Enrolment Agreement

1.0 PURPOSE

This document forms the basis of a formal agreement between the parents/s or carers/s and the student with the Youth2Industry College. This Enrolment Agreement sets out the terms and conditions on which students are enrolled at Youth2Industry College.

The College Board retains the right to alter these terms and condition from time to time in writing between the College and the Applicant or by notice and the Applicants agree they are bound by all such variations.

2.0 ENROLMENT PROCESS

The enrolment process at the Youth2Industry College follows the College's Enrolment Policy and Procedure and requires Applicants to submit an Expression of Interest, attend an interview and provide all requested admission documentation including information on Applicants learning needs. The Enrolment Policy and Procedure and Expression of Interest are available on the Youth2Industry College website.

2.1 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:

- Applicant interview
- Results of language, literacy and numeracy assessment (where completed)
- Information from referring agencies, e.g 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
- Leader of Senior School evaluation of most appropriate learning pathways

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.

3.0 CONFIRMATION OF ENROLMENT

If an offer of enrolment is received, the parents/carers and the Applicant must confirm their acceptance of the offer and the terms and conditions set out in this agreement (as varied from time to time) by:

- Signing this Enrolment Agreement and
- Completing and signing the Enrolment Form

4.0 CONTINUED ENROLMENT

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/carers 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

5.0 EDUCATIONAL PROGRAM AND SERVICES PROVIDED

The Youth2Industry College offers the following programs and educational services:

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

Each student will have a completed Individual Pathway Plan (IPP) to guide their learning. The provision of educational services does not itself guarantee a specific student outcome or level of achievement.

6.0 CODE OF CONDUCT

In accepting the Enrolment Agreement, the Applicant agrees to uphold the College values and comply with the College policies, codes and procedures which may be amended from time to time, including **QMS:400-44 Code of Conduct.**

The Youth2Industry College, families and the student have a shared accountability for student engagement, regular attendance and positive behaviours. The student must attend the College on the dates and between the hours advised by the College. Students are required to maintain an attendance rate of at least 80%.

Parents/carers agree to support their child in meeting these expectations.

Parents/carers also agree to abide by the policies and procedures of the Youth2Industry College as amended from time to time including those related to:

- Attendance (QMS:200 Y2IC Attendance Policy and Procedures)
- Equal opportunity (QMS:425 Y2IC Diversity Equal Opportunity)
- Grievance or complaints (QMS:437 Y2IC Grievances Community Policy)
- Code of Conduct (QMS:400-44 Y2IC Code of Conduct)
- Student care, safety and welfare (QMS:400 - QMS:435)
- Parent Disputes (QMS:428 Y2IC Parent Dispute Policy)

7.0 FEES AND CHARGES

No fees are payable to the College. The Youth2Industry College Board has determined that fees for students will not be charged to parents. All costs are covered including materials and excursions.

8.0 MEDICAL

If a student sustains an injury or illness while attending the College or taking part in College activities, and the parent(s)/carers cannot be contacted, the College is authorised to:

- Administer such first aid as it considers reasonably necessary
- Consent to the student being transported by ambulance, and receiving any medical, dental or surgical treatment deemed necessary by a medical practitioner

The parents/carers will be responsible for any expenses arising from the ambulance transport, or medical, dental, surgical or hospital treatment of the student.

Parents/carers must inform the College of up to date medical information.

9.0 PRIVACY

The College collects and hold information about students, siblings and parents/carers before, during and after the course of a student's enrolment.

The College's **QMS: 202 Y2IC Privacy Policy** sets out the way the College collects, uses, protects, discloses and provides access to personal information.

10.0 USE OF PHOTOGRAPHS AND VIDEOS

As part of its normal operations, the College may photograph, record or video students and other members of the College community. These may be published in classrooms, on the College's website and social media platforms, and in College publications and communications.

Parents/carers who do not wish to give permission for the publication of such photographs, or audio/video recordings, must notify the College in writing.

11.0 STUDENT PROPERTY

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.

12.0 DISCLOSURE

The parent/carer and the student acknowledge that the Enrolment Form has been completed honesty and correctly and that the student has made full disclosure in response to the matters and questions raised in the Enrolment Form.

13.0 AGREEMENT TERMINATION

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

The College policies can be found on the website or at the College reception. Summaries are available in the Student Handbook.

This Enrolment Agreement constitutes the sole and entire agreement between the Applicant Youth2Industry College in relation to the enrolment of the student and any warranty, representation, guarantee or other term or condition of any nature not contained in the Enrolment Agreement is of no for or effect.

This Agreement will be governed by the laws of the State of Victoria and all parties irrevocably and unconditionally submit to the exclusive jurisdiction of the courts of Victoria.

I/We confirm that I/We have reviewed and understand the Enrolment Agreement.

Student Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email: _____

Phone: _____ Mobile: _____

Signature: _____ Date: _____

Parent/Carer

Full Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email: _____

Phone: _____ Mobile: _____

Signature: _____ Date: _____

Parent/Carer

Full Name: _____

Address: _____

Suburb: _____ Postcode: _____

Email: _____

Phone: _____ Mobile: _____

Signature: _____ Date: _____

College

Principal Name: _____

Signature: _____ Date: _____