

Department of Education

Year 13 Application Form - Information

WHAT IS YEAR 13?

If you have not successfully completed Year 12, you or your parent/guardian may apply to the Principal of a Tasmanian Government School offering Years 11 and 12 to enrol in a further year of school known as Year 13.

ELIGIBILITY CRITERIA

Successful Year 13 applications must meet the following criteria.

The applicant:

- **Would improve their educational attainment for the purposes of transitioning into further education, training or employment by completing the proposed Year 13 Learning Program.**
- **Has a proposed Year 13 course of study that is achievable and integrated into an Approved Learning Program agreed by the prospective student and their parent/guardian/carer (where applicable).**
- **Has explored alternative education opportunities to complete their proposed Year 13 Learning Program.**
- **Has satisfactory attendance patterns during Years 11 and 12. If the applicant's attendance patterns have been unsatisfactory, reasons for the poor attendance as well as strategies for improvement will need to be provided. Contact may be made with the applicant's most recent schools to discuss the applicant's attendance history.**
- **Behaved in accordance with the most recent school's Code of Conduct and behaviour management policies. Contact may be made with the applicant's most recent schools to discuss this compliance.**
- **Is likely to complete Year 13 within four consecutive terms of full-time study (normally one school year).**
- **Provides a recommendation from two teachers at the applicant's most recent school that support their application to undertake Year 13.**

Except in special circumstances, applicants will **not** be approved to enrol in Year 13 where they have completed a TCE or TCEA.

Previously, approval has been granted for applicants who have completed a TCE or TCEA to enrol in Year 13 where they meet the criteria above and:

- Are a migrant or refugee, speak English as an additional language and need a further year of school to support their communication in English, or
- Are seeking a full certificate in a course offered at a Tasmanian secondary school that cannot be completed in one year. E.g., the Certificate III in Media Studies at Rosny College.

Applications must **not** be approved by a school principal where an applicant has:

- Completed a Year 13 Approved Learning Program;
- Unsuccessfully completed a Year 13 Approved Learning Program within the required four consecutive terms of fulltime study.

Applicants who wish to enrol in Year 13 but may not meet the criteria are strongly encouraged to discuss their application with their school/college.

Principals may contact Student Support if they need advice about Year 13 enrolment:

Year13Applications@decyp.tas.gov.au

CRITERIA FOR PEOPLE WITH A DISABILITY

People with a disability may apply for Educational Adjustment Disability Funding for Year 13 if they meet the two criteria below:

1. The person has not been able to complete Year 12 due to breaks of at least one term in attendance in the past year as a direct result of their disability.
2. The person is working towards a higher qualification, and they need extra time to achieve this as a direct result of their disability.

Principals should contact the Manager, Disability Services to discuss this application. Even if the funding criteria are not met, a school may still support a Year 13 application without central disability funding.

INTERNATIONAL STUDENTS

International students wishing to apply for Year 13 must contact Government Education and Training International (GETI). GETI will provide details about how international students can be eligible for and apply for Year 13.

WHO FILLS OUT THIS FORM?

The potential student or parent/guardian of the student.

REGISTRATION TO WORK WITH VULNERABLE PEOPLE

If you (or the person you are completing this form on behalf of) are over the age of 18 and were not enrolled in Year 12 at a Tasmanian Government School in the year immediately before Year 13, you will need to obtain a Registration to Work with Vulnerable People (RWVP).

The RWVP is administered by the Department of Justice.

Applications must be submitted via this link:

<https://cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/applications/apply>

An application to obtain a RWVP must be made as a 'Volunteer' under the activity 'Child Education Service (Government Schools). When filling out the application, potential Year 13 students must answer 'yes' to the following question:

- 'Are you currently working or volunteering in a child related activity'?

Then select 'Department for Education, Children and Young People' as the volunteer organisation from the drop-down box. Potential Year 13 Students must visit Service Tasmania with the reference number of their RWVP application for proof of identity and photograph to complete the RWVP.

APPLICATION PROCESS

The Principal of the school/college where you are applying will assess your application and make the decision whether to accept it or not. You might be required to attend an interview to discuss your application.

You will be sent a written notification of the outcome of your application. This decision is final. If you are successful, your provisional course may be endorsed or you may be advised to make an appointment to discuss your course choices.

For further information please contact the school/college at which you are applying for Year 13.

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Year 13 Application Form

Section 1 (prospective student or parent/guardian to complete)

PROSPECTIVE STUDENT INFORMATION

Family name

Given name

Other given names

Date of Birth (dd/mm/yyyy)

/

/

Street number and name

Suburb

State

Postcode

Country

Telephone number

PARENT / GUARDIAN DETAILS

(prospective student to complete if living independently)

PARENT/GUARDIAN 1 Family name

Given name

Telephone number

Email

PARENT/GUARDIAN 2 (where applicable)

Family name

Given name

Telephone number

Email

TEACHER RECOMMENDATIONS

It is a requirement that you provide recommendations that support your application for Year 13 from two teachers from your most recent school. These teachers will be contacted to discuss your application. Please contact those teachers before you complete your application form so that they are aware of your application.

TEACHER 1 Family name

Given name

Telephone

Email

School

TEACHER 2 Family name

Given name

Telephone

Email

School

MOST RECENT SCHOOLS

Which school were you enrolled at in Year 12?

Which school were you enrolled at in Year 11?

Which school were you enrolled at in Year 10?

Continues over page

Year 13 Application Form

Section 1 (prospective student or parent/guardian to complete)

REASON FOR APPLYING TO UNDERTAKE YEAR 13

Please provide detailed reasons why you are applying for Year 13. Including any supporting evidence or documentation.

WHY DO YOU THINK THAT SCHOOL IS THE MOST APPROPRIATE SETTING FOR YOU/ THE PROSPECTIVE STUDENT?

How is Year 13 in your/the student's long-term educational interests? Why are other education or pathway options, e.g. TasTAFE or preparatory university programs, not available or appropriate?

WHAT WOULD BE THE IMPACT ON YOU/ THE PROSPECTIVE STUDENT IF YOUR APPLICATION FOR YEAR 13 IS NOT GRANTED?

Please describe what the consequences would be if Year 13 is not granted.

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Year 13 Application Form

Section 1 (prospective student or parent/guardian to complete)

YEAR 12 COURSES COMPLETED

Course	Result
Course	Result
Course	Result
Course	Result
Course	Result
Course	Result

YEAR 11 COURSES COMPLETED

Course	Result
Course	Result
Course	Result
Course	Result
Course	Result
Course	Result

WHAT COURSES WOULD YOU LIKE TO STUDY IN YEAR 13?

DECLARATION (to be signed by the prospective student or parent/guardian/carer)

I declare that the information that I have included in this form is true and correct and that all relevant supporting documentation is attached.

Signature

Date of signature (dd/mm/yyyy)

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Personal Information Protection

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004*. It will be used by the Department for Education Children and Young People for student administration and for the planning, provision and reporting of educational programs as authorised by the *Education Act 2016* and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

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Year 13 Application Form

Section 2 (Principal to complete)

PRINCIPAL'S DECISION

The application must meet the eligibility criteria on page 1 of this form to be approved, as per Secretary's Instruction No. 1.

DO NOT accept applications where an applicant:

- has completed a Year 13 Approved Learning Program.
- did not complete a Year 13 Approved Learning Program within the required four consecutive terms of full-time study.

Once the application has been determined you must notify the applicant, in writing, of your decision. This decision is final.

Contact: Year13Applications@decyp.tas.gov.au

Application approved?

☐

Yes

☐

No

Has the applicant already achieved a TCE or TCEA?

☐

Yes

☐

No

Principal's notes:

Principal's signature

Date of signature (dd/mm/yyyy)

		/			/						
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Principal's Name

School Name

Telephone number

Recommendation received from Manager Disability Services regarding Year 13 with educational adjustment disability funding allocations

☐

Yes

☐

No

☐

N/A