

TRINITY BAY STATE HIGH SCHOOL

SUBJECT CHANGE FORM FOR YEAR 10 students only



Subject changes **MUST** be **completed** by week 2 of each Semester. The process can be initiated at any time.
 Subject changes will be made after considering the student's progress in their subjects, their preferred pathway and subject availability

NAME: _____ DATE: _____

STEP 1 – Student to complete

Tick reason for requesting a SUBJECT CHANGE

Recommended change by _____

Subject(s) is not required for my possible career choice

Gained a school-based Apprenticeship / traineeship

Personal / compassionate reasons:
 This has been discussed with:

STEP 2 – HOD/S to complete and sign

Subject LEAVING: _____
 Teacher/HOD Name: _____
 Teacher/HOD Signature _____

Subject LEAVING: _____
 Teacher/HOD Name: _____
 Teacher/HOD Signature _____

Subject LEAVING: _____
 Teacher/HOD Name: _____
 Teacher/HOD Signature _____

STEP 3 – HOD Senior Secondary

Current Subjects	Change to

HOD Senior Secondary signature: _____

STEP 4 – Take to HOD/S for approval

Subject REQUEST to ENROL: _____
 HOD Name: _____ Block: _____
 Enrol Y / N One School Waitlist Y / N
 HOD Signature: _____

Subject REQUEST to ENROL: _____
 HOD Name: _____ Block: _____
 Enrol Y / N One School Waitlist Y / N
 HOD Signature: _____

Subject REQUEST to ENROL: _____
 HOD Name: _____ Block: _____
 Enrol Y / N One School Waitlist Y / N
 HOD Signature: _____

STEP 5 – Gain Parent/Guardian approval

ALL PARENTS: I understand that changes are subject to availability. Parent signature: _____

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

STEP 6 – Return to Mrs Howarth in Senior Secondary

STEP 7 – Collect new timetable from Student Services

FOR OFFICE USE ONLY

Timetable in OneSchool

VET student Records Student Management App

Invoice (if required)

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.