

Application for enrolment in Japanese Second Language Units 3 and 4 in 2024

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 within the meaning of the *Privacy and Data Protection Act 2014 (Vic)*, for the purpose of facilitating an application for a student to enrol in Japanese Second Language. The personal information collected in this form, including any attachments, will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. The personal information collected will not otherwise be used or disclosed by the VCAA, except with the consent of the individual, or if the VCAA is required or otherwise permitted 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 personal information is not provided, the application will not be processed. An individual may request access to personal information the VCAA holds about them, if any, 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/Footer/Pages/Privacy.aspx

The application should be submitted by **Friday 13 October 2023** to **Student Records and Results Unit**, via email to student.records@education.vic.gov.au or by fax to **(03) 9032 1591**.

The application is to be completed by all students who wish to enrol in Japanese Second Language Units 3 and 4 in 2024 and must be returned to the home school for the required endorsement by the principal or delegate.

If the information supplied in this application is found to be incorrect, the applicant's eligibility for Japanese Second Language will be denied.

Please print clearly and in CAPITAL LETTERS.

SECTION 1: STUDENT DETAILS

VCAA Student number

Student surname

Student first name

Date of birth

Which of the following best describes your VCE enrolment in 2024? (Tick one only)

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

SECTION 2: STUDENT RESIDENCE AND EDUCATION HISTORY

Country of birth

If you were **not** born in Australia please confirm:

Date of arrival in Australia

Age on arrival in Australia years months

All students are required to provide the following documentation to support their application.

During your lifetime, if you have lived overseas for less than 6 months you are required to enclose a copy of your birth certificate (this includes all Australian born students).

Or

During your lifetime, if you have lived overseas for more than 6 months, you are required to enclose a copy of your passport with entry and exit stamps clearly visible or if you have misplaced your passport a copy of your International Movement Records from the Department of Home Affairs: <https://immi.homeaffairs.gov.au/help-support/departmental-forms/online-forms/request-international-movement-records>.

Document provided:

Birth certificate Passport International Movement Records

Other (please confirm)

Please describe each year of your schooling, including part-years, using the spaces provided below. Please complete each box. Where 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.**

If you have attended school overseas you must provide reports from the school showing languages studied and years of attendance. This documentation should demonstrate the period/s of time where **Japanese** was **not** the medium of instruction.

If you had non-attendance at a school in any year, or part year, from the age of six years you must provide official relevant documentation. Acceptable documentation may be an official letter or report from the school in the country concerned or a statement from the education authority in that country.

All supporting documentation provided must be in English (or translated into English by a recognised translation authority). If you require translation, contact the National Accreditation Authority for Translators and Interpreters (NAATI) website: www.naati.com.au and email: infovic@naati.com.au.

If you have attended school overseas, please confirm below which documentation you have provided to support your application:

Letter or report from school Statement from the education authority Other

Month/Year (1)	Country of residence (2)	Name of your full-time day school (3)	Grade level (4)	Language of instruction at your full-time day school (5)
/2023				
/2022				
/2021				
/2020				
/2019				
/2018				
/2017				
/2016				
/2015				
/2014				
/2013				
/2012				
/2011				
/2010				
/2009				

SECTION 3: CERTIFICATION BY STUDENT AND PARENT/GUARDIAN

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

- 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 Japanese.**
If you require translation, contact the National Accreditation Authority for Translators and Interpreters (NAATI) website: www.naati.com.au and email: inovic@naati.com.au.
- To expedite processing I have provided all relevant documentation to support this application.**
If the VCAA does not have clear information about your residence and education background then processing of your application will be delayed.
- I certify that to the best of my knowledge that the information I have supplied on this application is correct and complete.**

Student surname

Student first name

Student signature **Date**

- I certify that to the best of my knowledge that the information supplied on this application is correct and complete.**

Parent/Guardian surname

Parent/Guardian first name

Parent/Guardian signature **Date**

SECTION 4: CERTIFICATION AND DECLARATION BY PRINCIPAL OR DELEGATE

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

- I certify that the student has read a copy of the eligibility criteria for Japanese Second Language Units 3 and 4.**
- I certify that to the best of my knowledge that the information supplied on this application is correct and complete.**
- The student is recommended as eligible for enrolment in Japanese Second Language Units 3 and 4.**

Principal or delegate name

Principal or delegate signature **Date**

Home school **VCAA school code**

Assessing school **VCAA school code**