

Please attach a recent passport size photo of applicant



Loyola Trade Training Centre

ENROLMENT APPLICATION

FOR OFFICE USE ONLY	
Receipt No:	
Date Received:	
Interview Date:	
Interview Time:	
Family Code:	
Student ID:	
TG No:	
Date Enrolled:	

PART A – INFORMATION WE NEED FROM YOU

The information you provide is important and will be used to assess your child’s application based on our enrolment criteria. We will treat the information you provide to us in accordance with our *Privacy Statement* and the *Standard Collection Notice*. Information you provide in this form may be sensitive. We will treat it with confidentiality but this is always subject to any requirements of the law to disclose information to others.

Please indicate in a few words why you are seeking enrolment for your child at Loyola Trade Training Centre:

.....

.....

Student’s Surname: Given Name:

Current School: NSW Board of Studies Number:
(please contact your current school to obtain this number)

Trade Industry Applied For:
 (Hairdressing, Hospitality [Commercial Cookery], Electro-Technology [Electrician], Automotive [Light Vehicle Servicing], Carpentry, Beauty, Shopfitting [Joinery], Engineering [Metal Fabrication], Children’s Services [Child Care], Plumbing, Telecommunications/IT)

Student’s Home Address	Billing/Mailing Details
<p>Mailing Title: _____ (eg Mr & Mrs Smith)</p> <p>Address:</p> <p>House/Unit No: _____</p> <p>Street Name: _____</p> <p>Suburb: _____</p> <p>Postcode: _____</p> <p>Home Phone No: _____</p>	<p style="text-align: center;">(If same as Residential Details please leave blank)</p> <p>Billing/Mailing Title: _____ (eg Mr Jones)</p> <p>Address: RMB/PO Box: _____</p> <p>House/Unit No: _____</p> <p>Street Name: _____</p> <p>Suburb: _____</p> <p>Postcode: _____</p> <p>Home Phone: _____ Mob: _____</p>

PREFERRED MOBILE NUMBER FOR SMS ATTENDANCE MESSAGES
	(parent’s name)	(parent’s number only)

Please Note: A non-refundable \$100 application fee is payable with lodgement of this enrolment form.

EXPECTATIONS AND PHILOSOPHIES OF LOYOLA TRADE TRAINING CENTRE

Thank you for your application to enrol at Loyola Trade Training Centre, Mt Druitt. You are choosing a partnership in Catholic education for your child with Loyola Trade Training Centre. It involves a commitment to work with the school and support the philosophy, values and aims of Catholic education.

Parents who wish to enrol their child at Loyola Trade Training Centre are asked to read and commit to the following:-

- 1. The Catholic identity and evangelising mission of the school within the Church.**
- 2. The development of quality relationships with all members of the school community is a priority at Loyola Trade Training Centre. We seek to build a community where politeness and respect are an integral part of the relationship between parents, staff and students.**
- 3. Whilst at school all students are expected to maintain a high standard of self discipline and to conduct themselves in a responsible manner. Parents are responsible for supporting the school in upholding school rules and policies.**
- 4. While travelling to and from school, students are public representatives of Loyola Trade Training Centre and should be polite and respectful of others. The expectation of the Trade Training Centre extends from the time the student leaves home until they arrive home again. The responsibility of the Trade Training Centre commences once a student arrives at school but no earlier than 15 minutes before school starts and ends when the student leaves the premises at the end of the school day.**
- 5. Religious Education classes, school liturgies, reflection days and retreat programs are deemed compulsory by the Trade Training Centre and must be attended by students. Parents are expected to support their child's attendance.**
- 6. The Trade Training Centre uniform is to be worn to and from the school.**
- 7. Punctuality and regular attendance at school are essential. If your child is absent for short periods due to medical reasons and you know of the intended absence in advance please advise the school the dates of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child's absence.**
- 8. If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with regulations governing school attendance such requests may sometimes be refused.**
- 9. The school is a non-profit organisation where expenses are shared by parents and so all parents are expected to pay fees promptly at the beginning of each of the billing terms (confidential concessions can be arranged with the Principal in particularly difficult circumstances).**
- 10. As part of the Loyola Trade Training Centre community, parents are encouraged to join in the life of the school and especially to take part in school activities such as Parent meetings, social functions and fund raising activities.**
- 11. The right of the Loyola Trade Training Centre to implement appropriate consequences as set-out in policies, for inappropriate or unacceptable behaviour, is accepted and will be supported by parents.**
- 12. Students are provided with an internet and email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policy when using the school's Internet and email services.**
- 13. The rights and responsibilities of all members of the Catholic school community are governed by a range of Diocesan and school policies. You may access our policies at www.parra.catholic.edu.au. Alternatively please ask our office staff for assistance.**
- 14. The school does not undertake insurance of students' personal belongings. We recommend that you obtain suitable insurance for your child's belongings throughout the year.**
- 15. Applications must be accompanied by the necessary supporting documentation (as listed at the back of the enrolment form). The application will not be considered if the documentation is not supplied.**

STUDENT DETAILS

Surname:	Language Spoken at Home:
Given Names:	Other Language:
Student's Mobile Phone No: (required for when the student does work placement)	Aboriginal: Yes / No
Gender:	Do you want to be known as Aboriginal? Yes / No
Date of Birth:	Torres Strait Islander: Yes / No
Country of Birth:	Do you want to be known Torres Strait Islander? Yes / No
Nationality:	Arrival in Australia Date:
Religion:	Australian School Entry Date:
Current School:	Visa Number:

Residency Status: (please provide copies)

Australian Citizen (*If country of birth is not Australia also provide Naturalisation Certificate or Australian Passport*)

Permanent Resident (*If country of birth is not Australia, provide Passport/Travel Documents and original Residency Visa*)

Temporary Resident (*Passport and Visa*)

Foreign National without residential status (*Passport and Visa*)

Other/Visitor/Student/Passport/Other (*Passport and Visa*)

FATHER/CARER – Residing at same address as student

Title: (eg Mr, Dr)	Religion:
Family Name:	Country of Birth:
Given Names:	Nationality:
Relationship to Student:	Language Spoken at Home:
Work Phone No.:	Other Language Spoken:
Mobile Phone No.:	Would an interpreter be required? Yes / No
Occupation:	Email Address:

MOTHER/CARER – Residing at same address as student

Title: (eg Mrs, Ms, Miss, Dr)	Religion:
Family Name:	Country of Birth:
Given Names:	Nationality:
Relationship to Student:	Language Spoken at Home:
Work Phone No.:	Other Language Spoken:
Mobile Phone No.:	Would an interpreter be required? Yes / No
Occupation:	Email Address:

PARENT/CARER – NOT residing with student

Are there any Family Court Orders/Parenting Plans/ AVOs issued relevant to the student?	<input type="checkbox"/> Yes – <i>Please provide copies of documentation</i> <input type="checkbox"/> No
Under the court orders is there any other significant person (other than parents) with whom the child resides or has contact	<input type="checkbox"/> Yes – <i>please provide days/times the child has contact with this person</i> <input type="checkbox"/> No
Name:	Relationship to Student:
Residential Address:	Daytime Phone: Mobile Phone:

Parents: Please advise the school office of any change of address, telephone numbers or other information about the parent/carer, other significant person(s), parenting agreements, AVOs, Domestic Violence orders or other court orders as soon as such changes occur and provide copies of the new court orders.

ADDITIONAL NEEDS

Does your child have any of the following diverse needs?

YES – if yes, please tick the applicable box/boxes below

NO

- | | | |
|---|--|--|
| <input type="checkbox"/> Autism
<input type="checkbox"/> An Intellectual Disability
<input type="checkbox"/> Giftedness
<input type="checkbox"/> Acquired Brain Injury

<input type="checkbox"/> Other (please specify): | <input type="checkbox"/> Language Difficulties
<input type="checkbox"/> Behaviour Difficulties
<input type="checkbox"/> A Vision Impairment
<input type="checkbox"/> A Hearing Impairment | <input type="checkbox"/> Difficulties in the basic areas of learning
<input type="checkbox"/> Mental Health Issues
<input type="checkbox"/> ADD/ADHD |
|---|--|--|

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

- | | |
|---|--|
| <input type="checkbox"/> Signing
<input type="checkbox"/> Braille
<input type="checkbox"/> A Reader/Writer
<input type="checkbox"/> Access to Technology | <input type="checkbox"/> Alternative teaching and learning strategies
<input type="checkbox"/> Modifications to equipment, furniture and learning spaces
<input type="checkbox"/> Personal carer support
<input type="checkbox"/> Other (please specify)
..... |
|---|--|

OTHER RISKS

Please state below all assessments your child has received from speech, hearing, cognitive, occupational therapy or others (please attach copies of any reports)

.....

.....

.....

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

.....

.....

.....

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

Name: _____ Contact Number: _____

Name: _____ Contact Number: _____

Does your child have any history of violent behaviour?	Yes	No
Does your child have any history of behavioural problems (including verbal bullying)?	Yes	No
Has your child ever been suspended or expelled from any previous school?	Yes	No
If yes, was this for:		
▪ Actual violence to any person?	Yes	No
▪ Possession of a weapon or any item used to cause an injury?	Yes	No
▪ Intimidation, bullying or harassment of students or staff at a school?	Yes	No
▪ Illegal drugs?	Yes	No
▪ Other (please specify)		
Written consent will be provided to the school, on request, to contact health professionals or other relevant agencies	Yes	No

SACRAMENTAL DETAILS

Current Parish (include suburb):		
Current Parish Priest:		
Sacrament	Date Received	Parish & Suburb Received*
Baptism:	/ /	
Confirmation:	/ /	
Eucharist:	/ /	
Reconciliation:	/ /	

* Please include the Suburb of the Parish where the Sacrament was received. If the Sacrament was received overseas or interstate just write 'overseas' or 'interstate'.

CHILDREN IN THE FAMILY AT CATHOLIC SCHOOLS

Please list below all children in the family attending Catholic Schools in 2015, including the child for whom this application is being made. This information is required to facilitate sibling discounts in accordance with system policy.

Dependent Children	School Name & Suburb	Year	Outstanding fees for each (Enter NIL if up to date)
			\$
			\$
			\$
			\$
			\$

Have you entered a formal payment arrangement with the current schools and/or CEO? YES NO

RESPONSIBILITY FOR SCHOOL FEES

The Parent(s)/Guardian(s) below assume responsibility for the prompt payment of fees and charges.

I/We have read and agree to the terms and conditions set out in the *Fees Schedule* and accept my/our responsibility for the prompt payment of all fees and charges.

Signature of Parent/Carer Please print name Relationship to student Date

Signature of Parent/Carer Please print name Relationship to student Date

This application requires the signatures of BOTH parents or guardians(s). If both signatures are not entered, please indicate the circumstances. Any information provided will be treated confidentially.

TRADE TRAINING CENTRE

Has the student completed or is currently completing any VET studies		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Course:			
Unit(s) of Study			
Does the student have work experience? <i>If you answered Yes please answer the following</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Name	Industry	Hours Per Week	
Does the student have a part time job? <i>If you answered Yes please answer the following</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employers Name	Industry	Hours Per Week	

Are you prepared for your child to undertake a vocational test to assist us in providing support for them?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Students will undertake online lessons as part of their HSC courses			
Does your child have access to a computer at home?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your child have access to the internet at home?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered No please answer the following</i>			
Is there anything hindering your child from gaining access to a computer at home?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there anything hindering your child from gaining access to the internet at home?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

WORKPLACEMENT CONSENT

As part of your child's enrolment in the Trade Training Centre they must undertake approximately 17 weeks of workplacement across both Years 11 and 12 according to industry standards and expectations.

If you would like to add additional information in relation to special provisions (needs) to which a host employer should be made aware, please add this information below or attach.

Details _____

I have read and understood the Parent's Guide to Workplace Learning 2011 (enclosed in enrolment pack) and consent to all workplacement blocks during 2015-2016.

Signature: _____ (Parent/Guardian) **Date:** _____

PART B – TERMS AND CONDITIONS

You have provided information about you and your child in the enrolment application. You agree to update the school as promptly as possible when this information changes, and in particular:

- you and other relevant persons' contact details
- your child's health and medical conditions
- your child's additional needs
- parenting agreements or court orders pertaining to the child
- your visa details (if applicable)

If this enrolment application is accepted by the school the information provided by you in this form will form part of the terms and conditions of enrolment. Failure to update this information may affect the school's ongoing ability to assess the services required.

STANDARD COLLECTION NOTICE - Available at www.parra.catholic.edu.au/policy-central

1. CEDP (through our schools, Catholic Early Learning Centres (**CELCs**), Catholic Out of School Hours Care services (**COSHCs**) and offices) collects personal information, including sensitive information about students in our schools, children in our care (together '**Students**') and their parent/s, carer/s or guardian/s (**Parents**') before and during the course of a student's enrolment. The primary purpose of collecting this information is to enable us to provide schooling and care for our students.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable our schools, COSHC, CELC and offices to discharge their duty of care.
3. Certain laws governing or relating to the operation of schools and child care require that certain information is collected and disclosed. These include the Education Act and Public Health and Child Protection laws.
4. Health information about students is sensitive information under the Privacy Act. We may request medical reports about students from time to time. If we do not obtain the information we may not be able to enrol or continue the enrolment of the Student.
5. We may from time to time disclose personal information (including sensitive information) to others for administrative, care and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the CEO, the Catholic Education Commission, your local diocese and the parish. We may also disclose your personal information (including sensitive information) to government authorities such as the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners and people providing services to us, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited at 5 above, personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website. The information published on the MySchool website is aggregated information and will not identify the parent or student.
7. Personal information collected from students is regularly disclosed to their parents. On occasions, information such as academic and sporting achievements, student activities and other news is published in school newsletters, our magazines, posters and websites.
8. Occasionally photographs or videos are taken of individual students and groups of students and these may be published. If you do not wish, or do not wish for your child, to be photographed, videoed or recorded under any circumstances, or to have your/their photographs, videos or sound recording published, please make sure you advise the Principal, Care Centre Director or our privacy officer. Contact details for our privacy officer are included at the end of this notice.
9. Our Privacy Statement sets out how you may access and seek correction of your personal information and how parents may access and seek correction of personal information collected about their child. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of our schools', CELCs', COSHCs' or offices' duty of care to the student, or where students have provided information in confidence.
10. Our Privacy Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available in Policy Central at <http://www.parra.catholic.edu.au/privacy> and at the end of this form.

11. As you may know, we may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in our fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. We may include your contact details in a class list and our schools, COSHCs, CELCs and office directories.
13. If you provide us with the personal information of others, such as doctors' or emergency contacts, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.
14. We may use service providers who provide certain services to us and our staff and Students, including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Such service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.
15. You may obtain further information from the following:
 - For our schools: the school principal
 - For our CELCs: the CELC director
 - For our COSHCs: the COSHC supervisor
 - For our offices:
Privacy Officer:
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600.

SCHOOL ATTENDANCE PROGRAMS AND POLICIES

Our school offers comprehensive educational programs for your child. Such programs may be varied from time to time and this may include the discontinuance of teaching subjects and other programs or replacement with other subjects or programs.

School activities include excursions and camps. These form an integral part of the school's educational program. In the event that a parent/carer anticipates need for absence this should be discussed with the school prior to the event. The principal may discuss such intended absence with you if it impacts upon the educational interests of your child.

Parents/carers have the responsibility to ensure that children in their care between the ages of 6 and 17 attend school. If your child is absent for short periods due to medical reasons and you know of the intended absence in advance please advise the school of the date/s of the intended absence and provide reasons. Otherwise the school requires a written explanation from the parent/carer for every absence on the next day following the child's absence. Failure to comply with the attendance requirements of the *Education Act 1990* may result in the enrolment contract being terminated.

If you wish to apply for extended absence of your child from school please do so well in advance of the anticipated date(s) of the absence. To comply with law governing school attendance such requests may be refused.

The school does not undertake insurance of students' personal belongings. We recommend that you obtain suitable insurance for your child's belongings (including family belongings brought to school) throughout the year.

SECURE INTERNET AND EMAIL

Students are provided with internet access and an email account to enable learning opportunities in a protected and secure environment. Students must abide by the school's policies when using the school's internet and email services. Students and parents/carers should be aware of our Responsible Use of ICT and Social Media - Student Guidelines and Password – Procedures: see <http://www.parra.catholic.edu.au/policy-central>. Click on You - Choose first.

SCHOOL FEES

The school fees parents/carers can expect to pay are set out on the attached brochure and also on our [school fees](http://www.parra.catholic.edu.au/school-fees) page of the system website: <http://www.parra.catholic.edu.au/school-fees>. Click: Parents - Enrolment Information – School Fees and follow the headings:

- annual diocesan school fees
- annual diocesan building levy

- diocesan temporary residents education fees (if applicable)
- services fees

You may also request information about fees set by individual schools from the school administration office.

Parents/carers are jointly and severally responsible for the payment of fees.

Before enrolment is completed parents/carers must pay a non-refundable enrolment fee of \$100.

The amount of school fees per student is determined annually by the Diocese and the School, and is subject to variation. School fees are billed in Terms 1, 2 and 3. All school fees must be paid within 28 days of the invoice date unless a payment arrangement is agreed by the school principal prior to the payment due date. If parents/carers experience difficulties in meeting payments within 28 days of the invoice date they must make special arrangements for a payment plan with the principal.

Where school fee accounts are unpaid and no prior arrangement has been made by the parents/carers and with the principal, or where arrangements made are subsequently not honoured by parents/carers, then the following school fee collection process applies:

- a collection agency may be engaged by the school to follow up outstanding fees.
- parents/carers must pay all expenses incurred in pursuing recovery of overdue amounts, including (but not limited to) legal fees, court costs, location administrative costs and any fees and commissions payable to debt recovery agents.
- any legal judgements made by the court may be reported to a credit reporting agency.

CEDP and its schools recognise that at times, parents/carers may experience financial hardship and have a genuine inability to pay school fees. Parents/carers in financial hardship should discuss the situation with the principal as soon as possible, and if appropriate, make alternative arrangements for payment. If parents/carers do not make alternative arrangements the school may take legal steps to recover the outstanding school fees.

SCHOOL FEES SCHEDULE

School fees are determined annually by CEDP and schools. School fees comprise:

- annual diocesan tuition fees billed in Terms 1, 2 and 3 (see <http://www.parra.catholic.edu.au/school-fees>)
- school-based fees which are set, and advised by schools individually.

Fees are subject to variation and updates. They are updated on our system website.

A pro-rata fee based on weeks enrolled for the year is payable for enrolments commencing part way during term. If a student leaves the school during a term, no refund will be made in respect of the remaining portion of that term unless a full term's notice in writing is given to the principal before removal of the student from school. This requirement of one term's notice also applies if seeking a refund due to withdrawal of the student from an extra subject.

Other school based fees for items such as camps, excursions, materials or technology may be charged to a student's account and/or are payable when they fall due at various times throughout the year-

For overseas students eligibility and fees are contingent on the visa status, as indicated by the visa sub-class. Parents must advise the principal of changes to their visa status and sub-class as changes to a student's visa status might also result in a significant changes in applicable fees.

OUR POLICIES

Our Catholic learning community has in place a range of policies, which set our direction and address the rights and responsibilities of its members. Access our policies at: www.parra.catholic.edu.au. Click on *You Choose – Policy Central*. Alternatively, please ask our office staff for assistance. We recommend that you familiarise yourself with the following:

ENROLMENT POLICY

- Enrolment Procedures
 - Enrolment Guidelines
 - Enrolment Additional Needs Guidelines
 - Enrolment Visa and Overseas Student Guidelines

STUDENT POLICY

- Student Attendance Exemption Guidelines
- Student Anti-bullying Policy

CATHOLIC SCHOOL COMMUNITY POLICY

- Privacy Procedures
 - Privacy Guidelines
 - Responsible Use of ICT and Social Media Student – Guidelines
 - Complaint Handling Procedures and Guidelines
 - Countering Discrimination, Harassment and Bullying Procedures and Guidelines
 - Procedural Fairness Guidelines
- Passwords Procedures

PRIVACY STATEMENT – available at: <http://www.parra.catholic.edu.au/policy-central>

This statement sets out how the Catholic Education Diocese of Parramatta (**CEDP**) collects, uses and discloses personal information through our schools, Catholic Early Learning Centres (**CELCs**), Catholic Out of School Hours Care services (**COSHCs**) and offices.

What personal information do we collect and how?

We collect personal information, including health information and other sensitive information, about:

- students in our schools and children in our CELCs and COSHCs (together '**Students**') and their parent/s, carer/s or guardian/s ('**Parents**') before, during and after enrolment
- employees and volunteers ('**Staff**'), contractors and job applicants, and
- other people who come into contact with us.

We will generally collect personal information via forms filled out by parents or students; file notes of face to face meetings, interviews or telephone calls; or correspondence with parents or students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a reference from another school, care centre or an employer.

How will we use your personal information?

We will use your personal information for the primary purpose for which it is collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of **Students and Parents**:

- to assess enrolment applications, including assessing possible risks associated with known behaviour to safety of students and staff
- to facilitate a smooth transition of students to our schools, CELCs and COSHCs, which may include a health and allergy management plan, preparing a behaviour management plan or other appropriate strategies aimed at meeting the particular needs of the student
- to keep parents informed about a student's care, education and development
- to perform day to day administration
- to provide for students' educational, social, spiritual and medical well-being and a safe learning environment
- to obtain donations and market our services
- to prepare State and National reports, and
- to discharge our schools', CELCs' and COSHCs' duty of care and our other legal obligations.

We may use the personal information of **Staff and Contractors**:

- to administer employment processes and contracts
- to enable our Staff and contractors to work together with our schools, CELCs and COSHCs
- to obtain funds and market our services
- to provide a safe working and learning environment
- to discharge our legal obligations, and
- for insurance purposes.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.

Photos

Photos/video/audio of Students are used for various communication media including CEDP, school, CELC, COSHC and Catholic Education Office websites, publications, newsletters, and enrolment posters. If any Parent does not want their child's photo used in any of the above situations please inform the Principal of the school the CELC Director or the COSHC supervisor, as applicable.

To whom might we disclose your personal information?

We may share personal information between our schools, CELCs, COSHCs and offices, and to:

- another school or care centre to which a student transfers
- government departments
- the local parish of the school, CELC or COSHC or your local parish

- medical practitioners
- organisations which assist us with fundraising and marketing, for example a school's parish, foundation or alumni organisation
- service providers, for example counsellors, specialist visiting teachers and sports coaches
- other service providers, such as email service providers
- recipients of school publications like school newsletters and magazines
- parents
- anyone you authorise us to disclose information to, and
- anyone to whom we are required or authorised to disclose the information by law, including to discharge our duty of care.

Why do we use and disclose information for marketing and fundraising?

Marketing and donations play an important part in creating current and future learning and caring environments in our schools, CELCs and COSHCs. For these reasons we may disclose personal information to organisations which assist us with fundraising, for example the school's parish, foundation or alumni organisation.

Parents' occupation and education - National goals for schooling

Information about parents' occupations and education is accessed by the Australian Curriculum, Assessment and Reporting Authority (ACARA) to meet the government's National Goals for Schooling in the 21st century. These state that the achievement of students in schools should not be affected by discrimination based on sex, language, culture and ethnicity, religion or disability; or by differences arising from social and economic background or geographic location. The goals also state that 'the learning outcomes of educationally disadvantaged students [should] improve and, over time, match those of other students'.

To help schools to achieve these goals, all parents across Australia, no matter which school their child attends, are asked to provide information about family background. The main purpose of collecting this information is to promote an education system that is fair for all Australian students regardless of their circumstances.

We use the information to evaluate whether our policies are effective and to ensure that no group is experiencing undue disadvantage.

Providing information about parents' occupation and education is voluntary, but parents' information will help us to ensure that all students are being well served by our schools.

When will we send information overseas?

We will not send personal information outside Australia without:

- the consent (express or implied) of the individual, or their Parent where necessary, or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our schools', CELCs', COSHCs' and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.

Our schools use a range of contemporary learning tools and latest technologies including Web 2.0 tools, Hubworks, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States, Singapore and Ireland.

Management and security of personal information

We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.

Access and correction of personal information

You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the school Principal or the CELC Director or the COSHC Supervisor (as applicable) or the relevant Director of Service at the Catholic Education Office. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school's duty of care or the privacy of others. In certain circumstances, we may also refuse access to, or correction of, employee records applying exemptions under the Privacy Act.

Consent and right of access to personal information of Students by Parents

We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- give information we hold about a Student to that Student at his/her request, or
- allow a student to give or withhold consent to release personal information about that Student.

This would normally be done only when the student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school's, CELC's or COSHC's duty of care to the Student.

How do we treat sensitive information?

We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

Complaints

If you believe that we, including through one of our schools, CELCs or COSHCs, have contravened the Australian Privacy Principles and wish to complain, please contact the school, CELC or COSHC in the first instance if you are a student or a parent. Otherwise contact:

Privacy Officer T: 9840 5600
Catholic Education Diocese of Parramatta
Locked Bag 4, North Parramatta NSW 1750

We may ask you to fill out our Complaint Form or otherwise put your complaint in writing. We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made.

Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately.

The complainant may request a review of the process. The review will be undertaken by a person nominated by the Executive Director of Schools.

You may also submit your complaint to the Office of the Australian Information Commissioner.

PART C –DECLARATION AND ACCEPTANCE OF TERMS & CONDITIONS

STUDENT ENROLMENT AGREEMENT

I understand that my admission to Loyola Trade Training Centre is subject to certain conditions. These include my acceptance of, and co-operation with the school and its Catholic philosophy and practice, as indicated in my responses to the following expectations.

It is important that the school community's values, standards and ways of proceeding are in keeping with those shared by prospective families of students to the school so as to avoid distraction from the school's central business; namely a well-rounded formation in faith, virtue and scholarly learning.

I will take part in the Religious Education program of the school including retreat days. I understand that Loyola is a Catholic school in which formation in faith is an integral part of the curriculum.
I will give myself and my time in the Faith Serving Others Program (20 hours), integral to the curriculum in Ignatian schools throughout the world, adopting the model of Christ who came 'to serve and not to be served'.
I will contribute my time, personal gifts and talents to the school community in both curricular and co-curricular activities when requested.
I am prepared to attend all mandatory school functions – eg Year 11 Reflection, Year Retreats and Student Conferences.
I will act responsibly and in a co-operative manner while at school and whilst travelling to and from school, knowing that proper relationships with others constitute a most important part of my growth and development.
I will assume responsibility, with the help of my teachers, for my work and study. I will apply myself conscientiously to the increased demands of senior studies, with particular attention given to the undertaking of learning preparation and prompt completion and submission of projects, assignments and assessments at the time prescribed.
I will make maximum use of my time and opportunities to learn at school and whilst in the workplace to help promote a focused and productive atmosphere of study for others. I make a commitment to online learning both at school and at home to enhance my overall achievement.
I will attend school and all classes regularly and be punctual at all times and on all occasions prescribed by the school.
I accept the guidelines and discipline of the school as being necessary to its good order and organisation and to my own growth in self-discipline.
I will be appropriately groomed and neatly dressed in the school uniform when travelling to and from school on school days, while at school, and on other prescribed occasions; and to wear the uniform at all times with pride.
I accept that the school is a smoke free zone, in keeping with the Regulations of the Catholic Education Office of the Parramatta Diocese, and to co-operate in maintaining that this remains the case.
I understand that the school has limited places and that a place may not be offered to me at a later date if I fail to apply by the due date or that all required documentation is not submitted.
I understand that I have chosen to study a trade and I am expected to undertake workplacement with genuine interest and enthusiasm. I have read and understand the Student's Guide to Workplace Learning 2011 enclosed with this enrolment pack.

I am prepared to make a contract with the school on the basis of agreement with the above conditions and acknowledge that breaches of the above areas may call into question my suitability for senior study at Loyola Trade Training Centre.

Student's Full Name (please print): _____

Signed: _____

Date: _____

ICT RESOURCES ACCEPTABLE USE AGREEMENT

for Secondary Students and Families

By connecting any electronic device to the school network the user is accepting the terms and conditions outlined in this agreement. Whilst on site at Loyola Senior High School (SHS)/Trade Training Centre (TTC) ALL electronic devices accessing the internet must do so via the school network and not via other internet providers or services.

Purpose

Information and Communication Technologies (ICT) are provided by the Catholic Education Office Parramatta at Loyola SHS/TTC for educational, communication and research purposes. This Acceptable Use Agreement helps protect students, staff and the resources by clearly stating what is acceptable and what is not.

This Acceptable Use Agreement for ICT resources, mobile telephones and student owned devices also applies to students during work placements, school excursions, camps, and extra-curricular activities.

Definitions

- ICT = information and communication technologies and includes but is not limited to the use of computers, the school network, the Internet, email and web services, digital/video cameras, printers, scanners and removable storage devices, etc.
- ICT Resources = ICT, mobile, telephone and student owned devices.
- Mobile phones = standard mobile phones and smart phones such as iPhones and mobile phones that can access the internet, etc.
- Student Owned Devices = any ICT device that a student owns and brings to school e.g. iPad, Netbook or laptop, personal data assistants (PDAs), cameras, mobile / smart phones, etc.

When using ICT resources at school, I agree to:

- comply with State and Commonwealth laws at all times;
- use the ICT Resources at school specifically for educational purposes;
- only use my own username and password to access ICT Resources;
- use social networking sites for educational purposes and only as directed by teachers;
- think about how I use content posted on the internet and not simply copy and paste information from websites;
- not use any ICT resources or actions that will bring the school into disrepute;
- use ICT resources in a safe and secure way:
 - to protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images;
 - to not send photographs or publish the full names of others or myself to unknown people without permission;
 - to always act with caution when communicating with unknown people using the school ICT resources.

Examples of Unsafe Actions:

- revealing your full name, address, phone number, etc. to an unknown person by email or chat session;
- using a chat facility that is not supervised by your teacher;
- placing your personal details on a web page;
- giving out credit card details to strangers or to unverified or unsecure websites;
- putting personal details in your email signature; and
- accepting offers to meet strangers who you have met via an electronic medium.

I agree to use ICT resources legally:

- to abide by copyright requirements when using content on websites (ask permission to use images, text, audio and video and cite references where necessary);
- to not use the school computer facilities for illegal purposes:

Examples of illegal activity:

- copying software onto computers, disks or networks without permission by the copyright owner;
- sending threatening or inappropriate electronic mail;
- ordering materials over the Web using other people's credit cards without their permission;
- copying digital art works, music or printed material without permission by the copyright owner; and
- using the Web to distribute pornographic material.

I agree to use ICT resources responsibly:

- to not use ICT resources at school for personal financial gain, gambling or advertising;
- to not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images);
- to not tell other people my password or leave my computer logged in and unlocked when leaving the room.

Examples of irresponsible actions:

- leaving a computer logged on after departing the room;
- leaving personal information on a shared computer where others can use it;
- neglecting to back up important pieces of school work; and
- telling other people your password.

I agree to use ICT resources honestly:

- to not interfere with computer or network security, the data of another user or attempt to log into a computer or the network with a user name or password that is not my own (e.g. of another student, teacher, staff member or system);
- to the unauthorised access or use of any system or distribution of student, staff, client or other confidential information or records belonging to the Department;
- to not use the school computer facilities for dishonest purposes.

Examples of dishonest activity:

- copying another person's work and submitting it as your own;
- claiming personal ownership of material that was developed by a group;
- setting up an unofficial web site which claims to be the official school site; and
- sending electronic mail using a fake email address or someone else's account.

I agree to use ICT so that you do not offend others:

- to be courteous and use appropriate language when talking to and working with others online and never participate in 'hate mail' or acts of harassment;
- to not send, produce, show or search for things that might upset others.

Things which could upset others:

- spreading untrue rumours and gossip through e-mail;
- publishing racist or sexist material;
- downloading or displaying offensive pictures; and
- playing offensive songs from websites.

I agree to use ICT so you do not disrupt others:

- to not attempt to download software, music, video or other large files without permission;
- to not bring or download unauthorised programs, including games, to the school or run them on school computers;
- to not intentionally create congestion or disrupt the school ICT resources.

Things which could disrupt other users:

- breaking or damaging the computer equipment;
- spilling food or drink on computer equipment;
- creating and/or forwarding chain-mail;

- downloading large files from the Internet during school time without seeking approval from your teacher;
- introducing viruses and malware into the system;
- deleting or changing critical files, or the files of others;
- attempting to gain unauthorised access or hack into the school ICT resources; and
- using the computing system to gain unauthorised entry into other computer systems or ICT resources;
- not keeping anti-virus protection up to date on student owned devices, for example, checking removable media (such as USB storage devices).

Students should report any hardware or software issues with school ICT resources to ICT staff or their teacher and not try to fix things themselves.

I should ask my tutor or classroom teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.

Things which you could discuss with your teacher:

- I need help online;
- I feel that the welfare of other students at the school is being threatened;
- I come across sites which are not suitable for our school; and
- someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to *provide* information that I know is private.
- advise my teacher ICT staff or the school Principal of any suspected technical security breach involving users from within their school, other schools, or from outside the CEO ICT system.

When I use my mobile telephone, iPad or other personal mobile device I agree to:

- use it for learning purposes as directed by my teacher;
- act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else; and
- respect others when I talk to and work with them online and never write or participate in online bullying.

To this end, when using my mobile device as a telephone, I will:

- keep my telephone on silent during class times and only make or answer calls and messages outside of learning sessions except for specified learning purposes with the permission of my classroom teacher; and
- protect the privacy of others and never post private information about another person.

When using my mobile device as a camera I will:

- seek permission from individuals *involved* before taking photos, recording sound or videoing them (including all staff);
- only take photos and record sound or video when it is part of a class or lesson;
- seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space; and
- seek teacher permission before uploading any content to websites (e.g. blogs).

Monitoring and management of ICT Resources including Student Owned Devices

All CEO ICT resources are the property of the CEO, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the CEO's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on CEO or student owned ICT resources. This also includes any material that has either been run or deleted from any personal computer, laptop, Netbook or mobile device and may involve the confiscation of the ICT resource for this purpose.

The CEO has the lawful right to monitor your use of its ICT resources and may do so at any time without notice.

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and

- to ensure compliance with the Rules for Responsible ICT Use.

The CEO may exercise its right to monitor the use of resources to:

- to ensure that the systems and networks are functioning properly;
- protect against unauthorised use and/or access; and
- ensure compliance with the principles and procedures of departmental ICT use, as described in this Agreement.

The Catholic Education Office, Parramatta's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations).

Should I not use ICT resources responsibly I am aware:

If I use ICT equipment inappropriately [either my personal equipment or the schools) I agree that such devices may be confiscated by the school immediately and arrangements made for their collection with my parent/guardian/carer. I am also aware that a formal notification will occur in regard to such a breach, to myself and my parent/guardian/carer in regard to what occurred as well as the consequences of this event. Such consequences may include no future access to the CEO ICT infrastructure for a period of time to be determined by the school. This will be clearly documented in a formal notification from the school regarding the event.

STUDENT

I have carefully read the Acceptable Use Agreement and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will mean that my access to ICT resources and mobile technology at school will be renegotiated. This may result in loss of access to school ICT resources such as computers, internet, email or I may be unable to use my mobile telephone at school for a period of time determined by ICT staff.

Student Name (please print): _____

Student Signature: _____ Date: _____

PARENT OR CARER

As the parent/guardian/carer of this student, I have read the Secondary ICT Acceptable Use Agreement and have discussed the information contained in the Acceptable Use Agreement with my child. I understand that ICT resources access is designed for educational purposes. Loyola Senior High School [incorporating Loyola Trade Training Centre] has taken precautions to define acceptable ICT use.

However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable material and it is impossible for the Catholic Education Office, Parramatta or the school to restrict access to all inappropriate content and materials and I will not hold them responsible for the content accessed or materials acquired on the ICT resources. Further, I accept full responsibility for supervision if/when my child's use is not in a school setting.

Parent or Carer's Name (please print): _____

Parent or Carer's Signature: _____ Date: _____

PRIVACY CONSENT FORM FOR STUDENT'S IMAGE AND/OR WORK

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or a website and social media, or to promote the school in newspapers and other media (including third party websites).

Catholic Education Diocese of Parramatta (CEDP) may also wish to use student images, audio or material created by students' (Works) in print and online promotional, marketing, media and educational materials. CEDP seeks your consent to use your child's image/audio and his/her Works for the above purposes.

Please complete the form below and return to the school office:

Student's full name: _____

I, _____
(Parent/carer name - please print)

Address: _____

Loyola Senior High School, 91 North Parade, Mount Druitt,

- consent to photographs, audio or video images of my child/ren and their Works (as defined in the Copyright Act 1968) being published in hard copy and digital form in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media for any of the following purposes:
 - the promotion and communication of CEDP activities or programs
 - training materials
 - other: _____
- acknowledge that the use of my child/ren's Works is an authorised use of the Works under the Copyright Act, 1968
- understand and agree that any photograph/video or other images of my child/ren may be publically displayed or disclosed to third parties (eg in or on a school, Catholic Education Office, CELC or COSHC CEC NSW or other third party website or publication)
- consent to printed or digital copies of my child/ren's images and their Works to be used by other schools or educational institutions that are parties to the National Education Access License for School Agreement (NEALS)
- consent to the use of their Works by the school, Catholic Education Office, CELC or COSHC CEC NSW and other parties to NEALS for free, that is without any remuneration, and
- understand that whilst reasonable efforts will be made to protect the identity of my child/ren (other than when their identity is relevant to the use of their image/Works – eg in reporting academic achievements or school news), CEDP and its associated agencies cannot guarantee that my child will not be able to be identified from the image or Works. available free of charge to schools and education departments around Australia for the CEDP's promotional, marketing, media and educational purposes.

Amendments to Consent:

I, (parent/carer) wish to amend my consent in the following way:

Signed _____
Parent /Carer

Date

Signed _____
Student (for high school students)

Date

PARENT/CARER ENROLMENT AGREEMENT

I have read and accept the terms and conditions set out in this enrolment application.

I understand the requirement to fully disclose my child's additional needs or disability in this application and have disclosed these to the best of my ability. I understand this will help the school to properly assess its ability to provide services, communicate with me about those needs, assess risks and fulfil its duty of care requirements.

The information I have provided is accurate and complete. If I discover any omission or inaccuracy, or if there is any change to information I have provided, I will advise the school as soon as possible. Any omission of significant, relevant information made in this application may result in the enrolment application being rejected.

If required by the school I will provide further or other information to support the school in its provision of services to meet the educational needs of my child during the period of enrolment.

I consent to the provision of all school services for my child, including the provision of counselling where appropriate.

I agree to pay all school fees in a timely manner and as set out in the school fees schedule which is located on the CEDP system website: <http://www.parra.catholic.edu.au/school-fees>. In the event of difficulty I agree to request special arrangements as outlined in the school fees schedule. I either: a) do not owe any outstanding fees or charges in relation to my child's attendance at any other school; or b) have made an arrangement satisfactory to the school for meeting all outstanding debts.

I give permission for photographs and recordings of my child's likeness or voice to be taken at school and school-related events and for the publishing of these photographs or recordings on school, CEDP and third party publications and websites, for educational and promotional purposes.

I agree to support and participate in the life of the school, parent teacher meetings, liturgical celebrations, social and practical activities offered by the school. I understand that the school offers the Catholic vision of life as the basis of its teaching program. I agree to support and respect the Catholic teaching, values and mission of the school and my child's participation in the full educational program of the school.

I agree to support the school to give effect to its policies, procedures and guidelines for the benefit of the school community.

I understand that if I fail to comply with the attendance requirements of the *Education Act 1990* the enrolment contract may be terminated.

This enrolment application is the first step in the enrolment process and will be finalised when all of the following conditions are met by both parents (where applicable):

- submission of the complete and signed enrolment application
- any required enrolment fee has been paid
- all necessary documentation has been provided
- the application is assessed by the school
- my child with a parent has attended an interview (as required)
- a place is available at the school
- my child is offered a place at the school by a letter of offer from the Principal

I wish to apply for enrolment of my child named in this application at Loyola Trade Training Centre to commence in 2015.

Mother's/Carer's Full Name: _____
(please print)

Signed: _____ Date: _____

Father's/Carer's Full Name: _____
(please print)

Signed: _____ Date: _____

PART D - OVERSEAS STUDENTS ONLY

Addendum to enrolment agreement for full-fee paying overseas students – FFPOS, overseas students and exchange students

completed original of this agreement – retain on school file. Copy – give to parent/carer/legal guardian

Fees

For new overseas students, fees are payable at the time of enrolment for the full year for which the student is enrolling. For continuing students, the full year's fees are to be paid within 14 days of the commencement of the school year.

Additional fees may apply for students with additional needs for whom the school is unable to claim government financial support. Parents of visa and overseas students applying for enrolment in a CEDP school are required to disclose all relevant information about any special educational needs of their child so that fees can be determined before enrolment is finalised.

Please refer to the school fees schedule located on our website <http://www.parra.catholic.edu.au/school-fees> or obtain a copy from school administration.

The total fee includes components to cover costs such as sport, excursions (excluding overnight trips) and consumables provided by the school for specific subjects, so there will not be additional charges levied for these purposes by the school. The student's family will need to make separate provision for the cost of the school uniform and the purchase of books, stationery, technology items and the like, and for any overnight camps or retreats.

Agreement of Parents/Carers

I agree to pay school fees as detailed above by the due date. I understand and accept the terms of the refund statement of the Catholic Education Office, Diocese of Parramatta (CEDP).

I understand that fees additional to those listed in the schedule may apply if my child has special educational needs for which the system is unable to claim government financial support. I declare that I have disclosed all relevant information about any special educational needs of my child.

I declare that all information I have provided to the school in relation to this enrolment is accurate to the best of my knowledge, and provided in good faith. Should any information material to the decision of the CEDP to offer enrolment prove to be false or misleading this could constitute grounds for the offer of enrolment to be withdrawn.

I undertake to advise the school within 7 days of any change of address of the student within the duration of the enrolment, as required by Australian immigration regulations.

I understand and agree that my child is expected to abide by all school rules and policies for the duration of the enrolment.

Student's name _____ Expected completion date _____

I/we wish to apply for enrolment of my child at Loyola Trade Training Centre to commence school in 2015

Mother's/Guardian's Full Name: _____
(please print)

Signed: _____ Date: _____

Mother's/Legal Guardian's Address: _____

Father's/Guardian's Full Name: _____
(please print)

Signed: _____ Date: _____

Father's/Legal Guardian's Address: _____

For Overseas students with sub-class visa 571 only: a parent or legal guardian in the student's home country must sign this form. The electronic Confirmation of Enrolment pro-forma should not be issued to the family's representative until this form, signed by the parent or legal guardian, is received. For exchange students, the CRICOS provider must arrange for the signature of this enrolment application, including part D (see Appendix 3 of the Enrolment Overseas Student Guidelines at www.parra.catholic.edu.au/policy-central). For FFPOS on any other visa subclass, this addendum may be signed by a relative/carer in Australia.

I have checked and assessed this enrolment application. Tick where applicable:

Loyola Senior High School is registered by CRICOS to accept this enrolment application and I have obtained consent to enrol from the Director System Performance (Subclass 571 visa only) OR

I have checked that the exchange program is administered by a registered provider (for students on exchange programs administered by a registered CRICOS provider listed in Appendix 3 of the Enrolment Overseas Students – Guidelines - see <http://www.parra.catholic.edu.au/policy-central>)

I have sent the letter of offer for the student listed below to commence school in 2015.

Student: _____

Signed

School Principal

Please Print Name

Date

National Data Collection Form

Information required for assessment and reporting purposes.

Name of Student:	
Home Address of Student:	
Suburb and Postcode:	

Information collected in this form is covered by our Privacy Statement, Privacy Procedures and Privacy Guidelines. You may access these on our website or obtain from school administration.

1. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			
2. Is the student of Aboriginal or Torres Strait Islander origin? <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' responses</i>			
<input type="checkbox"/> No			
<input type="checkbox"/> Yes, Aboriginal			
<input type="checkbox"/> Yes, Torres Strait Islander			
3. In which country was the student born?			
<input type="checkbox"/> Australia			
Other – please specify:			
4. Does the student or their mother/carer or their father/carer speak a language other than English at home?			
	Student	Mother/parent1/carer1	Father/parent2/carer2
No, English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, other – please specify:			
5. a) What is the highest year of primary or secondary school the parents/guardians have completed? <i>For persons who have never attended school, mark 'Year 9 or equivalent or below'.</i>			
<i>Mark one box only in each column</i>	Mother/parent1/carer1	Father/parent2/carer2	
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>	
b) What is the level of the highest qualification the parents/guardians have completed?			
<i>Mark one box only in each column</i>	Mother/parent1/carer1	Father/parent2/carer2	
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate I to IV (include trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>	
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>	
6. a) What is the occupation group of the mother/parent1/guardian1?			
b) What is the occupation group of the father/parent2/guardian2?			

Please select the appropriate occupation group (1,2,3 or 4) from the list on the next page. If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' in the space above.

List of Parental Occupation Groups

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 degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **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/sportspersons 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, restaurant, club, hotel/motel, cinema, theatre agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, proof reader, sportsman/woman, 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 sale representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

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

- **Tradespeople** generally have completed a 4 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 clerks, 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/child care 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, assistance, 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's 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, farm hand, 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)

CHECK LIST

Please ensure copies of the following are attached to the enrolment form before lodgement

- \$100 non-refundable enrolment fee
- Birth Certificate – full certificate required, no extract accepted
- Evidence of Australian residency (citizenship) for student and parents
(if **BOTH** parents are born overseas, residency documentation is required for at least one parent)
 - Australian Citizen (*If country of birth is not Australia also provide Naturalisation Certificate or Australian Passport*)
 - Permanent Resident (*If country of birth is not Australia, also provide Passport/Travel Documents and original Residency Visa document*)
 - Temporary Resident (*Passport and Visa*)
 - Foreign National without residential status (*Passport and Visa*)
 - Other/Visitor/Student/Passport/Other (*Passport and Visa*)
- Evidence of residential address (Water Rates Notice, Council Rates Notice or Electricity Account)
- Copy of student's most recent School Report
- Copy of student's Year 9 NAPLAN results
- Passport size photo of student attached on front cover
- Board of Studies number on front cover
- Special Needs and Assessment Reports for speech, hearing, cognitive, occupational therapy or others
- Family Court Orders/Parenting Plans/AVOs (relevant to student)
- Privacy Consent Form

Please return this form to: *Ms Julie Foster*
Senior Administration Officer
Loyola Trade Training Centre
91 North Parade
MT DRUITT 2770 Ph: 9407 7081