Documents to be signed
and returned to St Patrick's College
by 29 July.

Following are forms we require students and parents to read, discuss and sign. All forms are to be returned to the office as soon as possible and **no later than Wednesday 29 July**.

Forms include:
Information and Communications Technologies Code of Practice
All students are required to sign this Letter of Agreement after reading the Information and Communications Technologies Code of Practice. A copy of this Code of Practice is available in the Enrolment Procedures guide on our college website.

St Patrick's College Subject Selection Sheet
This form helps the College to understand your student's career path and study requirements. Please complete all sections on both pages. Remember when listing your subject choices, list your subjects in order of preference. You could be enrolled in any of the subjects that you place in this listing, so please choose carefully.

Structured Work Placement
This form is to be signed by all parents and students. All students have the opportunity to attend Structured Work Placement whilst attending St Patrick's College.

Work placement is compulsory for students in some Vocational Education courses (Certificate III in Early Childhood Education and Care and the Certificate II in Hospitality). For VET students this consists of 2 X 1 week blocks in both Year 11 and 12. For ATAR students, work placement needs to occur during school holidays. Skills acquired on work placement will be recorded in log books that form part of the assessment for courses undertaken.

While work placement it is not compulsory in other courses, students are nevertheless encouraged to apply for work experience in a business where they can gain practical skills in the certificate course they are studying through the College.

Service Agreement with Students
This form must be signed if you are studying a Vocational Certificate subject.

Senior Education & Training (SET) Plan
In Year 10 studies, students would have completed a SET Plan. Please include a copy of the plan please be provided to the College office when returning the above documents. Contact your existing school for a copy of this plan.

Unique Student Identifier (USI)
Please provide your student's USI number to the College at time of enrolment interview. Please follow instructions in Enrolment Procedures Information Booklet to create and link St Patrick's College to your student's USI.

Recent Report Card
Please supply a copy of your student's latest Year 10 report card issued in June 2020.

If you have any questions in relation to any of these forms, please contact the College office on 4994 8700.

Information and Communications Technologies

Code of Practice

Letter of Agreement

Student

I understand and will abide by this ICT Code of Practice. I further understand that any violation of the above is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked and disciplinary and/or legal action may be taken.

Name: _____   Date: _____

Signature: _____

Parent or Guardian

As the parent or guardian of this student, I have read the ICT Code of Practice. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial material.

I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school. I am also aware that ICT Cloud service providers used by the Diocese may transfer, store and process data outside Australia.

Name: _____   Date: _____

Signature: _____

NOTE: Failure to sign and return this agreement to your school will result in loss of access to ICT.

St Patrick's College
Subject Selection Sheet

Student Name:	
Current School:	

<table>
<tr><td colspan="1">Following Year 12 which of these do you propose to undertake?
(tick ONE box only)</td><td colspan="2">2020 Results

A copy of the latest report MUST be submitted to the College</td></tr>
<tr><td rowspan="2">☐ University Studies ☐ TAFE studies

☐ Apprenticeship   ☐ General Employment</td><td>Subject Area</td><td>Level Achieved</td></tr>
<tr><td>English</td><td></td></tr>
<tr><td>What career do you hope to follow?</td><td>Maths</td><td></td></tr>
<tr><td>1.</td><td></td><td></td></tr>
<tr><td>2.</td><td></td><td></td></tr>
<tr><td>3.</td><td></td><td></td></tr>
<tr><td rowspan="2">Which course do you propose to follow at St Patrick's College in 2021/2022 (Tick ONE only)</td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td rowspan="2">☐   SENIOR CERTIFICATE ATAR COURSE</td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td rowspan="2">☐   SENIOR CERTIFICATE VOCATIONAL EDUCATION COURSE</td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
</table>

You are asked to select electives from the list on the back and to place them in **ORDER OF PREFERENCE**. The College will design combinations of subjects to accommodate as many student choices as possible. In some cases the combinations will not accommodate all the student's choices. Whilst students will study seven (7) subjects, it is important to list **nine subjects** in order of preference.

The College reserves the right not to offer a class of uneconomic size. This could mean that a particular subject is not offered at all. More importantly, it could mean that numbers will be restricted to one class only, in which case admission will be at the College's discretion. Waiting lists will be used for those subjects for which there is a heavy demand.

Student Name:	

General Subjects		Vocational Education and Training Subjects and Applied Subjects	Applied Subjects
Accounting	Geography	Cert I in Construction	Aquatic Practices
Aerospace Studies	Japanese	Cert II in Business	Essential English
Ancient History	Legal Studies	Cert II in Engineering Pathways	Essential Mathematics
Biology	General Mathematics	Cert II in Hospitality	Fashion
Business	Mathematics Methods	Cert II in SAR / Cert III in Fitness	Furnishing Skills
Chemistry	Specialist Mathematics		Industrial Graphics Skills
Design	Modern History	Cert III in Aviation	Religion and Ethics
Digital Solutions	Music	Compass – Cert III in CMT	Science in Practice
Drama	Physical Education	Cert III in Early Childhood Education and Care	Sport and Recreation
English	Physics		
Literature	Study of Religion	Cert III in Health Services Assistance	
Film, Television & New Media	Visual Art		
Food and Nutrition			

Please complete one of the following by listing subjects **IN ORDER OF PREFERENCE**			
ATAR COURSE STRUCTURE (Choose One Option)			**VET COURSE STRUCTURE**
1. English Subject		1. English Subject	1. English Subject
2. Mathematical Subject	OR	2. Mathematical Subject	2. Mathematical Subject
3. Study of Religion		4. Religion & Ethics ☐	3. Religion & Ethics ☐
4.		Compass ☐	Compass ☐
5.		4.	4.
6.		5.	5.
7. Study		6.	6.
8.		7.	7.
9.		8.	8.
		9.	9.

Parent/Guardian Signature:	
Student Signature:	
Date:	

STRUCTURED WORK PLACEMENT

I / We understand:

- Structured Work Placement will be provided during term time for students engaged in study in a number of vocational education subjects. This is an integral part of the course and is therefore mandatory. Other students may apply for placement during vacation periods. Legislation permits 30 days placement in any calendar year.

- That effort, attitude and behaviour will determine eligibility for participation in the structured work placement program. Failure to demonstrate these qualities at school will necessitate exclusion from the program.

- Each placement is activated by an independent broker namely *KPplacements*. Placement currently attracts a fee of $25 for placements pre-arranged by the parent/student; OR $45 per placement organised by *KPplacement*s. Additional placements will attract a $30 levy. There may be a small increase in 2021.

- The College holds a WorkCover policy for placement.

- Each participant must retain a daily Log Book. This will be prepared by the College and provided to each student before commencement of placement.

- Log Books, Record Sheets and Placement Reports must be returned to the College in the first week of term after each placement. These will be copied and returned to the student to keep for their own records.

- Placements must be applied for through the College. Some placements may be unobtainable due to Government restriction, work availability, number of students applying, job description not matching subjects being studied and location.

I give permission for my son / daughter ………………………………… to participate in Structured Work Placement and understand the requirements described above.

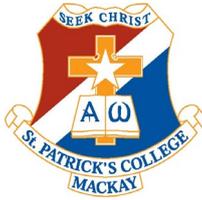………………………………………………..   Parent / Guardian

I understand the requirements and privileges participation in Structured Work Placement gives me, and understand that the right to participate may be withdrawn if I do not abide by these conditions.

………………………………………………..   Student

Date   …. / …. / 20…..

SERVICE AGREEMENT WITH STUDENTS

I, _____, understand that I am enrolling in

      (Student Name)

Vocational Certificate course/s at **St Patrick's College**:

I confirm by my signature that I am fully aware of and have received clear information on:

- Qualification(s)/accredited course(s) and/or units of competency to be provided
- Course outcomes and pathways
- Fee information e.g. material fees
- Training and assessment arrangements (including RPL) e.g. competency-based assessment
- Entry requirements
- Student support services
- Legislative and Occupational licensing requirements
- Complaints and appeals procedures

White Card: St Patrick's College runs a White Card Course at the start of the year for those requiring it.

Do you have a White Card: Yes ☐   No ☐

If Yes: White Card Number: _____

If No: Do you wish to acquire a White Card: Yes ☐   No ☐

I am also aware that if I enter a course that has already commenced I may not have the opportunity to complete the full certificate and will only receive a statement of attainment for the competencies achieved.

Student Signature: _____

Parent Signature: _____

College Signature: _S. Know_____