VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY
Level 7, 2 Lonsdale Street, Melbourne VIC 3000, Australia
TELEPHONE +61 3 9032 1700 **FACSIMILE** +61 3 9032 1799
EMAIL vcaa@edumail.vic.gov.au **WEB** www.vcaa.vic.edu.au
ABN 82 628 957 617

VICTORIA State Government

Application for enrolment in Indonesian Second Language Units 3 and 4 in 2018

Please print clearly and in CAPITAL LETTERS. This form should be submitted to Student Records and Results, VCAA by **Friday 20 October 2017 via fax (03) 9032 1591 or post to: Level 7, 2 Lonsdale Street, Melbourne VIC 3000**. It is to be completed by all students who wish to enrol in Indonesian Second Language Units 3 and 4 in 2018. The completed form must be returned to the home school for the required endorsement by the principal. Note: The term 'Indonesian' on this form also refers to Malay.

If the information supplied on this form is found to be incorrect, the applicant's eligibility for Second Language enrolment will be denied.

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 Indonesian Second Language (ISL). 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 ISL 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 9032 1742. The VCAA Privacy Policy can be found at: www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx

VCAA Student number ☐☐☐☐☐☐☐☐☐ **Female** ☐ **Male** ☐

SECTION 1: PRINCIPAL'S DECLARATION

To be completed by the principal of the home school for this student.

I certify that the student has read a copy of the eligibility criteria for Indonesian Second Language Units 3 and 4, and that the information attached is true and correct to the best of my knowledge.

☐ **This student is recommended as eligible / not eligible for enrolment in Indonesian Second Language. (Please circle eligibility status.)**

Principal's name

Principal's signature **Date** _____ / _____ / _____

Home school

VCAA school number

Assessing school

VCAA school number

SECTION 2: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN

Please complete the following checklist about the information you have provided before you sign this declaration.

Part 1 ☐ I understand that I may be asked to supply proof of my residence in any country and proof of my education in a language other than Indonesian.
All supporting documentation must be in English or translated into English by a recognised translation authority or agency. If you require translation, contact the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) on 1300 557 470 or (03) 9642 3301.

☐ To expedite the processing of this application I have attached the proof to this form.
(If the VCAA does not have clear information about the educational background or period of residence of the applicant, the processing of the application will be delayed.)

Part 2 ☐ I certify that the following information is correct to the best of my knowledge.

Student surname

Student first name

Student signature **Date** _____ / _____ / _____

Part 3 ☐ 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: STUDENT'S PERSONAL INFORMATION

Country of birth **Date of arrival in Australia (if born overseas)** D D / M M / Y Y Y Y

Date of birth D D / M M / Y Y Y Y

Age on arrival in Australia (if born overseas) **years** **months**

Documents provided: **Passport** **Birth certificate** **Other (please specify)**

Have you ever studied in a school where the medium of instruction was Indonesian? **Yes** **No**

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)**

SECTION 4: EDUCATIONAL AND RESIDENCE HISTORY

Please describe each year of your schooling, including part-years, using the spaces provided below. Please fill in each box. Where you have no information to put in a box, then 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. If you have studied overseas, you are required to support your application with documentation that demonstrates the period/s of time you have not been educated through the medium of Indonesian language. Acceptable documentation includes school reports, an official letter from the school or a statement from the Ministry of Education in the state or country where you attended school.

Non-attendance or absence from school in any year, or part-year, will not be accepted as grounds for eligibility unless accompanied by official documentation (evidence may be a statement from a local education authority or other formal source).

Name of school providing the report:

All supporting documentation must be in English or translated into English by a recognised translation authority.

Month/Year (1)	Country of residence (2)	Name of your full-time day school (3)	Grade level (4)	Language of school instruction (5)
/2017				
/2016				
/2015				
/2014				
/2013				
/2012				
/2011				
/2010				
/2009				
/2008				
/2007				
/2006				
/2005				
/2004				
/2003				