Application for Enrolment

INFORMATION FOR PARENTS, CARERS AND INDEPENDENT STUDENTS

This sheet contains information on how to complete the Application for Enrolment. The application forms are to be completed for every child starting in a Tasmanian Government School. If you need further help in completing the application, please ask the school office staff.

What forms are required?

To enrol, you will need to complete the following forms:

» Form A – Application for Enrolment
» Form B – Contacts
» Form C – Supplementary Information

The enrolling parent/carer/ independent student

Who can be the enrolling parent/carer? [Form B] Main Contact

The enrolling parent/carer/independent student should determine who the Main Contact is for the child, unless a Court Order determines otherwise.

The enrolling Main Contact is the person who gives permissions and signs Form A.

What if I am a grandparent raising grandchildren?

If you are raising a grandchild, contact the school and make an appointment with the principal to complete the enrolment form. Schools have information brochures for grandparents raising grandchildren. Information is also available: decyp.tas.gov.au

First time enrolment

When enrolling in a Tasmanian Government school or college for the first time, evidence must be provided for:

» Student identity
» Parent/carer identity (except for an independent student)
» Student residential address
» Immunisation

If you have difficulty providing evidence please discuss the options with your school.

Identification of student

Proof of the student's identity must be provided through an original or certified copy of one of the following:

1. Australian Birth Certificate (certified copy, not extract or photocopy
2. Current Australian or foreign passport and visa
3. Current Australian photo drivers licence or Tasmanian learners licence
4. Citizenship papers
5. Australian Government issued travel documents including visa
6. Australian Government Certificate of Evidence of Resident Status
7. Tasmanian Personal Information Card

If the student was born in Tasmania and does not have a Birth Certificate, application forms are available from any Service Tasmania shop, or by contacting Births, Deaths and Marriages, Tasmania 1300 135 513.

Alternately, for students born in Tasmania, a consent form (available from the school office) can be signed authorising the Department to ask the Registry of Births, Deaths & Marriages to verify your child's identity. No birth certificate will be issued.

Identification of parent/carer

An application for enrolment must include evidence of the identity of the parent/carer, except for an independent student.

Evidence of parent/carer identification must be provided through an original or certified copy of one of the following:

1. Birth Certificate (certified copy, not extract or photocopy)
2. Current Australian or foreign passport and visa
3. Current Australian photo drivers licence or Tasmanian learners licence
4. Citizenship papers
5. Australian Government issued travel documents including Australian visa
6. Australian Government Certificate of Evidence of Resident Status
7. Tasmanian Personal Information Card

Residential address

Evidence of where the student lives must be provided through one of the following original documents:

1. Bank/financial statement
2. Utility bill (phone, electricity, gas)
3. Lease/Rent Agreement
4. Australian Tax Office Assessment from the current or last financial year
5. Certificate of Title
6. Copy of Appropriate Accommodation and
7. Welfare (CAAW)

Immunisation

The *Public Health Act* requires information on the immunisation status of students. Evidence of vaccinations must be provided through one of the following documents:

1. The Child's Health Record Book (Blue Book)
2. A signed document on doctor's letterhead
3. A printout from the Medicare — Australian Immunisation Register.

Independent student

Independent students generally live away from home, support themselves and meet the Centrelink independent criteria. A student under 18 years of age wishing to enrol themselves as an independent student must provide proof of independence. Evidence can be provided through:

» Proof of Centrelink payment
» Rental Agreement plus a letter from a Social Worker
» A document signed by the parent/carer stating the student is independent

Contacts

For each Contact, please indicate whether they should be the first second etc. contacted in an emergency by entering l, 2 etc. in the preferred priority for contacting in an emergency box. If they are not an emergency contact, leave the box blank.

Indicate the method by which they should normally be contacted. For example, by mobile phone first, place the number I in the order box next to your mobile phone number on the form. You may tick the Silent box if appropriate.

Consent for minor excursions

Minor excursions include visits on foot or by vehicle to places of educational value within the local community that last less than one day. If you do not want your child to participate, you will need to give written notice and state the reasons for withdrawal.

All other excursions including those with an inherent risk will require you to sign a separate consent form prior to the excursion.

First Nations Status

If you tick the box indicating First Nations Status Aboriginal or Torres Strait Islander origin, you may be asked to provide evidence of eligibility if the student wishes to participate in Aboriginal or Torres Strait Islander specific programs.

Health and safety information

Information about student's behaviour will be used to develop and maintain strategies to support their education and minimise risks to the health and safety of the student and other persons at the school.

Medical condition information

The Application for Enrolment Form asks for details of the student's medical conditions. If it is necessary, attach more details of medication conditions, allergies and treatment. If needed the school has forms for you to authorise prescribed medication to be administered during school hours.

If the student moves to another school, you must inform the new school of the medical conditions and medication requirements.

Transporting your child in an emergency

In the event of an emergency, students will be moved to a safe place for appropriate care without prior permission. This may be by ambulance or other form of transportation. Transportation costs are the responsibility of the person signing the enrolment form.

Your privacy is protected

This enrolment form collects personal information to process on application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004.*

The information will be used by the Department for Education, Children and Young People for student administration and for the planning, provision and reporting of educational programs as authorised by the *Education Act 2016* and related State and Commonwealth legislation. Certain information may be required for the purposes of meeting reporting obligations under Federal-State funding agreements, including in connection with activities under the National Assessment Program (NAP) such as the National Assessment Program – Literacy and Numeracy (NAPLAN) and NAP sample assessments (decyp.tas.gov.au/parents-carers/assessment-programs/).

From 2018, personal information (including, in some cases, health information used to support the appropriate participation of students in the assessment process) may be disclosed to Commonwealth government agencies for NAP purposes through a secure cloud environment operated by Education Services Australia Limited (ESA). ESA is a national, not-for-profit company owned by all Australian education ministers (esa.edu.au/).

The information may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law.

You may access your personal information by application to the Principal. You can obtain a copy of the Department's Personal Information Protection Policy on request to the school or from: decyp.tas.gov.au

FORM A 1

Tasmanian Government

Department for Education, Children and Young People

Application for Enrolment – Student Information

STUDENT DETAILS

Family name

First given name

Other given names

Preferred given name

Gender

Male ☐ Female ☐ Non-binary ☐ Prefer not to say ☐

Another term (please specify)

Date of Birth (dd/mm/yyyy)

/ /

In which country was the student born?

Australia ☐

Other (please specify)

Does the student speak a language other than English at home?

No (English only) ☐

Yes (please specify)

Year level of intended enrolment (Grade)

*Is the student independent? (See details in the **Application for Enrolment – Information for Parents/Carers and Independent Students**). If yes, complete the Independent section in Form C*

☐ Yes ☐ No

Previous school attended (where applicable)

FIRST NATIONS STATUS

Is the student of Aboriginal or Torres Strait Islander origin?

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ Yes, both Aboriginal and Torres Strait Islander

STUDENT RESIDENTIAL ADDRESS

Street number and name

Suburb

State *Postcode*

Country

STUDENT CONTACTS (where applicable)

Only for students with a personal phone number / email address

*Order** *Silent#* *Home phone*

Mobile phone

Email address (use both lines if necessary)

* *Order: Number the first column of boxes in order of contact preference (1 to 4) where applicable. (eg: if the student's mobile phone is the preferred contact, mark the Order box with '1')*

\# *Silent: Tick the corresponding Silent Number box if applicable.*

VISA HOLDERS

Is the student an Australian or New Zealand citizen?

☐ Yes – go to Form A2 ☐ No

*If **no**, which type of Visa is held?*

☐ Permanent ☐ Temporary

☐ Full Fee Paying ☐ Humanitarian

Details

Passport Country of Issue

Visa Sub Class

Arrival date in Australia *(dd/mm/yyyy)* / /

ImmiCard No. *(Humanitarian Only)* – –

GETI documentation provided? (FFPS and TRP only)

☐ Yes ☐ No

Is the Student in a Registered Exchange Program

☐ Yes ☐ No

*If **yes**, is the exchange program for 6 months or more?*

☐ Yes ☐ No

Continues over page ▼

FORM A 2

Department for Education, Children and Young People
Application for Enrolment – Student Information

EVIDENCE OF IDENTITY

For students under 18 – one type of identity document is required. For students over 18 – three types of identity documents required.
*(See details in the **Application for Enrolment – Information for Parents/Carers and Independent Students**).*

Type of document provided

Document reference number

OFFICE USE ONLY Sighted by

Date / /

EVIDENCE OF RESIDENCE

Type of document provided

Document reference number

OFFICE USE ONLY Sighted by

Date / /

DETAILS OF ENROLMENT

Year of enrolment

Commencement date if not start of school year / /

SIBLING DETAILS

Full name of any one sibling currently or previously enrolled in a Tasmanian Government School

Sibling Date of Birth (dd/mm/yyyy) / /

Sibling's school attended

DOCTOR OR CLINIC INFORMATION

Doctor or clinic name

Street address

Suburb

Phone

VACCINATIONS INFORMATION

Has this child been vaccinated?

- ☐ Yes – Evidence provided
- ☐ Yes – Not yet provided
- ☐ No – Conscientious objection. Statutory Declaration required. See your school.

MEDICAL CONDITION/MEDICATION INFORMATION

Does this student have any medical conditions or medication you think we should know about?

☐ No ☐ Yes – please give details

Please attach additional details if required

ALLERGY / ANAPHYLAXIS INFORMATION

Does this student have an allergy?	☐ Yes	☐ No
They are allergic to		
Has the allergy involved hospitalisation?	☐ Yes	☐ No
Can it be life threatening?	☐ Yes	☐ No
Has the allergy been called anaphylaxis?	☐ Yes	☐ No
Has this student been prescribed an EpiPen?	☐ Yes	☐ No

Continues over page ▼

FORM A 3

Department for Education, Children and Young People
Application for Enrolment – Student Information

VACCINATIONS INFORMATION *cont.*

Usual vaccinations (tick those given)

- ☐ Hepatitis B Vaccine (HEB)
- ☐ Combined Diptheria Tetanus Pertussis (DTP)
- ☐ Poliomyelitis Oral or Injectable (OPV)
- ☐ Haemophilis Influenzae Type B (HIB)
- ☐ Measles, Mumps and Rubella (MMR)
- ☐ Meningococcal C
- ☐ Meningococcal Groups A, C, W and Y (from July 2018)
- ☐ Varicella (Chickenpox) (VZV)
- ☐ Pneumococcal (PCV)

Additional vaccinations (tick those given)

- ☐ Diptheria and Tetanus (CDT)
- ☐ Influenza (FLU)
- ☐ Human Papilloma Virus
- ☐ Rotavirus
- ☐ COVID–19

HEALTH AND SAFETY INFORMATION

The health, wellbeing and learning outcomes of your child and all our students is important to us. If your child has any wellbeing or behavioural issues that we need to be aware of please provide details below.

CONSENT TO PUBLICATION OF PERSONAL INFORMATION

(See the Personal Information Protection details in the ***Application for Enrolment – Information for Parents/Carers and Independent Students.***)

Images (including photographs or videos) of students, and work by students, are often included in school or Department for Education, Children and Young People publications. This allows students to share their experiences and informs parents/carers and others about the school's work.

School print and electronic publications include items such as school year books, newsletters and social media/websites. The Department for Education, Children and Young People print and electronic publications are items such as social media/websites, reports and brochures.

While you may choose to give consent to the use of the student's given and family name, the actual use of student names will be guided by Departmental policy on student safety. For example, only given names are generally used on social media and websites.

Publication does not include the use of student images, names or their work in ways that support the educational purposes of the school. These include displays of student photos or student work on school premises.

It is also recommended department practice that students names are generally not associated with photographs on the DECYP website or DECYP social media sites.

1. I give consent for ***images*** that include the student to be taken for the purpose of publication in ***school*** and ***Department for Education, Children and Young People*** publications (print and/or electronic). This may include publishing the student's ***given name and family name***. ☐ Yes ☐ No

2. I give consent for ***samples of work*** by the student and ***recognition of student achievements*** to be published in ***school*** and ***Department for Education, Children and Young People*** publications (print and/or electronic). This may include publishing the student's ***given name and family name***. ☐ Yes ☐ No

3. Consent to the ***media*** – I give consent for the student to be ***photographed, filmed or interviewed*** on stories about education and school activities, to be published by newspapers, radio and television. This may include publication on their social media and website. The ***media*** may also publish their ***given name and family name*** and the name of the school the student attends. ☐ Yes ☐ No

Continues over page ▼

FORM A 4

Department for Education, Children and Young People
Application for Enrolment – Student Information

CLASS PHOTOGRAPHS

4. I give consent for images of the student to be taken for class and school photographs that are provided or sold to their parents or carers. This may include images taken by professional photographers on behalf of the school, and may also include use of the student's given name and family name. ☐ Yes ☐ No

CONSENT FOR MINOR EXCURSION PARTICIPATION

5. I give my consent for the student to participate in minor excursions for this year. (See details in the ***Application for Enrolment – Information for Parents/Carers and Independent Students***) ☐ Yes ☐ No

HOME INTERNET AND DEVICE INFORMATION

To support the student to learn from home across their years of schooling, knowing how the household connects to the internet allows the Department to provide some technical support where there is an identified need.

6. Does this student have access to a device for school work? ☐ Yes ☐ No

7. Does this device connect to the internet using the NBN? ☐ Yes ☐ No

8. Is the device shared by others which could cause access issues that will impact the student's education? ☐ Yes ☐ No

FORM B 1

Department for Education, Children and Young People

Application for Enrolment – Parent/Carer Contacts

Tasmanian Government

Student name

*(See **Application for Enrolment – Information for Parents/Carers and Independent Students**)*

ENROLLING PARENT/CARER

Relationship to this student (e.g Father or Mother, Grandparent, etc)

Parent/Carer ☐ Yes ☐ No

Family name

Given names

Preferred name – Optional

Date of Birth (dd/mm/yyyy)

/ /

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person is to be billed for levies for this student

Percentage of levies to be paid by this parent/carer %

If a dispute arises between parents or carers regarding the liability for levies and charges, a principal is to apply the liability equally until the parents and or carers either agree to a different percentage, or a legal order comes into force to direct a different liability proportion.

DETAILS OF OTHER PARENT/CARER (If applicable)

Relationship to this student (e.g Father or Mother, Grandparent, etc)

Parent/Carer ☐ Yes ☐ No

Family name

Given names

Preferred name – Optional

Date of Birth (dd/mm/yyyy)

/ /

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

☐ Tick if this person is to be billed for % levies for this student

Levies Payment Agreement

(Signature of this contact accepting the % payment)

Tick if the student resides with this person

Tick if this person wishes to receive communications separately

RESIDENTIAL ADDRESS (If different to student)

Street number and name

Suburb *State*

Country *Postcode*

Mail address – If not the same as residential address

Suburb *State*

Country *Postcode*

Order *Silent* *Home phone*

RESIDENTIAL ADDRESS (If different to student)

Street number and name

Suburb *State*

Country *Postcode*

Mail address – If not the same as residential address

Suburb *State*

Country *Postcode*

Order *Silent* *Home phone*

Continues over page ▼

Department for Education, Children and Young People
Application for Enrolment – Parent/Carer Contacts

ENROLLING PARENT/CARER *cont.*

Order *Silent* *Work phone*

Order *Silent* *Mobile phone*

Email address

Does the parent/carer speak a language other than English at home?

☐ Yes – please specify below

☐ No – English only

If yes, is an interpreter required? ☐ Yes ☐ No

DETAILS OF OTHER PARENT/CARER (If applicable) *cont.*

Order *Silent* *Work phone*

Order *Silent* *Mobile phone*

Email address

Does this contact speak a language other than English at home?

☐ Yes – please specify below

☐ No – English only

If yes, is an interpreter required? ☐ Yes ☐ No

EMPLOYMENT DETAILS FOR ENROLLING PARENT/CARER

The Department for Education, Children and Young People is required to collect the following information on behalf of the Australian Government (see ***Application for Enrolment – Information for Parents/Carers and Independent Students***). Regarding occupational types see page 9–10.

DETAILS OF OTHER PARENT/CARER (If applicable)

The Department for Education, Children and Young People is required to collect the following information on behalf of the Australian Government (see ***Application for Enrolment – Information for Parents/Carers and Independent Students***). Regarding occupational types see page 9–10.

IDENTIFY OCCUPATION GROUP

Please select the appropriate parental occupation group.
See the back of Form B for a more detailed list.

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

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

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

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

☐ Not in paid work in the last 12 months

Highest level of primary or secondary school completed (tick box)

☐ Year 12 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 9 or equivalent or below

Highest level of qualifications completed (tick box)

☐ Bachelor degree or above ☐ Certificate I–IV (inc. trade certificate)

☐ Advanced Diploma/Diploma ☐ No non-school qualification

IDENTIFY OCCUPATION GROUP

Please select the appropriate parental occupation group.
See the back of Form B for a more detailed list.

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

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

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

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

☐ Not in paid work in the last 12 months

Highest level of primary or secondary school completed (tick box)

☐ Year 12 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 9 or equivalent or below

Highest level of qualifications completed (tick box)

☐ Bachelor degree or above ☐ Certificate I–IV (inc. trade certificate)

☐ Advanced Diploma/Diploma ☐ No non-school qualification

Continues over page ▼

FORM B 3

Department for Education, Children and Young People

Application for Enrolment – Other Contacts

DETAILS OF OTHER CONTACT

Relationship to this student (e.g Grandmother)

Family name

Given names

Preferred name – Optional

Date of Birth (dd/mm/yyyy)

/ /

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person wishes to receive communication separately

Residential address – Street number and name

Suburb *State*

Country *Postcode*

Mail address – If not the same as residential address

Suburb *State*

Country *Postcode*

Order *Silent* *Home phone*

Work phone

Mobile phone

Email address

DETAILS OF OTHER CONTACT

Relationship to this student (e.g Aunt or Uncle)

Family name

Given names

Preferred name – Optional

Date of Birth (dd/mm/yyyy)

/ /

Preferred priority for contacting in an emergency (e.g 1, 2, 3, 4)

Tick if this person wishes to receive communication separately

Residential address – Street number and name

Suburb *State*

Country *Postcode*

Mail address – If not the same as residential address

Suburb *State*

Country *Postcode*

Order *Silent* *Home phone*

Work phone

Mobile phone

Email address

FORM B 4

Department for Education, Children and Young People

Application for Enrolment – Parent/Carer Contacts

AUTHORISING SIGNATURE

Which best describes you?

☐ Enrolling parent or carer ☐ Independent / adult student self-enrolling

To sign this form you must be either an independent or adult student or the enrolling parent as detailed in the ***Application for Enrolment – Information for Parents/Carers and Independent Students.*** Enrolment is not complete until you have provided evidence of the student's date of birth and identity, and any other evidence requested, and the school or college accepts the enrolment.

I certify that the information provided in this Application for Enrolment Form is correct and I consent to personal information, including health information, being disclosed for the purposes described in the ***Application for Enrolment – Information for Parents/Carers and Independent Students.***

Name

Signature

Date of signature (dd/mm/yyyy)

/ /

IDENTIFICATION OF ENROLLING PARENT/CARER

Type of document provided

Document reference number

OFFICE USE ONLY Sighted by

Date / /

Personal Information Protection

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004*. It will be used by the Department for Education, Children and Young People for student administration and for the planning, provision and reporting of educational programs as authorised by the *Education Act 2016* and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

FORM B 5

Department for Education, Children and Young People
Application for Enrolment – Occupational Types

GROUP 1: Elected officials, senior executives/manager, management in large business organisation, government administration and defence, and qualified professionals

- **Elected officials** (mayor parliamentarian, alderperson, trade union secretary, board member)
- **Senior executives/general managers/department heads in industry, commerce, media or other large organisation**
  - » *Public sector manager* (public service manager (section head or above), regional director, hospital/ health services education)
  - » *Other administrator* (school principal, faculty head/dean, library/museum/gallery director, research facility director)
  - » *Defence forces* (Commissioned Officer)
- **Qualified 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* (GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, vet, psychologist, therapy professionals, dietician, radiographer, podiatrist)
  - » *Education* (primary/secondary school teacher, university lecturer, professor, VET, special education)
  - » *Law* (lawyer, judge, barrister, coroner, solicitor, legal officer)
  - » *Engineering* (architect, surveyor, chemical/civil/ mechanical/mining engineer)
  - » *ICT* (computer systems manager, designer, software and applications programmers)
  - » *Science* (all scientists)
  - » *Business* (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
  - » *Social* (social/welfare/community worker, counsellor, minister of religion, urban/rural planner, librarian, archivist, interpreter/translator)
  - » *Air/sea transport* (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

GROUP 2: Other business managers/professionals and associate professionals

- **Other business managers/professionals**
  - » *Farm/business owner/manager* (crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
  - » *Specialist manager* (works manager, engineering/ production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
  - » *Finance* (bank manager, finance/investment/ insurance brokers/advisors, credit/loans officer, accountant)
  - » *Retail sales/services manager* (shop, post office, petrol station, café/restaurant, club, hotel/motel/caravan park, cinema, theatre, travel/betting agency, sports centre, car rental, car/fleet/station manager, other hospitality, retail services managers)
  - » *Arts/media* (musician, actor, dancer, painter, potter, sculptor, journalist, writer/author, media presenter, photographer, designer, illustrator, proof reader, graphic designer, web designer)
  - » *Sportsperson* (coach, trainer, sports official, sportsperson)
- **Associate professionals** generally have diploma/ technical qualifications and support managers and professionals
  - » *Medical, science, architectural, building, surveying, engineering, computing, ICT support technician*
  - » *Health* (enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
  - » *Legal* (police officer, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer bailiff)
  - » *Business/administration* (recruitment/employment/ industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office manager, project manager/administrator, mail supervisor, other managing supervisors, management and organisation analysts, contract, program)
  - » *Defence Forces* (senior non-Commissioned Officers [NCO])
  - » *Other* (library assistant, museum/gallery technician, research assistant, proof reader)

FORM B 6

Department for Education, Children and Young People
Application for Enrolment – Occupational Types

GROUP 3: Tradespeople and advanced/intermediate clerical, office, sales, carer and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group. (metal fitters and machinists, motor mechanics, structural steel/welding trades workers, carpenters and joiners, plumbers, painters, electricians, chefs/cooks, hairdressers)
- **Advanced/intermediate clerical, office, sales, carer and service staff**
  - » *Recording clerk* (bookkeeper, bank/post office clerk, statistical/actuarial clerk, account/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply logistics/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
  - » *Inquiry/admissions clerk* (customer inquiry/ complaints/service clerk, hospital admissions clerk)
  - » *Office* (secretary, personal assistant, desktop publishing operator, switchboard operator)
  - » *Sales* (sales representative (goods and service), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate sales agent)
  - » *Carer* (aged/disability/refuge/child care/welfare support worker, nanny, nursing support)
  - » *Service* (parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor/supervisor, inspectors and regulatory officers)

GROUP 4: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

- **Machine operators**
  - » *Driver or mobile plant operators* (car/taxi/bus/coach/ tram/truck/train driver, driving instructor, courier/ deliverer, forklift driver, garbage collector, bulldozer/loader/grader/excavator/earthmoving plant operators, farm/horticulture/forestry machinery operators)
  - » *Production/processing machine operator* (engineering, chemical, petrol, gas, water sewerage, cement, plastics, rubber, textile, footwear, wood/paper/ glass/clay/stone/concrete production/processing machine operators)
  - » *Other machine operator* (photographic developer/ printer, industrial spray painter, boiler/air conditioning/refrigeration plant operators, railway signals/points, crane/hoist/lift/bulk materials handling machinery operators, driller, miner)
- **Sales office, hospitality staff and other assistants**
  - » *Sales* (sales assistant, motor vehicle/caravan/ parts salesperson, sales representatives, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker/filler)
  - » *Office* (typist, word processing/data entry/business/ keyboard/machine operator, receptionist, office assistant, general clerk)
  - » *Hospitality staff* (hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchen-hand, porter, housekeeper, fast food cooks)
  - » *Assistant/aide* (trades assistant, school/teacher's/ education aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Defence Forces** ranks below senior NCO
  - » *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, store person, guard, commercial cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

Not in paid work

a. If you are not currently in paid work but had a job in the last 12 months or have retired in the last 12 months, please choose the group in which you previously worked.

b. If you have not been in paid work in the past 12 months, select 'Not in paid work in the last 12 months'.

FORM C 1

Department for Education, Children and Young People

Application for Enrolment – Supplementary Information

Tasmanian Government

Student(s) name

School name

PART A – LEGAL ORDERS

Legal Order types

- ☐ Residency
- ☐ Restraining
- ☐ Child Protection
- ☐ Contact
- ☐ Special Issue
- ☐ Family Violence Order/Police Family Violence Order
- ☐ Other

Copy of Court Order supplied

- ☐ Yes
- ☐ No

Full name of any person (other than the student) to whom the Legal Order applies

Order start date / /

Order expiry or review date / /

Details of Order and other information relevant to the school

PART B – STUDENT TRANSPORT

Transport type

- ☐ Car
- ☐ Walk
- ☐ Bicycle
- ☐ Bus – please provide further details below

Bus route

Direction

- ☐ To school
- ☐ From school
- ☐ Both directions

Travelling days

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday

PART C – MOBILITY INFORMATION

Does this student have mobility issues?

- ☐ No
- ☐ Yes – please give details below

Does this student use a wheelchair or other mobility aid?

- ☐ No
- ☐ Yes – please give details below

Continues over page ▼

FORM C 2

Department for Education, Children and Young People
Application for Enrolment – Supplementary Information

PART D – INDEPENDENT

Date student became independent

/ /

Date evidence sighted by School

/ /

Type of evidence supplied

- ☐ Evidence of Centrelink Payment
- ☐ Rental or Utility Document together with Guidance Officer or Social Worker letter
- ☐ Document signed by Parent or Carer saying student is independent
- ☐ Youth Allowance or ABSTUDY Notice of Assessment

PART E – STUDENT IN OUT OF HOME CARE

Start date

/ /

Review date

/ /

Other relevant information or comment

PART F – PART-TIME ENROLMENT OF HOME EDUCATED STUDENTS

Details of enrolment (hours/days) as approved by the Principal: