

# Application for enrolment in English as an Additional 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), and may also include personal and health information within the meaning of the *Health Records Act 2001* (Vic), for the purpose of facilitating and administering an application for a student to enrol in English as an Additional Language (EAL). The personal and/or health information collected in this form, including any accompanying attachments, will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. The personal and/or health information collected will not otherwise be used or disclosed by the VCAA, except with the prior consent of the individual, or if the VCAA is required or otherwise permitted by law to do so. When an individual's personal and/or health information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal and/or health information will be or has been provided to the VCAA, the purpose for which it will be or is likely to be disclosed. If the requested information is not provided, the application will not be considered. An individual may request access to personal and/or health 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](http://www.vcaa.vic.edu.au/Footer/Pages/Privacy.aspx)

The application is to be completed by all students who wish to enrol in English as an Additional Language (EAL) Units 3 and 4 in 2024 and must be returned to the home school for the required endorsement by the principal or delegate prior to the student commencing their VCE program.

Eligibility to enrol in EAL is usually determined by schools and in these cases, the application must be retained at the home school with copies of the required supporting documentation. These applications do not need to be forwarded to the VCAA.

If a decision is not clear, or if the application is for a student whose country of origin is Singapore or India then it must be forwarded with the required supporting documentation to the VCAA for assessment. These applications should be submitted by Friday 13 October 2023 to Student Records and Results Unit, via email to [student.records@education.vic.gov.au](mailto:student.records@education.vic.gov.au) or by fax to (03) 9032 1591.

For further information regarding EAL enrolment please refer to the Administrative Handbook: Administrative Information: Student enrolment, Students seeking EAL status.

If the information supplied in this application is found to be incorrect, the applicant's eligibility for EAL enrolment 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: EAL STATUS

Please confirm which category you are applying for EAL status:

### CATEGORY I – Students from a non-English speaking background.

If you have come from a non-English speaking background, please tick one or more of the boxes below relevant to your circumstances and complete the following Language background and Residence and Education history.

- You have not resided in Australia or another predominantly English-speaking country for a total period of more than seven years prior to 1 January 2024. This period of seven years is calculated cumulatively over your whole life.  
and  
You have been enrolled in schools where English has been the major language of instruction for a total period of seven years or less over the period of your education.

Applications for students whose country of origin is Singapore or India must be submitted to the VCAA for assessment.

- You are an Aboriginal or Torres Strait Islander person whose first language is not English.  
 You have had minimal primary school education and/or have had material interruptions to schooling.

### Language background.

What is your first language (the one you first learned to speak)?

Other than English, what additional languages can you speak?

## 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

If you have lived overseas 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:

Passport  International Movement Records

Other (please confirm)

Please complete the table below starting with your year of birth. If you need to add further information, please attach additional pages. Each box must be completed. If you have no information to put in a box, write 'NIL' or provide a reason. In **Column 5** you are asked about the language at your full-time day school. This means the language **most commonly used** by teachers during classes.

You must also forward the following documentation to support your application:

A copy of all your school reports showing languages studied and years of attendance. This documentation should demonstrate the period(s) of time where English was **not** the medium of instruction.

And, if relevant, any official letter(s) or report(s) from the school(s) in the country concerned or a statement from the relevant education authority in that country confirming any period of your non-attendance.

**All supporting documentation 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: <https://www.naati.com.au/> and email: [infovic@naati.com.au](mailto:infovic@naati.com.au)**

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

## CATEGORY II – Students who are deaf or hard of hearing.

If you are deaf or hard of hearing, please tick one or both of the boxes below relevant to your circumstances:

- You have hearing loss of 60 decibels or greater in the better ear. You must produce evidence of a hearing test administered by the Australian Government Hearing Services Program, or an equivalent body, not more than two calendar years before your year of enrolment in a Unit 3–4 sequence.
- You have been identified by the Visiting Teacher Service as being eligible for assistance on the basis of being deaf or hard of hearing, or be enrolled in a school for the deaf or hard of hearing or a recognised unit or facility for the deaf or hard of hearing attached to a regular school.

Please submit all relevant medical evidence and reports concerning all aspects of your hearing loss.

Schools can make decisions about the eligibility of a deaf or hard of hearing student for EAL status on the basis of the above criteria. If there is any uncertainty about the student's eligibility, the application should be forwarded to the VCAA for assessment. These applications must include all supporting documentation.

## 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.

- To expedite processing I have provided all relevant documentation to support this application.
- I certify 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 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: PRINCIPAL OR DELEGATE DECLARATION

I certify to the best of my knowledge that the information supplied on this application is correct and complete and that I have sighted all of the supporting documents and copies are held at the school.

Please tick one of the following:

- It is clear that the student meets the conditions for EAL status. This application and the required supporting documentation will be retained at school.
- It is unclear whether the student meets the conditions for EAL status. This application and the required supporting documentation has been forwarded to the VCAA for assessment.
- The student is from Singapore or India. This application and the required supporting documentation has been forwarded to the VCAA for assessment.

Principal or delegate surname

Principal or delegate first name

Principal or delegate signature  Date

Home school

VCAA school code