

2024 EXPRESSION OF INTEREST FORM

| | | | |
|--|---|---------------------|--|
| STUDENT FULL NAME | | | |
| SCHOOL | | | |
| DATE OF BIRTH | | SHIRT SIZE | |
| YEAR LEVEL IN 2024 | | STUDENT USI NUMBER | |
| STUDENT SCHOOL EMAIL ADDRESS | | | |
| PARENT FULL NAME | | | |
| PARENT EMAIL | | PARENT PHONE NUMBER | |
| <p><u>EXPRESSION OF INTEREST</u></p> <p>*Students are only eligible for 1 VETis funded course*</p> <p>*These courses are subject to change and are only an EOI at this stage*</p> <p>*New courses may be added and your school will be notified*</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Certificate I Construction (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Automotive Vocational Preparation (VETis Funded - 4 Terms) <input type="checkbox"/> Certificate II Engineering (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Plumbing (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Electrotechnology (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Salon Assistant (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Salon Assistant – <u>BARBERING</u> (VETis funded – 4 terms) <input type="checkbox"/> Certificate II Retail Cosmetics (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Manufacturing Technology (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Community Services (VETis Funded – 4 Terms) <input type="checkbox"/> Certificate II Community Services / Certificate III Early Childhood Education & Care (price TBA – 8 Terms) <input type="checkbox"/> Certificate II Tourism / Certificate III Events (VETis Funding + price TBA – 2 Terms) <input type="checkbox"/> Certificate II Food Processing/ Cert II Logistics (VETis Funding + \$50 service fee – 2 Terms) <input type="checkbox"/> Certificate III Aviation (VETis Funded, \$250 Licence Fee – 3/4 Terms) <input type="checkbox"/> Certificate II Health Support Services (VETis Funded – 2 Terms) <input type="checkbox"/> Certificate III in Health Administration (\$900 – 1 Term <i>*subject to change*</i>) <i>*apply only if completed CERT II Health Support Services Certificate</i> <input type="checkbox"/> Certificate III Health Services Assistant (\$750 – 1 Term) <i>*apply only if completed CERT II Health Support Services Certificate</i> <input type="checkbox"/> Certificate IV Justice Studies (\$1990 – 2 Terms) | | |

- I acknowledge that this is an expression of interest only and that I must submit my formal application once advised to do so.
- I acknowledge that there will be a \$55 fee for my shirt and lock which will be invoiced to me by my school.
- I acknowledge that there will be a **compulsory** student & parent information session which must be attended to finalise my enrolment at WesTEC.
- I have completed ALL sections above.

Student Signature

Parent Signature

The school supports this student's expression of interest for the course they have applied for.

Principal Signature _____



Personal Information and Contact Details

| | |
|--|----------------------|
| Student's Full Name: | |
| Date of Birth: | Students LUI Number: |
| School/College: | |
| Student Contact Number: | Student USI Number: |
| Home Address: | |
| Student's Year Level in 2024: | |
| Does the student identify as Indigenous (Please Circle)? Y - N | |
| Gender (Please circle): Male Female | |

Parental and Emergency Contact Information:

| | |
|--|--------|
| Parent/Guardian Name 1: | |
| Emergency Contact Numbers | |
| Parent/Guardian Name 2: | |
| Emergency Contact Numbers | |
| Another Emergency Contact (if both Guardians are unavailable): | |
| Name | Number |
| | |

Is there any relevant Family History (non-medical) that WestTEC Staff need to be aware of during the conduct of course activities?

hereby give consent for the appointed WestTEC Staff to contact these numbers for the purpose of communicating relevant information and in case of emergency.

Parent signature:

Medical Details and Consent

| | |
|----------------------|-----------------------|
| Student Name: | Date of Birth: |
|----------------------|-----------------------|

| | | |
|---|-----|----|
| Do you suffer from asthma? <i>If Yes, please list medication and dosage</i> | Yes | No |
| Do you have any Allergies? <i>If Yes, please list full details, including medication/ dosage</i> | Yes | No |
| Are you currently being treated by a medical practitioner? <i>If Yes, please list details and any current medications and Dosage. NOTE: Please list any current medication</i> | Yes | No |

| | |
|--|--|
| Medicare Card Number: | |
| Cardholder Name (if not in name of student): | |
| Private Health Insurance Company Name & Membership Number (if applicable): | |

| |
|--|
| Please list any other relevant medical history: |
|--|

| | |
|---|---------------------|
| <i>Medical Authorisation</i> | |
| <ul style="list-style-type: none">• I acknowledge that WesTEC Trade Training Centre (as an operational unit of the Queensland Government, Department of Education and Training) does not have personal accident insurance cover for students and as such, will not accept financial liability for any Medical, Hospital or Dental expenses if they should arise.• I hereby authorise the obtaining on my behalf of such medical assistance as my son/daughter may require in the event of accident or illness and guarantee to meet any costs incurred.• I authorise the administering of anaesthetic if this is deemed necessary by the Medical Officer attending. | |
| <i>Parent Signature:</i> | <i>Date:</i> |

Introduction to the State School Consent Form (attached) for WestTEC Trade Training Centre

This letter is to inform you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Purpose of the consent

It is the school's usual practice to take photographs or record images of students and occasionally to publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Voluntary

There will not be any negative repercussions for not completing the State School Consent Form or for giving limited consent. All students will continue to receive their education regardless of whether consent is given or not.

Consent may be limited or withdrawn

Consent may be limited or withdrawn at any time by you.

If you wish to limit or withdraw consent please notify the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

If in doubt, the school may treat a notice to limit consent as a comprehensive withdrawal of consent until the limit is clarified to the school's satisfaction.

Due to the nature of the internet and social media (which distributes and copies information), it may not be possible for all copies of information (including images of student materials) once published by consent, to be deleted or restricted from use.

The school may take down content that is under its direct control, however, published information and materials cannot be deleted and the school is under no obligation to communicate changes to consent with other entities/ third parties.

Media sources used

Following is a list of online and social media websites and traditional media sources where the school may publish your child's personal information or student materials subject to your consent.

- School website: <https://westectt.eq.edu.au/>
- Facebook: www.facebook.com/WesTECTradeTrainingCentre/
- YouTube:
- Instagram:
- Twitter:
- LinkedIn:
- Other:
- Local newspaper
- School newsletter
- Traditional and online media, printed materials, digital platforms' promotional materials, presentations and displays.

The State School Consent Form does not extend to P&C run social media accounts or activities, or external organisations.

Duration

The consent applies for the period of enrolment or another period as stated in the State School Consent Form, or until you decide to limit or withdraw your consent.

During the school year there may be circumstances where the school or Department of Education may seek additional consent.

Who to contact

To return a consent, express a limited consent or withdraw consent please contact WesTEC Trade Training Centre on 3280 2427 or westec@woodcrestsc.eq.edu.au.

WesTEC Trade Training Centre should be contacted if you have any questions regarding consent.



State School Consent Form

1 IDENTIFY THE PERSON TO WHOM THE CONSENT RELATES

- Parent/carer to complete
- Mature/independent students may complete on their own behalf (if under 18 a witness is required).

(a) Full name of individual:

(b) Date of birth:

(c) Name of school:

(d) Name to be used in association with the person's personal information and materials* (please select):

Full Name First Name No Name Other Name

* Please note, if no selection is made, only the Individual's first name will be used by the school. However, the school may choose not to use a student's name at its discretion.

** For school photos Full Name will be used unless a limitation is given in Section 5 below.

2 PERSONAL INFORMATION AND MATERIALS COVERED BY THIS CONSENT FORM

(a) **Personal information** that may identify the person in section 1:

- ▶ Name (as indicated in section 1) ▶ Image/photograph ▶ School name
- ▶ Recording (voices and/or video) ▶ Year level

(b) **Materials** created by the person in section 1:

- ▶ Sound recording ▶ Artistic work ▶ Written work ▶ Video or image
- ▶ Software ▶ Music score ▶ Dramatic work

3 APPROVED PURPOSE

If consent is given in section 6 of the form:

- The personal information and materials (as detailed in section 2) may be recorded, used and/or disclosed (published) by the school, the Department of Education (DoE) and the Queensland Government for the following purposes:
 - Any activities engaged in during the ordinary course of the provision of education (including assessment), or other purposes associated with the operation and management of the school or DoE including to publicly celebrate success, advertising, public relations, marketing, promotional materials, presentations, competitions and displays.
 - Promoting the success of the person in section 1, including their academic, sporting or cultural achievements.
 - Any other activities identified in section 4(b) below.
- The personal information and materials (as detailed in section 2) may be disclosed (published) for the above purposes in the following:
 - the school's newsletter and/or website;
 - social media accounts, other internet sites, traditional media and other sources identified in the 'Media Sources' section of the explanatory letter (attached);
 - year books/annuals and school photographs;
 - promotional/advertising materials; and
 - presentations and displays.

4 TIMEFRAME FOR CONSENT

School representative to complete.

(a) Timeframe of consent: duration of enrolment.

(b) Further identified activities not listed in the form and letter for the above timeframe: ongoing

5 LIMITATION OF CONSENT

The Individual and/or parent wishes to limit consent in the following way:

6 CONSENT AND AGREEMENT

► CONSENTER – I am (tick the applicable box):

- parent/carer of the identified person in section 1
- the identified person in section 1 (if a mature/independent student or employee including volunteers)
- recognised representative for the Indigenous knowledge or culture expressed by the materials

I have read the explanatory letter, or it has been read to me. I have had the opportunity to ask questions about it and any questions that I have asked have been answered to my satisfaction. By signing below, I consent to the school recording, using and/or disclosing (publishing) the personal information and materials identified in section 2 for the purposes detailed in section 3.

By signing below, I also agree that this State School Consent form is binding. For the benefit of having the materials (detailed in section 2) promoted as DoE may determine, I grant a licence for such materials for this purpose. I acknowledge I remain responsible to promptly notify the school of any third party intellectual property incorporated into the licensed materials. I accept that attribution of the identified person in section 1 as an author or performer of the licensed materials may not occur. I accept that the materials licensed may be blended with other materials and the licensed materials may not be reproduced in their entirety.

Print name of student

Print name of consenter.....

Signature or mark of consenter.....

Date

Signature or mark of student (if applicable).....

Date

SPECIAL CIRCUMSTANCES

If the form is required to be read out (whether in English or in an alternative language or dialect) to a parent/carer or Individual student; or when the consenter is an independent student and under 18 the section below must be completed.

► WITNESS – for consent from an independent student or where the explanatory letter and State School Consent Form were read

I have witnessed the signature of an independent student, or the accurate reading of the explanatory letter and the State School Consent Form was completed in accordance with the instruction of the potential consenter. The individual has had the opportunity to ask questions. I confirm that the individual has given consent freely and I understand the person understood the implications.

Print name of witness

Signature of witness

Date

► Statement by the person taking consent – when it is read

I have accurately read out the explanatory letter and State School Consent Form to the potential consenter, and to the best of my ability made sure that the person understands that the following will be done:

1. the identified materials will be used in accordance with the State School Consent Form
2. reference to the identified person will be in the manner consented
3. in accordance with procedures DoE will cease using the identified materials from the date DoE receives a written withdrawal of consent.

I confirm that the person was given an opportunity to ask questions about the explanatory letter and State School Consent Form, and all the questions asked by the consenter have been answered correctly and to the best of my ability. I confirm that the individual has not been coerced into giving consent, and the consent has been given freely and voluntarily.

A copy of the explanatory letter has been provided to the consenter.

Print name and role of person taking the consent

Signature of person taking the consent

Date

Privacy Notice

The Department of Education (DoE) is collecting your personal information on this form in order to obtain consent for the use and disclosure of the student's personal information. The information will be used and disclosed by authorised school employees for the purposes outlined on the form. Student personal information collected on this form may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.



CENTRE AND COURSE EXPECTATIONS

| | |
|--|---|
| <p>Uniform</p> <ul style="list-style-type: none"> Construction / Engineering / Auto / Logistics / Plumbing / Electrotech / Manufacturing– Steel capped boots, Safety Glasses, Industrial quality shorts/pants, WestTEC shirt (provided) Health Support / Salon & Barbering / Aviation / Retail Cosmetics / Crime and Justice / Childcare – WestTEC Shirt (provided), Business standard pants/skirt, closed in shoes. <p>Daily Procedures:</p> <ul style="list-style-type: none"> Students will be provided with a card, this will be used to sign in and out each day. Attendance is tracked by WestTEC and sent to schools daily. Students are expected to be onsite every day of their course and arrive at least 5 mins prior to class start times and be in the classroom on time. 100% attendance is the expectation. Bags will be stored in lockers along with switched off mobile phones, phones are not permitted in class. Locks are provided and no external locks will be permitted. Students need to bring their own lunch each day. Fridges, microwave, hot and cold water is available in the lunch room. Students cannot leave site or order food for delivery. Each individual course will have allocated break times set by the teacher. All absences must be reported to WestTEC (3280 2427) and to the students’ school. Late arrival also needs to be reported. Students are expected to bring any items specified by their teachers (e.g. notebook, pen, safety equipment and laptop) <p>Behaviour (as per worksite):</p> <ul style="list-style-type: none"> Students are not permitted in any workspace that they have not had a safety induction | <ul style="list-style-type: none"> No chewing gum on WestTEC campus Appropriate workplace behaviour and language is expected at all times No games inside or outside the Trade Centre, the centre is to be kept clean at all times Food and drink only permitted in the lunchroom or outside area, absolutely no food in classrooms or practical areas Any breakages deemed deliberate or due to negligence by the student will need to be paid for by the student before they will be allowed to continue the course and re-enter the centre <p>Illicit Substances (first offence will be dealt with as per the Students Code of Conduct at the student’s school)</p> <ul style="list-style-type: none"> No vaping or smoking or other illicit substances onsite. Vaping sensors are installed at WestTEC <p>Workplace Health and Safety Breaches (permanent withdrawal from WestTEC)</p> <ul style="list-style-type: none"> Mobile phones are not permitted in classrooms or practical areas (mobiles phones are to be left in locker as previously stated in attendance) Students cannot leave site without written/verbal permission from parent/caregiver WestTEC is a workplace, there is zero tolerance for Workplace Health and Safety breaches. If a student is found to have breached safety and placed themselves, another student or staff in any danger/harm they will be immediately withdrawn. 2nd offence for vaping or smoking or other illicit substances onsite will result in permanent withdrawal of the student from WestTEC. Vaping sensors are installed at WestTEC. |
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| | | | | | |
|--------------------------|--|--------------------------|--|-------------------------------|--|
| Student Full Name | | Student signature | | Parent/Carer Signature | |
|--------------------------|--|--------------------------|--|-------------------------------|--|