**Clontarf Beach State High School**

**VET Student Agreement Form**

*This Student Agreement Form has been completed by* ***(please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*(Full name)*

**Who is enrolled in the following qualification/s:**

|  |  |  |
| --- | --- | --- |
| **Qualification code** | **Qualification title** | **Enrolled** |
| FSK20113 | Certificate II in Skills for Work and Vocational Pathways |  |
| BSB20115 | Certificate II in Business |  |

*Specified units of competency per qualification or accredited course are outlined in the Subject Selection Form (or similar document) or in the VET subject course outline*

**Acknowledgment of receipt of information**

I acknowledge that prior to commencement in my VET program at this School I have been provided with a *VET Student Handbook* and have been inducted in the information on the topics listed below:

* Student selection, enrolment and induction/orientation procedures
* Qualification or accredited course information
* Marketing and advertising of course information
* Legislative requirements
* Fees and charges, including refund policy
* Student services
* Student support, welfare and guidance services
* Provision for language, literacy and numeracy assistance
* Access and equity policy and procedure
* Flexible learning and assessment procedures
* Competency based assessment
* Student access to accurate records policy and procedures
* Confidentiality procedure
* Employer contributing to learner’s training and assessment
* Complaints and appeals procedures
* Recognition arrangements for RPL and credit transfer
* Recognition of AQF qualifications and statements of attainment issued by another RTO or school
* Certification and issuing qualifications
* Qualification and accredited course guarantee

I am aware that the School will ensure that I will complete the training and assessment as agreed. If circumstances arise that affect my ability to complete this course (e.g. loss of a teacher and unable to obtain suitable replacement) then the School must arrange for training and assessment to be completed by another suitable training organisation. Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I am aware that if I have entered the course after the start date I will be provided with a negotiated program which may lead to a statement of attainment/s only.

I am aware that I require a Unique Student Identifier (USI) number to enable the school to issue my qualification certificate/statement of attainment and will provide this number at the commencement of the course.

I acknowledge that I have read the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Student signature** |  | **Signature of parent/guardian** |
|  |  |  |
| **Date** |  | **Date** |