Application for enrolment in English as an Additional Language Units 3 and 4 in 2018

Please print clearly and in CAPITAL LETTERS. Eligibility to enrol in English as an Additional Language (EAL) is usually decided by schools, however a VCAA determination may be required.

- Students who wish to enrol in EAL Units 3 and 4 must complete and submit this form to their home school for Principal endorsement. Forms must be retained by the school, especially where schools have made eligibility decisions under the EAL guidelines. It is the responsibility of the student’s home school to ensure EAL application forms are completed by the end of October 2017.
- If the decision is not clear, the Principal may seek VCAA determination by submitting this form with the required evidence to Student Records and Results Unit, VCAA by Friday 20 October 2017. A covering letter explaining the grounds on which the application is being lodged must accompany this form.
- Applications for students who have arrived from Singapore and India must be forwarded to the VCAA for assessment by Friday 20 October 2017. Students who have resided in Singapore or India must provide a letter from previous schools, stating the language of instruction. This evidence is not available on school reports.
- Students undertaking VCE Bridging EAL are not automatically eligible for EAL Units 3 and 4; eligibility criteria must be met, as per the VCE and VCAL Administrative Handbook.

If the information supplied on this form is found to be incorrect, the applicant’s eligibility for EAL enrolment will be denied. Forms can be forwarded to the VCAA by fax (03) 9032 1591 or post to: VCAA Student Records and Results Unit, Level 7, 2 Lonsdale Street, Melbourne VIC 3000.

COLLECTION NOTICE
The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the Education and Training Reform Act 2006 (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the Privacy and Data Protection Act 2014 (Vic), for the purpose of facilitating an application for a student to enrol in English as an Additional Language (EAL). The information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors in the VCAA Student Records and Results Unit for and in connection with the abovementioned purpose and will not otherwise be used or disclosed by the VCAA, except with the consent of the relevant individual, or if the VCAA is required or otherwise authorised by law to do so. When an individual’s personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided, the student named on this form will not be able to be enrolled in EAL Units 3 and 4. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. To do so please contact VCAA Student Records and Results Unit on (03) 9032 1742. The VCAA Privacy Policy can be found at: www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx.

SECTION 1: PRINCIPAL’S DECLARATION
To be completed by the principal of the home school for this student.

I certify that the information below is true and correct to the best of my knowledge. If the student was born overseas or has resided overseas, copies of the following documents are held at the school:

- Residence (passport, visa, etc.)  
- Education (overseas school reports etc.)

If application is to be forwarded to VCAA for a determination, copies of these documents must be provided

Principal surname

Principal first name

Principal signature    Date

Home school

VCAA school number
SECTION 2: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN

Please check carefully the information you have provided before you sign this declaration.

I certify that the following information is correct to the best of my knowledge.

Student surname

Student first name

Student signature

Date

I certify that the following information is correct to the best of my knowledge.

Parent/Guardian surname

Parent/Guardian first name

Parent/Guardian signature

Date

SECTION 3: GENERAL INFORMATION

What was your first language (the one you first learned to speak)?

What additional languages other than English can you speak?

Which of the following best describes your VCE enrolment in 2018? (Tick one only)

- Full-time Year 12
- Full-time Year 11
- Other (please specify)

Date of birth

Country of birth

Date of arrival in Australia/New Zealand

Age on arrival in Australia/New Zealand (If born overseas)
SECTION 4: EDUCATIONAL BACKGROUND

Complete using CAPITAL LETTERS. Each box must be filled. If you have no information to put in a box, write ‘NIL’.

In Column 5 you are asked about the language of instruction at your full-time day school. This means the language most commonly used by teachers during classes. In Column 6 you must write the approximate hours per week you have studied English in each year level.

Please complete the table starting with your birth year.

Acceptable documentation may be an official letter from the school in the relevant country, or a statement from the Ministry of Education in that country.

Documents provided

<table>
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<tr>
<th>Year (1)</th>
<th>Country of residence (2)</th>
<th>Name of your full-time day school, kindergarten or preschool (3)</th>
<th>Academic year studied (e.g. Year 11, Grade 2/ Grade 3 (4)</th>
<th>Language of school instruction (5)</th>
<th>English language study hours per week (6)</th>
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