



Application for Enrolment in 2012 Chinese Second Language Units 3 and 4 or Chinese Second Language Advanced Units 3 and 4

This application should be submitted to the Student Records and Results Unit, VCAA by Friday 14 October 2011.

This form is to be completed by all students who wish to enrol in Chinese Second Language Units 3 and 4 or Chinese Second Language Advanced Units 3 and 4 in 2012. The completed form must be returned to the **home school** for the required endorsement by the principal.

VCAA Student Number Female Male

Which of the following best describes your VCE enrolment in 2012? (*Tick one only*)
 Full-time Year 12 Full-time Year 11 Other _____

SECTION 1: PRINCIPAL'S DECLARATION

To be completed by the principal of the home school for this student. (Please complete using BLOCK LETTERS.)

I certify that the student has been provided with a copy of the eligibility criteria (www.vcaa.vic.edu.au) for Chinese Second Language Units 3 and 4, and Chinese Second Language Advanced 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 for enrolment in Chinese Second Language.

OR

This student is recommended as eligible for enrolment in Chinese Second Language Advanced.

Principal's name _____

Principal's signature _____ Date ___/___/___

Home school _____ VCAA School Code

Assessing school _____ VCAA School Code

SECTION 2: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN

Please check carefully the information you have provided before you sign this declaration. (Please complete using BLOCK LETTERS.)

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 Chinese.

All supporting documentation must be in English or translated into English by a recognised translation authority or agency. 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 then the processing of the application will be delayed.)

Part 2 I am applying for enrolment in (*Tick one only*)

Chinese Second Language OR Chinese Second Language Advanced

I understand that in applying for Chinese Second Language, if it is shown **that I am not eligible**, then my application will be considered for eligibility in Chinese Second Language Advanced.

Part 3 I certify that the following information is correct to the best of my knowledge.

Family Name of Student _____ Given Name _____

Student's Signature _____ Date ___/___/___

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

Family Name of Parent/Guardian _____ Given Name _____

Parent/Guardian's Signature _____ Date ___/___/___

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

Application should be sent to the Student Records and Results Unit, VCAA by fax (03) 9651 4470 or mail (41 St Andrews Place, East Melbourne 3002).

SECTION 3: STUDENT'S PERSONAL INFORMATION

This information and supporting proof will be used to verify the information provided in Sections 4, 5 and 6.

Country of birth _____ Date of arrival in Australia ___/___/___ (if you were born overseas)

Date of birth ___/___/___

If you have lived in a country other than Australia for more than a total of 6 months then you are required to provide a copy of your passport with entry and exit stamps clearly visible. If you have not lived overseas for more than 6 months then you are required to provide a copy of your birth certificate (including Australian born students).

Document provided: Passport Birth Certificate

SECTION 4: RESIDENCE

Have you lived in one of these countries or regions for more than a total of 6 months?

No (go to Section 5B)

Yes Please indicate the country/region with a tick in the box and provide the number of months of residence

China

Taiwan

Hong Kong

Macau

Period of residence (months) _____
(go to Section 5A)

SECTION 5: EDUCATION

5A

Did you attend a kindergarten, pre-school or school in the countries/regions indicated in Section 4?

No (go to Section 5B)

Yes (**Provide details of each school if the language of instruction was not Chinese.** For education in schools where Chinese was the medium of instruction go to 5B)

Name of school _____ Location _____

Language of instruction _____ Total period of time _____

Name of school _____ Location _____

Language of instruction _____ Total period of time _____

If you declare that you have been educated in a school where the medium of instruction was not Chinese, then you are required to provide proof in the form of school reports, an official letter from the school or a statement from the Ministry of Education in the relevant country, region or state.

Documents provided School report from _____

OR Official letter from school _____

OR Statement from Ministry of Education from _____

(go to Section 5B)

5B

Have you studied in a kindergarten, pre-school or school (in any country) where the medium of instruction was Chinese?

No (go to Section 6)

Yes (Provide details of each school)

Name of school _____ Location _____

Language of instruction _____ CHINESE _____ Total period of time _____

Name of school _____ Location _____

Language of instruction _____ CHINESE _____ Total period of time _____

(go to Section 6)

SECTION 6: EDUCATIONAL AND RESIDENCE HISTORY (Please complete using BLOCK LETTERS.)

PLEASE FILL IN EACH BOX. Where you have no information to put in a box, then write 'NIL'.

In column 1 state the month in which your period of education started at the full-time day school. For example, if you started in August 2000 then write 08/2000. If you attended more than one full-time day school in any one year, provide starting month and name for each.

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).

In column 5 we ask about the language of instruction at your full-time day school. This means the language most commonly used by teachers during classtime.

Month/Year (1)	Country of residence (2)	Name of your full-time day school (3)	Grade level (4)	Language of school instruction (5)
/2011				
/2010				
/2009				
/2008				
/2007				
/2006				
/2005				
/2004				
/2003				
/2002				
/2001				
/2000				
/1999				
/1998				
/1997				

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COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority established under the *Education and Training Reform Act 2006*. The VCAA has responsibilities relating to both curriculum and assessment across year levels Prep to 12 for all Victorian school students.

The collection of the personal information on this form is required to enable your enrolment in the language units. Without this information, your enrolment cannot proceed.

The personal information you supply in your application is for VCAA internal use only and will not be disclosed to any third party unless required by law.

You are able to request access to the personal information we hold about you, and to request that it be corrected. To do so, please contact the Student Records and Results Unit.