



## VCEPP303 ENROLMENT POLICY AND PROCEDURE

### PURPOSE

North Melbourne Grammar College (NMGC) is a Senior Secondary provider operating in North Melbourne. This Enrolment Policy reflects the College's commitment to ensure a fair and transparent approach to enrolment at the College.

Enrolment decisions are made by the Principal and their delegates in line with this policy; however, the College reserves the right to exercise discretion in its response to the pastoral needs of individual families.

This policy governs the admission of students to all North Melbourne Grammar College's (NMGC) VCE programs, and includes all categories of students, including domestic and international students.

NMGS is committed to providing the applicant sufficient information to enable them to make informed decisions about studying in Australia.

### SCOPE

This policy applies to all prospective and current students of any of the programs operated by NMGC staff and enrolling students.

### DEFINITIONS

<b>NMGC or College</b>	North Melbourne Grammar College
<b>Domestic student</b>	A student who is an Australian citizen, an Australian Permanent Resident (includes holders of all categories of permanent resident visas including humanitarian visas) or a New Zealand citizen
<b>DET</b>	Department of Education and Training
<b>International student</b>	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
<b>National Code of Practice</b>	The National Code of Practice 2018 is a set of national standards that governs the protection of overseas students and the delivery of programs to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a Student Visa
<b>Agent</b>	A representative who acts on behalf of NMGC to recruit international students
<b>Confirmation of Enrolment (CoE)</b>	An official form issued to an international student to confirm that they have been accepted into a course of study at an Australian institution for a specific start and end date
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>VCE</b>	Victorian Certificate of Education
<b>RPL</b>	Recognition of prior learning
<b>Written agreement</b>	VCETEM30302 Letter of Offer and Acceptance of Offer



## POLICY PRINCIPLES AND STATEMENT

### PRINCIPLES

NMGC applicants are assessed and admitted using fair, equitable and transparent criteria.

Selection and entry to programs at NMGC is based on principles of:

1. Academic merit
2. English language proficiency
3. Access and Equity

NMGC anticipates it will have limited places that can be offered each year. It is possible that the number of applicants will outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the College.

Due to the possibility of limited places, applicants may not be offered a place. An Application for Enrolment does not guarantee an offer of a position at the College.

Offers of places are made at the discretion of NMGC and the College reserves the right to lawfully refuse any application for enrolment without providing a reason.

At the discretion of NMGC, some applications may be given preference after taking into account the following factors:

- siblings of current or past North Melbourne Grammar College students (when relevant);
- children of past NMGS students (when relevant);
- children of current NMGC employees;
- the ability of the applicant to benefit from the education offered by the College;
- where appropriate the past academic progress and the level of intended involvement in co-curricular activities such as sport, music, performance and community service;
- where appropriate, the willingness of the student to make a contribution to the broader life of the College

### STATEMENT

Under this Policy, NMGC will actively ensure it is operating in compliance with Standards 2 and 3 of the ESOS Code (2018).

1. All students or intending students must enter into a written agreement with NMGC as part of the formalisation of their enrolment, prior to acceptance of fees.
2. All Students must comply with all conditions placed on their student visa, students will inform NMGC of any change of addresses, phone numbers, email, emergency contact information or other contact details within 7 days after changes occur (or prior to making a change if the student is under 18 years).
3. The written agreement will adhere to all requirements in the ESOS Act, and additionally, must include the following information in plain English:
4. Outline of the course or courses in which the student is to be enrolled
  - a. Expected course start date and the location(s) of course delivery
  - b. Any and all modes of study for the course, including, if applicable, compulsory online tasks, work-based training requirements, placements, and/or any other community-based learning or collaborative research arrangements.
  - c. A complete outline of any prerequisites necessary to enter the course or courses, including English language requirements and any conditions imposed on the student's enrolment.
  - d. All fee payable information, including tuition fees and the periods to which those tuition fees relate.
  - e. Payment options (including, if permitted under the ESOS Act, that the student may choose to pay more than 50% of their tuition fees before their course commences)
  - f. Details of any potential non-tuition fees the student may incur, including:
    - i. as a result of having their study outcomes reassessed,
    - ii. deferral of study, fees for late payment of tuition fees,
    - iii. any other circumstances in which additional fees may apply



- g. Provide a privacy statement stating circumstances in which personal information about the student may be disclosed by NMGC, the Commonwealth (including the TPS), or state or territory agencies, in accordance with the Privacy Act 1988
- h. Complaints and appeals methods including internal and external processes, in accordance with Standard 10 Complaints and appeals (*see VCEPP308 Complaints and Grievance Policy and Procedure*)
- i. State the responsibility of the student for keeping a copy of the written agreement, and receipts of any payments of tuition fees or non-tuition fees
- j. Written agreements will contain a requirement of the overseas student that, throughout their studies, they must notify NMGC of the following:
  - i. Student contact details; email, phone and residential address
  - ii. Emergency contact details
  - iii. Update these required details within 7 days of any changes
- k. The agreement will supply links only to supplementary material

#### 5. Complaints and Appeals:

NMGC has *VCEPP308 Complaints and Grievance Policy and Procedure* in place and always take complaints and appeals seriously. The procedures for complaints and appeals will be fair, objective and accessible. Anyone wishing to make a complaint or grievance against any other person associated with the College or against the College should collect a Complaint/Grievance Form from Reception (or ask for it to be emailed to you).

a. The following is an outline of the Complaints and Appeals Process:

1. Initial Review of the Complaint Appeal - This is by way of a conversation with the College Staff
2. Lodgement of Complaint / Appeal - This is by way of the Complaints, Appeals and Grievances Form
3. Processing the Complaint / Appeal - Documentation is reviewed, relevant conversations had with those involved, the outcome advised to the student and a letter is provided to the student noting the complaint details and the outcome provided.
4. Conduct a Reassessment (Appeal only) - Where a student has appealed an assessment outcome decision and wishes to be reassessed, NMGC will arrange for the reassessment to occur.
5. Finalising the Complaint / Appeal - All necessary documentation has been completed, outcome provided and details are then added into the Student Management System and a hard copy is kept in the Students file
6. Referral to an external body for a Complaint / Appeal - If requested by the student, NMGC will provide the contact details of external bodies who can assist them further with their Complaint / Appeal.

6. The course/s a student enrolls in at North Melbourne Grammar College will be:

- a. Delivered at 41 Boundary Road, North Melbourne Victoria 3031
- b. Classroom based (face to face teaching)

7. Payment options (as noted in the NMGC letter of Offer - Payment Schedule and Terms of Offer)

- a. Students (parents), if they wish, can choose to pay for more than one semester at any given time (e.g. paying more than 50 percent of their tuition fees before the course commence). The money will be held in the trust account and used as required when the semester fees falls due.

8. Refunds information (2.1.7)

The following information is included within the Letter of Offer and Acceptance of Offer, as a requirement of the ESOS Act, relating to refunds and default at the course location:

- a. Details of any amounts of monies to be paid or not repaid to the overseas student, whether or not these amounts are tuition fees, including those monies collected by education agents on behalf of the NMGC
- b. processes for claiming a refund
- c. specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement
- d. clear explanation of what happens should a course not be delivered, including the role of the TPS (see Tertiary Protection Scheme section of this policy,)



- e. a statement to the effect *“This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies”*
  - f. It is the responsibility of the student to keep a copy of all written agreements provided by The College as well as any receipts for payments made for tuition or non-tuition fees.
9. Written agreements between NMGC and any student who is under 18 years of age must be signed by a parent or legal guardian of that student.
10. Accepted written agreements may be submitted in person, by email, post, or by facsimile.
11. NMGC will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student.
12. For acceptance of course monies please refer to **VCEPP905 NMGC Fee Management Policy and Procedure**
13. Applicants with a disability should indicate on their application their disability status and may be asked to provide further details in order for NMGC to assess their special study requirements.
14. Basis of admission
- a. Applicants will be assessed against the Academic and English language entry requirements outlined in the **Eligibility for Entry Criteria (Appendix A)**. Applications received that do not meet standard entry requirements will be assessed on a case by case basis.
  - b. Verification of qualifications
    - i. All applications must be accompanied by true and certified copies of documents detailing the most recent academic qualifications and results. Agents are authorised to certify documents for this purpose.
    - ii. The authenticity of documents will be verified by NMGC Admissions
15. Access and equity
- a. Special entry
    - i. NMGC may recognise alternative forms of qualification for entry which are targeted at improving access to students who have experienced disadvantage in accessing and participating in education and may provide special variations to the Admissions Entry Criteria to meet the need of individuals considered on a case by case basis
    - ii. Students granted special admission will be provided with appropriate academic support
16. Age
- a. Adult entry
    - i. Students who are 18 years of age or older may qualify for adult entry. The student is classified as an ‘adult returning to study’ (i.e. they are at least 18 years of age on January 1 in the year of enrolment and have been out of school for at least a year.
  - b. School age
    - i. The student is of school age and is completing their schooling. This category of students may include both domestic and international students.
    - ii. International students who are admitted to NMGC and are under the age of 18 at the time of acceptance of the offer will be required to demonstrate acceptable living and welfare arrangements, as required under the National Code of Practice (Standard 5) before commencing their program of study.
17. **Acceptance**

Upon receipt of signed Acceptance forms, evidence of payment and the conditions of enrolment being met, all students will receive Confirmation of Enrolment and orientation information.

**a. Confirmation of Enrolment (CoE)**

- i. Students who have an offer issued, have signed the acceptance and have made payment will be issued a CoE. Issuance of a CoE is independent of the issuance of a visa. Students who have not been granted a visa will be refunded in accordance with the **VCEPP304 Refund Policy and Procedure**.

**b. Withdrawal from Offer (students)**

- i. Students who have accepted an offer and have not paid their fees can withdraw at any time.
- ii. Students who have paid their fees but have not yet commenced can withdraw at any time and will be reimbursed in accordance with the **VCEPP304 Refund Policy and Procedure**.

**c. Withdrawal of Offer (NMGC)**

- i. NMGC reserves the right to rescind an offer of admission and will notify the student accordingly in writing.



**d. Re-admission**

- i. A student who has been precluded from a program may apply for re-admission. Re-admission into a NMGC program will be at the discretion of the NMGC Principal.

**e. Provision of false or misleading information**

- i. Students who provide fraudulent documents or false, misleading or incomplete information on their application may have their offer or enrolment cancelled without notice.

**f. Deferment**

- i. Prior to commencement an applicant may seek to defer commencement of studies until a subsequent semester. Full details regarding this process may be accessed through the **Deferral, Suspension and Cancellation Policy**.

**g. Late and non-arrivals**

- i. Students who have been issued with a CoE but do not arrive in time to commence their program will be notified that their CoE has been cancelled, and asked to defer to the next appropriate intake.

**h. Sponsored applicants**

- i. Where the applicant is sponsored, an acceptable sponsor financial guarantee is required in lieu of fees being paid.

**18. Tuition Protection Scheme (TPS), International Students**

- a. If NMGC is unable to deliver the program, under the Australian Government's Tuition Protection Scheme (TPS), students will be offered enrolment in a suitable alternative program, or a full refund of fees in accordance with the **VCEPP304 Refund Policy and Procedure**.

**19. Recognition of prior learning (RPL) or Course Credit - *please refer to Course Credit Policy and Procedure***

- a. NMGC is not able to authorise Course Credit Arrangements for students enrolling in the VCE program.
- b. The VCAA is the only body able to authorise Course Credit arrangements.
- c. The following is an outline for applying for course credit / RPL:
  - i. Approach the principal and provide relevant details / documents for previous course completion
  - ii. The principal will assess and consult with VCAA
  - iii. The VCAA will inform the student and the college of the outcome of the application
  - iv. The College will keep these records on the students file for 2 after the student has left the college

**20. Disposal of Information**

- a. Records are disposed of in accordance with NMGC's **VCEPP411 Maintaining Student Record Policy and Procedure**

**21. Data Required by State and Federal Governments**

Commonwealth and State Government data requirements make it necessary for the College to maintain accurate information on:

- a. Student's age, gender, year level, Indigenous status and full/part-time status (among other things);
- b. Parental Occupations, Parental School Education, Parental Non-School Education, parental Indigenous status
- c. Main language/s spoken at home and country of birth

Therefore, the College will:

- d. ensure that relevant staff understand why this data is needed and the benefits of ensuring there are no errors in data logged onto our Student Enrolment Register
- e. clearly explain to parents the importance of correctly completing the parent information form – particularly the main Application Form that will be completed once the Registration of Interest has taken place.

The College will:

- f. check all incoming applications to ensure the data required is present
- g. Complete the VCE Enrolment Form to correlate data provided and supplement data
- h. regularly check relevant data (see point 6.2 above) to ensure data is up-to-date and accurate
- i. contact parents when occupation and/or education data is missing, incomplete or unclear
- j. keep records to explain any changes or updates to data submitted by parents.





ENROLMENT PROCEDURES	
Who	Actions
Student	A. Makes a request for course information
Agent / Business Development Officer	<p>B. Provides course information to student by:</p> <ul style="list-style-type: none"> <li>a. Referring student to website with instructions to access the read the following documents: <ul style="list-style-type: none"> <li>i. <b>Pre enrolment Handbook</b> <small>(2.1.1)</small></li> <li>ii. <b>Course Guide</b> <small>(2.1.3)</small></li> <li>iii. <b>Fee Structure</b></li> <li>iv. <b>Accommodation Options</b></li> </ul> </li> <li>b. A description of the ESOS framework made available electronically by DEST, <small>(2.1.9)</small></li> <li>c. Relevant information on living in Australia, including: <ul style="list-style-type: none"> <li>i. Indicative costs of living</li> <li>ii. Accommodation options, <small>(2.1.2, 2.1.4)</small></li> </ul> </li> <li>d. Informing student of the course entry requirements, including minimum English level <small>(1.2.3)</small></li> <li>e. Providing student with a sample timetable <small>(2.1.3)</small></li> <li>f. Providing the Application to study form, including: <small>(2.1.10)</small> <ul style="list-style-type: none"> <li>i. VCEFOR30302 NMGC Application Form – Form A (Additional Parent/Guardian Form)</li> <li>ii. VCEFOR30303 NMGC Application Form – Form B (Student Special Circumstances Form)</li> <li>iii. VCEFOR30304 NMGC Application Form – Form C (Student Learning Accommodation Form)</li> <li>iv. VCEFOR30305 NMGC Application Form – Form D (Allergy/Anaphylaxis Information Form)</li> <li>v. VCEFOR30306 NMGC Application Form – Form E (Other Medical Information Form)</li> <li>vi. VCEFOR30307 NMGC Application Form – Form F (Risk Assessment Form)</li> <li>vii. VCEFOR30308 NMGC Application Form – Form G (Guardianship Form)</li> <li>viii. VCEFOR30309 NMGC Application Form – Form H (Accommodation Form)</li> <li>ix. VCEFOR30310 NMGC Application Form – Form I (Arrival Confirmation Form)</li> <li>x. VCEFOR30313 NMGC Application Form – Form IJ (Application For Administration Of Medication Form)</li> </ul> </li> </ul>
Student	C. Forwards the completed Application to Study form including supporting documents to the NMGC admissions office.
Business Development Officer	<p>D. The BDO reviews the application to ensure it is suitable, accurate and complete as per the <b>VCEFOR30311 NMGC ADMISSION CHECKLIST</b>:</p> <ul style="list-style-type: none"> <li>a. verification of student identity;</li> <li>b. verification of student address;</li> <li>c. medical/emergency information and needs (if applicable) – including <i>VCEFOR30313 NMGC APPLICATION FOR ADMINISTRATION OF MEDICATION FORM</i>;</li> <li>d. disability and other support requirements;</li> <li>e. ACIR Immunisation Records (where relevant);</li> <li>f. any family law orders, AVOs etc.;</li> <li>g. verification of student’s qualifications (e.g. Academic Reports);</li> </ul>



	<ul style="list-style-type: none"> <li>h. verification of the student's English language proficiency levels (e.g. IELTS report or equivalent);</li> <li>i. homestay and guardianship details (if applicable);</li> <li>j. agent details (if applicable);</li> <li>k. the risk posed by the student to other students.</li> <li>l. If the BDO deems the Application suitable, the Application documents including the <b>VCFOR30311 NMGC ADMISSION CHECKLIST</b> is passed on to the College Principal or VCE Coordinator.</li> </ul>
<p><b>NMGC Principal / Delegate</b></p>	<ul style="list-style-type: none"> <li>E. The Principal (or delegate) will assess the appropriateness or otherwise of the applicant based on the following merits: <ul style="list-style-type: none"> <li>a. each enrolment application is to be assessed to ensure that the student's qualifications, experience and English language proficiency are appropriate for the course.</li> <li>b. applicant's previous educational qualifications (either obtained in Australia or overseas) are appropriate for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the VCE.</li> <li>c. If the applicant's educational qualifications do not meet the College's admission requirements, other factors may be considered at the discretion of the College. Verified evidence of these other factors must be included with the application. These other factors may include but are not limited to: <ul style="list-style-type: none"> <li>i. Mature age, and or proof of being 18 years or older at the proposed date of commencement,</li> <li>ii. Work experience,</li> <li>iii. Attitude and aptitude,</li> <li>iv. Previous academic results,</li> <li>v. Attendance / participation rate in the previous college,</li> <li>vi. Ability and skills to function in an academic environment,</li> <li>vii. Possibility to succeed in his/her academic endeavours.</li> </ul> </li> <li>d. Having arrived at an admission decision for the applicant's educational qualifications, the English language skills (language and literacy) will be assessed. If the student has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course. If not, the student may be referred to an English Language course prior to commencement of the VCE program.</li> </ul> </li> <li>F. NMGC records the applicant's suitability and passes on the application documents, including the <b>VCFOR30311 NMGC ADMISSION CHECKLIST</b>, to the BDO for processing.</li> </ul>
<p><b>Business Development Officer</b></p>	<ul style="list-style-type: none"> <li>G. If the application is deemed suitable by the NMGC's Principal, a Letter of Offer is issued ( including the Acceptance of Offer and Terms of Offer) <ul style="list-style-type: none"> <li>a. Information about the grounds on which the student's enrolment may be deferred, suspended or cancelled <sup>(2.1.8)</sup></li> <li>b. If the VCFOR30311 NMGC ADMISSION CHECKLIST contains any pre enrolment conditions this must be included in the Letter of Offer</li> </ul> </li> <li>H. If deemed not suitable, the applicant is informed that the College cannot accept the Application using the <b>VCETEM30301 NMGC APPLICATION NOT ACCEPTED LETTER</b>.</li> </ul>
<p><b>Student</b></p>	<ul style="list-style-type: none"> <li>I. Signs the Acceptance of Offer and pays the deposit as per the Letter of Offer.</li> <li>J. Forwards the Acceptance of Offer and evidence of payment to the BDO.</li> </ul>



<p><b>Business Development Officer</b></p>	<ul style="list-style-type: none"> <li>K. Checks the received documents and evidence of payments for compliance</li> <li>L. Checks to see if the student is a past student (check PRISMS, SMS).</li> <li>M. Checks to see if student details are on PRISMS, SMS.</li> <li>N. If not in PRISMS creates new ECoE or ECoE's</li> <li>O. Sends ECoE to student or agent for visa application</li> <li>P. Forwards all documents, including the ECoE's, to the NMGC Enrolment / Welfare officer.</li> </ul>
<p><b>NMGC Enrolment / Welfare officer</b></p>	<ul style="list-style-type: none"> <li>Q. Uploads all student documents to SMS.</li> <li>R. Enrolment date entered into SMS is to match course start date on CoE.</li> <li>S. CoE date in SMS is to be date CoE is issued.</li> <li>T. Expected start date is to match CoE course start date</li> <li>U. Expected end date is to match CoE course end date</li> <li>V. Finalises payment options; refers to Finance Manager.</li> <li>W. Processes payment (as applicable).</li> <li>X. Give SMS invoice to Finance for creation in Finance system.</li> <li>Y. Creates a Student file (See <b>Records Management procedures</b>).</li> <li>Z. Files student file.</li> </ul>
<p><b>NMGC Enrolment / Welfare officer</b></p>	<ul style="list-style-type: none"> <li>a) Enrolment / Welfare officer advises NMGC Principal of new enrolment and group number via email.</li> <li>b) Enrolment / Welfare officer, in consultation with the Principal, groups students into appropriate group and inside SMS.</li> <li>c) Enrolment / Welfare officer advises student of the orientation date</li> <li>d) Generates new attendance form from SMS for group, including the new student to existing group attendance form ( if applicable) .</li> </ul>
<p><b>NMGC Welfare officer</b></p>	<ul style="list-style-type: none"> <li>1. Student attends orientation</li> <li>2. Student completes the <b>VCEFOR30314 STUDENT ENROLMENT DATA FORM</b> to gather the data we need as part of the enrolment data. NMGC have done this because Agents and Parents indicated giving all of the enrolment prior to enrolment was difficult and they struggled to understand it. Students are taken through the data step-by-step and additional forms are completed if needed. This process becomes a good check of enrolment data. All inconsistent data is checked.</li> <li>3. Data gathered from the VCEFOR30314 STUDENT ENROLMENT DATA FORM is checked against the SMS and discrepancies are rectified.</li> <li>4. The VCEFOR30314 STUDENT ENROLMENT DATA FORM is <b>uploaded into SMS</b>.</li> </ul>





## RELATED DOCUMENTS

This document forms part of the Policy and Procedure Framework of NMGC. It should be read in conjunction with other documents in Section 3 – Enrolment Processes.

VCEPP401 NMGC Teaching & Learning Policy

- VCEPP402 NMGC Assessment & Reporting Policy
- VCEPP404 NMGC Subject Selection Policy
- VCEPP405 NMGC Disability Access and Equity Policy and Procedure
- VCEPP406 NMGC Learning Support Policy
- VCEPP407 NMGC Reasonable Adjustment Policy and Procedure
- VCEPP411 Maintaining Student Record Policy and Procedure
- Complaints and Appeals Policy
- Fees and Charges Policy
- Refund Policy
- Deferral, Suspension and Cancellation Policy
- Archives and Records Management Policy and Procedures.
- VCETEM30302 Letter of Offer
- VCEFOR30311 NMGC Admission Checklist
- Course credits policy and procedure
- English language proficiency policy and procedure
- Student Handbook/Pre-arrival Guide
- Application to study form including :
  - VCEFOR30302 NMGC Application Form – Form A (Additional Parent/Guardian Form)
  - VCEFOR30303 NMGC Application Form – Form B (Student Special Circumstances Form)
  - VCEFOR30304 NMGC Application Form – Form C (Student Learning Accommodation Form)
  - VCEFOR30305 NMGC Application Form – Form D (Allergy/Anaphylaxis Information Form)
  - VCEFOR30306 NMGC Application Form – Form E (Other Medical Information Form)
  - VCEFOR30307 NMGC Application Form – Form F (Risk Assessment Form)
  - VCEFOR30308 NMGC Application Form – Form G (Guardianship Form)
  - VCEFOR30309 NMGC Application Form – Form H (Accommodation Form)
  - VCEFOR30310 NMGC Application Form – Form I (Arrival Confirmation Form)
  - VCEFOR30313 NMGC Application Form – Form IJ (Application For Administration Of Medication Form)
- VCEFOR30311 NMGC Admission Checklist
- VCEFOR30314 Student Enrolment Data Form

## LEGISLATIVE CONTEXT

The following legislation applies:

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’ Standard 2
- Migration Act 1958 and its Regulations and various state and territory legislation relevant to the education and training of overseas students.
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Charter of Human Rights & Responsibilities Act 2006 (Vic)
- Age Discrimination Act 2004 (Cth)
- Equal Opportunity Act 2010 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Privacy Amendment (Private Sector) Act 2000 (Cwlth)/Related Victorian Legislation.
- Multicultural Victoria Act 2004 (Vic)
- The Victorian Education and Training Reform Regulations 2007



- Privacy Act 1988 (Cth)
- Health records Act 2001
- Information Privacy Act 2000 (Vic)
- Freedom of Information Act 1982 (Cth)

## RESPONSIBILITIES

Role within NMGC	Area of responsibility
<b>Principal</b>	Approval Authority
<b>Principal</b>	Development/Review
<b>Compliance Manager</b>	Monitoring and Evaluation
<b>Compliance Manager</b>	Compliance
<b>Principal</b>	Implementation

Principals must:

- Implement this policy and procedure
- Monitor the implementation of this policy and procedure

Students must:

- abide by this policy and procedure at all times

Administration Officers / BDOs must:

- implement this policy and procedure

Enrolment Officer / Welfare Officer must:

- implement this policy and procedure

Authorised by	NMGC Committee of Management
Effective date	October 2018
Version	V2.4
Review date	October 2020 The policy review should be scheduled 2 years from the approval date