



# KAWUNGAN STATE SCHOOL

## APPLICATION PACKAGE

FOR

## ENROLMENT

### Included in this package is:

- Identity / Residency Check
- Enrolment Management Plan information
- Enrolment Agreement
- Learning Technology Student Use Agreement
- Consent to copyright material, image, recording, or personal information
- Chaplaincy Consent Form
- External Website Permission Form
- Application for Student Enrolment Form
- Parent Handbook (includes information regarding the school uniform policy)
- Responsible Behaviour Plan for Students (available from the school website or school office)



# APPLICATION FOR ENROLMENT IDENTITY / RESIDENCY CHECK

When applying for enrolment, please provide the following for sighting by the school.

## Proof of Parent Identity

Name of Parent: \_\_\_\_\_

**One (1) document from this column**

**OR**

**Two (2) documents from this column**

Licence No. \_\_\_\_\_

Medicare No. \_\_\_\_\_

Passport No. \_\_\_\_\_

Rates Notice

Electricity Account

Phone Account

## Proof of Residency

**Residential Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide one (1) of the following:

Current Lease / Rental Agreement

Driver's Licence

Signed, unconditional house contract

Statutory Declaration

AND also one (1) of the following:

Utility bill (e.g. gas, electricity)

Rates notice

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

## OFFICE USE ONLY

The above documents have been sighted by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Within Catchment Area **YES / NO** Entered on Waiting List: Date \_\_\_/\_\_\_/\_\_\_

All necessary amendments to this plan will be notified through registration and gazettal of a new plan. Except in the case of a change of catchment area, the provisions of the new plan will come into force as of the date of the gazettal.



Overview

## KAWUNGAN STATE SCHOOL SCHOOL ENROLMENT MANAGEMENT PLAN

**Kawungan State School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.**

**Because of enrolment capacity and growth Kawungan State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.**

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into **Kawungan State School, subject to any other requirements or limitations in:**

the [Education \(General Provisions\) Act 2006](#)

**This School EMP is supported by:**

[Enrolment in State Primary, Secondary and Special Schools procedure](#)

[School Enrolment Management Plans \(School EMP\) procedure](#)

### **Student Enrolment Capacity of School**

Kawungan State School has a maximum Student Enrolment Capacity of **1139** students.

The number of students entering Prep in any given year is not to exceed 150 in 6 classrooms, unless there are more than 150 students enrolling from within the catchment area.

**The school's Program of Excellence in the Arts is supported through the allocation of a defined number of places. Places in the Program of Excellence will only be available to out-of-catchment enrolments once the demand for in-catchment enrolment has been met and sufficient *Student Enrolment Capacity* has been reserved for future in-catchment growth. Currently Kawungan State School has the capacity to enrol:**

385 students in the Program of Excellence – The Arts (it should be noted that some students may prove to be eligible in more than one aspect of the program).

### **Local Catchment Area**

A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Kawungan State School.

**This school operates under an equidistant catchment area.**

**The school's catchment map is available to be viewed at either the school's administration building or online at <http://statistics.oesr.qld.gov.au/reverse-proxy/schools/catchment/catchmentmaps/>.**

## **Enrolment Policy**

### *Students within catchment*

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the *Education (General Provisions) Act 2006*) entitled to enrol at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school **will need to** demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, and

One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

### *Other students who are entitled to enrol as if in-catchment*

The following groups of students will be entitled to enrol, even though they may reside outside the school's catchment area:

Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)

Siblings of current students at the school (excluding siblings of Program of Excellence students).

Students whose parent or legal guardian is employed by the school

Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs

Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director.

## **Out-of-Catchment application**

Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and after taking into account the school's projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list, assessed in order of receipt and prioritised as follows:

### **For schools with a Program of Excellence:**

Subject to available Student Enrolment Capacity, places will only be available to out-of-catchment enrolments if they satisfy the school's criteria for placement in that particular Program of Excellence and the defined number of places has not yet been filled by enrolments from within the catchment. Sufficient Student Enrolment Capacity must be reserved for future in-catchment growth. (Please note: The enrolment criteria for the Program of Excellence is available from the school).

### **Fees**

Under the Department's [State Education Fees procedure](#), a principal of a state school with an approved School EMP is able to charge a fee for recouping costs of enrolment processing (subject to consultation with the Parents and Citizens' Association) where:

the enrolment management plan permits the enrolment of a student living outside the catchment area based on cultural, sporting or academic merit, and

the significant number of prospective students living outside the catchment area and applying to enrol results in abnormal administrative costs to the school, for example, enrolment examination supervision and marking.

### **Acceptance and Assessment Process**

Out of catchment enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

### **Decisions on Enrolment**

The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the Principal's preliminary view by making a submission to the Principal, no later than seven school days after receiving the preliminary view letter.

If no submission is received, the Principal's preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to the applicant as soon as is practicable. There is no internal review of the Principal's decision.

### **Gazettal Date**

This updated version of the School Enrolment Management Plan of Kawungan State School **was gazetted on 06 September, 2013.**

The School EMP is internally reviewed each year, and if required, updated to reflect any changes to Student Enrolment Capacity and/or Programs of Excellence.

Endorsed by:



Simon Boss-Walker, Principal

Approved by: Tracy Corsbie, A/Regional Director, North Coast Region



## Enrolment Agreement – KAWUNGAN STATE SCHOOL

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Kawungan State School.

### ***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 the teacher and principal
- abide by school rules 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 such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

### ***Responsibility of parents to:***

- ensure your child attends school on every school day for the educational program in which they are enrolled
- 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
- inform school of student absences and reasons for absences in a timely manner
- treat 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 student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

### ***Responsibility of school staff to:***

- design and implement engaging and flexible learning experiences for individuals and groups
- 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
- 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 the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's 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 is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools
- treat students and parents with respect .

## Enrolment Agreement – KAWUNGAN STATE SCHOOL continued.

I accept the rules and regulations of Kawungan State School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students (available from school office or the school website)
- Student Dress Code / Uniform Policy (included) – as endorsed by the P and C
- Homework Policy (in Parent Handbook)
- School Charges and voluntary P and C contributions (as outlined in Parent Handbook)
- School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems (included)
- Absences (as outlined in Parent Handbook)
- School Excursions (as outlined in Parent Handbook)
- Complaints management (as outlined in Parent Handbook)
- Parent Notice for Religious Instruction in School Hours (as per enrolment form)
- Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services* (included)
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information (included)
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students (in Responsible Behaviour Plan for Students)

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:  
(if appropriate)

\_\_\_\_\_  
Parent/Carer Signature:

\_\_\_\_\_  
On behalf of Kawungan State School:



## LEARNING TECHNOLOGY STUDENT USE AGREEMENT – KAWUNGAN STATE SCHOOL

I, \_\_\_\_\_ understand that the use of learning technology resources at Kawungan State School is a privilege, which involves the acceptance of certain responsibilities. I *understand* and *agree* to the following:

- 1) Learning technology includes computers, printers, scanners, digital cameras, the internet, email facilities, and other associated electronic and mechanical hardware and software.
- 2) I will not use learning technology resources to access, copy or distribute any material which is controversial, inappropriate or offensive. I will immediately report accidental access to such material.
- 3) I will not download or install any software.
- 4) I will not access the Control Panel, or make any changes to settings, passwords or configurations without prior approval.
- 5) I will not directly access the computer file system, or move or delete any files, without prior approval.
- 6) I will use learning technology resources appropriately and legally.
- 7) I will be considerate of other users. I will respect their privacy, and not seek access to files or messages intended for, or belonging to, others.
- 8) I will check outside discs for viruses before use, and I will not attempt to send, transfer or create computer viruses, or be involved with other forms of electronic or physical vandalism.
- 9) I will immediately report any errors, faults or problems with learning technology equipment.
- 10) I will not reveal my personal *name, address, or phone number, or those of other students or staff*, in any communications, electronic or otherwise.
- 11) I will not open any unfamiliar emails or links on Web Pages.
- 12) I understand all emails are scanned for inappropriate material. Copies of all inappropriate emails are sent to the Principal and consequences will follow.

I accept that breaching this agreement will result in my losing access to learning technology resources temporarily or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action may be taken.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

(Student)

I have read the above agreement and I,

- **do / do not** give permission for my child to access, produce and communicate information on the internet, and
- **do / do not** give permission for my child's photograph to be displayed where appropriate, on WebPages made by teachers or students.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

(Parent/Guardian)



## KAWUNGAN STATE SCHOOL CONSENT FORM

**1. PARTICULARS – PARENT / CARER TO COMPLETE**

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

Full name    First name only    No name    Other: \_\_\_\_\_

**2. PARTICULARS – SCHOOLS TO COMPLETE****Description of what is to be created, used, retained or reproduced:**

(Image or recording includes photographs, videos, film or sound recordings of the Individual)

Individual's image    Individual's recording    Individual's copyright material

Description of copyright material, image, recording or other personal information:

sound recording    artistic work    written work    film    name    photograph / image

other: \_\_\_\_\_

**Where will this information be used (e.g on the website, newsletter or brochure etc).**

newsletter (uploaded to the web)    printed promotional material    advertising    website

displays    competitions    year books / annuals    local media    Facebook    electronic sign

other: \_\_\_\_\_

**What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):**

\_\_\_\_\_ (please print)

**Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):**

School websites: <http://www.kawunganss.eq.edu.au>

The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.

School Facebook page: <https://www.facebook.com/pages/Kawungan-State-School/150381018469213>

The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.

School YouTube Channel

The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.

School Twitter Profile

The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.

Other:

Provide a short description, and the website address, of the other website/s: \_\_\_\_\_

**3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE**

The Individual or Signatory wishes to limit the consent in the following way:

**IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT**

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

**4. DETAILS**

**Name of Individual (Student)**

**Address of Individual (Student)**

**Name of School** (at which the Individual is enrolled, employed or volunteers) Kawungan State School

**Signature of the Individual** (if over 18 years of age, or if under 18 years of age **and** capable of understanding and giving this consent)

**Date**

/ /

**Signature of the parent or guardian** (required if the Individual is under 18 years)

**Date**

/ /

**Name of signing parent or guardian**

**Address of signing parent or guardian**

**5. CONSENT GIVEN**

On behalf of the individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)\* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

\*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

**6. PURPOSE**

This consent only applies to any use, recording or disclosure of the Individual's personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

## 7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or Individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or Individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable; and
- it may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State will not be responsible for doing so.

## 8. DEFINITIONS

- 'Use' includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites, in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual's personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State,
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

## 9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or works or send a request in writing to the District Office.

## 10. INFORMATION

### What is this consent for?

This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

### Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an Individual's personal information and Individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an Individual's personal information and Individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the Individual. Individuals or Signatories should not grant their consent to the Department or the State to use an Individual's personal information or Individual work in connection with a Social Media Website if the Individual or Signatory does not agree to the material being permanently available to the public.

If an Individual's personal information or Individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an Individual's personal information or Individual work is used by third parties once the material has been published on a Social Media Website.

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### **What is copyright material?**

An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

**This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment** (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 *Copyright Act 1968*). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the *Copyright Act 1968* applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The *Queensland Public Sector Intellectual Property Principles* provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

### **What is personal information?**

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the Individual's name, image or video or sound recording. It also includes the Individual's educational information such as the Individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the Individual to be identified.

### **What happens to the Consent Form once it is completed and signed?**

The Consent Form is retained by the Department and it will be placed on the Individual's file and/or the project file. The Individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

### **What if I give my consent and later change my mind?**

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the Individual's personal information and Individual work to create material incorporating the Individual's personal information and Individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the Individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the Individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

### **Privacy**

The consent to the recording, use and disclosure of the Individual's personal information and Individual work is required in accordance with the *Copyright Act 1968* (Cth), the *Education (General Provisions) Act 2006* and the *Information Privacy Act 2009*. Personal information will be stored securely. The Department will only disclose the Individual's personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the Individual's personal information has been collected, used, stored or disclosed, please contact the school.



**Parent /Guardian Consent for  
VOLUNTARY STUDENT PARTICIPATION IN CHAPLAINCY PROGRAM AT  
KAWUNGAN STATE SCHOOL**

Parent/Guardian Name/s:	
Student Name (in full):	
Student Name (in full):	
Student Name (in full):	

The Kawungan school community provides a chaplaincy program endorsed by the school's Parents' and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school which are free of religious, spiritual and/or ethical content. These activities, which include school camps and lunch time play activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

***Please tick one of the boxes below:***

- I give my consent for my child/ren to participate in these activities
- I do not give my consent for my child/ren to participate in these activities.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities. Information about the school's chaplaincy program is on the school's website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

Chaplaincy services promote wellbeing and assist the school in creating a culture where core values and morals are embedded as part of a student's social and emotional wellbeing and development. This can include pastoral care - one on one or small group meetings for support/guidance.

**Voluntary Student Activities with Religious, Spiritual and/or Ethical Content.**

**These activities are available to students on a voluntary basis if a parent or guardian has given consent in writing.** Activities could include:

- Camps (not school camps) – Scripture Union and Youth InSearch.
- Lunchtime Groups (with spiritual/religious content) eg., bible study or prayer meeting.
- Visiting Group Performances (drama, dance & music by Christian groups with Christian content.

***All contact with students with regards to spiritual content is entered into on a voluntary basis by students.***

***All ongoing contact will be preceded by parental contact/permission.***

***Please tick one of the boxes below:***

My child/ren as listed above

- has/have my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content. I understand that this consent is inclusive of all such activities and remains operational unless I advise the school otherwise in writing.
- do/does not have my consent to participate on a voluntary basis in activities within the program of chaplaincy services which have religious, spiritual and ethical content.

I understand that, where I agree that my child/ren can participate in the chaplaincy program, this information will be passed on to the school chaplain.

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## External Website Permission Form

Dear Parent/Guardians,

To support learning in various curriculum areas, some online programs such as Reading Eggs, Reading Eggs Express, Sumdog, Raz Kids and Study Ladder (as well as other similar programs) are available for access by teachers and students at our school.

In order to gain maximum benefit from these programs and to monitor student progress, we are required to record your child's first and last names in websites' data bases. For this reason, parental permission is required.

Please complete the permission form below and return it to your child's classroom teacher.

Regards,



Simon Boss-Walker  
Principal.

---

### External Website Permission

I, \_\_\_\_\_ do/ do not give permission for

\_\_\_\_\_, in class \_\_\_\_\_ to have their first

and last names recorded in the required online program data bases while enrolled at Kawungan State School.

Signed \_\_\_\_\_ Date: \_\_\_\_\_



## KAWUNGAN STATE SCHOOL

“Helping Each Other Achieve Excellence”

Student's name: \_\_\_\_\_

Proposed year level: \_\_\_\_\_

# Application for student enrolment form

## INSTRUCTIONS

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.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Commonwealth and State 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, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (EGPA 2006), and in particular for:

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the *Education (Queensland Studies Authority) Act 2002 (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, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State 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 your child's 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 your child's school in the first instance.

## ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a mature aged student (the applicant may not be enrolled without a positive notice)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the 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 applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only						
Date enrolled	/	/	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 student over 18 years of age at the time of enrolment			<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, has mature age check been completed and a positive notice received?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the student exempt?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
School house/team				ESL support	<input type="checkbox"/> Yes <input type="checkbox"/> No To be determined	
FTE		Associated unit	FTE	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		

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS			
Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	<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	Enrolment may not be approved without enrolling staff sighting the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child 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. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	
For mature age students, proof of identity supplied and copied*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Mature age applicants must provide photographic identification which proves their identity: <ul style="list-style-type: none"> <li>• current driver's license; or</li> <li>• adult proof of age card; or</li> <li>• current passport.</li> </ul>	

APPLICATION DETAILS				
Has the 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 student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____/____/____	Please provide the proposed starting date for the student at this school.		
Does the 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	

PROSPECTIVE STUDENT ORIGIN DETAILS			
Origin	Queensland/interstate/overseas		
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other		
Previous school/other location			
Previously employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time

INDIGENOUS STATUS	
Is the 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
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to student*		
Is the parent/carer an emergency contact?	<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
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		
Employer name		
Occupation		
What is the occupation group of the parent/carer?	Please tick one of the following after referring to Appendix 1 at the end of this form. Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>	Please tick one of the following after referring to Appendix 1 at the end of this form. Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/>
Country of birth		
Country of residence		
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
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
Email		
Parent/carer school education	What is the <i>highest</i> year of primary or secondary school 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 primary or secondary school 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		
Year 10 or equivalent		
Year 11 or equivalent		
Year 12 or equivalent		
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)		
Advanced Diploma/Diploma		
Bachelor degree or above		
No non-school qualification		

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

RELIGION – 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 students 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:

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

EVIDENCE OF STUDENT'S IMMIGRATION STATUS (to be completed if student is NOT an Australian citizen)*	
Permanent resident	Complete passport and visa details section below
Student visa holder	Date of arrival in Australia ___/___/___      Date enrolment approved to ___/___/___
	EQI receipt number:
Temporary visa holder	Complete passport and visa details section below
Other, please specify	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI
Passport and visa details (to be completed for a student who is NOT an Australian citizen). NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For 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	

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	<input type="checkbox"/> Please tick if you wish to receive the school electronic newsletter.

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

	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

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

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

The Department of Education, Training (DET) 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. DET will not use this information to make a decision about a student's eligibility for enrolment. The information will only be used by authorised employees of the department and DET 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 you advise the school 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 medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

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 above)	
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided above)	
Does the 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 student's medical practitioner (optional)		Contact number of medical practitioner	
Do you authorise school staff to contact the 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 student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No
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)	

COURT ORDERS *		
<b>Out-of-Home Care Arrangements*</b>		
Under the <i>Child Protection Act 1999</i> , 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; an 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 Authority to Care.	Commencement date	____/____/____
	End date	____/____/____
Contact details of the Child Safety Officer (if known)	Name	
	Phone number	
<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 court orders, such as 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	____/____/____

TRAVEL DETAILS	
Mode of transport to school	<input type="checkbox"/> Walk <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Bicycle <input type="checkbox"/> Train <input type="checkbox"/> Other: _____

APPLICATION TO ENROL *			
I hereby apply to enrol my child or myself at Kawungan State School.			
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	Student
Signature			
Date	____/____/____	____/____/____	____/____/____

## APPENDIX 1: 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].