

# Expression of Interest for 2024

The Victorian Pathways Certificate (VPC) is a Senior Pathway Program  
The VCE Vocational Major (VCE VM) is a Senior Secondary Program

## Eligibility:

- Young people applying must be 15 years of age at time of enrolment into program.
- The applicant must complete and return this form prior to the Pre-Training Interview.

## Pre-Training Assessment

You are required to bring the following original documents with you to the Pre-Training Assessment Interview.

## Proof of Evidence of Citizenship/Residency and age

You are required to bring the following original documents with you to the Pre-Training Assessment Interview.

- Valid and current Medicare Card
- Australian Birth Certificate or
- Current Passport (either Australian or New Zealand) or
- Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the applicant's foreign passport or ImmiCard.
- A valid and current Centrelink Concession Card if applicable (Health Care, Pensioner, etc.)
- School Report/s
- Any Certificates / Statement of Attainment/s
- All applicants who enrol into the program are required to undertake the CSPA (Core Skills Profile for Adults)/LLN (Language, Literacy and Numeracy) Testing. The CSPA/LLN comprises of three parts: Literacy, Numeracy and Writing.
- The CSPA/LLN takes approx. 45 minutes to complete the Pre-Training Assessment Interview will take approx. 30 minutes.

After the PTA, if successful, a *Letter of Offer* to enrol into either the VPC or VCE VM program will be issued.

## Enrolment

- Additional time to complete enrolment forms will be required.

# Commitment to Child Safety

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to child safety and welcomes all children, young people and their families.

Wyndham CEC wants children to be safe, happy and empowered and supports and respects children attending the Centre, as well as staff and volunteers.

Wyndham CEC is committed to the safety, participation and empowerment of all children and young people so their voices are heard about decisions that affect their lives.

Wyndham CEC has no tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures.

Wyndham CEC has legal and moral obligations to contact authorities when concerned about a child's safety.

Wyndham CEC is committed to preventing child abuse and identifying and managing risks early and removing and reducing these risks.

Wyndham CEC has robust HR and recruitment practices for staff and volunteers.

Wyndham CEC is committed to training and educating staff and volunteers on child abuse risks because child safety is a shared responsibility. This includes a commitment to support all staff to understand the Standards and their application across all Wyndham CEC programs including its Non-School Senior Secondary Program and its RTO Programs. Every person involved in Wyndham CEC has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

Wyndham CEC is committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for those unable to live at home, for children with a disability, LGBTIQ+ students and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at Wyndham CEC, and any instances identified will be addressed with appropriate consequences.

Wyndham CEC has specific policies, procedures and training in place that support the management team, staff and volunteers to achieve these commitments. We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

- This form may be typed into.

Which program are you applying for? Type yes, in the appropriate box below the level.			
Victorian Pathways Certificate - VPC	VCE Vocational Major - (VCE VM) Units 1 & 2	VCE Vocational Major - (VCE VM) Units 3 & 4	Unsure/Other

APPLICANT DETAILS	
Applicant's Name:	
Address:	
Suburb:	
Postcode:	
How long have you lived at this address?	
Home Phone No:	
Mobile Phone No:	
Email Address:	
Gender: (Female, Male, Indeterminate/Intersex/Unspecified)	
Preferred pronoun:	
Date of Birth:	
Current Age:	
USI (Unique Student Identifier Number) (if known):	

ELIGIBILITY CRITERIA	Please answer all questions: Yes / No
Are you an Australian Citizen?	
Are you an Australian Permanent Resident?	
Are you of Aboriginal and/or Torres Strait Islander origin? If yes, what country/countries do you belong to?	
Are you a holder of a Special Category Visa? (sub-class 444, New Zealand Citizen)	
Are you an East Timorese asylum seeker?	
Are you a holder of a temporary Protection Visa?	
Do you qualify for EAL (English as an Additional Language)?	

2024v1 Wyndham CEC Senior Secondary Programs: VCE VM/VPC/VCAL - this form was updated in October 2023

(If known) Leave Blank if Unsure	
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PLACE OF BIRTH/LANGUAGE/S SPOKEN	
Which country were you born in?	
What city were you born in?	
If not born in Australia, what was the date of your arrival into Australia?	
How long have you lived in Australia?	
What language/s do you speak at home?	

EMERGENCY CONTACT DETAILS	
Emergency Contact Name:	
Relationship:	
Phone Number:	
Email Address:	

LIVING ARRANGEMENTS	
Who do you live with? Name and relationship to you? E.g., Parent, Grandparent, Uncle, Aunt, Partner, etc.	

EDUCATION HISTORY	
	<p>Please answer all questions: <b>Yes / No / NA</b> (not applicable).</p> <p>If responding with <b>YES</b>, further information/details are to be added into each section.</p>
Are you still <b>enrolled</b> in a Mainstream Secondary School? <b>If yes, which school?</b>	
If no: <ul style="list-style-type: none"> <li>What is the name of the last school you attended?</li> <li>What date did you last attend?</li> </ul>	
Is your current school referring you to the VPC or the VCE VM at Wyndham CEC?	
Name of person in mainstream school who is referring you to Wyndham CEC.	
If you have been exited from your school, when was this done? (Date)	
What is your highest level of school <b>completed</b> ? <ul style="list-style-type: none"> <li>Year 9</li> <li>Year 10</li> <li>Year 11</li> <li>Other (please state)</li> <li>Vocational Pathways (VPC)</li> <li>VCE (Vocational Major) or</li> <li>VCE</li> </ul>	

<p>Have you <b>completed</b> any of the below?</p> <ul style="list-style-type: none"> <li>• VCAL Foundation</li> <li>• VCAL Intermediate</li> <li>• VCAL Senior</li> <li>• Vocational Pathways (VPC)</li> <li>• VCE (Vocational Major) or</li> <li>• VCE</li> </ul>	
<p>What subjects/units were they?</p>	
<p>At your current mainstream school what year level are you <b>enrolled</b> in?</p> <ul style="list-style-type: none"> <li>• Year 9</li> <li>• Year 10</li> <li>• Year 11</li> <li>• Year 12</li> </ul> <p>For applicants in secondary/senior secondary What course are you currently <b>enrolled</b> in?</p> <ul style="list-style-type: none"> <li>• Vocational Pathways (VPC)</li> <li>• VCE (Vocational Major) or</li> <li>• VCE</li> </ul>	
<p>What subjects/units are you studying?</p>	
<p>At mainstream school does the applicant have an Individual Education/ Learning Plan?</p>	
<p>At your current mainstream school are you enrolled in a VET qualification, if so, please state the qualification.</p>	
<p>Why did you leave or why do you want to leave your previous/current school?</p>	
<p>What certificates/qualification/s, if any, do you have?</p>	
<p>At this time what is your pathway? What job would you like to do/work in, in the future?</p>	
<p><b>For DE VCE VM Contract and VPC Contract (for applicants currently enrolled in/attending mainstream school).</b></p>	
<p>Are you studying a VETDSS course that has been organised by your mainstream school?</p>	
<p>If Yes, what is the name of the course? eg. Certificate II in Automotive/Certificate II in Construction</p>	
<p>Do you currently have a profile attached to your school for the: "My career Insights"?</p>	

EXEMPTION FROM SCHOOL ATTENDANCE AND ENROLMENT	
<p><b>For applicants who are under 17 years of age and have exited mainstream school an 'Exemption' is required as per Ministerial Order 715.</b></p> <p>This statement only applies to the applicant seeking to enrol into the VPC or the VCE VM program at Wyndham CEC as a Skills First student.</p>	<p><b>Yes / No / Unsure</b></p>

This statement does not apply to the students on a DE VCE VM Contract/VPC Contract.	
Will you be seeking an Exemption from your last enrolled mainstream school?	

### TECHNOLOGY

- The student will have access to a computer and internet while attending classes at Wyndham CEC. No equipment from home is required to be brought for onsite classes (supplied by Wyndham CEC)
- The student will require access to a computer and internet while working from home to assist them with their learning (to be supplied by the student/parent or guardian)

The student has access to the following technology at home:	Yes / No
Computer/Laptop	
Internet	

### CASUAL/PART-TIME EMPLOYMENT/VOLUNTEERING

	Please answer all questions: <b>Yes / No</b>  If responding with <b>YES</b> , further information/details to be added into each section.
<b>CASUAL/PART-TIME EMPLOYMENT</b>	
Does the applicant currently have a job?	
What is the position/role of the job?	
Who do they work for?	
Days and hours of employment.	
<b>VOLUNTEERING</b>	
Does the applicant currently volunteer?	
What organisation does the applicant volunteer at?	
What are the main activities undertaken when volunteering?	

### KEY AGENCY INVOLVEMENT

	Please answer all questions: <b>Yes / No</b>  If responding with <b>YES</b> , further information/details to be added into each section.
Are you connected with a Support Agency, Youth Worker, Counsellor or a Case Worker, other?	
Worker's Name:	
Name of Agency:	
Agency Phone number:	

Mobile no:	
Email address:	
	Please answer all questions: <b>Yes / No</b>  If responding with <b>YES</b> , further information/details to be added into each section.
Is there DFFS (Child Protection) involvement? If yes, please give details:	
Is there Youth Justice involvement? If yes, please give details:	
Are there any <b>custody orders</b> currently in place? If yes, please give details and attach a copy or if you don't have this you at this time you are required to <b>supply a copy of this document</b> to Senior Secondary Education Manager at Wyndham CEC prior to starting program.	
Are there any <b>legal orders</b> currently in place? If yes, please give details and attach a copy. You are required to submit a <b>copy of this document</b> to the Senior Secondary Education Manager at Wyndham CEC prior to starting program.	
Are you registered with: <ul style="list-style-type: none"> <li>• an Australian Government employment service-Workforce Australia?</li> <li>• A Victorian Government employment service- Jobs Victoria?</li> </ul> Name of organisation:	
Name of Caseworker:	
Contact phone number:	
Are you currently registered with the Transition to Work/Reconnect program?	
Name of the Transition to Work/ Reconnect organisation:	
Name of Caseworker:	
Contact phone number:	
Are you registered with NDIS?	
Name of organisation/provider:	
Name of Caseworker:	
Contact phone number:	

### MEDICAL INFORMATION

This information will be added onto the Wyndham CEC Medical Register.

	Please answer all questions: <b>Yes / No</b>
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	If responding with <b>YES</b> , further information/details to be added into each section.
Do you have any medical conditions? If so please give details: <ul style="list-style-type: none"> <li>• <b>Asthma</b></li> <li>• <b>Anaphylaxis</b></li> <li>• <b>Allergies</b></li> <li>• <b>Epilepsy</b></li> <li>• <b>Diabetes</b></li> <li>• <b>Other</b></li> </ul> <p><i>It is a requirement that the relevant Medical Plan must be completed by a medical health practitioner and submitted to Wyndham CEC prior to commencement in the program at Wyndham CEC.</i></p>	
Do you have a Medical/Mental Health Plan?	
The Disability Discrimination Act's definition of disability includes physical, intellectual, mental health and learning disabilities and disorders. Does the applicant identify as having a disability?	
Do you have special dietary requirements?	
If yes, what are they?	

<b>MEDICAL PRACTITIONER</b>	
This information will be added onto the Wyndham CEC Medical Register.	
Name of Doctor:	
Name of Clinic:	
Address:	
Phone Number:	

<b>COURSE FEES</b>	
Who will be responsible for paying for your training fee/s & materials/amenities fee/s?	
Name:	
Address:	
Phone Number:	
Relationship to you:	

<b>CURRENT CONCESSION CARD HOLDER</b>	
	Please answer all questions: <b>Yes / No / NA</b> (not applicable). If responding with <b>YES</b> , further information/details to be added into each section.



Do you or your parent have a valid and current Centrelink concession card. (The student's name must be printed on the Centrelink Concession card).	
What type of concession card do you have?	
What date does the concession card expire?	

<b>OTHER INFORMATION</b>	
How will you travel/get to Wyndham CEC?	
How did you hear about Wyndham Community and Education Centre? Who referred you? Please write their name and/or organisation.	
Do you know anybody at Wyndham Community and Education Centre? Include past and current students by name.	
Why do you want to enrol into Wyndham CEC to undertake the VPC or the VCE VM program?	
Do you require any specific support to assist you in completing the VPC or the VCE VM program at Wyndham CEC? If so, what are your requirements?	
Do you have any hobbies or special interests? What are they?	

<b>PARENT/GUARDIAN INFORMATION:</b>	
<b>Parent/Guardian 1</b>	
Name:	
Relationship:	
Highest level of education completed:	
Occupation:	
Mobile:	
Email address:	
<b>Parent/Guardian 2</b>	
Name:	
Relationship:	
Highest level of education completed:	
Occupation:	
Mobile:	
Email address:	

**If emailing: please email to:**  
Teresa Vizintin  
Senior Secondary Education Manager  
[teresav@wyndhamcec.org.au](mailto:teresav@wyndhamcec.org.au)

**In the email subject line: Please write “Confidential”.**

**Contact phone numbers**

**Senior Secondary Education Programs:**

0444 520 390

9742 4013 (Press 2)