



Student Withdrawal Request Form

Student Name: _____

Training Location: _____

Participation Coordinator: _____

(Compulsory School Aged Students only)

Course *(Please tick where appropriate)*

- CHC30112 Certificate III Community Services
- 22237VIC Certificate II in General Education for Adults
- 22238VIC Certificate II in General Education for Adults
- 52529WA Certificate I in Gaining Access to Training and Employment
- Other (please give details) _____

Student or parent signature: _____ Date: _____

<u>OFFICE USE ONLY – Trainer to Complete</u>	
<input type="checkbox"/>	Request for Assistance (RFA) Form sent to Dept. of Education & Attached <i>(RFA MUST BE COMPLETED : where students are aged between 15-17 years & PC is not aware of the withdrawal or student disengagement)</i>
<input type="checkbox"/>	File reviewed & finalized including:
<input type="checkbox"/>	Tracking sheet completed including final outcomes recorded:
Where units were commenced but not completed -	
<input type="checkbox"/>	Withdraw Formally after some participation (student’s request) Code 10
<input type="checkbox"/>	No formal withdrawal after some participation (no student request received) Code 11
<input type="checkbox"/>	Where units were Never Commenced (no participation) Code 100
<input type="checkbox"/>	Where all assessments were attempted but not completed satisfactorily Code 2
<input type="checkbox"/>	All documentation completed and in file (in the following order)
<input type="checkbox"/>	Registration & AVETMISS forms
<input type="checkbox"/>	Enrolment forms
<input type="checkbox"/>	Commencement evidence (activities, roll & TAP)
<input type="checkbox"/>	Assessments (each in individual plastic sleeve)
<input type="checkbox"/>	All commencements & completions have been claimed
<input type="checkbox"/>	Tracking sheet matches PowerPro Records
Trainer Signature:	Date: