

Career Advice Service referral template

This referral template is recommended to be used to refer a student to the Victorian Early Leaver Connection Initiative Career Advice Service provided by Skills and Jobs Centres if an exemption to participate in full-time approved education or training and/or employment is granted.

Referral information

Student Details	
Student name:	
Preferred name (if applicable):	
Student personal email:	
Student mobile:	
Student home phone:	
Parent/Carer Details	
Parent name:	
Parent email:	
Parent mobile:	
Parent home phone:	

Additional detailed personal, sensitive and health information collected in the Exemption from School Application form must **not** be shared by the school with the Skills and Jobs Centre.

Email the Skills and Jobs Centre

Email this completed form to the Skills and Jobs Centre delivering the Career Advice Service in your school's area – contact details can be found on www.vic.gov.au/victorian-early-leaver-connection-initiative.

An email template has been included below. Skills and Jobs Centres have been informed by the department that schools will use this template to refer exempted students.

Email template:

To: SuniTAFE Skills and Jobs Centre

Subject: Victorian Early Leaver Connection Initiative (VELCI) Career Advice Service referral

To Career Advice Service,

Please find a completed referral template for the VELCI Career Advice Service.

This is for a recently exempted student from *[insert school name]* in *[insert Local Government Area]*.

Kind regards,

[Insert name]