

# Enrolling students under 17

This fact sheet explains your role and responsibilities when enrolling a student under 17 in Skills First training.

## Background

All children and young people in Victoria aged from 6 to 17 years are legally required to be at school unless they've been granted an exemption from school attendance.

Either a school principal or the department's regional director can grant the exemption. This depends on the student's circumstances.

You can only enrol a student who will be under 17 when their Skills First training starts if they have an exemption.

But, students under 17 don't need an exemption to enrol in Skills First training if they:

- are still enrolled in school and doing a Skills First-funded School-Based Apprenticeship/Traineeship or Head Start Apprenticeship/Traineeship
- have a Year 12 or an equivalent qualification.

## The exemption process

You can't ask for an exemption on a student's behalf. The exemption process is managed by the student's school and involves the student and their parents/carers.

Even though you don't have a formal role in the process, you can advise the school or the student's parents/carers about suitable and appropriate training options for the student.

## Program requirements

A student under 17 can only be granted an exemption if the training is:

- on a full-time basis of at least 25 hours a week; **or**
- a combination of training and employment averaging at least 25 hours a week.

## Program changes

An exemption only applies to the specific training provider and program on the exemption.

Changes to a student's program, program hours or training provider must be approved by the person who granted the exemption. You must sign and retain approval of changes before updating an enrolment.

You **don't** need further approval if the student takes longer to complete the training than indicated on the exemption.

You must also notify the department regional office and the student's previous school (if relevant) if a student who is still under 17 stops attending or completes their training. The school will support the student by talking to them about alternative pathways.

## Evidence of exemption

You must sign and retain evidence of an exemption if you're enrolling a student who will be under 17 when their training starts.

If a student can't provide evidence of their exemption, advise them to contact their school to get a copy of an existing exemption or begin the exemption process. You can give the student a letter of offer to support this process.

The evidence is different depending on the student's circumstances. You need to check who approved the exemption and make sure it is in the right format.



However, in all cases, the evidence of exemption **must**:

- identify you as the training provider and the training to be undertaken; **or**
- identify the relevant employer if the student is to undertake an apprenticeship or a traineeship.

## Student has completed Year 10

### Who can grant an exemption?

- school principal
- regional director

### What format can an exemption take?

- a signed endorsement page from a completed exemption from school application form
- a signed letter or a signed certificate



A regional director may grant an exemption if a school principal has refused and it's been referred to the department for review.

## Student has not completed Year 10

### Who can grant an exemption?

- regional director only

### What format can an exemption take?

- a signed letter or a signed certificate



An exemption from school application form alone isn't evidence of an exemption for a student who hasn't completed Year 10.

## Student is not nor has even been enrolled in a Victorian school

### Who can grant an exemption?

- regional director only

### What format can an exemption take?

- a signed letter or a signed certificate



Home-schooled students or those from overseas or interstate should contact their regional office to discuss training options. You can give the student a letter of offer to support this process.



## Scenarios

### Anna is 15

- She has completed Year 10.
- She wants to enrol in a Certificate II in Ecology.
- Her school principal has completed and signed the exemption from school application form.
- She has a copy of the endorsement page from the exemption form.

#### Can I enrol Anna?

Yes.

### Sashin is 16

- He has not completed Year 10.
- He wants to enrol in a Certificate III in Early Childhood Education and Care.
- He has a signed letter from his principal.

#### Can I enrol Sashin?

No. As Sashin has not completed Year 10, only the regional director can grant the exemption.

### Latifan is 16

- They have just arrived from NSW, having never attended a school in Victoria.
- They want to enrol in a Certificate II in Salon Assistant.
- Their NSW school principal has sent an email stating they are no longer enrolled at school.

#### Can I enrol Latifan?

No. As Latifan has never been enrolled in a Victorian school, they need a regional director to grant an exemption.

## Supporting students

### Letters of offer

You can give a student a letter of offer for a place in training to support their exemption process. Students can attach this letter to their exemption from school application form.

If you choose, you can do all or part of a pre-training review with the student. You can include this information in a letter of offer to explain why the training would be suitable and appropriate for the student.

A letter of offer will help the school principal or a regional director decide if enrolment in training is in the student's best interests. They may decide not to grant an exemption until they have seen a letter of offer.

## Informing our regional offices

To tell us about a student under 17, email the Youth Pathways and Transitions teams at regional offices, using the details below.

## Regional office contacts

Victorian region	Youth Pathways and Transitions
North East	pathways.transitions.nev@education.vic.gov.au
North West	pathways.transitions.nwv@education.vic.gov.au
South East	pathways.transitions.sev@education.vic.gov.au
South West	pathways.transitions.swv@education.vic.gov.au



## Further information

- [Department's information](#) about school enrolment and exemption processes
- Submit an enquiry via [SVTS](#)