

# EXIT CHECKLIST-VICTORIA 2016

## Make appointment at school prior to leaving:

- ◇ Exit Interview - Parent/Guardian and student to meet with the school careers counsellor or wellbeing coordinator for a formal exit interview.
  - ◇ Exit/Clearance Form - Collect a School Exit/Clearance Form from either school counsellor or administration office. Student must attach a copy of their Career Action Plan/MIPs Plan to the Exit/Clearance Form – the school will retain the original MIPs Plan on file. A copy of the School Exit/Clearance Form and the MIPs Plan will be sent to the Regional Office.
  - ◇ **Must return the following:** All school library books ,bus passes, school allocated computers, Ipads, school calculators & other equipment.
  - ◇ **Pay all outstanding fees:** Excursion or school fees and 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 (RTO's) when you are either registering or enrolling with them.

## ◇ **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 VSN (Victorian Student Number) and Résumé.

- ◇ **Medicare Card:** Register for e-medicare via Medicare App., or appointment with Department of Human Services. Link: <http://www.humanservices.gov.au/customer/services/medicare>

- ◇ **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.*

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- ◇ 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 RTO 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 VSN (Victorian Student Number) 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 [jobactive link](#) on [LLEO 'Ready to Leave School'](#) section.
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- ◇ **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 improves your employment opportunities and it enables you to be independent when traveling to youth services, Government Agencies or study venues.
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- ◇ **Apply for a Tax File Number :** Contact the Australian Taxation Office (ATO) 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 provide ID, a 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 to [applying for a Birth Certificate](#) is found in Blue Section of LLEO site.

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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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- ◇ **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. Link to [applying for a Birth Certificate](#) can be found in Blue Section of the LLEO site.
- ◇ Scholarships - Research scholarships that can offer financial support whilst studying at Registered Training Organisations or University. LLEO has a link to [Scholarships](#) in the 'Ready to Leave School' section.