ENROLMENT FORMS
To be completed and returned

WESTERN SUBURBS
State Special School
Contact Details

Western Suburbs State Special School
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Website: www.westernsuburbsspecs.eq.edu.au
<table>
<thead>
<tr>
<th>Item</th>
<th>Parent</th>
<th>Administration</th>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate (copy)</td>
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<tr>
<td>Medicare Card Details (copy)</td>
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<tr>
<td>Court Orders / Legal Documents (copy)</td>
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<tr>
<td>Transport (Bank Account Details)</td>
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<tr>
<td>Disability Services Registration</td>
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<tr>
<td>Receiving Parenting Allowance</td>
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<tr>
<td><strong>SENIOR SCHOOL ONLY</strong></td>
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<tr>
<td>USI Number (Application)</td>
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<tr>
<td>VET Letter of Agreement &amp; Attendance (Signed)</td>
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</tbody>
</table>
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Enrolment Agreement

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

Responsibility of student to:
- Attend school on time, every school day for the educational program in which they are enrolled, be ready to learn and take part in school activities.
- Act at all times with respect and show tolerance towards other students and staff.
- Work hard and comply with requests or directions from the teacher and principal.
- Abide by school rules as outlined in the school’s Responsible Behaviour Plan for Students. Including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives).
- Meet homework requirements and wear school’s uniform.
- Respect the school property.

Responsibility of parents to:
- Ensure your child attends school on every day for the educational program in which they are enrolled.
- Attend open meetings for parents.
- Let the school know if there are any problems that may affect your child’s ability to learn.
- Ensure your child completes homework regularly in keeping with the school’s homework policy.
- Inform school of student absences and reasons for absences in a timely manner.
- Treat school staff with respect.
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control.
- Not allow your child to bring dangerous or inappropriate items to school.
- Abide by school’s instructions regarding access to school grounds before, during and after school hours.
- Advise Principal if your student is in the care of the State
- Keep school informed of any changes to student’s details, such as student’s home address and phone number.

Responsibility of school staff to:
- Design and implement engaging and flexible learning experiences for individuals and groups.
- Inform parents and carers regularly about how their children are progressing.
- Design and implement intellectually challenging learning experiences which develop language, literacy and numeracy.
- Create and maintain safe and supportive learning environments.
- Support personal development and participation in society.
- Foster positive and productive relationships with families and the community.
- Inform students, parents and carers about what the teachers aim to teach the students each term.
Teach effectively and to set the highest standards in work and behaviour.
Clearly articulate the school’s expectations regarding the Responsible Behaviour Plan for Students and the school’s Dress Code Policy.
Ensure that parents and carers are aware that the school does not have personal accident insurance cover for students.
Advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports program).
Set, mark and monitor homework regularly in keeping with the school’s homework policy.
Contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality.
Deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools.
Treat students and parents with respect.

I acknowledge:
That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above.
That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.
I have received a copy of the Responsible Behaviour Plan for Students (Parent Handbook)
I have received a copy of the Parent Handbook.

<table>
<thead>
<tr>
<th>Parent / Carer Name:</th>
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</thead>
<tbody>
<tr>
<td>Parent / Carer Signature:</td>
<td></td>
</tr>
<tr>
<td>On Behalf of Western Suburbs Special School:</td>
<td></td>
</tr>
</tbody>
</table>
Transport Arrangement

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Parent Name</th>
<th>Address</th>
</tr>
</thead>
</table>

Transport Type:

- [ ] Car
- [ ] Bus
- [ ] Conveyancing (an allowance paid directly to parents/carers for the private conveyance of eligible students between home and school). If Western Suburbs State Special School is not the closest school to students residential address, conveyancing allowance will only be paid for distance to nearest school.

(Please supply bank account details for semester reimbursement).

<table>
<thead>
<tr>
<th>Account Name</th>
<th>BSB Number</th>
<th>Account Number</th>
</tr>
</thead>
</table>

Transport Days Required: (please circle)

<table>
<thead>
<tr>
<th>Monday</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>AM</td>
<td>PM</td>
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<tr>
<td>Wednesday</td>
<td>AM</td>
<td>PM</td>
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<tr>
<td>Thursday</td>
<td>AM</td>
<td>PM</td>
</tr>
<tr>
<td>Friday</td>
<td>AM</td>
<td>PM</td>
</tr>
</tbody>
</table>

Transport Permission

As part of the Community Access Program at Western Suburbs Special School, students visit various locations and travel to these locations by the school bus or by private car. These visits usually occur on a weekly basis to places such as the shops, library, parks, TAFE, local swimming pool etc.

I GIVE / DO NOT GIVE (please circle) permission for my child to travel by school bus or private car as part of the Community Access Program at Western Suburbs Special School. I acknowledge that the Department of Education and Training does not have Personal Accident Insurance cover for students.

Parent / Carer Signature ___________________________________________ Date: ____________________
Community Access Programs

Students are often involved in Community Access Programs which involve excursions outside the school boundaries. Learning experiences include behaviour in public, reading from signs and timetables, practical mathematics, money handling, travel training and leisure activities. Community Access Programs may involve travelling on foot, by public transport, private car or by school bus. At least one adult supervisor will always be present and will have telephone contact with the school.

I GIVE / DO NOT GIVE (please circle) permission for my child to participate in Community Access Programs. I acknowledge that the Department of Education and Training does not have Personal Accident insurance cover for students.

Parent / Carer Signature ___________________________________________ Date: ____________________
Recreational Person Electronic Device Policy

Guidelines – Electronic Device Etiquette

The following guidelines are to be followed by all students who wish to bring personal electronic devices to school for personal entertainment usage.

- Students are to complete an induction process with their Teacher, with clear expectations around appropriate usage of recreational personal devices.
- Under NO circumstances are images or video footage of people to be recorded without their knowledge and cannot be saved and sent to other people.
- If this rule is not followed this will result in the student being banned from using a personal device at school for the rest of the term.

- Electronic devices are only to be used when permission is given by the supervising teacher on duty.
- No electronic device will be charged at school. It is solely the responsibility of the owner to ensure the device is charged each day prior to bringing it to school.
- Western Suburbs State Special School does not accept any responsibility for the theft of damage of an electronic device brought from home.

Recreational Electronic Device Use

Personal technology devices may be used at break times ONLY.

- Morning Tea 11:15am – 11:30am
- Lunch Break 1:15pm – 1:45pm

Electronic Device Agreement at Western Suburbs State Special School

I (PARENT / CARER NAME) __________________________________________ have read and understand the Electronic Device Policy.

I give permission for (STUDENT NAME) __________________________________________ in (CLASS) ________

to bring his/her (ELECTRONIC DEVICE NAME eg IPAD) ________________________________ to school each day.

_________________________________________________________  _________________
Parent / Carer Signature  Date
Computer Use, iPad and Internet Access Agreement

At Western Suburbs State Special School we use computer access and internet as a teaching and learning tool to access educational outcomes for our students. We see the internet as a valuable resource that needs to be used respectfully, responsibly and safely.

Your child has been asked to agree to use classroom computers, iPads and the internet responsibly at school. Parents should be aware that the nature of the internet means full protection from inappropriate content can never be guaranteed.

We recommend that you read our Computer Use, iPad and Internet Access Policy along with this agreement to understand your child’s responsibilities when working online.

Student Agreement

When I use the internet at Western Suburbs State Special School, I have rules to follow.

I Will:

✓ Keep myself and friends safe by not typing personal or school details (full name, phone number, address and/or images).
✓ Keep my password a secret.
✓ Treat everyone with respect.
✓ Think about how I talk and work with other people online.
✓ NEVER be involved with cyber bullying.
✓ Use the internet for school work ONLY.
✓ Use the teacher approved website favourites ONLY.
✓ Be responsible when using computer property.
✓ Not bring or download programs, (including games), to the school or open them at school.
✓ Remember people have placed their work on the internet and it is disrespectful to copy and paste it as my own.
✓ Talk to my teacher if:
  • I need help online.
  • I am not sure what I should be doing on the internet.
  • I think I am looking at something inappropriate
  • Someone writes something that makes me feel upset, uncomfortable or asks for my personal details.

I understand and agree to follow these rules. I know that if I do not follow these rules, I will lose access to the internet at school.

Parent Agreement

✓ I understand that the internet can provide my child with valuable learning experiences and give permission for my child to access the internet while at school.
✓ I understand that the internet gives access to information on computers around the world; that the school cannot completely control what is accessed.
✓ I accept that while teachers will always perform their duty of care, protection against inappropriate information must depend on the responsible use by students.
✓ I am aware that the use of the school computers, iPads and the internet is electronically monitored and that my child will be held responsible for any misuse or damage of the computer and iPad.
✓ I have spoken to my child and they understand their student agreement.
✓ I understand that there are consequences in place if my child does not follow their agreement.
✓ I agree to support the school when enforcing this policy at Western Suburbs State Special School.

Parent / Carer Name: ____________________________________________________________

Signature ___________________________________________ Date: __________________________
### Student Medical Information

**NAME:** ___________________  **Date of Birth:** _____/_____/______  **Class:** ________  **Year level:** _______

**In Case Of Emergency:**  **Home Phone Number:** () ______________________________

**Mother’s Work Number:** ______________________________  **Father’s Work Number:** ______________________________

**If Parent Unavailable:**  **Emergency Contact Name:** ______________________________

**Home Phone Number:** ______________________________  **Work Number:** ______________________________

### Conditions

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEART PROBLEMS</td>
<td>YES / NO</td>
</tr>
<tr>
<td>RESPIRATORY e.g. Asthma</td>
<td>YES / NO</td>
</tr>
<tr>
<td>ALLERGIES</td>
<td>YES / NO</td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Drug</td>
<td></td>
</tr>
<tr>
<td>Ointments</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>SUGAR DIABETES</td>
<td>YES / NO</td>
</tr>
<tr>
<td>BLOOD PRESSURE</td>
<td>YES / NO</td>
</tr>
<tr>
<td>RECENT OPERATIONS</td>
<td>YES / NO</td>
</tr>
<tr>
<td>EPILEPSY</td>
<td>YES / NO</td>
</tr>
<tr>
<td>RECENT ILLNESS</td>
<td>YES / NO</td>
</tr>
<tr>
<td>PHOBIAS</td>
<td>YES / NO</td>
</tr>
<tr>
<td>BACK, BONE, JOINT PROBLEMS</td>
<td>YES / NO</td>
</tr>
<tr>
<td>VEGETARIAN</td>
<td>YES / NO</td>
</tr>
<tr>
<td>OTHER: INCLUDING ALLERGIES</td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

**Date of Last Tetanus Booster:** ______________________________

**Medication currently being taken:** Please provide details of any medication being taken by the student including dosage, frequency and doctor’s instructions. ____________________________________________________________

**Medical or Physical Conditions:** Please provide details which would limit your student’s full participation in any activity including any food restrictions. ____________________________________________________________

**Medical insurance details of Medicare Cardholders.**

**Name:** ______________________________  **Medicare Number:** ______________________________

**Additional Health Insurance:** YES / NO

**Parent / Carer SIGNATURE:** ______________________________

**Independent Student Signature:** ______________________________  **Date:** __________________

**Privacy Statement:** The department is collecting personal information regarding your child’s participation in this activity in order to ensure that the school can properly address any particular needs of your child while they are in our care. The information will only be accessed by persons authorised by the department. It will not be used or disclosed to any other person or agency unless you have given permission, it is required by law or it is in the best interests of your child’s health and welfare.
Student Resource Scheme (SRS)

There are many costs associated with providing quality educational opportunities which all students deserve. Western Suburbs State Special School offers a Student Resource Scheme (SRS) as an economical alternative for the provision of high quality resources for their students.

SRS is organised by the school, operates under the policy and guidelines of the Department of Education and Training (DoE) and is endorsed annually by the P & C Association. Participation in the scheme is optional, however before you make your decision, please refer to the “Purpose of the Student Resource Scheme” on our Website https://westernsuburbsspecs.eq.edu.au.

Under the Education (General Provisions) Act 2006 (Qld) (Section 50(2), the cost of ‘instruction’, ‘facilities’ and ‘administration’ are met by the state. State funding for schools does not extend to individual student resources such as textbooks, equipment for personal use and items used/consumed by the student in the classroom. Parents are responsible for supplying these resources to support student learning. The SRS provides parents with a convenient and cost-effective alternative to individually sourcing:

Textbook and Resource Allowance (TRA)

The textbook and resource allowance (TRA) provides financial assistance to parents of secondary school students to reduce the cost of education. The TRA will be applied as a deduction to the annual cost of participation in the scheme.

For an annual fee of:

<table>
<thead>
<tr>
<th>Sub-School</th>
<th>Consumables</th>
<th>Class Program</th>
<th>Total</th>
<th>*Textbook &amp; Resource allowance</th>
<th>Total Parent Payment</th>
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<tbody>
<tr>
<td>Junior School Classes</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years Prep, 1 &amp; 2</td>
<td>$100.00</td>
<td>-</td>
<td>$100.00</td>
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<td>Middle School Classes</td>
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<tr>
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<td>$60.00</td>
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<tr>
<td>Year 7, 8 &amp; 9</td>
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<td>$80.00</td>
<td>$180.00</td>
<td>-$130.00</td>
<td>$50.00</td>
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<tr>
<td>Senior School Classes</td>
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<td></td>
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<tr>
<td>Year 10</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$300.00</td>
<td>-$130.00</td>
<td>$170.00</td>
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</tr>
<tr>
<td>Year 11</td>
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<td>$150.00</td>
<td>$300.00</td>
<td>-$281.00</td>
<td>$19.00</td>
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<tr>
<td>Senior School Year 12 Only</td>
<td>$150.00</td>
<td>$350.00</td>
<td>$500.00</td>
<td>-$281.00</td>
<td>$219.00</td>
</tr>
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</table>

The Textbook Allowance Scheme is calculated on year levels.
Additional educational programs only

Participation

The Student Resource Scheme (SRS) provides parents with a convenient and cost-effective way to obtain/access educational resources that their child needs for school. These resources supplement the school's resources and enhance students' learning experience at school.

The School has developed a [Subject Costs and ] SRS for [all cohorts of the school, Junior, Middle, Junior Secondary & Senior]
For more information regarding the SRS please see [www.westernsuburbsspecs.eq.edu.au]

Please indicate your intention to participate or not by selecting "yes" or "no" and completing the information in the relevant box below:

☐ Yes
I wish to participate in the above-named Student Resource Scheme for the duration of my child's enrolment at the school. I have read and understand the Terms and Conditions (see reverse) and agree to abide by them and to pay the annual participation fee. I understand that the school will provide me with information about the SRS costs and inclusions each year when the invoice is issued.
I understand that I can opt out of SRS participation in any year by completing a new Participation Agreement Form before the invoice due date.

I wish to make payment each year by:
☐ A single payment for the full year's fee
☐ Term instalments (paid over the first 3 terms)
☐ An instalment plan as negotiated with the school
(e.g. via direct debit, centrepay or other periodical payment method)
To arrange please contact Accounts Receivable officer on 37140666.
☐ I am experiencing financial hardship and wish to meet with the school to discuss my options (see clauses 7-11 overleaf)

☐ No
I do not wish to participate in the above-named Student Resource Scheme. I have read and understand the Terms and Conditions (see reverse) and acknowledge my responsibility to supply the resources required by my child. I understand the school will provide me with a list of resources required each year.
I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

Student Details

I agree to the above made selection, until such point as I inform the school otherwise

Student name: ____________________________ Year level: __________

Parent name: ____________________________

Parent signature: ____________________________ Date: __________

School use only:
[SRS agreed, BPOINT Plan, Installment schedule. Generate invoice for payment]

Negotiated instalments: ____________________________ Approved by: ____________________________
Terms and Conditions of the Student Resource Scheme

Privacy Statement
The Department of Education collects this information in accordance with section 51 of the Education (General Provisions) Act 2006 ("the Act") in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery.

Definitions
1. Reference to a “parent” is in accordance with the definition in the Act and refers equally to an independent student.

The Student Resource Scheme (SRS)
2. The cost of providing instruction, administration and facilities for the education of students enrolled at state schools is met by the State.
3. The school is not responsible for providing textbooks, in-class consumables and personal resources for students.
4. The SRS enables parents to access certain resources, as detailed by the school, for an annual fee.
5. Participation in the SRS is optional: parents are under no obligation to participate.

Parents and Citizens’ (P&C) Association support of the SRS
6. All parents are invited to participate in the annual meeting of the P&C Association at which the income and expenditure report is presented and the proposed SRS inclusions and fees are tabled for approval.

Parents experiencing financial hardship
7. Principals may vary payment options and/or waive all or part of the participation fee for parents experiencing financial hardship.
8. Parents experiencing financial hardship who wish to participate in the SRS should contact the Principal to discuss options.
9. The onus of proof of financial hardship is on the parent.
10. The school may require annual proof of continuing financial hardship.
11. All discussions will be held in the strictest confidence.

Parents participating in the SRS
12. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
13. [An] invoice/s for the amount of the annual participation fee will be issued to the parent providing consent to participate in the SRS.
14. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
15. Parents must notify the school before the invoice due date if they intend to cease their participation in the SRS in any year.
16. Where a parent chooses to participate, they are agreeing to pay the annual participation fee, in accordance with the payment frequency option selected on the form. There is no provision for partial participation.
17. All SRS resources provided for the student’s temporary use remain the property of the school and must be returned when requested by the school or if the student leaves the school.
18. Parents are responsible for ensuring that any SRS resources provided for the student’s temporary use are kept in useable condition. Where an issued item is lost, not returned, or negligently damaged, parents will be responsible for payment to the school of the value of the item or its repair.
19. Parents must inform the school if items on the list of resources are not received.
20. Non-payment of the participation fee by designated payment date(s) may result in debt recovery action in accordance with the Department’s Debt Management procedure. In such cases, the Principal may:
   • withdraw the student’s participation in the SRS
   • require the return of items provided by the SRS
   • withhold the provision of any further items under the SRS
   • refuse participation in the SRS where participation fees are overdue from the previous year(s), and/or
   • exclude the student from optional, non-curricular activities and/or
   • initiate debt recovery action.

Parents NOT participating in the SRS
21. Parents indicate whether or not they wish to participate in the SRS by completing this Participation Agreement Form.
22. This agreement is for the duration of the student’s enrolment at the school, unless a new Participation Agreement Form is completed.
23. Where a parent has previously indicated that they will participate in the SRS, but wishes not to participate in any year(s), the parent must notify the school prior to the invoice due date of their intention to cease participation.
24. Parents who choose not to participate in the SRS are responsible for providing their child with all items that would otherwise be provided by the SRS. School-produced resources (e.g. Student Diary) will be available for separate purchase from the school for non-participants.

Operating the SRS
25. Schools will provide all parents with a list of resources provided by the SRS to enable parents to assess the cost effectiveness of participation.
26. Schools will also provide non-participating parents with detailed lists of resources to supply for their child.
27. All items included in the SRS must be able to be independently sourced by parents who choose not to participate in the SRS, either from a third party supplier or by purchasing a school-specific resource (such as a diary or workbook) from the school.
28. Schools may distribute information and invoices to parents in the year preceding the SRS but invoices must not be due before the end of the first week of term 1 of the SRS year. All invoices must have a minimum of 30 days for payment.
29. Parents must be given the option annually to choose not participate in the SRS.
30. In return for payment of the participation fee, the SRS will provide participating students with the resources and materials as outlined in the school SRS documents.
31. SRS moneys received are to be expended only on student resources outlined in the school’s SRS and must not be expended on other items or used to raise funds for other purposes.
32. As the SRS operates for the benefit of participating parents and is funded primarily from participation fees, the school retains control of the resources and determines the rules around their availability to non-participants.
33. A student entering the school during the school year is entitled to pay a pro-rata fee to participate.
34. Where participation fees have been paid and a student leaves the school during the year, schools must determine if parents will be eligible for a pro-rata refund. This calculation will also take into account any pro-rata allocation of any outstanding SRS debts (including any debts from damaged or non-returned items). Where the cost of outstanding debts is higher than the calculated refund, parents will be liable to pay this balance of funds.
35. The replacement cost of any resource will be up to the maximum value (subject to depreciation where appropriate) of the acquisition cost to the school, as detailed on the annual SRS information provided to parents.
36. Schools may initiate debt recovery action in accordance with the debt management procedure where a parent has an outstanding debt.

Uncontrolled copy. Refer to Department of Education Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
Unique Student Identifier

Information for parents and students

From 1 January 2015, the Australian Government requires all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET in schools.

There is no cost to the student. The USI will allow students to access their enrolment and achievement record for all VET learning online (from 1 January 2015); and no VET records will be lost.

Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs.

What is a USI?
- A USI is a reference number. It is made up of numbers and letters.
- The USI gives students access to their USI account.
- The USI account allows a student to see all their training results from all providers. This includes all completed training units and qualifications.

Why do students need a USI?
Students will need a USI:
- so that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised accredited training
- for online access to their record of enrolment and achievement for VET learning
- to provide evidence of their accredited VET, for example when applying for a job or further study.

Who applies for a USI?
- A student can apply for a USI.
- An RTO can apply for a USI on a student’s behalf. (This may be a school RTO, TAFE or other external RTO.)

What do students need to do?
If the RTO does not apply for a USI on behalf of the student, the individual must apply for a USI. A student can apply for a USI at the Australian Government USI website - create your USI. The student must then provide the USI details to their training provider (school RTO, TAFE or external RTO) or they will not receive a statement of attainment or qualification.

If an RTO applies for a USI on the student’s behalf, the student must provide permission and suitable identification through one of the following:
- a. driver’s licence
- b. Medicare card
- c. Australian passport
- d. visa (with Non-Australian Passport) for international students
- e. birth Certificate (Australian) — please note a birth certificate extract is not sufficient
- f. certificate of registration by descent
- g. citizenship certificate
- h. ImmiCard.
Students without any of these forms of identification are still able to obtain a USI and they should contact their RTO for assistance.

Students should record their USI and keep it handy and in a safe place.

If students have further questions about the USI, they should contact the VET Coordinator or Head of Department Senior School at the school. Students can also find further information at the Australian Government USI website - student information.

What if a student forgets or loses their USI?
The USI can be retrieved online at Australian Government USI student portal. If their RTO is their school, students can also ask the school for their USI as they will have a record of it.

What is an RTO?
A Registered Training Organisation (RTO) is any organisation that is registered to deliver nationally recognised training and qualifications. There are approximately 5000 registered training organisations (also known as RTOs) in Australia including:

- TAFEs and other government training organisations
- private/non-government training organisations
- some high schools that provide nationally recognised training
- some employers and other organisations that provide nationally recognised training.

Registered Training organisations can offer qualifications at the level of:

- Certificates I, II, III and IV
- Diploma
- Advanced Diploma
- Vocational Graduate Certificate
- Vocational Graduate Diploma.

Useful website links
Further information on the USI can be accessed on the Australian Government USI website and at the following links:

- About the USI: http://www.usi.gov.au/About/Pages/default.aspx
- Students – Create your USI: http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx
Unique Student Identification

Dear Parent/Caregiver

Your student is undertaking a Vocational Education and Training Course as part of their senior curriculum.

As of January 1st 2015, to enable your student to be awarded a Certificate of Completion or Statement of Attainment they must hold a USI (Unique Student Identifier), please see the attached sheet for further information.

To obtain a USI by:

- The student applying for a USI at home by accessing www.usi.gov.au and informing the school of the USI below:

  USI

OR

- The student applies for a USI at school.

  To complete this process, students will need to have the following information readily available:

  Street Address
  Date of Birth
  Country of Birth
  City/Town of Birth
  Email Address

  One (1) FORM of ID
  (Please indicate)
  - Medicare Card
  - Birth Certificate
  - Australian Passport
  - Certificate of Registration by Descent
  - ImmiCard
  - Australian Entry Visa

If you need any further clarification or assistance regarding this information, please do hesitate to contact your child’s form teacher.

Kind regards

VET Co-ordinator

PH: 3714 0666
Vocational Education and Training Program

Enrolment into School VET programs in Senior School

Due to the legal requirements of the time associated with completing Certificate courses, students are required to have 85% attendance to successfully complete the courses within the allocated Senior Schooling timeframe. The school requires an acknowledgement from parents/carers that students will attend school unless in the case of extenuating circumstances.

It would be expected that parents/carers agree to let the school know of these circumstances as soon as they arise. Parents also need to be aware that if a student is not regularly attending VET courses that continued enrolment in the course will need to be discussed with parent/carer and if the non-attendance continues the student may have their enrolment discontinued.

I _______________________________ parent/carer of ______________________________ agree that he/she will attend school regularly and will notify the school of any absence and extenuating circumstance that may arise which impacts on non-attendance.

☐ I am aware and agree that I will be required to attend a meeting to discuss the enrolment of my child in VET course should regular non-attendance occur that results in a less than 85% attendance rate.

☐ I am also aware and agree that if regular non-attendance by my child continues after this meeting without extenuating circumstances my child’s enrolment will be discontinued in any VET courses and issued a statement of attainment for any units of competency completed.

_________________________ _____/____/____
Parent/Carer Name Parent Signature Date

I _______________________________ agree that I will attend school regularly and not let my attendance drop below 85% to ensure the successful completion of VET courses during Senior School. If my attendance drops below 85% I will be required to attend a meeting with my parent/carer and if this non-attendance continues I could be withdrawn from the VET course.

✓ Certificate I in Access to Vocational Pathways
✓ Certificate I in Agrifood Operations
✓ Certificate I in Hospitality
✓ Certificate I in Information, Digital Media and Technology

_________________________ _____/____/____
Student Name Student Signature Date
STUDENT VET AGREEMENT

STUDENT NAME

SCHOOL

TEACHER/TRAINER

QUALIFICATION/S

USI

DATE

WSSS will be the Registered Training Organisation (RTO) with responsibility for assessment materials, compliance, reporting, recording student results and certification and will work in partnership with your local school.

This form is to acknowledge preparation and agreement for enrolment in the qualifications listed above with Western Suburbs State Special School as the RTO.

As part of the Induction Process the student has read and can access:

- VET Induction
- Course Outline
- Australian Qualification Framework Level
- Student Handbook
- Timetabled class
- Cost of Qualification (if applicable)

By signing this form,
- I accept access to my information pertaining to a USI as indicated over the page
- I agree to all the policies and procedures related to VET that are outlined in all school documentation pertaining to VET

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

IS THIS A LATE ENROLMENT? □ YES (complete checklist below)

□ I am aware late enrolment means that my training and assessment agreement is for the negotiated package of units, which may lead to a statement of attainment

□ This enrolment has been acknowledged as part of the students Senior Education and Training Plan (SETP)