

ENROLMENT CHECKLIST



To use the fillable PDF Enrolment Form, before you begin you need to:

- Download and Save to a location on your computer; OR
- Select Print then Save as PDF to your computer; OR
- Choose the Open in Acrobat option and then Save to your computer.

If you fill the form out before saving to your computer, your information will not be saved.

Step 1

COMPLETE

Complete the Enrolment Application

Step 2

INCLUDE

1. Completed and signed Enrolment Application
2. Photocopy of Birth Certificate
3. Photocopy of Baptism Certificate
4. Immunisation History Statement
5. Visa, Immigration and Citizenship Documentation
6. Court Orders

Step 3

RETURN

Return to the College Registrar by Friday 12 June 2020

Step 4

OFFERS

Enrolment Offers will be sent by Monday 13 July 2020

Step 5

ACCEPT

Accept Enrolment Offer by completing and returning Enrolment Acceptance and Direct Debit forms by Friday 31 July 2020

Step 6

BOOK

Following Enrolment Acceptance, we will send information about booking your Transition Meeting with a senior member of staff



Commitment to Child Safety

Catherine McAuley College is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making.

Catherine McAuley College has zero tolerance for child abuse.

Catherine McAuley College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Catherine McAuley College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Catherine McAuley College Important Documents to be considered when completing the Enrolment Application:

College Prospectus: <http://bit.ly/cmcp Prospectus2021>

College Enrolment Policy: <http://bit.ly/cmce nrolmentPolicy>

School Fees Policy: <http://bit.ly/cmcf eesPolicy>

Information Collection Notice: <http://bit.ly/cmci nformationCollection>

Consent to Transfer Information: <http://bit.ly/cmcc onsentToTransfer>





Enrolment Application

Please read carefully to ensure all information has been supplied. Sign and return to Catherine McAuley College. This application cannot be fully processed until all areas of the document are completed. Some of the information collected is required by the Catholic Education Office for survey statistics and future planning.

Please attach a recent student photo (only if readily available)

Name of Student	
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Enrolment Application is for:	<input type="checkbox"/> Existing Family	<input type="checkbox"/> New Family
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Commencement Year	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021	<input type="checkbox"/> 2022
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Application for entry into Year level	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
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FAMILY MAILING AND CONTACT DETAILS

Family Surname	
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Postal Address	
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Suburb		Postcode	
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Home Phone/Mobile Number	
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Preferred email for correspondence	
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STUDENT DETAILS

Surname	
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First name/s	
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Preferred first name	
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Date of birth		Religion (include rite)	
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Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
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Proposed commencement date of enrolment if enrolment is during the year:

Current school		Current school level	
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First Australian School		First Australian School Year	
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Rank in family (e.g. 2nd of 4 children)	
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Name(s) of other family members currently or previously at the College	
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HOME ADDRESS OF STUDENT

Street number and name	
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Suburb		Postcode	
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OFFICE USE ONLY

Student Code:

Family Code:

Date Received:

Enrolment date:

Start date:

Immunisation history statement attached:

Yes

No

Birth certificate attached:

Yes

No

English as an Additional Language:

Yes

No

House:

VSN:

Visa information attached (if relevant):

Yes

No

SACRAMENTAL INFORMATION

Baptism:	Date		Parish	
Confirmation:	Date		Parish	
Reconciliation:	Date		Parish	
Communion:	Date		Parish	
Current parish				

NATIONALITY

Government Requirement:	Nationality			
	Ethnicity			
In which country was the student born?	<input type="checkbox"/> Australia	Other – please specify		

Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, tick 'Yes' for both.)

<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander
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Does the student or their parent(s)/guardian(s) speak a language other than English at home? Note: Record all languages spoken.

		Student	Parent A/Guardian 1	Parent B/Guardian 2
No	English only			
Yes	Other – please specify all languages			

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*

Please tick the relevant category below and record the visa subclass number as per government requirements:

(Original documents to be sighted and copies to be retained by the school)

Australian citizen not born in Australia:

<input type="checkbox"/> Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)	
Australian passport number:	
Naturalisation certificate number:	
Visa subclass recorded on entry to Australia:	
Date of arrival in Australia:	
Has the student been a refugee?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Not currently an Australian citizen, please provide further details as appropriate below:

<input type="checkbox"/> Permanent resident: (if ticked, record the visa subclass number)	
<input type="checkbox"/> Temporary resident: (if ticked, record the visa subclass number)	
<input type="checkbox"/> Other/visitor/overseas student: (if ticked, record the visa subclass number)	

MEDICAL INFORMATION

Doctor's name					
Street number and name					
Suburb		Postcode			
Phone					
Medicare number		Ref number		Expiry	
Private health insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fund		Number	
Ambulance cover	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number			

Medical condition:

Please specify any relevant medical conditions for the student, e.g. Asthma, Diabetes, Anaphylaxis, Epilepsy, Dizzy spells/Blackouts, Migraines, Heart Condition, Cancer/Leukemia and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

Has the student been diagnosed as being at risk of anaphylaxis? Yes No

If yes, does the student have an EpiPen or Anapen? Yes No

Medication

Is your child taking any medication? Yes No

Details: If Yes, provide the name of the medication, dose, when and how it is to be taken. All medication must be given to the general office or teacher-in-charge. All containers must be labelled with your child's name, the dosage to be taken as well as when and how it should be taken. The medications will be kept by staff and distributed as required. Inform the general office or teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in charge and yourself. It is recommended that spare medication be supplied and packed separately for emergency purposes. Panadol and other basic medication cannot be dispensed by staff unless provided with permission by Parents/Carers.

Medical Dietary Requirements Please tick and detail if your child has any of the following.

Vegetarian Gluten Free Lactose Intolerant Other

Details: In some cases, the College or camp will contact you for further information.

IMMUNISATION (please attach an immunisation history statement for your child)

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit myGov) and provide it to the school with this enrolment form.

Immunisation history statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide explanation:	
Tetanus – please provide date of last Tetanus	
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PREVIOUS SCHOOL PERMISSION

Name of previous school			
<input type="checkbox"/> Catholic <input type="checkbox"/> Government <input type="checkbox"/> Independent			
Address of previous school			
Suburb		State	
		Postcode	
Contact person and phone number at previous school			
Has the student previously been enrolled in a Victorian School?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If known, please supply Victorian Student Number (VSN)			
I/We give permission for the school to contact the previous school or preschool and to gather relevant reports and information to support educational planning: (If yes, please complete Form - Consent for Transferring Information.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our College. It will assist the College to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Does your child present with:

<input type="checkbox"/> Autism (ASD)	<input type="checkbox"/> Behavioural concerns	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Intellectual disability/developmental delay	<input type="checkbox"/> Mental health issues	<input type="checkbox"/> Oral language/communication difficulties
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Acquired brain injury	<input type="checkbox"/> Vision impairment
<input type="checkbox"/> Giftedness	<input type="checkbox"/> Physical impairment	
<input type="checkbox"/> Other condition (please specify):		

If yes to any of the above, please describe any formal diagnoses and attach relevant reports and school management plan

ADDITIONAL NEEDS (continued)

Has your child ever seen a:

<input type="checkbox"/> Paediatrician	<input type="checkbox"/> Physiotherapist	<input type="checkbox"/> Audiologist
<input type="checkbox"/> Psychologist/counsellor	<input type="checkbox"/> Occupational Therapist	<input type="checkbox"/> Speech Pathologist
<input type="checkbox"/> Psychiatrist	<input type="checkbox"/> Continence Nurse	
<input type="checkbox"/> Other specialist (please specify):		

Have you attached all relevant information/reports? Yes No

Is there any other information about the student's learning and care that should be taken into account in our planning for his/her enrolment? Please supply or attach any relevant information.

PARENT A / GUARDIAN 1

Surname		Title: (e.g. Mr/Mrs/Ms)		First name	
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Relationship to student	
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Street number and name	
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Suburb		Postcode	
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Phone		Work phone		Mobile	
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SMS messaging: (for emergency and reminder purposes) Yes No

Email	
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Government Requirement:	Occupation	
	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 10)	

Health Care Card Number	
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Religion (include rite)		Nationality	
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Ethnicity if not born in Australia	
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Country of birth	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):	
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What is the highest year of primary or secondary school Parent A/Guardian 1 has completed?
(Persons who have never attended secondary school, tick 'Year 9 or below'.)

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

What is the level of the highest qualification Parent A/Guardian 1 has completed?

<input type="checkbox"/> No post-school qualification	<input type="checkbox"/> Certificate I to IV (including trade certificate)
<input type="checkbox"/> Advanced diploma/diploma	<input type="checkbox"/> Bachelor degree or above

PARENT B / GUARDIAN 2

Surname		Title: (e.g. Mr/Mrs/Ms)		First name	
Relationship to student					
Street number and name					
Suburb		Postcode			
Phone		Work phone		Mobile	
SMS messaging: (for emergency and reminder purposes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Email					
Government Requirement:	Occupation				
	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index on p. 10)				
Health Care Card Number					
Religion (include rite)		Nationality			
Ethnicity if not born in Australia					
Country of birth	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):			

What is the highest year of primary or secondary school Parent B/Guardian 2 has completed?

(Persons who have never attended secondary school, tick 'Year 9 or below'.)

<input type="checkbox"/> Year 9 or below	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 12 or equivalent
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What is the level of the highest qualification Parent A/Guardian 1 has completed?

<input type="checkbox"/> No post-school qualification	<input type="checkbox"/> Certificate I to IV (including trade certificate)
<input type="checkbox"/> Advanced diploma/diploma	<input type="checkbox"/> Bachelor degree or above

FAMILY DETAILS

Who will be responsible for payment of the school fees and levies?*

Surname		First name	
Street number and name			
Suburb		Postcode	
Email			
Phone		Relationship to the student	

College support in meeting fee payments is available where genuine need exists. Confidentiality is assured. Please indicate here if you would like to be contacted to discuss the financial support application process.

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

1	Name	2	Name
Relationship to child		Relationship to child:	
Home phone		Home phone	
Mobile		Mobile	

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth

HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Carer/guardian	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent A/Guardian 1: <input type="checkbox"/> Days with Parent B/Guardian 2: <input type="checkbox"/>
<input type="checkbox"/> Kinship care	
<input type="checkbox"/> Other (please specify):	

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.

Is there any other information you wish the school to be aware of?

PARENT ACCESS MODULE (PAM)

Parent Access Module (PAM) is a web-based software that allows parents and guardians to access students':

- Latest results and marks
- Courses (including homework and assessment tasks)
- Attendance
- Timetables
- School Reports
- Medical Information – Upload/Viewing/Confirmation (refer to our Collection Notice and Privacy Policy)
- Excursion Information and Permissions

Both parents have a right to access their child's reports unless there are court orders stating contrary arrangements.

Please indicate who you would like to have access to the PAM details:

	Parent/Guardian 1	Parent/Guardian 2	Other (if more than two guardians)
Latest results and marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excursion information & permissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARENT ACCESS MODULE (PAM) (continued)

Parent/Carer/Guardian Signature		Date	
Parent/Carer/Guardian Signature		Date	

Note: The Victorian Government provides the following guidance regarding admission requirements:

Consent

The signature of:

- student, if they are over 15 and living independently
- parent as defined in the Family Law Act 1975
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the College
- an informal carer, with a statutory declaration. Carers:
 - may be a relative or other carer
 - have day-to-day care of the student with the student regularly living with them
 - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

Note: Secondary students may complete parts of the form and co-sign.

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website [insert school web address].

Terms & Conditions of Enrolment

1. ENROLMENT

To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below.

- a. names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians;
- b. names of emergency contacts and their details;
- c. information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
- d. medical conditions;
- e. specific residence arrangements;
- f. parenting agreements or court orders, including any guardianship orders;
- g. nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable;

After lodgement of the enrolment form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have.

2. FEES

- 2.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the College, taking into account the allocation of government funds. The College offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the Business Manager of the College.
- 2.2. The fees must be paid for a child to continue to be enrolled at the College. The College has discretion whether to allow a child to participate in optional or extracurricular College events while fees remain overdue.
- 2.3. The College may at its sole discretion determine not to continue an enrolment for the following school year should

fees and other compulsory charges remain outstanding for greater than six months.

3. TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR

- 3.1. The College community recognizes that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 3.2. Every person at the College has a right to feel safe, to be happy and to learn; therefore, we aim to:
 - a) promote the values of honesty, fairness and respect for others
 - b) acknowledge the worth of all members of the community and their right to work and learn in a positive environment
 - c) maintain good order and harmony
 - d) affirm cooperation as well as responsible independence in learning
 - e) foster self-discipline and develop responsibility for one's own behaviour.
- 3.3. The College administration, in consultation with the College community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the College's behaviour aims and code of conduct, and to support the College in upholding prescribed standards of dress, appearance and behaviour.
- 3.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and College, may result in suspension or termination of the child's enrolment.

4. TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION

- 4.1. It is vitally important that the College is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the College is required to provide additional support to the child.

Terms & Conditions of Enrolment (continued)

- 4.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the College with any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the College.
- 4.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the College promptly.
- 4.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.
- 5. ASSESSMENT AND UPDATES**
- 5.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

Agreement

I acknowledge that I understand and accept the terms and conditions of enrolment. I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the College's students, so that a harmonious relationship may be established:

- I will support and abide by the College policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the College
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the College promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current (school) fees and levies for my child and also pay any variation or increase of fees and levies as per the payment methods provided by the College. I will notify the finance department of the College immediately if I am experiencing financial difficulties and cooperate with the College to determine a suitable arrangement.
- I will support my child's participation in the religious life of the College (e.g. College liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- In the event I have any concerns, I will raise them initially with the relevant teacher or the College principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the College and parish. In accepting the enrolment, I agree to abide by all of the College's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the College's discretion. I will work with the College to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the College (e.g. College liturgies, Masses etc.). The consequence of not complying with the College's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent A/Guardian 1 signature		Date	
Parent B/Guardian 2 signature		Date	

Your Enrolment Form Checklist

Please ensure the following is completed and attached:

- Completed and signed Enrolment Application Form
- Photocopy of Birth Certificate
- Photocopy of Baptism Certificate
- Photocopy of Visa and Passport (if prospective student is not born in Australia) or
- Photocopy of Australian Citizenship (if prospective student is not born in Australia)
- Copies of Court Order of Parenting Plans (if applicable)

OFFICE USE ONLY

ONLY process application when all items below have been received.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Baptism Certificate | <input type="checkbox"/> Wellbeing Services | <input type="checkbox"/> Financial Commitment |
| <input type="checkbox"/> VISA | <input type="checkbox"/> Medical Treatment | <input type="checkbox"/> Information Collection | <input type="checkbox"/> Family Pledge |

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A	OCCUPATION GROUP B	OCCUPATION GROUP C	OCCUPATION GROUP D
Senior management in large business organisations, government administration and defence and qualified professionals	Other business owners/managers, arts/media/sportspersons and associate professionals	Tradesmen/women, clerks and skilled office, sales and service staff	Machine operators, hospitality staff, office assistants, labourers and related workers
<p>Senior management in large business organisations</p> <p>Senior Executive/Manager/Department Head in industry, commerce, media or other large organisations</p> <ul style="list-style-type: none"> Business [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager] Media [e.g. newspaper editor, film/television/radio/stage producer/director/manager] <p>Government administration</p> <ul style="list-style-type: none"> Public service manager (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research/facility manager, police/fire services administrator] Defence Forces commissioned officer <p>Qualified professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business, Air/sea transport professionals</p> <ul style="list-style-type: none"> Health [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician] Education [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer] Law [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer] Social Welfare [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator] Engineering [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer] Science [e.g. scientist, geologist, meteorologist, metallurgist] Computing [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer] Business [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer] Air/sea transport [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot] 	<p>Business owner/manager</p> <ul style="list-style-type: none"> Farm/business owner/manager [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business] Specialist manager [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations] Financial services manager [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer] Retail sales/services manager [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station] <p>Arts/media/sportspersons</p> <ul style="list-style-type: none"> Artist/writer [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor] Sports [e.g. sportsman/woman, coach, trainer, sports official] <p>Associate professionals – generally have diploma/technical qualifications and provide support to managers and professionals</p> <p>Health, Education, Law, Social Welfare, Engineering, Science, Computing, Business/administration</p> <ul style="list-style-type: none"> Medical, science, building, engineering, computer technician/associate professional Health/social welfare [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician] Law [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private investigator, law clerk, court officer, bailiff] Business/administration [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors] Defence Forces [e.g. senior non-commissioned officer] Other [e.g. library technician, museum/gallery technician, research assistant, proof reader] 	<p>Tradesmen/women – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.</p> <ul style="list-style-type: none"> Trades [e.g. electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer] <p>Clerks, skilled office, sales and service staff</p> <ul style="list-style-type: none"> Clerk [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk] Office [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator] Sales [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher] Carer [e.g. aged/disabled/refuge care worker, child care assistant, nanny] Service [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor] 	<p>Drivers, mobile plant, production/processing machinery and other machinery operators</p> <ul style="list-style-type: none"> Driver or mobile plant operator [e.g. car, taxi, truck, bus, tram or train driver, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator] Production/processing machine operator [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator] Machinery operator [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery] <p>Hospitality, office staff</p> <ul style="list-style-type: none"> Sales staff [e.g. 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, sales demonstrator, shelf stacker] Office staff [e.g. typist, word processing/data entry/business machine operator, receptionist] Hospitality staff [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper] Assistant/aide [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant] <p>Labourers and related workers</p> <ul style="list-style-type: none"> Defence Forces [other ranks (below senior NCO) without trade qualification not included above] Agriculture, horticulture, forestry, fishing, mining worker [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand] Other worker [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Information Collection Notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.
 2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
 3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
 4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
 5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, schools within other Dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
 6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
 7. The College's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
 8. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
 9. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
 10. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines and on our intranet.
 11. We may include pupils' and pupils' parents' contact details in a class list and College directory.
 12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
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Our Vision


Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement

Inspiring members of our community to be learners impelled to thrive and serve.

Enrolment enquiries & tour bookings:


Mrs Audra Petri
College Registrar

 (03) 5449 3466

 apetri@cmc.vic.edu.au

For all other enquiries:


Mrs Sonja Cain
Principal's Personal Assistant

 (03) 5445 9100

 scain@cmc.vic.edu.au


Coolock (Years 7-9)

Mclvor Highway, Junortoun 3551

 (03) 5449 3466

St Mary's (Years 10-12)

164 Barkly Street, Bendigo 3550

 (03) 5445 9100

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