

## Application for Exemption from Enrolment at School (M)

**For the purpose of completion of Year 10 of a secondary education by  
undertaking a full-time apprenticeship or traineeship**

### PART A (to be completed by parent/caregiver)

#### SCHOOL DETAILS

Name/Suburb..... Telephone No .....

#### STUDENT DETAILS

Family name ..... Given name(s) .....

Address..... Postcode .....

Date of birth ..... Age ..... Student no .....

#### APPLICATION FOR EXEMPTION

Dates of exemption applied for .... / .... / .... to .... / .... / .... Number of school days .....

#### PARENT/CAREGIVER DETAILS

Family name ..... Given name(s) .....

Address..... Postcode .....

Contact telephone ..... Relationship to student .....

#### DECLARATION/SIGNATURE

As the parent or caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Enrolment at School, under the *Education Act 1990*.

I understand that if the exemption is granted:

- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- I am responsible for supervision of the student during the period of exemption

If the arrangement with the employer ceases the above named student must satisfy compulsory schooling requirements (i.e. complete Year 10 at school or at TAFE).

I declare that information provided in this Application for a Certificate of Exemption is to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of parent ..... Date .....

Signature of student..... Date .....

***Once you have completed and signed Part A please return this form to the school principal.***

#### **PRIVACY STATEMENT**

The information that you provide will be used to process the student's application for an exemption from the requirement to enrol at and/or attend school. It will only be disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and national reporting purposes
- For any other purpose required by law.

#### **Notes:**

- The information will be stored securely.
- You may access or correct any personal information by contacting the school.
- If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

#### **EMPLOYER'S DETAILS**

Legal Name .....

Trading Name ..... ABN.....

Address..... Postcode .....

Contact Name.....

Contact telephone..... Mobile..... Fax.....

Workplace training address .....

..... Postcode .....

#### **REGISTERED TRAINING ORGANISATION (RTO)**

Legal Name ..... RTO Code.....

Trading Name ..... ABN.....

Address..... Postcode .....

Contact Name.....

Contact telephone..... Mobile..... Fax.....

Email .....

**APPRENTICE/TRAINEE DETAILS**

Family name ..... Given name(s) .....

Address ..... Postcode .....

Contact telephone ..... Mobile ..... Email .....

Gender      Male ☐      Female ☐At school?    Yes ☐      No ☐      Aboriginal or Torres Strait Islander?    Yes ☐      No ☐**TRAINING DETAILS**

Contract type	Apprentice	<input type="checkbox"/>	Employment type	Full-time	<input type="checkbox"/>
	New Entrant Trainee	<input type="checkbox"/>		Part-time	<input type="checkbox"/>
	Existing Worker Trainee	<input type="checkbox"/>		Hours per week.....	

Training Contract dates from ..... to .....

Vocation title .....

Qualification title ..... Qualification level ..... NTIS code .....

Mode of delivery	Classroom-based	<input type="checkbox"/>	Other delivery (please specific e.g. distance).....
	Electronic-based	<input type="checkbox"/>	.....
	Employment-based	<input type="checkbox"/>	.....

RTO training

Address .....

..... Postcode .....

RTO dates      Start ..... Completion .....

Funding source	Employer (fee for service)	<input type="checkbox"/>	DAAWS	Application pending	<input type="checkbox"/>
	Public (ATTP/PPP)	<input type="checkbox"/>			
	TAFE	<input type="checkbox"/>	Approval date.....		

**AUSTRALIAN APPRENTICESHIP CENTRE**

ACC ..... Contact name .....

Contact telephone..... Mobile..... Fax.....

Email address .....

Signature ..... Date .....

## ACCEPTANCE OF AGREEMENT

I, the undersigned, agree that

- The RTO nominated on this form has been selected to deliver training to this apprentice/trainee.
- A training plan will be developed by the RTO in consultation with the employer and apprentice/trainee within 12 weeks of approval of the Training Contract and a copy provided to the employer and apprentice/trainee.
- Delivery of training and assessment services will be in accordance with the AQTF, the Training Package, the *Apprentice and Traineeship Act 2001* and the terms and conditions of State Training Services' Apprentice and Traineeships Training Program (ATTP) and G Training Plan Guidelines.

### For and on behalf of RTO

Name ..... Position .....

Signature ..... Date .....

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### Employer

Name ..... Position .....

Signature ..... Date .....

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### Apprentice/Trainee

Name ..... Position .....

Signature ..... Date .....

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**PART C**

*To be completed by the principal*

**PRINCIPAL'S DETAILS**

Name ..... Contact telephone .....

Email address ..... Fax .....

**PRINCIPAL'S RECOMMENDATION**

Following consideration of this application, I am satisfied that conditions exist ☐ do not exist ☐ to make it necessary and/or desirable for

(Name of student) ..... to be exempt from enrolment at school

Exemption from enrolment is **Granted** ☐ **Not granted** ☐

for the period from .... / .... / .... to .... / .... / .... Number of school days .....

**Comments**

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.....  
.....  
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Principal's signature ..... Date .....

Date applicant notified .....

**Principal completes Certificate of Exemption from Attendance at School if exemption is granted**