

# 2025 Application for Enrolment Form

Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_ **Current Year Level 2024:** \_\_\_\_\_

## COURSE SELECTION:

**Prerequisites:** For the Engineering and Automotive courses a minimum of a sound achievement result in English and Maths in Year 10 is desirable. For the Electro-technology Course a demonstrated efficiency in mathematics with a focus on algebraic processes and problem solving. Pre-req test to be completed before successful enrolment.

Tick which course you are applying for:

CERTIFICATE NAME	PLEASE TICK
Certificate II Engineering Pathways (MEM20422)	
Certificate II Automotive Vocational Preparation (AUR20720)	
Certificate II Electro-technology (Career Start) (UEE22020)	

**A CLEAR COLOUR COPY THREE (3) FORMS OF IDENTIFICATION MUST BE SUBMITTED WITH THIS FORM TO THE MEC CO-ORDINATOR AT YOUR SCHOOL (see attached form for ID requirements). THE APPLICANT'S LUI and USI\* (SEE INFORMATION BELOW) MUST ALSO BE WRITTEN ON THE FRONT PAGE OF THIS FORM.**

STUDENT DETAILS (please use block letters)			
Legal Family Name:			
Legal Given Names:			
Preferred Family Name:			
Preferred Given Name:			
Date of Birth:		GENDER: (Please tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
MIS ID ( <i>School Email Address</i> ):		<b>USI*</b>	
		<b>LUI*</b>	
Student's Home Phone No:		Student's Mobile No:	
Student's Personal Email:			
Student's Residential Address:			
Student's Postal Address: (if different from residential)			
Culture:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes please tick <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> South Sea Islander		
White Card	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes please provide COLOUR copy of Statement of Attainment (SOA)		

**\*USI – please check with the school administration to see if a USI is recorded for the student. If the school has no USI recorded you will need to go online at <https://www.usi.gov.au/> and create a USI. Once you have created a USI write it in the box provided above. A USI is required by all Australian students enrolled in a VET course for certification purposes. School administration can supply the LUI as well.**

PARENT/CAREGIVER DETAILS		
	PARENT/CAREGIVER 1	PARENT/CAREGIVER 2
FULL NAME:		
RELATIONSHIP TO STUDENT:		
HOME PHONE:		
MOBILE PHONE:		
ADDRESS: (if same as student write "as above")		
PLACE OF WORK:		
WORK PHONE:		
EMAIL ADDRESS:		
<p><b>Emergency contacts: (other than parents/guardians)</b></p> <p>Name: ..... Relationship to Student: .....</p> <p>Phone No. 1: ..... Phone No. 2: .....</p> <p>Name: ..... Relationship to Student: .....</p> <p>Phone No. 1: ..... Phone No. 2: .....</p>		

TRADE PREFERENCE number 1 -3	STUDENT TRADE/CAREER PREFERENCE
	In the boxes below, circle professions you are keen on or are interested in.
	<b>Mechanical/Fabrication (Engineering):</b> Boilermaker/Welder, Production Welder, Aluminium Fabrication, Plastics Thermoforming Worker, Production Assembly Worker, Advanced Metal Fabricator, Polymer Technician, Powder Coater, Sheetmetal Worker, Production Welder (Light Fabrication), Pressure Welder, Machining Technician, Mechanical Fitter, Fitter & Turner
	<b>Automotive:</b> Mechanical Fitter, Fitter & Turner, Light Vehicle Mechanical Technician, Mobile Plant Technician, Maintenance Mechanic/Motor Mechanic, Forklift Technician, Aircraft/Workshop Maintenance Technician, Heavy Commercial Vehicle Technician, Automotive Heavy Diesel Fuel Technician, Diesel Engine Technician (Diesel Fitter)
	<b>Electrical (Electro):</b> Electrical Fitter, Electrical/Electronic Assembly Worker, Automotive Electrical Component Installer, Automotive Electrician, Electrical Production Worker, Aviation Maintenance Worker (Avionics), Electrical Equipment Tradesperson – Electrical Machine Repair, Electrical Equipment Tradesperson, Electronic Equipment Tradesperson, Electronics and Communications Tradesperson, General Electrician, Electrical Instrumentation Tradesperson, Mobile Plant Technician, Electrician – Electrical Maintenance (Engineering), Air-conditioning and Refrigeration Mechanic/Fitter

**OTHER STUDENT INFORMATION** *(students to complete in their own handwriting)*

Do you have any skills or experience that would relate to a career in a trade?

.....  
.....  
.....  
.....

What aspects of the MEC appeal to you the most?

.....  
.....  
.....  
.....

**STUDENT & PARENT DECLARATION**

Submission of this application form does not constitute enrolment. Numbers are limited from each school. Submit your completed application to the MEC Coordinator at your school as soon as possible. Please note school fees at your school must be paid and MEC fee paid. Successful applicants will be informed of acceptance.

*If accepted into the Mackay Engineering College program I will:*

- *Attend all sessions at the MEC and workplace placements as required*
- *Behave appropriately at the MEC and any work placement*
- *Complete all set task work to the best of my ability*
- *Maintain and improve my school results whilst enrolled at the MEC*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I give permission for my son/daughter \_\_\_\_\_ *(insert full name)* to enrol at the Mackay Engineering College, expecting them to abide by their commitment.

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Student & Parent/Caregiver Acknowledgement & Consent

I, ....., and my parent/caregiver, .....

have read and understood the following forms and policies which can be requested from the Mackay Engineering College and are available on the Mackay Engineering College website [www.mec.eq.edu.au](http://www.mec.eq.edu.au):

*Please note: there is no need to print, sign or return the forms listed below.*

- **Acceptable Use Policy of Information & Communication Technology (ICT)**
- **ICT Access Agreement**
- **MEC Student Code of Conduct (Rules & Policies)**
- **High and/or Extreme Risk Permission Form**
- **Student Equipment Checklist**
- **Transport consent**

As a student of the MEC I agree to comply with all the requirements of the MEC program and the MEC Student Contract.

I understand that failure to abide by this agreement may place my continued enrolment at the Mackay Engineering College at risk.

**I have attached a colour copy of the applicant's 3 forms of ID (see attached form for ID requirements) and have written their USI & LUI in the space provided on the front page of this application form.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver Name: \_\_\_\_\_

Parent/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Student Medical Information

DETAILS/ MEDICATION REQUIRED		
Heart Problems	Yes/No	.....
Respiratory problems	Yes/No	.....
Allergies	Yes/No	.....
Travel Sickness	Yes/No	.....
Blood Pressure	Yes/No	.....
Operations	Yes/No	.....
Epilepsy	Yes/No	.....
Recent Illness	Yes/No	.....
Injections and When (e.g. Tetanus)	Yes/No	.....
Drugs Required	Yes/No	.....
Drug Reactions (e.g. Penicillin Allergy)	Yes/No	.....
Phobias	Yes/No	.....
Other Problems	Yes/No	.....

**NOTE: ALL MEDICATION (INCLUDING HEADACHE TABLETS) MUST BE HANDED TO ADMINISTRATION AT MACKAY ENGINEERING COLLEGE.**

**If the student has a medical action plan, a copy NEEDS TO BE PROVIDED with this form to the MEC.**

Please provide the details of any medication taken by the student and ensure their medication is clearly labelled with name, dosage and directions for administration

.....

.....

Please provide any other information/details relating to your student medical condition/medication if applicable.

.....

.....

Does your student receive support at school?

.....

.....

The MEC will have access to student records through OneSchool, are there any special personal circumstances/health issues of which the MEC needs to be especially aware?

.....

.....

**(If you have an emergency health plan, please attach it to your application).**



Reviewed: August 2023

Please note that your signature on the 'MEC Student & Parent/Caregiver Acknowledgement' form signifies that you are aware, understand and give consent as per information given below. There is no need to print/sign or return the form to the MEC.

### **Introduction to the State School Consent Form (attached) for Mackay Engineering College**

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: [www.mec.eq.edu.au](http://www.mec.eq.edu.au)
- Facebook: [www.facebook.com/MackayEngineeringCollege](http://www.facebook.com/MackayEngineeringCollege)
- YouTube: N/A
- Instagram: N/A
- Twitter: N/A
- Other: N/A
- 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 Lisa Wakefield, Business Manager, Mackay Engineering College. Ph: 07 4898 0333 Email: [admin@mec.eq.edu.au](mailto:admin@mec.eq.edu.au).

Lisa Wakefield 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.

### 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 8 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;
  - 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: Once enrolment has ended photos may then be used in the future for promotional and marketing purposes of the MEC.

### 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.

File location: G:\Coredata\Common\Enrolments\Enrolment Forms\2025\2025 Application Form.V1docx.docx

Review Date: July 2024

Developed by: Mackay Engineering College Trade Training Centre

Approved: Business Manager MEC



## Authority To Release Information (Training Records Only)

CLIENT AUTHORITY AGREEMENT			
By signing below I give my authority for Axial Training Pty Ltd to gain and/or release relevant information regarding my enrolments, attendance, course progress, results and copies of Certificates or Statements of Attainment to the below organisation:			
<b>MACKAY ENGINEERING COLLEGE</b> ..... (Organisation Name)			
<b>Name:</b>			
<b>Date of Birth:</b>			
<b>Company Name:</b> (If applicable)			
<b>Signature:</b>		<b>Date:</b>	
PARENT/GUARDIAN AUTHORISATION (if client is under 18 years of age at time of signing)			
<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## Accredited Assessor EOI requirements

You are required to sight three **matching** original **evidence of your identity** (EOI) documents. You must also retain a copy of the EOI documents (excepting a financial institution debit/credit card) on the applicants file. You are required to keep a record that a debit/visa card was one of the original documents sighted. The three documents can be made up of:

**One category A + two category B OR Two category A + one category B**

At least one category A document must be photographic and show a full name and DOB. The personal details on the AS1 form and the details entered in the Assessor Portal (except middle name) must match the personal details recorded on the EOI documents.

Category A documents	Status
<ul style="list-style-type: none"> <li>Australian Birth Certificate - full (not an Extract or a Commemorative Certificate)</li> <li>Bicentennial Birth Certificate (born in 1988)</li> <li>Australian Citizenship Certificate/Naturalisation Certificate</li> <li>Department of Immigration and Border Protection (DIBP)                             <ul style="list-style-type: none"> <li>Certificate of Evidence of Resident Status</li> <li>Visa Evidence Card (with PLO56 Visa)</li> </ul> </li> <li>Queensland or Federal police officer photo identity card.</li> <li>Queensland High Risk Work licence (photographic)</li> </ul>	Current
<ul style="list-style-type: none"> <li>Australian Passport (including Australian Document of Identity)</li> <li>Foreign Passport</li> <li>Australian photo driver licence</li> <li>Queensland Accreditation/Authorisation (laminated)                             <ul style="list-style-type: none"> <li>Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate</li> <li>Bus; taxi; limousine driver.</li> </ul> </li> </ul>	Current or expired less than two years
<ul style="list-style-type: none"> <li>DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. <b>Note: Electronic Travel Authority (ETA) is not accepted.</b></li> </ul>	Valid up to five years after issue
<ul style="list-style-type: none"> <li>Queensland Card 18+ (laminated).</li> </ul>	Issued after 01/01/1992
Category B documents – must be Australian issued documents	Status
<ul style="list-style-type: none"> <li>Australian Defence Force photo identity card (excluding civilians)</li> <li>Australian Firearm Licence (with photo)</li> <li>Australian Security Guard/Crowd Controller Licence (with photo)</li> <li>Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card)</li> <li>Education institution student identity document (must include photo and/or signature)</li> <li>Financial institution debit/credit card (must include signature and embossed/printed name)</li> <li>Medicare card (Green, Blue or Yellow)</li> <li>Interstate government-issued or government-approved Proof of Age Card.</li> </ul>	Current

## Change of Name

If an applicant has changed their name and the name on the EOI documents are different from the name they wish the HRW licence to appear in, you will need sight and retain a copy of a change of name document. The AS1 form and the Assessor Portal must be completed in the name recorded on the change of name document.

Change of Name documents	Status
<ul style="list-style-type: none"> <li>Australian Marriage Certificate (ceremonial marriage certificates are not accepted)</li> <li>Australian civil partnership/relationship certificate</li> <li>Australian Change of Name Certificate</li> <li>Australian Birth Certificate (amended and/or with notations).</li> </ul>	Issued by relevant Registrar of Births, Deaths and Marriages
<ul style="list-style-type: none"> <li>Divorce papers Decree Nisi or Absolute (must show the name being reverted to)</li> </ul>	Issued by relevant court
<ul style="list-style-type: none"> <li>Deed Poll.</li> </ul>	Issued prior to 01/02/2004