



Mansfield State High School

Year 10 Application to study Certificate course for mid-year enrolment

Student Name: _____

SDP class: _____ **Date:** _____

LUI Number: _____ **USI:** _____

Step 1 – Make appointment with Head of Year 10 or GO and complete table below prior to your interview.

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

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

Year 10 students have the opportunity to enroll in selected certificate courses mid-year. This allows students to complete a vocational qualification prior to finishing high school. I am aware that _____ (student name) is unable to reduce their subject load in Year 10 and will continue to study 6 subjects. I also acknowledge that school scheduled assessment is to be prioritised so that due dates are met as required.

Does the selected course use VETIS funding Yes No?

If yes, I am aware that VETIS funding is only available for one certificate course.

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

Student signature: _____ **Date:** ____/____/____

Step 2 – Head of Year 10 or GO interview and recommendation

Possible points for discussion: <ul style="list-style-type: none"> • Student’s pathway projection • Behaviour and attendance history • MSHS sub/cert offerings in year 11/12 • Possible future duplication of learning • Engagement and maturity • Ability to work independently • Impact on school work when off campus one day a week • QCE projections 	Recommendation <input type="checkbox"/> Yes <input type="checkbox"/> No
	Notes: HOY signature: _____ date: _____

Step 3 – Guidance Officer endorsement

Endorsed: Yes No

Comments:

GO signature: _____ **date:** ____/____/____

Step 4 – Return form to Student Engagement Officer in Student Services

Office Use

<input type="checkbox"/> HOY discussion entered on OneSchool (refer GO) <input type="checkbox"/> GO discussion entered on OneSchool <input type="checkbox"/> Application form scanned onto OneSchool	<input type="checkbox"/> TAFE approval date: <input type="checkbox"/> Student entered into Off Campus spreadsheet <input type="checkbox"/> Attendance officer notified of day Off Campus
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