



Wongutha CAPS

CHRISTIAN ABORIGINAL PARENT-DIRECTED SCHOOL

TRAINING FOR LIFE

PO Box 101 Gibson WA 6448
admin@wonguthacaps.wa.edu.au
Ph: 08 9075 4011 Fax: 08 9075 4019

APPLICATION FOR ENROLMENT

Wongutha CAPS is a Year 11 and 12 Vocational Boarding School for Aboriginal students. The school caters for both male and female students who are turning 16 during their first year of enrolment. Students may be considered for enrolment up to the age of 19.

Wongutha CAPS is situated near the town of Esperance WA and provides a caring and supportive environment for all students as they prepare for work and life after school.

Please complete the Student Enrolment Form below and return it to the school for processing.

It is important to note that lodgement of the application is not an offer of enrolment or notice of acceptance.

Family details should include details of parents or carers residing at the same address as the student being enrolled. Any details relating to parents not residing with the student may be included in the Parent/Guardian person details section of this form. Please place an 'X' in the box provided.

When you enrol your child at this school, please check that you have the following:

- Birth Certificate
- Apply for ABSTUDY (Online or Call 1800 137 317)
- Tax File Number (TFN)
- Unique Student Identifier (USI)
- Authorising a person or organisation to enquire (Online form SS313)
- Reference Checks: Community and School (If applicable)
- Identity document (If applicable)
- Immunisation Certificate
- Court Order (If applicable, please attach documentation)
- School Reports (Most recent)
- Disability & Learning Difficulty Documentation
- **\$250 for School Uniform**

Vision Statement:

“Wongutha CAPS equips Indigenous youth to be confident, work ready members of society. Students are encouraged to consider the Christian faith as a basis for living meaningful and purposeful lives.”

Office Use Only

Application Received: ____/____/____

FDA: ____/____/____

Birth Certificate

ABSTUDY Approved

Reference Check

School report/NAPLAN

Immunisation Record

Tax File Number

STUDENT DETAILS

Note: Lodgement of this form does not ensure enrolment. Enrolment decisions are made by the school Principal on behalf of the CAPS Board and his decision is final. You will be notified of this decision in due course.

Family Name: _____ Given Names: _____ Preferred: _____

Date of Birth: ____/____/____ Gender: M/F Religion: _____

Nationality: _____ Town of Birth: _____

Tax File Number (TFN): _____ Unique Student Identification (USI): _____

Home Address of Student: _____ Post Code: _____

Postal Address of Student _____ Post Code: _____

PARENT/ GUARDIAN DETAILS

Father/ Guardian

Title (Mr, Mrs, Ms): _____ Family Name: _____ Given Name: _____

Residential Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Contact Numbers: Home: _____ Mobile: _____

Email: _____ Fax: _____

Mother/ Guardian

Title (Mr, Mrs, Ms): _____ Family Name: _____ Given Name: _____

Residential Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Contact Numbers: Home: _____ Mobile: _____

Email: _____ Fax: _____

EMERGENCY CONTACTS

Please list contacts below whom the school can contact in case of an emergency.

First contact

Surname _____ Given Name(s): _____

Phone No#: _____ Mobile: _____ Fax: _____

Address: _____ Town: _____ Post Code: _____

Second contact

Surname _____ Given Name(s): _____

Phone No#: _____ Mobile: _____ Fax: _____

Address: _____ Town: _____ Post Code: _____

STUDENT SCHOOLING DETAILS

PREVIOUS SCHOOL: _____ PHONE NO#: _____

LAST DAY OF ATTENDANCE: ____/____/____

What is your highest COMPLETED school level: (Tick ONE box only)

- | | |
|-----------------------|--------------------------|
| Year 12 or equivalent | <input type="checkbox"/> |
| Year 11 or equivalent | <input type="checkbox"/> |
| Year 10 or equivalent | <input type="checkbox"/> |
| Year 9 or equivalent | <input type="checkbox"/> |
| Year 8 or below | <input type="checkbox"/> |
| Never attended school | <input type="checkbox"/> |

In which YEAR did you complete that school level?

Are you still attending secondary school:

- | | | |
|-----|--------------------------|---|
| Yes | <input type="checkbox"/> | Y |
| No | <input type="checkbox"/> | N |

Has the student ever been involved with the police or juvenile court system: Yes/No

If yes please explain:

STUDENT STUDY REASON

Study reasons

Of the following categories, which BEST describes, your main reason for undertaking this course/traineeship at Wongutha CAPS: (Tick ONE box only)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

LANGUAGE AND CULTURAL DIVERSITY

In which country were you born:

Australia

Other – please specify _____

Do you speak a language other than English at home:

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other – please specify _____

How well do you speak English:

Very well

Well

Not well

Not at all

Are you of Aboriginal or Torres Strait Islander origin:

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

r

Religion: _____

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition?

Yes Y
No N

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/deaf	<input type="checkbox"/>
Physical	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>
Learning	<input type="checkbox"/>
Mental illness	<input type="checkbox"/>
Acquired brain impairment	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Medical condition	<input type="checkbox"/>
Other	<input type="checkbox"/>

Note: Please provide supporting documentation or further regarding the student

SCHOOL UNIFORM

Please Note:

If Wongutha CAPS accepts your child, you will need to pay \$250 for the Uniform Package before your child travels to Esperance to attend Wongutha.

The Uniform Package includes: 2 jackets, 2 T-shirts, 1 pair track pants, 1 pair shorts

Please circle a size for school uniform: S, M, L, XL, XXL



STUDENT MEDICAL FORM:

INFORMATION REQUIRED

CONFIDENTIAL

Medicare Number: _____ **Expiry Date:** _____
Card owners name: _____
Student's name on card: _____ **Position on card:** _____
Health Care Card Number: _____ **Expiry Date:** _____

Important: Students must have these numbers & dates to visit Doctor, Chemist, and Hospital.

Has the student suffered from any of the problems below? (Circle)

Physical disabilities	Y/N	ADD or ADHD	Y/N
Sugar Diabetes	Y/N	Blackouts	Y/N
Heart problems	Y/N	Epilepsy	Y/N
Rheumatic Fever	Y/N	Phobias	Y/N
Kidney Problems	Y/N	Travel sickness	Y/N
Migraines	Y/N	Depression	Y/N
Asthma	Y/N	Ear infections	Y/N

Allergies Y/N If yes, please circle: medication, food, bees, other: _____

Any severe illness, operations or medical conditions not listed:

Immunisations Please post/fax a photocopy of student's immunisation records.

Dates of latest Tetanus/Boostrix: _____ **Dates of Flu injections:** _____

Medications? Y/N If yes, please list here _____

On arrival student must give medications (in original containers) to the hostel supervisors.

Is the student on a Closing the Gap Scheme? Yes/No

If Yes **Doctor's Name:** _____ **Phone No#:** _____

Community Health or Doctor

Name: _____

Phone No#: _____ **Fax:** _____

Address: _____

Town: _____ **Post Code:** _____

PERMISSION FOR MEDICATION TO BE GIVEN TO STUDENT BY NURSE

The following 'over the counter' medications are held in the school clinic and administered to students for the relief of minor allergies, minor pain, coughs and colds etc:

Polaramine, Phenergan, Sudafed PE (Phenylephrine), Panadol, Panadeine, Disprin, Anagrain, Mersyndol, Ibuprofen, Ponstan, Antistine
Privine eyedrops, Otrivin nosedrops, Refresh eyedrops, Senega & Guiaphenson cough mixtures, Mylanta Antacid mixture, Ural. Eardrops -
Waxsol, Auralgin, Antifungal drops. *I give permission for administration of any of above as needed for my child while in your care.*

AND

IN THE EVENT OF AN EMERGENCY and I am unable to be contacted I give consent for the School Principal or Deputy, Registered Nurse or Hostel Manager to give Informed Consent for

[Students Name] _____ *to undergo an operation including administration of anaesthetics and blood transfusions as needed.*

Parent/Guardian Name _____ **Signed** _____ **Date** _____

VOCATIONAL EDUCATION TRAINING

Wongutha CAPS has a strong focus on Vocational Education and Training and offers students the opportunity to participate in a range of different courses that will help them prepare for work in the future.

Wongutha CAPS is committed to helping students with the following:

- **Improving their Literacy and Numeracy skills**
- **Getting their Drivers Licence**
- **Accredited courses in Hospitality, Construction, Business Services, Metals and Engineering, Automotive (Mechanics), Conservation and Land Management (C.A.L.M)**
- **Work Education and Computer Skills**
- **Work Experience opportunities**
- **Oral Communication**

BUT we need YOUR HELP!

Students need to be at school every term and every day to make the most of these great opportunities.

SECURITY AND CONFIDENTIALITY

The information provided in Enrolment Forms is stored securely at the school. The management of private information is governed by Department policies to ensure security, privacy and confidentiality. Should you require any further information regarding the school's policies and procedures relating to the privacy of your information please contact the school for more details.



PO Box 101 Gibson WA 6448
Ph: (08) 9075 4011 Fax: (08) 9075 4019
admin@wonguthacaps.wa.edu.au
Location 625 Lot 3 Gibson East Road Gibson
WA 6448

NATIONAL REPORTING SECTION

PARENTS TO COMPLETE

INFORMATION REQUIRED FOR NATIONAL REPORTING PURPOSES

Does the student or their parent (s)/guardian(s) speak a language other than English at home?

What is the main language Student Parent 1/ Guardian 1 Parent 2/ Guardian

Language spoken at home? _____

What is the highest year of primary or secondary school the parent(s)/ guardian(s) has completed?

	Parent 1/Guardian 1	Parent 2/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>

(For persons who have never attended school mark Year 9 or below)

What is the highest qualification the parent(s)/guardian(s) has completed?

	Parent 1/Guardian 1	Parent 2/Guardian 2
Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/ Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (Including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
No school qualification	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of the parent(s) / guardian(s)?

Please refer to the groupings on for more information.

Parent 1/Guardian 1

Parent 2/Guardian 2

If not currently in paid work, has had a job or retired in the last 12 months, please use the person's last occupation. If the person has not been in paid work in the last 12 months, enter '8' in the box

**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

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **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]

Government administration

- **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**

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

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **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]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **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]

Arts /media / sportspersons

- **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]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **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, 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]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Form 1

Clerks, Skilled office, sales and service staff

- **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/despacher, 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]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **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]

Hospitality, office staff

- **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]

Labourers and related workers

- **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]