



Howayek Providence Limited trading as
**Maronite College of the Holy Family
Parramatta**
23-25 Alice Street, Harris Park NSW 2150
Ph: (02) 9633 6600
Web Address: www.mchf.nsw.edu.au
Email Address: admin@mchf.nsw.edu.au

Photo of
Student must be
provided.

(please attach here)

Enrolment Application and Agreement

Please indicate in a few words why you are seeking enrolment for your child at Maronite College of the Holy Family, Parramatta:

Student Name <i>(as stated on the Birth Certificate)</i>	Office Use Only	
	Class:	
	Student Code:	
	Family Code:	
	Commencement Date:	

Student Details

First Name:	Commencement Date:
Middle Name:	1 st Australian College Year (e.g. 2011):
Surname:	Previous College:
Preferred Name:	
Sex: (please tick one) <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Year Level:
Country of Birth: <input type="checkbox"/> Australia	Religion:
Other Country:	
Date of Birth: / /	Nationality:
Enrolment Class (e.g.: Year 3):	

Family Mailing Details

Family Surname:	
Mail to (e.g. Mr & Mrs Smith):	
Address:	
Suburb:	Postcode:
Current Parish:	Home Phone Number:

Nationality/Residential Status

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

- Australian Citizen (Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)
- Permanent Resident (Passport if Country of Birth is not Australia)
- Temporary Resident (Passport and Visa)

Do you consent for the College to perform a Vevo check? YES NO

Please note if you do not consent the application may not be accepted.

At all times, it is the responsibility of the parent/guardian to remain lawful while in Australia. The College does not take responsibility for any breaches or consequences regarding Vevo checks.

Indigenous Identifier

Is the Student of Aboriginal or Torres Strait Islander Origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Prefer not to say

Main Language Spoken

Select the language mostly spoken at home?	Student	Mother Guardian 1 Carer 1	Father Guardian 2 Carer 2
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Please specify			

Office Use Only

Residential Status: Permanent Non-Permanent Refugee

O/S BRVS RSVS ETV LBOTE ESLASSIST NA/CIEC CSS SSCL OHS

Arrival Date in Australia:

Visa Sub Class:

Passport Number:

Visa Number:

OSHC Membership Number: Expiry:

Visa Expiry Date:

Confirmation of Enrolment-Course Code:

Course Description:

Confirmation of Enrolment Number:

Course Start:

Course End:

Parent / Guardian / Carer Contact Details

Details	Residential Mother Guardian/Carer Residing at the Same Address	Residential Father Guardian/Carer Residing at the Same Address
Title:		
First Name:		
Middle Name:		
Surname:		
Relationship:		
Date of Birth:		
Address:		
Suburb & Post Code:		
Residential Guardian:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home Phone Number:		
Work Phone Number:		
Fax:		
Mobile:		
Email Address:		
Occupation:		
Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 (not in paid work in the last 12 months)	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 (not in paid work in the last 12 months)
Highest Year of College Education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below
Level of Highest Qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-College qualification	<input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-College qualification
Country of Birth:		
City/Town:		
Nationality:		
Religion:		
Signature:		

Contact Details of Other Persons

Details	Non-Residential Parent (if applicable)	Emergency Contact
	Please only complete if there is a Parent who does not reside at the Student's Home Address	Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted
Title:		
First Name:		
Surname:		
Address:		
Suburb & Post Code:		
Home Phone No:		
Business Phone No:		
Mobile Phone No:		
Email Address:		N/A
Relationship to Student:		
Employer:		N/A
Occupation:		N/A
Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations')	<input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8 (not in paid work in the last 12 months)	N/A
Highest Year of College Education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below	N/A
Level of Highest Qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-College qualification	N/A
Do you speak a language other than English at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please specify:	N/A
Country of Birth:		N/A
Nationality:		N/A
Religion:		N/A
Signature:		N/A
Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes , please provide a brief description (supporting documentation must be provided):	

Student Details

This information is required to enable the College to assess and manage any risk of harm to the student, their peers and the staff. If there are any changes to these issues during the child's enrolment at the College, the administration must be promptly notified to enable the College to assess its ability to provide adequate services for these needs. A failure to fully disclose any special needs or disability may impact on your application. The acceptance of this application may be based in whole or part on the information you have provided to the College. It is also important that you advise the College fully of any change in your child's needs as promptly as possible as the College must reassess its ability to provide adequate services to your child on a regular basis. A full disclosure of all special needs, disabilities or risks is essential to enable us to properly consult with you and develop strategies to adequately deal with those needs, disabilities or risks.

Special Circumstances

Are there any family circumstances about the student seeking to be enrolled that the College should know prior to enrolment? (e.g. living apart from parental supervision, subject of a court order, State arranged out of home care)

Yes No

If yes, provide a brief description of the circumstances:

Relevant Previous History

Maronite College of the Holy Family has a responsibility to assess and manage any risk of harm to its staff and students.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this College?

Yes No

If yes, provide a brief description of the circumstances:

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

Has the student any past history of violent behaviour?

Yes No

If yes, provide details:

Did this involve being suspended or expelled from any previous College?

Yes No

If yes, was this for (Please tick):

Actual violence to any person

Illegal drugs?

Possession of weapon or any item used to cause harm or injury?

Threats of violence or intimidation of staff, students, or others at the College?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the College setting?

Yes No

If yes, provide a brief outline of these matters:

Medical Details

Doctor's Name:	Phone Number:
Student's Medicare Number:	Date of Last Tetanus Injection/Booster:
Allergies/ Medical Alert Please specify any <u>allergies/ medical alerts</u> relating to the student applying for enrolment (e.g. allergies to nuts, penicillin, bee stings, asthma management etc)	
Please attach a Health Care Plan or Other Reports/Plans	
Immunisations	Has the Immunisation Certificate been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No

First Aid and Medical Treatment

<ul style="list-style-type: none"> I/We give permission to the College to administer minor and basic first aid if required which may become necessary as a result of any accident occurring at the College or at functions/excursions organised by the College if I cannot be contacted before any such treatment is deemed necessary by proper medical authorities. I/We will also provide written consent to the College on request to contact health professionals or other relevant agencies. I/We give permission to authorise the College staff to seek medical attention for my child should a medical emergency situation arise. This may include transport to the nearest hospital, medical centre or doctor by ambulance or private vehicle and; I/We agree to meet all costs.
Consent: We consent to the first aid and medical treatment: <input type="checkbox"/> Yes <input type="checkbox"/> No

Immunisations

Please indicate in the appropriate box if your child has had their Immunisation injections

Immunisation	Yes/No	Date	Immunisation	Yes/No	Date
Polio	<input type="checkbox"/> Y <input type="checkbox"/> N		Rubella	<input type="checkbox"/> Y <input type="checkbox"/> N	
Measles/Mumos/Rubella	<input type="checkbox"/> Y <input type="checkbox"/> N		Meningococcal	<input type="checkbox"/> Y <input type="checkbox"/> N	
Chickenpox	<input type="checkbox"/> Y <input type="checkbox"/> N		Hepatitis B	<input type="checkbox"/> Y <input type="checkbox"/> N	
Human Papillomavirus (HPV 12 to 18 years)	<input type="checkbox"/> Y <input type="checkbox"/> N		Diphtheria/Tetnus/Whooping Cough	<input type="checkbox"/> Y <input type="checkbox"/> N	
Tetanus	<input type="checkbox"/> Y <input type="checkbox"/> N				

Special Needs

Please indicate whether the student applying for enrolment has any known or suspected **special needs** such as – wears glasses/hearing aid, is being treated by a Paediatrician etc:

Does the student have any of the following: (please ✓)

Physical Needs <input type="checkbox"/>	Vision impairment <input type="checkbox"/>	Educational Needs <input type="checkbox"/>	Behavioural Needs <input type="checkbox"/>
Medical Needs <input type="checkbox"/>	Language Needs <input type="checkbox"/>	Other Needs (<i>please specify below</i>) <input type="checkbox"/>	

If you have ticked any of the above, please provide full details of those needs and any assessment/intervention/support that he/she may be currently receiving (Supporting Documentation must be provided).

If this enrolment application is successful, it is essential that the College be advised promptly of any changes to the needs of the students. The College will regularly assess its ability to provide adequate services for these needs.

Student Primary and Secondary College Education (all enrolments)

Please provide details (names and locality) of last three Colleges attended (where applicable):

Did your child need/receive special help there? Yes No

If “yes”, what was provided for your child at his/her previous College.....

Yes No Alternative teaching and learning strategies

Yes No A reader or scribe

Yes No Modifications to equipment, furniture, learning spaces

Yes No Access to technology

Yes No Personal carer support

Student Pre-College Education

In the year before College, has the child been in non-parental care on a regular basis and/or attended any other educational programs? Yes No

If Yes, indicate all that apply.

PreCollege Family Day Care Day Care (with a pre-College program)

Long Day Care Other relative Other person (includes nanny, friend or neighbour)

Grandparent If Yes, please enter postcode if known _____

Please indicate the amount of formal care (long day care, pre-College) each week prior to enrolling at College

Attendance/Week: _____ Number of Full Days: _____ Number of Half Days: _____ Age Commenced: _____

Please provide the name of the Pre-College: _____

Phone Number: _____ Teacher’s Name: _____

Did your child need/receive special help there? Yes No

Parish/Sacramental Details

Sacrament	Date Received	Parish Received	Copy of Certificate supplied Y/N
Baptism			
Confirmation			
Reconciliation			
Eucharist			

Photograph and Video Permissions

- I/We give permission to the College and Catholic Colleges NSW to publish any College/college related material by or about my child, including photographs and or videos in print and online promotional, marketing, media and educational material (e.g. newsletters, websites, social media, newspapers and publications) without acknowledgement, remuneration or compensation.
- I/We understand that if our child is aged 15 or over that they will also have to give permission.
- I/We understand and agree that if I/we do not wish to consent to my/our child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this permission, it is my responsibility to notify the College in writing.

Parent/Guardian Consent: We consent to the photograph and video for my child: Yes No

Student Consent (if aged 15+ years old):

Student Name:		Signature:		Date:	
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Permission to Swim

- I/We give permission to the College to allow my child to swim at College activities provided that the waterway is safe and adequately patrolled by certified life savers and/or supervision provided by staff. My child's swimming ability is rated as (non-swimmer, poor, average, good)
- I/We understand and agree that any changes to this consent will be my/our responsibility to notify the College in writing.

Parent/Guardian Consent: We consent for my child to swim: Yes No

My child's swimming ability is rated as: Non-swimmer Poor Average Good

Please list below all children in the family attending Maronite College of the Holy Family and those who do not attend or are still at home.

Birth Order	Child's Full Name	College Year	Date of Birth
Child 1			
Child 2			
Child 3			
Child 4			
Child 5			
Child 6			
Child 7			

ENROLMENT AGREEMENT CONDITIONS

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/Guardian(s) where appropriate unless the College agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable fee of \$150 (\$50 for Application Administration Fee and \$100 for Acceptance Fee).

2. Conditional Enrolment

- 2.1 All enrolments are conditional upon the College being satisfied in its discretion that the Student's needs can be met by the College. The College may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 All enrolments are conditional for one year. The College may cancel the enrolment if it determines that the student has not fulfilled their role and responsibility as a student of the College.
- 2.3 The College may require Parent/Guardian(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.4 Maronite College of the Holy Family may seek to gain access to relevant information about the student to facilitate enrolment from previous Colleges, pre-Colleges or other professional agencies.

3. Progress of Student

- 3.1 The Executive Principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside of the College precincts.
- 3.2 If the College considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

4. Fees and Charges

- 4.1 College Board will determine Fees and Charges payable each year. Fees are reviewed annually.
- 4.2 Fees and Charges may also have levies, co-curricular activities and sport.
- 4.3 Fees and Charges include tuition, levies, maintenance, electives and excursions. All fees owed should be settled in full annually. Payment methods can be online, Direct Debit, Eftpos, Cash or Centrepay. Forms for Direct Debit and Centrepay can be obtained from the Fee Office.
- 4.4 All medical expenses incurred on behalf of a student must be reimbursed by the parent/guardian(s).
- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice. Prompt contact with the College is required in the event that fees and charges are unable to be met by the due date.
- 4.6 Parents/Guardians are required to establish a payment plan for the payment of fees and charges. There will be an additional administration fee for those who do not make contact with the College to arrange a payment plan.
- 4.7 Fees will not be refunded in whole or part if the student is absent due to illness, leave or suspension.
- 4.8 All debt recovery costs if applicable will be borne by signatory/signatories.

5. Withdrawal of Students

- 5.1 Where students leave to enroll at another College, the NSW Education Standards Authority (NESA) requires that parent/guardian(s) advise the College in writing of the name of the College the Student will be attending and the grade the Student will be entering at the new College.
- 5.2 If parent/guardian(s) wish to withdraw a Student from the College, notice given must be not less than four (4) weeks' notice. The intended destination must be provided through the completion of the Advice of Withdrawal of Enrolment as well as evidence of new destination.
- 5.3 All unpaid debts that have been utilised must be settled before the College will approve a withdrawal request. Refund is limited to the unutilised fees that have been paid for.

6. Obligations of Students

- 6.1 Students are required to have high standards of behaviour and abide by the College Rules and Codes of Conduct.
- 6.2 Behave courteously and considerately to each other and to staff at all times.
- 6.3 Not do anything which may bring the College into disrepute, including in print and electronic media.
- 6.4 Support the goals and values of the College.
- 6.5 Attend and, if required, participate in assemblies, the College sports program, important College events such as carnivals and foundation day or other events determined by the Executive Principal, and camps and excursions that are an integral part of the College curriculum.
- 6.6 Wear the College uniform as prescribed including when travelling to and from College and follow conventional standards of appearance while at College in accordance with the College's guidelines and the expectation of the College community.
- 6.7 Attend the College during College hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7. Obligations of Parent/Guardian(s)

The parent/guardian(s)

- 7.1 Must accept and abide by the requirements and directions of the College Board and the Executive Principal relating to the student or students generally and not interfere in any way with conduct, management and administration of the College.
- 7.2 Are required to support the goals, values and activities of the College.
- 7.3 Commit to supporting the College in the management of any performance or behavioural issues pertaining to their child in a spirit of mutual respect and collaboration.
- 7.4 Will ensure the prompt payment of all fees and charges to the College by or before the due date. Prompt contact will be made to the College in the event that fees and charges cannot be met by the due date.
- 7.5 On a regular basis read the weekly Newsletter.

The Parent/Guardian(s) must promptly advise the College.

- 7.6 In writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application and Agreement Form. Offers of enrolment may be cancelled if the College loses contact with the parent or mail is returned.
- 7.7 If the Student is absent from the College due to ill health or other reason
- 7.8 In writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the College.

The Parent/Guardian(s).

- 7.9 Must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
- 7.10 Should communicate with students, parent/guardian(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the College from time-to-time and observe the Parent Code of Conduct.
- 7.11 Should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the College which are relevant to the Student's education.
- 7.12 Must not use social media to denigrate the College, staff, students or other members of the College community.

8. Health and Safety

- 8.1. Parent/guardian(s) must advise the College immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
- 8.2. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/guardian(s) are not readily available to authorise such treatment, the Executive Principal or, in the Executive Principal's absence, a senior staff member of the College, may give the necessary authority for such treatment. The parent/guardian(s) indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.3. Parent/guardian(s) must observe College security procedures for the protection of students.
- 8.4. Students are responsible for their personal property and the College does not accept any responsibility for the loss of their belongings.
- 8.5. The Executive Principal or the Executive Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1. The College determines the educational and other programs and activities conducted at the College from time to time in its absolute discretion.
- 9.2. The College may change its programs and activities and the content of these programs and activities without notice.
- 9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Executive Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

10. Reports

The College will send academic reports to the parent/guardian portal account twice a year.

11. Leave

The Parent/Guardian(s) will seek approval for extended leave from the Executive Principal if the leave exceeds 5 days.

12. Suspension and Termination of Enrolment

12.1. The College may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to;

- a) A serious breach of the College’s rules or Code of Conduct
- b) Conduct prejudicial to the reputation of the College or the well-being of its students or staff, and;
- c) Where the Executive Principal believes that a mutually beneficial relationship of co-operation and trust between the College and the Parent/Guardian(s) has broken down to the extent that it adversely impacts on that relationship.

12.2. The College will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The College may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the College finds the relevant particulars of the special needs of the Student have not been provided to the College or the particulars provided are materially incorrect or misleading.

13. Other

Acceptance of enrolment is also consent to photographs, videos and/or work samples of the student to be placed in the College’s records, displayed from time to time around the College, and published in College publications, on its website and in other marketing and promotional material.

14. Entry to Year 7 and Other Years

Those deemed to be ‘at risk’ in terms of behaviour and attitude, the College reserves the right to withhold enrolment offers from any of its students. Students of Years 6 and 10 and their parents/guardians may be requested to attend an interview prior to confirming continuation in Year 7 and 11 if they are deemed to be ‘at risk’.

15. Amendment of Terms and Conditions

The College may alter the terms and conditions of enrolment at any time by giving not less than two (2) term’s notice to the Parent/Guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

- Each of us agrees that our obligations to the College, as set out above, are joint and several.
- I/we have read all of the information in the Enrolment Package and accept all terms and conditions should this enrolment application be successful.
- I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Guardian) **DATE:** ____ / ____ / ____

and/or

SIGNED: _____ (Mother/Guardian) **DATE:** ____ / ____ / ____

Office Use Only

Enrolment Accepted: Yes No Enrolment Fee: \$ _____ Date Paid: _____

Interviewer: _____ Risk Assessment Noted: Yes No

Enrolment Policy #: _____ Enrolment Policy Version #: _____

Comment:

LIST OF PARENTAL OCCUPATION GROUPS

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

- **Senior executive/manager/department head in industry, commerce, media or other large organisation**
- **Public service manager** (section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (College Executive Principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: *Other business managers, arts/media/sportspersons and associate professionals*

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol 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, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

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

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting 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/child-care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

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

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, 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, College/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above.
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Group 8: *If the person has not been in paid work in the last 12 months.*

Please note: if you are not currently in paid work but have had a job in the last 12 months or have retired in the last 12 months, please refer to your last occupation group

Information Collection Notice

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide enrolled students the College to exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other Colleges and teachers at those Colleges, including a new College to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - Catholic Education Office, the Catholic Education Commission, or equivalent (e.g. CSNSW) the College's Diocese/Archdiocese and the parish and other related church agencies/entities within other Dioceses;
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - agencies and organisations to whom we are required to disclose personal information for educational and research purposes;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The College uses (centralised) information management storage systems provided by third party storage providers for the purposes of providing to the College in connection with the systems.
9. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal and information may reside on a cloud service provider's servers which may be situated outside Australia. For further information about the College's use of an online or 'cloud' service providers is contained in the College's Privacy Policy.
10. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where the College is otherwise required or authorised by law to refuse

access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

11. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
12. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
13. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website or otherwise shared with the College community. This may include photographs and videos of student activities such as sporting events, concerts and plays, College camps and College excursions. The College will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
14. We may include students' and students' parents' contact details in a class list and College directory.
15. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why.