

Referral template for the Career Advice Service and additional supports

This referral template is recommended to be used to refer students who have left school before completing Year 12 to the Career Advice Service and, where available, additional supports.

For compulsory school aged students, completion of the Exemption from School Application form enables the sharing of this student and parent/carer information with providers. Any referral for students aged 17+ should be discussed with the student as part of formal exit interview processes — notice that the information in this referral form will be shared with a provider(s) must be given before making the referral.

Referral information

School Name	
Student Details	
Student name:	
Preferred name (if applicable):	
Student personal email:	
Student mobile:	
Student home phone:	
Student age range on exit from school:	<input type="checkbox"/> Under 17 years of age (with an approved exemption from school) <input type="checkbox"/> 17 or over
Parent/Carer Details	
Parent name:	
Parent email:	
Parent mobile:	
Parent home phone:	
Student Pathway Information	
Please indicate the student's pathway (a combination can be selected):	<input type="checkbox"/> VCE, VCE Vocational Major or Victorian Pathways Certificate <input type="checkbox"/> Accredited training (e.g. VET certificate) <input type="checkbox"/> Apprenticeship or traineeship <input type="checkbox"/> Employment <input type="checkbox"/> <i>For age 17 or over only:</i> Other

Additional detailed personal, sensitive and health information collected in the Exemption from School Application form must **not** be shared by the school with the provider, unless consent to share the information has been obtained.

Email the Career Advice Service

Email the completed referral form to the Skills and Jobs Centre delivering the Career Advice Service in your school's area – referral contact details can be found on www.vic.gov.au/velci.

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 students who have left school before completing Year 12.

Email template:

To: *[insert email address for Skills and Jobs Centre delivering the Career Advice Service in your school's area]*

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

To Career Advice Service,

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

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

Kind regards,

[Insert name]

Optional: Email the additional supports provider

In target areas, additional supports such as culturally appropriate and inclusive mentoring and group activities are available for Koorie students and students with disability who have left school prior to Year 12 completion.

Email the completed referral form to the relevant provider in your school's area – referral contact details can be found on www.vic.gov.au/velci.

Email template:

To: *[insert email address for the provider delivering the additional support in your school's area]*

Subject: Victorian Early Leaver Connection Initiative (VELCI) additional support referral

To *[name of provider]*,

Please find a completed referral template for the additional supports.

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

Kind regards,

[Insert name]