



SUBJECT CHANGE FORM

Year 11 and 12

Please note: This application form is used when applying for a subject change(s). While every effort is made to accommodate changes to a student's timetable, clashes and class numbers may prevent this from occurring. Students will be notified if this is the case.

VET Courses –Cert III Business (VBB); Cert III Fitness (VFT); Cert II Business (VBS); Cert II Hospitality (VHO)

- Students who enter VET courses after the start date will have a negotiated package of units that will lead to a statement of attainment. Students will need to discuss this with their VET Teacher to assess the likelihood of completing the qualification.
- Information regarding all VET courses can be located in the Senior Subject Selection Guide. The Senior Subject Selection Guide can be accessed on ONESCHOOL. Students will also be provided with the VET Student Handbook at request of subject change. This booklet is required to be read prior to handing in the completed subject change form. By signing this form you agree to all of the policies and procedures related to VET that are outlined in all school documentation pertaining to VET.
- Registering for a USI is compulsory for all VET subjects.

Student Name: _____ **SP:** _____

STEP 1 – Subject Change Information

Current Subject: _____ Date of Request: _____

Student seeking change

Teacher recommending change

Current Achievement Status:

<input type="checkbox"/> Unit One	<input type="checkbox"/> Unit Two	<input type="checkbox"/> Unit Three	<input type="checkbox"/> Unit Four
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory
<input type="checkbox"/> Not Rated	<input type="checkbox"/> Not Rated	<input type="checkbox"/> Not Rated	<input type="checkbox"/> Not Rated

Teacher: _____ Signature: _____ Date: _____

Head of Department:

Name: _____ Signature: _____ Date: _____

STEP 2 – Request to Change Subjects

<p>ATAR student:</p> <p><input type="checkbox"/> changing GENERAL subject</p> <p><input type="checkbox"/> changing from GENERAL to APPLIED</p> <p><i>*Requires Approval from Deputy Senior Schooling, HOD Senior Schooling or Guidance Officer</i></p>	<p>Non-ATAR student:</p> <p><input type="checkbox"/> changing subject</p> <p><i>*Requires Approval from Deputy Senior Schooling, HOD Senior Schooling or Guidance Officer</i></p>	<p>ATAR or Non-ATAR student:</p> <p><input type="checkbox"/> applying for CEP (Study lesson) as a result of VET or SBT</p> <p><i>*Requires Approval from Deputy Senior Schooling, HOD Senior Schooling or Guidance Officer</i></p>
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Subject Change: _____ to _____

Approval of HOD Gaining Student

Implications (if any) of joining subject at this stage: _____

Name: _____ Signature: _____ Date: _____

STEP 3 – Reason for Change/Parent Feedback

Career Goal: _____

Student's Reason for Change:
Parent Feedback:

STEP 4 – Signatures Required for Approval

Parent/Guardian: _____

Student: _____

Senior Schooling HOD/Guidance Officer: _____

Senior Schooling Deputy Principal: _____

OFFICE USE ONLY Entered on OneSchool Change made on Student Management

PROPOSED PLAN (if changing multiple blocks)	
Block 1: _____ to _____	Block 5: _____ to _____
Block 2: _____ to _____	Block 6: _____ to _____
Block 3: _____ to _____	Block 7: _____ to _____
Block 4: _____ to _____	SP : _____ to _____

BSB20115 – Certificate II Business

Unit Code	Title	COMPETENT/NOT YET COMPETENT/WITHDRAWN
BSBWHS201	Contribute to health and safety of self and others	
BSBWOR202	Organise and complete daily work activities	
BSBWOR203	Work effectively with others	
BSBWOR204	Use business technology	
BSBCMM201	Communicate in the workplace	
BSBITU112	Develop keyboard skills	
BSBITU211	Produce digital text documents	
BSBIND201	Work effectively in a business environment	
BSBITU312	Create electronic presentations	
BSBITU213	Use digital technologies to communicate remotely	
BSBSUS201	Participate in environmentally sustainable work practices	
BSBINM201	Process and maintain workplace information	

Teacher Signature: _____ Date: _____

SIT20316 Certificate II Hospitality

Unit Code	Title	COMPETENT/NOT YET COMPETENT/WITHDRAWN
BSBWOR203	Work effectively with others	
SITHIND002	Source and use information on the hospitality industry	
SITXWHS001	Participate in safe work practices	
SITXCOM002	Show social and cultural sensitivity	
SITXCCS003	Interact with customers	
SITHIND003	Use hospitality skills effectively	
SITXFSA001	Use hygienic practices for food safety	
SITHCCC002	Prepare and present simple dishes	
SITHCCC003	Prepare and present sandwiches	
SITHFAB004	Prepare and serve non-alcoholic beverages	
SITHFAB005	Prepare and serve espresso coffee	
SITHFAB007	Serve food and beverage	

Teacher Signature: _____ Date: _____