

YERONGA STATE HIGH SCHOOL

VET Student Handbook 2025



ROBLIN, Domini (drobl1)

Handbook Disclaimer

This Student Handbook contains information that is correct at the time of printing. Changes to legislation and/or Yeronga State High School policy may impact on the currency of information included. Yeronga State High School reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting Yeronga State High School.

This handbook has been prepared as a resource to assist students to understand their obligations and also, those of Yeronga State High School. Please carefully read through the information contained in this guide. All students need to read, understand, be familiar with, and follow the policies and procedures outlined in this Handbook. Any queries can be directed to:

Yeronga State High School

Address: 159 Villa St, Yeronga QLD 4104, Australia

Telephone: (07) 3249 1400

Email: office@yerongashs.eq.edu.au

Important Details



Registered Training Organisation (RTO) Details:

Head Office: **Yeronga State High School**

RTO Code: 30460

159 Villa St

Yeronga, 4104, QLD

T: (07) 3249 1400

E: office@yerongashs.eq.edu.au

W: <https://yerongashs.eq.edu.au/Pages/default.aspx>

The Queensland Department of Education - Trading as Education Queensland International. CRICOS No: 00608A

Your Details: *[to be completed by the student]*

Name:	
Address:	
Phone contact:	
Email:	
Course of study:	
My trainer name:	
My assessor name:	

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Welcome

Congratulations on your choice to undertake a qualification with Yeronga State High School.

This booklet and induction course will:

- Give you important information about VET (Vocational Education and Training)
- Explain your rights and responsibilities
- Explain policies and procedures in the school related to VET

If you have any questions ask your VET Teacher or visit the VET Coordinator/Senior Schooling HOD in the Library.

About Us

As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications in:

- AHC21621 – Certificate II in Landscaping (year 12, 2025)
- AHC21624 – Certificate II in Landscaping (Year 11, 2025)
- BSB30220 – Certificate III in Entrepreneurship and New Business
- CPC10120 – Certificate I in Construction
- CUA31120 - Certificate III in Visual Arts
- CUA31020 – Certificate III in Screen and Media
- FNS10120 – Certificate I in Basic Financial Literacy
- FNS20120 - Certificate II in Financial Services
- FSK20119 – Certificate II in Skills for Work and Vocational Pathways
- MSF20522 – Certificate II in Furniture Making Pathways
- MEM30116 – Certificate III in Process Manufacturing
- 22473VIC – Certificate II in General Education for Adults

In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our RTO provider code is 30460.

Our courses are delivered by appropriately qualified and experienced trainers, and through a variety of methods. We offer training sessions via:

- Face-to-face support
- Simulated workplace
- Classroom lessons
- Online modules, and
- A combination of the above

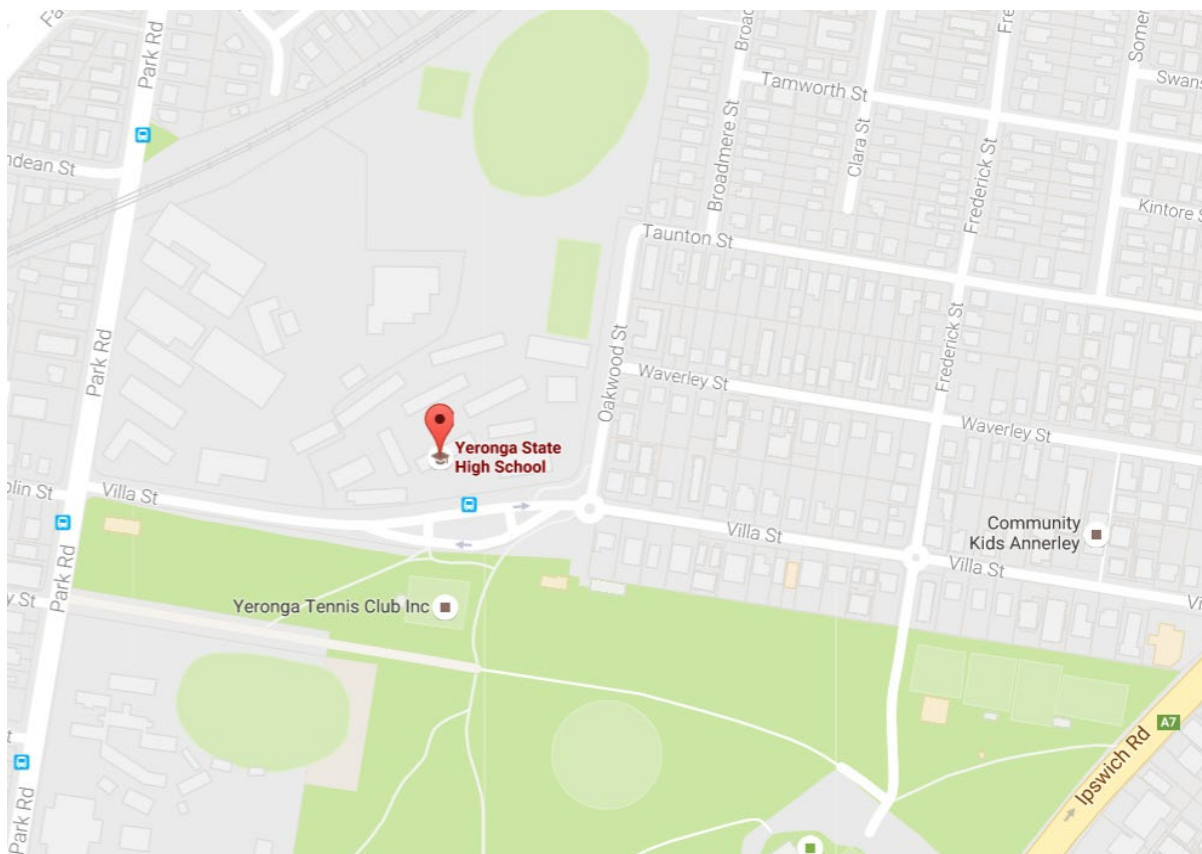
Yeronga State High School also delivers qualification through Third Party RTOs including: TAFE Queensland SkillsTech (RTO No. 31396), Prestige Service Training (RTO no. 31981), Ripponlea Institute with ReadCloud (RTO No. 21230), Tactile Learning Centre (RTO No.30922), Fit Education (RTO No. 32155 | Cricos 03804F)

The qualifications include:

- BSB50120 - Diploma of Business
- 10949NAT - Certificate II in Applied Languages
- MEM20422 - Certificate II in Engineering Pathways (Drones/Car)
- AUR20720 - Certificate II in Automotive Vocational Preparation
- SIS30321/SIS20122 - Certificate III in Fitness and Certificate II in Sport and Recreation
- MST20319 Certificate II in Leather Production
- SIT20322/SIT30622 Certificate II in Hospitality

Contacting Us

Our contact details are listed in the 'Important Details' section at the beginning of this Handbook. Feel free to contact us with any query you may have regarding your learning experience with Yeronga State High School.



Legislation

As an RTO, Yeronga State High School is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications. This includes adhering to the VET Quality Framework which is a suite of legislation and policies including:

- the *Standards for Registered Training Organisations (RTOs) 2015*
- *National Vocational Education and Training Regulator Act 2011 and its regulations*

Additionally, Yeronga State High School abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- *Anti-discrimination*
- *Apprenticeships and Traineeships*
- *Children and Young People*
- *Copyright*
- *Corporations*
- *Employment and Workplace Relations*
- *Equal Opportunity*
- *Fair Work* (including harassment and bullying)
- *Privacy and Personal Information Protection*
- *Student Identifiers*
- *Taxation*
- *Workplace Health and Safety*

Yeronga State High School is committed to following the provisions in the VET Quality Framework.

More information about these regulations and legal frameworks can be found at:

- www.comlaw.gov.au which is the Australian Government website for Commonwealth Law
- www.asqa.gov.au which is the website for the regulator of Australia's vocational education and training (VET) sector

Code of Conduct

As a responsible member of the VET community, Yeronga State High School follows a Code of Conduct which outlines how you can expect the organisation and our staff to behave. Similarly, Yeronga State High School has expectations for student behaviour. These are outlined in the section 'Student Conduct'.

A copy of the Code of Conduct can be obtained by contacting Yeronga State High School at office@yerongashs.eq.edu.au.

Other Policies and Procedures

The following Policies and Procedures underpin Yeronga State High School's operations. Please contact the Senior Schooling Department for more information:

- Access and Equity Policy
- Appeals Policy
- Assessments Policy and Procedure
- Grievance Policy and Procedure
- Marketing Policy
- Policy for Student Conduct

- Privacy Policy
- Workplace Health and Safety Policy

Privacy

Yeronga State High School strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the *Privacy Act 1988*. Certain general, non-specific information such as location, sex, age and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission, unless we are required to do so by law.

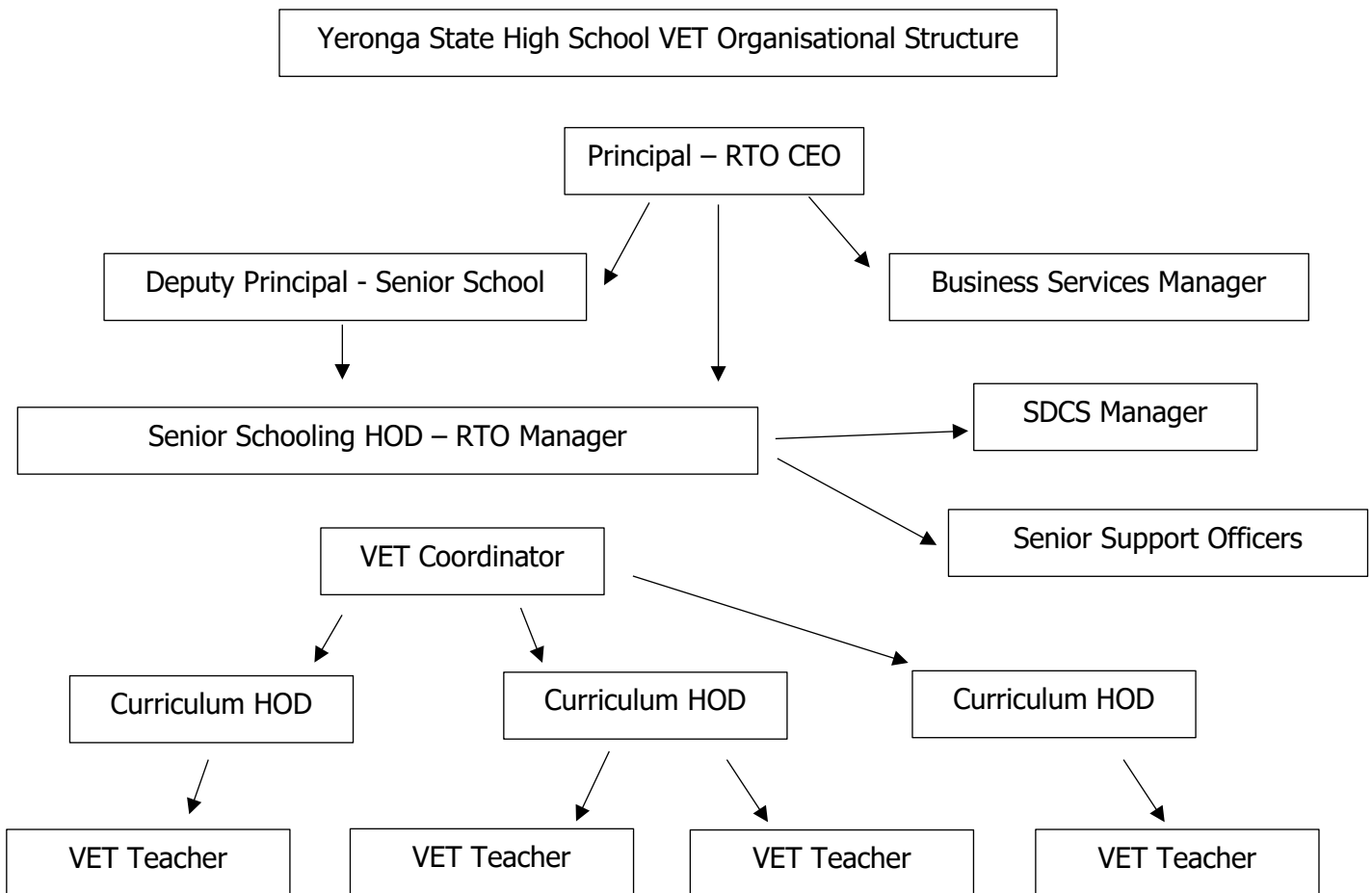
Access to Your Records

If you wish to access your student information file, please direct your enquiry to the Head of Department, Senior Schooling.

Organisation

Organisation Structure

All Yeronga Staff listed in the diagram below are working to create an environment of access and equity and to provide quality training and assessment to you.



At times, other school staff will be involved to support you in relation to other issues during your enrolment in VET Subjects:

- SET Plan and Academic Reviews and Subject changes and
- Support, Welfare and Guidance
 - DP SS, HOD SS, HOSES, Guidance Officer & Curriculum HODS
 - Senior Support Officers
 - Language, Literacy and Numeracy Support
 - EALD Teacher Aides

Student selection, enrolment and induction/orientation procedures

The enrolment process may vary depending on the type of qualification you intend to study. An enrolment form must be completed if you are enrolling in a qualification provided through a Third-Party RTO. They will provide information regarding any required observations and/or self-assessment regarding special circumstances and/or training needs. Information on the fees and charges relating to your proposed course of study will be provided, and payment terms and methods will be agreed upon with the Third-Party RTO.

Once all enrolment forms have been completed, you will be enrolled into the qualification and a trainer and assessor assigned to help you through the course.

Yeronga State High School will provide each student with information about the training, assessment and support services they will receive, and about their rights and obligations (through the VET student induction session) before enrolment on the Student Management System.

Enrolment Dates

Yeronga State High School operates on a system of rolling start dates. This means you are able to enrol and start studying straight away. However, enrolments later in the year will be considered on a case-by-case basis.

Entry Requirements

Please contact Yeronga State High School to confirm any pre-requisites that are required for entry to the course in which you are interested. Entry requirements may relate to things such as:

- Previous workplace experience
- Previous completion of another qualification that is specified as a pre-requisite for a course
- Levels of language, literacy and numeracy skills appropriate for successful completion of the coursework and also, for effective performance in the workplace in the specific job-role
- Access to course specific materials such as personal protective equipment (PPE) or other tools of trade

Unique Student Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

Students must obtain a **Unique Student Identifier (USI)** to enroll in these Certificate courses. As an RTO, Yeronga State High School cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.

If you do not have a USI, please visit <https://www.usi.gov.au/students/create-your-usi> for more information, and instructions on how to apply. Or see the Senior Schooling Support Officers who will help you obtain your USI.

The RTO Manager and associated Trainers and Assessors will induct all VET students with this handbook.

Personal Learning Plan

As part of the overall enrolment process, Yeronga State High School will work with you to develop a customised plan for your learning that will address course requirements as well as your personal circumstances. This includes the opportunity for you to complete a Language, Literacy and Numeracy (LLN) indicator which will identify any areas in which additional support may be required.

Access and Equity

Yeronga State High School will work to meet the needs of the community and individuals and/or groups who might be otherwise disadvantaged. This includes providing fair allocation of resources and equal opportunity to access training services. Yeronga State High School prohibits discrimination based on factors including:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status

Yeronga State High School will work to ensure all participants have the right resources available to allow successful completion of course requirements. This includes flexible delivery and assessment arrangements where necessary, and LLN support.

It is the responsibility of all staff at Yeronga State High School to uphold our commitment to Access and Equity principles. If you have questions or concerns, please contact us on office@yerongashs.eq.edu.au.

Other Support Services

Yeronga State High School is at all times concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support, there are a number of professional organisations well equipped to offer services to help. Included are:

- Guidance Officer
- Deputy Principal (Senior Secondary)
- Head of Department (Middle or Senior School)

Course Information

After enrolment, you will be given access to training materials in hard copy and/or digital format. You will need to supply your own stationery materials. You will be given an outline for training appointments which may be:

- Work placement
- Classroom sessions
- Online modules
- A combination of the above

Duration

How long your course will take depends on a number of factors. Included are your own efforts and commitment to submitting assessments regularly and on time, your study load and how many units (if any) are eligible for credit transfer and/or recognition of previous experience and qualifications. Further, the level of the qualification being undertaken will impact on course duration. The Australian Qualifications Framework (AQF) summarises the criteria of different qualification levels and gives an indication of the complexity, depth of achievement, knowledge, skills and levels of autonomy required to achieve a qualification at that level.

The AQF expresses the time expected to gain a qualification as an equivalent to full-time years. This is known as the 'Volume of Learning'.

Volume of Learning

Volume of Learning statements provide an indication of the amount of time it is expected that a student would need as a full-time student to achieve the qualification. Volume of Learning figures assume none of the competencies identified in a qualification are currently held.

The listed time frames account for **all activities** a student would undertake, including supervised training activities, classroom sessions, online modules and/or workplace learning, as well as individual study, practice and learning.

The Volume of Learning for qualifications in the VET sector are:

AQF Qualification Level	Typical Volume of Learning
Certificate I	0.5 - 1 year
Certificate II	0.5 - 1 year
Certificate III	1 - 2 years (up to 4 years for some apprenticeship/traineeship agreements)
Certificate IV	0.5 - 2 years
Diploma	1 - 2 years
Advanced Diploma	1.5 - 2 years

(Source: <http://www.aqf.edu.au/aqf/in-detail/aqf-qualifications/>)

More information on Volume of Learning can be accessed at:

<https://www.aqf.edu.au/sites/aqf/files/volume-of-learning-explanation-v2-2014.pdf>

Competency Based Training

Competency Based Training (CBT) is an approach to teaching that focuses on allowing a student to demonstrate their ability to do something. Used in the VET sector, CBT is used to develop concrete skills and is typically based on a standard of performance expected in the workplace and industry.

CBT programs deliver qualifications that are made up of Units of Competency. Each unit defines the skills and knowledge required to effectively perform in the workplace. Assessment is based upon the learning outcomes expected from each Unit of Competency.

How Does Assessment Work in CBT?

Unlike the traditional school system of grading assessments on a scale ranging from A to Fail, assessment of CBT determines if you have the required skills and knowledge or not yet.

Assessment is specifically conducted to determine if a student can deliver essential outcomes related to the performance criteria within each Unit of Competency. Basically, this means assessment is conducted to see whether or not a student has the required skills and knowledge to perform effectively in the workplace. If a student's performance in the assessment does not demonstrate the requirements, rather than a fail, competency based assessment means the student is marked as 'Not Yet Competent', and more training is required to get to the point of being 'Competent'. Assessors will look for evidence against which to base their judgements of competency.

Your trainers and assessors will use the following codes when reporting at the end of term or semester.

- **WTC** for Working Towards Competency – this means you are ON TRACK to complete the units of competency and to receive your qualification at the end of the course
- **CNA** for Competency Not Achieved – this means you are NOT ON TRACK to complete the units of competency or receive your qualification at the end of the course

Final results will be recorded as either:

- **C** for Competent

- **CNA** for Competency Not Achieved

The ways to demonstrate to our qualified assessors that you can perform to the required standard and be classed as 'Competent' or 'Meeting Requirements', include:

- Being observed as you work/perform the tasks and activities
- Responses to verbal questioning
- Written responses to theory questions
- Responding to a role play or case study
- Conducting a project
- Submitting a written report
- Compiling a portfolio of work samples
- A combination of the above

Yeronga State High School has a Training and Assessment Strategy for each of the qualifications we deliver and we outline our approaches for conducting assessment in those strategies.

Training and Assessment Strategies

Yeronga State High School staff are appropriately qualified and have sufficient, relevant industry experience to train and assess the courses delivered by Yeronga State High School. On occasion, a subject specialist may conduct assessment in conjunction with a fully qualified assessor. You will be advised of specific instances in your course whereby this may be the case.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL), Recognition of Current Competencies (RCC) and Direct Credit Transfer (DCT). All courses are assessed under the competency-based training and assessment criteria established under the AQF.

Flexible Learning and Assessment

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, and that maximise learning outcomes and access to learning activities.

Third-Party Arrangements

Yeronga State High School has third-party arrangements with the following RTO providers:

TAFE Queensland SkillsTech (RTO No. 31396)

Website: <http://tafeskillstech.edu.au/>

Email: skillstech.enquiries@tafe.qld.edu.au

- Certificate II in Engineering Pathways
- Certificate II in Automotive Vocational Preparation

Prestige Service Training (RTO no. 31981)

Website: <http://www.pst.edu.au>

Email: learnmore@pst.edu.au

- Diploma of Business

Ripponlea Institute is a ReadCloud VET RTO (RTO no. 21230)

Website: <https://www.ripponleainstitute.edu.au/>

Email: info@ripponleainstitute.edu.au

- Certificate II in Applied Languages
- Certificate III in Applied Languages

Fit Education (RTO no. 32155 | Cricos 03804F)

Website: <https://fiteducation.edu.au/>

Email: courses@fiteducation.edu.au

- Certificate III in Fitness and Certificate II in Sport and Recreation (combined program)

Tactile Learning Centre (RTO No.30922)

Website: <https://www.tactilelearning.com.au/>

Email: admin@tactilelearning.com.au

- Certificate II and III in Hospitality
- Certificate II in Leather Production

Learner Rights

If the RTO, or a third-party delivering training and assessment on Yeronga's behalf closes or ceases to deliver any part of the training product the learner is enrolled in, students will be issued with a statement of attainment.

(Taken from Standards for RTOs 2015, Clause 5.2)

Recognition Processes

Yeronga State High School offers assessment processes that enable recognition of competencies currently held, regardless of how, when or where the learning occurred. These are detailed below:

- **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has as a result of past study and/or experience. The aim of RPL is to recognise your existing competencies without having to go through the complete processes of training and assessment. You will still need to provide evidence though, upon which your assessor can base their judgement. Evidence must be:

- Authentic – it must be your own work
- Sufficient – it must demonstrate competence over a period of time, that the competencies can be repeated, and the evidence must be enough so that the assessor can make an accurate judgement regarding competency
- Current – it must demonstrate up-to-date knowledge and skills i.e. from the present or the very-recent past
- Valid – it must be relevant to what is being assessed

You may be eligible to apply for RPL on one or more Units of Competency in your course. Please contact the Senior Schooling Department to discuss your options.

- **Recognition of Current Competencies**

Recognition of Current Competencies is a recognition process similar to RPL. It applies if a student has "...previously successfully completed the requirements for a unit of competency...and is now required to be reassessed to ensure the competence is being maintained".

(Taken from: http://vetinfonet.dtwd.wa.gov.au/Resourcesandlinks/Documents/6_1_4-RPL%20FAQ%20Assessor%20January%202013%20v%206.pdf)

- **Credit Transfer**

Yeronga State High School recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs. Credit transfer may be applied to Units of Competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a certified copy your documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact the Senior Schooling Department on office@yerongashs.eq.edu.au.

Fees

Students who enrol in a VET course under the scope of Yeronga State High School are not charged an individual fee as they are incorporated into their annual school fees.

Students who enrol into a VET course that is delivered by a Third Party RTO, fees are either funded through VETiS funding or students will pay the course fees directly to the Third Party RTO.

Foundation Skills

All training and assessment delivered by Yeronga State High School contain Foundation Skills. Foundation Skills are a mandatory component of Units of Competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of Foundation Skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

Assessment Information

Submitting Assessments

You are expected to complete assessments for all units in your qualification. You will need to submit assessments by the due date for a result to be recorded. You will receive full and detailed instructions on the requirements for each assessment, including its context and purpose; ensure you talk to your trainer and/or assessor to clarify anything that is not clear to you.

Resubmissions

If you receive feedback to say your submission was 'Not Yet Competent', you will need to provide more evidence to support your claim for competency. This may mean re-doing some of the theory questions, putting extra or more relevant information into your portfolio, or demonstrating a task again. If, after three of resubmissions your work is still 'Not Yet Competent', you will be required to re-enrol in, and re-do the work for the unit, in order to achieve the full qualification.

Talk to the Senior Schooling Department for more information. All of the staff at Yeronga State High School will take every reasonable effort to help you succeed in your course.

Assessment Feedback

You will receive feedback regarding the outcome of each of your assessment items. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements that comprise that unit.

Plagiarism

All work that you submit must be your own. You will have signed a declaration at the start of each assessment that this will be the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by Yeronga State High School. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text and not acknowledging where the information has come from
- Mashing together multiple 'cut and paste' sections, without properly referencing them, to form an assessment response
- Presenting work that was done as part of a group as your own
- Using information (pictures, text, designs, ideas etc.) and not citing the original author(s)
- Unintentionally failing to cite where information has come from
- Copying work from a classmate

Referencing

When it comes to properly acknowledging where information has come from, students should be aware of, and be able to properly use, referencing protocols. Yeronga State High School expects that you use APA6 style of referencing when writing your assessments. More information about how to do this can be found at:

APA: <http://libguides.jcu.edu.au/apa>

http://guides.is.uwa.edu.au/ld.php?content_id=17350815

Appeals

Whilst as a student, you are able to lodge an appeal if you disagree with a decision regarding an assessment outcome, you are encouraged to speak with your assessor in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. Follow Yeronga State High School's procedure for lodging an appeal.

Where to Get Help

Talk to your trainer and/or assessor for help in understanding how to complete your assessments. They are happy to support you and can be contacted through our office on office@yerongashs.eq.edu.au.

Student Conduct

Just as Yeronga State High School has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that students will participate with commitment in their studies, regularly submit assessment items, and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

Yeronga State High School views student misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a way that will uphold the integrity of the RTO. Consequences of student misconduct vary up

to and including expulsion from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating
- Harassment, bullying and/or discrimination
- Falsifying information
- Any behaviour or act that is against the law
- Any behaviour that endangers the health, safety and wellbeing of others
- Intentionally damaging equipment and/or materials belonging to Yeronga State High School and/or a partner organisation such as a workplace

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Student to reimburse the costs incurred by any damage caused
- Cancellation of the course without refund and/or credit
- Matter referred to the police

Students found guilty of misconduct have a right to lodge an appeal by following our Complaints and Appeals process.

Academic misconduct

Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action as outlined in the YSHS Assessment Policy

Workplace Health and Safety

Workplace health and safety legislation applies to everyone at Yeronga State High School. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.

Please report any incident or hazard immediately.

Student Feedback

Yeronga State High School is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst enrolled in their course. We welcome feedback at any time, but will also specifically ask for it at the completion of your study.

Issuing Certificates

Upon successful completion of your coursework and provided all fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as meeting all requirements for the course. This meets the compliance requirements as set for Yeronga State High School and other RTOs in the Standards for RTOs 2015.

If for some reason Yeronga State High School ceases to operate whilst you are still enrolled, a Statement of Attainment will be issued to you for the units within the qualification for which you have successfully met requirements.

Student Handbook Verification

Please make sure you read and understand all parts of this Student Handbook. If there is any aspect with which you are unsure, please contact Yeronga State High School for clarification.

After you have finished reading this Handbook, please complete the section below, sign your name and return this page to Yeronga State High School.

I, _____ (print full name), have received a copy of the Yeronga State High School Student Handbook. I acknowledge it is my responsibility to read, understand and follow the terms and conditions it sets out. I understand this does not cancel my rights as applicable according to state and/or federal law.

Student name: _____

Student signature: _____

USI: _____ Date: _____



Yeronga State High School

159 Villa Street

YERONGA QLD 4104

Ph: 07 3249 1400

www.yerongashs.eq.edu.au