14	Name of Principal		
1.15	School Address	Street	
		Suburb/Town	
		Post Code	
1.16	School Telephone/Fax	Tel:	Fax:
1.17	School Email <i>(print clearly)</i>		
1.18	School Sector	<input type="checkbox"/> Government	<input type="checkbox"/> Catholic <input type="checkbox"/> Independent
1.19	School Contact Officer for TGSS <i>(The officer has responsibility for ensuring the school actively monitors and supports the student, and liaises with the Training Provider.)</i>	Name:	
		Position:	
		Tel:	Mob:
		Email:	

Notes

- Section 1.2 can be left blank if the student's SACE Registration Number is not known at the time of preparing Form A. It must be noted that the registered training organisation (RTO) needs to know the student's SACE Registration Number in order to properly report student attainment.
- Section 1.3 can be left blank. It should be noted that from 1 January 2015, under the *Student Identifiers Act 2014*, a RTO must not issue a VET qualification or statement of attainment to an individual (*including school students*) unless the individual has been assigned a Unique Student Identifier (USI). Students are encouraged to apply for their USI themselves. While RTOs are not required to apply for USIs on behalf of students, they can do so with students' permission.
- If training is proposed to commence at *any time* during Semester 1, then the student's 16th birthday must fall on or before the date of the first day of term 1 gazetted for government schools whether or not the student attends a government school. If training is proposed to commence at any time during Semester 2, then the student's 16th birthday must fall on or before the first day of term 3 gazetted for government schools.

Section 2: Eligibility evidence and Selection Criteria checklist

Item	Criteria	Response
The student must satisfy ALL of criteria 2.1 to 2.7		
2.1	<p>Age</p> <p><u>EITHER</u> for training to commence in Semester 1 Student is 16 years of age on or before Day 1 of Term 1 <u>Required evidence:</u> Date of 16th birthday = ____/____/____ Date of Day 1 Term 1 (as published for government schools)= ____/____/____</p> <hr/> <p><u>OR</u> for training to commence in Semester 2 Student is 16 years of age on or before Day 1 of Term 3 <u>Required evidence:</u> Date of 16th birthday = ____/____/____ Date of Day 1 Term 3 (as published for government schools)= ____/____/____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2	<p>Career intention</p> <p>Student persuasively explains in not less than 300 words why he/she seeks a career related to the qualification sought <u>Required evidence:</u> • Form A Section 3 (Student Statement) is completed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3	<p>Career development</p> <p>Student has undertaken career development activities that have contributed to their decision <u>Required evidence:</u> • Form A Section 7.1 is completed and lists career development activities</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4	<p>SACE completion</p> <p>Student plans to complete SACE or equivalent <u>Required evidence:</u> • Form A Section 5 is fully completed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5	<p>Post school intention</p> <p>Student intends to continue training post-school to complete a certificate III (or higher) qualification <u>Required evidence:</u> • Form A Section 4.9 is completed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.6	<p>Literacy</p> <p>Student has literacy skills adequate to commence training and undertake work placement <u>Required evidence:</u> • student has successfully completed Year 10 English <u>and</u> will be undertaking Stage 1 English <u>and</u> is expected to successfully complete • OR student has successfully completed Stage 1 English</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.7	<p>Numeracy</p> <p>Student has numeracy skills adequate to commence training and undertake work placement <u>Required evidence:</u> • student has successfully completed Year 10 Mathematics <u>and</u> will be undertaking Stage 1 Mathematics <u>and</u> is expected to successfully complete • OR student has successfully completed Stage 1 Mathematics</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student must satisfy EITHER criteria 2.8 OR 2.9		
2.8	<p>Previous related VET</p> <p>Student has undertaken (or is currently undertaking) a VET course related to the proposed training <u>Required evidence:</u> • Form A Section 3.3 is completed in which student outlines any previous related VET • AND Form A Section 4.7 and/or Section 4.8 is completed</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.9	<p>Previous related work placement</p> <p>Student has undertaken (or is currently undertaking) work placement or employment (including voluntary or paid) related to the proposed training <u>Required evidence:</u> • Form A Section 3.3 is completed in which student outlines previous related work placement • AND Form A Section 6.1 is completed and lists work placements</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: Student Statement

To be completed by the STUDENT (minimum 250 words)

3.1	<p>My career goal is ... My reasons for wanting to do this are</p>
3.2	<p>Apart from undertaking VET training, to achieve my goal I will also need to ...</p>
3.3	<p>I am suited to my career goal because ...</p>
3.4	<p>I have the following experience (<i>'tick' whichever is applicable</i>):</p> <p><input type="checkbox"/> I have undertaken VET in course related to my career goal</p> <p><input type="checkbox"/> I have undertaken work placement (or employment) related to my career goal</p> <p>My experience is...</p>
3.5	<p>To manage school, VET training and work placement I will need to be well organised and committed. Evidence of my self-management skills includes...</p>
3.6	<p>Student's Signature Date</p>

Section 4: Application for WorkReady TGSS Approved course

4.1	AT SCHOOL Course National ID and Course Name of qualification student is applying to undertake AT SCHOOL as part of the SACE (Refer to current Funded Training List available at www.skills.sa.gov.au for list of TGSS Approved courses)		
4.2	POST SCHOOL Course National ID and Course Name of VET certificate III (or higher VET certificate) the student proposes to undertake POST-SCHOOL (The course must be on the Funded Training List)		
	Will this course only be subsidised if undertaken as part of a Training Contract (i.e. apprenticeship)? (Refer to the Funded Training List)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If 'Yes', state Course National ID and Course Name of an ALTERNATIVE COURSE (certificate III or higher) on Funded Training List that the student would be willing to undertake with the same training provider if not successful in gaining a Training Contract (i.e. apprenticeship)?		
4.3	Does the student have SPECIAL NEEDS the training provider should know about that may impact the student's capacity to successfully undertake training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If 'Yes', identify the special needs and outline how the school currently supports the student.		
4.4	Number of NOMINAL HOURS the student wishes to gain through VET undertaken from course listed in Section 4.1?	hours	
4.5	Has the student already completed VET that is relevant to the course listed in Section 4.1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If 'Yes', state Course National ID and Course Name from which it derives and attach EVIDENCE in the form of a copy of a qualification parchment or statement of attainment issued by the RTO		
4.6	Is the student currently undertaking VET that is relevant to the course listed in Section 4.1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If 'Yes', state Course National ID and Course Name from which it derives		
	If 'Yes', identify the specific units of competency		
	Code	Unit of competency	RTO

Attach additional copies of this page if necessary. Please 'tick' (✓) if additional copies are attached.

Section 5: SACE Plan

Use this section to demonstrate that the WorkReady TGSS Approved course proposed to be undertaken by the student will be a fully integrated component of the student's SACE.

Alternative documentation can be used if it clearly provides equivalent information.

Is **alternative documentation** being used?

- Yes** Attach a copy.
 No Complete table below

Calendar year	Subject (or recognised learning)	SACE credits	
		Stage 1	Stage 2
Compulsory subjects			
5.1	Personal Learning Plan	10	
	Mathematics/ numeracy	10	
	English/ literacy	20	
	Research Project		10
VET contributing towards TGSS pathway			
5.2	<i>Previously completed <u>relevant</u> VET. Indicate if NIL</i>		
5.3	<i>VET to be completed</i>		
Other subjects (or recognised learning, including VET not listed above in 5.2 and 5.3)			
5.4			
		TOTAL	

Must total at least 30 credits

↑ ↑
 Must total Must total
 at least 40 at least 70
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 Must total at least 200

Section 6: Work Placement Plan

6.1	Related work placement already completed (Up to 40 hours can be counted towards the 140 hours TGSS requirement)		
	What (Indicate if NIL)	When	hours
6.2	Related work placement planned to be undertaken		
	Where (employer) (You must explicitly indicate a viable work placement opportunity. 'To be determined' or the like is not adequate.)	When	hours

Section 7: Career Development Plan

7.1	Career development activities already completed	
	What	When
7.2	Career development activities planned to be undertaken	
	What	When

Section 8: School Based Support and Monitoring Plan

	What	When
8.1	Work placement <ul style="list-style-type: none"> What strategies will the school use to monitor the student's work placement, including use and completion of the Log Book? 	
8.2	VET outcomes <ul style="list-style-type: none"> What strategies will the school use to monitor the students' progress towards successfully completing training with the provider? 	
8.3	Transition to post-school training <ul style="list-style-type: none"> What strategies will the school use to ensure that the student's post-school transition to the provider is planned and understood by the student and parent/guardian? 	