

VET course name: 1st year of VET course in 2022

Day/Time preference: 2nd year of VET course in 2022

First name: Preferred name:

Surname: Date of birth:

Gender: Male Female Non-binary

Address:

Postcode:

Phone: (H) (M):

Student email (students must provide a personal email address, not a school address) :

Your year level (2022): 10 11 12

Stream: VCE VCAL

VSN:

USI:

Home school: Phone:

Home school VET coordinator:

Country of birth: Australia Other - please specify:

Language other than English spoken at home? English only Other - please specify:

How well do you speak English: Very well Well Not well Not at all

Are you Aboriginal or Torres Strait Islander? No Aboriginal Torres Strait Islander

Do you consider yourself to have a disability, impairment or long term condition?

Vision Hearing/Deaf Physical Medical condition Intellectual Mental illness Learning

Acquired brain impairment Other - please specify:

Parent/Carer name:

Phone: (H) (W): (M):

Parent/Carer email:

Please tick if you are any of the following:

Asthmatic Diabetic Epileptic Anaphylactic Other - please specify:

EMERGENCY CONTACTS:

Name:

Phone: (H) (W): (M):

Relationship to student:

Name:

Phone: (H) (W): (M):

Relationship to student:

Family doctor's name: Phone:

Ambulance Cover: Yes No Medicare Number:

Private Health Insurance: Yes No Private Health Fund:

PARENT/CARER CONSENT TO MEDICAL ATTENTION:

In the event of illness or injury to my child whilst at Peter Lalor Secondary College, on an excursion, or travelling to or from school, I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to:

- Consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner; and
- Administer such first aid as the Principal or staff member may judge to be reasonably necessary.

PARENT/CARER CONSENT TO COMMUNICATION WITH THE HOME SCHOOL:

I authorise the Principal or VET Coordinator at Peter Lalor Secondary College to communicate with my child's Home School regarding VET specific information.

Parent/Carer signature: Date:

As a visiting student to Peter Lalor Secondary College you are required to sign and comply with the code of conduct. Further to the code of conduct that all VET Delivered to Secondary Students (VETDSS) students have further responsibilities as listed below:

- Students must comply with the schools dress code.
The approved uniform includes: PLVC polo top, PLVC jumper, black jeans / chino which must have at least two rear pockets (no leggings, tracksuit pants or rips / tears in clothing), closed shoes.
Note: As part of the enrollment fee, PLVC polo top and jumper will be provided. PLVC approved pants with the PLVC logo are available for purchase at an additional cost.
- You must turn off mobile phones before entering the classroom. You are prohibited from using them in class. Mobile phones are to be locked in a provided locker for the duration of the lesson.
- Telephone both your home and host school should you be unable to attend VET class. Where required, a written letter or medical certificate must be provided to your home school.
- NEVER USE TOOLS OR EQUIPMENT WITHOUT TEACHER PERMISSION AND SUPERVISION

1.0 LEARNING

- 1.1 Students must allow learning to take place and must follow instructions.
- 1.2 Students must attend regularly, be on time for classes and be properly prepared for work.

2.0 TREATMENT OF OTHERS

- 2.1 Students must show consideration for all members of the trade training centres community and ensure that their words and actions cause no harm or offence.
- 2.2 Students will not behave in a violent or aggressive/intimidating manner.
- 2.3 Students will communicate (verbally and non-verbally) in a way that is not offensive to others.
- 2.4 Students will be respectful of others' differences including race, gender, culture, ability, etc.
- 2.5 Students should be aware of and adhere to the democratic rights of others in all centre activities. Therefore students must not:
 - a) Impede others learning by continued misbehaviour.
 - b) Make excessive demands for the use of training facilities thus inhibiting the reasonable access of others.
 - c) Criticise or denigrate others when participating in training activities and/or decision making processes.

3.0 PERSONAL AND COLLEGE PROPERTY

- 3.1 Students must look after their own property and the property of others and the college.

4.0 SAFETY AND ENVIRONMENT

- 4.1 Students must move and act in a way that isn't disruptive or unsafe for themselves and others.
- 4.2 Students will not use or possess alcohol, tobacco, illegal substances or dangerous items (eg. knives, weapons etc.)
- 4.3 Students should conduct themselves in a responsible and considerate manner, both at school and whilst travelling to and from school.
- 4.4 Students should respect the school environment.

5.0 STUDENT CONSENT

- 5.1 I authorise Peter Lalor Secondary College to release information regarding my enrolment to any Government department and other parties, when Peter Lalor Secondary College is legally obliged to do so.
- 5.2 I declare that the information supplied on this enrolment form is correct and complete.
- 5.3 I was adequately informed of the requirements and expectations of the course prior to enrolment.

RIGHTS AND RESPONSIBILITIES

- Peter Lalor believes that a positive approach to student management is desirable. Personal responsibility and self-discipline will be developed and fostered. Positive student actions are encouraged and the acknowledgment and affirmation of student achievement will be an important feature while learning at Peter Lalor.
- Within the Peter Lalor community all parents/carers, teachers and students have rights, which are protected by responsibilities.
- It is the responsibility of all members of the Peter Lalor community to uphold these rights by supporting and acting in accordance with the Code of Conduct.

Any person not adhering to the code of conduct will be required to return to their home school. In the event that a student is required to return to their home school, contact with the home school will be made prior to the students release from Peter Lalor. Students will not be permitted to return to their VET until a return to VET strategy has been agreed upon by Peter Lalor and the home school.

Peter Lalor Secondary College recognises that parents wish their children to have mobile phones at school for various reasons, mobile phones can also be used for educational purposes. However, mobile phones may create problems with regard to security, privacy, theft and students staying on task in the classroom.

Students who break this agreement may have their phone confiscated.

Mobile Phone Policy

- I will not use my phone to take photos or create videos in the college except under the direction of a classroom teacher for curriculum purposes.
- I will not use my phone to sync videos or photos from another phone.
- I will not use my phone to make anyone else feel unsafe, unhappy or uncomfortable.
- **My phone will be put in the provided locker at the start of every class.**
- I understand that if a teacher sees or hears my mobile phone, it will be confiscated and stored in the Managers Office, from where it may be collected at the end of the day at 4:40 not 4:30. In some instances the phone will only be given to parents or guardians.
- I understand that no one else may use my phone for any purpose.
- I understand that looking after the phone is my responsibility and that there is little that the College can do to track, trace or retrieve lost or stolen phones, iPods or other devices.
- I acknowledge that if I break this agreement, the privilege of attending ONTTC may be withdrawn.

Peter Lalor Secondary College supplies the following uniform as part of the material cost fee:

- PLVC Polo
- PLVC Jumper

Students will receive these items on the first day of the course.

Peter Lalor pants are available for an additional cost.

Peter Lalor VET uniform policy is:

- PLVC Polo - Provided
- PLVC Jumper - Provided
- Black pants - Students must provide their own.
(No track suits or leggings. Pants must have two rear pockets. Pants are not to be torn or have holes)
- Closed shoes - No sandals or flip flops

Students are to attend every class with Pens, Pencils, Workbooks and a USB.

Students who are out of uniform, or do not attend prepared for class, will be asked to return to their home school.

STUDENT

I,, understand and will follow the code of conduct and VETDSS rules, mobile policy and uniform policy, while at Peter Lalor Secondary College.

Student signature: Date:

PARENT/GUARDIAN

I,, understand the code of conduct and VETDSS rules, mobile policy and uniform policy that my child will need to adhere to while at Peter Lalor Secondary College.

Parent/Guardian signature: Date:

VET COORDINATOR - PETER LALOR

VET Coordinator name:

VET Coordinator signature: Date:

PHOTOGRAPHIC & DIGITAL RECORDING CONSENT

I,, the parent/carer of the student named below, agree to and provide permission for the photographic, video, audio or any other form of printed or electronic recording of my child for and on behalf of the school.

I acknowledge and agree that ownership of any photographic, video, audio or any other form of printed or electronic recording will be retained by the school.

I authorise the use or reproduction of any photograph or video recording referred to above for any reasonable purpose within the discretion of the school without acknowledgment and without being entitled to remuneration or compensation.

I understand and agree that if i wish to withdraw this authorisation, it will be my responsibility to inform the school. Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

I understand the nature and the consequences of what is being proposed in the above paragraphs. If there has been any matter of uncertainty, I have sought clarification from either the Principal or VET Coordinator at the school or another person who has explained any such uncertainty to my satisfaction.

Student name:

Parent/Carer name: Telephone:

Parent/Carer signature: Date: