



# HEATLEY SECONDARY COLLEGE

ADULT LEARNING CENTRE & TCTC

## ENROLMENT PROCESS

		Done
1	Pick up an enrolment pack from the Administration Office at the corner of Fulham Road and Hanlon Street in Heatley	<input type="checkbox"/>
2	<p>Read the Enrolment Handbook</p> <p>Read the appropriate course booklet from the following list which are enclosed in your enrolment pack;</p> <ul style="list-style-type: none"> <li>• 2022 Senior Course Guide</li> <li>• 2022 TCTC Course Guide</li> <li>• 2022 Pathways Prep Program</li> </ul>	<input type="checkbox"/>
3	<p>Complete the following forms <b>prior</b> to the Enrolment Interview</p> <ul style="list-style-type: none"> <li>• Application for Enrolment</li> <li>• Enrolment Agreement</li> <li>• ICT Responsible Use</li> <li>• Guidance Officer Consent Form</li> <li>• State School Consent Form</li> <li>• USI Number Form (if enrolling in a Certificate Course)</li> <li>• Criminal History Check Consent Form - if you are over the age of 18. You will also have to pay \$27.15 for processing (after the interview)</li> </ul>	<input type="checkbox"/>
4	Ring 07 4726 8333 to book an enrolment appointment to meet with the Head of Department for the Adult Learning Centre or Townsville Creative Technologies Centre	<input type="checkbox"/>
5	<p><b>Attend Interview – and Bring ID</b></p> <ul style="list-style-type: none"> <li>• Must bring completed paperwork to the interview</li> <li>• You must bring proof of identity documentation to your interview. This may be a birth certificate, drivers licence, passport, etc. If you are currently on a Visa, then you will need to bring a copy of this as well</li> <li>• Pay for the Criminal History Check \$27.15</li> </ul>	<input type="checkbox"/>
6	On advice of positive notice of Criminal History Check (if required) arrange for payment of fees	<input type="checkbox"/>
7	Purchase equipment & text books (as required)	<input type="checkbox"/>
8	Collect ID Card from the Administration Office before attending class	<input type="checkbox"/>



# HEATLEY SECONDARY COLLEGE

## ADULT LEARNING CENTRE & TCTC

### 2022 Enrolment Survey

Full Name: \_\_\_\_\_

#### How did you hear about us?

- |                                   |  |  |                                       |   |
|-----------------------------------|--|--|---------------------------------------|---|
| <input type="checkbox"/> Radio    | <input type="checkbox"/> Internet Search     | <input type="checkbox"/> Word of Mouth           | <input type="checkbox"/> Social Media | <input type="checkbox"/> Current School |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Information Session | <input type="checkbox"/> Signage from Heatley SC | <input type="checkbox"/> Employer     | <input type="checkbox"/> Career Advisor |

#### What subjects do you intend to enrol into?

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#### What is the reason you are enrolling with the Adult Learning Centre, or TCTC?

- To improve the chances of gaining employment
- To join the Defence force or Police, or to progress your current position within the Defence Force
- Personal or Academic Satisfaction
- University, or Higher Education, Entry
- Improving work skills

#### How important is it for you to succeed in this course of study?

- It must be done! Only circumstances beyond my control would prevent me from finishing
- High Priority
- It is important, but I have other important commitments as well
- It would be nice to complete this course
- My parents and/or guardians want me to study
- Need to study for Centrelink

#### What do you see yourself doing once you have successfully completed this course?

- Studying at University
- Completing other education (other than University)
- Joining the Workforce
- Being satisfied that I completed the course
- Using the information that I have learnt to progress at my place of work

How confident are you that you will complete this course?	1	2	3	4	5
How difficult do you believe this course will be for you?					
Do people close to you support your decision to study, or return to study?					
To what extent do you take personal responsibility for your study?					
How frequently are you prepared to attend your scheduled lessons?					
How committed are you to bring all your materials to your lessons? Including the purchase of textbooks					

Do you know where to purchase your textbook and any other required materials?

- Yes  
 No

If you do miss class at any stage during your enrolment, how do you plan to catch up on missed classwork?

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Do you have a study area at home that includes a desk?

- Yes  
 No

Are you aware of the cost to study your chosen subjects?

- Yes  
 No Please let me know more information

Smoking is prohibited on Government School Grounds. Are you aware of the current legislation surrounding smoking on Government property?

- Yes  
 No

If you are under the age of 18, please describe in detail why you are not attending regular or mainstream school.

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Are you likely to be unable to attend classes due to work or other commitments?

- Yes Details of commitments? \_\_\_\_\_  
 No

Have you spoken to a Guidance Officer or a Careers advisor about the best path for you and your plans?

- Yes  
 No I will get in touch with them to discuss any requirements.

Do you have any queries relating to any aspect of your enrolment with Adult Learning Centre, or the course you have chosen to enrol into?

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## Application for student enrolment form

### INSTRUCTIONS

Please refer to the Application to enrol in a Queensland state school information sheet at the end of this form when completing this application. Completion and submission of this application form to the school does not confirm enrolment. The school will notify you of the outcome of your application as soon as practicable.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application. These questions and your consent are considered necessary to ensure the school can undertake its administrative and care responsibilities.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

### PRIVACY STATEMENT

The Department of Education (DoE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (Qld) (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld).

Personal information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, gender and indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

### PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name	Preferred given names		
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____/____/____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Enrolment may not be approved without enrolling staff sighting the prospective student's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. prospective student born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate.</p> <p>The requirement to sight the birth certificate does not apply where the prospective student has been previously enrolled in a state school and a birth certificate has been sighted.</p> <p>For international students approved for enrolment by EQI, a passport or visa will be acceptable.</p>	
For prospective mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Prospective mature age students must provide photographic identification which proves their identity:</p> <ul style="list-style-type: none"> <li>• current driver's licence; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document.

Date of publication 29/04/2021

APPLICATION DETAILS				
Has the prospective student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the prospective student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____/____/____	Please provide the proposed starting date for the prospective student at this school.		
Does the prospective student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____/____/____
			School	

INDIGENOUS STATUS	
Is the prospective student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander

FAMILY DETAILS		
Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to prospective student*		
Is the parent/carer an emergency contact?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 1 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 last occupation. If parent/carer 1 has not been in paid work in the last 12 months, enter '8'.)	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form. If parent/carer 2 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 last occupation. If parent/carer 2 has not been in paid work in the last 12 months, enter '8'.)
Employer name		
Country of birth		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAMILY DETAILS (continued)					
Parents/carers	Parent/carer 1			Parent/carer 2	
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')					
Address line 1					
Address line 2					
Suburb/town					
State		Postcode		Postcode	
Parent/carer school education	What is the <i>highest</i> year of schooling parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')			What is the <i>highest</i> year of schooling parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	
Year 9 or equivalent or below	<input type="checkbox"/>			<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Year 12 or equivalent	<input type="checkbox"/>			<input type="checkbox"/>	
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?			What is the level of the <i>highest</i> qualification parent/carer 2 has completed?	
Certificate I to IV (including trade certificate)	<input type="checkbox"/>			<input type="checkbox"/>	
Advanced Diploma/Diploma	<input type="checkbox"/>			<input type="checkbox"/>	
Bachelor degree or above	<input type="checkbox"/>			<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>			<input type="checkbox"/>	

COUNTRY OF BIRTH*	
In which country was the prospective student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify country) _____ Date of arrival in Australia ____/____/____
Is the prospective student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of the prospective student's immigration status to be completed)

PROSPECTIVE STUDENT LANGUAGE DETAILS	
Does the prospective student speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____

EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS (to be completed if this person is NOT an Australian citizen)*	
<input type="checkbox"/> Permanent resident	Complete passport and visa details section below
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____      Date enrolment approved to: ____/____/____ EQI receipt number: _____
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below. Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
<input type="checkbox"/> Other, please specify _____	

**EVIDENCE OF PROSPECTIVE STUDENT'S IMMIGRATION STATUS\*** (continued)

Passport and visa details (to be completed for a prospective student who is NOT an Australian citizen).

**NOTE:** A permanent resident will have a visa grant notification with an indefinite stay period indicated.

For prospective students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY**

Where does the prospective student come from?	<input type="checkbox"/> Queensland <input type="checkbox"/> interstate <input type="checkbox"/> overseas
Previous education/activity	<input type="checkbox"/> Kindergarten <input type="checkbox"/> School <input type="checkbox"/> VET <input type="checkbox"/> Home education <input type="checkbox"/> Full-time employment <input type="checkbox"/> Part-time employment <input type="checkbox"/> Other
Please provide name and address of education provider/activity provider/employer	

**RELIGIOUS INSTRUCTION\***

From Year 1, the prospective student may participate in religious instruction if it is available. If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction. Parents/carers may change these arrangements at any time by notifying the principal in writing.	Do you want the prospective student to participate in religious instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes', please nominate the religion: _____
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**PROSPECTIVE STUDENT ADDRESS DETAILS\***

Principal place of residence address			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Email			

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted. At least one emergency contact must be provided)\*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

**PROSPECTIVE STUDENT MEDICAL INFORMATION** (including allergies)\***Privacy Statement**

The Department of Education (DoE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DoE will not use this information to make a decision about a prospective student's eligibility for enrolment. The information will only be used by authorised employees of the department and DoE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that the school is advised before the prospective student's first day of attendance if the prospective student has any medical conditions. The school administration staff must also be informed of any new medical conditions or a change to medical conditions as soon as they are known.

Should the prospective student need to take routine medication during school hours, the Parent consent to administer medication at school form must be completed before school staff can administer medication. All medication must be provided in the original container with a pharmacy label providing clear instructions for administration. For emergency medication the school will also require a doctor's letter containing detailed instructions and/or a signed Action Plan / Emergency Health Plan. Parent consent and health plans must be reviewed annually. All original documentation will be retained at the office and copies of Action or Emergency Health Plans kept with the student.

No known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of medical condition categories provided)			
Does the prospective student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions.	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify		
Name of prospective student's medical practitioner (optional)	Contact number of medical practitioner		
Medicare card number (optional)	Position Number		
Cardholder name (if not in name of prospective student)			
Private health insurance company name (if covered) (optional)	Private health insurance membership number (leave blank if company name is not provided)		
I authorise school staff to contact the prospective student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the prospective student may be on an excursion or sporting event), and to provide Medicare card details if required? (answer only if medical practitioner and Medicare card details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No

**COURT ORDERS\*****Out-of-Home Care Arrangements\***

Under the *Child Protection Act 1999*, when a Child Protection Order is approved by the Children's Court, the child is placed in out-of-home care (OOHC). Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.

Is the prospective student identified as residing in out-of-home care?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what are the dates of the court order? Please provide a copy of the court order and/or the Authority to Care.	Commencement date	/ /	
	End date	/ /	
Contact details of the Child Safety Officer (if known)	Name		
	Phone number		



COURT ORDERS* (continued)		
<b>Family Court Orders*</b>		
Are there any current orders made pursuant to the <i>Family Law Act 1975</i> concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /
<b>Other Court Orders*</b>		
Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /

APPLICATION TO ENROL*			
I hereby apply to enrol my child or myself at _____			
I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.			
	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only							
Enrolment decision		Has the prospective student been accepted for enrolment? <input type="checkbox"/> Yes <input type="checkbox"/> No (applicant advised in writing)					
		If no, indicate reason: <input type="checkbox"/> Does not meet School EMP or Enrolment Eligibility Plan requirements <input type="checkbox"/> Prospective student is mature age and school is not a mature age state school <input type="checkbox"/> Does not meet Prep age eligibility requirement <input type="checkbox"/> Prospective student is subject to suspension from a state school at the time of enrolment application <input type="checkbox"/> Does not meet requirements for enrolment in a state special school <input type="checkbox"/> Does not have an approved flexible arrangement with the school <input type="checkbox"/> School does not offer year level prospective student is seeking to be enrolled in <input type="checkbox"/> Prospective student has no remaining semester allocation of state education					
Date enrolment processed	/ /	Year level		Roll Class		EQ ID	
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No			Birth certificate/passport sighted, number recorded and DOB confirmed		<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the prospective student over 18 years of age at the time of enrolment?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, is the prospective student exempt from the mature age student process?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, has the prospective mature age student consented to a criminal history check?		<input type="checkbox"/> Yes <input type="checkbox"/> No					
School house/team				EAL/D support		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EQI category				SV – student visa TV – temporary visa DS – dependent – parent on student visa		EX – exchange student DE – distance education	



## Enrolment Agreement – Heatley Secondary College – ALC & TCTC

Heatley Secondary College provides a safe, welcoming and inclusive environment that empowers students to excel as the leaders of tomorrow. We develop a community of compassionate, resilient and proud learners that embrace diversity and are responsible and active global citizens. At Heatley Secondary College we are committed to:

- **Heatley Proud Culture**

We are proud of our achievements, our contribution to the community, and celebrate our diversity.

- **Belonging**

We nurture the social, emotional, intellectual and physical wellbeing of all to ensure a deep connection to, and care for, our community.

- **Learning**

Engaging and challenging learning experiences ensure our students are developing as independent and interdependent learners equipped with the organisational and 21st century skills for a successful future. We reflect on our past to shape our future.

- **Leadership**

We develop leadership potential and nurture the unique characteristics of every individual through both formal and informal leadership opportunities. We see leadership as an opportunity to serve the community and are inspired to be Heatley Proud Learners every day.

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Heatley Secondary College – ALC & TCTC.

### ***Responsibility of student to:***

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from teachers and the Principal
- abide by school rules/expectations as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items)
- meet homework requirements
- respect the school property.

### ***and for those students who are over 18:***

- advise the school as soon as possible if you are unable to attend school and the reason/s why
- keep the school informed of any changes to your contact details, such as home address, email address and phone number
- ensure the school is aware of any changes to your medical details.

**Uncontrolled copy.** Refer to the Department of Education Policy and Procedure Register at <https://ppr.qld.gov.au/pp/enrolment-in-state-primary-secondary-and-special-schools-procedure> to ensure you have the most current version of this document.

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**Responsibility of parents to (for students who are Under 18)**

- ensure your child attends school on every school day for the educational program in which they are enrolled
- advise the school as soon as possible if your child is unable to attend school and reason/s why (e.g. child is sick)
- attend open meetings for parents
- let the school know if there are any problems that may affect your child’s ability to learn
- ensure your child completes homework regularly in keeping with the school’s homework policy
- treat all school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school’s instructions regarding access to school grounds before, during and after school hours
- advise Principal if your child is in out-of-home care
- keep school informed of any changes to your contact details or your child’s details, such as home address, email address and phone number
- ensure the school is aware of any changes to your child’s medical details

**Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups of students
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society for students
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set high standards in work and behaviour
- clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the Student Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- notify parents of an unexplained absence of their child as soon as practicable on the day of the student’s absence (allowing time for parents to respond prior to the end of the school day)
- deal with complaints in an open, fair and transparent manner in accordance with departmental policy, Customer complaints management
- treat students and parents with respect.

I accept the rules and regulations of Heatley Secondary College as stated in the Enrolment Handbook as found in the enrolment package that have been provided to me as follows:

- Assessment Policy
- Behaviour Expectations
- Dress Code
- Refund Policy

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Heatley Secondary College:

.....

.....

.....

Date:.....

Date:.....

Date:.....

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## Parental occupation groups for use with parent/carer details

### Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.  
**Public service manager** [section head or above], regional director, health/education/police/fire services administrator  
**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]  
**Defence Forces** commissioned officer  
**Professionals** generally have degrees 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  
**Health, education, law, social welfare, engineering, science, computing professional**  
**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]  
**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller].

### Group 2: Other business managers, arts/media/sportspeople and associate professionals

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business  
**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]  
**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]  
**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]  
**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]  
**Associate professionals** generally have diploma/technical qualifications and support managers and professionals  
**Health, education, law, social welfare, engineering, science, computing technician/associate professional**  
**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]  
**Defence Forces** senior Non-Commissioned Officer.

### Group 3: Tradespeople, clerks and skilled office, sales and service staff

**Tradespeople** generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group  
**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, admissions clerk]  
**Skilled office, sales and service staff:**  
**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]  
**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]  
**Service** [aged/disabled/refugee/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor].

### Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

**Drivers, mobile plant, production/processing machinery and other machinery operators**  
**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]  
**Office assistants, sales assistants and other assistants:**  
**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]  
**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]  
**Assistant/aide** [trades' assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]  
**Labourers and related workers**  
**Defence Forces** ranks below senior NCO not included above  
**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]  
**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor].

### Group 8: Have not been in paid work in the last 12 months

## State schools standardised medical condition category list

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/fung/breathing - Oxygen required (continuously/periodically)
Airway/fung/breathing - Suctioning
Airway/fung/breathing - Tracheostomy
Airway/fung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Asthma – student self-administers medication
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

## Application to enrol in a Queensland state school

This sheet contains information on how to complete the Application for student enrolment form (SEF-1 Version 8).

### Entitlement to enrolment

Under the *Education (General Provisions) Act 2006 (Qld)* a state school must enrol a prospective student if they are entitled to enrolment. While not exhaustive, the following matters may affect a prospective student's entitlement to enrol in a state school:

- if the school has a School Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a prospective mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All prospective mature age students must have a remaining allocation of state education.)
- the prospective student is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the prospective student has been excluded, or is subject to suspension from a state school at the time of the application
- the school principal reasonably believes that the prospective student presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to the Director-General)
- the school is a state special school and the prospective student does not meet the criteria for enrolment in a special school
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the *Education (General Provisions) Act 2006 (Qld)*, and the arrangement has not yet been approved
- the prospective student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the prospective student must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)
- the school does not offer the year level that the prospective student should be enrolled in
- the prospective student has no remaining semester allocation of state education. Enrolment cannot proceed until additional semesters are applied for by the prospective student (or parent on their behalf) and granted.

### Prospective student

A prospective student is a person who has applied to enrol at a state school but who has not yet been accepted for enrolment.

### Parent's occupation and education

All parents across Australia, no matter which school their child attends, are asked to provide information about family background (answering this question is optional). The main purpose of collecting this information is to promote an education system which is fair for all Australian students regardless of their background.

### Court Orders

Any court orders concerning the prospective student's welfare, safety or parenting arrangements should be provided to the school, and the school should also be provided with any new or updated orders.

### Name on enrolment form

A prospective student should be enrolled under their legal name as per their birth certificate. There is provision to also record a preferred family and/or given name. The preferred name will be used on internal school documents such as class rolls. The legal name will appear on semester reports unless there is a specific request to use the preferred name only. This request can come from parents/carers or the student (if the student is independent/mature age).

### Gender

Information about gender is supplied to the Federal Government to comply with State funding agreements. The gender category with which a person identifies may not match the sex they were assigned at birth. There is no requirement for a student's gender recorded on this form to align with the sex shown on their birth certificate or passport.

### Religious Instruction

Religious instruction is a program approved and provided by a religious denomination or religious society. Other instruction relates to part of a subject area that has been covered within the curriculum and may include, but is not limited to, personal research and/or assignments, revision of class work, and wider reading. Information about religious instruction available at the school, and about other instruction, is provided by the school at the time of enrolment and on the school's website.

# Prospective mature age student Criminal history check consent form

## Privacy Notice

The Department of Education (DoE) is collecting the information on this form in accordance with s.155B and Chapter 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA), for the purposes of obtaining your consent to carry out a criminal history check and for assessing your application for enrolment as a mature age student at a mature age state school. The information will only be used and dealt with in accordance with Chapters 8 and 8A and s.426 of the EGPA.

Personal information collected with the form will be disclosed by DoE to the Queensland Police Service in order to carry out a **national criminal history check**. If applicable, the Queensland Police Service will liaise with the police services of other Australian States and Territories in carrying out this check. Personal information collected with this form may also be disclosed to third parties with your consent or as permitted or required under a law. The personal information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact your school in the first instance. Note: any criminal history information obtained from the Queensland Police Service as a result of the criminal history check will be dealt with in accordance with ss.175H, 175I and s.426 of the EGPA.

An application for the enrolment of persons over the age of 18 years as a mature age student at a mature age state school must include the applicant's consent for the school principal to obtain the applicant's criminal history and must be accompanied by the criminal history check fee of \$27.15 under s.155B of the *Education (General Provisions) Act 2006* (Qld).

Please note that you are **not** considered a mature age student if:

- i. you turn 18 years of age while at a Queensland or interstate school and are a continuing student; or
- ii. you were previously enrolled in a state or non-state school in Queensland or interstate (and on the last day of enrolment there you were under 18 years of age) and the period between your last day of attendance at the previous school and your proposed first day of attendance at the school indicated on your enrolment form is not more than 12 months (which may need to be verified with previous school); or
- iii. you hold a current student visa (certified copy of visa is required).

## PART A SCHOOL DETAILS (MUST BE COMPLETED BY THE SCHOOL)

Name of school: Heatley Secondary College	
School contact person: Mrs Jennifer Dawes	Position: Head of Department – Senior Schooling & Adult Learning
Phone: 07 4726 8333	School's mature age student inbox email address: admin@heatleysc.eq.edu.au
Name of principal: Mr Murray James	

## PART B APPLICANT DETAILS (MUST BE COMPLETED BY THE APPLICANT)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Other (please specify):	
Given name:	Middle name/s (indicate if not applicable):
Family name:	

**All former names (e.g. maiden name, aliases, change of name – attach a separate list if space is insufficient):**

Former given name:	Former middle name/s:	Former family name:
Former given name:	Former middle name/s:	Former family name:



**Correspondence will be sent to you at the postal address nominated. Any changes to your details should be provided to the school**

Current residential address:	Suburb:	Postcode:
Postal address (if different to residential address):	Suburb:	Postcode:
Date of Birth:        /        /		
Place of Birth: Town/City:	State:	Country:
Telephone home:	Mobile:	Other:

**PART C APPLICANT DECLARATION (MUST BE COMPLETED AND SIGNED BY THE APPLICANT)**

- (1) I declare that the details provided by me in this consent form are true and correct.
- (2) I understand that under Chapters 8 and 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA) part of the enrolment process is that a criminal history check will be undertaken to determine my suitability to attend a mature age state school as a mature age student. This includes giving my consent for the school's principal to obtain my criminal history (in Queensland and elsewhere) from the Commissioner of the Queensland Police Service.
- (3) I understand that the criminal history check process will include a check being made of the records of the Queensland Police Service and other police services in Australia for details, if any, of convictions (including findings of guilt and acceptance of pleas of guilty, whether or not convictions were recorded) and of any charges that may have been laid against me, no matter where or when. If any relevant record is identified, additional information relating to that record may be sought from the Queensland Police Service to enable a complete assessment.
- (4) I understand that, under s.175K of the EGPA, I have an obligation to disclose any change in my criminal history to the principal and that this obligation will continue to apply if I am granted enrolment at the school (Mature age student criminal history change notice form is available online or from the principal).
- (5) I understand that I can withdraw my application for enrolment at any time prior to a decision being made about my enrolment application, by notifying the principal. I also understand that if I withdraw my enrolment application the criminal history check will not proceed.
- (6) I am aware that the criminal history check process may take more than eight weeks to complete.
- (7) **Criminal history check fee:**
  - I have paid \$27.15 to the school; or
  - The school has agreed to pay the \$27.15 fee on my behalf.

(8) **Proof of identity:**

The applicant must provide documentation, which proves his or her true identity. Please provide the principal with one of the following forms of identification (copies of the original document will be made at the school or certified copies will be accepted. Photo identification with date of birth is preferable):

- your current driver's licence
- your current Adult Proof of Age Card (18+ card)
- your current passport including photograph and signature page.



**MUST BE COMPLETED BY THE APPLICANT IN THE PRESENCE OF PRINCIPAL OR DELEGATE:**

Applicant's full name:	
Applicant's signature:	Date:

**TO BE COMPLETED BY PRINCIPAL OR DELEGATE:**

*I have witnessed the applicant's signature and seen proof of identity as specified in Part C. I have attached clear copies of proof of identity to this form.*

Name:	Position:
Signature:	Date:
<b>Approval for criminal history check fee payable by the school:</b>	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED – payment from applicant has been obtained	





Version: 20 October 2021

### **Introduction to the State School Consent Form (attached) for Heatley Secondary College**

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

### **Purpose of the consent**

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).



## **Voluntary**

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

## **Consent may be limited or withdrawn**

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

## **Media sources used**

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: [www.heatleysc.eq.edu.au](http://www.heatleysc.eq.edu.au)
- Facebook: <https://www.facebook.com/HeatleySecondaryCollege/> ; <https://www.facebook.com/HeatleyALC/> ; <https://www.facebook.com/HeatleyTCTC/>
- YouTube: <https://www.youtube.com/channel/UC7hFUMnh6X8TTUTfgzf-k-A>
- Instagram: <https://www.instagram.com/heatleysecondarycollege/>
- Twitter: n/a
- LinkedIn: n/a
- Other: n/a
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

## **Duration**

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

## **Who to contact**

To return a consent, express a limited consent or withdraw consent please contact the Business Manager, by phone 07 4726 8333 or email [admin@heatleysc.eq.edu.au](mailto:admin@heatleysc.eq.edu.au) .

The Business Manager should be contacted if you have any questions regarding consent.

## State School Consent Form

### 1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual: .....

(b) Date of birth: .....

(c) Name of school: .....

(d) Name to be used in association with the person's personal information and materials\* (please select):

Full Name  First Name  No Name  Other Name .....

\* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

\*\* For school photos Full Name will be used unless a limitation is given in Section 5 below.

### 2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

### 3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
  - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
  - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
  - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
  - the school's newsletter and/or website;
  - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
  - year books/annuals and school photographs;
  - promotional/advertising materials; and
  - presentations and displays.

### 4 TIMEFRAME FOR CONSENT

**School representative to complete.**

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: n/a

### 5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

## 6 CONSENT AND AGREEMENT

### ► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1  
 the identified person in section 1 (if a mature/independent student or employee including volunteers)  
 recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student .....

Print name of consenter.....

Signature or mark of consenter.....

Date .....

Signature or mark of student (if applicable).....

Date .....

### **SPECIAL CIRCUMSTANCES**

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

### ► **WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read**

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness .....

Signature of witness .....

Date .....

### ► **Statement by the person taking consent – when it is read**

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent .....

Signature of person taking the consent .....

Date .....

### **Privacy Notice**

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.





# HEATLEY SECONDARY COLLEGE

## ICT RESPONSIBLE USE POLICY (ALC & TCTC)

### PURPOSE STATEMENT

- This policy covers the use of College owned hardware, peripherals and software, internet and email use, the publishing of images as well as personal mobile devices used by students.
- Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.
- This policy needs to be read in conjunction with the Student Code of Conduct.

### AUTHORISATION AND CONTROLS

The Principal reserves the right to restrict student access to the College's ICT services, facilities and devices if access and usage requirements are not met or are breached. The Department of Education monitors access to and use of its network, including email and internet usage in determining compliance with state and departmental policy.

### RESPONSIBILITIES FOR USING THE SCHOOL'S ICT FACILITIES AND DEVICES

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the College's ICT network.
- Parents/Carers are responsible for ensuring students understand acceptable and unacceptable behaviour requirements of the College's ICT access and usage including appropriate internet use by students outside the school environment when using a school-owned or school-provided mobile device.
- The College will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to adopt these safe practices.
- Use of the College's ICT network is secured with a user name and password. The password must be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the College.
- Students need to understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from enforcement agencies.

### RESPONSIBILITIES FOR USING A PERSONAL MOBILE DEVICE ON THE DEPARTMENT'S NETWORK

- Students may use a personally-owned mobile device, **only** with the approval of their teacher and only for a specific educational activity.
- Unacceptable use will lead to the mobile device being confiscated by the teacher, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.

### ACCEPTABLE/APPROPRIATE USE/BEHAVIOUR BY A STUDENT

It is acceptable for students while at school to:

- Use their personal mobile device before or after school and during breaks for private use, provided they are courteous, considerate and respectful of others when using a mobile device.
- Personal mobile devices are to be switched off and placed in bags during classes, when these devices are not being used in a teacher-directed activity.
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

### UNACCEPTABLE/INAPPROPRIATE USE/BEHAVIOUR BY A STUDENT

It is unacceptable for students while at school to:

- use a mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use obscene, abusive, inflammatory, racist, discriminatory or derogatory language or comments to bully, intimidate, harass, stalk or threaten others
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-device cameras inappropriately, such as in change rooms/toilets or to record inappropriate behaviours
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile device (including those with Bluetooth functionality) to cheat during exams or assessments.

**MOBILE DEVICE:** *phone, wearable technology (eg smart watch), laptop, tablet, iPad, slate, or other*



# HEATLEY SECONDARY COLLEGE

## ICT RESPONSIBLE USE AGREEMENT

### **Student Declaration:**

I understand that the College's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the College's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my College account.

I understand that I can use my personal mobile device before/after school and at breaks provided I am courteous, considerate and respectful of others. I can only use my personal mobile device in the classroom for a specific educational activity AND with teacher permission.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/carers if I am at home. If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the College's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

*I understand that my online behaviour is capable of impacting on the good order and management of the College whether I am using ICT devices (College or personal) inside or outside of school hours. I understand that if the College decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken, which may include loss of access to the network (including the internet) for a period of time.*

**I have read and understood this policy and I agree to abide by it.**

Student's Name \_\_\_\_\_ Year \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent/Carer Declaration: (Under 18's only)**

I understand that the College provides my child with access to the College's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the College cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the College's appropriate behaviour requirements and will not engage in inappropriate use of the College's ICT services, facilities and devices. Furthermore I will advise the College if any inappropriate material is received by my child that may have come from the College or from other students.

I understand that the College is not responsible for safeguarding information stored by my child on a departmentally-owned student computer or mobile device. I understand that the College may remotely access the departmentally-owned student computer or mobile device for management purposes.

I understand that the College does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the College in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the College's negligence.

I believe \_\_\_\_\_ (name of student) understands this responsibility, and I hereby give my permission for him/her to access and use the College's ICT services, facilities and devices (including the internet) under the College rules. I understand where inappropriate online behaviours negatively affect the good order and management of the College, the College may commence disciplinary actions in line with this user agreement. This may include loss of access and usage of the College's ICT services, facilities and devices for some time.

**I have read and understood this policy and agree to abide by it.**

Parent/Carer's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Department of Education through its [Information privacy and right to information](#) procedure is collecting your personal information in accordance with the [Education \(General Provisions\) Act 2006 \(Qld\)](#) in order to ensure:

- appropriate usage of the College network
- appropriate usage of personal mobile devices within the College network.

The information will only be accessed by authorised College employees to ensure compliance with its [Information privacy and right to information](#) procedure. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

# The Unique Student Identifier (USI)

Your lifelong education number



## Who needs a USI?

- all students undertaking nationally recognised training (including Vocational Education and Training (VET) in schools)
- higher education students seeking financial assistance and accepting Commonwealth Supported Places
- higher education students graduating in 2023 or beyond.

## How do you get a USI?

It's easy – you only need 5 minutes and some identification. You can also use a Digital Identity to create a USI.

Get your USI now: [usi.gov.au/students/get-a-usi](https://usi.gov.au/students/get-a-usi)

## Already have a USI?

If you have done any nationally recognised training since 2015, you may already have a USI.

Find your USI now: [usi.gov.au/students/find-your-usi](https://usi.gov.au/students/find-your-usi)



Student Name: \_\_\_\_\_  
Student USI: \_\_\_\_\_



Ensure you update your contact details to make it easier to access your USI account.





**HECS-HELP**

**VET**

## VET transcripts

VET students can use their USI to access an authenticated VET transcript. It shows the outcomes of all nationally recognised training undertaken since 2015.

It can be used for:

- a credit transfer or demonstrating pre-requisites for further training
- a backup if the original documentation is lost
- proving qualifications to employers and licensing bodies
- reducing unnecessary retraining that can result from lost credentials.

Find out more: [usi.gov.au/transcripts](https://usi.gov.au/transcripts)

## Sharing your USI

You can share your USI with education or training providers by:

- printing or emailing your USI verification details
- giving them access to view and/or update your USI account.

Find out more: [usi.gov.au/students/give-provider-access](https://usi.gov.au/students/give-provider-access)



### Need help?

Forgotten your password?  
Need to update your details?  
Having trouble creating or finding your USI?

Visit our help centre: [usi.gov.au/help](https://usi.gov.au/help)

Get your USI now! [usi.gov.au](https://usi.gov.au)

## Consent for Guidance Services - 2021

This form is to be completed when the student named in the form has been referred to the school's Guidance Officer or Senior Guidance Officer and is likely to continue seeing the Guidance Officer for ongoing assessment or support.

### Privacy Notice

Personal information is collected on this form for the purpose of obtaining consent for guidance services for the student named in this form and, where relevant, for sharing information about the student with professionals and/or agencies outside the school who are involved with supporting the student. This information will be stored securely and may only be accessed by authorised school staff. The information will not otherwise be used or disclosed unless the student and/or their parent provide consent, or the use or disclosure is authorised by law.

### Role of the Guidance Officer

Guidance Officers provide counselling, psychoeducational assessment and individual student support. They also advise students, teachers and parents/carers about educational, behavioural, career development, mental health and personal issues. Guidance Officers use a range of methods to collect information from students, parents/carers and school staff. These include, but are not limited to, informal and semi-structured interviews, observations, questionnaires and psychoeducational assessments. Information collected as a result of working with the Guidance Officer may, in certain circumstances, be shared with relevant Department of Education personnel, who are involved in supporting the student's educational program (for example, speech language pathologist). A student's, and/or their parent's consent is required for the provision of guidance services indicated in this form. Written consent is not required for guidance services such as career counselling and subject selection advice as these form part of the support offered to all students in secondary schools. Please see the attachment to this form for more information about consent.

### Student details

<b>Name</b>		<b>DOB</b>	/ /	<b>Age</b>	
<b>School</b>		<b>EQID</b>		<b>Year level/Class</b>	

### Parent/carer details

<b>Name/s</b>					
<b>Home phone</b>		<b>Mobile</b>		<b>Email</b>	

### Consent – Information exchange with external support personnel/agencies

A Guidance Officer will develop a more comprehensive understanding of a student's needs if they can request, receive and share information with a professional or agency who is already providing, or who has in the past provided a service or support to a student, for example, a psychologist, doctor or occupational therapist. Consent is required for the Guidance Officer to request, receive and share such information.

**I consent to the Guidance Officer requesting information from and sharing information with the following specialist personnel or agencies outside the school that have supported, or are currently supporting the student.**

Agency/Professional	Contact person	Contact details
<b>Name</b>		<b>Relationship to student</b>
<b>Signature</b>		<b>Date</b> / /

**Consent - Psychoeducational assessment**

Guidance Officers carry out psychoeducational assessments to determine a student's individual support needs at school. These assessments might relate to their cognitive, academic, behavioural, social and emotional functioning, or their mental health and well-being. Sometimes a Guidance Officer will carry out more than one assessment for a student in order to develop a comprehensive understanding of the student's needs. The results of these tests will be shared with the student, their parent/carer and with other school staff involved in the education and support of the student (for example, class teacher, speech language pathologist). Additional information about psychoeducational assessments, including a list of tests commonly used by Guidance Officers, is contained in the attachment to this form. Guidance Officers will provide further detail to students and parents about the particular tests they will carry out on the student named in this form.

**I consent to the Guidance Officer undertaking psychoeducational assessments, which may include assessments of cognitive functioning, academic functioning, behavioural, social and emotional functioning and mental health and wellbeing.**

<b>Name</b>		<b>Relationship to student</b>	
<b>Signature</b>		<b>Date</b>	/ /

**Consent - Transfer and storage of psychological assessment information offshore**

Some psychoeducational assessments carried out by Guidance Officers are processed using online systems administered by a third party provider whose internet servers are located overseas. Before you provide consent here, please ensure you have read and understood the information set out in Part C of the attachment to this form about the transfer and storage of information overseas for the purpose of carrying out these psychoeducational assessments. The attachment also provides further information regarding the type of student information that will be stored offshore.

**I consent to limited personal information about the student named in this form being transferred and stored offshore, when necessary, for the completion of a psychoeducational assessment.**

<b>Name</b>		<b>Relationship to student</b>	
<b>Signature</b>		<b>Date</b>	/ /

**Consent – Counselling (behavioural, emotional, mental health)**

Counselling is provided to individuals or small groups for the purpose of supporting students in relation to personal, social and/or emotional issues, which may or may not be related to the student's education. A student who commences counselling with a Guidance Officer is able to stop at any time. Information a student shares with the Guidance Officer during counselling is generally kept confidential but may be used and/or disclosed with the consent of the student, or if the disclosure is authorised or required by law. More information about how and when disclosure of personal information may occur is included in the attachment.

**I consent to the Guidance Officer providing support in the form of individual and/or small group counselling.**

<b>Name</b>		<b>Relationship to student</b>	
<b>Signature</b>		<b>Date</b>	/ /

**Additional information related to Consent for Guidance Services**

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## **Attachment – Information Related to Guidance Officer Services**

### **Part A – Consent**

As employees of the Department of Education (the Department), Guidance Officers are committed to protecting student personal information in line with their obligations under the *Education (General Provisions) Act 2006* ('EGPA') and the *Information Privacy Act 2009* (IPA). Seeking the consent of a student and/or their parent to record, use or disclose that student's personal information for the purpose of guidance services is one way that Guidance Officers comply with these obligations, and ensures students and their parents are informed about what happens with the student's information.

Consent can only be given by someone who has the legal capacity to give it. Capacity is determined not just by age, but by a person's maturity and ability to understand consequences of providing consent. Students, particularly in secondary schools, will often be asked to give their consent to receive guidance services, however, in some instances a school will require the student's parent to give their consent. For example, when a Guidance Officer would like to carry out a psychoeducational assessment, they must seek the consent of the student's parent. Consent for students who are enrolled in primary schools to receive guidance services is always obtained from the parent.

Consent must be voluntary, informed, specific and current. Providing consent is not compulsory, however access to some guidance services may be limited if it is not provided. Guidance Officers can explain this issue in greater detail to students and parents affected by this issue.

Consent provided in this form will remain valid for the time needed to complete the services agreed to for this student but not longer than 12 months. Consent may be revoked at any other time by notifying the Guidance Officer in writing.

### **Part B – Information sharing and exchange**

Generally, any information a student shares with a Guidance Officer will only be recorded, used or disclosed in line with the purpose for which it was provided. For example, psychoeducational assessments are carried out to determine a student's support needs so the school can provide an individually targeted education program. Therefore, in addition to the student's parents, the results of a psychoeducational assessment may be disclosed to school staff who are involved in meeting the student's support needs.

If a student sees a Guidance Officer for counselling, they may disclose information about their personal affairs unrelated to their education. A Guidance Officer will keep this information confidential unless they believe it is necessary for the safety and wellbeing of the student to share the information with someone else. The Guidance Officer will usually seek the consent of the student first, but in some circumstances they can disclose information a student has shared if the law authorises the disclosure. For example, a Guidance Officer would be obliged to disclose information for the purposes of child protection under the EGPA and the *Child Protection Act 1999*.

It is not uncommon for a Guidance Officer to exchange information with external professionals who are also involved in supporting the student, for example, a psychologist, doctor or occupational therapist. This enables a Guidance Officer to develop a more comprehensive understanding of a student's needs. Student/Parent consent is required before the Guidance Officer will request, receive and share information with a professional or agency who is already providing, or who has in the past provided a service or support to a student. The student or their parent will be asked to sign additional consent forms specifying what information the Guidance Officer can collect from and/or disclose to each nominated external professional. Those forms will be used to demonstrate to the relevant external professional that the student/parent's consent has been given.

### **Part C – Use of web based service providers: transfer and storage of information offshore**

The use of web-based resources in schools is rising steadily. The Department makes decisions about using safe and secure technology to meet the needs of its students, in line with robust department and whole-of-government procedures designed to ensure the protection of student personal information (see the Department's *Information Assets and Record Keeping*, *Information Privacy and Right to Information* and *Information Security* procedures at <http://ppr.det.qld.gov.au/corp/ict/management/Pages/current-procedures.aspx>).

At times the Department will utilise services delivered by third-party web-based providers, some of whom may transfer and store data on servers located outside of Australia. When this happens the Department will inform students and parents about what happens to their personal information and seek consent of the person whose information is to be transferred, or their parent, in line with section 33(a) of the IPA.

### **Pearson**

In relation to guidance services, Guidance Officers carry out certain psychoeducational assessments of students using Q-global, a web-based platform owned by NCS Pearson, Inc. ('Pearson'). In the course of an assessment, information collected by the Guidance Officer will be entered into the Q-global system, including some personal information about the student. To help safeguard student identities, only limited personal information is used for each assessment undertaken on Q-global, including no more than the student's EQID, year level, date of birth, primary language and gender. The Guidance Officer's name and the date of testing are also entered into the system.

Q-global processes the assessment information, analyses the data and generates reports for interpretation and use by the Guidance Officer. During this process Q-global transfers the information and stores it in secure cloud based servers located in Canada. When data is transferred it is encrypted and remains encrypted during storage. Administrative, physical and technical safeguards have been implemented to protect personal information and ensure only authorised staff have access to the encrypted data.

Personal data transmitted to and stored in Pearson's cloud based servers, will not be disclosed, made available or used for purposes other than the purpose intended by the application, unless with the explicit consent of the individual, or as required by all relevant and prevailing laws. The Department has confirmed with Pearson that the operation of Q-global is compliant with the Information Privacy Principles in the IPA, ensuring that the standard of protection provided for personal information is consistent with the Department's own and will be maintained in all dealing with student personal information.

If parental consent to transfer student information overseas for the purpose of a psychoeducational assessment is not provided, the Guidance Officer will not use Q-global. If a student or their parent would like to know more about how the student's information will be managed in the administration of a psychoeducational test, they are encouraged to speak with their Guidance Officer. The results of each psychoeducational test will be shared with the student, their parent, and school staff who are involved in supporting the student's educational program.

### **Part D – List of psychoeducational tests often used by Guidance Officers**

This list names the psychoeducational tests used by the Department's Guidance Officers. When a Guidance Officer has determined which test they will carry out for a student, they will provide more detailed information to the student and their parents about the purpose of the test, what is involved in the assessment and what information will be generated.

#### *Cognitive tests*

These assessments, sometimes referred to as intelligence tests, are used to better understand a student's learning capability by identifying a profile of their strengths and weaknesses.

- Wechsler Intelligence Scale for Children- Fifth Edition, Australian Standardised Ed. (WISC-V A&NZ) (2016)
- Wechsler Preschool and Primary Scale of Intelligence - Fourth Edition, Australian and New Zealand Standardised Edition (WPPSI-IV A&NZ) (2014)
- Wechsler Nonverbal Scale of Ability (WNV) (2006)
- Stanford-Binet Fifth Edition (SB5) (2005)
- Stanford-Binet Intelligence Scales for Early Childhood (Early SB5) (2005)
- Differential Ability Scales - Second Edition (DAS-II) (2006)
- Raven's Progressive Matrices and Vocabulary Scales (2008)
- Woodcock-Johnson – Fourth Edition (WJ IV) Test of Cognitive Ability, Australasian Adaptation (2017)
- Universal Nonverbal Intelligence Test – Second Edition (UNIT 2) (2016)

### *Achievement tests*

Assessments of academic abilities, sometimes referred to as tests of achievement, assess the student in areas related to school learning such as reading, mathematics, spelling and written expression.

- Wechsler Individual Achievement Test – Third Edition (WIAT-III) (2016)
- Woodcock Johnson – Fourth Edition (WJ IV) Tests of Achievement, Australian Adaptation (2017)

### *Mental Health and Behaviour*

These assessments provide information about a student's behavioural and emotional functioning, social competencies and attention difficulties.

- Achenbach System of Empirically Based Assessment (ASEBA) School Ages 6-18 (2003)
- Conners Early Childhood (Conners EC) (2009)
- Conners 3rd Edition (Conners 3) (2008)
- Conners Comprehensive Behaviour Rating Scales (CBRS) (2007)
- Autism Spectrum Rating Scale (ASRS) (2010) *This is for use under the direct supervision of an SGO only.*

### *Adaptive Behaviour*

These assessments provide information on the functional skills necessary for daily living.

- Adaptive Behaviour Assessment System - Third Edition (ABAS-3) (2015)
- Vineland Adaptive Behaviour Scales - Third Edition (Vineland-3) (2016)

### *Executive Function*

Assessments of executive functioning identify the student's abilities across a range of mental tasks such as planning, organising, working memory, flexible thinking and self-control.

- Behaviour Rating Inventory of Executive Function - Second Edition (BRIEF2) (2015)
- Comprehensive Executive Function Inventory (CEFI) (2013)

### *Child Development and Memory*

Assessments of a student's developmental level and memory skills assist in determining appropriate interventions and educational adjustments

- Battelle Developmental Inventory – Second Edition (BDI-2) (2004)
- Brigance Early Childhood Screen (2013) and Inventory of Early Development -Third Edition (IED III) (2014)
- Wechsler Memory Scale (WMS- IV) (2009)
- Developmental Profile 3 (DP-3) (2007)

### *Vocabulary and Oral Language*

Assessments of vocabulary provide information about how many spoken words a student may understand and/or use.

- Expressive Vocabulary Test - Second Edition (EVT-2) (2007)
- Peabody Picture Vocabulary Test – Fourth Edition (PPVT-4) (2007)
- Woodcock Johnson – Fourth Edition (WJ IV) Tests of Oral Language, Australasian Adaptation (2017)