

**(CONFIDENTIAL)**

**DATE:** \_\_\_\_\_

*Please complete and return to "A" Block reception for the Enrolment Officer to update student records  
If you are adding a new parent / guardian, please speak with our Enrolment Officer "A" Block Reception*

<b>STUDENT DETAILS</b> ❖ <i>If there is a change of name provide supporting legal documents</i>		
FIRST NAME:	SURNAME:	HOME GROUP:
FIRST NAME:	SURNAME:	HOME GROUP:
FIRST NAME:	SURNAME:	HOME GROUP:
<b>PARENT / GUARDIAN: ADULT A</b>		<b>PARENT / GUARDIAN: ADULT B</b>
FIRST NAME:		FIRST NAME
SURNAME:		SURNAME:
GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
RELATIONSHIP TO CHILD:		RELATIONSHIP TO CHILD:
WORK TELEPHONE NO:		WORK TELEPHONE NO:
HOME TELEPHONE NO:		HOME TELEPHONE NO:
MOBILE NO:	SMS Notify <input type="checkbox"/> Yes <input type="checkbox"/> NO	MOBILE NO: SMS Notify <input type="checkbox"/> Yes <input type="checkbox"/> NO
EMAIL ADDRESS:..... Email Notify <input type="checkbox"/> Yes <input type="checkbox"/> NO		EMAIL ADDRESS: ..... Email Notify <input type="checkbox"/> Yes <input type="checkbox"/> NO
ADDRESS:		ADDRESS:
<b>MAIN LANGUAGE SPOKEN AT HOME:</b>		
<b>ACCESS / ACTIVITY RESTRICTIONS:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please provide most recent custody orders (if applicable)</i>		
<b>EMERGENCY CONTACT 1</b>		<b>EMERGENCY CONTACT 2</b>
FIRST NAME:		FIRST NAME:
SURNAME:		SURNAME:
RELATIONSHIP TO CHILD: <i>(Neighbour, Relative, Friend or Other)</i>		RELATIONSHIP TO CHILD: <i>(Neighbour, Relative, Friend or Other)</i>
WORK TELEPHONE NO:		WORK TELEPHONE NO:
HOME TELEPHONE NO:		HOME TELEPHONE NO:
MOBILE NO:		MOBILE NO:
LANGUAGE SPOKEN:		LANGUAGE SPOKEN:

**OCCUPATION DETAILS OF PARENT / GUARDIAN A & B**

**OCCUPATION - ADULT A**

Occupation:

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

**OCCUPATION - ADULT B**

Occupation:

If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

**OCCUPATION CODE - ADULT A**

Mark one box only. Refer to table on page 3 or leave blank for school to complete.

**ADULT A**

- A
- B
- C
- D
- N

**OCCUPATION CODE - ADULT B**

Mark one box only. Refer to table on page 3 or leave blank for school to complete.

**ADULT B**

- A
- B
- C
- D
- N

**EMPLOYMENT STATUS - ADULT A**

Mark one box only in each column

**ADULT A**

- Full time Employed
- Part Time Employed
- Employer
- Self Employed (not employing others)
- Not Employed

**EMPLOYMENT STATUS - ADULT B**

Mark one box only in each column

**ADULT B**

- Full time Employed
- Part Time Employed
- Employer
- Self Employed (not employing others)
- Not Employed

Signature Parent /Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Thank you** for completing this form and assisting the school to provide accurate data for government funding.

**Please return to the General Office, Building A.**

All data will be collected, stored and reported in accordance with privacy legislation requirements.

**OCCUPATION CATEGORIES**

*The nationally defined occupations are classified according to five categories*

<b>Code</b>	<b>Description</b>	<b>Examples</b>		
A	<i>Senior management in large business organisation, government administration and defence, and qualified professionals</i>	<i>General Manager</i>	<i>Accountant</i>	<i>Business Analyst</i>
		<i>Architect</i>	<i>Architect</i>	<i>Pilot</i>
		<i>Teacher</i>	<i>Registered Nurse</i>	<i>Librarian</i>
B	<i>Other business managers, arts/media/sportsperson and associate professionals</i>	<i>Police Officer</i>	<i>Bank Manager</i>	<i>Office Manager</i>
		<i>Farmers</i>	<i>Photographer</i>	<i>Credit &amp; Loans Officer</i>
		<i>Shop Manager</i>	<i>Chef</i>	<i>Singer/Actor</i>
C	<i>Tradesmen/women, clerks and skilled office, sales and service staff</i>	<i>Childcare worker</i>	<i>Bookkeeper</i>	<i>Plumber</i>
		<i>Electrician</i>	<i>Personal Assistant</i>	<i>Florist</i>
		<i>Hairdresser</i>	<i>Painter</i>	<i>Fire Fighter</i>
D	<i>Machine Operators, hospitality staff, assistants, labourers and related workers</i>	<i>Factory Worker</i>	<i>Receptionist</i>	<i>Forklift Driver</i>
		<i>General Gardener</i>	<i>Education Aides</i>	<i>Truck/Taxi Driver</i>
N	<i>Not in paid work in last 12 months</i>	<i>Unemployed</i>	<i>Home Duties</i>	<i>Studying</i>

Every year all schools collect and report data on each student’s background for the Australian and State Governments. Schools receive a portion of their government funding based on this data and in particular parental occupation and home language data is an increasing important component to schools funding.

For the College to receive accurate weighting for our government funding it is vital we update the current occupation, employment status and language spoken at home for every parent/guardian of every student.

The government categorises each occupation into five different codes - A, B, C, D or N. These are used to receive a weighting on the schools funding with codes C, D and N receiving more weighting than codes A and B. Please refer to the above code table.

If you are unsure occupation’s code please just write what your occupation is and we look up the code for you from a more detailed resource.

A portion of the schools funding is also based on student’s home environments where the main language is other than English. Please also update us with your main language spoken at home.

Please complete the enclosed DEECD Data Collection Form and return it to the General Office, Building A, as soon as possible. All data will be collected, stored and reported in accordance with privacy legislation requirements.