

TRINITY BAY STATE HIGH SCHOOL

SUBJECT CHANGE FORM FOR YEAR 11 students only



Subject changes **MUST** be completed by week 4 of Year 11.

After this time, students can only change into Applied or Certificate subjects with the exception of Maths and English subjects.

Subject changes will be made after considering the student's progress towards a QCE, their preferred pathway and subject availability.

NAME: _____ YEAR: _____ DATE: _____

STEP 1 – Student to complete

Tick reason for requesting a SUBJECT CHANGE

- Recommended change by my teacher
- Subject not required for my career goal
- Off-campus course
- Personal/compassionate reasons

This has been discussed with _____

STEP 2 – HOD/Teacher to complete and sign

Subject LEAVING: _____
 Teacher/HOD Name: _____
 Teacher/HOD Signature: _____
 Units Completed: 0 1 2

Subject LEAVING: _____
 Teacher/HOD Name: _____
 Teacher/HOD Signature: _____
 Units Completed: 0 1 2

STEP 3 – HOD Senior Secondary

| Current Subjects | Change to |
|---------------------------------------|-----------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| HOD Senior Secondary signature: _____ | |

HOD Senior Secondary notes:

| | | |
|---|---|---|
| ATAR eligible prior to change | Y | N |
| ATAR eligible after change | Y | N |
| Predicted QCE completed core credits (12) | | |
| QCE literacy | Y | N |
| QCE numeracy | Y | N |
| Predicted QCE Total credits (20) | | |
| Duplication of Learning | Y | N |

STEP 4 – Student takes to HOD for approval

Subject REQUEST to ENROL: _____
 HOD Name: _____ Block: ____
 Enrol: Y / N OneSchool Waitlist: Y/ N
 HOD Signature: _____
 Enrol in Units 1 2 3 4

Subject REQUEST to ENROL: _____
 HOD Name: _____ Block: ____
 Enrol: Y / N OneSchool Waitlist: Y/ N
 HOD Signature: _____
 Enrol in Units 1 2 3 4

Step 5 – Gain Parent/Guardian Approval

I understand the conditions of Subject Changes and acknowledge the factors considered in this change.

Parent/Guardian Signature: _____

If enrolling in a Certificate course, the VET Enrolment and Privacy Notice Agreement over page MUST be signed.

STEP 6 – Return to Mrs Foster in Senior Secondary
STEP 7 – Collect new Timetable from Student Services

OFFICE USE ONLY

- 1. Updated Timetable in OneSchool
- 2. Subject Markbook updated
- 3. New invoice created (if required)
- 4. Updated SMS

VET ENROLMENT AND PRIVACY NOTICE AGREEMENT

(to be signed by parent and student if commencing a Certificate qualification after the start date)

Student Details

| | | | |
|------------------|--|-------------|--|
| Full Name | | | |
| USI | | Date | |

I am aware that I have entered the CERTIFICATE course after the start date and understand that the program of units may lead to a statement of attainment/s only.

I understand that I must complete a VET student induction when I commence the course.

I am aware that the VET Student Handbook is available on T drive

I agree to all of the policies and procedures related to VET that are outlined in all RTO documentation pertaining to VET.

Unique Student Identifier (USI)

The Australian Government requires all students participating in vocational education qualifications to have a Unique Student Identifier (USI). The RTO is required to collect and verify a student's USI for the purpose of reporting on training activities and to issue a qualification. To create a USI go to usi.gov.au Email USI to tsing55@eq.edu.au or note it on the front of this document.

Privacy Notice

Under the Data Provision Requirements 2012, **Trinity Bay State High School RTO** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **Trinity Bay State High School RTO** for statistical, regulatory and research purposes. Trinity Bay State High School RTO may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies; NCVER;
- Organisations conducting student surveys; and, Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and,
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I give permission for Trinity Bay SHS to store the student's USI in the RTO's database.

I acknowledge that I am aware of the location of the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.

STUDENT SIGNATURE Date

PARENT/GUARDIAN SIGNATURE* Date

*Parental/guardian consent is required for all students under the age of 18.