



Tutorial Voucher Initiative

Student & Parent/Caregiver Application Form

- Complete this form to apply for assistance under the Tutorial Voucher Initiative (TVI).
On completion this form should be submitted to your Broker.
Parents/Caregivers should complete this form on behalf of their child.
Tutorial assistance will be approved based on the eligibility criteria.
Please complete this form in ink. The use of correction fluid is not permitted. Initial all amendments.

Office Use Only
Date received
Student TVI ID
Broker or Sub-broker TVI ID

Student details

- 1 What is the student's surname (family name)
First given name
2 What is the student's date of birth?
3 What is the student's gender?
4 Does the student speak a language other than English at home?
5 Is the student of Aboriginal or Torres Strait Islander origin?

Parent/caregiver details

- 6 What is the parent/caregiver's name?
7 Is this parent/caregiver the student's:
8 What is the parent/caregiver's street address?

Parent/caregiver details (continued)

- 9 What is the highest educational qualification of the main parent/caregiver?
10 What is the occupation group of the parent/caregiver?
11 If possible, please nominate a second contact person if you cannot be contacted.
12 Is this nominated person the student's:
13 What is this person's contact details?

## Student school details

14 What is the full name of the school the student attends?

  


15 What is the street address of this school?

  


Suburb, town or community State Postcode

  

16 Is this school: Government  or Non-government

If the school is Non-government, is it Catholic  or Other

17 What is the name of the student's current teacher?

18 Does the student have any special educational needs?  
Please specify.

  


## Student eligibility details

19 Was your child in Year 3 in 2003?

No  Yes

Did your child sit the Year 3 reading assessment test in 2003?

No  Yes  → Please attach a copy of the child's results you received from the school.

Did you (the parent/caregiver) receive a letter or statement advising that your child may be eligible for tutorial assistance through the Tutorial Voucher Initiative?

No  Yes  → Please attach a copy of the letter to this form.

You will also need to attach evidence of your child's identity, such as a copy of a birth certificate, passport, custody or other papers.

If your child **did not** sit the Year 3 reading test in 2003, was it because your child was:

- Exempted by the school (attach letter); or  
 Absent or withdrawn by the parent/caregiver

## Other Information

20 How did you find out about the Tutorial Voucher Initiative?

School  TV  Newspaper   
 Friend  Radio  Brochure

Other – please specify:

### PARENT/CAREGIVER CHECKLIST

Please check that you have attached a **copy** of:

- your child's 2003 Year 3 Benchmark Results for Reading;
- a letter or statement advising of your possible eligibility to access the Tutorial Voucher Initiative;
- proof of your child's identity, such as a birth certificate, passport, custody or other papers; and
- a letter of exemption if your child did not sit the assessment.

## Declaration

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The student's parent/caregiver named at Question 6 as the first contact person, **must** read and sign this declaration.

I declare that the information I have provided on this form is complete and correct.

### I agree that:

- the student will participate fully in any tuition arranged;
- my/the student's personal information collected for the purposes of the Tutorial Voucher Initiative may be disclosed to brokers, tutors and DEST and also used by those persons and organisations for the purposes of administering the Tutorial Voucher Initiative; and
- I will notify the broker of any changes to this information within 10 days of that change occurring.

### I understand that:

- personal information on this form is collected in order to consider an application for assistance and for TVI audit, compliance and programme management and monitoring purposes;
- personal information collected on this form may be used and disclosed as detailed in the Privacy Notice on this page;
- an evaluation will be conducted to measure and report on the effectiveness of this programme. I agree to participate in this activity and understand that any such information will be protected in accordance with the Privacy Act 1988; and
- **giving false or misleading information is a serious offence.**

Signature of parent/caregiver

Date



### Privacy Notice

This form collects information which helps the Department administer the TVI. Personal information is collected for TVI management and monitoring purposes.

Students' and parent/caregivers' personal information collected for the purposes of the Tutorial Voucher Initiative may be disclosed to brokers, tutors and DEST and also used by those persons and organisations for the purposes of administering the Tutorial Voucher Initiative.

Your personal information will not be used or given to another person or agency for any other purpose, unless required or authorised by law.

### Freedom of Information

All documents held by the Department are subject to access under the *Freedom of Information Act 1982* (FOI Act). Unless a document falls under an exemption provision, it will be made available to the general public if requested under the FOI Act.

### BROKER/SUB-BROKER OFFICE USE ONLY

Student is: Eligible  \*Not Eligible

\* If the student is assessed as **Not Eligible**, **DO NOT** enter this record on the TVI IMS

Data Entry Officer: Date information entered

 /  / 

Signature of Data Entry Officer

## LIST OF PARENTAL OCCUPATION GROUPS

**Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals** 

**Senior executive/manager/department head in industry, commerce, media or other large organisation.**

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

**Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

**Group 2: Other business managers, arts/media/sportspersons and associate professionals** 

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

**Group 3: Tradesmen/women, clerks and skilled office, sales and service staff** 

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff.**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

**Group 4: Machine operators, hospitality staff, assistants, labourers and related workers** 

**Drivers, mobile plant, production/processing machinery and other machinery operators.**

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants.**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]