



SERLC

CAMPUSES
EAGLEBY
VARSITY LAKES
HELENSVALE

Success **STARTS** here....

SOUTH EAST REGION'S LEARNING CENTRES



2026 Enrolment Application

Success **STARTS** here....

DO NOT COPY

Enrolment Form Checklist

****Please ensure that you fully read, understand and check the boxes to each document below once they have been completed. Whilst there is a small information summary below for each of the documents, it is essential that you fully read each document and understand what you are signing and agreeing to.****

☐ **Form 1 – “Application for Student Enrolment” completed**

- This form is used for us to obtain the necessary information regarding your student to enrol them in our Learning Centres

☐ **Form 2 – “Internet Access Agreement” completed**

- This form contains the agreement between the School, Parent and student regarding appropriate use of the computers, internet and electronic correspondence/ information.

☐ **Form 3 – “Use of Mobile Phone” completed**

- This form contains the agreement between the School, Parent and student regarding the appropriate use of mobile phones

☐ **Form 4 – “Student Academic Policy” completed**

- This form contains the agreement between the School, Parent and student regarding the Centres Academic Policy and expectations surrounding school assessments

☐ **Form 5 – “Media Consent” completed**

- This form is used for the Centre to direct us on how we may use some of your student’s personal information.

☐ **Form 6 – “QR Code OR Paper copy” completed**

- This form can be either completed using the QR code or the paper copy. Please note only one form needs to be completed.
- This form is used to give consent for the school to share some of your students non identifying information to be used by third party online services for school related tools and resources.

☐ **Form 7 – “QR Code” completed**

- This QR code will take you to a government website to create a USI number
- ALL students who engage in any VET course in Australia will be required to have one.
- If a student already has a USI, please ensure you have the USI number and can access it then move to Form 8

☐ **Form 8 - “USI verification” completed**

- This form is used for the Centre to match the above USI to the student to ensure that any completed VET courses will be allocated to the student and be visible after they have completed their schooling.

☐ **Form 9 – “Privacy notice and student declaration” completed**

- This form is used to give consent for the Centre to share information with third parties regarding your student and VET training and or traineeship / apprenticeships if required.

☐ **Form 10 – “Micro credentialling” completed**

- This form allows students to be enrolled and given specific awards that highlight skills for the emerging workplace.

☐ **Form 11 – “NCCD Letter” completed**

- This form explains the Nationally Consistent Collection of Data on School Students with Disability (NCCD).

Form 1

Education (General Provisions) Act 2006 Section 155(1) Approved form SEF – 1 V8

Application for student enrolment form

INSTRUCTIONS

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

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

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

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

PRIVACY STATEMENT

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

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Federal – State Government 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. DoE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld).

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

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

PROSPECTIVE STUDENT DEMOGRAPHIC DETAILS

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

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

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

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

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

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

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

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

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

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

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

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

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

PROSPECTIVE STUDENT'S PREVIOUS EDUCATION / ACTIVITY

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

RELIGIOUS INSTRUCTION*

From Year 1, the prospective student may participate in religious instruction if it is available.

If you tick 'No' or if the nominated religion is not represented within the school's religious instruction program, the prospective student will receive other instruction in a separate location during the period arranged for religious instruction.

Parents/carers may change these arrangements at any time by notifying the principal in writing.

Do you want the prospective student to participate in religious instruction?

☐ Yes
 ☐ No

If 'Yes', please nominate the religion:

PROSPECTIVE STUDENT ADDRESS DETAILS*

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

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

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

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

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

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

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

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

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

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

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

COURT ORDERS* (continued)**Family Court Orders***

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	/ /

Other Court Orders*

Are there any other current court orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the prospective student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what are the dates of the court order? Please provide a copy of the court order.	Commencement date	/ /
	End date	/ /

APPLICATION TO ENROL*

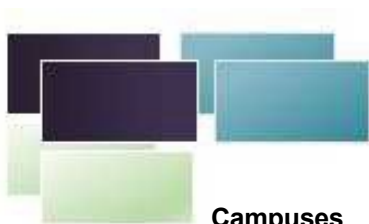
I hereby apply to enrol my child or myself at _____.

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Prospective student (if student is mature age or independent)
Signature			
Date	/ /	/ /	/ /

Office use only

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



Form 2

South East Region's Learning Centres

Campuses

Eagleby
Varsity Lakes
Helensvale

INTERNET ACCESS AGREEMENT FORM

Parents / Caregivers

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking those rules will be subject to appropriate action by the school. This may include loss of internet access for some time.

Parent/Caregiver's Name..... Parent/caregiver's

Signature..... Date

Students

I understand that the Internet can connect me to useful information stored on computers around the world. While I have

access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - a. Clear any offensive pictures or information from my screen; and
 - b. Immediately, quietly, inform my teacher.
- 4) I will not reveal home address or phone numbers – mine or anyone else's.
- 5) I will not use the Internet to annoy or offend anyone else.
- 6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

Student's Name.....

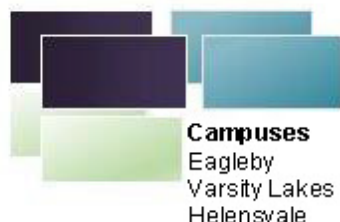
Student's Signature..... Date

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

This collection is authorised by ss. 155 and 428 of the EGPA 2006. 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.



Campuses

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Helensvale

South East Region's Learning Centres



Use of Mobile Phone

Mobile phones are NOT to be used in the classroom - please refer to the "Student Handbook".

(10) ***All mobile phones must be turned off or on silent during classes and not be used without teacher approval.***

There should be NO personal reason for a mobile phone to be on during class. If there is an emergency parents' should ring the relevant campus office phone and the student will be contacted via office staff.

If students carry mobile phones on their possession, it is their responsibility to keep them safe and secure. The College waives all responsibility for the usage, damage or theft of any mobile phones on College grounds.

I have read and understand these conditions.

Students Name: _____

Student's Signature: _____

Parents Signature: _____

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- 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.

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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.

Student Academic Policy

Drafting

A draft is a preliminary version of your response to assessment. Drafts can also be used to authenticate your work. Drafts should be complete or near complete draft *in the mode required by the syllabus*.

You must:

- Undertake the Academic Integrity course on your individual Learning Account
- Submit draft by the due date
- Use correct referencing style
- Ensure you have referred closely to the task sheet and followed all instructions
- Strive to submit a completed draft in the required mode (spoken/written) that meets the word/time limit

Teachers:

- Will provide feedback on a **maximum of one draft**.
- Assessments will be processed and monitored through Turnitin – plagiarism software
- Will not allocate a result for the draft student response.
- May not introduce new ideas, language or research to improve the quality of your response.
- May indicate some key errors in spelling, grammar, punctuation and calculations, but should not edit or correct all errors in a draft.
- Will give feedback to the draft response in a variety of ways: in writing or orally; to an individual or to the whole class; and/or through questioning.
- Will call home if no draft submitted or make contact with parent/guardian.

Assessment

- **You are responsible for submitting both draft and assessment items on or before the due date.**
- You must show academic integrity. (See student Academic Integrity Policy)
- Authentication of your work is mandatory. (This means the work must be yours!)

Submission of Assignments

Late and non-submission of Senior Assessment

- To receive an overall subject result for a course of study in a General, Essential, Applied or certificate subject, you must **complete all required assessment outlined in the respective syllabus**.
- If you do not submit a response to an assessment instrument on or before the due date set by the school, a result will be awarded using any evidence available e.g. class work, a draft, rehearsal notes, photographs of student work, teacher observations. (You are very unlikely to pass in this instance)
- **If there is no evidence the only result that can be awarded is Not-Rated (NR). This will mean you will not pass "No Pass, No progression" and you will probably need to repeat the semester.**

Note: Technology failure (such as printer not working, work not being saved, or computer malfunction etc.) is not considered acceptable grounds for extension

Absence on Due Date of Assignments

If you know you will be absent on the day an assessment item is due you must:

- Submit the item before the due date *OR*
- Have it delivered to the school on that date.
- All assessment must be submitted by 4.30pm on the due date (midnight for General subjects)

Exams

Attendance at Exams/Orals:

You must:

- Arrive on time
- Come prepared with appropriate equipment
- Meet the behaviour expectations for conduct during exams

Conduct During Exams

- To be fair to all students sitting a test, it is important that test conditions are maintained. This means that you do not talk or act in a way that distracts others and prevents them from completing the test to the best of their abilities.
- If you act in a way that disrupts other students, you will be warned. If you are disruptive again you will be asked to leave. The teacher will determine a level of achievement for you using whatever evidence is available. This would usually mean marking the sections completed before you chose to leave.
- If you need to leave the room a member of staff will accompany you.

Assignment or Exam Extensions:

- No extensions will be approved on or after the due date.
- Extensions will be considered on a case-by-case basis
- *An Internal AARA Application Form must be completed for ALL extensions. This needs to be completed two days prior unless misadventure*

Illness

- A medical certificate is mandatory.

Extenuating circumstances (including unexpected circumstances)

- Family activities of a very special nature requiring absence from school
- Bereavement, family breakdown etc.
- Essential sporting / cultural commitments
- Long-term illness of self or family member
- "Sorry Business"
- If a delicate family matter or personal circumstances apply, the application can be lodged directly with Guidance Officer, Head of Campus, DOS or Principal.
- Unexpected circumstances arise if a situation occurs suddenly (and belatedly) causing the student to be unable to submit on the due date
- Your approved AARA application form will give you your new deadlines.

Managing Response Length after submission:

- You must include a word count at the end of your document.
- Where your response exceeds the required response, only the work that meets the required length as per the syllabus will be marked. **Evidence outside the required length, (written or spoken) will be excluded.**
- Students cannot be penalised for submitting a response that does not meet the response length conditions by arbitrarily reducing their result.

Academic Integrity: See *Academic Integrity policy*

Consequences for plagiarism include are:

You cannot be graded on work that is not your own. If plagiarism is confirmed, the sections of work in question cannot be used to make a judgment about your achievement.

- Where you have been found to have plagiarised significant portions of the task, only the elements of task that are your own original work will be graded.
- Where all of your work is plagiarised, you will receive a not rated (NR) as your result.

Student Signature : _____

Parent/Carer Signature : _____

Form 5 – Media Consent



Queensland Government

State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

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

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

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

☐ Full Name ☐ First Name ☐ No Name ☐ Other Name

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

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

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

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

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

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

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

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

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

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

5 LIMITATION OF CONSENT

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

6 CONSENT AND AGREEMENT

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

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

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

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

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

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

Date

SPECIAL CIRCUMSTANCES

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

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

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

Print name of witness

Signature of witness

Date

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

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

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

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

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

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

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

Form 6 – QR Code



Introduction to the Online Services Consent Form for South East Region's Learning Centres

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

This letter is to inform you about the third party online services used in our school and how your child's information, including personal information and works, may be recorded, used, disclosed, and published to the services (if you provide your consent for this to occur).

The Online Services Consent Form is a record of the consent provided.

This consent can be quickly completed online using your phone. To complete online, scan the below QR Code and disregard the remainder of the form. Sign and date below when completed.



Sign _____

Date ____/____/____

Form 6 – Paper copy

About the online services

After evaluation, the principal has deemed specific third party online services appropriate for school use. These online services are listed on the consent form.

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the terms of use and privacy policy, which outline how information and works will be used and under what circumstances they may be shared.

Student information

The consent collected by the form covers both student personal information (e.g. name, date of birth) and school-based information (e.g., student username, email, year level) as outlined on the form.

Where permitted by the service provider, de-identified information will be used and/or efforts will be made to limit the amount of personal information disclosed and stored within online services (e.g., when registering accounts, only mandatory information will be disclosed).

Student works

Works might include materials such as student projects, assignments, portfolios, images, video or audio. Where student works will be created within, stored or published to the online service (in some cases, published information or works will be viewable by the public), this will be indicated in 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Parent information

Where your personal information (e.g. parent email, name, contact details) will be disclosed to the online service, this will be indicated in the 'additional consent requirements' in Section 5 of the Online Services Consent Form.

Purpose of the consent

Third party online services are used for various purposes. The purpose of use for each service is outlined in Section 5 of the Online Services Consent Form. For example, teachers may use online services with students to support curriculum delivery, complete learning activities and assessment, facilitate class collaboration, and create and publish class work (e.g. projects, assignments, portfolios).

The Online Services Consent Form records your consent for your child to register accounts, use, and, where specified, publish their work to these services. The form also collects your consent for school staff to collect, store, and transmit information to online services in order to manage school operations and communicate with parents and students.

It should be noted that, in some instances, the school may be required or authorised by the Education (General Provisions) Act 2006 (Qld) or by law to record, use or disclose the student's personal information or materials without consent.

Voluntary consent provision

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Requests to limit consent in relation to how the 'Information covered by this consent form' and the 'Approved purpose' (Section 2 and 3 of the form) are applied to a specific service, will be treated as "do not consent", as the school cannot guarantee correct implementation of individual requests.

Due to the nature of the internet, it may not be possible for all copies of information (including images and student works that have already been disclosed or published) to be deleted or restricted from use if you request it. The school may remove content that is under its direct control, however, information and works that have already been disclosed and published cannot be deleted, and the school is under no obligation to communicate changes to your child's consent circumstances to online service providers.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Who to contact

To return the form, express a limited consent, withdraw consent or ask questions regarding consent, please contact the ICT Team at info@eaglebylc.eq.edu.au

Online Services Consent Form

Privacy Notice

The Department of Education is collecting the personal information on this form in order to obtain consent regarding the use of online services. This information and completed form will be stored securely. Personal information collected on this form may also be used by or disclosed to third parties by the Department 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, please contact your student's school in the first instance.

This form is to be completed by:

- Parent/carer*;
- Student over 18 years; or
- Student with independent status.

(*Note: Where a student who is under 18 years is able to consent, they may also provide consent in addition to the parent.)

1. IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- a) Full name of student

2. INFORMATION COVERED BY THIS CONSENT FORM

- a) The consent collected by the form covers the following student personal information (identifying attributes):

- Student name (first name and/or last name)
- Sex/Gender
- Date of Birth, age, year of birth

AND the following school-based information (generally, non-identifying attributes*):

- Student school username
- Student school email
- Student ID number
- School
- Year Group
- Class
- Teacher
- Country

*In cases where registration and/or use requires a combination of school-based information (non- identifying) and personal information, or a combination of school-based information, the school-based information may become identifiable.

b) If an online service records, uses, discloses and/or publishes student works, parent information or additional student information (such as photographs of students), not listed above (Section 2a.), the school will specify it as part of the additional consent requirements on the form. Examples may include:

- Student assessment
- Student projects, assignment, portfolios
- Student image, video, and/or audio recording
- Sensitive information (e.g., medical, wellbeing)
- Name and/or contact details (e.g. email, mobile phone number) of student's parent

3. APPROVED PURPOSE

This form records your consent for the recording, use, disclosure and publication of the information listed in item 2 above, and any information or student works listed under the 'additional consent requirements', and to transfer this information and works within Australia and outside of Australia (in the case of offshore services) to the online service providers for the following purposes:

- For your child to register an account for the online services
- For your child to use the online services in accordance with each service's terms of use and privacy policy (including service provider use of the information in accordance with their terms of use and privacy policy)
- For the school to:
 - administer and plan for the provision of appropriate education, training and support services to students,
 - assist the school and departmental staff to manage school operations and communicate with parents and students.

4. TIMEFRAME FOR CONSENT

The consent granted by this form is for the duration of the student's current phase of learning (i.e. Years P-3, 4-6, 7-9 and 10-12). Consent is obtained upon enrolment and renewed when students move into a new phase of learning (e.g. minimum every four years).

5. CONSENT FOR ONLINE SERVICES

For each online service listed below, please indicate your choice to give consent or not give consent for the information outlined in Section 2 to be disclosed to the online service in accordance with the purpose outlined in Section 3, and for the timeframe specified in Section 4.

The third party website that details each website can be found in the Forms and Documents section of the school website <https://eaglebylc.eq.edu.au/supportandresources/formsanddocuments/documents/enrolment-forms/third-party-website-list.pdf>

Please indicate your choice below by selecting one of the boxes.

- ☐ I consent to:
- all websites listed on the website <https://eaglebylc.eq.edu.au>
- ☐ I do not consent to:
- all websites listed on the website <https://eaglebylc.eq.edu.au>
- ☐ I give limited consent to:
- all websites listed on the website <https://eaglebylc.eq.edu.au>

Specific websites I request to exclude are:

Name of website	I do not give consent for my child's personal information to be shared

6. CONSENT AND AGREEMENT

Person giving consent – I am (tick applicable box):

☐

Parent/carer of the person identified in Section 1

☐

The person identified in Section 1 (if student is over 18 years or has independent status)

I have read the explanatory letter or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent for the information outlined in Section 2 and any additional consent requirements outlined in Section 5 to be disclosed to the online services in accordance with the purpose outlined in Section 3 and for the timeframe specified in Section 4.

Print name of student: _____

Print name of consentor: _____

Signature of consentor: _____

Date: _____

Form 7 – QR Code

A student's verified USI and final assessment outcomes may be disclosed to:

- Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:
 - the purpose of administering and auditing VET, VET providers and VET programs
 - education-related policy and research purposes
 - assistance with determining eligibility for training subsidies

The QR code will take you directly to the USI website to apply for a USI.

Once created please complete Form 8 or email the student's name and USI to the school so that their Information can be updated.

Unique Student Identifier Registration



<https://portal.usi.gov.au/student>

Form 8

Unique Student Identifier collection, verification and privacy form

Student details										
Student's full legal name										
Date of birth										
Unique Student Identifier										
<p>Note: If you don't have a USI or have forgotten it, you can create or retrieve your USI at www.usi.gov.au/students and complete this form.</p>										
Privacy notice: Use of your personal information and USI										
<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we Eagleby Learning Centre – Centre for Continuing Secondary Education can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI.</p> <p>The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> • applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation • replacing an authenticated AQF certification document • recording a student's final outcomes that will be made available on the national USI register. <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> • Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> – the purpose of administering and auditing VET, VET providers and VET programs – education-related policy and research purposes – assistance with determining eligibility for training subsidies • VET regulators to enable them to perform their regulatory functions • VET admission bodies for the purpose of administering VET and VET programs • current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme • schools for the purpose of delivering VET courses to the individual and reporting on these courses • the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted • any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system. <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>										
Student declaration										
<p><input type="checkbox"/> I hereby give permission for Eagleby Learning Centre – Centre for Continuing Secondary Education to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.</p> <p><i>If you would like Eagleby Learning Centre – Centre for Continuing Secondary Education to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.</i></p> <p><input type="checkbox"/> I authorise Eagleby Learning Centre – Centre for Continuing Secondary Education to apply for my USI number on my behalf and have read the privacy information. (Fill in 'USI application through school RTO' form).</p>										
Student name					Parent/guardian name					
Student signature					Parent/guardian signature					
Date					Date					

**Parent/guardian consent is required for all students under the age of 18.*

Form 9

Privacy notice and student declaration

Privacy notice

Under the *Data Provision Requirements 2012*, **Eagleby Learning Centre – Centre for Continuing Secondary Education** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by **Eagleby Learning Centre – Centre for Continuing Secondary Education** for statistical, regulatory and research purposes. **Eagleby Learning Centre – Centre for Continuing Secondary Education** may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student declaration and consent

☐ I declare that the information I have provided is true and correct to the best of my knowledge.

☐ I consent to the collection, use and disclosure of my personal information in accordance with the privacy notice above.

Student name		Parent/guardian name*	
Student signature		Parent/guardian signature	
Date		Date	

**Parent/guardian consent is required for all students under the age of 18.*

Form 10

Micro Credentialing SERLC



28 February 2023

Dear Parent / Guardian,

We at SERLC are excited to announce the introduction of Student digital badging or micro credentials for students. Micro credentials are mini-qualifications that demonstrate skills, knowledge, and/or experience in a given subject area or capability. Micro Credentialing is a non-compulsory program offered at SERLC (South East Region Learning Centres) to assist your child with transitioning into employment or further education in year 13 and beyond.

A micro credential award is a way of recognising achievement that employers want; they highlight skills students have that often go unacknowledged and it broadens students' career horizons. Students are able to enjoy recognition for their personal skills as well as traditional qualifications.

Our micro credentials are awarded to students to highlight 21st century skills for the emerging workplace under the criteria of Self Efficacy, Creativity, Critical Thinking and Collaboration and Communication.

Why Micro credentials?

1. Provides students with the language to use when applying for jobs
2. Gives students digital recognition of personal skills when applying for jobs
3. Celebrates and strengthens our student's positive characteristics
4. Introduces students to a worldwide online micro credential system

The program is valuable as it improves employability and education opportunities for students via an online digital platform called Credly.

The online platform Credly is where your child will receive their digital badges. We are seeking permissions for your child to use their personal email address, due to their Education Queensland email expiring upon graduation.

Your child's private information will be kept securely amongst the staff members operating the Micro Credentialing program at SERLC.

Micro Credentials SERLC Permission Form

Kind Regards

Elizabeth Coyer

Head Of School

I _____ give permission as a parent/guardian

of _____ give my consent for my student to sign up to Credly using their personal email address.

Date _____

Form 11



Dear parents, guardians and carers,

Your child has been identified by their classroom teacher/s as requiring educational adjustments to meet their individual learning needs.

Every year, all schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (NCCD). The NCCD process requires schools to identify information already available in the school about supports provided to students.

Information provided about students to the Australian Government for the NCCD includes:

- year of schooling
- categories within physical, cognitive, sensory or social/emotional
- level of adjustment provided: support provided within quality differentiated teaching practice, supplementary, substantial or extensive.

This information assists schools to:

- formally recognise the supports and adjustments provided to students
- consider how they can strengthen the support of students
- develop shared practices so that they can review their learning programs in order to improve educational outcomes for students

The NCCD will have no direct impact on your child and your child will not be involved in any testing process. The school will provide data to the Australian Government in such a way that no individual student will be able to be identified – the privacy and confidentiality of all students is ensured. All information is protected by privacy laws that regulate the collection, storage and disclosure of personal information.

If you have any questions about the NCCD, please contact the Head Of School Support Kate Underwood Ph 3382 9228.

Kind regards

A blue ink signature of Elizabeth Coyer, written in a cursive style.

Head Of School

Elizabeth Coyer

A blue ink signature of Kate Underwood, written in a cursive style.

Head of School Support

Kate Underwood