



The Best Path to Your Success

IESC

International Education Specialist College Pty Ltd T/A IESC

ABN: 35 603 027 470

CRICOS Provider No.:03421K

Address: Level 5, 140 Elizabeth St. Sydney, NSW 2000

Tel: +612 8068 4336

Guardian/ Carer Form

International Education Specialist College Pty Ltd T/A IESC requires all students under 18 years of age to have a guardian/carer. This person must either be a relative 21 years of age or over, and nominated by the parents (a brother, sister, step-parent, step-brother, step-sister, grandparent, aunt, uncle, niece or nephew, step-grandparent, step-aunt, step-uncle, step-niece or step-nephew) or the homestay parent approved through IESC. Students over 18 years must provide a contact person in case of emergency.

Students under 18 years of age must either live in homestay accommodation approved by IESC, or in the care arrangements nominated by the parents in accordance with the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) requirements.

The guardian/carer undertakes to perform the following:

- Maintain regular contact with the student and liaise with IESC, and parents;
- Ensure that the student attends regularly and punctually. Student visas require a minimum of 80% attendance and failure to meet attendance requirements can lead to the cancellation of student visas;
- Notify IESC of any changes to the student's address or living arrangements within 7 days. This notification must be in writing and provide full details of the new arrangements, and must comply with IESC requirements;
- Contact the parents and IESC in case of accident/serious illness or medical emergency;
- Assist the student to seek any necessary medical attention and ensure proper medical certification is obtained in case of absence;
- Inform the parents promptly in the event of any problems, discuss solutions with parents and act promptly on their advice;
- Write to or telephone IESC to ask for leave for the student for medical/dental or any appointments, specifying the dates and times of the absence;
- Liaise with IESC concerning behavior, conduct or any issues which may affect the student's progress;
- Attend school meetings such as parent/teacher interviews, subject selection meetings and other IESC meetings deemed necessary by the Principal/Institute Director on behalf of the parents;
- Assist the student to understand school and visa requirements and abide by them.

NOTES: Both a parent and the guardian/carer must sign the following declaration. Under the NSW Child Protection Act (1998) all guardian/carers must complete the attached Prohibited Employment Declaration.

* Parent and guardian/carers, please make a copy for your reference.



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Guardian/ Carer Form

Please print details in ENGLISH

A. PARENT DECLARATION

I _____ appoint _____
(Name of Parent in full) (Name of Guardian/Carer)

My relationship to the Student is: Mother / Father (please circle one)

Address: _____

Tel: (H) _____ (Mobile): _____

Email: _____

Signed: _____ Date: _____

B. GUARDIAN/CARER DECLARATION

I _____ accept the responsibility as the Guardian/Carer
(Name of Guardian/Carer)

For _____
(Name of Student)

Guardian's Name: _____ Date of Birth: _____

Relationship to Student: _____

Address: _____

Tel: (H) _____ (Mobile) _____

Email: _____

Signed: _____ Date: _____

Notes: If the Guardian/Carer is in Australia on a visa, please provide a copy of the passport and current visa.



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ATTACHMENT 4
PROHIBITED EMPLOYMENT DECLARATION



Child Protection (Prohibited Employment) Act 1998

The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a registrable person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment for 12 months or more, even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment, where at least one of the essential duties of the position, involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
in pre-schools, kindergartens and child care centres (including residential child care centres)
in schools or other educational institutions (not including universities)
in detention centres (within the meaning of the Children (Detention Centres) Act 1987)
in refuges used by children
in wards of public or private hospitals in which children are patients
in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
in any religious organisation
in any entertainment venues where the clientele is primarily children
as a babysitter or childminder that is arranged by a commercial agency
involving fostering or other child care
involving regular provision of taxi services for the transport of children with a disability
involving the private tuition of children
involving the direct provision of health services
involving the provision of counselling or other support services for children
on school buses
at overnight camps for children.



Under this Act:

- it is an offence for a prohibited person to apply for, undertake or remain in child related employment.
employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare if they are a prohibited person or not.
All child-related employees must inform their employers if they are a "prohibited person" or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded.
penalties are imposed for noncompliance.

I am aware that I am ineligible to apply for, undertake or remain in, child related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998 or if I am a "registrable person" under the Child Protection (Offenders Registration) Act 2000.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child related employment.

Name Signature Date

Notes: Seek legal advice if you are unsure of your status as a prohibited person.

Commission for Children and Young People Tel: 02 9286 7220 Fax: 02 9286 7201 www.kids.nsw.gov.au/check