

VET STUDENT AGREEMENT FORM

ST JAMES COLLEGE - RTO: 30526

VET Course Code	VET Course Name

I am aware that as a VET student at St James College I will need to ensure that I:

- Have read and understood the information regarding VET courses on offer at St James College through the school website and/or VET handbook
- Can access and have knowledge of the Complaints and Appeals and Recognised Prior Learning (RPL) process regarding VET qualifications through the school website www.stjamescollege.qld.edu.au
- Understand that if I have chosen to enrol after the commencement of my course (end of Term 1, Year 11) that I may not be able to achieve the Qualification and will instead receive a Statement of Attainment listing the Competencies I have completed
- Complete all theoretical and practical components of my VET course. Practical components may include service periods, travel requirements, events or out of school hours functions if I want to achieve the qualification
- Meet all deadlines regarding my work progress throughout the course or have my course enrolment reviewed with the VET Faculty
- Demonstrate a good work ethic and apply myself throughout the duration of my course and respect the equipment and environment
- Understand and comply with Workplace Health and Safety requirements as outlined by the VET teacher
- Will participate in any Work Placement that may be offered to meet the requirements of the course. This may occur outside school hours. A work placement opportunity will only be offered to me by my teacher in recognition of completed course work and satisfactory course attendance. **Work placement is mandatory for SIT20416 Certificate II in Kitchen Operations.**
- Attend class with all of my equipment in good working order to ensure progress can be made e.g. charged laptop and earphones
- Obtain a USI number from www.usi.gov.au and provide this to the VET Faculty **BEFORE** or **AT** enrolment in this course

File location: VET studentagreementform Feb17.docx
Version date: 25/01/2017
Ownership: St James College

Review date: 25/01/2018
Approved: Anthony Hill – VET Manager

VET STUDENT AGREEMENT FORM

ST JAMES COLLEGE - RTO: 30526

Don't have a USI?

Go to <https://www.usi.gov.au/students/create-your-usi> to apply for a USI number

You must have at least one, preferably two forms of ID ready:

- Birth Certificate (Australian)
- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for International students
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

USI DETAILS

Please complete the below fields. Your details must match those on the ID you used to create your USI. If the details are not exactly the same the school cannot verify your USI

NAME

Exactly as it appears on the ID you used to apply for your USI

DATE OF BIRTH

Exactly as it appears on the ID you used to apply for your USI

USI NUMBER

Your USI is a 10-digit letter/number combination

I _____ have read the above requirements relating to the VET course/s and agree to abide by the instructions as outlined.

I HAVE READ THE VET COURSE INFORMATION SHEET/S AND UNDERSTAND THAT IF I DO NOT FULFILL THE REQUIREMENTS AS OUTLINED IN THIS DOCUMENT I WILL NOT BE SUCCESSFUL IN THE COMPLETION OF THE VET COURSE.

STUDENT SIGNATURE: _____ DATE: _____

File location: VET studentagreementform Feb17.docx
Version date: 25/01/2017
Ownership: St James College

Review date: 25/01/2018
Approved: Anthony Hill – VET Manager