

## STUDENT REGISTRATION ON STUDENTREGO.COM

Each student must register for work placement on the new student registration site **studentrego.com**.

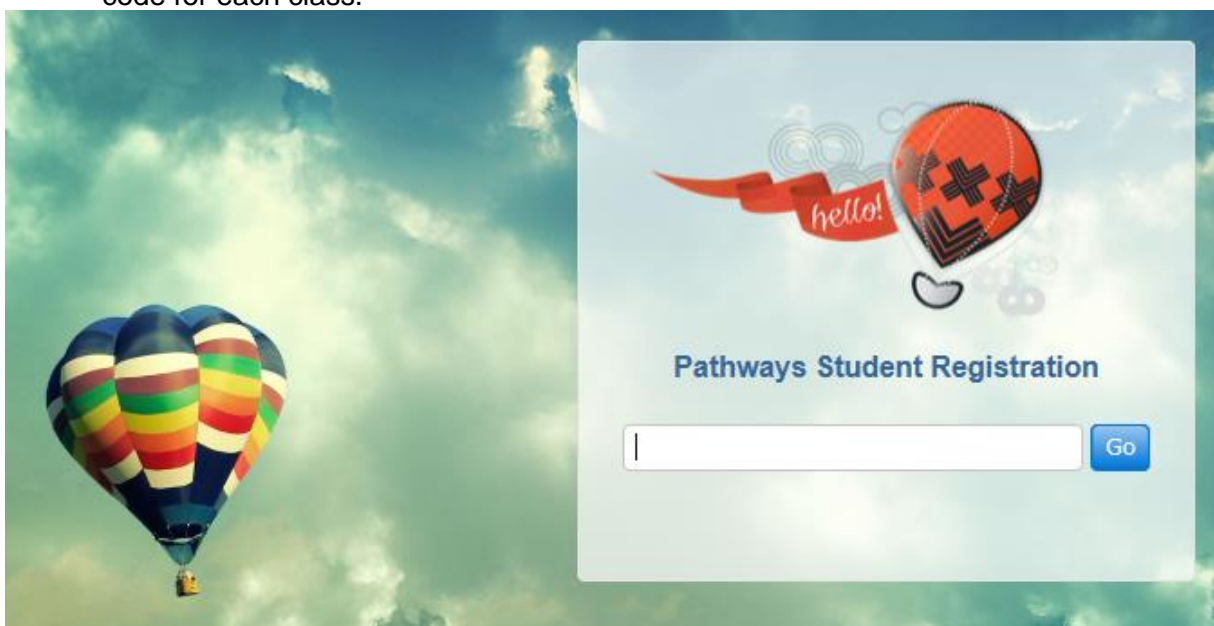
Prior to registration the VET or EVET teacher will receive a **five-digit code** for their class.

All class codes for each school will also be sent to the VET Coordinator.

In order for the class code to be generated, the school must advise their Western Student Connections Work Placement Coordinator of each VET or EVET class by completing **Form 1** in Term 4 or early Term 1.

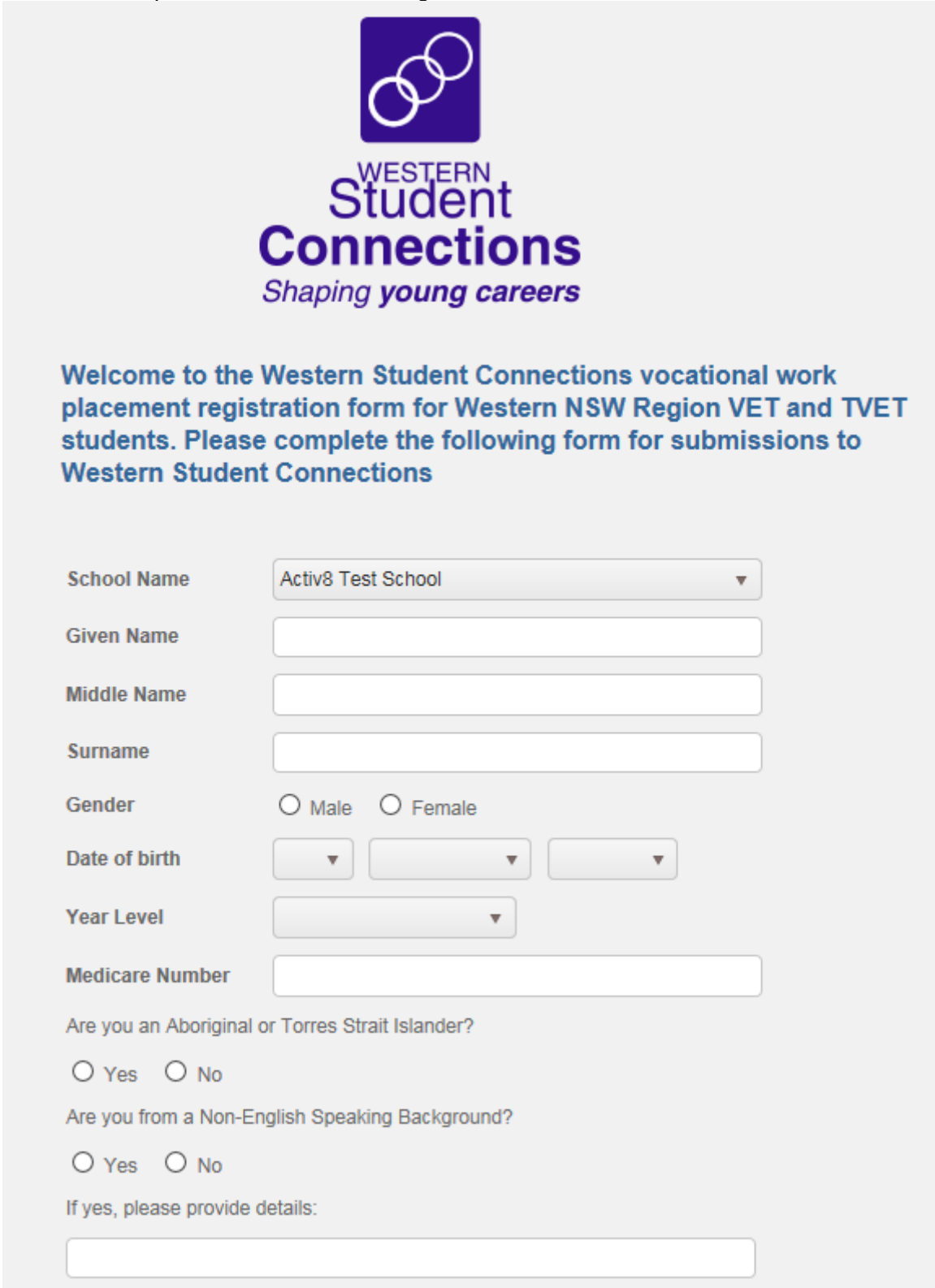
### Steps to follow:

1. Complete Form 1 in Term 4 or early Term 1 advising your WSC Work Placement Coordinator of the VET or EVET classes for the year, and the preferred dates for work placement.
2. The WSC Work Placement Coordinator will then email each teacher their class five-digit code.
3. The WSC Work Placement Coordinator will also send the codes to the VET or EVET Coordinator.
4. Organise your students to attend a computer room and/or have access to a computer.
5. Students use the Internet browser to go to the Student Registration web page – **studentrego.com**.
6. Students enter their class five-digit code and click the GO button. There is a different code for each class.



7. When students complete the online form, they click the AGREE AND SUBMIT button.
8. The student's details are immediately accessible on the WSC Pathways database.
9. The WSC Work Placement Coordinator will generate a report showing each student's responses.
10. The report will be emailed to the VET or EVET teacher for checking data.
11. Please email any errors to your work placement Coordinator.

Below are snapshots of the Student Registration Form:



The screenshot shows the Western Student Connections logo at the top, featuring three overlapping circles in a purple square. Below the logo is the text "WESTERN Student Connections" and the tagline "Shaping young careers".

The main heading reads: "Welcome to the Western Student Connections vocational work placement registration form for Western NSW Region VET and TVET students. Please complete the following form for submissions to Western Student Connections".

The form fields are as follows:

- School Name:** A dropdown menu with "Activ8 Test School" selected.
- Given Name:** A text input field.
- Middle Name:** A text input field.
- Surname:** A text input field.
- Gender:** Radio buttons for "Male" and "Female".
- Date of birth:** Three dropdown menus for day, month, and year.
- Year Level:** A dropdown menu.
- Medicare Number:** A text input field.

Below the form fields are two questions with radio button options:

- Are you an Aboriginal or Torres Strait Islander?  
 Yes  No
- Are you from a Non-English Speaking Background?  
 Yes  No

At the bottom, there is a text prompt: "If yes, please provide details:" followed by a text input field.

### Home Address Details

Home Address

Suburb

State

Postcode

### Phone & Email Details

Home Phone

Your Mobile

Email Address

### Guardian or Parent Contact Details

Given Name

Surname

Guardian Phone

Guardian Mobile

Relationship

### Disability Details

Do you have a disability that may affect your vocational placement?

Yes  No

If yes please list the nature of the disability and any special workplace requirements:

## Medical Details

Do you have a medical condition of which an employer should be aware?

Yes  No

List any special requirements the employer needs to consider during placement

Doctor Name

Doctor Phone

## Emergency Contact Details

Contact Name

Phone/Mobile

## Previous Work Experience or Employment

Please list any work experience or current employment you have done:

1) I request Western Student Connections to obtain a vocational work placement for me using the above information.

2) I have provided all information including my Medicare Number and Emergency Contact details.

2) I have read and accept the information and conditions.

3) I will phone my host to arrange for an interview and signing of the Student Placement Record (SPR) before the placement commences.

4) I will obtain all signatures required for the Student Placement Record (SPR) and return it to my school 1 week prior to my placement. I understand my placement may be cancelled if I fail to return the signed Student Placement Record (SPR).

5) Construction students are advised that they will require White Card Training (NSW) and appropriate OH&S induction before entering workplaces.

Click the button below to indicate you agree with this declaration and to submit your registration form.

Note: if the form doesn't submit scroll up to check that none of the fields are still red, and required data entry.

AGREE AND SUBMIT