

Incursion Information for Parents: White Card Certification

Years 9 and 10

Dear Parents and Carers,

The following details relate to an educational Incursion for a **White Card course** to be held at Amaroo School in the Mura Burranda Room. This course is being organised for Year 9 & 10 students.

Dates: Tuesday, 30 July 2024 (Term 3, Week 2)

Time: 9am – 3pm

Purpose of Incursion: This course is mandatory for building and construction workers in the ACT to gain entry onto a construction site. By conducting these courses at the school, we are enabling students to be able to participate in work experience in these fields.

Activities: Students will have to opportunity to participate in activities within a classroom setting to develop their knowledge and understanding of the OH&S requirements for the building and construction industry. To pass all competencies, students are required to successfully complete a work booklet (hand-written) and actively participate in scenario-based activities.

Clothing and Equipment: Students are to be in Amaroo school uniform and bring a pen and charged device. Students will need their device to log-in to the CIT portal.

Group Size: min. 17 max. 25 students

Teacher in Charge: Ellie Thurston

Cost: \$75

No cash payments, Quickweb and Credit card (In person) are the only forms of payment accepted.

As this is an enrichment program that is not part of regular curriculum, it is expected that all students pay for the course in full before commencement.

The school has made every effort to keep cost for this Incursion at a minimum level. If necessary, parents or students can confidentially discuss support to meet the cost of the Incursion with the Principal. Please contact the front office if you would like to speak with the Principal.

Permission and Payment Slips to Amaroo School front office by: Wednesday, 24 July 2024

Incursion Risk Assessment: Available at the front office

Contingency: Due to the nature of this incursion if this course needs to be postponed new communication will be sent out.

Behavioural expectations: Students are expected to demonstrate our school PBL Behaviour Expectations of being a Safe, Respectful and Responsible Learner at all times.

Packing list and Additional Information:

- **Students are required to have a USI number before the commencement of the course.** They can apply for this online for no cost through the following link www.usi.gov.au. Your child's Birth Certificate is the best form of identification to use when applying for a USI. **This is to be provided Ellie Thurston or Eryn Lazarides prior to the course so that students can be enrolled.**

Students will receive their transcript electronically from CIT and will be required to download it from the e-quals portal. CIT will email students instructions on this process. **Students are required to apply for their White Card via Access Canberra within 60 days of receiving their transcript.**

Staff accompanying students on Incursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities. Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an Incursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.

Kind Regards,

Ellie Thurston and Eryn Lazarides
Teacher

Incursion Permission Note for Parents: White Card

I give permission for my child _____(Full name) in year _____ to attend the Amaroo School incursion to complete the **White Card** course on **Tuesday, 30 July 2024** and other details as outlined in the Incursion Information for Parents (including contingency plans).

I agree to my child participating in the activities associated with this incursion mentioned previously. I have discussed with my child the need for expected behaviour on this incursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this incursion.

Name of Parent/Carer: (please print) _____

Contact Number: _____

Signature: _____ Date: _____

PAYMENT SLIP

I am paying the amount of \$ 75 Student Name: _____

Please note that Sentral Pay by EziDebit (Preferred Method), Quickweb and Credit Card are the only three forms of payment that can be accepted.

- Sentral Pay by EziDebit –
Payment made on _____ (date) _____ (reference no.)
- Quickweb - **Payment made on** _____ (date) _____ (reference no.)
This is a Westpac online payment option accessed through the school website that makes a payment direct to the school's bank account. Payments can be made using a Visa or Mastercard for any school event or contribution. Please use the FEE CODE below and your child's Student Key as your reference. Student Key is usually the first 5 letters of the student's surname and the first letter of their first name.
- Credit Card – Payments may be made in person at any time between 8.30am – 3pm at the office.

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in incursions and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the incursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the incursion to appropriately and effectively manage the incursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website (www.det.act.gov.au) on the About Us page.

Office Use Only:

NAME OF INCURSION: White Card

FEECODE: Whitecard

ACCOUNT: 2310