



Mansfield State High School

Application to study Certificate course (including TAFE at School)

Student Name: _____

SDP class: _____

Date: _____

LUI Number: _____

USI: _____

Step 1 – Make appointment with Guidance Officer (GO) and complete step 1 prior to your GO interview.

Courses wishing to apply for (These must be added to your SET Plan):

Course Name – eg Cert II and course code	Course Provider (RTO)	Campus Location	Length of Course	Day off campus	Cost	GO Signature
1 st Choice						
2 nd Choice (if desired)						

We wish to apply for a place in the courses described above.

Student signature: _____ Date: ____/____/____

Parent/ Carer signature: _____ Date: ____/____/____

Step 2 – Guidance Officer interview

What experiences has the student had which are related to the type of Certificate course/s they wish to do?

Does this student have the maturity, independence and responsibility to both regularly attend and successfully achieve in both his/her senior studies and the Certificate course?

Step 3 – Guidance Officer recommendation

Approved: Yes No Duplication of learning? Yes No

Comments: _____

G.O. signature: _____ interview date: ____/____/____

Step 4 – Attach forms and return all forms to Senior Schooling HOD

- Attach completed Subject Change form (HOD signatures collected on confirmation of student enrolment)
- Attach completed Application to study 5 subjects form

Office Use

- Application pack scanned onto OneSchool
- Student entered into Off Campus spreadsheet
- Attendance officer notified of day Off Campus

Endorsement date: _____

TAFE approval: _____