



Mansfield State High School

Year 11/12 Application to study Certificate course

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 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	GO Signature
1 st Choice						
2 nd Choice (if desired)						

Have you ever completed or started a Certificate II with TAFE or any other RTO Yes No?
(If yes, you might not be eligible for VETiS funding.)

We wish to apply for a place in the course above and understand that students are permitted to reduce their subject load to 5 subjects. Once students have completed the certificate course, they will be required to select a sixth subject. I also acknowledge that school scheduled assessment is to be prioritised so that due dates are met as required.

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

Student signature: _____ **Date:** ___/___/___

Step 2 – Guidance Officer interview	
Possible points for discussion: <ul style="list-style-type: none"> • Student’s pathway, post certificate • behaviour and attendance history • MSHS sub/cert offerings in year 11/12 • Duplication of learning • Engagement and maturity • Ability to work independently • Impact on school work when off campus one day a week • QCE projections 	Notes:

Step 3 – Guidance Officer recommendation	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Duplication of learning? <input type="checkbox"/> Yes <input type="checkbox"/> No	
GO signature: _____ date: ___/___/___	

Step 4 – Attach forms and return all forms to Student Engagement Officer in Student Services	
<input type="checkbox"/>	Completed Subject Change form on Student SharePoint (HOD signatures collected on confirmation of student enrolment)
<input type="checkbox"/>	Attach completed Application to study 5 subjects or modify timetable form

Office Use	
<input type="checkbox"/> GO discussion entered on OneSchool <input type="checkbox"/> Application pack scanned onto OneSchool <input type="checkbox"/> Student entered into VET spreadsheet <input type="checkbox"/> Attendance officer notified of day Off Campus	Endorsement date: Certificate approval date: