

## **Checklist for Approval of a Year 10 Student to Complete Year 10 of a Secondary Education by Undertaking a Full-time Apprenticeship or Traineeship**

A student under 17 who has not completed Year 10 must remain at school unless he/she has an exemption from schooling. Students who have not completed Year 10 and wish to do so by entering an apprenticeship or traineeship, and who wish to leave school while undertaking the apprenticeship or traineeship, must obtain an exemption from schooling.

This checklist outlines the steps involved in this process. All must be met.

- ☐ The student has completed Year 9 and has been offered a full-time apprenticeship/traineeship.
- ☐ The parents completed an Application for Exemption from Enrolment at School (Form B7).
- ☐ The principal considers that, in all circumstances, the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship.
- ☐ The student's parents give written permission for this to occur (i.e. have submitted an Application for Exemption from Enrolment at School – Form B7).
- ☐ A NSW Apprenticeship or Traineeship – Training proposal is completed, signed by all parties and submitted with the application.
- ☐ The principal has recorded the sighting of a full-time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation (e.g. a photocopy placed in student's file).
- ☐ The employer agrees to notify the Principal in writing if the apprenticeship or traineeship is abandoned or cancelled before the student's 17th birthday.
- ☐ The principal advises the parent and student that if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the act (for example by returning to school or seeking enrolment at TAFE).
- ☐ The principal advises the parent and student that the apprenticeship or traineeship must subsequently be approved by the Vocational Training, State Training Services as suitable for the young person and that the training contract attains a 'registered' status following the probationary period. Where approval is granted by the principal and the Commissioner subsequently notifies the student of his/ her decision not to approve the contract following the probationary period, the approval, and the exemption from compulsory education, ceases to operate and the student's parents must take other steps to comply with their compulsory schooling obligations.
- ☐ The principal issues a Certificate of Exemption from Enrolment at School (Form B8).
- ☐ The student is removed from the school roll.