

Submitting an Expression of Interest on the IMVC VET Portal

Before you apply for a VET program

1. You will need to create a **Unique Student Identifier (USI)**
You can create your USI here:
<https://www.usi.gov.au/students/create-your-usi>
2. You will also need your **Victorian Student Number (VSN)**
This can be obtained from your school.

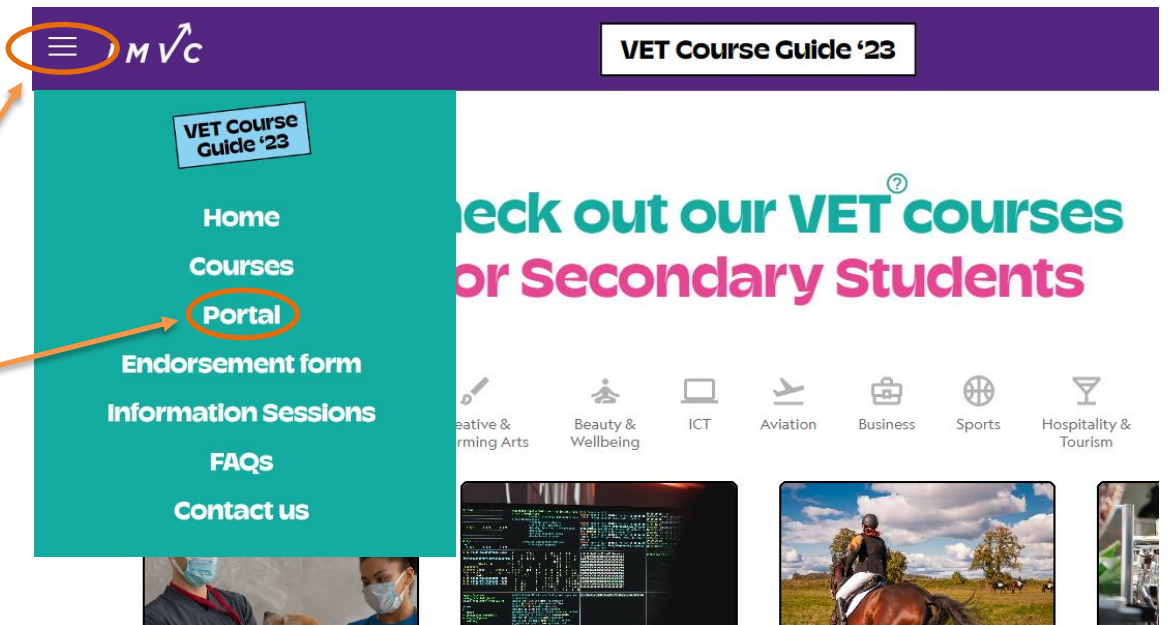


Endless Opportunities

Step 1

Accessing the IMVC Portal

1. Go to the IMVC Course Guide:
<https://courseguide.imvc.com.au/>
2. Select **Portal** from the main menu
Or from the [VET application process](#) page



NOTE: Do not submit an expression of interest for Box Hill Institute courses, schools must apply directly in the Box Hill VET Portal. Students do not need to submit an expression of interest to IMVC. Box Hill Institute will provide your information to IMVC after your school has completed your application. Only applications for Box Hill courses and classes listed in the IMVC Course Guide will be sent to IMVC.

Step 2

Click **Submit a student Expression of Interest**

NOTE: the Submit a student Expression of Interest button will only appear under the IMVC logo while expressions of interest are open. Your school will remind you of the EOI open and close dates or see the [FAQ](#) page.



Before you continue

VET Endorsement Form

Before submitting an expression of interest with IMVC please ensure you have gained approval from your school VET Coordinator and completed a [VET Endorsement Form](#).

(This form is retained by your school as a record of your VET course selection. Your school may use their own VET forms).

VET Course Guide '23

IMVC VET Endorsement Form

(To be retained by secondary school - IMVC does not require this form)

Part 1 - Student details (please print clearly using block letters)

First Name

Last Name

Year Level in 2023 USI/VSN (Compulsory)

Name of the school you currently attend

Home address

Parent mobile Student Mobile

Student Email Address (must be accessible over school holidays)

Gender Female Male Gender Diverse

Pronouns She/Her He/Him They/Them

Date of Birth

Will you be declaring a disability, learning need, or medical condition? Yes No

If Yes, details are captured later when you complete the online Expression of Interest form.
(Please understand, the information collected about your disability, learning need, medical condition, or personal identifying factors assists IMVC and the RTOs to provide a more efficient and supportive environment when delivering the VET programs. If you do not wish to disclose this information, simply check the none of the above/prefer not to say option.)

Step 3

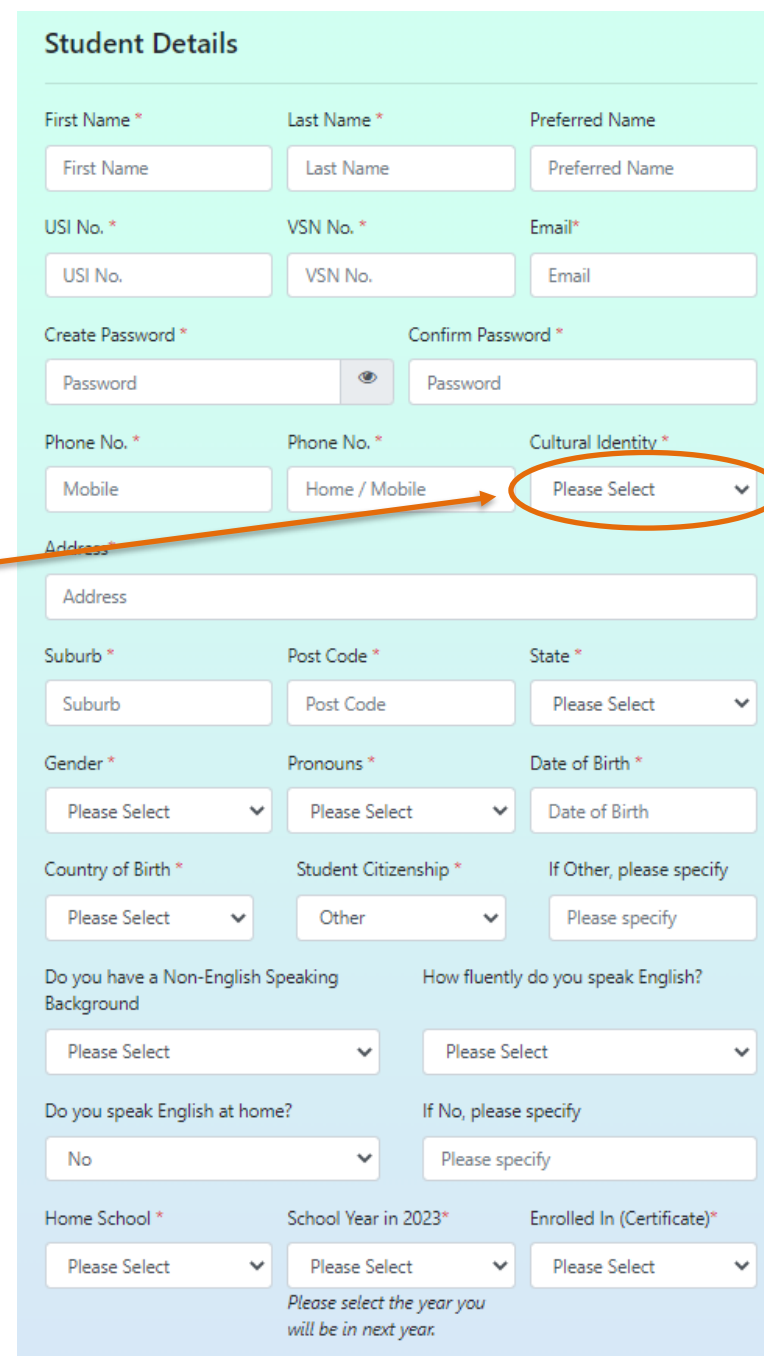
Student Details

Enter your student details, starting with your first and last name. Preferred name is an optional field.

All field marked with a red asterisk * are **mandatory** and must be filled out. Cultural Identify is a mandatory field, if you do not wish to disclose choose “Prefer not to say”. Fields without an asterisk are optional.

All applications that do not meet our application requirements will not be considered and students will not be placed.

IMPORTANT: Student email address must be correct and should be checked regularly throughout Term 4 and whilst undertaking VET.



Student Details

First Name *	Last Name *	Preferred Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Preferred Name"/>
USI No. *	VSN No. *	Email*
<input type="text" value="USI No."/>	<input type="text" value="VSN No."/>	<input type="text" value="Email"/>
Create Password *	Confirm Password *	
<input type="password" value="Password"/>	<input type="password" value="Password"/>	
Phone No. *	Phone No. *	Cultural Identity *
<input type="text" value="Mobile"/>	<input type="text" value="Home / Mobile"/>	<input type="text" value="Please Select"/>
Address*		
<input type="text" value="Address"/>		
Suburb *	Post Code *	State *
<input type="text" value="Suburb"/>	<input type="text" value="Post Code"/>	<input type="text" value="Please Select"/>
Gender *	Pronouns *	Date of Birth *
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Date of Birth"/>
Country of Birth *	Student Citizenship *	If Other, please specify
<input type="text" value="Please Select"/>	<input type="text" value="Other"/>	<input type="text" value="Please specify"/>
Do you have a Non-English Speaking Background	How fluently do you speak English?	
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	
Do you speak English at home?	If No, please specify	
<input type="text" value="No"/>	<input type="text" value="Please specify"/>	
Home School *	School Year in 2023*	Enrolled In (Certificate)*
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>

Please select the year you will be in next year.

Step 4

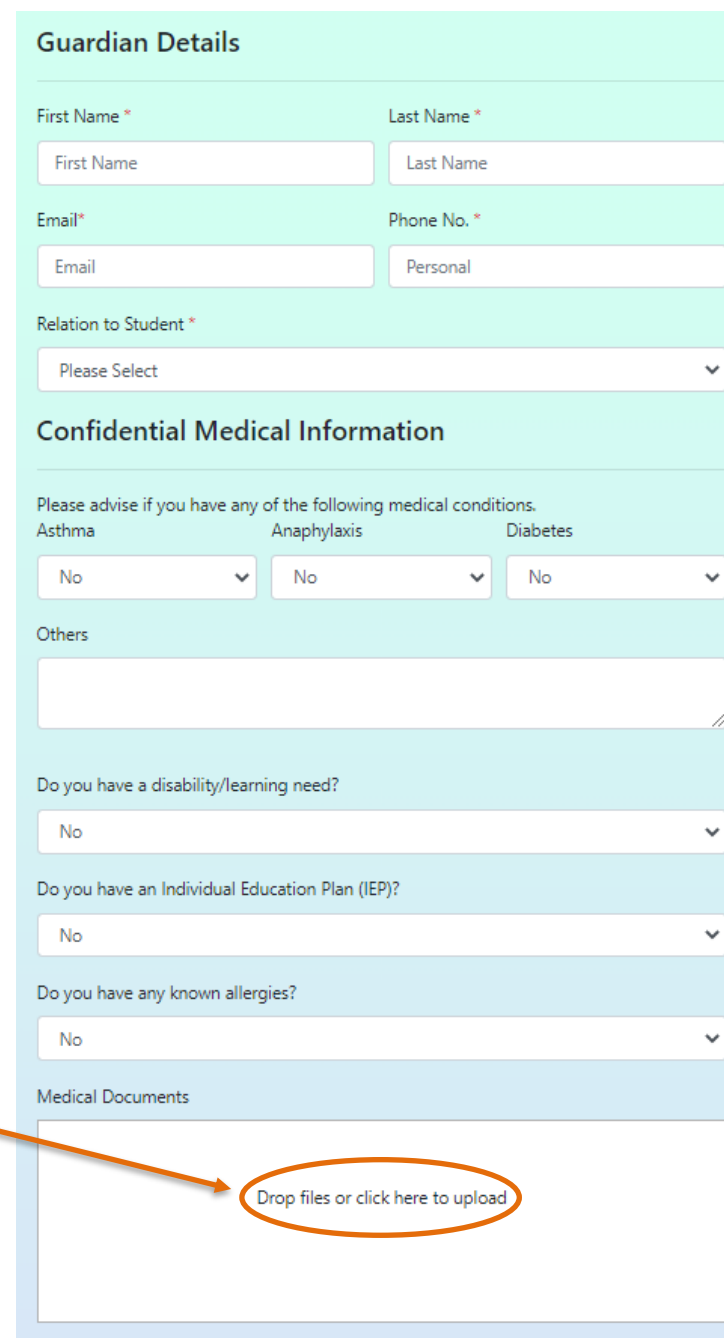
Guardian Details

Guardian details are compulsory, as some Registered Training Organisations (RTOs) will send important information to the guardian in Term 4 or over the end of year break in preparation for the following year. **IMPORTANT:** Guardian email must be correct.

Confidential Medical Information

Providing details about a student's medical condition, disability or learning need is optional; however, can assist IMVC and the other various RTOs to provide a more efficient and supportive environment for students in the delivery of VET programs. If you do not wish to disclose this information, please feel free to not fill out this section. RTOs may request this information during enrolment.

NOTE: Medical documents can be uploaded by clicking or dropping into the box and more than one file can be added. Once files are uploaded, they cannot be removed, click **Cancel** at the bottom of the page or reload the page to start again.



The image shows a screenshot of a web form with a light blue background. The form is divided into two main sections: "Guardian Details" and "Confidential Medical Information".

Guardian Details

- First Name * (text input)
- Last Name * (text input)
- Email* (text input)
- Phone No. * (text input)
- Relation to Student * (dropdown menu with "Please Select" selected)

Confidential Medical Information

Please advise if you have any of the following medical conditions.

Asthma	Anaphylaxis	Diabetes
No	No	No

Others (text input)

Do you have a disability/learning need? (dropdown menu with "No" selected)

Do you have an Individual Education Plan (IEP)? (dropdown menu with "No" selected)

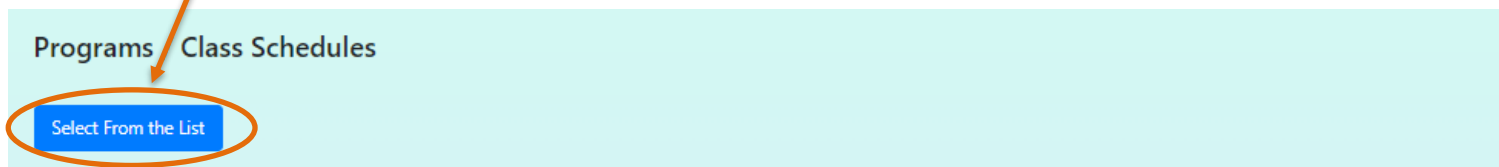
Do you have any known allergies? (dropdown menu with "No" selected)

Medical Documents (text input with "Drop files or click here to upload" circled in orange)

Step 5

Select a Program

Click **Select from the List** to open the list of VET programs.



You can search for VET programs by typing the name in the **Search** box or click through the list at the bottom. Click on the blue **Class** name to select the course.

Program / Class Schedules

Please select from the list of Programs/ Class Schedules by clicking the Class name.

Show 10 entries

Search: kitchen operations path

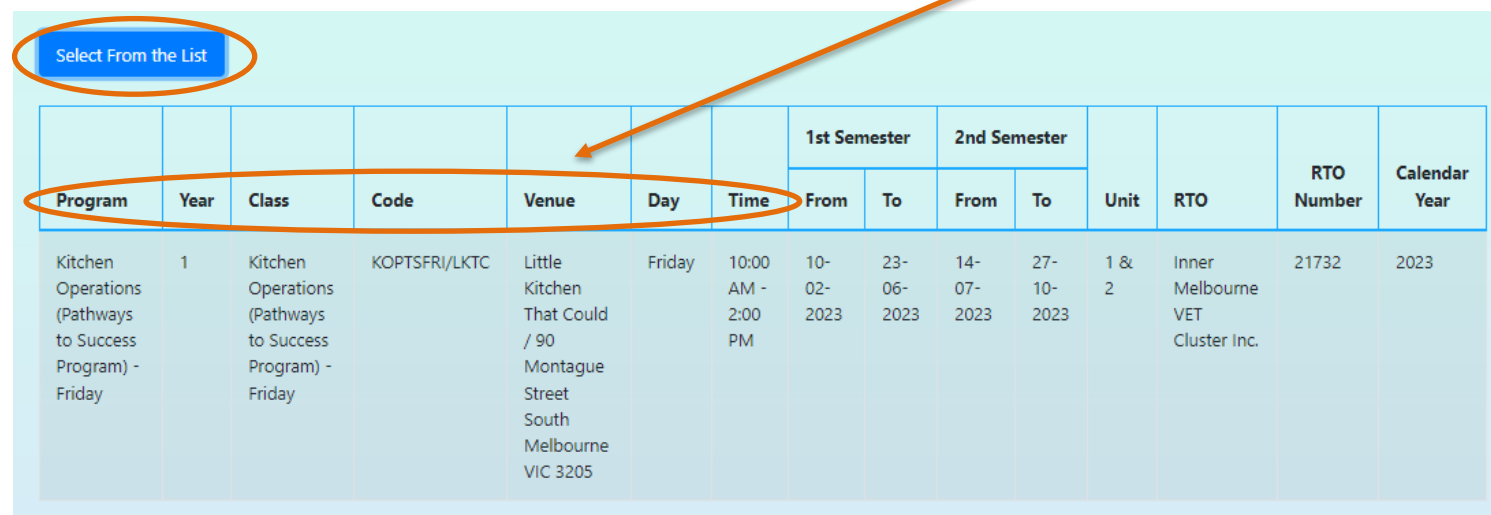
Program	Year	Class	Code	Venue
Kitchen Operations (Pathways to Success Program) - Friday	1	Kitchen Operations (Pathways to Success Program) - Friday	KOPTSFRI/LKTC	Little Kitchen That Could / 90 M
Kitchen Operations (Pathways to Success Program) - Thursday	1	Kitchen Operations (Pathways to Success Program) - Thursday	KOPTSTHU/LKTC	Little Kitchen That Could / 90 M

Showing 1 to 2 of 2 entries (filtered from 151 total entries)

Previous 1 Next

Review

Please review your selection and ensure the **program, year, class, venue, day and time** are correct.



Program	Year	Class	Code	Venue	Day	Time	1st Semester		2nd Semester		Unit	RTO	RTO Number	Calendar Year
							From	To	From	To				
Kitchen Operations (Pathways to Success Program) - Friday	1	Kitchen Operations (Pathways to Success Program) - Friday	KOPTSFRI/LKTC	Little Kitchen That Could / 90 Montague Street South Melbourne VIC 3205	Friday	10:00 AM - 2:00 PM	10-02-2023	23-06-2023	14-07-2023	27-10-2023	1 & 2	Inner Melbourne VET Cluster Inc.	21732	2023

If you need to change your course selection, restart Step 5 by clicking **Select from the List** again.

NOTE: Venues, days, times are current in July 2022, semester dates will be confirmed at enrolment.

If there are any changes to VET courses, they will be published on the [course changes](#) page.

Step 6

Agreement and Acknowledgement

Please read the information collection and privacy statement and provide consent to IMVC.
Tick the “**I consent**” checkbox.

IMVC collect, use, and disclose this information in accordance with the Privacy Act 1988 (Commonwealth), Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). IMVC will distribute only required information to the relevant Vocational Education and Training Delivered to Secondary Students (VETDSS) Registered Training Organisation (RTO), for their follow up during their enrolment process and to assist in providing student support during the VET Program.

Acknowledgement and Agreement:

I give my informed consent to the Inner Melbourne VET Cluster (IMVC) to use this information to report on Government education, training, and employment programs as well as IMVC's programs and services.

I consent

You will receive confirmation of your VET placement in Term 4 2022 from your school's VET Coordinator, or directly from the RTO.

Thank you for submitting your Expression of Interest with IMVC!

When you have completed your application, click **Submit**.

TIP: If you receive the pop-up message “Please complete all required mandatory fields”, click **OK** and check that you have completed all mandatory fields, update any missing details and click **Submit** again.



EOI submitted

Congratulations, you've submitted your Expression of Interest!

You will receive a confirmation email from IMVC.

Next Steps

Your school will be reminded to approve your application in the IMVC Portal and will notify you of any changes to your VET program.

Your school will advise your guardian/you about VET course fees which are usually confirmed in September, advise of any additional application steps and remind you to attend the relevant IMVC [Information Session](#) in Term 4.

Your school or the RTO will confirm your place in VET by the end of Term 4.

Support

If you don't have the information required for the **Student Details** section, please contact your school VET Coordinator.

We recommend you to contact your school to seek advice on VET options and understanding the application process, however, if you're unable to submit your EOI due to a technical issue, please [contact IMVC](#).

