

BURPENGARY STATE SECONDARY COLLEGE

RESPECT • COURAGE • EXCELLENCE

Phone: (07) 3481 6333 Website: www.burpengaryssc.eq.edu.au | Email: admin@burpengaryssc.eq.edu.au
Address: Pitt Road Burpengary Qld 4505 CRICOS Provider Number: 00608A



External Study Application (TAFE or other)

Student name: _____ Access: _____

This form should be completed by those students who are interested in studying an external school-based course at Tafe or other approved organisation. It is important that the proposed study aligns with the career aspirations and SET plan of a student. If a student has not yet completed year 10 they will need Principal approval before commencement of study.

You will be required to discuss your situation with the following people and have them sign off on the decision:

1. The College VET Coordinator or Youth Pathways Officer – before and after completing the form.
2. Your parents or guardian.
3. The Guidance Officer.

External study details:

Name of Course:

Name of Organisation:

School Approval Check:

Student has completed a SET plan and study aligns with this:

YES/ NO

Student attendance (should be above 90%)

YES/ NO

Student academic achievement:

ENGLISH

MATHS

Behaviour concerns:

Comments:

Parent or Carer Approval:

1. I give permission for my student to apply for school-based study at an external organisation;
2. I understand that my student will miss either part of or a full day from their school timetable to participate in study;
3. I understand that my student is responsible for completing the work they miss at school in their own time;
4. I understand that my student must keep their attendance at or above 90%;
5. I understand that my student must continue to meet the behaviour expectations of the College.

Signature:

Date:

Comments:

Guidance Officer:

Signature:

Date:

Comments:

Student Agreement:	
This student agreement should be completed and signed during an interview with the College VET Coordinator or Youth Pathways Officer.	
Before you arrange this interview, this form must be complete and you should have read through and completed the Be Work Smart guide and assessment.	
I, _____ have been explained the following points and agree to adhere to them while completing external study:	
<input type="checkbox"/> The external study impacts my school timetable	
<input type="checkbox"/> I understand that I am taking on a significant work load with school and extra external study.	
<input type="checkbox"/> If there are any changes to my external study, including day of study, temporary suspension or cancellation, I must notify the school immediately.	
<input type="checkbox"/> If I have any concerns regarding my external study, I will approach the VET Coordinator or Youth Pathways Officer to discuss.	
<input type="checkbox"/> My school attendance must stay at or above 90%.	
<input type="checkbox"/> My academic grades must not drop while I am completing my external study.	
<input type="checkbox"/> Assessment due dates and exams take precedence over my external study. If assessment due dates fall on a day I am off campus due to external study, I must submit the assessment before the due date. If an exam falls on a day I am off campus due to external study, I must notify the school beforehand to organise a plan.	
<input type="checkbox"/> I will uphold the College values while at external study, demonstrating respect, courage and excellence.	
<input type="checkbox"/> I will not use my mobile phone at my external study location unless instructed to do so.	
<input type="checkbox"/> I will not be able to discontinue a subject until I have: <ul style="list-style-type: none"> • Completed year 10; • Shown commitment to my external study; • Maintained grades in all of my other subjects at a passing standard; and • Kept my attendance at or above 90%. 	
Student signature:	Date:
VET Coordinator / Youth Pathways Officer	Date:
Year Level Deputy:	Date:
Principal:	Date:

Application approved and processed:	
Date:	
Email Timetabling DP to adjust timetable:	<input type="checkbox"/>
Email Attendance Officer timetable variation:	<input type="checkbox"/>
Update Student Training Record:	<input type="checkbox"/>
Print new timetable for student:	<input type="checkbox"/>