

Application for Enrolment Form

Date: _____

School Year Applying for: Year 9 Year 10 Year 11 Year 12

Student Details

Surname/Last Name _____

First Name _____ Middle Name(s) _____

Date of Birth: ____/____/____ Age: _____ Gender: _____

Student Address: _____

Suburb: _____ Post Code: _____

Student Email: _____

Home Ph. Number: (____) _____ Student's Mobile: _____

Mailing address (if different): _____

Living arrangements (Please tick):

With Parents <input type="checkbox"/>	With Mother <input type="checkbox"/>	With Father <input type="checkbox"/>
With other relative: <input type="checkbox"/> _____	Independent <input type="checkbox"/>	Other: <input type="checkbox"/> _____

Statistical Information

Country of Birth _____ Australian Citizen Yes No

Is the young person of Aboriginal decent? Yes No

Is the young person of Torres Strait Islander decent? Yes No

Does the young person come from a Non English Speaking background? Yes No

Details: _____

Does the young person have a disability or current diagnosis? Yes No

If yes, please attach letter from treating Medical Provider.

Details: _____



Contact Details of Parent/Guardian/Carer 1 (Primary Contact)

Title: _____ Relationship to Student: _____

First Name: _____ Surname/Last Name: _____

Home Ph.: (____) _____ Work: _____ Mobile: _____

Email: _____

Gender: _____ Country of Birth: _____

Occupation: _____ Occupation Group (see last page): _____

School Education: Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent or below

Education qualifications (highest qualification completed):
 Bachelor degree or above Advanced diploma/diploma
 Certificate I to IV (inc. trade Cert.) No non-school qualification

Languages other than English spoken at home by **Parent/Guardian/Carer**: No, English only Yes

If **Yes**, what languages other than English are spoken at home: _____

Please write the exact language spoken—for example, Cantonese or Mandarin, not simply 'Chinese'.

Contact Details of Parent/Guardian/Carer 2

Title: _____ Relationship to Student: _____

First Name: _____ Surname/Last Name: _____

Home Ph.: (____) _____ Work: _____ Mobile: _____

Email: _____

Gender: _____ Country of Birth: _____

Occupation: _____ Occupation Group (see last page): _____

School Education: Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent or below

Education qualifications (highest qualification completed):
 Bachelor degree or above Advanced diploma/diploma
 Certificate I to IV (inc. trade Cert.) No non-school qualification

Languages other than English spoken at home by **Parent/Guardian/Carer**: No, English only Yes

If **Yes**, what languages other than English are spoken at home: _____

Please write the exact language spoken—for example, Cantonese or Mandarin, not simply 'Chinese'.

Note: parent/guardian/carers occupation and education information is a mandatory government requirement



Current/Previous School Enrolments

- Currently Attending School
- Not currently attending School

School attending/attended: _____

Year : 8 / 9 / 10 / 11 / 12 Completed: Yes No

Details (if not currently attending school): _____

Medicare Details

Medicare Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Known Allergies

- None
- Yes - please specify (e.g. peanuts, insect stings)

Note: if a parent/guardian/carer indicates any allergies, the college requests an action plan from a Medical Practitioner outlining advice regarding the required process for further action.

Other Medical Conditions

Please specify other medical and mental health conditions (eg asthma, diabetes, epilepsy, anxiety)



Medical Assessment and Support Details

Is the student currently receiving assistance from a psychiatrist, psychologist, behavioral therapist or other practitioner?

- None
- Yes - please complete their details below.

Type of Service: _____

Name of Service: _____

Please attach an outline of results or copy of report.

Other Emergency Contact Persons

Please provide contact details of two persons who may be contacted in an emergency should the student's primary contacts be unavailable.

Primary Contacts: Parent/Guardian/Carer 1 and 2 (as listed under Personal Details)

Emergency Contact Person 1:

Name: _____ Relationship to Student: _____

Contact phone 1: _____ Contact phone 2: _____

Emergency Contact Person 2:

Name: _____ Relationship to Student: _____

Contact phone 1: _____ Contact phone 2: _____

General Practitioner (GP) Details

GP Name: _____ Phone: _____

Address: _____



Supporting Documents

Please attach supporting documents as listed in the table below. An application may not progress if all supporting documents have not been provided. If you have difficulty obtaining such information, please contact TLK Youth College.

**Please only attach copies of any reports, documents and/or certificates.
Do not attach original documents.**

Item	Attached	
	Yes	No
Copy of birth certificate (full or extract) or passport		
Letter from treating Medical Provider if you ticked yes for: <ul style="list-style-type: none"> • Disability/Current Diagnosis • Allergy (action plan) • Assessment/Support Details 		

In addition to attaching supporting documents, please ensure you have completed all sections of this application.

A final decision regarding a student’s placement will only be decided **after** all information required has been provided to the College and an interview with the student has been conducted.

Places at TLK Youth College are in high demand. All people applying for a position with the School need to be aware that an application does not automatically entitle the young person to a place.

Personal Information Protection Statement

Personal information and medical details are collected so that the College can develop and provide appropriate support, including a medical action plan for the student’s medical condition where applicable. Personal information may be disclosed to health practitioners to support student health requirements.

Personal information will be managed in accordance with the Personal Information Protection Act 2004, the Health Records and Information Privacy Act 2002 and the College’s Privacy Policy (available at <http://tlkyc.nsw.edu.au>). Personal information may be accessed by the individual to whom it relates on request to the School.

Enrolment Application Acknowledgment

- I am the parent/guardian/carer or other person who has care of the student **or**
- I am an independent or adult student.

By signing this application, I certify that the information provided in this enrolment application is true and correct and I have read and understood the Personal Information Protection Statement.

Signed: _____ Date: _____

Name: _____

- Parent
 Guardian
 Carer
 Independent/Adult Student



Publication Permission Letter

Student's Name: _____ Year _____

Dear Parent/Guardian/Carer or Independent/Adult Student,

From time to time we are lucky enough to have the opportunity to promote the activities of TLK Youth College either through internal publications/newsletters or through external media, including newspapers, television and digital platforms such as the College's website and Facebook pages. If a student is under the age of 16 we require parental consent to be able to use their image, voice or opinion. If a student is 16+ we are happy for them to sign the consent form for this, however, we still like to ensure that parents/guardians/carers are aware of the regulations around use of student images, voices and opinions.

The College takes all reasonable care to ensure:

- Whenever a student is involved in photographs, digital recording or providing opinions for publication, a staff member has approved the story and is present during any photography and
- Use of images, voices and opinions is only for legitimate and appropriate purposes related to the learning environment.

It should be noted that in the case of external media involvement, including newspapers and/or television coverage, any image or recording taken by them remains their property.

Acknowledgement:

- I give permission** for the above student's involvement in the promotion of the learning environment by the College as detailed above. In giving publication permission I understand this may include use of images, voice and/or opinions.

Signed: _____ Date: _____

Name: _____

- Parent Guardian Carer Independent/Adult Student

Or

- I do not give permission.**

Signed: _____ Date: _____

Name: _____

- Parent Guardian Carer Independent/Adult Student



Local Learning Excursions Permission Letter

Student's Name: _____ Year _____

Dear Parent/Guardian/Carer or Independent/Adult Student,

Throughout the year the College provides the opportunity for students to be taken on both impromptu and organised short local learning excursions, which are conducted generally within Central Coast region. These supervised excursions may assist students in meeting subject outcomes and enhance the student learning experience.

Local learning excursions may consist of, but are not limited to:

- Walking down to the lake or taking part in an activity
- A walk to the nearest available sports grounds
- Workplace visits
- Reward day visits
- Trips to the library or other educational or learning facilities
- Bush walks.

Permission for student's to participate is required. Local learning excursions permission letters are held on record by the College.

Acknowledgement:

I give permission for the above student to participate in local learning excursions.

Signed: _____ Date: _____

Name: _____

Parent Guardian Carer Independent/Adult Student

Or

I do not give permission.

Signed: _____ Date: _____

Name: _____

Parent Guardian Carer Independent/Adult Student



Information Release Permission Letter

Student's Name: _____ Year _____

Dear Parent/Guardian/Carer or Independent/Adult Student,

From time to time it is necessary for College staff to access records or information regarding a student so that we may be better placed to support their needs during their enrolment with us.

As a general rule, if we are to access external information we discuss this need with the student and/or parent/guardian/carers concerned and inform them of the explicit purpose of needing the information. We are also required to have permission given to us in writing for the release of such information, which is the purpose of this letter

Examples of reports which may be required include:

- Other school reports
- Counsellor reports
- Behavioural Assessments
- Health Assessments
- Juvenile Justice information
- Case Worker information and/or
- Department of Community Services information.

Acknowledgement:

- I give permission** for TLK Youth College to request or access any records or information which may be required to support the ongoing placement of the above student at TLK Youth College. I am aware that all records, reports or case notes will be treated confidentially and in accordance with the School's Privacy Policy.

Signed: _____ Date: _____

Name: _____

- Parent Guardian Carer Independent/Adult Student

Or

- I do not give permission.**

Signed: _____ Date: _____

Name: _____

- Parent Guardian Carer Independent/Adult Student



Flexible School Attendance Acknowledgement and Parental Supervision Form

Student's Name: _____ Year _____

Dear Parent/Guardian/Carer,

You are aware from information provided in the College's prospectus that the College has a flexible timetable, which allows students to complete the mandatory requirements and necessary outcomes, as stipulated by the NSW Education Standards Authority.

To ensure that TLK Youth College remains compliant against the requirements of providing a flexible timetable, parents/guardians/carers are required to acknowledge parental responsibility for the supervision of students on days where there are no timetabled lessons, currently Fridays or as otherwise advised, during the school term.

If this form is not completed, the student concerned will be expected to attend on all school days, including days where there are no timetabled lessons and complete tasks as required of them from College staff. The College would prefer that students be productively seeking part-time employment and work experience on days where there are no timetabled lessons in order to build their resume and skills, which is the purpose of providing a flexible timetable.

Acknowledgement:

- I give permission** for Flexible School Attendance for the above student and I understand that:
- I am responsible for the supervision of the above student whenever there are no timetabled lessons, currently Fridays or as otherwise advised, for the period of their enrolment
 - Flexible School Attendance may be cancelled at any time and
 - Information collected on this form will be treated confidentially and in accordance with the College's Privacy Policy.

Signed: _____ Date: _____

Name: _____

- Parent Guardian Carer Independent/Adult Student

Or

- I do not give permission.**

Signed: _____ Date: _____

Name: _____

- Parent Guardian Carer Independent/Adult Student



Parent/Guardian/Carer Occupation Groups Information

The four groups listed below are used by the Australian Bureau of Statistics to classify occupations. Please choose the group that best describes you. If you have stopped work in the past year, or have retired, please select the group that best describes you when you were working.

<p>Group 4 Machine operators, hospitality staff, assistants, labourers and related workers</p>	<ul style="list-style-type: none"> • 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] 	<ul style="list-style-type: none"> • Assistant/aide [trades' assistant, school/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 below • 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]
<p>Group 3 Tradesmen/women, clerks and skilled office, sales and service staff</p>	<ul style="list-style-type: none"> • Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women 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] 	<ul style="list-style-type: none"> • 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]
<p>Group 2 Other business managers, arts/media/sportspersons and associate professionals</p>	<ul style="list-style-type: none"> • 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] 	<ul style="list-style-type: none"> • 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
<p>Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals</p>	<ul style="list-style-type: none"> • 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 [school principal, faculty head/dean, library/museum/gallery director, research facility director] • Defence Forces Commissioned Officer 	<ul style="list-style-type: none"> • 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]
<p>Please note</p>	<ul style="list-style-type: none"> • If the person is not currently in paid work but had a job or retired in the last 12 months, please use the person's last occupation • If the Person has not been in paid work in the last 12 months, please write '8' in the box. 	

Note: if you would like more information on the mandatory Government requirement for parents/guardians/carers to supply occupation and education information please discuss during student interview.