



# YMCA VOCATIONAL SCHOOL

## Application Form (Form 3)

To be completed by parent/carer

### Our Philosophy

*“We believe all young people have the right to achieve their full potential irrelevant of circumstance. That the development of the whole person is of utmost importance and we are guided in developing this through the YMCA’s own philosophy of valuing a person’s Body, Mind and Spirit. We believe that this holistic approach is best delivered through a flexible individualised learning environment, to maximise positive outcomes for every individual.”*

### Student Details

Student Given Name/s

Student Surname

Student E-mail Address

Student Mobile Number

Student Date of Birth

Student Current Age

Student Home Street Address

Student Home Suburb, Postcode

Student Country of Birth

Student Gender

Student Main Language (other than English) Spoken at Home

## **Student Citizenship Information**

### **Australian Citizen**

Must be accompanied by proof of citizenship - e.g. Australian Birth Certificate or Passport

### **Australian Permanent Resident**

Must be accompanied by proof of permanent residency - e.g. Passport or Permanent Residency Document

### **Resident Other (such as temporary resident)**

Must be accompanied by proof of other residency status - e.g. VISA documentation

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## **Student Indigenous Status**

### **Does the student identify as?**

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

None of the above (neither Aboriginal or Torres Strait Islander)

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## **Student Legal Information**

Is the Student in the "Care of the State"?

Yes (please attach proof)

No

Is the Student Legally Independent?

Yes (please attach proof)

No

Are there any legal issues concerning the student (e.g. Court Orders, DVO, Child Protection)?

Yes (please attach copies)

No

Are there any limitations on contact between the student and a parent or another person? If yes, please attach a copy of the current Court Order or registered parenting plan that contains the limitation/s.

Yes (please attach copies)

No

Does the student have any relatives who are currently attending the YMCA Vocational School? If yes, please complete details below.

Relative Name

Relation to Student (Applicant)

Relative Name

Relation to Student (Applicant)

**Carer Details (Carer # 1 will be contacted before carers # 2, 3 and 4, in this order)**

Carer # 1 Salutation (Mr/Mrs/Ms)

Carer # 2 Salutation (Mr/Mrs/Ms)

Carer # 1 Given Name/s

Carer # 2 Given Name/s

Carer # 1 Surname

Carer # 2 Surname

Carer # 1 Relationship to Student (e.g.  
Mother/Father)

Carer # 2 Relationship to Student (e.g.  
Mother/Father)

Carer # 1 Gender

Carer # 2 Gender

Carer # 1 E-mail Address

Carer # 2 E-mail Address

Carer # 1 Mobile Contact Number

Carer # 2 Mobile Contact Number

Carer # 1 Home Contact Number

Carer # 2 Home Contact Number

Carer # 1 Home Street Address

Carer # 2 Home Street Address

Carer # 1 Home Suburb, Postcode

Carer # 2 Home Suburb, Postcode

Carer # 1 Country of Birth

Carer # 2 Country of Birth

Carer # 1 Cultural Background

Carer # 1 Cultural Background

Carer # 1 Highest Level of School  
Education Achieved

Carer # 2 Highest Level of School  
Education Achieved

Year 9 or below

Year 9 or below

Year 10 or equivalent

Year 10 or equivalent

Year 11 or equivalent

Year 11 or equivalent

Year 12 or equivalent

Year 12 or equivalent

Carer # 1 Highest Level of Non-School Education Achieved

No non-school qualification  
Certificate 1 to 4 or Trade Certificate  
Diploma or Advanced Diploma  
Bachelor Degree or above

Carer # 2 Highest Level of Non-School Education Achieved

No non-school qualification  
Certificate 1 to 4 or Trade Certificate  
Diploma or Advanced Diploma  
Bachelor Degree or above

Carer # 1 Current Occupation

Carer # 2 Current Occupation

Carer # 1 Occupational Group (see page # 5 to determine)

Carer # 2 Occupational Group (see page # 5 to determine)

Carer # 1 Current Employer/Organisation Name and Suburb (if applicable)

Carer # 2 Current Employer/Organisation Name and Suburb (if applicable)

Carer # 1 Work Contact Number

Carer # 2 Work Contact Number

Carer # 1 Cultural Background

Carer # 2 Cultural Background

Carer # 1 Main Language (other than English) Spoken at Home

Carer # 2 Main Language (other than English) Spoken at Home

Carer # 1 Interpreter Required?

Carer # 2 Interpreter Required?

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**Emergency Contact Information (Carer #3 and #4)**

Carer # 3 Name (Given and Surname)

Carer # 4 Name (Given and Surname)

Carer # 3 Contact Number

Carer # 3 Contact Number

Carer # 3 Relationship to Student (e.g. Aunt/Uncle/Family Friend)

Carer # 4 Relationship to Student (e.g. Aunt/Uncle/Family Friend)

## List of Parental Occupational Groups

Group 1 Senior management in large organisations, government administration and defence, and qualified professionals	
<b>Senior Executive/Manager/Department Head</b>	Industry, commerce, media or other large organization
<b>Public Service Manager</b>	Section head or above, regional director, health/education/police/fire services administrator
<b>Other administrator</b>	School principal, faculty head/dean, library/museum/gallery director, research facility director
<b>Defence Forces</b>	Commissioned officer
<b>Professionals</b>	Generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others. Industries include health, education, law, social welfare, engineering, science, computing and business.
<b>Air/Sea Transport</b>	Aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller
Group 2 Other business managers, arts/media/sportspersons and associate professionals	
<b>Owner/Manager</b>	Farming, construction, import/export, wholesale, manufacturing, transport, real estate, business
<b>Specialist Manager</b>	Finance, engineering, production, personnel, industrial relations, sales, marketing
<b>Financial Services Manager</b>	Bank branch manager, finance/investment/insurance broker, credit/loans officer
<b>Retail Sales/ Services Manager</b>	Shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency
<b>Arts/ Media/ Sports</b>	Musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official
<b>Associate Professionals</b>	Generally have diploma/technical qualifications and support managers and professionals.
Group 3 Tradesmen/women, clerks and skilled office, sales and service staff	
<b>Tradesmen/Women</b>	Generally have a 4 year Trade Certificate, usually by apprenticeship. All trades people are included in this group.
<b>Clerk</b>	Book keeper, bank/PO clerk, statistical actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/
<b>Skilled office, sales and service staff</b>	Office—secretary, personal assistant, desktop publishing operator, switchboard operator Sales—company sales rep., auctioneer, insurance agent/assessor/loss adjuster, market researcher Service—aged/disabled/refuge/child care worker, nanny meter reader, parking inspector, postal worker,
Group 4 Machine operators, hospitality staff, assistants, labourers and related workers	
<b>Drivers, production, processing machinery, mobile plant</b>	Drivers, machinery operators
<b>Hospitality staff</b>	Hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper
<b>Office, sales and other assistants</b>	Office—typist, work processing/data entry/business machine operator, receptionist, office assistant Sales—motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker Assistant/aide—trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant,
<b>Labourers and related workers</b>	Defence—ranks below senior NCO not included above Agriculture, horticulture, forestry, fishing, mining—farm overseer, shearer, wood/hide classer, farm hand, horse trainer, nurseryman, green keeper, gardener, tree surgeon, forestry/logging worker, mining, seafarer/fishing hand Other worker—laborer, factory hand, store man, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor
Group 8 Has not been in paid work in the past 12 months	

Please note: If the person is not currently in paid work, but has been in paid work in the past 12 months, please use the person's last occupation.

## **Medical and Wellbeing Information**

The YMCA Vocational School will develop a Personalised Education Plan (PEP) for the student, which will be reviewed regularly. The plan will be developed by teachers, youth workers and counsellors at the school. The parent/carers and student will be consulted in relation to the development and ongoing review of the PEP.

The PEP may include the attend wellbeing services attendance.

Please list any medical, physical, social and/or emotional needs or conditions we need to consider when tailoring classes to the student's needs. Needs can be physical, emotional, sensory, social and/or learning needs.

Does the student experience any cognitive or developmental disorders? Concerns may include speech and language impairment, intellectual impairment, ASD.

Yes (please describe below)

No

Does the student experience any mental health concerns? These may include depression, anxiety, PTSD, etc.

Yes (please describe below)

No

Has the student been formally diagnosed with any condition?

Yes (please provide documentation)

No

If the student has been formally diagnosed with a condition by a Paediatrician, Psychiatrist, Clinical Psychologist or Doctor, please provide the following details:

Specialist Name

Practice Name (eg. Gap Medical Centre)

Specialist Contact Phone Number

Do you authorise The YMCA to contact the above professional in regard to the student's condition/s, in order to make educational adjustments to suit the student's needs?

Yes

No

The YMCA is in a position to offer cognitive and psychological assessments. Results of these assessments may assist in developing and tailoring resources and educational programs for the student. Do you give consent for these tests to be undertaken?

Yes

No

If the student is taking any medication, please list details below.

## **SAFEGUARDING CHILDREN & YOUNG PEOPLE**

At the Y we believe in the power of inspired young people. For young people to be inspired, we know they need to feel safe and be safe. That is why the Y is independently reviewed by the Australian Childhood Foundation (ACF) to ensure our services are safe for all children and young people.



The ACF 'Independently Reviewed' stamp is a sign of assurance that the Y is a safe place for your children and young people.

## **PRIVACY STATEMENT**

We collect your student's personal information for the following purposes:

- to enable us to enrol them in the school;
- track and report upon their academic and vocational progress;
- support their wellbeing needs;
- maintain contact with you; and
- perform other matters related to the operation of the YMCA Vocational School.

If a potential student does not receive an offer of enrolment, all information provided will be destroyed.

Unless otherwise advised in writing, you give us your explicit informed consent to our exchanging information with any part of Y-Care (South East Queensland) Inc. and the YMCA of Brisbane. The YMCA Vocational School may also provide information to any third party service provider or professional advisor for these purposes, or purposes reasonably related to them, and also for any other purpose you have consented to or as authorised by law. If you provide us with personal information about another person other than yourself or your student, please ensure that you tell that person about this privacy statement. Further information about what personal information is; as well as why and how we collect, hold, use and disclose it; and how you can access your personal information is available in our Privacy Policy which you can obtain from our website [www.ymcabrisbane.org](http://www.ymcabrisbane.org)

Please note that Y-Care (South East Queensland) Inc. is both the legal entity for the School and the Social Impact arm of the YMCA of Brisbane.



I (parent/carer name)

confirm that all details in this form are true and correct to the best of my knowledge. I will contact the YMCA Vocational School and update any details should changes occur.

I have provided all required documentation as outlined on Form 1.

If the student is successful in gaining a place at the YMCA Vocational School, I will be required to provide further information prior to the student's start date.

Parent/Carer # 1 Name

Parent/Carer # 2 Name

Parent/carer # 1 Signature

Parent/carer # 2 Signature

Date

Date