TORBANLEA STATE SCHOOL

APPLICATION PACKAGE

FOR

ENROLMENT

Included in this package is:

- Identity / Residency Check
- Enrolment Management Plan information
- Enrolment Agreement
- Learning Technology Student Use Agreement
- State School Consent form to copyright material, image, recording, or personal information
- Chaplaincy Consent Form
- Raffle Ticket Form
- Cross Country Permission Form
- P&C Association Membership Form
- Application for Student Enrolment Form
- Prospectus (includes information regarding the school uniform policy, Responsible Behaviour Plan for Students)
- Responsible Behaviour Plan for Students (available from the school website or school office)
APPLICATION FOR ENROLMENT
IDENTITY / RESIDENCY CHECK

When applying for enrolment, please provide the following for sighting by the school.

Proof of Residency

Residential Address:

Line 1: 
Line 2: 
Suburb: 
Postcode:

Please provide one (1) of the following:

Current Lease / Rental Agreement
Driver's Licence
Signed, unconditional house contract
Statutory Declaration

AND also one (1) of the following:

Utility bill (e.g. gas, electricity)
Rates notice

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student’s principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student’s principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement/ assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

OFFICE USE ONLY

The above documents have been sighted by: 

Date:

Within Catchment Area    YES    NO

Entered on Waiting List:    Date:
**Overview**
Torbanlea State School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.

Because of enrolment capacity and growth Torbanlea State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Torbanlea State School, subject to any other requirements or limitations in:

- The **Education (General Provisions) Act 2006**

This School EMP is supported by:

- **Enrolment in State Primary, Secondary and Special Schools procedure**
- **School Enrolment Management Plans (School EMP) procedure**

**Student enrolment capacity of school**
Torbanlea State School has a maximum student enrolment capacity of 427 students.

The number of students entering Prep in any given year is not to exceed 75 students in 3 classrooms, unless there are more than 75 students enrolling from within the catchment area.

**Local catchment area**
A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Torbanlea State School.

This school operates under an equidistant catchment area.

The school's catchment map is available to be viewed at either the school's administration building or online at [http://www.qgso.qld.gov.au/maps/edmap/](http://www.qgso.qld.gov.au/maps/edmap/).

**Enrolment policy**

**Students within catchment**
Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the **Education (General Provisions) Act 2006**) entitled to enrol at the school. The school principal will reserve places for students who move into the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of the following:

- one primary source - a current lease agreement, or rates notice, or unconditional sale agreement and
- one secondary source - a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

If the principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.
Applicants should note that a false statement/assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school principal may repeal a decision to enrol a student in such circumstances.

Other students who are entitled to enrol as if in-catchment
The following groups of students will be entitled to enrol, even though they may reside outside the school's catchment area:

- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)
- Siblings of current students at the school (excluding siblings of Program of Excellence students). Where a school has both a primary and secondary campus, siblings are only entitled to enrol in the same campus as the currently enrolled student
- Students whose parent or legal guardian is employed by the school
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs
- Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director.

Out-of-Catchment application
Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

1. If there is sufficient spare capacity after reserving places for students who move into the catchment during the year and
2. After taking into account the school's projected future enrolment growth.

Fees
Under the Department's State Education Fees procedure, a principal of a state school with an approved School EMP is able to charge a fee for recouping costs of enrolment processing (subject to consultation with the Parents and Citizens’ Association) where:

- The enrolment management plan permits the enrolment of a student living outside the catchment area based on cultural, sporting or academic merit and
- The significant number of prospective students living outside the catchment area and applying to enrol results in abnormal administrative costs to the school, for example, enrolment examination supervision and marking.

Acceptance and assessment process
Out of catchment enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

Decisions on enrolment
The principal is responsible for all decisions on enrolments.

Where a principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the principal's preliminary view by making a submission to the principal, no later than seven school days after receiving the preliminary view letter.

If no submission is received, the principal's preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the principal will consider the submission and make a final decision. A final decision notice will be provided to the applicant as soon as is practicable. There is no internal review of the principal's decision.

Gazettal date
The School Enrolment Management Plan of Torbanlea State School was gazetted on 22 August 2014.

The School EMP is internally reviewed each year, and if required, updated to reflect any changes to Student Enrolment Capacity and/or Programs of Excellence.

Endorsed by:

Kim Burns-Atkinson (Acting Principal)
Enrolment Agreement – TORBANLEA STATE SCHOOL

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

Responsibility of student to:
- Attend school on every school day for the educational program in which they are enrolled, on time, 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, meet homework requirements and wear the school’s uniform
- Respect the school property.

Responsibility of parents to:
- Ensure your child attends school on every school 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 programs)
- 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
- Ensure contact details are kept up to date to ensure parents/carers can be reached in an emergency.
- Treat students and parents with respect.
I accept the rules and regulations of Torbanlea State School as stated in the school policies that have been provided to me as follows:

- Responsible Behaviour Plan for Students (as outlined in Prospectus or the school website)
- Student Dress Code / Uniform Policy (as outlined in Prospectus or the school website) – as endorsed by the P and C
- Homework Policy (as outlined in Prospectus or the school website)
- School Charges
- School network usage and access statement requirement of Acceptable Use of the Department’s Information, Communication and Technology (ICT) Network and Systems (included)
- Absences (as outlined in Prospectus)
- School Excursions (as outlined in Prospectus)
- Complaints management (as outlined in Prospectus)
- Parent Notice for Religious Instruction in School Hours (as per enrolment form)
- Parent / Guardian Consent form for Voluntary Student Participation in Program of Chaplaincy Services (included)
- Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information (State School Consent Form included)
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students (as outlined in Prospectus or the school website in Responsible Behaviour Plan for Students).

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school’s current rules, policies, programs and services, as outlined above has been provided and explained to me.

______________________________  ________________________  ________________________________
Student Signature:                Parent/Carer Signature:            On behalf of Torbanlea State School:
LEARNING TECHNOLOGY STUDENT USE AGREEMENT
TORBANLEA STATE SCHOOL

Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

1) I will use it only for educational purposes.

2) I will not look for anything that is illegal, dangerous or offensive.

3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
(a) clear any offensive pictures or information from my screen; and
(b) immediately, quietly, inform my teacher.

4) I will not reveal home addresses or phone numbers - mine or anyone else’s.

5) I will not use the Internet to annoy or offend anyone else.

6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

(Student’s name)

(Student’s signature) (Date)

Parent or guardian

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I understand that by signing this form, I am giving permission for my child to use the Internet for school based information searches for the entire duration of their enrolment here at Torbanlea State School.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

(Parent or carer name)

(Parent or carer signature) (Date)
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1. PARTICULARS – PARENT / CARER TO COMPLETE

Name to be used in association with the individual’s personal information, image, recording or copyright material: (to be completed by parents/carer)

- Full name
- First name only
- No name
- Other:

2. PARTICULARS – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
(Image or recording includes photographs, videos, film or sound recordings of the Individual)
- Individual’s image
- Individual’s recording
- Individual’s copyright material

Description of copyright material, image, recording or other personal information:
- Sound recording
- Artistic work
- Written work
- Film
- Name
- Photograph/image
- Other: ___________________________

Where will this information be used (e.g. on the website, newsletter or brochure etc.):
- Newsletter (uploaded to the web)
- Printed promotional material
- Advertising
- Website
- Displays
- Competitions
- Yearbooks/annuals
- Local media
- Facebook
- Electronic sign
- Other: ___________________________

What is the timeframe for the individual’s consent (e.g. is it for duration of enrolment? What date or dates?):
The timeframe for this consent will be for the duration of enrolment unless advised otherwise.

Which of the websites below will the individual’s personal information or individual work be published on (i.e. permanently published to the public):
- School websites: http://www.torbanlea.eq.edu.au
  The school websites are publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its websites.
- School Facebook page: facebook.com/torbanleastateschool
  The school Facebook page is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Facebook page.
- School YouTube Channel
  The school YouTube channel is publicly accessible by all internet users. The school may share videos related to the school’s programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school’s settings.
- School Twitter Profile
  The school Twitter profile is publicly accessible by all internet users. The school may share information, photographs and videos related to the school’s programs, activities and initiatives with users through its Twitter profile.
- Other:
  Provide a short description, and the website address, of the other website/s: ___________________________

3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

IT IS NOT COMPULSORY FOR YOU TO PROVIDE THIS CONSENT
4. DETAILS

<table>
<thead>
<tr>
<th>Name of Individual (Student)</th>
<th>Address of Individual (Student)</th>
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Name of School (at which the Individual is enrolled, employed or volunteers) Torbanlea State School

<table>
<thead>
<tr>
<th>Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</th>
<th>Date</th>
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<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
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5. CONSENT GIVEN

On behalf of the Individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory)* grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual’s:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (Individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.

6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual’s personal information or Individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual’s school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form (Individual work);
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or Individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual’s participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

7. DURATION

If the Department, the State or another person permitted by them is using the Individual’s personal information or Individual work, or has entered into contractual obligations in relation to the Department’s material that incorporates the Individual’s personal information or Individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual’s personal information or Individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual’s personal information or Individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is...
8. DEFINITIONS

- ‘Use’ includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device; and
  - to distribute, publish or communicate in any form, including in new sletters and other print media, television and the internet and Social Media websites,
  - in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the Individual for giving this consent or for the use of the Individual’s personal information or Individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the Individual's personal information or Individual work.
- This Consent Form is a legally binding and enforceable agreement between the Signatory and the Department or the State.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the Individual's personal information, Individual work or other intellectual property under any other law.
- The 'Department' and the 'State' include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- 'Social Media Website' includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the Individual's personal information and Individual work to the Department's and the State's agents, contractors and volunteers for the purpose of performing services for the Department and the State; and
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the Individual's personal information and Individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority or ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the Individual is enrolled or work or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?
This Consent Form authorises the Department and the State to use the Individual's personal information and copyright material, together with information about the Individual's participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the Individual's personal information and copyright material in conjunction with other words and images.

For example, the Individual's personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local new papers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an Individual's personal information and Individual work on Social Media Websites is similar to publication in new sletters, magazines, websites, including Social Media Websites and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local new papers and television stations, using information and copyright material in relation to the Individual (for example, where the Individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

What is copyright material?
An Individual's copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, recordings, computer programs, websites, sculptures, fashion, metal- or wood-works made by them or to which they contributed. In the case of students, it includes, but is limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the Individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968...
applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?
Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the individual’s name, image or video or sound recording. It also includes the individual’s educational information such as the individual’s assessment and results, and health information and court orders provided to the Department, where such information may enable the individual to be identified.

What if I give my consent and later change my mind?
This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the individual’s personal information and individual work to create material incorporating the individual’s personal information and individual work and entering into contractual obligations in relation to that material.
If you wish to later modify or revoke this consent, the individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any new additional use of the individual work, but any existing uses will continue.
Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy
The consent to the recording, use and disclosure of the individual’s personal information and individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2009. Personal information will be stored securely. The Department will only disclose the individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the individual’s personal information has been collected, used, stored or disclosed, please contact the school.
Parental/Guardian Consent for Voluntary Student Participation in Chaplaincy Program at Torbanlea State School

Parent/Guardian Name/s

Student Name (in full)

This school community provides a chaplaincy program endorsed by the school’s Parents and Citizens’ Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities which happen at this school which are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent or guardian requests in writing that this is not to occur for their child/ren.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/guardians for these specific activities.

Information about the school’s chaplaincy program is on the school’s website. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, parents/guardians will be advised through the school newsletter and website.

Voluntary Student Activities without Religious, Spiritual and/or Ethical Content

These activities are available to students on a voluntary basis if a parent or guardian has given consent in writing.

Working with sporting teams, mentoring programs, outdoor education programs, lunchtime programs.

Please tick one of the boxes below:

- I give my consent for my child/ren to participate in the above activities
- I do not give my consent for my child/ren to participate in the above activities.

Voluntary Student Activities with Religious, Spiritual and/or Ethical Content

These activities are available to students on a voluntary basis if a parent or guardian has given consent in writing.

One-to-one meeting with chaplain for religious and spiritual support, groups visiting school for performances eg Christian Band.

Please tick one of the boxes below:

- I give my consent for my child/ren to participate in the above activities.
- I do not give my consent for my child/ren to participate in the above activities.

*Please ensure that you have ticked one box on each side of the table.

4) I understand that, where I agree that my child/ren can participate in the chaplaincy program, this information will be passed on to the school chaplain.

Parent’s Signature ___________________________ Date ___________________________

School R.E. Program

A Weekly Religious Education Program is provided by Hervey Bay Christian Ministers Association. These lessons are conducted in class under the supervision of the classroom teacher. If you do not wish for your child to participate in this program you should advise the Principal in writing.
RAFFLE TICKET FORM

Raffle tickets are sent home from the school occasionally throughout the year. If you **do not** wish to have tickets sent home please complete the form below and return to the school.

I ____________________ **do not** wish to have raffle tickets sent home with my child ____________________ in year ____ during the school year.

Signature: _____________________________  Date: _____________

CROSS COUNTRY PERMISSION FORM

I ____________________ give permission for my child__________________________ in year ____ to participate in the school cross country which may include jogging through crown land on the outskirts of the school grounds.

Signature: _____________________________  Date: _____________
Torbanlea P&C Association
Torbanlea State School Parents & Citizens Association exists to support our school.

The P&C Association provides another valuable voice for families. Our committee members are volunteers who give of their time and talents to make this school a great place to learn.

**HOW DO I JOIN?**

To be accepted as a member and ensure your voting rights it is necessary to present your application form (below) in person at the AGM or at any general P&C Meeting.

<table>
<thead>
<tr>
<th>P&amp;C Application for Membership Form</th>
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<tbody>
<tr>
<td>Name: ________________________________</td>
</tr>
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<td>Address: _____________________________</td>
</tr>
<tr>
<td>Telephone: __________ email address: ____________________________</td>
</tr>
<tr>
<td>My child’s/children’s names: _______________________________</td>
</tr>
</tbody>
</table>

Membership: (please tick one) □ New □ Renewal

I am over 18 years of age and agree to be bound by the Constitutions and all valid resolutions passed by the Association.

Signature of Applicant: __________________ Date of Application: _________

Please tick any areas you are willing to help in:

□ Executive position □ Fundraising □ Tuckshop

Other (please complete): ____________________________________________
Application for student enrolment form

INSTRUCTIONS

Please refer to the Application to enrol in a Queensland State School information sheet at the end of this form when completing this application.

Failure or refusal to complete those sections of the form marked with an (*) or to provide required documentation may result in a refusal to process your application.

Sections of the form not marked (*) are optional. However, failure to complete these sections may result in the school not being eligible for important Federal and State Government funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

PRIVACY STATEMENT

The Department of Education, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2008 (EGPA 2006), and in particular for:

i. assessing whether your application for enrolment should be approved
ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
iii. administering and planning for providing appropriate education, training and support services to students
iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld). Personal information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child’s school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child’s school in the first instance.

ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant’s entitlement to enrolment at a state school:

• failure to adequately complete this enrolment form
• if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
• the applicant is a mature age student (the applicant can only apply for enrolment at a mature age state school and will be subject to a satisfactory criminal history check, or as a student in a program of distance education. All mature age students must have a remaining allocation of state education.)
• the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 6)
• the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
• the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
• the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director General)
• the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
• the student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol)

Office use only

<table>
<thead>
<tr>
<th>Date enrolled</th>
<th>/</th>
<th>Year level</th>
<th>Roll Class</th>
<th>EQ ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent student</td>
<td>Yes</td>
<td>No</td>
<td>Birth certificate/passport and DOB confirmed</td>
<td>Yes</td>
</tr>
<tr>
<td>Is the student over 18 years of age at the time of enrolment</td>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If yes, is the student exempt from the mature age student process?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, has the mature age applicant consented to a criminal history check?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School house/team</td>
<td></td>
<td>EAL/D support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td>Associated unit</td>
<td>Visa and associated documents sighted</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at [http://jpr.det.qld.gov.au](http://jpr.det.qld.gov.au) to ensure you have the most current version of this document.
**STUDENT DEMOGRAPHIC DETAILS**

| Legal family name*  
<table>
<thead>
<tr>
<th>as per birth certificate</th>
</tr>
</thead>
</table>
| Legal given names*  
| as per birth certificate |
| Preferred family name |
| Preferred given names |
| Sex*  
| [ ] Male  
| [ ] Female  
| Date of birth*  
| [ ] Yes  
| [ ] No  
| Copy of birth certificate available to show school staff* |
| For mature age students, proof of identity supplied and copied*  
| [ ] Yes  
| [ ] No  
| Enrolment may not be approved without enrolling staff sighting the child’s birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g., child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EOI, a passport or visa will be acceptable. |
| Maturity applicants must provide photographic identification which proves their identity.  
| - current driver’s licence, or  
| - adult proof of age card, or  
| - current passport. |

**APPLICATION DETAILS**

| Has the student ever attended a Queensland state school?  
| [ ] Yes  
| [ ] No  
| If yes, provide name of school and approximate date of enrolment.  
| What year level is the student seeking to enrol in?  
| [ ] Yes  
| [ ] No  
| Please provide the appropriate year level.  
| Proposed start date  
| [ ] Yes  
| [ ] No  
| Please provide the proposed starting date for the student at this school.  
| Does the student have a sibling attending this school or any other Queensland state school?  
| [ ] Yes  
| [ ] No  
| If yes, provide name of sibling, year level, date of birth, and school.  
| Name:  
| Year Level  
| Date of birth  
| School |

**STUDENT ADDRESS DETAILS* |

| Principal place of residence address |
| Address line 1 |
| Address line 2 |
| Suburb/town  
| State  
| Postcode |
| Mailing address (if it is the same as principal place of residence, write ‘AS ABOVE’) |
| Address line 1 |
| Address line 2 |
| Suburb/town  
| State  
| Postcode |
| Email |

**STUDENT FAMILY DETAILS**

| Parents/carers  
| Parent/carer 1  
| Parent/carer 2 |
| Family name*  
| Given names*  
| Title  
| [ ] Mr  
| [ ] Mrs  
| [ ] Ms  
| [ ] Miss  
| [ ] Dr  
| [ ] Mr  
| [ ] Mrs  
| [ ] Ms  
| [ ] Miss  
| [ ] Dr  
| Sex  
| [ ] Male  
| [ ] Female  
| [ ] Male  
| [ ] Female  
| Relationship to student*  
| Is the parent/carer an emergency contact?  
| [ ] Yes  
| [ ] No  
| [ ] Yes  
<p>| [ ] No |</p>
<table>
<thead>
<tr>
<th>Parents/carers</th>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Phone contact number</strong></td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td><strong>2nd Phone contact number</strong></td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td><strong>3rd Phone contact number</strong></td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is the occupation group of the parent/carer? Please see Appendix 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Country of birth</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Country of residence</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Does parent/carer 1 or parent/carer 2 speak a language other than English at home?</strong> (If more than one language, indicate the one that is spoken most often)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Is the parent/carer an Australian citizen?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Is the parent/carer a permanent resident of Australia?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Address line 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Address line 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Suburb/town</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td></td>
<td><strong>Postcode</strong></td>
</tr>
<tr>
<td><strong>Mailing address (If it is the same as principal place of residence, write 'AS ABOVE')</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parent/carer school education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 9 or equivalent or below</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 10 or equivalent</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 11 or equivalent</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year 12 or equivalent</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parent/carer non-school education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Certificate I to IV (including trade certificate)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advanced Diploma/Diploma</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bachelor degree or above</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No non-school qualification</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is the highest year of primary or secondary school parent/carer 1 has completed?</strong> (For people who have never attended school, mark ‘Year 9 or equivalent or below’)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>What is the highest year of primary or secondary school parent/carer 2 has completed?</strong> (For people who have never attended school, mark ‘Year 9 or equivalent or below’)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STUDENT ORIGIN DETAILS**

<table>
<thead>
<tr>
<th>Origin</th>
<th>Queensland/interstate/overseas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Origin type</td>
<td>Childcare centre or kindergarten/Prep/primary/secondary/VET/other</td>
</tr>
<tr>
<td>Previous school/other location</td>
<td></td>
</tr>
<tr>
<td>Previously employed</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**INDIGENOUS STATUS**

| Is the student of Aboriginal or Torres Strait Islander origin? | No | Aboriginal | Torres Strait Islander | Both Aboriginal and Torres Strait Islander |

**RELIGION – RELIGIOUS INSTRUCTION**

From Year 1, your child will be placed in this nominated religious instruction class if it is available.

If this section is marked ‘no religion’ or ‘no religion nominated’ or a response is provided that is not represented within the school’s religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.

Parents may change these arrangements at any time by notifying the principal in writing.

**COUNTRY OF BIRTH**

<table>
<thead>
<tr>
<th>In which country was the student born?</th>
<th>Australia</th>
<th>Other (please specify country)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of arrival in Australia</td>
<td><em>/__/</em>___</td>
<td></td>
</tr>
</tbody>
</table>

Is the student an Australian citizen? Yes  | No  | (if no, evidence of student’s immigration status to be completed)

**STUDENT LANGUAGE DETAILS**

Does the student speak a language other than English at home? No  | No, English only  | Yes, other – please specify |

**EVIDENCE OF STUDENT’S IMMIGRATION STATUS** (to be completed if student is NOT an Australian citizen)*

<table>
<thead>
<tr>
<th>Permanent resident</th>
<th>Complete passport and visa details section below</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student visa holder</td>
<td>Date of arrival in Australia <em>/__/</em>___ Date enrolment approved to: <em>/__/</em>___</td>
</tr>
<tr>
<td></td>
<td>EQI receipt number: ____________________________</td>
</tr>
<tr>
<td>Temporary visa holder</td>
<td>Complete passport and visa details section below</td>
</tr>
<tr>
<td>Other, please specify</td>
<td>Temporary visa holders must obtain an ’Approval to enrol in a state school’ from EQI</td>
</tr>
</tbody>
</table>

Passport and visa details (to be completed for a student who is NOT an Australian citizen).

NOTE: A permanent resident will have a passport with a permanent residency visa inside worded ‘Holder(s) permitted to remain in Australia indefinitely’.

For students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration issued card or ‘Document to travel to Australia’ with ‘stay indefinite’ recorded must be sighted by the school.

<table>
<thead>
<tr>
<th>Passport number</th>
<th>Passport expiry date</th>
<th><em>/__/</em>___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa number</td>
<td>Visa expiry date (if applicable)</td>
<td><em>/__/</em>___</td>
</tr>
<tr>
<td>Visa sub class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Emergency contact</th>
<th>Emergency contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship (e.g. aunt)</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st phone contact number*</th>
<th>Work/home/mobile</th>
<th>Work/home/mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
<tr>
<td>3rd phone contact number*</td>
<td>Work/home/mobile</td>
<td>Work/home/mobile</td>
</tr>
</tbody>
</table>

**STUDENT MEDICAL INFORMATION** (including allergies)*

Privacy Statement

The Department of Education, Training and Employment (DETE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DETE will not use this information to make a decision about a student’s eligibility for enrolment. The information will only be used by authorised employees of the department and DETE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that you advise the school before your child’s first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions.

Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

- My child does not have any known medical conditions: [ ]

  - Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)

  - Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)

  - Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)

- Does the student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)?
  - [ ] No
  - [ ] Yes, please specify

- Name of student’s medical practitioner (optional) | Contact number of medical practitioner

- Do you authorise school staff to contact the student’s medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)
  - [ ] Yes
  - [ ] No

- Medicare card number (optional) | Position Number

- Cardholder name (if not in name of student) | Private health insurance company name (if covered) (optional)

- Private health insurance membership number (leave blank if company name is not provided) |
### COURT ORDERS

Are there any current family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

- [ ] Yes
- [ ] No

### TRAVEL DETAILS

<table>
<thead>
<tr>
<th>Mode of transport to school</th>
<th>Walk</th>
<th>Car</th>
<th>Bus</th>
<th>Bicycle</th>
<th>Train</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### APPLICATION TO ENROL*

I hereby apply to enrol my child or myself at ___

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

<table>
<thead>
<tr>
<th>Parent/carer 1</th>
<th>Parent/carer 2</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 1: Parental occupation groups for use with parent/carer details

<table>
<thead>
<tr>
<th><strong>Group 1:</strong> Senior management in large business organisation, government administration and defence, and qualified professionals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior executive/manager/department head</strong> in industry, commerce, media or other large organisation.</td>
</tr>
<tr>
<td><strong>Public service manager</strong> [section head or above], regional director, health/education/police/fire services administrator</td>
</tr>
<tr>
<td><strong>Other administrator</strong> [school principal, faculty head/dean, library/museum/gallery director, research facility director]</td>
</tr>
<tr>
<td><strong>Defence Forces</strong> commissioned officer</td>
</tr>
<tr>
<td><strong>Professionals</strong> generally have degrees 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</td>
</tr>
<tr>
<td><strong>Health, education, law, social welfare, engineering, science, computing professional</strong></td>
</tr>
<tr>
<td><strong>Business</strong> [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]</td>
</tr>
<tr>
<td><strong>Air/sea transport</strong> [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Group 2:</strong> Other business managers, arts/media/sportspeople and associate professionals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner/manager</strong> of firm, construction, import/export, wholesale, manufacturing, transport, real estate business</td>
</tr>
<tr>
<td><strong>Specialist manager</strong> [finance/engineering/production/personnel/industrial relations/sales/marketing]</td>
</tr>
<tr>
<td><strong>Financial services manager</strong> [bank branch manager, finance/investment/insurance broker, credit/loans officer]</td>
</tr>
<tr>
<td><strong>Retail sales/services manager</strong> [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]</td>
</tr>
<tr>
<td><strong>Arts/media/sports</strong> [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsperson, coach, trainer, sports official]</td>
</tr>
<tr>
<td><strong>Associate professionals</strong> generally have diploma/technical qualifications and support managers and professionals</td>
</tr>
<tr>
<td><strong>Health, education, law, social welfare, engineering, science, computing</strong> technician/associate professional</td>
</tr>
<tr>
<td><strong>Business administration</strong> [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]</td>
</tr>
<tr>
<td><strong>Defence Forces</strong> senior Non-Commissioned Officer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Group 3:</strong> Tradespeople, clerks and skilled office, sales and service staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tradespeople</strong> generally have completed a four year trade certificate, usually by apprenticeship. All tradespeople are included in this group</td>
</tr>
<tr>
<td><strong>Clerks</strong> [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registrar/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]</td>
</tr>
<tr>
<td><strong>Skilled office, sales and service staff:</strong></td>
</tr>
<tr>
<td><strong>Office</strong> [secretary, personal assistant, desktop publishing operator, switchboard operator]</td>
</tr>
<tr>
<td><strong>Sales</strong> [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]</td>
</tr>
<tr>
<td><strong>Service</strong> [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]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Group 4:</strong> Machine operators, hospitality staff, assistants, labourers and related workers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drivers, mobile plant and production/processing machinery and other machinery operators</strong></td>
</tr>
<tr>
<td><strong>Hospitality staff</strong> [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]</td>
</tr>
<tr>
<td><strong>Office assistants, sales assistants and other assistants:</strong></td>
</tr>
<tr>
<td><strong>Office</strong> [typist, word processing/data entry/business machine operator, receptionist, office assistant]</td>
</tr>
<tr>
<td><strong>Sales</strong> [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]</td>
</tr>
<tr>
<td><strong>Assistant/aide</strong> [trades’ assistant, school/teacher aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]</td>
</tr>
<tr>
<td><strong>Labourers and related workers</strong></td>
</tr>
<tr>
<td><strong>Defence Forces</strong> ranks below senior</td>
</tr>
</tbody>
</table>