

ENROLMENT FORM

BOOKLET TO BE COMPLETED BEFORE ENROLMENT INTERVIEW

Student Name



ENROLMENT APPLICATION FORM

The information sought on this form is required by the College for its own purposes and to answer questions from various Government and Educational Authorities.

Family Information

Family Surname

Mail to: (eg Mr & Mrs Smith)

Residential Address

Suburb

Postcode

Postal Address

(if different to residential)

Suburb

Postcode

Student Details

Surname

First Name

Other Given Name

Preferred First Name

Gender

☐

Male

☐

Female

Date of Birth

Student Mobile

Religion

Student Email

(not a school email)

Previous School

Entry Year Level

(eg 11 or 12)

Enrolment Year

(eg 2024)

USI Number

(Apply here: www.usi.gov.au)

NESA Number

(Available from your current school)

Does the student live independently of Parents/Guardians?

☐

Yes

☐

No

If yes please provide details

Student Nationality

Country of Birth: **Australia** ☐ **Other, please specify**

(Note: being born in Australia does not mean a student is an Australian citizen. If the Birth Certificate indicates that neither parent was born in Australia, further evidence must be provided to determine residency/citizenship)

Indigenous Identifier

Is the student of Aboriginal or Torres Strait Islander origin? ☐ **Yes** ☐ **No**

Aboriginal but NOT Torres Strait Islander origin ☐

Torres Strait Islander but NOT Aboriginal ☐

Both Aboriginal and Torres Strait Islander ☐

If you tick yes to any of the above, you may need to provide evidence confirming your Aboriginality or Torres Strait Islander heritage. This is available by contacting your relevant Land Council.

Does the student speak a language other than English at home? ☐ **Yes** ☐ **No**

If so please, specify the one that is spoken most often

Compulsory Government Requirement

Student Residential Status

(original documents to be sighted and copies to be retained by the College)

Australian Citizen (Naturalisation Certificate or Passport if country of birth is not Australia) ☐

Permanent Resident (Passport if country of birth is not Australia) ☐

Temporary Resident (Passport and visa) ☐

Foreign National with residential status (Passport and visa) ☐

Other/Visitor/Student/Passport/Other/Visa (Passport and visa) ☐

Student Visa

Does the student have a Visa? ☐ **Yes** ☐ **No**

If yes, arrival date in Australia ____/____/____

First school year in Australia

Former Name (If applicable)

(The College must verify eligibility for enrolment of all VISA students with CSO – Human Services Officer prior to an offer of enrolment being made)

Passport Number

Visa Type/Subclass

Passport Nationality

Visa Expiry Date

Passport Expiry Date

(original documents to be sighted and copies to be retained by school)

Student Medical Information

Doctor's Name

Doctor's Phone

The College needs to access information from health professionals about how to manage any allergy or medical condition experienced by the student.

Allergies ☐ **Yes** ☐ **No**

(please specify any known allergies e.g. allergy to nuts, penicillin, insect stings, etc)

Asthma ☐ **Yes** ☐ **No**

Anaphylaxis ☐ **Yes** ☐ **No**

Carries EpiPen or similar ☐ **Yes** ☐ **No**

Medical Conditions

Please specify any medical conditions of which the College should be aware of including any medication taken by the student.

Immunisation History Statement

(NB: Provide a copy of Immunisation Certificate)

The Immunisation History Statement can be obtained via myGov (if a student is over 14 years old they will need to create their own myGov to access the Statement)

Select **ONE** of the following:

☐ Up to Date

☐ Not up to Date

☐ Catch-up Scheduled

☐ Medical Exemption

☐ No Immunisation History Statement Provided

Additional Needs

Indicate whether the student applying for enrolment has any known or emerging Additional Needs:

- Physical Needs** ☐ Yes ☐ No Including hearing/vision impairment
- Medical Needs** ☐ Yes ☐ No Including Autism, ADD/ADHD, acquired brain injury
- Educational Needs** ☐ Yes ☐ No Including language disorder, giftedness, difficulties in basic areas of learning
- Behavioural Needs** ☐ Yes ☐ No **Mental Health Needs** ☐ Yes ☐ No **Other Special Needs** ☐ Yes ☐ No

If you have answered Yes to any of the above, please provide full details of those needs and any intervention/support that the student may be currently receiving (Provide Supporting documentation if available). If insufficient space please attach a sheet.

What accommodations and/or learning adjustments, if any, were provided for your child in his/her previous school?

- Alternative teaching and learning strategies ☐ Signing ☐ A reader or scribe ☐ Additional access to technology ☐
- Modifications to equipment, furniture and learning spaces ☐ Personal carer support ☐ Teacher's Aide support ☐

Please note: If this application is successful it is an essential part of the enrolment contract that the College is advised promptly of any changes to the needs of the student over the course of his/her enrolment. The College will also regularly re-evaluate the student's needs in order to make all reasonable adjustments to best provide for his/her overall needs within the capacity of the College.

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our College. It will assist the College to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

Professional Services

Please tick any of these professional services you have accessed with your child

- ☐ Speech Therapist ☐ Occupational Therapist ☐ Optometrist ☐ Audiometry / Hearing Specialist
- ☐ Psychologist ☐ Counsellor ☐ Physiotherapist ☐ Paediatrician

Health and Safety

To your knowledge, is there anything in your child's history or circumstances (including medical history) which might pose a risk of any type to him or her, other students, or staff at this College? ☐ Yes ☐ No

If yes, please provide a brief description:

Please provide names and contact details of health professionals or other relevant agencies that have knowledge of these issues.

Does your child have any history of violent behaviour? ☐ Yes ☐ No

Does your child have any history of behavioural problems (including verbal bullying)? ☐ Yes ☐ No

Has your child ever been suspended or expelled from any previous school? ☐ Yes ☐ No

If yes, was this for:

- Actual violence to any person **Yes** ☐ **No** ☐ Possession of a weapon or any item used to cause an injury ☐ **Yes** ☐ **No**
- Threats of violence **Yes** ☐ **No** ☐ Intimidation, bullying or harassment of students or staff at a school ☐ **Yes** ☐ **No**
- Illegal drugs **Yes** ☐ **No** ☐ Other (please specify)

This application gives the opportunity to provide information that will facilitate the smooth transition of your child into our College. It will assist the College to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to enrolment may be revised.

Sacramental Information (if applicable)

Sacrament	Date	Parish	Town
Baptism			
Confirmation			
Reconciliation			
Communion			

Siblings attending a School/Pre-School

List all children in your family attending school or pre-school (from oldest to youngest), including applicant.

Name	School/Pre-School	Year/Grade <i>(current calendar year)</i>	Date of birth

Court Orders (if applicable)

Are there any current Court Orders relating to the student? ☐ Yes ☐ No

☐ Yes ☐ No

If yes, copies of these court orders *eg AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders* must be provided

Is there other information you wish the College to be aware of?

Special Circumstances *(if applicable)*

Are there any special circumstances about the student seeking to be enrolled that the College should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state) ☐ Yes ☐ No

If Yes, please provide a brief description of the circumstances.

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Family Details

Residential Structure

☐ Married ☐ De Facto ☐ Divorced ☐ Partner ☐ Separated ☐ Single Parent ☐ Widow ☐ Widower ☐ Independent
(student)

Responsible Person(s) ☐ Parent 1 ☐ Parent 2 ☐ Both Parents ☐ Guardian ☐ Self (student)

Parish (eg St Agnes' Parish)

Parent/Guardian/Carer 1 Details

Title Surname Given Name(s)

Relationship to student

Residential Address

Suburb Postcode

Postal Address
(if different to residential)

Phone Home Phone Work Mobile

Email

Occupation Employer

Parish Name
(e.g St Agnes' Parish)

Parish Town

Parent/Guardian/Carer 1 Occupational Group

Please select from list of parental occupational groups on page 10.

(Home duties/not been in paid employment for last 12 months – Group 8)

Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐ Group 8 ☐

Country of Birth: Australia ☐ or other, please specify

Nationality Religion

Compulsory Government Requirement

What is the highest year of primary or secondary school that the parent/guardian/carers 1 has completed?

(For persons who have never attended school, mark "Year 9 or equivalent or below")

☐ Year 9 or equivalent or below ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 12 or equivalent

What is the highest level of qualification that the parent/guardian/carers 1 has completed? (Mark one box only)

☐ No Non-School Qualification ☐ Advanced Diploma/Diploma
☐ Certificate I to IV ☐ Bachelor Degree or above

Does the parent/guardian/carers 1 speak a language other than English at home?

☐ No, English only ☐ Yes, other please specify

Parent/Guardian/Carer 2 Details

Title	<input type="text"/>	Surname	<input type="text"/>	Given Name(s)	<input type="text"/>
Relationship to student	<input type="text"/>				
Residential Address	<input type="text"/>				
Suburb	<input type="text"/>	Postcode	<input type="text"/>		
Postal Address (if different to residential)	<input type="text"/>				
Phone Home	<input type="text"/>	Phone Work	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>				
Occupation	<input type="text"/>	Employer	<input type="text"/>		
Parish Name (e.g St Agnes' Parish)	<input type="text"/>				
Parish Town	<input type="text"/>				

Parent/Guardian/Carer 2 Occupational Group

Please select from list of parental occupational groups on page 10.

(Home duties/not been in paid employment for last 12 months – Group 8)

Group 1 ☐

Group 2 ☐

Group 3 ☐

Group 4 ☐

Group 8 ☐

Country of Birth: Australia ☐ or other, please specify

Nationality

Religion

Compulsory Government Requirement

What is the highest year of primary or secondary school that the parent/guardian/carers 1 has completed?

(For persons who have never attended school, mark "Year 9 or equivalent or below")

☐ Year 9 or equivalent or below

☐ Year 10 or equivalent

☐ Year 11 or equivalent

☐ Year 12 or equivalent

What is the highest level of qualification that the parent/guardian/carers 1 has completed? (Mark one box only)

☐ No Non-School Qualification

☐ Advanced Diploma/Diploma

☐ Certificate I to IV

☐ Bachelor Degree or above

Does the parent/guardian/carers 1 speak a language other than English at home?

☐ No, English only

☐ Yes, other please specify

Emergency Contact Information (To be used in the event of an emergency if parent/guardian/carers cannot be contacted, eg grandparent or friend)

Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Phone Home	<input type="text"/>	Phone Home	<input type="text"/>
Mobile	<input type="text"/>	Mobile	<input type="text"/>

PERMISSIONS & CONSENT

In dealing with this application, it may be necessary for Newman Senior Technical College, or any part of the Catholic Schools Office, Lismore to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

In accordance with the Enrolment Guidelines and Support Procedures of the Catholic Schools Office Lismore and the Catholic Schools Office Lismore Privacy Policy, permission must be given by the parent/guardian/carer/s of a student to allow the Principal or school representative to contact, collect and record any relevant information (either orally or via documentary material or report) about the child. To comply with the Privacy Amendment (Private Sector) Act 2000 (Cth) and current NSW law I understand that my child's records will be stored in a confidential file, for a period of seven years after he/she has left school. Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012

Student Name	<input type="text"/>	Entry Year <i>(eg 11 or 12)</i>	<input type="text"/>
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PERMISSION TO ACCESS DOCUMENTS ☐ Yes ☐ No

1. I/We consent to the College and the Catholic Schools Office, Lismore gaining access to relevant information about the student to be enrolled that was supplied with the application, held by previous schools, health care professionals or other government agencies.
2. I/We consent to the College and the Catholic Schools Office, Lismore approaching these bodies directly. The information they request may include information related to any of the questions I/We have answered in the application.
3. I/We consent to the release of any relevant information concerning my child including third party information, reports and assessments from appropriate professionals (medical, therapy or education).
4. I/We give permission to teachers and other staff who may be concerned with my child's education, development or welfare to attend case conferences or meetings with Catholic Schools Office Staff and Allied Health Professionals and to share information about my child.

PREVIOUS SCHOOL RECORDS ☐ Yes ☐ No

I/We give permission to the College to access relevant educational and pastoral records held by the previous school/preschool.

PHOTOGRAPH/ VIDEO PERMISSIONS ☐ Yes ☐ No

1. I/We give permission to the College, Catholic Schools Office, Lismore, Dioceses of Lismore Catholic Schools Limited and Catholic Schools NSW to publish internally and externally any college related material by or about my child, including photographs, audio and/or videos in print or digital as promotional, marketing, media and educational material (eg newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation. This permission covers while ever my child is a student at the College and for a period of two years after enrolment ceases.
2. I/We understand that if our child is aged 15 or over that they will also have to give permission.
3. I/We understand and agree that if I/we do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the school in writing.

PERMISSION TO SWIM ☐ Yes ☐ No

I/We give permission to the College to allow my child to swim at school activities provided that the waterway is safe and adequately patrolled by certified life savers.

FIRST AID AND MEDICAL TREATMENT ☐ Yes ☐ No

1. I/We give permission to the College to administer minor and basic first aid if required.
2. I/We give permission to authorise the College staff to seek medical attention for my child should a medical emergency situation arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and;
3. I/We agree to meet all costs.

PERMISSION TO DRIVE TO/FROM SCHOOL ☐ Yes ☐ No

I/We give permission to allow my child to drive to and from College on the understanding that they have a current driver's licence and have read and agreed to the terms and conditions of the College policy and guidelines and that a breach of either may result in the privilege being reversed, amended or revoked.

PARENT/GUARDIAN/CARER ENROLMENT AGREEMENT AND DECLARATION

Agreement between Newman Senior Technical College and the parents/guardians/carers of:

Please insert student name

Agreement and Declarations:

1. I/We acknowledge and understand that this Agreement is in force ONLY after I/we formally accept an offer of enrolment from the College.
2. I/We have read all of the information in the enrolment package.
3. I/We have read and agree to each of the Terms and Conditions of student enrolment as outlined in the online application. Failure to comply may result in the termination of the student/family enrolment.
4. I/We have indicated our permissions/consent for our child in relation to various College matters and agree to indicate to the College in writing if these circumstances change.
5. I/We understand and support the Catholic ethos of the College and agree to abide by the rules and regulations of the College including those pertaining to program of studies, sport, pastoral care, College uniform, discipline and the general operation of the College.
6. I/We undertake not to engage in social media or allow our children to engage in social media that disparages or brings the College or its employees into disrepute. Furthermore, I/we acknowledge the right of the College to suspend or terminate my/our child(ren)'s enrolment from the College in the event that social media statements are made that defames or disparages the College, employees or the Roman Catholic Church.
7. I/We agree to honour the financial commitments required by the College as per the scheduled fees and charges.
8. I/We understand the information that I/we have provided must be kept up to date throughout the period of enrolment eg change of address, court orders.
9. I/We agree to support our child's participation in the religious life of the College (eg College liturgies, retreat programs).
10. I/We agree, if my/our child should require urgent medical treatment, the College staff are authorised to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs.
11. I/We agree to the College's pedagogical methodology, including the use of technology in the delivery of curriculum and other educational outcomes.
12. I/We have read the Standard Collection Notice about the collection and management of the personal information contained in this form.
13. I/We declare that the information provided in this Enrolment Application is, to the best of my/our knowledge and belief, accurate and complete. I/We recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed, amended or revoked.
14. I/We understand that an offer of enrolment from this College does not constitute acceptance into any other Catholic school within the diocese.

Parent/Guardian/Carer 1

Name:

Signature:

Date:

Parent/Guardian/Carer 2

Name:

Signature:

Date:

FEE AGREEMENT AND DECLARATION

Financial Obligation Statement

The Diocese of Lismore Catholic Schools Limited (DLCSL) supports all families with their choice to provide a quality Catholic education for their child/children at a school in the Lismore Diocese. It is important that parents/guardians/carers acknowledge that enrolment at a Catholic school involves a clear obligation to be financially responsible and accountable for the prompt payment of all fees, levies and charges. Accepting this responsibility through the signing of this Fee Payment Agreement is a condition of enrolment.

Fee Payment Agreement and Declaration:

1. I/We acknowledge and understand that this Agreement is in force ONLY after I/we formally accept an offer of enrolment from the College.
2. I/We understand being named in this Fee Payment Agreement I/we agree to abide by the terms of any Schedule of Fees and charges and conditions of payment or fee payment policy issued by the College and will pay punctually, as they fall due, all fees and charges.
3. I/We agree that where more than one parent/guardian/carer is a party to this agreement, each parent/guardian/carer is aware of the fee billing arrangements nominated in this application and that the parties nominated are liable for payment of all fees and charges levied by the College from time to time
4. I/We authorise the College to seek confirmation from any nominated third party fee payer that they are liable fees payable.
5. I/We understand that any changes to the payer's capacity to pay should be notified to the College promptly.
6. Parent(s)/Guardian(s)/Carer(s) must inform the College if there is a change in circumstance since signing the Fee Payment Agreement that would require a new Fee Payment Agreement to be completed by a different person who is to assume the obligation of paying the fees.
7. I/We understand if the fee payer does not sign the document in the presence of a College staff member then the named persons or third parties in relation to fee payment will be contacted to verify their agreement to pay, prior to commencement of enrolment.
8. I/We understand that any special arrangements in relation to school fee payment are to be requested to the College and will form part of this agreement.
9. I/We understand appropriate recovery action may commence after default of fee payment.

Fee Payer 1

Fee Payer 2

NOTE: If both fee payers reside at the same address and fees are to be in joint names please complete **Fee Payer 1 ONLY**, with both names in the Name field of Fee Payer 1 and 100% as the percentage.

Name:

Signature:

Date:

Percentage of Fees to be paid :

Name:

Signature:

Date:

Percentage of Fees to be paid:

Nominated Third Party Fee Payer (if applicable)

Name:

Address:

Email:

Contact number:

Signature:

Percentage of Fees to be paid :

Definitions:

Fee Payment Agreement - means an agreement of the named persons to pay school fees as per the Schedule of Fees provided by the College.

Tuition Fees - means College tuition fees, subject fees and other charges by the College, these could include incidental fees for events, College camps and excursions.

Parent/Guardian/Carer - is the parent(s), legal guardian(s) and/or carer(s) named in the agreement.

PARENTAL OCCUPATIONS DEFINITION

Government Requirement	Parental Occupation is defined as the main work undertaken by the parent/guardian. If a parent/guardian has more than 1 job, report their main job.
Group 1	<p>Senior management in large business organisation, government administration and defence, and qualified professionals.</p> <p>Senior executive/manager/department head in industry, commerce, media or other large organisation.</p> <p>Public Service Manager (Section head or above), regional director, health/education/police/fire services administrator.</p> <p>Other Administrator school principal, faculty head/dean, library/museum/gallery director, research facility director.</p> <p>Defence Forces Commissioned Officer.</p> <p>Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing professional.</p> <p>Business management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer.</p> <p>Air/Sea transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.</p>
Group 2	<p>Other business managers, arts/media/sportspersons and associate professionals.</p> <p>Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.</p> <p>Specialist manager finance/engineering/production/personnel/industrial relations/sales/marketing.</p> <p>Financial services manager bank branch manager, finance/investment/insurance broker, credit/loans officer.</p> <p>Retail Sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency.</p> <p>Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official.</p> <p>Associate professionals generally have diploma/technical qualifications and support managers and professionals.</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional.</p> <p>Business/administration recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager.</p> <p>Defence Forces senior Non-Commissioned Officer.</p>
Group 3	<p>Tradesmen/women, clerks and skilled office, sales and service staff.</p> <p>Tradesmen/women generally have completed a 4year Trade Certificate, usually by apprenticeship.</p> <p>All tradesmen/women are included in this group.</p> <p>Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, and admissions clerk.</p> <p>Skilled office, sales and service staff:</p> <p>Office secretary, personal assistant, desktop publishing operator, switchboard operator.</p> <p>Sales company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher.</p> <p>Service aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel</p> <p>Agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor.</p>
Group 4	<p>Machine operators, hospitality staff, assistants, labourers and related workers.</p> <p>Drivers, mobile plant, production/processing machinery and other machinery operators.</p> <p>Hospitality staff hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper.</p> <p>Office Assistants, sales assistants and other assistants:</p> <p>Office typist, word processing/data entry/business machine operator, receptionist, office assistant</p> <p>Sales, sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker.</p> <p>Assistant/aide trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant.</p> <p>Labourers and related workers.</p> <p>Defence Forces ranks below senior NCO not included above.</p> <p>Agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand.</p> <p>Other worker labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor.</p>
Group 8	<p>Home duties.</p> <p>If the person has not been in paid work in the last 12 months.</p> <p>If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.</p>

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE STUDENT

**CONSIDERING THE COURSE SELECTION GUIDE
IN THE “STEPS TO ENROL” BOOKLET,
PLEASE COMPLETE PATHWAY PLANNER ON PAGE 12,
SUBJECT SELECTION ON PAGE 13 AND
STUDENT ENROLMENT CONTRACT ON PAGE 14.**

PATHWAY PLANNER

To help you think about the future and the best subject selections for you, it is helpful for us to know about you. Consider the following questions to help your enrolment interviewer learn a little more about you.

If you had to pick a favourite subject from your current Year 10 subjects which one would you select?

Is there anything that you are proud of having achieved at school or outside of school? Please provide details:

Is there a particular area of interest or industry you would like to learn more about? If yes, what area are you considering? Yes ☐ No ☐ Unsure ☐

Would you say this is your current career focus? Yes ☐ No ☐ Unsure ☐

Would you be interested in gaining a School-based Apprenticeship or Traineeship (SbAT)? Yes ☐ No ☐ Unsure ☐

If Yes, do you have any contacts or suggestions of potential employers who may consider employing you as an SbAT? Please provide details:

From the list below, which industry area would you like to explore first, as your workplace preference for Term 1 2024. (You can choose up to three if you are unsure or have more than one focus area).

AUTOMOTIVE

- ☐ Light Vehicle
- ☐ Heavy Vehicle
- ☐ Motorcycle

☐ **BUSINESS SERVICES**

CONSTRUCTION

- ☐ Carpentry
- ☐ Tiling
- ☐ Plastering
- ☐ Bricklaying

☐ **EARLY CHILDHOOD EDUCATION & CARE**

☐ **ELECTRICAL**

☐ **FINANCIAL SERVICES**

☐ **FURNITURE MAKING**

HOSPITALITY

- ☐ Cookery
- ☐ Food & Beverage

☐ **HUMAN SERVICES (Aged Care/Nursing)**

☐ **INFORMATION TECHNOLOGY**

MANUFACTURING & ENGINEERING

- ☐ Fabrication
- ☐ Mechanical

☐ **PLUMBING**

☐ **RETAIL SERVICES**

☐ **TOURISM, TRAVEL & EVENTS**

☐ **OTHER**

What is your preferred town/location for workplace?

Is there anything else you would like to discuss, any queries or questions?

Jot them down here so you don't forget to ask in your interview.

YEAR 11 COURSE SELECTION

Points to Remember

- You can refer to the Course Selection Guide in the "Steps to Enrol" Booklet to assist you with your pattern of study
- Choose a total of **12 units** – English, Industry Based Learning and Faith in Action are compulsory
- Students are required to select a minimum of 2 Board Developed subjects indicated by **BDev**

Compulsory Courses

English Standard <input type="checkbox"/> or English Studies <input type="checkbox"/> (please choose one)	2 unit	<input type="text" value="2 unit"/>	A description of the 2 English courses is included in the Enrolment Handbook (Page 25)
Industry Based Learning	1 unit	<input type="text" value="1 unit"/>	
Faith in Action	1 unit	<input type="text" value="1 unit"/>	

Electives

BDev Maths Standard 2 <input type="checkbox"/> or Maths Standard 1 <input type="checkbox"/> (please choose one)	2 unit	<input type="text"/>
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VET Courses

BDev Automotive	2 unit	<input type="text"/>
BDev Business Services	2 unit	<input type="text"/>
BDev Construction	2 unit	<input type="text"/>
BDev Electrotechnology	2 unit	<input type="text"/>
BDev Financial Services	2 unit	<input type="text"/>
BDev Human Services	2 unit	<input type="text"/>
BDev Hospitality (see below)	2 unit	<input type="text"/>

Please choose your Hospitality elective: **Food and Beverage** ☐ or **Cookery** ☐

BDev Information Technology	2 unit	<input type="text"/>
BDev Retail Services	2 unit	<input type="text"/>
BDev Tourism, Travel & Events	2 unit	<input type="text"/>
Early Childhood Education & Care	2 unit	<input type="text"/>
Furniture Making	2 unit	<input type="text"/>
Manufacturing & Engineering	2 unit	<input type="text"/>
Plumbing	2 unit	<input type="text"/>

BDev Students must select a minimum of 2 Board Developed subjects indicated by the blue box to meet HSC requirements

If you wish to study Electrotechnology it is strongly recommended that you also study Mathematics Standard 2

Non-Vet Board Endorsed Courses

Computing Applications (see below)	2 unit	<input type="text"/>
Please indicate your Computing Applications elective: General <input type="checkbox"/> or CAD/CAM <input type="checkbox"/>		
Marine Studies	2 unit	<input type="text"/>
Visual Design	2 unit	<input type="text"/>
Sport, Lifestyle & Recreation	2 unit	<input type="text"/>

Please indicate your Sport, Lifestyle & Recreation elective: **General** ☐ or **Rugby League** ☐

NOTE: Computing Applications and Information Technology **CANNOT** both be selected

TOTAL HSC Units Due to student numbers in some courses, minor changes to curriculum may occur

12 Units

WORKPLACEMENT PREFERENCE for Term 1

Students Signature

Interviewed by

STUDENT ENROLMENT CONTRACT

Student Name

Year/Level

The enrolment of a student at Newman Senior Technical College implies the acceptance of certain responsibilities by the student and a commitment by parents and students to the ethos of the College. As a condition of enrolment each student of the College is required to accept the following conditions and sign the contract accepting responsibility to:

1. Contribute towards a productive working relationship with staff and peers.
2. Comply with directions from staff/teachers and treat all, students and visitors with respect in both manner and speech.
3. Be a positive ambassador for the College at all times.
4. Attend all scheduled classes and activities and complete all class work and homework, as directed by teachers.
5. Participate in team building days, camp activities and the Year 12 retreat (all compulsory).
6. Wear the College uniform correctly on all occasions (only College approved items of clothing are permitted).
7. Maintain an appropriate standard of personal presentation. Keep jewellery to a minimum. No facial jewellery is allowed. Boys are expected to be cleanly shaven.
8. Maintain communication with the Pastoral Care (PC) teachers and Industry Based Learning teachers (IBL) regarding pastoral care, workplacement or any relevant welfare issues.
9. Maintain communication with the College Administration office regarding absences and updated contact details.
10. Provide a Medical Certificate for absences of three consecutive days or more, or in the case of missing assessment tasks or examinations.
11. In the event of an absence from workplace learning, communicate to the College and workplace employer before your designated start time.
12. Follow diligently all the procedures associated with organising Workplace Learning and/or School-based Apprenticeships/Traineeships, including attending to the appropriate documentation.
13. Attend Workplace Learning and/or School-based Apprenticeships/Traineeships on set dates during term and block periods.
14. Wear the industry appropriate clothing in all Vocational Education & Training (VET) practical classes and in the workplace as directed.
15. Maintain a standard of personal presentation appropriate to the workplace.
16. Strictly comply with the College rules regarding driving to school and/or being a passenger in a car driven by another student.
17. Not carry or consume alcohol, tobacco, vapes or drugs on College grounds or at College activities.
18. Use information, communication and technology in accordance with the College Information Technology Usage Agreement as outlined in the Student Diary.
19. Assist with the maintenance of a clean College environment.
20. Keep up to date with College communications including; daily notices, emails and the College Newsletter.

I understand the above conditions of enrolment and agree to abide by them. If I fail to honour these responsibilities, I understand that my enrolment may be immediately suspended or cancelled.

Student Signature:

Date:

TERMS & CONDITIONS OF STUDENT ENROLMENT

Definitions

1. "Agreement" means a Student Enrolment Contract.
2. "College" and "School" mean a school or College administrated by the Dioceses of Lismore Catholic Schools Ltd.
3. "Fees" includes tuition, special or other fees.
4. "Principal" includes any designated appointee who is for the time being carrying out the duties or exercising the authority of the Principal.
5. "Parent/Guardian/Carer" is the parent(s) and/or legal guardian named in the application.
6. "Rules" includes regulations and policies designated by the Principal from time to time.

Parental /Guardian Responsibilities

- 1.1 The parent/guardian/carers accepts that he/she is primarily responsible for the conduct, attitudes and general education of the student while the student is enrolled at a Catholic School/College in the Diocese of Lismore.
- 1.2 The parent/guardian/carers agrees to support the Catholic ethos of the College in the education of the student.
- 1.3 The parent/guardian/carers agrees not to create, or allow other family members to create a social media group/page/space/presence using the College name or logo without written permission from the Principal. Should written permission be granted, a College staff member designated by the Principal must have administration rights to the group/page/space/presence. This staff member however is not expected to act as a moderator for the group/page/space/presence.
- 1.4 The parent/guardian/carers agrees not to engage in social media or allow their children to engage in social media that disparages or brings the College or its employees into disrepute. Further the parent/guardian/carers acknowledges the right of the College to suspend or terminate an enrolment in the event that social media statements are made that defame or disparage the College, employees, the Diocese of Lismore Catholic Schools Limited or the Roman Catholic Church.
- 1.5 The parent/guardian/carers agrees not to post or discuss on social media, issues/incidents/items that involve staff and other students of the College without written permission from the staff member or the other student(s) parent/guardian/carers.
- 1.6 The parent/guardian/carers understands that photographs containing other student(s) must not be posted online without the express consent of the other student(s) parent/guardian/carers where these students are participating in organised College activities or events.
- 1.7 The parent/guardian/carers agrees to show proper care and regard for College property and the property of others.
- 1.8 The parent/guardian/carers agrees to abide by all work, health and safety obligations while on school premises or at a College event.
- 1.9 The parent/guardian/carers agrees to abide by the rules and regulations of the College including those pertaining to the program of studies, sport, pastoral care, College uniform, discipline/welfare and the general operation of the College. The parent/guardian/carers further agrees that he/she will undertake to be conversant with the policies, regulations and dress codes in place at the College and that all rules may be altered or added to at any time by announcement at College assembly, in the newsletter, or by publication on the College website.
- 1.10 The parent/guardian/carers agrees to raise any concerns about the College in accordance with the College and Catholic School Office, Lismore policies and procedures. The parent/guardian/carers further agrees to not make comments about the College or any staff or community member which would bring the College, its staff or community reputation into disrepute or defame or humiliate individual staff members or students.
- 1.11 The parent/guardian/carers agrees to refrain from actions and behaviours that constitute bullying, harassment, vilification and discrimination.
- 1.12 The parent/guardian/carers agrees to refrain from offensive, insulting or derogatory language or conduct.
- 1.13 The parent/guardian/carers agrees to appropriate and lawful behaviour and acceptable standards of dress on College grounds or at authorised College events.
- 1.14 The parent/guardian/carers agrees not to possess, supply, distribute or use alcohol or drugs (illicit and unsanctioned substances) or drug-related equipment while on College grounds or at authorised College events and agrees to support the College in the promotion of a safe drug free environment.
- 1.15 The parent/guardian/carers agrees to provide the College with all information of a medical, psychological or social nature which may be relevant to the student's welfare and education and that this information is kept up to date throughout the period of enrolment.
- 1.16 The parent/guardian/carers will support the pedagogical methodology, including the use of technology in the delivery of the curriculum and other educational outcomes.
- 1.17 The parent/guardian/carers agrees to cooperate with the College in regards to recommendations made relating to the education, health, wellbeing and welfare of the student.

Discipline

- 2.1 The Principal is authorised to initiate whatever reasonable disciplinary measures the Principal deems necessary in relation to the conduct of the student or to suspend the student as a result of any act, omission or behaviour, judged to be sufficiently serious, or to terminate this agreement without notice. This will apply to behaviour on campus, at College events and anywhere else where the student's behaviour reflects adversely on the College.
- 2.2 The parent/guardian/carers indemnifies the College against any loss or damage caused by any failure of the student to comply with the rules.
- 2.3 The College may search lockers, bags and property of the student where it is reasonable and necessary for the College to do so or as part of a search of a place where the College conducts any activities.
- 2.4 The College may confiscate forbidden or dangerous property, including but not limited to illegal substances, alcohol, cigarettes, unauthorised prescription drugs, electronic devices, weapons and other inappropriate material.

Student Activities

- 3.1 The parent/guardian/carers agrees to support the child's participation in the religious life of the College (e.g. College liturgies, retreat programs) and that the student will participate fully in academic, sporting, cultural, pastoral and community activities to the required levels, as designated by the Principal from time to time.
- 3.2 The parent/guardian/carers consents to the student attending and participating in excursions and activities during and out of school hours as required, in accordance with the curriculum. The parent/guardian/carers will ensure that the student is available, if requested, to attend certain events, e.g. swimming, athletics or cross country carnivals.
- 3.3 The parent/guardian/carers consents to the College transporting the student off-site as necessary for any College related activity.

- 3.4 The parent/guardian/carer understands -that the College will use the Compass School Management software to communicate with parents. This communication will be delivered via push notifications, SMS or email.
- 3.5 The parent/guardian/carer understands that the College will use the Compass School Management software to manage events and payments. The application which includes an App, uses an online events module and a digital payment gateway which allows parents/guardians/carers to provide digital approval/consent to attend events without a signature. Payment is considered a form of consent. Only one parent/guardian/carer consent is required.

Risk and Insurance

- 4.1 The College accepts no liability for the loss of personal effects while the student is on site or participating in activities off site.
- 4.2 The College does not insure the student's property of any description. It is the responsibility of the parent/guardian/care to take action in this respect if the parent/guardian/carer considers insurance cover to be desirable.
- 4.3 The College provides limited personal accident insurance for the student (through Catholic Church Insurance CCI) and recommends that where further cover is required, the parent take out such cover.
- 4.4 The parent/guardian/carer will be responsible for all breakages and damage to College property caused by the student

Fees

- 5.1 The parent/guardian/carer agrees to abide by the terms of any schedule of fees and charges and conditions of payment or fee payment policy issued by the College and will pay punctually, as they fall due, all fees and charges.
- 5.2 Where more than one parent/guardian/carer is a party to this agreement, each parent/guardian/carer is aware of the fee billing arrangements nominated in this application and that the parties nominated are liable for payment of all fees and charges levied by the College from time to time.
- 5.3 Appropriate recovery action may commence after default of fee payment.

Privacy

- 6.1 The parent/guardian/carer agrees to the Standard Collection Statement as contained in this Enrolment Application and agrees to its terms including alterations made from time to time.
- 6.2 The Diocesan Privacy Policy is available on the Catholic Schools Office, Lismore website.

Miscellaneous

- 7.1 The parent/guardian/carer agrees to provide accurate and timely information which includes a reason in relation to student non-attendance, late arrival and early departure. If the student is unable to attend school through illness or other reasonable excuse, the parent/guardian/carer will inform the College through the appropriate means on the morning of the absence. The parent/guardian/carer will notify the College in writing of any extended absences for whatever reason. The College reserves the right to mark a student as absent - unaccepted where the reason for the absence is deemed inappropriate.
- 7.2 If any medical or other emergency arises in which the Principal considers it impossible or impractical to communicate with the Parents/Guardians/Carers Emergency Contacts of the student, the Principal or his designated appointee is authorised to act as he/she may think necessary or expedient having regard to the best interests of the student and the student's health, safety and protection.
- 7.3 The College will promote the best interests of the student at all times and will remain impartial in the event of any matrimonial or custodial disputes. Generally, the College has no obligation and is not responsible for enforcing a parenting or other applicable Court Order, for example, monitor which parent/guardian/carer is scheduled to collect a child after the conclusion of school. The parent/guardian/carer will refrain from asking the College to intervene or be involved in any parenting proceedings.
- 7.4 Where more than one parent/guardian/carer is a party to this agreement the College may act on the instruction of the residential Parent/Guardian at the time unless a valid order of the Court states otherwise.
- 7.5 The College reserves the right in its sole subjective discretion to place the student in a class which it believes is appropriate.
- 7.6 The Principal and the Catholic Schools Office, Lismore each have the right at their discretion to close the College during any emergency which affects the College, during such time and in such circumstances as the Principal and Catholic Schools Office, Lismore think fit without creating any right to a refund of any fees paid or payable.
- 7.7 The Principal and Catholic Schools Office, Lismore has complete discretion to decline to continue the enrolment of the student at the commencement of any school year or following a serious incident.
- 7.8 The College may survey and interview students and parents/guardians/carers for the purpose of its own research in accordance with the Standard Collection Notice.
- 7.9 The parent/guardian/carer acknowledges the right of the College to suspend or terminate an enrolment for any breach of this enrolment agreement.

These terms and conditions are subject to alteration from time to time. Any alterations will be notified to parents/guardians/carers in writing. Continuing enrolment of a student at the College following the receipt of such notice shall be deemed to constitute acceptance of the revised terms and conditions. Signing the Enrolment Agreement and Declaration and the Fee Payment Agreement and Declaration (on the following pages) constitutes agreement with the terms and conditions above.

Please note: Acceptance of this application for enrolment is subject to the approval of the College's Enrolment Committee.

STANDARD COLLECTION NOTICE

1	The College (the Diocese both independently and through its schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2	Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3	Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.
4	Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5	If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6	The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Schools New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7	The College from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the College's legal obligations under Part 5A of the <i>Education Act 1990</i> (NSW).
8	The College may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
9	Personal information collected from students is regularly disclosed to their parent/guardian/carer. On occasions personal information disclosed to a College counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a student of the College.
10	Schools and Colleges may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
11	The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12	Parent/guardian/carer may seek access to personal information collected about them and their son/daughter by contacting the College principal. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student or where students have provided information in confidence.
13	The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
14	The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
15	On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines and on the College's intranet. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the student's parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as the internet.
16	If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

