

School undertakes appropriate assessments and works with student and parent/ carer around the school exemption process i.e. careers counselling and the submission of a school exemption application.

Student or school representative seeks to enrol student in further education and/or training.

Has the student completed Year 10?

YES

NO

Has the RTO sighted a school exemption approved by the **Principal**?

*(Please refer to Section E of the Transition from School Form or correspondence provided).*

Has the RTO sighted a school exemption approval from the **DET Regional Director**?

*(Please note: where the student has not completed Year 10, the Transition from School Form is an application for a school exemption not an approval).*

YES

NO

Proceed with enrolment into selected course.

NO

Advise the student they need to speak to their school in order to seek a school exemption prior to enrolling at the RTO.