





**Student Details – Additional Information**

1.1 Birth certificate/passport/visa copy provided (enrolment can't proceed without this)

Date sighted   /   /

1.2 Is a language other than English spoken at home? (If more than one, indicate the language most often spoken).

No, English only     Yes → a. Specify

b. Is English the main language spoken at Home?     Yes     No

1.3 Aboriginal or Torres Strait Islander origin (If both, tick both boxes)

No     Yes, Aboriginal     Yes, Torres Strait Islander

1.4 Australian Citizen/Permanent Resident?     Yes     No

1.5 ESL; WACE EAL/D; or not Australian Citizen/Permanent Resident (enrolment can't proceed without the following)

a. Date of arrival in Australia?   /   /

b. Visa Sub Class No.

c. Visa Sub Class No. Expiry Date   /   /

d. Country of birth?

1.6 In Receipt of youth allowance

Abstudy     Assistance for Isolated Children     Secondary Assistance     Youth Allowance

**Previous School and Education (Movement History)**

2.1 Year & name of last attended school

2.2 Location of school attended and level of achievement

Western Australia →  Yr 10     Yr 11     Yr 12

Another Australian State →  Level achieved

Overseas →  Level achieved

**Disability (SIS Misc.)**

3. Disability

No     Yes →  Autism Spectrum Disorder →  Aspergers     Autism     PDD - NOS

Intellectual Disability →  Mild/Moderate     Severe – Multiple Disability

Global development delay (prior to age 6)     Severe medical/health condition

Deaf or hard of hearing     Severe mental disorder

Physical disability     Specific speech language impairment

Vision impairment

**Medical (Health Care Plan)**

4.1 Medical condition or intensive health care need

No     Yes →

If the student has a medical condition or intensive health care need you will also need to complete a separate Health Care Authorisation.

4.2 Medical Practice (Name and Address

Doctor's name

Phone

4.3 Ambulance Cover     Yes     No → If there is a medical emergency students are expected to meet the cost of the ambulance.

**Please provide any further information the student would like noted.**

**Advertising**

5.1 Method of finding out about the College

School     West Australian newspaper advertisement     College web site

Friend or relative     Local newspaper advertisement     Social Media e.g. Facebook

Other

# CONDITIONS OF ENROLMENT AT TUART COLLEGE

## Compulsory Age Students

As Tuart College provides education for adult students, enrolment is a contract between the College and the student. The conditions of this contract are outlined below. A full explanation of these requirements will appear in the Student Diary. By signing the declaration on the front of this form, you are indicating that you have understood and are willing to abide by these conditions.

### 1. Age of Students

In accordance with the School Education Act, the College exercises a closer supervision of students under the age of 18 years. Parents may request information about the attendance and performance of students of this age who are in their care.

### 2. Refund of Enrolment Fees on Withdrawal from Subjects

You will be eligible for a pro-rata refund if you withdraw. This information is described in the Enrolment Information Brochure for your course.

### 3. College Attendance Requirements

Compulsory aged students are required to attend all classes for each subject they are enrolled in. If absent from class(es) your attendance will be reviewed by College staff and you may be required to enter an individual student attendance agreement.

It is the responsibility of all students receiving Youth Allowance / Abstudy allowances to notify their Centrelink Office of any changes to enrolment. Please note, student attendance data can be requested by Centrelink for those students receiving an allowance. Poor attendance records may lead to a reduction or removal of the allowance by Centrelink.

### 4. Course Work Requirements

As a student at Tuart College you must meet the published schedule of course work requirements. Students must be available to sit semester examinations at the times published in the Student Diary.

### 5. Eligibility for Certification and/or Tertiary Entrance

To be eligible to receive a certification or sit for external examinations you must:

- (a) meet the work requirements for each course,
- (b) complete the assessment requirements for each course,
- (d) complete the SCSA application form (Year 12 students) and return it to the College,
- (d) complete the university entrance application process with TISC, and/or
- (e) complete the TAFE entrance application form and return it to TAFE.

It is your responsibility to see that you complete all the necessary requirements and proactively seek the support of College staff for assistance if required.

### 6. A Student's Good Standing

Students who behave in any way which disturbs the learning of other students or causes disruption to the harmony of the College may have their "Good Standing" status removed. In such cases compulsory aged students may be temporarily removed from classes, be suspended from attending the College for a period of time, recommended to the Director General of Education for Exclusion from Tuart College, be required to enter into an individual education program, or be referred to the Regional Office Participation Coordinator.

### 7. Student Cards

Student cards incorporate the Public Transport Authority (PTA) Smartrider Card. This card entitles all enrolled students to discount travel with Transperth. To allow this process, student information (name, DOB, address, photograph and SCSA number) are sent to the PTA. If you do **not** want this information transferred, please tell your enrolling officer and have it noted on your enrolment form. You will be issued with a plain Tuart College Student Card.

## **INFORMATION ON THE ADULT NATURE OF TUART COLLEGE**

### **Compulsory Age Students and their Parents**

We believe you have made a good decision to enrol at Tuart College and as it is an adult educational institution, we would like you to be aware that we operate quite differently from secondary schools.

Below is listed some of the operating procedures that parents and compulsory aged students need to be aware of.

#### **Attendance and Performance**

In accordance with the School Education Act, the College exercises a closer supervision of students who are within the compulsory school age. Parents may request information about the attendance and performance of students of this age who are in their care.

Due to the 'adult education' nature of the College we do not operate form rooms, year coordinators, supervised recess or lunch breaks or hold parent evenings. Parents who require these supervisory processes for their child may find enrolment in their local secondary school more appropriate to their needs.

Compulsory aged students are required to attend all timetabled classes for each subject they are enrolled in. If absent from classes your attendance will be reviewed and you may be required to enter an individual student attendance agreement.

#### **Behaviour Expectations and Monitoring**

As an adult education College the behavioural expectations we have of our students are more like those of TAFE Colleges and universities. Students who lack motivation, commitment or self-discipline can easily get into poor attendance and or inappropriate behavioural habits which may lead to a loss of 'Good Standing'.

From the outset of their studies, teachers encourage students to interact in a respectful adult manner with them and other students. One example of this is that teachers and students communicate on a first-name basis.

Students have significant amounts of non-contact time in their timetables and there is no demand that they should be at any particular place at these times. It is therefore possible for students to be at home, to have employment, to study in the library, to attend voluntary study support sessions or to engage in social activities around the College.

#### **Reporting**

At the end of each semester students are given a Statement of Results. The Statement of Results does not contain comments about attendance, general performance or attitude to studies.

#### **Concerns of Parents or Guardians**

Teachers are willing to provide feedback to parents or guardians and understand the importance of doing so with compulsory aged students. Teachers will also deal directly with the individual students in order to provide examples of what it means for students to take responsibility for their own learning.



**INFORMATION ON THE ADULT NATURE OF TUART COLLEGE**

I acknowledge receipt of the information on the Adult Nature of Tuart College as it applies to my child.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## WACE Assessment and Examination Declaration 2017

### Year 11 Year Group

This form must be completed by students with a **Year 11** Year Group enrolled in one or more **WACE** courses.

**Student Name** \_\_\_\_\_

#### School Curriculum and Standards Authority (SCSA) WACE Results Enrolment

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 11** courses in 2017:

  
Yes

  
No


If you **do not** require SCSA enrolment for **one or more** Year 11 courses in 2017, list each course you wish to be excluded from below.

**Important:** If you are not enrolled in a course at SCSA the course will not count towards achievement of a WACE Certificate.

I **do not** want SCSA enrolment or results in the following **Year 11** courses:

1.	2.	3.
4.	5.	6.

**If enrolled in one or more Year 12 WACE courses:**

**Important:** You will not be able to sit the SCSA WACE exams for Year 12 courses.

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 12** courses in 2017:

  
Yes

  
No


If you **do not** require SCSA enrolment for **one or more** Year 12 courses in 2017, list each course you wish to be excluded from below.

**Important:** If you are not enrolled in a course at SCSA the course will not count towards achievement of a WACE Certificate.

I **do not** want SCSA enrolment or results in the following **Year 12** courses:

1.	2.	3.
4.	5.	6.

If you change your mind at any time regarding any of the options on this declaration form before **May 10 2017** you can contact the Deputy Principal Administration and sign a revision form. **After this date it is not possible to change your choices.**

**Student Signature** \_\_\_\_\_

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

# WACE Assessment and Examination Declaration 2017

## Year 12 Year Group

This form must be completed by students in the Year 12 Year Group enrolled in one or more **WACE** courses.

Student Name \_\_\_\_\_

### School Curriculum and Standards Authority (SCSA) WACE Results Enrolment

**Important:** All students enrolled for a SCSA Statement of Results are required to sit the WACE exam.

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 12** courses in 2017:

Yes   
  No   
 →

If you **do not** require SCSA enrolment for **one or more** Year 12 courses in 2017, list each course you wish to be excluded from below. **Important:** If you choose not to be enrolled, the course will not count towards achievement of a WACE Certificate and you will not be able to sit the WACE exam in the course.

I **do not** want SCSA enrolment or results in the following **Year 12** courses:

1.	2.	3.
4.	5.	6.

### If enrolled in one or more Year 11 WACE courses:

**Important:** There are no SCSA WACE exams for Year 11 courses; these courses do not count towards an ATAR.

I wish to be enrolled with SCSA for a Statement of Results for **ALL** my **Year 11** courses in 2017:

Yes   
  No   
 →

If you **do not** require SCSA enrolment for **one or more** Year 11 courses in 2017, list each course you wish to be excluded from below.

**Important:** If you are not enrolled in a course at SCSA the course will not count towards achievement of a WACE Certificate.

I **do not** want SCSA enrolment or results in the following **Year 11** courses:

1.	2.	3.
4.	5.	6.

If you change your mind at any time regarding any of the options on this declaration form before **May 10 2017** you can contact the Deputy Principal Administration and sign a revision form. **After this date it is not possible to change your choices.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_



## Connection and Use of Student Owned Device on the Tuart College Network

### Conditions

*The connection to the Tuart College Network is available to Tuart College students, based upon the following understanding:*

1. The student must take all reasonable care to prevent against any form of damage and loss of the student owned device.
2. The student will abide by all conditions outlined in the Students Online – Acceptable Usage Policy.
3. The student (and their parent for compulsory age students) will be solely responsible and legally accountable for any data stored or installed on the student owned device.
4. The student owned device and any software installed will be provided by the Student and or Parent.
5. Student owned devices can only be connected to the school's wireless network.
6. The Department strongly recommends that
  - a. Student owned devices are installed with Anti-Virus protection which is either current or the version immediately prior to the current version:
  - b. Student owned devices are installed with the recent release of the anti-virus definitions files (one of the most recent four (4) released definitions).
  - c. Student owned devices have Operating System patches which are within seven (7) days of the vendor's release date.
  - d. Student owned devices are enabled to receive auto-updates from the software vendor.

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

Student's Full Name: \_\_\_\_\_

### Compulsory Aged Students:

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

Parent: \_\_\_\_\_





#### for the Unique Student Identifier

*USI...bringing your skills together*

From January 1, 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

A USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

#### **Do you need a USI?**

You will need a USI when you enrol or re-enrol in training from 1 January 2015 if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- school student completing nationally recognised training; or
- student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- view and update your details in your USI account;
- give your training organisation permission to view and/or update your USI account;
- give your training organisation view access to your transcript;
- control access to your transcript; and
- view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit [usi.gov.au](http://usi.gov.au) for more information.

#### **How to get a USI**

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.