

Enrolment Policy and Procedure

1.0 PURPOSE

To ensure that Youth2Industry College enrolment policy considers all of the applicable State and Commonwealth legal requirements relating to the discrimination, equal opportunity, privacy and immunization of potential students.

To outline enrolment procedures to ensure that all departmental and governmental requirements are met during the process of enrolment.

To ensure that all students enrolling at the Youth2Industry College are assigned an appropriate Certificate (Victorian Pathways Certificate (VPC) or VCE Vocational Major (VM)) and learning program, inclusive of a suitable Vocational Education and Training program (VET) or School Based Apprenticeship or Traineeship (SBAT).

This policy and procedure will be made available on the Youth2Industry College website and SharePoint.

2.0 SCOPE

This policy and procedure applies to all students, families and Youth2Industry College staff.

3.0 IMPLEMENTATION

Youth2Industry College is an inclusive senior secondary school that embraces cultural diversity and a range of learner needs and preferences. As such, we enrol all domestic students irrespective of their gender, sexuality, religious or cultural background or their personal learner capabilities. We also undertake to enrol students in accordance with all Victorian Government and Department of Education and Training enrolment guidelines.

Youth2Industry College caters for Year 11 and 12 school aged young people (15 - 19 yrs) who require options other than mainstream schooling. They may present, for example, with poor literacy and numeracy skills or learning needs. Students may also present with social or emotional barriers such as anxiety. Students have typically struggled with middle school curriculum and require additional support with their senior school studies. They have vocational aspirations and are interested in pursuing vocational pathway options such as apprenticeships, traineeships or further study at TAFE. In order to ensure student success, Youth2Industry College expects regular attendance, respect for, and cooperation with all in its community and a genuine desire to achieve the goals that are set within the student's **QMS:200-06 Y2IC Individual Pathway Plan (IPP)**.

The Youth2Industry College will use the personal information it collects for the primary purpose of providing for the ongoing education and wellbeing support for students. Youth2Industry College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting Youth2Industry College at any time.

4.0 IMMUNISATION POLICY

While responsibility for the prevention and control of infectious diseases is primarily with individuals, families and public health authorities; schools also have an important role to play.

As the Youth2Industry College is solely a Specialist Senior Secondary School it:

- Must follow exclusion requirements, as required
- Can support the prevention and control of transmission of infectious diseases by:
 - Supporting immunisation programs
 - Providing prompt and consistent response to detected or suspected cases of disease
- Should not be expected to:
 - Give expert advice or treat students: this is the role of medical practitioners and health authorities, as appropriate

4.1 Definitions

- Vaccination means having a vaccine – that is, receiving an injection
- Immunisation means both receiving a vaccine and becoming immune to a disease as a result of being vaccinated
- Exclusion is the period of time for which a student is required to not attend school

4.2 School Responsibilities – Exclusion Processes

As a Senior Secondary School, the Youth2Industry College is:

- Legislatively bound by the Public Health and Wellbeing Act 2008 which requires the College to comply with the directions of the Chief Health Officer or Authorised Officer in the event of a public health risk such as an infectious disease outbreak
- Not legislatively bound by the Public Health and Wellbeing Regulations 2009 exclusion requirements, which apply to primary schools and children's services

5.0 EQUAL OPPORTUNITY AND DISCRIMINATION

Equal opportunity is a requirement under both Victorian and Commonwealth legislation. In Victoria, the main piece of legislation which makes it unlawful to discriminate is the Equal Opportunity Act 2010 (Vic) (EO Act 2010).

Related laws in Victoria are the Charter of Human Rights and Responsibilities Act 2006 (Vic) and the Racial and Religious Tolerance Act 2001 (Vic).

At the Commonwealth level, there is a range of equal opportunity legislation which includes the Racial Discrimination Act 1975(Cth), the Sex Discrimination Act 1984 (Cth), the Disability Discrimination Act 1992 (Cth) and the Age Discrimination Act 2004(Cth).

Equal opportunity means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services. Discrimination is treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law. Equal opportunity law aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination and sexual harassment; and provide redress for people whose rights have been breached.

At the Youth2Industry College all employees, students, parents/carers, Board members, contractors and volunteers are required to act in accordance with equal opportunity, anti-discrimination, harassment and vilification legislation. We all have a responsibility to ensure the workplace at the Youth2Industry College is respectful, safe and inclusive and free of discrimination, harassment, vilification and otherwise unlawful and unacceptable behaviours. Refer to **QMS:425 Y2IC Diversity Equal Opportunity**.

Equal opportunity policy is not only about compliance with legal procedure, but also good management practice. The Principal is required to ensure that equal opportunity and anti-harassment policy, legislation and supporting diversity principles and practices are integrated into the Youth2Industry College's workplace and learning program.

The Youth2Industry College has policies and procedures in place to ensure that this happens, and summaries can be viewed in Staff and Student Handbooks.

6.0 PRIVACY

The College approach to privacy is outlined in **QMS: 202 Y2IC Privacy Policy** and includes:

- We will appoint a College Privacy Officer. Currently due to the small number of staff, it is the Principal.
- We will collect and hold information about students, siblings and parents/carers before, during and after the course of a student's enrolment.
- Our collection of personal information about students and their families will be by means of the Youth2Industry College's Enrolment Form filled out by parents/carers or students who are 18 years and older, and/or have independent responsibility for themselves.

- In some circumstances we may be provided with personal information from a third party, for example a doctor, or by way of a reference from a previous school.
- Our primary purpose in collecting personal information about students and their families is to enable the Youth2Industry College to provide schooling for the student. This may be manifested in some or all of the following ways:
 - To keep parents/carers informed about matters relating to their child's schooling
 - Day to day administration
 - Looking after student's educational, social and medical wellbeing, including communicating matters of importance to a student's teacher
 - To satisfy the Youth2Industry College's legal obligations to allow us to discharge our duty of care.
- We may disclose personal information, including sensitive information, held about an individual from another school as required, government departments as required, medical practitioners, people providing services to the Youth2Industry College (including specialist visiting teachers and sports coaches), parents/carers of the child in question, and anyone whom the person concerned, or in the case of a student, the parent/carer authorises us to give such information to. Equally, we may withhold information where it appears to be in the individual's best interests to do so (unless legally required to make them available).
- Sensitive information includes information relating to a person's racial or ethnic origin, political opinion/s, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health. Unless the individual concerned stipulates otherwise, the disclosure of that sensitive information is allowed by law. Sensitive information will be used and disclosed only for the purpose for which it was provided, or a directly related secondary purpose.
- When an individual student travels off campus we may provide personal information about that student to the accompanying staff or chaperones, coordinators and assistants.
- We will hold personal information securely, by means of locked storage of paper records, and password access to computerised records.
- We will endeavour to ensure that personal information we hold is accurate, complete, and up to date. Individuals may seek to update their personal information held by the Youth2Industry College by contacting the Principal in writing at any time.
- We recognise the right of an individual under the Commonwealth Privacy Act to obtain access to any personal information, which the Youth2Industry College holds about them, and to advise the school of any perceived inaccuracy.
- In general, we note our obligations under the Federal Privacy Laws 2001.

7.0 GUIDELINES

7.1 Eligibility and selection criteria for admission

The aim at Youth2Industry College is to encourage maximum enrolment in all our Certificates and where possible endeavour to keep classroom numbers to no more than 1:15. The College can accept students in the Victorian Pathways Certificate (VPC) or VCE Vocational Major (VM).

To be eligible for consideration in the Youth2Industry College's senior school program, applicants must be domestic students looking to undertake Year 11 or 12 and meet the following:

- Aged 15 -19 yrs and interested in exploring and pursuing vocational pathways
- Seeking alternative options to mainstream schooling
- Literacy and language levels are suitable for our two Certificates – prospective students undertake in intake assessment
- Learn best where learning is practical, experiential, 'hands-on' or 'applied'
- Able to work independently within a classroom, with each student having equal access to teacher support
- Possess motivation and commitment to take part in all Youth2Industry College activities, including exploring job interests and undertaking work placement
- Have the potential and intent for employment or further study

Other considerations include:

- Assessment of learning and support needs
- Level of support needed (if any)
- Strengths and interests
- Preferred learning style

Youth2Industry College is not resourced to support students with intellectual disabilities. It is not resourced or equipped to support students with significant mental health and behavioural problems and our Code of Conduct is strictly enforced. All students are expected to participate cooperatively in the entire curriculum on a full-time basis. It is the responsibility of parents/carers to ensure that their child attends classes at the College and meets these requirements.

The Enrolment process is managed by the Leader of Senior School with the support of the Principal as required. Students are referred to the College by local schools, community agencies or alternatively families can self-refer or make an enquiry. At the beginning of Term 3, on the College website, details of Information Sessions, Open Days or Tours are uploaded together with **QMS: 200-08 Y2IC Expression of Interest Form** for referring agencies or families to complete and submit by the nominated date in Term III. Where vacancies exist, Expressions of Interest will be accepted up until Term IV.

The Information sessions or Open days delivered by the Leader of Senior School and supported by the Principal, covers the College's program, responsibilities and support, a tour and the VCAA senior school certificate requirements.

Upon receipt of the **QMS: 200-08 Y2IC Expression of Interest Form** families and students are invited for an interview. At the interview, the Leader of Senior School will:

- Explain to parents and the applicant the structure, purpose and outcomes of the College program. This will assist families to make an informed choice about the senior school curriculum and the College
- Gain information about the applicant's educational background and their interests and aspirations they have for undertaking the program to ascertain suitability and senior school program
- Collect relevant admission information on applicants learning needs. So that the College is able to prepare in advance to cater for the specific needs of each child, parents are asked to provide the College with all relevant information about their child's academic, learning, medical, physical, social and emotional needs. Where available, we invite parents to forward any reports from allied health/medical professionals, psychologist or any assessments completed. They may also need to complete additional College forms on health and medical issues or special provision
- Distribute the Student Handbook (refer to **QMS: 300-11 Y2IC Student Handbook**) that contains a summary of the College program, course requirements, dates and relevant policies and procedures. It also includes information on VCAL assessments
- Conduct a language, literacy and numeracy (LLN) assessment, administered and assessed by the College to ascertain suitability and senior school program where possible.

During this process the Leader of Senior School (in consultation with the Principal) will ascertain suitability with the College and an appropriate senior school program. Subject to Division 3 of the Equal Opportunity Act 1995, the College reserves the right to decline any student without expressing a reason for its decision. Submission of an Expression of Interest for a prospective student does not guarantee his or her enrolment at the College.

7.2 Choosing a Senior School program

Students can enter a senior school program (ie VPC or VCE VM) that suits their learning needs, abilities and interests. Decisions about which senior school program a student should be placed in (inclusive of a suitable VET or SBAT program) will be determined by the Leader of Senior School who may liaise and consult with teaching staff and/or referring agencies. Considerations will include the student's literacy and numeracy levels, support needs and abilities/capabilities. The Youth2Industry College will consider the following points when assessing the student's program:

- Results of the LLN test (where completed)
- Information from referring agencies, e.g previous school
- Student reports/allied health reports/assessments
- Career goals and pathways
- Readiness for participation in structured workplace learning or vocational education
- Teacher and peer support needs

Victorian Pathway Certificate: A Year 11 Certificate that offers an engaging curriculum and additional support to develop work-related skills and capabilities to succeed. The coursework is designed and delivered at a more accessible level than the VCE Vocational Major (VM).

VCE Vocational Major: A Year 12 qualification with greater choice and flexibility. Students are able to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work and life.

7.3 Letters of Offer

Offers of enrolment are made solely at the discretion of the Principal and will be conditional on the Principal being satisfied as to the suitability of the applicant and the ability of the College to meet the student's needs. An application for enrolment does not itself constitute an enrolment.

If a place is offered, a formal letter of offer will be issued to the family (refer to **Appendix A**). In accepting a place at the Youth2Industry College the student and family agrees to uphold the Youth2Industry College's values and code of conduct in their interactions. This will be outlined in the **QMS:205 Y2IC Enrolment Agreement**. The family will be required to complete **QMS:200-03 Y2IC Enrolment Form** and other enrolment documents.

Once arrangements for VET or SBAT programs that are part of the student's senior school program, have been confirmed with the respective training providers and/or employers, an additional letter will be forwarded home by the end of Term IV, to outline class arrangements, including supervision.

Upon acceptance of the letter of offer, the student is invited to a two day induction session in Term IV in late November/early December that involves amongst other things includes the distribution of timetables, re-enforcement of the College Code of Conduct and completion of the student's Individual Pathway Plan.

7.4 Enrolment Form and Agreement

Once accepted for a place at the College prospective students are required to submit the Enrolment Form and Enrolment Agreement which includes collecting Australian Citizenship/Visa Status information to ensure only eligible students may be enrolled (International students are not eligible to apply).

If the student is under 18 years of age, contact information for primary family/carer is collected as are copies of Birth Certificate, Passport and/or ImmiCard (as applicable) plus Medicare Card or Health Care Card/Concession Card (if applicable).

Students 18 years of age and older, and/or have independent responsibility for themselves, will fill out the enrolment form.

Any changes of address and contact details must be notified promptly to the Youth2Industry College.

Subject to these conditions of enrolment, once enrolled, a student remains enrolled at the College from year to year until and including the maximum age of 19 yrs.

During the course of their child's enrolment, parents are required to inform the College of any changes to their contact details and any relevant information concerning their child, such as:

- Reports or assessments pertaining to the student's learning, medical, physical, social and psychological needs
- Any changes in family circumstances which may affect the student's life at the College
- Any Court orders that may impact on the student and of which the College should be made aware of

7.5 Enrolment Register

An enrolment register will be an excel spreadsheet and will be maintained by the Administrative Officer of the Youth2Industry College and kept up to date. Changes to the register in consultation with the Principal will be made on a weekly basis to reflect current student numbers and movement of students into and out of the Youth2Industry College. Student destinations will be tracked.

The enrolment register will be housed on the secure Youth2Industry College network (ie SharePoint), and physical records will be held in a locked cupboard with copies of the student's Enrolment Form, Medical Record and other details including address, date of birth, primary family, guardians or carers details if any, start date and end date and a copy of Visa, Immi Card or Passport. The Leader of Senior School and class teachers will be responsible for reporting any change in circumstance to the Principal (and the Administrative Officer) using the **QMS:200-05 Exit/Termination Form**.

7.6 Victorian Assessment Software System (VASS)

Details from the enrolment register will be used to upload information to VASS. The accuracy of student details should be audited against information provided by the student's family. Students must use their legally registered names when enrolling in a secondary qualification as per their birth certificate/passport or a or change of name document. During the course of Semester I, students will also be required to complete and submit the **Student Personal Details and Declaration** form to check both VPC/VCE VM and VET/SBAT units. Students with past results will need to provide sufficient personal details to enable their records to be matched to database records.

If a student's enrolment changes, it is the school's responsibility to ensure that VPC and VCE VM eligibility reports are run on VASS. By running eligibility reports regularly, schools will be able to identify where there are issues with students not being able to meet satisfactory completion of a secondary certificate. If errors are reported, the errors must be fixed and then the eligibility report run again.

If students transfer from one Victorian school to another, schools use VASS for the transfer procedure. When a student transfers to another school, the school that the student is leaving is required to transfer the student on VASS, so they can be enrolled at the new school. If this is not done, the new school must contact the student's former school and request the transfer. Students should not be transferred until the new home school is known.

7.6.1 VPC students

If VPC students transfer from an interstate school to a Victorian school, the school which the student transfers to, should:

- Request documentation of the student's progress from their previous school
- Apply for credit on the basis of work undertaken at the interstate school, taking into account work completed at the Victorian school, if appropriate
- Enrol the student in VPC units in the usual way
- Determine what would constitute a reasonable work program for the student for the remainder of the teaching period
- Assess the student's satisfactory completion of units on the basis of the expectations established in the previous steps and the information provided by the student's former school.

VPC students transferring from overseas may have late enrolments approved. Written applications should be made to the VCAA Manager, Student Records and Results.

7.6.2 VCE VM

In 2023 only, students who have met the Intermediate or Senior VCAL strand requirements will be deemed to have met the mandatory VCE VM unit requirements in Numeracy, WRS, PDS and VET.

Credit is available at all unit levels for equivalent studies completed interstate. The requirements for satisfactory completion for students with credit for interstate studies are the same as the requirements for other VCE students.

Students must apply to the VCAA through the Victorian school at which they are enrolled using the **Application for credit towards the VCE/VCAL** form. All applications for credit must be accompanied by copies (certified by the Principal) of statements of results or certificates.

Credit from overseas studies is available at Units 1 and 2 levels only. Credit is not granted at Units 3 and 4 levels for studies undertaken overseas. The requirements for satisfactory completion for students from overseas who have been granted credit for equivalent study undertaken at Units 1 and 2 levels will be the same as for continuing students. Students must apply to the VCAA through the Victorian school at which they are enrolled, using the **Application for credit towards the VCE/VCAL** form.

8.0 FEES AND CHARGES

The Youth2Industry College Board has determined that fees for students will not be charged. The Youth2Industry College will provide essential student resources including a student myki, classroom resources, access to a personal laptop and opportunities for students to participate in and attend excursions, incursions and VET all at no cost to the student.

9.0 EDUCATIONAL SERVICES

The Youth2Industry College offers educational services including:

- Victorian Pathways Certificate and VCE Vocational Major
- Vocational Education and Training (VET) Certificates (eg, Hospitality) or School based Apprenticeships or Traineeships as part of the VCAL program
- Co-curricular programs eg, career counselling, work readiness, health and wellbeing
- Individualised learning and support

The Youth2Industry College Student Handbook is provided to all students and parents/carers to view Youth2Industry College information and programs in more detail. The Youth2Industry College, however, reserves the right to amend and made changes as it deems appropriate or necessary in its curriculum, co-curriculum offerings, teaching methods and other programs. A student's progression into and throughout the senior school program is dependent on their attitude and application.

10.0 CODE OF CONDUCT

The Youth2Industry College, families and the student have a shared accountability for student engagement, regular attendance and positive behaviours.

Parents/carers agree that the admission and continued attendance of any student at the College is conditional upon the observance by the student (and parent) to the policies and procedures of the Youth2Industry College as amended from time to time including those related to:

- Equal opportunity
- Grievance or complaints
- Code of Conduct
- Student care, safety and welfare

It is a condition of admission and continued attendance of students at the College that parents, on their own behalf and on behalf of the student, are aware of the College codes and policies of the College.

Students are responsible for their personal belongings and for any items of property brought by them to the Youth2Industry College. The Youth2Industry College will not be liable for any loss of or damage to these belongings, regardless of how such loss or damage may have occurred or been caused.

See **QMS:400-44 Y2IC Code of Conduct** for the Youth2Industry College, parents/carers and students.

11.0 AGREEMENT TERMINATION

On rare occasions, an individual student's behaviour may compromise the health, safety and wellbeing of other students and staff at the Youth2Industry College. When a behavioural incident is of such magnitude that an expulsion is considered, it is important that a transparent, fair and supportive process is in place, with appropriate checks and balances at each stage.

Our expulsion process is underpinned by a focus on procedural fairness and comprehensive support for all students and is in line with Victorian Government guidelines.

It aims to ensure that opportunities are provided to thoroughly consider the effect of a student's behaviour on all affected parties, and that decisions are informed by the safety, wellbeing and educational interests of the individual student and the Youth2Industry College community. It also aims to ensure that vulnerable students who are a greater risk of poor educational outcomes are appropriately supported.

The Principal or delegate, may require a student to withdraw from the Youth2Industry College and cancel their enrolment if they reasonably consider:

- They have engaged in unsatisfactory conduct or they have breached any policy of the Youth2Industry College
- They have engaged in conduct which is prejudicial to the Youth2Industry College, its students or staff
- Their behaviour or attitude at the Youth2Industry College is considered detrimental to their own best interests or to those of other students
- Their learning or social progress is such that they are not benefitting from the Youth2Industry College program

- The relationship between a parent/carer of the student and the Youth2Industry College or any of its staff has broken down such that an ongoing mutually beneficial relationship of trust and cooperation between the Youth2Industry College and parents cannot continue, or
- Any parent/carer fails to comply with Youth2Industry College policies

12.0 ASSOCIATED DOCUMENTS

- QMS:205 Y2IC Enrolment Agreement
- QMS:200-06 Y2IC Individual Pathway Plan Template
- QMS:200-08 Y2IC Expression of Interest
- QMS:200-03 Y2IC Enrolment Form
- QMS:200-04 Y2IC Enrolment Register
- QMS:200-05 Exit/Termination Form
- QMS: 300-11 Y2IC Student Handbook
- QMS:400-44 Y2IC Code of Conduct
- QMS: 202 Y2IC Privacy Policy
- QMS:425 Y2IC Diversity Equal Opportunity
- Appendix A – Sample Letter of Offer

VERSION CONTROL DETAILS

Revision History

Date	Version	Author	Change Reference
25/5/2020	1.0	P Vakakis	Initial Policy
24/11/2020	2.0	P Vakakis	Strengthen enrolment procedure
17/11/2021	3.0	P Vakakis	Updates to admissions
25/5/2023	4.0	P Vakakis	Updates to VPC/VCE VM

Reviewers

Date	Version	Approved By	Next Review Date
25/5/2020	1.0	Y2IC Board	25 May 2023
24/11/2020	2.0	P Vakakis	25 November 2023
30/11/2021	3.0	Y2IC Board	30 November 2024
13/6/2023	4.0	Y2IC Board	13 June 2026

APPENDIX A

[Student name]
[Address]

Dear **[student/parent/carer]**

We are pleased to offer **[student name]** a place in our Youth2Industry College program.

To facilitate the enrolment and induction processes, we require you to attend two compulsory information days on **[date]** from **[date]** from **[time]**.

Students who are under 18 years of age must be accompanied by a parent/guardian on the information session held on **[date]**. Students will also be required to bring the following, **if you have not already done so**:

- Statement of Attainment or Certificate for qualifications previously completed (if any)
- ID (e.g. Passport or Australian Birth Certificate)
- Medicare Card or Health Care Card and Concession Card (if applicable)
- Unique Student Identifier (if you have one)
- Any records that outline medical condition (e.g. psychologist report on mental health)

The information sessions will be held at **Level 2, 220 Albert Road, South Melbourne VIC 3205**.

Students who do not wish to accept this offer must email **[example@Y2ICollege.com.au]** or call **[contact name]** on **[phone number]** by **[date]**.

I would like to take this opportunity to welcome you to the Youth2Industry College and wish you well in your studies with us. Please contact us if you require any further information regarding this offer.

Yours Sincerely

xxx
Principal