SECRETARY’S INSTRUCTION

NO 1 FOR ATTENDING STATE SCHOOL AFTER COMPULSORY EDUCATION (YEAR 13 ENROLMENT)

Statement

This Secretary’s Instruction outlines the application process for a youth or person who is not a child and who has completed his or her Approved Learning Program to enrol at State school for the purposes of undertaking further education (commonly known as Year 13) and how such applications are to be assessed by a Principal.

Date published: September 2017
Secretary’s Instruction No 1 for Attending State School after compulsory education (Year 13 Enrolment)

I, Jenny Gale, being Secretary of the Department of Education, make the following instruction for the purposes of section 95 of the Education Act 2016.

1. Purpose

1.1 The purpose of this Secretary’s Instruction is to specify:

a. the application process for a youth or person who is not a child and who has completed his or her Approved Learning Program to enrol at a State school for the purposes of undertaking further education (commonly known as Year 13); and

b. how such applications are to be assessed by a Principal.

2. Scope

This Instruction applies to all State schools that offer Years 11 and 12.

This Instruction comes into effect on 10 July 2017.

3. Instructions

3.1 Applications for Year 13 Enrolment

3.1.1 A youth or person who is not a child who has completed his or her Approved Learning Program in the year immediately prior, may apply to a Principal to enrol at a State school for the purposes of undertaking further education. The application must be:

a. made in writing to the Principal of a school in which the youth or person who is not a child wishes to enrol; and

b. completed by the youth, or parent of the youth (where applicable), or person wishing to enrol who is not a child, using the form approved by the Secretary.

3.1.2. Principals may request evidence from the applicant or the applicant’s current or former school or Approved Learning Program provider to support his or her consideration of the Year 13 application, which may include but is not limited to:

a. the applicant’s attendance patterns during Years 11 and 12;
b. the applicant’s compliance with the current or most recent previous school’s behaviour policy;
c. a letter of support from Principals or teachers from current or most recent school;
d. whether alternative education opportunities to fulfil the Proposed Learning Program have been explored (e.g. TasTAFE programs, preparatory university courses).

3.2 Assessment and determination of an application

3.2.1. In assessing an application for an enrolment in Year 13 a Principal is to determine whether the youth or person who is not a child:

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a. would improve his or her educational attainment for the purposes of transitioning into further education, training or employment by completing the Proposed Learning Program;
b. has a Proposed Learning Program for Year 13 that has been agreed to by the youth or person and his or her parent (where applicable);
c. has a Proposed Learning Program that can be expected to be completed by the youth or person within not more than four consecutive terms of full time study;
d. has a current Registration to Work with Vulnerable People (RWVP) in instances where they are over the age of 18 years and they were not in a Tasmanian State school in the year immediately prior to the year in which the application relates.

3.2.2. Unless otherwise authorised by the Secretary, applications must not be approved where a youth or person who is not a child:
a. has completed a TCE or TCEA; or
b. has completed a Year 13 Approved Learning Program; or
c. has unsuccessfully completed a Year 13 Approved Learning Program within the required four consecutive terms of full-time study except where the Year 13 Approved Learning Program was not completed due to exceptional circumstances.

3.3. Notification of a decision

3.3.1 Once a Principal has determined that an application should be granted or not the Principal must notify the applicant, and parent if applicable, of the decision as soon as practicable.

4. Definitions

As per the Education Act 2016

**Year 13 means** where a youth or person who is not a child who has completed his or her Approved Learning Program undertakes further education at a school for not more than four consecutive terms of full-time study.

5. Details

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<th>Secretary Authorisation:</th>
<th>Jenny Gale</th>
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<tbody>
<tr>
<td>Date authorised:</td>
<td>12 September 2017</td>
</tr>
<tr>
<td>Contact Officer Business Unit:</td>
<td>Education Act Implementation</td>
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<tr>
<td>Contact Business Unit email:</td>
<td><a href="mailto:edact@education.tas.gov.au">edact@education.tas.gov.au</a></td>
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6. History of Changes

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<td>1</td>
<td>New <em>Education Act 2016</em>.</td>
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<td>Inclusion of Secretary approval for special circumstances</td>
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