

# Student application form

Important support documents required
You must submit the following with this application:
<input type="checkbox"/> Two most recent school reports
<input type="checkbox"/> A personal reference
<input type="checkbox"/> Year 9 NAPLAN
<input type="checkbox"/> ToSA/RoSA transcript (if applicable)
<input type="checkbox"/> TAFE results (if applicable)
<input type="checkbox"/> Medical or diagnostic reports (if applicable)
<input type="checkbox"/> Centrelink income statement (if applicable)
<input type="checkbox"/> NESAs Minimum Standard Test Reports (if applicable)

Thank you for your interest in seeking enrolment at Bradfield Senior College.

If you need an explanation of any of the questions or help in completing this application, please ask for assistance from the college staff. You are welcome to provide further information on attached sheets.

**Before starting this form please refer to pages 15, 16, 17 and 19 for details about completing this application and documents that you are required to provide to the college. An explanation of the purpose and use of the information you provide is given on page 15.**

The college will review your application and contact you regarding the next steps which may include an interview and/or an audition. The information you have provided will be used by the college for student enrolment if your application is accepted. Completion of the application form does not guarantee a place.

## Student Details

Please do not leave blank spaces. Write N/A if not applicable. **Please print clearly.**

### A. Student Details

Family Name	<input type="text"/>	First Name	<input type="text"/>																																								
Middle Name	<input type="text"/>	Preferred Name	<input type="text"/>																																								
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Indeterminate/Intersex/Unspecified	Preferred Pronoun <input type="text"/>																																								
		Mobile No.	<input type="text"/>																																								
Date of Birth	<input type="text"/>	Home Phone No.	<input type="text"/>																																								
	<small>Day      Month      Year</small>																																										
Home Address	<input type="text"/>																																										
Suburb	<input type="text"/>	Post Code	<input type="text"/>																																								
Personal Email	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																										
NESA Student Number	<input type="text"/>	<input type="checkbox"/> I have never been issued a NESA Student Number.																																									

*If you have been enrolled in Year 10 in NSW, you will have a NESA student number. It can be located on your ToSA/RoSA transcript. Alternatively, phone the school where you completed the NAPLAN test.*

USI Number

*A Unique Student Identifier number is required to access your results. Go to [www.usi.gov.au](http://www.usi.gov.au) and register to obtain your USI Number to submit with your application. You will need a form of ID to obtain your USI eg birth certificate.*

### Allowances

Are you claiming a Centrelink benefit?  Yes  No If yes, you will need to provide supporting documentation.

## Student Details

### Country of Birth

Please state your city & country of birth

 / 

### Residency Status

- What is your residency Status?  Australian Citizen  New Zealand Citizen  Norfolk Islander
- Permanent Resident  Temporary visa holder  Residence determination

If born overseas, on what date did you arrive in Australia?

 /  /   
Day Month Year

For Australian born citizens, if you have been living overseas from two or more years, on what date did you return to Australia?

 /  /   
Day Month Year

If you are a permanent or temporary visa holder, please give the following information

Current visa sub-class

Visa expiry date

 /  /   
Day Month Year

If this is not your first enrolment in an Australian school, what was your first date of enrolment in an Australian school?

 /  /   
Day Month Year

### Languages other than English spoken at home

Do you speak a language other than English at home?

- No, English only  Yes

If yes, what language(s) other than English are spoken at home?

*Please write the actual language(s) used, for example, Swahili (not African), Punjabi (not Indian), Auslan, Aboriginal English, Torres Strait Creole.*

Main language other than English spoken by you at home

Other languages spoken at home

### Aboriginality

- No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

### Siblings previously enrolled at Bradfield

Do you have any siblings currently or previously enrolled at Bradfield Senior College?

- Yes  No

If yes, please provide the details of the most recently enrolled brother or sister.

Brother's/sister's family name

Given name

Gender

Date of birth

 /  /   
Day Month Year







## Family Details

### C. Parents/Carers not living with this student

Complete only if applicable. Copies of any family law or other court orders must be provided.

Do you wish to receive the following?  Emails  Academic Reports  Attendance Notifications

Title (eg Mr/Ms/Mrs/Dr)  Gender

Family Name  First Name

Relationship to Student  Mobile Number

Home Address

Suburb  Post Code

Does the student sometimes reside at this address?  Yes  No

Personal Email 


Country of Birth

**Aboriginality**  No  Aboriginal  Torres Strait Islander  Both Aboriginal and Torres Strait Islander

#### Occupation Group

Please choose the group that best describes your occupation. Mark one box only. If you have retired or stopped work in the last 12 months, chose the group in which you used to work. See page 19 for more information and examples.

- Group 8 Have not been in paid work in the last 12 months
- Group 4 Machine operators, hospitality staff, assistants, labourers and related workers
- Group 3 Tradespeople, clerks and skilled office, sales and service staff
- Group 2 Other business managers, arts/media/sportspersons and associate professionals
- Group 1 Senior management in large business organisation, government administration and defence, and qualified professionals

**Occupation**

#### School Education

What is the highest level of schooling completed? For persons who never attended school, mark "Year 9 or equivalent or below" (mark one box only).

Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent

#### Educational Qualifications

What is the highest qualification completed?

- No non-school qualification  Certificate I to IV (including trade certificate)  Advanced diploma/diploma
- Bachelor degree or above

#### Contact Details

If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (eg Mondays and Tuesdays only)

Phone number (mobile)

Phone number (home)

Phone number (work)



## Family Details

### D. Emergency Contact Details

If the college needs to contact a parent/carer, please specify, in order of preference who to contact

If there are any special conditions or times relevant to any contact number, please include this in the comment box next to the number (eg Mondays and Tuesdays only).

<b>Name of parent/carer to contact first</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (mobile)</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (home)</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (work)</b>	<input style="width: 100%;" type="text"/>
<b>Name of parent/carer to contact second</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (mobile)</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (home)</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (work)</b>	<input style="width: 100%;" type="text"/>

Comments




Comments




*If you have any other contacts that you feel should be added to this application, please attach them on a separate piece of paper entitled Emergency Contact Details.*

## Additional Emergency Contact Details

### E. Additional Emergency Contact

*Please nominate a person over the age of 18 who may be contacted in the event of an emergency if the college is unable to contact the parents/carers listed above. Ideally the contact should be someone who lives near the school. Please ensure that you have discussed with this person their willingness to be an emergency contact.*

Family name	<input style="width: 95%;" type="text"/>		First name	<input style="width: 95%;" type="text"/>
Relationship to student (eg neighbour/aunt/uncle)		<input style="width: 100%;" type="text"/>		

If there are any special circumstances or times it is not convenient to phone please comment in the section below.

<b>Phone number (mobile)</b>	<input style="width: 100%;" type="text"/>	<b>Comments</b>	<input style="width: 100%;" type="text"/>
<b>Phone number (home)</b>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
<b>Phone number (work)</b>	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>

*If you have any other contacts that you feel should be added to this application, please attach them on a separate piece of paper entitled Additional Emergency Contact Details.*

# Student Details – Additional Information (to be completed by applicant)

## F. About you

Why are you applying for Bradfield? (if you need more room please attach a separate page)

Tell us about yourself: your personal interests, strengths, challenges and passions:

Please assess the following: (Circle one number) 1 = very low, 2 = low, 3 = average, 4 = moderate to high, 5 = very high.

How much do you enjoy learning?	1.....2.....3.....4.....5
How much do you enjoy school?	1.....2.....3.....4.....5
How much are you intellectually engaged in school?	1.....2.....3.....4.....5
How confident are you about your future? (relating to study)	1.....2.....3.....4.....5
How confident are you about your future? (relating to work )	1.....2.....3.....4.....5
How confident are you about your future? (relating to personally)	1.....2.....3.....4.....5

Comment on your experience with learning & schooling, include successes & difficulties.

Do you plan to seek further education after your HSC?  Yes, mark appropriate  TAFE  University  Other  No

Do you have career goals?  Yes  No  Unsure  Undecided

What are your current ideas or thoughts about your future work or career?

Have you had a job?  Yes  No

Do you currently have a job?  Yes  No

If yes what is your job?

Hours per week:

Have you participated in voluntary work? If yes what?

How did you hear about Bradfield?

- |   |  |   |                                  |
|---|--|---|----------------------------------|
| <input type="checkbox"/> Careers Advisor        | <input type="checkbox"/> Counsellor                                      | <input type="checkbox"/> Teacher/Principal (Current school) | <input type="checkbox"/> Family  |
| <input type="checkbox"/> Friend                 | <input type="checkbox"/> Google Search                                   | <input type="checkbox"/> Social Media                       | <input type="checkbox"/> Website |
| <input type="checkbox"/> Other (please specify) | <div style="border: 1px solid black; width: 678px; height: 22px;"></div> |   |                                  |

Connections with Bradfield

Please name any current/ex/future Bradfield students that you know including family or relatives





## Student Details – Additional Information

### G. Special Circumstances

Are there any special circumstances about you that the school should know prior to enrolment?

*(eg living apart from parental supervision, subject of a court order, subject of bullying by others out of home care arranged by the state, pregnancy, mature age, asylum seeker student living in immigration detention, eg community detention).*

Yes       No

If yes, please provide a brief description of the circumstance. Write in the space below.

### H. Students with additional learning and support needs, including disability

Do you require support for learning because of a disability?

Yes       No

Permission to discuss with staff to support your educational needs?

Yes       No

*Bradfield Senior College recognises that adjustments may be required for students with special needs, including students with disability, so that they can participate at college. College personnel and parents work together to identify the adjustments that may be needed to meet your learning and support needs.*

Is there anything that you do or modify at home that may help us at college to meet your educational needs?

Yes       No

If yes, please specify

Please indicate any learning adjustments that may be required for you to participate at school (complete only if applicable and attach supporting documentation from a doctor or other health care professional)

- changes to learning programs and/or teaching strategies
- communication, eg speaking and/or listening
- modification to equipment, furniture, learning spaces and/or learning materials
- support for personal care needs, eg hygiene, mealtimes and/or health care needs
- social support to engage safely with other students and teachers
- other *(please specify)*

Please indicate if you have any of the following

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism                | <input type="checkbox"/> a hearing impairment          | <input type="checkbox"/> a language disorder                                   |
| <input type="checkbox"/> a physical disability | <input type="checkbox"/> difficulties in learning      | <input type="checkbox"/> acquired brain injury                                 |
| <input type="checkbox"/> behaviour disorder    | <input type="checkbox"/> Intellectual disability       | <input type="checkbox"/> mental health disorder <i>(if yes, go to page 12)</i> |
| <input type="checkbox"/> a vision impairment   | <input type="checkbox"/> other <i>(please specify)</i> |  |

*If you answered yes to any of the above (excluding mental health) please provide more detail below or attach details.*

Has any previous education provider prepared a documented plan to support your additional learning needs?

Yes       No

*If yes, please provide details and attach supporting documents to your application.*



## Student Details – Additional Information

### I. Student medical details and health conditions

*It is essential you inform the college before you are enrolled if you have any medical conditions. This must include any known allergies. You should also contact the college as soon as you are aware of any newly diagnosed allergies, other medical conditions or changes to an existing condition. This will assist the college to support your safety and wellbeing and allow planning to occur to determine the best way to meet your individual health and support needs. This is important information for your safe participation at the college.*

Student's Medicare number    Student's Medicare card reference number

Medicare card valid to date  /  /

Doctor's name/medical centre

Doctor's address (eg 1 High Street, Sydney, NSW, 2000)

Doctor's phone number (work)

*Please provide the name, address and phone number of any other doctor or medical specialist who may currently be treating your child for any allergy or other medical condition you may list when completing Section I. Attach an additional page if required.*

Allergy/medical condition	Doctor's name	Address	Telephone

***If you have a documented plan to support any health or medical needs from a previous school or organisation (eg preschool, occasional care, etc) please provide it to the college as an attachment to this form.***

#### Allergies – These can include allergies to insect stings, drugs, latex, food (eg nuts, eggs, peanuts) or other

*If you have any allergies, please specify in the box below. For this allergy please answer the questions that follow (where applicable). If there is insufficient space below, please attach additional pages clearly marked **Allergies**.*

*For any **additional allergies** you have, please answer the questions below (where applicable) on a separate page for each allergy, clearly marked **Allergies**.*

Allergy to  N/A

1. Has a doctor diagnosed this allergy?  Yes  No
2. Is this a severe allergy (anaphylaxis)?  Yes  No  
*Anaphylaxis is a severe, potentially life-threatening, allergic reaction*
3. Have you been hospitalised with a severe allergic reaction (anaphylaxis) or any other allergy?  Yes  No
4. If yes, which hospital?
5. Do you have an ASCIA action plan (red) for anaphylaxis/allergies?  Yes  No  
*If you have an ASCIA Action Plan you must supply a copy to the college and provide a new one each time the plan is updated.*
6. If yes, is this action plan attached  Yes  No

*Continued on next page*



## Student Details – Additional Information

7. Have you been prescribed an adrenaline autoinjector (ie EpiPen)?  Yes  No  
*If you have been prescribed an adrenaline autoinjector, you will need to provide the college with one (and renew prior to expiry date).  
 Each time you are prescribed a new adrenaline autoinjector the doctor should issue an updated ASCIA Action Plan for Anaphylaxis. It is important that any updated plan is provided to the college.*

8. What is the expiry date of the adrenaline autoinjector that will be provided to the college?   
Day Month Year  
*If not known at the time of completing this form, the college will require this information on enrolment.*

9. Do you have an ASCIA Action Plan (green) for Allergic Reactions?  Yes  No

10. If yes, is this plan attached?  Yes  No  
*It is important that any updated plan is provided to the college.*

11. Please list any other medication prescribed for this allergy.

**Medical conditions other than allergies (eg asthma, severe asthma, diabetes, epilepsy)**

*Please identify and provide details below of any other medical condition for which you are being treated. (If more than one condition or insufficient space, please attach additional pages and include the answers to all the questions below clearly marked **Medical Conditions**).*

Medical Condition(s) N/A

1. Has a doctor diagnosed this condition?  Yes  No

2. Have you been hospitalised with this condition?  Yes  No

3. If yes, which hospital?

4. Do you have a documented action plan from a doctor (eg asthma action plan)?  Yes  No

5. If yes, is this plan attached?  Yes  No

6. Are you taking prescribed medication for this condition?  Yes  No

7. If yes, what is the prescribed medication?

***If you have moderate to severe Asthma you must supply the college with an Asthma Action Plan.***

**MEDICATION**

The college will require further details in relation to prescribed medication on enrolment.

*If you require prescription medication to be kept at college your parent/carer must complete a written request.  
 The college can provide you with a copy of the request form.*



## Student Details – Additional Information

### J. Mental Health

N/A

Please indicate if you have any psychological or emotional difficulties that may affect your learning?

- |   |   |  |  |   |
|---|---|--|--|---|
| <input type="checkbox"/> ADD/ADHD       | <input type="checkbox"/> Depression   | <input type="checkbox"/> Anxiety         | <input type="checkbox"/> Autism                          | <input type="checkbox"/> OCD                |
| <input type="checkbox"/> Bipolar        | <input type="checkbox"/> ODD  | <input type="checkbox"/> Eating Disorder | <input type="checkbox"/> PTSD                            | <input type="checkbox"/> Behaviour Disorder |
| <input type="checkbox"/> Sleep Disorder | <input type="checkbox"/> Addiction (gaming, substance abuse etc)                            |  | <input type="checkbox"/> Borderline Personality Disorder |   |
| <input type="checkbox"/> Panic Attacks  | <input type="checkbox"/> Other (please specify <input style="width: 500px;" type="text"/> ) |  |  |   |

If yes, please state below how this condition may affect your learning. Please attach supporting documentation.

Are you currently on medication?  Yes  No

If yes, what is the prescribed medication?

If yes, do you wish for your medication to be stored in the college sickbay?  Yes  No

Have you had outside help to deal with your condition in the last 12 months? (eg psychologist, psychiatrist, counsellor) please state below:

How often does this occur?  weekly  fortnightly  monthly  other

Do you have any mental health or safety plans in place?  Yes  No

If yes, please provide brief details and attach support documentation to the application.

***If you have responded yes to any of the above an interview with one of our counsellors may be scheduled.***

Please provide the name, address and phone number of any specialist who may be currently treating you for the above mentioned. Attach an additional page if necessary.

Condition			
Doctor's Name		Phone Number	
Address			



## Student Details – Additional Information

### K. Student’s history relevant to risk assessment

TAFE NSW has a responsibility to assess and manage any risk of harm to its staff and students. This application gives you the opportunity to provide us with information that will help facilitate your smooth transition into the college. This may include preparing a behaviour management plan or other appropriate strategies directed at meeting your particular needs. The action taken in response to the information you provide will help ensure your safety, and the safety of other students and staff.

**Please note that non-disclosure is a breach of the TAFE discipline policy and will affect your enrolment at Bradfield.**

To your knowledge, is there anything in your history or circumstances which might pose a risk of any type to yourself, other students or staff?       Yes     No

*If yes, please provide a brief description of medical or other history which might pose a risk of any type to yourself, other students or staff at this school.*

Do you have any history of violent behaviour? (eg verbal, physical, cyber)     Yes     No *If yes, provide details below*

*Please provide names and contact details of health professionals or other relevant bodies that have knowledge of these issues.*

Have you been bullied?     Yes     No *If yes, please provide details below:*

Have you ever been suspended/expelled from any previous school?       Yes       No

*If yes, please answer the following questions and provide details below:*

Actual violence to any person?       Yes       No

Possession of a weapon or any item used to cause harm?       Yes       No

Threats of violence or intimidation of staff, students or others at the school?       Yes       No

Illegal drugs?       Yes       No

Please state any other suspensions/expulsion reasons.   

Any other incidents of the kind listed above in which you have been involved outside of the school setting?

Yes       No *If yes, please provide a brief outline of these incidents below:*

## Selecting your HSC Subjects

**During your interview you will have an opportunity to discuss and finalise your subject selection.**

Review the subject descriptions found in the application pack or on our website [www.bradfield.nsw.edu.au](http://www.bradfield.nsw.edu.au).

If you intend to apply for university placement, ensure you select sufficient units to qualify for an Australian Tertiary Admissions Rank (ATAR).

Note: ★ indicates Non-ATAR courses, all subjects are 2 units unless followed by **(1U)** indicating 1 unit.

**Please be aware that courses run subject to demand.**

**Preliminary (Year 11) students** need to choose at least 14 units (7 subjects) from the selection below.

**HSC (Year 12) students** must study a minimum of 10 units (5 subjects) in the HSC year.

Do you want to achieve an ATAR? (This is used for direct University placement after the HSC)  Yes  No  Unsure

**Please indicate your interest in the following subjects** by placing a cross in the appropriate boxes

**Industry Experience Program (Work Studies)** is compulsory for Preliminary students.

Industry Experience encompasses the HSC subject Work Studies★, the TAFE Certificate II in Career Preparation and TAFE Certificate I in Information, Digital Media and Technology.

**English is compulsory** in Preliminary and HSC. Select at least one course.

English Studies  English Standard  English Advanced  English Extension 1 **(1U)**  English Extension 2 **(1U)** (Year 12 only)

**Vocational courses:** all Preliminary students must select at least **one** Vocational course.

Contemporary Visual Arts ★  Information Digital Technology (Game Design)  Musical Theatre Performance ★  
 Design Fundamentals ★  Music Industry ★  Screen & Media (Film & Radio) ★  
 Entertainment Industry  Media Communications (Journalism) ★  
 Fashion & Textiles ★

Other TAFE Course .....

**Preliminary and HSC courses**

<input type="checkbox"/> Ancient History	<input type="checkbox"/> Industrial Technology – Multimedia	<input type="checkbox"/> Music 1
<input type="checkbox"/> Biology	<input type="checkbox"/> Investigating Science	<input type="checkbox"/> Music 2
<input type="checkbox"/> Business Studies	<input type="checkbox"/> Legal Studies	<input type="checkbox"/> PD/Health/PE
<input type="checkbox"/> Community & Family Studies	<input type="checkbox"/> Mathematics Advanced	<input type="checkbox"/> Photography, Video & Digital Imaging ★
<input type="checkbox"/> Dance	<input type="checkbox"/> Mathematics Standard 1	<input type="checkbox"/> Science Extension <b>(1U)</b> (Year 12 only)
<input type="checkbox"/> Design & Technology	<input type="checkbox"/> Mathematics Standard 2	<input type="checkbox"/> Society & Culture
<input type="checkbox"/> Drama	<input type="checkbox"/> Mathematics Extension <b>(1U)</b>	<input type="checkbox"/> Software Design & Development
<input type="checkbox"/> Food Technology	<input type="checkbox"/> Modern History	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> History Extension <b>(1U)</b> (Year 12 only)		

Specify other subjects not listed .....

*Please outline why you want to do the selected Vocational course(s).*

## Personal information, consent and declaration of accuracy

The personal information collected on this application is for purposes directly related to your education including processing this application.

Any information provided to TAFE NSW will be used, disclosed and stored consistent with the NSW privacy laws. Certain information is required by TAFE NSW to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of student outcomes.

Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes and as authorised or required by law.

Information will be stored on a secure electronic database. You may access or correct the information by contacting the college. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the college.

If you choose not to provide some requested information it may have a detrimental impact on your enrolment, resourcing of the college or meeting your educational needs.

### Consent

I have provided information about the learning and support needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, related to myself (the student listed in Section A of this application form).

I consent to Bradfield/TAFE NSW seeking information from previous schools, other NSW government departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for myself (the student named on page 1.)

I consent to the health professional(s) treating any medical or health condition identified in this application, to provide TAFE NSW/Bradfield with information about any condition that has been identified in this application. This may include any other aspects of my health that may impact on the condition or on my health and safety or other students/staff at the college.

#### Parent/Carer involvement

- I understand the college will grant access of my student records including attendance, marks and reports via the parent portal of Edumate (student management system).
- I allow the college to communicate information to my parents/carers throughout my studies at Bradfield.

### Publishing student information

Bradfield/TAFE NSW may publish information about you for the purposes of sharing your experiences with other students, informing the college and broader community about college and student activities and recording student participation in noteworthy projects or community service.

This information may include your name, age, class and information collected at college such as photographs, sound and visual recordings of you, your work and expressions of opinion such as in interactive media.

The communications in which your information may be published include but are not limited to:

- Public websites of TAFE NSW including the college website, TAFE NSW intranet (staff only), blogs and wikis
- TAFE NSW publications including the annual college report, promotional material published in print and electronically including on TAFE NSW websites
- Official TAFE NSW and college social media accounts on networks such as the college's YouTube, Facebook and Twitter pages.

You should be aware that when information is published on public websites and social media channels it can be linked to by third parties and may be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

If you do not give permission you are responsible for communicating with staff/students on each occasion that you do not wish to be photographed

### Permission to publish

I have read the information about publishing student information above.

I give permission  I do not give permission for Bradfield/TAFE NSW to publish information about me in publicly accessible communications. This permission remains effective until I advise otherwise.

# TAFE NSW Student Rights and Responsibilities

## As a student, you have the right to:

- Be treated fairly and with respect by teachers, other staff and students
- Learn in an environment free of discrimination and harassment
- Participate in, and pursue your educational goals in, a supportive and stimulating learning environment
- Have access to counselling
- Have your TAFE NSW records and personal information stored and maintained in a confidential, secure and professional manner
- Receive information about your course, the assessment requirements and procedures, health and safety requirements, and information about support services
- Receive information on your progress in the course in a timely and professional manner
- Modify your learning plan if your circumstances change, in consultation with educational staff
- A review of your results
- A review of other decisions affecting your progress, including an appeal, if charged with a breach of student conduct
- Lodge a complaint or suggestion for improvement without fear of victimisation or retribution

## As a student, you have responsibility to:

- Treat all staff, students and the general public with respect, fairness and courtesy
- Be punctual and regular in your attendance
- Submit assessment tasks by the due date or ask for an extension of time
- Contribute equally to any group assessments which receive a group mark
- Pay your student fees by the due dates
- Return or renew library books by the due date
- Do all that you can to prevent the introduction of viruses to TAFE NSW computers
- Wear enclosed, flat non-slip footwear as the wearing of thongs or walking barefoot is not permitted on campus for safety reasons
- Use protective equipment where required and follow all workplace health and safety (WHS) instructions
- Report any workplace health, safety or environmental concerns to your teacher and/or Customer Service staff immediately

## As a student, you must not:

- Plagiarise, collude or cheat in any assessment event or examination
- Illegally copy software licensed to TAFE NSW
- Install software onto TAFE NSW computers
- Use offensive language
- Smoke in any designated non-smoking areas
- Litter on or around campus
- Harass fellow students, staff or the general public, either face to face, over the phone or through any social media
- Use any social media such as Facebook, Twitter or Instagram, or mobile phones, pagers or similar devices for personal reasons in class or exams
- Use cameras or recording devices, including mobile phones, without the consent of the person being photographed or recorded
- Damage, steal, modify, misuse, waste or pollute TAFE NSW property
- Be under the influence of alcohol or illegal drugs in the learning environment
- Engage in behaviour which may offend, embarrass, threaten or harm other students, staff or the general public – including SMS messaging or any form of cyber bullying

To be considered for a position at Bradfield Senior College, I  (student name) agree to abide by the NSW TAFE Student Discipline Policy and the TAFE Student Rights and Responsibilities contained in the columns above.

## Declaration of accuracy and signature

I declare that the information provided in this application is, to the best of my knowledge and belief, accurate and complete.

I have read and understand the information in this application including about the collection of personal information, publishing student information, online services and consent.

Where I have given personal information about people other than myself, I have done so with their authorisation.

I am aware that if information I have given is false or misleading, any decision made as a result of this application may be changed.

The information supplied in this application is correct and accurate.

Signature(Student)

Date

Signature(Parent/Guardian/Caregiver)

(If student is under 18)

Date

Name of parent/carer:



# Vocational Course application requirements and information

At the interview you may need to bring in additional documentation:

1. If you have previously studied a vocational course (ie Entertainment) and have selected to study this course in Year 12, you need to bring to interview your Log Book or other evidence showing your completed Units of Competency and Work Placement hours.
2. Original copies of reports and transcripts.

Some courses require an audition or portfolio to help determine if the course is suitable to your needs.

## Contemporary Visual Arts

Please bring a portfolio or samples of your work to the interview, to support your application for this course.

## HSC Dance

You will be assessed on dance technique and performance quality at an audition to determine whether the course is suitable for you.

## Entertainment

The course has a strong practical orientation and requires students to be involved in technical rehearsals outside of normal class time.

## Music Industry

You must attend an audition and complete the following:

1. Perform two contrasting pieces of music. The pieces you choose should demonstrate your knowledge of different styles of music.
2. Answer a series of questions related to your previous music experience and your commitment to completing this course.

You can bring to the interview other resources that may support your performance or application.

## Musical Theatre Performance

The course has a strong practical orientation and requires students to develop skills in singing, acting and dancing. Students will be involved in performances and rehearsals outside of normal class time.

## Application to enrol in Bradfield Senior College – Information Sheet

Please make sure you have supplied all relevant accompanying documents to this application before submitting. See the list on the front page of the application titled '**Important support documents required**' for reference.

Having trouble with this form? If you have difficulty understanding this form or would like further information, please call Bradfield Senior College on (02) 9942 0399.

### How to complete this application form

- Applicants must complete all sections
- Use a black or blue pen to fill in this form
- When you are asked to mark a box, put a cross in the box like this:
- Please print as neatly and legibly as possible like this:

Print as clearly as possible in the boxes

- Attach any additional information securely to the back of this form. Clearly indicate which section this information refers to.
- If you require another application form, you can download additional copies from: [www.bradfield.nsw.edu.au](http://www.bradfield.nsw.edu.au)

### How to submit this application form

Mail, email, or deliver your completed application and supporting documents to:

- Bradfield Senior College, Building A, 213 Pacific Highway, St Leonards NSW 2065
- Postal Address: PO Box 1007, Crows Nest NSW 1585
- Email: [ask.bradfield@tafensw.edu.au](mailto:ask.bradfield@tafensw.edu.au)

**We will contact you after reviewing your application to arrange an interview/audition if appropriate.**

### In addition:

**If you are the subject of family law matters you will need to provide:**

1. Copies of any family law or other relevant court orders

**If you have health, disability or other support needs you will need to provide:**

2. Copies of medical/healthcare or emergency action plans
3. Evidence of any disability or other support needs, including any learning and support plans

### Non-Australian Citizens

**If you are a permanent resident but not an Australian citizen you will need to provide:**

1. Passport or travel documents
2. Current visa and previous visas (if applicable)

### Temporary Visa Holders

**If you are a temporary visa holder you will need to provide:**

- Passport or travel documents
- Current visa and previous visas (if applicable)
- Evidence of the visa you have applied for (if you hold a bridging visa)

## Parent Occupation Groups

The main purpose for collecting this information is to promote and implement the National Goals for Schooling by informing State and Commonwealth Governments on matters that may affect resourcing to your child's school and preschool. You will need to use this table to complete the 'Occupation Group' section on pages 4, 5 and 6. The five groups listed here are used by the Australian Bureau of Statistics to classify occupations. Please choose the group (1, 2, 3, 4 or 8) that you think best describes your occupation. If you have retired or stopped work in the past 12 months, choose the group in which you used to work.

<b>Group 8</b>	<ul style="list-style-type: none"> <li>■ You have not been in paid work in the last 12 months</li> </ul>	
<b>Group 4</b> Machine operators, hospitality staff, assistants, labourers, and related workers	<ul style="list-style-type: none"> <li>■ Drivers, mobile plant, production/processing machinery and other machinery operators</li> <li>■ Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper)</li> <li>■ Office assistants, sales assistants and other assistants</li> <li>■ Office (typist, word processing/data entry/business machine operator, receptionist, office assistant)</li> <li>■ 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)</li> </ul>	<ul style="list-style-type: none"> <li>■ Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/ gallery attendant, usher, home helper, salon assistant, animal attendant)</li> <li>■ Labourers and related workers</li> <li>■ Defence Forces ranks below senior NCO not included below</li> <li>■ 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)</li> <li>■ Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)</li> </ul>
<b>Group 3</b> Tradespeople, clerks and skilled office, sales and service staff	<ul style="list-style-type: none"> <li>■ Tradespeople generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group.</li> <li>■ 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)</li> <li>■ Skilled office, sales and service staff</li> </ul>	<ul style="list-style-type: none"> <li>■ Office (secretary, personal assistant, desktop publishing operator, switchboard operator)</li> <li>■ Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)</li> <li>■ 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)</li> </ul>
<b>Group 2</b> Other business managers, arts/media/ sportspersons and associate professionals	<ul style="list-style-type: none"> <li>■ Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business</li> <li>■ Specialist manager (finance/ engineering/ production/personnel/industrial relations/sales/marketing)</li> <li>■ Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer)</li> <li>■ Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)</li> <li>■ Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media</li> </ul>	<ul style="list-style-type: none"> <li>presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)</li> <li>■ Associate professionals generally have diploma/technical qualifications and support managers and professionals</li> <li>■ Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional</li> <li>■ Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)</li> <li>■ Defence Forces senior Non-Commissioned Officer</li> </ul>
<b>Group 1</b> Senior management in large business organisation, government administration and defence and qualified professionals	<ul style="list-style-type: none"> <li>■ Senior executive/manager/department head in industry, commerce, media or other large organisation</li> <li>■ Public service manager (section head or above), regional director, health/education/police/fire services administrator</li> <li>■ Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director)</li> <li>■ Defence Forces Commissioned Officer</li> </ul>	<ul style="list-style-type: none"> <li>■ 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</li> <li>■ Health, Education, Law, Social Welfare, Engineering, Science, Computing professional</li> <li>■ Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)</li> <li>■ Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)</li> </ul>

## Office Use Only

### Record of evidence – all students

#### Original Documents must be sighted.

Photocopies of evidence related to your identity and your residential address may also be required.

#### Student Identity (name & age eg birth certificate, passport etc)

Yes  No

For students, who are not Australian citizens, more information is required.

#### Passport or travel documentation no.

#### Country of issue

#### Current visa sub-class (if applicable)

#### Previous visa sub-class (if applicable)

   

#### Medical/emergency plans sighted and copied (eg ASCIA Plan)

Yes  Not applicable

#### Disability or other support needs, including any personal learning and support plans sighted and copied.

Yes  Not applicable

Independent Learning Plan (ILP)

Safety Plan

Other

What:

#### Any family law, AVOs or other relevant court order sighted and copied

Yes  Not applicable

#### For parent not living with student (page 6)

Shared parental responsibility

Receive correspondence

### Director or delegate's checklist

1. Enrolment interview conducted  Yes  No

2. Special circumstances, additional support needs & student history assessed.  Yes  N/A

3. Risk assessment required  Yes  No

If yes, risk assessment conducted?  Yes  No

4. Is personalised learning & support required for this student  Yes  No

If yes:

Consultation with parents conducted?  Yes  No

Planning to personalise learning & support completed?  Yes  N/A

Behaviour management plan (violence) developed? \*  Yes  N/A

Behaviour management plan (other) developed? \*  Yes  N/A

Individual Health Care Plan developed? \*  Yes  N/A

Emergency response plan developed? \*\*  Yes  N/A

5. Communication of documented provision/s and plan/s to relevant staff?  Yes  N/A

\* It may be necessary to defer the finalisation of enrolment until this action has been taken. This may require development of an interim plan until all relevant medical or other information has been obtained. Consideration must be given to all special needs when developing behavioural management or health care plans. Any deferral should be no more than reasonably necessary to collect the required information.  
An emergency response plan must be included in the student's individual health care plan where the student is diagnosed at a risk of a medical emergency.

\*\* Where a student has been diagnosed at risk of anaphylaxis the emergency response plan will be the ASCIA Action Plan for Anaphylaxis, which will be provided by the parent, completed and signed by the treating doctor.

### Director or delegate's certification

On the basis of the information provided on this form and gained from the required assessments.

I accept, or

I decline this application to enrol

Signature of director/delegate

Print name

Date