



Application for Enrolment in 2012 Indonesian Second Language 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 Indonesian Second Language Units 3 and 4 in 2012. The completed form must be returned to the **home school** for the required endorsement by the principal.

'Indonesian' on this form also refers to Malay.

VCAA Student Number

Gender: Female Male

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 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.

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 Indonesian.

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 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's/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

Country of birth _____

Your date of birth ___/___/___

Date of your arrival in Australia ___/___/___ (If you were born overseas)

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

Documents provided: Birth Certificate Passport Other _____

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 2012? (Tick **one only**)

Full-time Year 12

Full-time Year 11

Other _____

SECTION 4: EDUCATIONAL BACKGROUND (Please complete using BLOCK LETTERS.)

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 we ask about the language of instruction at your full-time day school. This means the language most commonly used by teachers during classtime. If students have studied overseas they are required to support their application with documentation that demonstrates the period/s of time they have not been educated through the medium of Indonesian language. Acceptable documentation may be school reports, an official letter from the school or a statement from the Ministry of Education in the state or country where the student 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).

School report provided from (Name the school): _____

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)
/2011				
/2010				
/2009				
/2008				
/2007				
/2006				
/2005				
/2004				
/2003				
/2002				
/2001				
/2000				
/1999				
/1998				

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.