

EXIT CHECKLIST— NSW 2016

Make appointment at school prior to leaving:

- ◇ School appointments to be made prior to leaving: An exit letter is required - the student is required to bring a letter from a Parent or Guardian that outlines students plan to either transfer to another school or exit school for fulltime study or apprenticeship/employment. This must be presented to the school office, (students need to complete this exit process before they can transfer to another school).
 - ◇ Exit Form - Take your Exit Form around to collect signatures from all Teachers, Head Teachers, and designated people such as Board of Studies contact person at the school i.e. Year Advisor.
 - ◇ Evidence required - Student will need to provide evidence of transferring to another school or education provider such as TAFE. This must be for more than 25 hours per week). This may be a letter of enrolment or letter from the new school or a letter from an employer to prove employment as an apprentice or full time employee in their business. (Please note working in a family business does not count).
 - ◇ RoSA - Students can apply for a RoSA (Record of Student Achievement) when they leave school, this will outline their Grades, assessment results and Literacy/Numeracy test results. Take the RoSA to other school, training provider, employer or Centrelink.
 - ◇ Must return the following: All school library books, bus passes, school allocated computers, Ipads, school calculators & other equipment all text books (supplied by Dept. of Education)
 - ◇ Pay all outstanding fees : Excursion or school fees, library fines etc.
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◇ **Update your Résumé:**

You will need to take your résumé to Centrelink, jobactive Employment Services, employers and Registered Training Organisations when you are either registering or enrolling .

◇ **Other actions you will need to prepare for:**

Take the following to job interviews or course enrolment appointments: your School Exit form, Photo ID, school reports/results, Birth Certificate and RoSA (Record of Student Achievement) any certificates / tickets / licences and résumé.

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- ◇ **Medicare Card** - Register for e-medicare via Medicare App., or make an appointment with the [Department of Human Services](#).

- ◇ **Centrelink** - Make appointment to register with [Centrelink](#) (see if you are entitled to any benefits), Centrelink will also require proof of enrolment or part time employment. *If a student leaves school before they turn 17 they are required to complete 25 or more hours in education, training and/or paid employment until they are 17 years of age.*

- ◇ **Enrolling into an Registered Training Organisation (RTO)** - In order to exit from school as ‘an early school leaver’ (16 or less), and apply to study at an RTO such as TAFE, the student may need to follow this process:-
Make an appointment with the Training Organisation’s Careers Counsellor; apply for ‘Under Aged’ enrolment (if under 16); the application may/ may not receive a recommendation from the Counsellor; the Counsellor might need to forward the application to the Education Director to assist the young person to gain entry into the course. Remember to take your School Exit Form, Photo ID, school reports/results, Birth Certificate and RoSA (Record of Student Achievement) and Résumé.
- ◇ **jobactive appointment referral for job seekers** - You may be referred to a jobactive Employment Service by Centrelink. They will make an appointment for you to discuss your employment or training obligations if you are to receive Centrelink payments. For further information see the [jobactive link](#) on the LLEO Website ‘Ready to Leave School’ section.

- ◇ **Consider your Transport Options:** You will need transport to attend job interviews and ongoing study commitments at the required times, this promotes reliability and compliance. Transport needs to be arranged well before it is required, this can be done by organising a lift from a family member or responsible friend, catching public transport or you could ride a bike. It is recommended that you commence learning to drive a car as soon as possible and get your licence as it increases your employment opportunities and it enables you to be independent when traveling to youth services, Government Agencies or study venues.

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- ◇ **Open a Bank Account** : You will need a bank account so your employer or Centrelink can transfer money into it. To open an account you will need to make an appointment with a bank officer; complete an application form; Parent or Guardian and yourself need to sign the form; and you will need a number of documents to tally up to 100 points to prove your identification. 100 points can come from the following documents:- Birth Certificate, Passport, Drivers Licence or P Plate Certificate, School Career Action Plan/MIPs Plan or Exit/Clearance Form, a Medicare or Healthcare Card or Centrelink documents with your name and address.
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- ◇ **Apply for a Tax File Number**: Contact the ATO (Australian Taxation Office) to register for a Tax File Number prior to you commencing employment. (application either online or collect a form from nearest Post Office). You will need a Birth Certificate, 100 points to prove ID, a Parent or Guardian to sign the application, and a RoSA (Record of Student Achievement) and your Exit Report.
Tip: Students can also apply for a Tax File Number through their school as the process is often easier. (A link for [applying for a Birth Certificate](#) can be found in Blue Section on the LLEO website.)
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- ◇ **Leaving School with Y12 Certificate** : Follow these steps prior to leaving.
Career Pathway Planning - Research Registered Training Organisations (RTO's) to see what courses appeal to you and make appointment with course coordinators or career counsellors to discuss enrolment process, and ongoing study pathways for your career interests.
Parent or Guardian to sign the application, and School Certificate or Exit Report.
Tip: A student can also apply for their Tax File Number through the school prior to leaving as the process is much simpler. A link for [applying for a Birth Certificate](#) is found in Blue Section of LLEO site.
- ◇ Scholarships - Research scholarships that can offer financial support whilst studying at Registered Training Organisations or University. The LLEO website has a link to Scholarships in the ['Ready to Leave School'](#) section.