Training Guarantee for SACE Students

Education and Training Plan

**Form A  
(*Application*)**

Updated: **June 2019**

**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.

|  |
| --- |
| Student  Please ‘tick’ (✓) if the student is 18 years of age or over at the time of signing this Form   Name  Signature……………………………………………………………. Date…………………………………… |
| Parent/Guardian  *Parent/guardian to sign if student is under 18 years of age*  Name  Signature……………………………………………………………. Date…………………………………… |
| School principal I declare that the student named above:has been assessed against and satisfies the TGSS Eligibility and Selection Criteriawill be 16 years age before commencing training funded under TGSS in compliance with Step 6 aboveintends completing the SACE, will undertake a minimum of 210 nominal hours of VET and 70 hours of related work placement as an integrated part of their SACE and will be actively monitored and supported by the schoolhas literacy and numeracy skills adequate to commence trainingprior to commencing TGSS will have undertaken either some VET or work placement (or employment including voluntary or paid) that is related to the proposed trainingintends continuing VET post-school without a ‘gap year’ to complete a certificate III pathway (or higher VET qualification). Name  Signature……………………………………………………………. Date…………………………………… |

## 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 | ❒ Year 10 | ❒ Year 11 | | | ❒ Year 12 | | |
| 1.6 | | Gender | ❒ Male | | | ❒ Female | | | |
| 1.7 | | Address | Street | | | | | | |
| Suburb/Town | | | | | | |
| Post Code | | | | | | |
| 1.8 | | Telephone | Home: | | Mob: | | | Emergency: | |
| 1.9 | | Email *(print clearly)* |  | | | | | | |
| 1.10 | | ATSI | *Is the student of Aboriginal or Torres Strait Islander origin?* | | | | | | ❒ Yes ❒ No |
| 1.11 | | Guardianship of the Minister | *Is the student (or has the student ever been) under the Guardianship of the Minister?* | | | | | | ❒ Yes ❒ No |
| 1.12 | | Disability/ special needs | *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]* | | | | | | ❒ Yes ❒ No |
| School details | | | | | | | | | |
| 1.13 | Name *(including campus if appropriate)* | |  | | | | | | |
| 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 *(print clearly)* | |  | | | | | | |
| 1.18 | School Sector | | ❒ Government | ❒ Catholic | | | ❒ Independent | | |
| 1.19 | School Contact Officer for TGSS  *(The officer has responsibility for ensuring the school actively monitors and supports the student, and liaises with the Training Provider.)* | | Name: | | | | | | |
| Position: | | | | | | |
| Tel: | | | Mob: | | | |
| Email: | | | | | | |

**Notes**

1. 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.
2. 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.
3. 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 | Age | *EITHER for training to commence in Semester 1*  *Student is 16 years of age on or before Day 1 of Term 1*  *Required evidence:*  *Date of 16th birthday = \_\_\_\_ / \_\_\_\_ / \_\_\_\_*  *Date of Day 1 Term 1 (as published for government schools)= \_\_\_\_ / \_\_\_\_ / \_\_\_\_* | | ❒ Yes  ❒ No |
| *OR for training to commence in Semester 2*  *Student is 16 years of age on or before Day 1 of Term 3*  *Required evidence:*  *Date of 16th birthday = \_\_\_\_ / \_\_\_\_ / \_\_\_\_*  *Date of Day 1 Term 3 (as published for government schools)= \_\_\_\_ / \_\_\_\_ / \_\_\_\_* | |
| 2.2 | Career intention | *Student persuasively explains in not less than 300 words why he/she seeks a career related to the qualification sought*  *Required evidence:*   * *Form A Section 3 (Student Statement) is completed* | | ❒ Yes  ❒ No |
| 2.3 | Career development | *Student has undertaken career development activities that have contributed to their decision*  *Required evidence:*   * *Form A Section 7.1 is completed and lists career development activities* | | ❒ Yes  ❒ No |
| 2.4 | SACE completion | *Student plans to complete SACE or equivalent*  *Required evidence:*   * *Form A Section 5 is fully completed* | | ❒ Yes  ❒ No |
| 2.5 | Post school intention | *Student intends to continue training post-school to complete a certificate III (or higher) qualification*  *Required evidence:*   * *Form A Section 4.2 is completed* | | ❒ Yes  ❒ No |
| 2.6 | Literacy | *Student has literacy skills adequate to commence training and undertake work placement*  *Required evidence:*   * *student has successfully completed Year 10 English and will be undertaking Stage 1 English and is expected to successfully complete* * *OR student has successfully completed Stage 1 English* | | ❒ Yes  ❒ No |
| 2.7 | Numeracy | *Student has numeracy skills adequate to commence training and undertake work placement*  *Required evidence:*   * *student has successfully completed Year 10 Mathematics and will be undertaking Stage 1 Mathematics and is expected to successfully complete* * *OR student has successfully completed Stage 1 Mathematics* | | ❒ Yes  ❒ No |
| The student must satisfy EITHER criteria 2.8 OR 2.9 | | | | |
| 2.8 | Previous related VET | *Student has undertaken (or is currently undertaking) a VET course related to the proposed training*  *Required evidence:*   * *Form A Section 3.4 is completed in which student outlines any previous related VET* * *AND Form A Section 4.5 and/or Section 4.6 is completed* | | ❒ Yes  ❒ No |
| 2.9 | Previous related work experience | *Student has undertaken (or is currently undertaking) work experience or employment (including voluntary or paid) related to the proposed training*  *Required evidence:*   * *Form A Section 3.4 is completed in which student outlines previous related work placement* * *AND Form A Section 6.1 is completed and lists work experience* | | ❒ Yes  ❒ No |

# Section 3: Student Statement

To be completed by the STUDENT (minimum 250 words)

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

## 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](http://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) | | | ❒ Yes | | ❒ 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? | | | ❒ Yes | | ❒ 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? | | | ❒ Yes | | ❒ 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? | | ❒ Yes | | ❒ 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 | *Previously completed relevant VET. Indicate if NIL* | | | | |
|  |  |  | |  | **Must total at least 30 credits** |
| 5.3 | ***VET to be completed*** | | | | |
|  |  |  | |  |  |
| Other subjects *(or recognised learning, including VET not listed above in 5.2 and 5.3)* | | | | | |
| 5.4 |  |  | |  |  |
|  | | | TOTAL |  |  |
|  | 🢁  *Must total*  *at least 40* | 🢁  *Must total*  *at least 70* |
|  | *Must total at least 200* | |

## Section 6: Work Placement Plan

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1 | Related work experience already completed. This is used to demonstrate eligibility for criteria 2.9 and does not contribute to the 70 hours of structured work placement linked to the TGSS qualification of choice. | | |
| *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**   * 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**   * 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**   * 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? |  |  |