



Education and Training

Post Year 10 Training and Employment Options



Application Package

Your questions answered

I have completed year 10

and

I'm not yet 17

and

school doesn't seem like the best option for me

Does this sound like you?

If it does, then this pack is for you!

This application pack is designed to assist you to apply to do an apprenticeship / traineeship (work related training), employment or some combination of training, employment and education when you complete year 10.

Some recent changes to the Education Act 2004 (ACT) mean that young people must remain in education until achieving Year 10 and then to participate in education, training or employment after Year 10 until completing year 12 or equivalent, or reaching age 17 (whichever comes first).

The Department of Education and Training is committed to helping you access the most appropriate training or employment that suits your individual needs and supports your chosen career path.

1. What do I need to do?

You need to choose the training or employment option that suits you! Your Pathways Plan could be of assistance with working this out.

When you've decided what you want to do, you need to apply to the Department of Education and Training for an *Approval Statement*.

Go to page 4 to have a detailed look at ***Your Options***.

2. How much training or employment do I have to do?

Your training or employment needs to be full time or at least 25 hours per week.

If you're doing a combination of training, employment and/or education, then you need to make sure the combination adds up to 25 hours per week *or* is the equivalent of one full-time option.

Sound complicated? Contact us at ACTYouthCommitment@act.gov.au or on 02 6205 6759 if you need help considering what your options are and what you need to do.

3. I've decided what I want to do. Now what?

You and your parents need to apply for an *Approval Statement*. An Approval Statement is a bit like a certificate; it says you have permission to do the training or employment you applied for.

The application form is on page 19 of this package or you can access it online at www.det.act.gov.au.

4. How long will it take for me to get approval?

You need to allow at least four (4) weeks for your application to be processed by the Department. During this time, you are required to be attending school.

You need to have an Approval Statement before you start your training or employment so you need to plan ahead.

Example If you want to start your training at the beginning of February, then you should aim to have your application in to the Department by the beginning of January or earlier.

You will get a letter from the Department when your application is received, letting you know it is being processed. When a decision has been reached, you'll be sent a decision letter explaining the outcome, along with your Approval Statement (if your application is approved).

The Department may also contact you to seek further information to assist in assessing your application.

In many cases an Approval Statement will be issued, however there are some cases where an Approval Statement may not be issued or will be issued with conditions attached to it.

Your application will be considered individually on its merits. If your application for an Approval Statement is refused, or your Approval Statement has conditions attached to it, you can request a review. Information about your review rights will be included with the decision letter you receive.

Tips for filling out your application for an Approval Statement

5. Who signs my application form?

Your parent or carer needs to sign your application.

If you don't have someone to sign your application form, you can sign it yourself, but you will need to provide reasons which show why a parent or carer couldn't sign.

If you're not sure who should sign your form, you should give the Department a call on 02 6205 6759.

6. What information do I need to provide in my application?

The application form requires different information depending on what you are applying to do. Each step of the form has instructions to help you fill it in correctly. If you have any trouble filling out the form, contact the Department on 02 6205 6759.

Just checking

The Department will make regular informal contact with your parents, at least once per term, to confirm you're complying with your Approval Statement.

This will usually mean a phone call or an email. If your circumstances have changed significantly, your Approval Statement might no longer be valid, and you might need to apply for a new one, or seek an Exemption Certificate. The Department can help you look at your options if this is the case.

Help!

If you need help filling out your application form or need to talk to someone about your options, email the Department at

ACTYouthCommitment@act.gov.au

or call

02 6205 6759

Your options

7. What training can I do?

Work-related training in the ACT is limited to a traineeship or an apprenticeship. Traineeships and apprenticeships combine time at work with training.

No matter what industry you might be interested in, there is likely to be an Australian Apprenticeship to meet your needs. For more information about apprenticeships see the Department's website http://www.det.act.gov.au/information_for/australian_apprentices_and_adult_learners.

You might also have a look at the Australian Apprenticeships website, which has comprehensive information about apprenticeships and traineeships and

how to go about seeking one that's right for you
<http://www.australianapprenticeships.gov.au/>.

Your school's career adviser could also help you with advice.

Examples Thomas is 15 years old, has completed year 10 and wants to be a chef. Thomas has been offered an apprenticeship with a chef. Thomas puts in an application for an Approval Statement one month before he is due to start his apprenticeship.

Peta is 16 years old, has completed year 10 and has just moved to the ACT. Peta doesn't want to continue with formal schooling but she wants a qualification and work that will help her support herself and allow her to gain some skills. Peta is interested in cars so she decides to seek out a placement as an apprentice mechanic. Peta puts in an application for an Approval Statement one month before she is due to start her apprenticeship.

Other useful information

You don't need to fill out an application for an Approval Statement if you are doing an Australian School-based Apprenticeship (ASBA). Under the *ACT Education Act 2004* ASBAs are regarded as being part of an education program and therefore do not require an Approval Statement to be commenced. Your school career advisor will be able to provide further advice on ASBAs.

8. What employment can I do?

Your employment needs to be under a contract, it must be paid, and it must be full-time or at least 25 hours per week.

Examples Jamie is 15 years old, has completed year 10 and has a passion for white goods. Jamie has been offered a job working 25 hours a week at a white goods store and can see promising career prospects for the future if he takes up this opportunity. Jamie's family are very supportive of Jamie's opportunity. Jamie puts in an application for an Approval Statement one month before he is due to start at the white goods store.

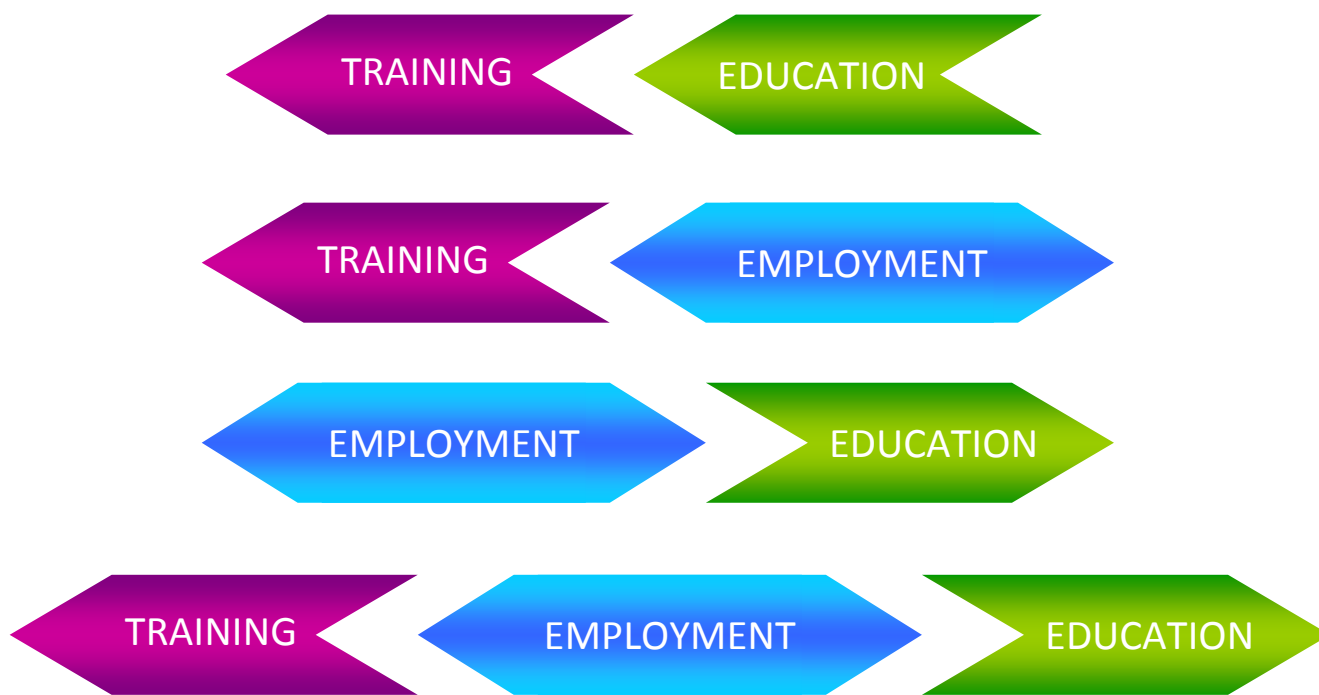
Li Lin is 16 years old, has completed year 10 and wants to pursue a career as a sky diving instructor in her family's business. Li Lin's family have offered her a paid contract to work 28 hours per week. Li Lin puts in an application for an Approval Statement one month before she is due to start work.

Other useful information

- ✓ You don't need permission to work a part-time job while attending school full-time.

9. What combination of education/ training/ employment can I do?

Once you have completed year 10 you could decide to participate in a combination of education, training or employment options that add up to at least 25 hours per week. Here are some combinations to consider:



'Employment' and 'training' are outlined above. Education options include education and training with a:

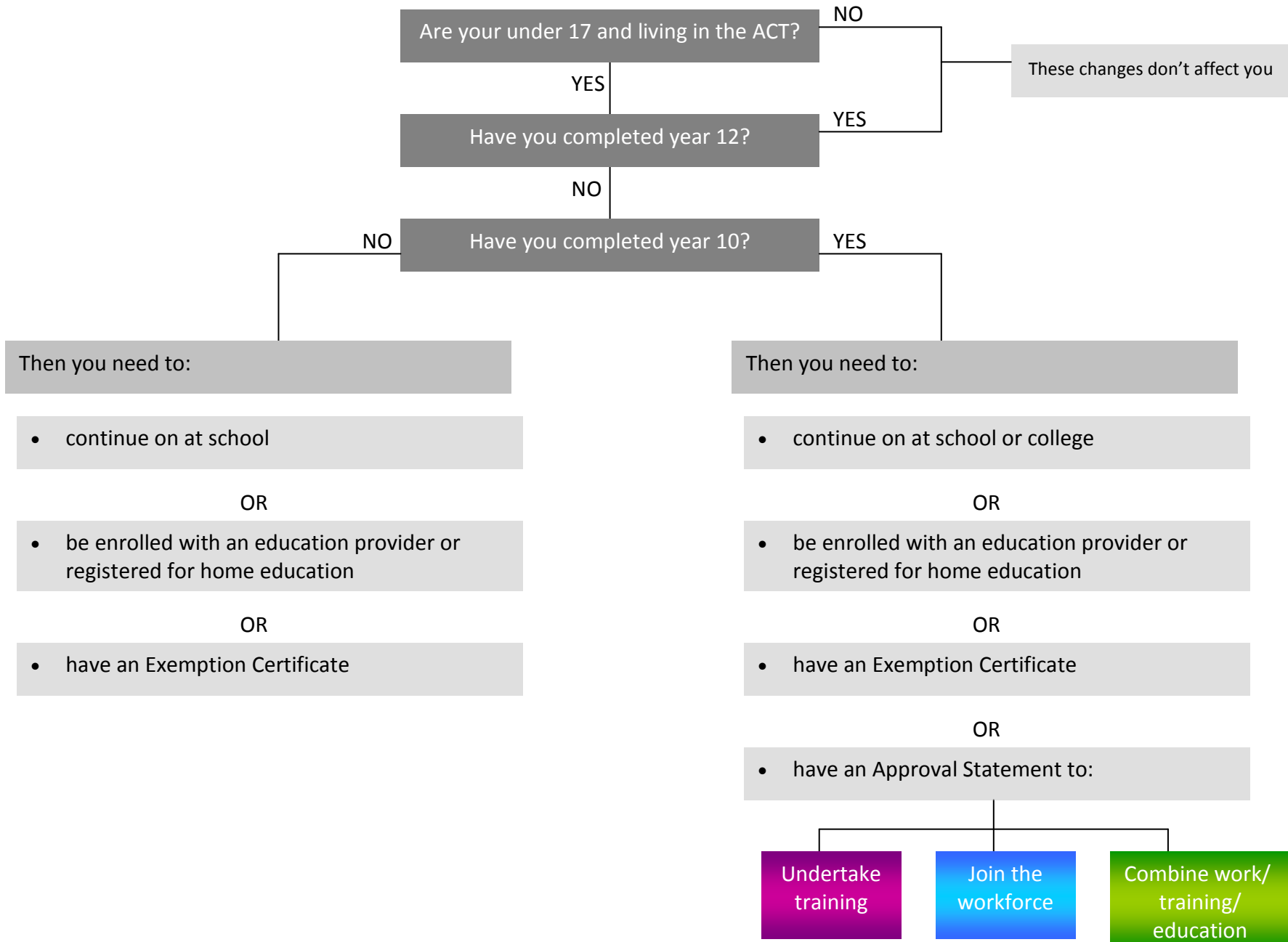
- school
- college
- registered training organisation
- university or
- higher education provider.

Example Farouk wants to participate part-time in an education course and part-time in an employment alternative (he wants to work at least 10 hours each week). An Approval Statement is not required for an education course, but is for an employment alternative. Farouk can apply for an Approval Statement that approves 10 hours of employment each week and 15 hours of participation in an education course each week.

Other useful information

- ✓ You don't need an Approval Statement to work part-time in addition to your full time studies
- ✓ You don't need an Approval Statement to study at a school, college, registered training organisation, university or higher education provider.
- ✓ If you're not sure whether you need an Approval Statement or not you should call the Department on 02 6205 6759.

What do the changes mean for me?



Frequently asked questions

Do I have to participate in an education, training or employment alternative?

Under the *Education Act 2004* (ACT), parents are responsible for ensuring that their child or young person is participating in their chosen education, training or employment alternative. If a young person isn't participating in an education, training or employment alternative their parents are committing an offence and can be called before a court of law.

The diagram on page 8 of this application package is designed to help people understand the requirements and the range of options available to young people once they complete year 10.

Why have the requirements of the Education Act 2004 changed?

These changes ensure that every young person in the ACT has every opportunity to gain the knowledge and skills they need to participate in the community. It will lead to improved employment capacity and prospects, and increased earning potential for all young people.

The changes are also in line with the ACT Government's commitment to increase the proportion of 19-year-olds with a Year 12 certificate or equivalent from 90 per cent to 95 per cent by 2013.

What if I want to leave school to enter the workforce and/or do an apprenticeship or traineeship (work related training)?

You and your parents will need to seek an Approval Statement through the ACT Department of Education and Training to ensure the training you receive or employment you undertake meets the Department's guidelines.

What if I want to study up to Year 12 but not in a school setting?

You can choose to study with an education provider such as the Canberra Institute of Technology. For more information about non-school options visit www.det.act.gov.au

What if I have an Approval Statement and am participating in my work-related training or employment alternative but I want to go back to school?

You can return to school, but you do need to let us know in writing.

If I am a full-time student do I need permission to work in a part-time job?

No. You do not need permission to undertake part-time work in addition to your full-time studies.

What if I want to engage in full-time work, education or training interstate or overseas and I'm under 17 years old?

The legislative changes do not affect a child or young person of compulsory education age who is not living in the ACT.

If you are a child or young person of compulsory education age wishing to study, train or work interstate or overseas, you should contact the Department on 02 6205 6759 or email ACTYouthCommitment@act.gov.au to discuss your individual circumstances.

Will this affect my Centrelink payments or other benefits?

Young people without a Year 12 Certificate or equivalent will need to meet the new participation requirements in order to be eligible for income support. More information about Centrelink payments is available from the Centrelink website: www.centrelink.gov.au

Guide to completing your application form

About this form

Use this form to apply for an Approval Statement from the Department of Education and Training to undertake training or employment.



If you need assistance please call 02 6205 6759

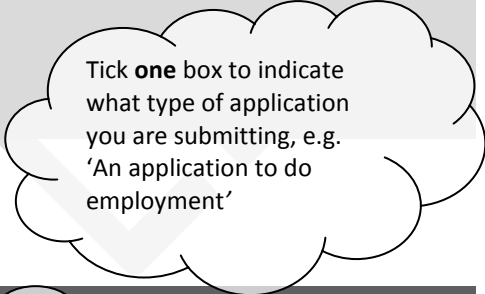
Questions marked with an asterisk (*) must be completed.

The completed form should be sent to

Transitions, Careers and Vocational Learning
ACT Department of Education and Training
GPO Box 158
CANBERRA ACT 2601

Email: ACTYouthCommitment@act.gov.au

Fax: 02 6207 2980



Tick **one** box to indicate what type of application you are submitting, e.g. 'An application to do employment'

Step 1: Application type

*Application to undertake (please tick):

apprenticeship / traineeship (work-related training)

employment

combination work-related training, employment and education

Please specify the combination being undertaken:

Step 2: Applicant details

Child or young person

*Given name/s _____

*Family name _____

*Date of birth (dd/mm/yyyy) _____

*Address _____

*Suburb _____

*State/Territory _____ *Postcode _____

This address must be the primary residence of the child or young person

Parent / carer 1

*Given name/s _____

*Family name _____

*Phone (BH) _____

Phone (M) _____

Email address _____

Address (if different to child/young person) _____

The parent/s completing this form need to have legal responsibility for the young person.

Parent / carer 2

Given name/s _____

Family name _____

Phone (W) _____

Phone (M) _____

Email address _____

Address (if different to child/young person) _____

Identification

*Is / has the child or young person been enrolled in a school in the ACT?

Yes If yes, please provide student identification number _____

In what school is the student enrolled? _____

No

If yes, you have now completed step 2. Please continue at step 3.

If no, please answer the questions below.

See page 18 of this package for information about who can certify documents.

*Is the child or young person an Australian citizen or permanent resident?

Yes Please include a certified copy of the child or young person's birth certificate and a certified copy of a rates notice or equivalent with your signed application.

You have now completed step 2. Please continue at step 3

For more information for international students is available on the Department's website at http://www.det.act.gov.au/school_education/international_students

No Please include a certified copy of the child or young person's passport and a current visa with your signed application.

You have now completed step 2. Please continue at step 3.

To 'complete year 10' means to have a Year 10 Certificate or a high school record or an equivalent. Call the Department if you're not sure whether your child has completed year 10.

Step 3: Completion of year 10

*Has the child or young person completed year 10?

Yes Year 10 completed in the ACT

Yes Year 10 completed outside the ACT

Please include a certified copy of the child or young person's Year 10 Certificate or equivalent with your signed application.

No Year 10 not completed

The child or young person may not be eligible to undertake a post-year 10 alternative. Please contact the Department on 02 6205 6759 to discuss the child or young person's options

Step 3a: Student Pathways Plan

*Has the child or young person completed a recent Pathways Planning process?

Yes

Please include a copy of the Pathways Plan.

No

Please provide evidence that discussions have been held regarding the child or young person's personal strengths, interests, goals, capabilities, achievements and educational and career options.

Contain evidence of Resources to assist you in developing a pathways plan and discussing career options can be found on the Department's website <http://www.det.act.gov.au/>

Please contact the Department on 02 6205 6759 if you would like to discuss the child or young person's options

Support is available to help young people and their parents/legal guardians find and access the best career outcomes for those suited to options other than full-time schooling. Support options include your schools career advisor, Pastoral Care coordinators in each high school and through the Canberra Institute of Technology Student Services Hub.

These support personnel can help young people identify short and long term career goals and provide support and pathways towards achieving these goals.

Please contact the Department on 02 6205 6759 if you would like assistance in contacting one of these support personnel to assist in developing your child or young person's Pathways Plan.

Step 4: Apprenticeship / Traineeship (work-related training) details

Complete this section if you are undertaking an apprenticeship / traineeship (work-related training), either by itself, or in combination with employment and/or education.

Name of qualification _____

*Employer name _____

*Manager / Supervisor name _____

*Phone number _____

*Address _____

*Suburb _____

*State/Territory _____

*Postcode _____

*Date apprenticeship / traineeship to commence _____

*Name of Australian Apprenticeship Centre _____

Please indicate how many hours you will be employed as an apprentice / trainee (include hours on the job and hours involved in training) _____

If you are undertaking a full-time apprenticeship / traineeship, please go to Step 8

Step 5: Employment details

Complete this section if you are undertaking employment, either by itself, or in combination with work-related training and/or education.

*Name of employer _____

*Employer's ABN _____

*Name of manager/supervisor _____

*Address _____

*Suburb _____

*State/Territory _____

*Postcode _____

*Contact phone number _____

Fax number _____

Email address _____

Date to Commence _____

*Outline of employment

You need to provide as much information as possible about your child's employment. You should include information about:

- ✓ the work your child will be doing
- ✓ the experience you hope your child will gain from the work
- ✓ you need to include the tear off slip from the letter to the employer (P 21) (or a similar advice)
- ✓ how you think the work will help your child towards their chosen career

Please indicate how many hours you will be employed _____

If you are undertaking full-time employment, please go to step 8

Step 8: Submit

Don't forget to check the box and sign and date below! Failure to do so may mean your application will not be accepted.



*By checking this box I authorise the ACT Department of Education and Training to contact the education provider, training provider and/or employer detailed on this form to confirm my compliance with my child's Approval Statement, if issued.

Please note, your application may not be processed if you have not checked this box.

PRIVACY NOTICE The ACT Department of Education and Training (the Department) is collecting the information on this form to enable the Department to determine whether to issue an Approval Statement. This is authorised by chapter 2 of the *Education Act 2004 (ACT)*. The Department may disclose information provided by you about your child's level of engagement to the nominated training provider and/or employer and/or education provider if an Approval Statement is issued.

*Name: _____

*Signature of parent/carer **or** child or young person, if reasons are provided below which indicate it is not reasonable to require a parent or carer's signature.

*Date

*Reasons – if signature of young person rather than parent or carer is provided (attach extra pages if necessary)

INFORMATION SHEET: certification of documents

If you are required to provide certified copies of documents, such as your child or young person's passport or birth certificate, the documents should be certified in accordance with these guidelines.

The person who certifies the document must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

The person who certifies the document must:

- write on the copy 'This is a true copy of the original documents sighted by me';
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the person certifying the document is a Justice of The Peace, the person must:

- list registration number and state/territory of registration.

Who can certify documents?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Further information is also available at

www.ag.gov.au/www/agd/agd.nsf/Page/Statutorydeclaration_Statutorydeclarationsignatorylist



Education and Training

Application for approval to undertake a post-year 10 alternative

About this form

Use this form to apply for an Approval Statement from the Department of Education and Training to undertake training or employment.



If you need assistance please call 02 6205 6759

Questions marked with an asterisk (*) must be completed.

The completed form should be sent to

Transitions, Careers and Vocational Learning
ACT Department of Education and Training
GPO Box 158
CANBERRA ACT 2601

Email: ACTYouthCommitment@act.gov.au

Fax: 02 6207 2980

Step 1: Application type

*Application to undertake (please tick):

apprenticeship / traineeship (work-related training)

employment

combination work-related training, employment and education

Please specify the combination being undertaken:

Step 2: Applicant details

Child or young person

*Given name/s

*Family name

*Date of birth (dd/mm/yyyy)

*Address

*Suburb

*State/Territory

*Postcode

Parent / carer 1

*Given name/s

*Family name

*Phone (BH)

Phone (M)

Email address

Address (if different to
child/young person)

Parent / carer 2

Given name/s

Family name

Phone (W)

Phone (M)

Email address

Address (if different to
child/young person)

Identification

*Is / has the child or young person been enrolled in a school in the ACT?

Yes If yes, please provide student identification number _____
In what school is the student enrolled? _____

No

If yes, you have now completed step 2. Please continue at step 3.

If no, please answer the questions below.

*Is the child or young person an Australian citizen or permanent resident?

Yes Please include a certified copy of the child's birth certificate and a certified copy of a rates notice or equivalent with your signed application.

No Please include a certified copy of the child or young person's passport and a current visa with your signed application.

Step 3: Completion of year 10

*Has the child completed year 10?

Yes Year 10 completed in the ACT

Yes Year 10 completed outside the ACT

Please include a certified copy of the child or young person's Year 10 Certificate or equivalent with your signed application.

No Year 10 not completed

The child or young person may not be eligible to undertake a post-year 10 alternative. Please contact the Department on 02 6205 6759 to discuss the child or young person's options

Step 3a: Student Pathways Plan

*Has the child or young person completed a recent Pathways Planning process?

Yes

Please provide a copy of the Pathways Plan.

No

Please provide evidence that discussions have been held regarding the child or young person's personal strengths, interests, goals, capabilities, achievements and educational and career options.

Resources to assist you in developing a Pathways Plan and discussing career options can be found on the Department's website <http://www.det.act.gov.au>

Please contact the Department on 02 6205 6759 if you would like to discuss the child or young person's options.

Support is available to help young people and their parents/legal guardians find and access the best career outcomes for those suited to options other than full-time schooling. Support options include your schools career advisor, Pastoral Care coordinators in each high school and through the Canberra Institute of Technology Student Services Hub.

These support personnel can help young people identify short and long term career goals and provide support and pathways towards achieving these goals.

Please contact the Department on 02 6205 6759 if you would like assistance in contacting one of these support personnel to assist in developing your child or young person's Pathways Plan.

Step 4: Apprenticeship / Traineeship (Work-related training) details

Complete this section if you are undertaking an apprenticeship / traineeship (work-related training), either by itself, or in combination with employment and/or education.

Name of Qualification _____

*Employer name _____

*Manager / Supervisor name _____

*Phone number _____

*Address _____

*Suburb _____

*State/Territory _____ *Postcode _____

*Date apprenticeship / traineeship to commence _____

*Name of Australian Apprenticeship Centre _____

Please indicate how many hours you will be employed as an apprentice / trainee (include hours on the job and hours involved in training) _____

If you are undertaking a full-time apprenticeship / traineeship, please go to step 8.

Step 5: Employment details

Complete this section if you are undertaking employment, either by itself, or in combination with work-related training and/or education.

*Name of employer

*Employer's ABN

*Name of manager/supervisor

*Address

*Suburb

*State/Territory

*Postcode

*Contact phone number

Fax number

Email address

Date to commence

*Outline of employment

Please indicate how many hours you will be employed _____

If you are undertaking full-time employment, please go to step 8.

Step 6: Education details

Complete this section if you are undertaking a combination of education and training and/or employment

*Name of education provider _____

*Name of contact person _____

*Phone number of contact
person _____

*Outline of education course _____

Please indicate how many hours you will be in education _____

Please go to step 8.

Step 7: Level of engagement

*If your total number of hours is less than 25 hours per week, please provide an explanation of why your application should be accepted at a level less than 25 hours per week (attach extra pages if necessary).

Step 8: Submit



*By checking this box I authorise the ACT Department of Education and Training to contact the education provider, training provider and/or employer detailed on this form to confirm my compliance with my child's Approval Statement, if issued.

You may include a signed statement from your employer/trainer in support of your application.

Please note, your application may not be processed if you have not checked this box.

PRIVACY NOTICE The ACT Department of Education and Training (the Department) is collecting the information on this form to enable the Department to determine whether to issue an Approval Statement. This is authorised by chapter 2 of the *Education Act 2004* (ACT). The Department may disclose information provided by you about your child's level of engagement to the nominated training provider and/or employer and/or education provider if an Approval Statement is issued.

* Name: _____

*Signature of parent/carer **or** child or young person, if reasons are provided below which indicate it is not reasonable to require a parent or carer's signature.

*Date

*Reasons – if signature of child or young person rather than parent or carer is provided (attach extra pages if necessary)

For office use only:

Date received / /

Received by

Entered on register

AFAS number



Education and Training

www.det.gov.au