

Policy and Procedure Register updates – Summary of changes to:

Mature age student applications procedure

| | | |
|---|---|---|
| 1. Reason for new/updated policy or procedure <i>(select all that apply)</i> | | |
| <input type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation | |
| <input type="checkbox"/> Change to legislation/delegations | <input checked="" type="checkbox"/> Due for review | <input type="checkbox"/> Other |
| <p>This procedure was reviewed as part of a routine cyclical review and to provide further clarification on certain aspects of mature age student applications, including consideration of human rights in decision making, as well as streamlining supporting documents.</p> | | |
| 2. Summary of changes | | |
| <p><i>The procedure:</i></p> <ul style="list-style-type: none"> • Clarification of terminology (e.g. 'prospective mature age student', 'applicant', 'mature age student'). • Included consideration of human rights in the decision-making process for principals of mature age state schools. • New responsible persons added in the <i>Responsibilities</i> section – 'Prospective mature age student' and 'Applicant'. • Flowchart diagram added in the <i>Process</i> section. • New information added for clarity in the <i>Process</i> section on where an applicant is not entitled to enrol. • References to the schools' dedicated mature age student inbox have been removed and replaced with the principal inbox. • Some amendments made to definitions. <p><i>Supporting documents:</i></p> <ul style="list-style-type: none"> • Decommissioned <i>Information for adults considering enrolment at a mature age school</i> as the content in this document has been consolidated into <i>Information for adult learners</i>. • Decommissioned the <i>List of mature age state schools</i> as mature age state schools are listed on the Department of Education's website at https://education.qld.gov.au/careers/pathways/adult-learners/completing-high-school-education. • New resource - <i>Guide to considering human rights when determining whether a prospective mature age student (the applicant) can enrol</i>. | | |
| 3. Impacts to roles and responsibilities | | |
| Does the new/updated content change staff roles/responsibilities <i>in any way?</i> | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>If yes, select the type of change: (select all that apply)</i> | | |
| <input type="checkbox"/> Revised responsibilities | <input checked="" type="checkbox"/> New/additional responsibilities | <input type="checkbox"/> Removed responsibilities |
| Position title | Summary of change | Page # |
| Principal of mature age state school | Consideration of human rights in the decision-making process. | 2 |

| | | |
|---|--|-------------------|
| | <p>Provide relevant information to prospective mature age students and ensure it is accessible, and assistance is available for them as needed to complete forms</p> <p>Make an enrolment decision</p> | <p>2</p> <p>2</p> |
| <p>4. Communication and support for implementation</p> | | |
| <p>Routine internal communication channels (i.e. ConnectEd, OnePortal News), online capability session/s for mature age state schools and their regions</p> | | |
| <p>For further assistance, please contact:</p> <ul style="list-style-type: none"> • For further information, contact the mature age state school of your choice. • DoE employees can contact: MAS.Applications@ged.qld.gov.au | | |



Procedure

Mature age student applications procedure

Version: 7.0 | Version effective: 28/01/2025

Audience

All state schools

Purpose

This procedure outlines the protocols to be followed by prospective mature age students and school staff in relation to applications for enrolment at mature age state schools.

Overview

Entitlement to enrol at a state school is subject to meeting the eligibility criteria of the school and the enrolment requirements outlined in the [Enrolment in state primary, secondary and special schools procedure](#). For adults (i.e. persons aged 18 years and older), there are additional eligibility requirements that must be met before they can seek enrolment at a Queensland state school.

An adult may apply for enrolment at any state school (e.g. secondary state school) if they:

- have a student visa; or
- turned 18 while enrolled in school and they are a continuing student; or
- left school less than 12 months ago and (at that time) they were under 18 years of age.

If an adult does not meet the above conditions, they are able to apply for enrolment only at:

- a [mature age state school](#) (as a prospective mature age student), or
- a [state school of distance education](#).

For the purpose of this procedure, an adult who wants to enrol at a mature age state school is referred to as a 'prospective mature age student'. When a prospective mature age student submits an application for enrolment they become known as an 'applicant'. An applicant becomes a 'mature age student' once the principal of the mature age schools has decided to enrol them.

An applicant will be subject to a criminal history check by the Queensland Police Service (QPS) when applying to enrol at a mature age state school.

Any adult, or an applicant who is refused enrolment at a mature age state school in accordance with the [Refusal to enrol - Risk to safety or wellbeing procedure](#), may apply for enrolment at a [state school of distance](#)

[education](#). They will not be subject to a criminal history check by the QPS. If they have not previously been refused enrolment at a mature age state school, they may be required to pay a fee for the provision of that program of distance education. Further information and guidance can be found in the [Enrolment in state primary, secondary and special schools procedure](#) and the [Distance education enrolment and fees procedure](#).

Responsibilities

Principal of mature age state school

- Provide relevant information to prospective mature age students and ensure it is accessible, and assistance is available for them as needed to complete forms.
- Request a criminal history check from the QPS for an applicant
- Review the criminal history check and assess if the applicant would pose an unacceptable risk to the safety or wellbeing of members of the school community, and if so, refer the application to the Director-General as per the [Refusal to enrol - Risk to safety or wellbeing procedure](#)
- Consider human rights when making an enrolment decision that is compatible with the [Human Rights Act 2019 \(Qld\)](#)
- Make an enrolment decision.

Schools and Student Support Division

- Notify relevant mature age state schools when a notice has been received from the QPS advising that there has been a change to the criminal history of a mature age student enrolled at their school.

Prospective mature age student

- Consider range of available educational options.

Applicant

- Complete relevant forms and provide required supporting documentation
- Arrange for the payment of the criminal history check fee
- Inform the principal of the mature age state school of withdrawal of an enrolment application at any time before the enrolment has been decided.

Mature age student

- Inform the principal of the mature age state school of any change of name and/or address
- Disclose any changes to criminal history to the principal by completing the [Mature age student criminal history change notice](#) before next attending the school or participating in the school's educational program.

Process

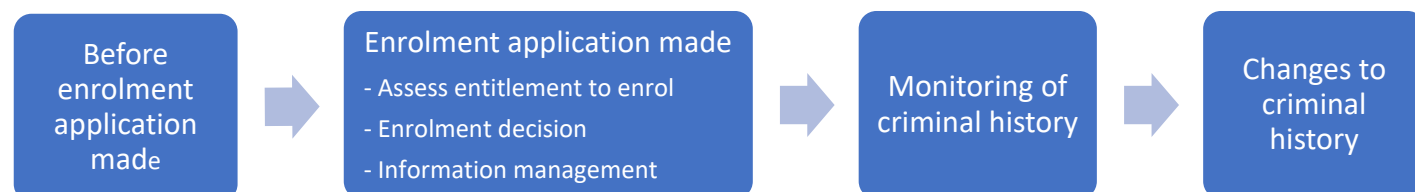


Image 1 - Flowchart for mature age student enrolment

Before an application for enrolment is made

1. Prospective mature age student contacts the school to enquire about enrolment eligibility and requirements prior to applying for enrolment as a mature age student.
2. Principal discusses study options and career goals with the prospective mature age student with reference to the [Information for adult learners](#).
3. Principal provides the applicant with the following:
 - [Information for adult learners](#)
 - [Mature age student criminal history check consent form](#)
 - [Application for student enrolment form](#)
 - [Mature age student criminal history change notice](#).

Application for enrolment is made to mature age state school

1. Applicant completes and provides to the mature age state school:
 - [Mature age student criminal history check consent form](#)
 - [Application for student enrolment form](#).
2. Applicant provides proof of identity and pays the criminal history check fee to the school. If the applicant requests that the school pays the criminal history check fee, this can be considered by the school and recorded on the [Mature age student criminal history check consent form](#). Applications should not be processed until the criminal history check fee payment is finalised.
3. School makes copies of the applicant's proof of identity for the criminal history check process, ensuring the Information asset and recordkeeping procedure is followed.

Assessing entitlement to enrol

The principal determines if the applicant is entitled to be enrolled at the school (refer to [factors affecting entitlement to enrol](#)), including calculating the applicant's remaining [allocation of state education](#).

Risk to safety and wellbeing

1. Principal submits a request to the QPS for the applicant's criminal history. Refer to [Submitting a criminal history request to the Queensland Police Service](#).
2. Principal refers to the [Decision making flowchart for principals of mature age state schools: Assessing risk](#).

3. If the applicant has a criminal history, using the [Mature age applicant risk assessment guide](#), the principal considers the following in relation to each offence in the applicant's criminal history as part of their consideration of whether the applicant's attendance at the school would pose an unacceptable risk to the safety or wellbeing of the school community:
 - whether the offence is a serious offence or an offence of concern
 - when the offence was committed or alleged to have been committed
 - the nature of the offence and its relevance to a person being a mature age student of a school
 - for a conviction – whether a penalty was imposed and the nature of the penalty.
4. Where necessary, the principal requests further information from the QPS using the [Requesting further information from the Queensland Police Service](#) template, or seeks supporting information (if available) from the applicant to assist in making an informed decision on their enrolment.
5. For all applicants, the principal considers other relevant information that may indicate the applicant poses an unacceptable risk to the safety or wellbeing of members of the school community, for example if the person had a significant school behavioural record involving violence against other students/staff, was previously excluded from school, or had their enrolment cancelled.
6. Principal advises the applicant if they reasonably believe that the applicant poses an unacceptable risk, and commences the [Refusal to enrol](#) process (student must be advised within five school days).

Making a decision on enrolment

1. Principal considers human rights and documents their assessment of whether the enrolment decision engages or limits any human rights by examining the following questions:
 - Are any human rights engaged or impacted by the enrolment decision?
 - If so, will the enrolment decision limit those human rights?
 - If so, is the limitation lawful, justified and reasonable in the circumstances?

This [assessment of human rights considerations](#) (DoE employees only) must be saved in the department's record management system. Refer to the [Guide to considering human rights when determining whether an applicant can be enrolled as a mature age student](#) (DoE employees only) for more information.

Where an applicant is entitled to enrol:

2. Principal advises the applicant of the decision as soon as practicable, and:
 - records decision in the 'For office use only' section of the Application for student enrolment form
 - discusses the [enrolment agreement](#) and seeks a signature from the applicant as acknowledgement of expectations of enrolment agreement, including the Student Code of Conduct, Student Dress Code and other school policies, programs and services. If not signed, principal makes a notation on the enrolment agreement that information has been provided and discussed.
3. School enters the applicant's enrolment information in [OneSchool](#) (DoE employees only) ensuring the OneSchool [Independent student status](#) (DoE employees only) checkbox is selected.

Where an applicant is not entitled to enrol:

4. Principal advises applicant in writing (may be done by using the [notification template](#)) as soon as practicable, including the [reason/s](#) why the applicant is not entitled to enrol, other education options which are available to them such as a school of distance education, and that information on the complaints process is available at:
 - [Department of Education Complaints Management Framework](#)
 - [Queensland Ombudsman](#).
5. The decision should also be recorded in the 'For office use only' section of the [Application for student enrolment form](#).

Information management

6. School follows the [Information asset and recordkeeping procedure](#) to protect against loss, unauthorised access, use, modification, disclosure or other misuse of the applicant's information, including criminal history.
7. School destroys criminal history advice and any copies of proof of identity documents as soon as practicable after they are no longer needed i.e. after the applicant's enrolment has been accepted by the principal and QPS monitoring has been activated, or after the Director-General has refused the applicant's enrolment.

Monitoring of criminal history of mature age student

1. Principal completes the [Request for monitoring by the QPS for any change in criminal history](#) form to activate monitoring for every mature age student enrolment at the school. The completed form is to be submitted to the QPS via email at pic.clo@police.qld.gov.au.
2. School advises the QPS via email at pic.clo@police.qld.gov.au if there are any changes to the mature age student's name or address details, so that monitoring details can be amended accordingly.
3. The QPS sends notices of any charges to Schools and Student Support Division, Department of Education (Enquiries.DISSOps@qed.qld.gov.au), who will email this information to the relevant school principal.
4. School deactivates the monitoring when the mature age student's enrolment ends (i.e. advise the QPS via email at pic.clo@police.qld.gov.au using the [Request for monitoring by the QPS for any change in criminal history](#) form).

Changes to criminal history of mature age student

1. Principal, if notified by the QPS that a mature age student has been charged with an offence, may write to the student using the [template](#) to remind them:
 - of their obligation to give the school a [criminal history change notice](#) before the student next attends the school or otherwise participates in the school's educational program; and
 - that it is an offence not to provide this notice.
2. Principal forwards a completed [Mature age student criminal history change notice](#) if submitted by a student and the school has not already been advised of the change via the QPS monitoring process, to the QPS (pic.clo@police.qld.gov.au) for verification. QPS will provide verification of criminal history changes to Schools and Student Support Division who will provide this information to the relevant principal.
3. Principal uses the [Mature age applicant risk assessment guide](#) to update the risk assessment on the student's enrolment at the school:

- If the student's attendance does not pose an unacceptable risk, the enrolment can continue.
 - If the student's attendance poses an unacceptable risk, principals can apply a disciplinary consequence such as exclusion (refer to the [Student discipline procedure](#)).
4. School must destroy the QPS notice for that student once the risk assessment has been completed, and the notice should not be copied or kept under any circumstances.

Definitions

| Term | Definition |
|---------------------------|---|
| Adult | A person aged 18 years or older. |
| Applicant | A prospective mature age student who completes and submits an application for student enrolment form. |
| Charge | <p>Charge (Schedule 1 of <i>Acts Interpretation Act 1954</i> (Qld)) of an offence means a charge in any form, including, for example, the following:</p> <ul style="list-style-type: none"> • a charge on an arrest • a complaint under the <i>Justices Act 1886</i> (Qld) • a charge by a court under the <i>Justices Act 1886</i> (Qld), section 42(1A) or another provision of an Act • an indictment. <p>Charge for an offence, in relation to a charge made outside Queensland, means any allegation of an offence made in a way that is the same, or substantially the same, as a charge under the law of Queensland.</p> |
| Convicted | Being declared guilty of breaking the law, whether you admit to it or not, and regardless of whether the court formally records the conviction. |
| Continuing student | A student who has not completed their entire school education and (other than school holidays) has been continually enrolled in a school. For example, a student who has completed Year 11 in one school and at the start of the following school year changes to another school to complete Year 12, would be considered to be a continuing student. |
| Criminal history | <p>Criminal history, of a relevant mature age student, means both of the following:</p> <ul style="list-style-type: none"> • every conviction of the student for an offence, in Queensland or elsewhere, whether before or after their commencement at a mature age state school • every charge for an offence made against the student, in Queensland or elsewhere, whether before or after the commencement. |

| Term | Definition |
|---------------------------------------|---|
| | For a relevant mature age student who does not have a criminal history, there is taken to be a change in the student's criminal history if the student acquires a criminal history. |
| Criminal history check | A mature age state school principal must, before deciding on an application for enrolment from a prospective mature age student, ask the police commissioner for a written report about the applicant's criminal history. |
| Mature age state school | A state school listed on the department's website as a mature age state school. |
| Mature age student | A person who is 18 years or older and actively enrolled in a mature age state school under the provisions of ss.155-156 of the <i>Education (General Provisions) Act 2006</i> (Qld). |
| Offence of concern | This would include a violent offence, an offence that suggests the applicant has difficulty complying with authority, an extensive number of offences, a recent offence, and/or a pattern of offending. |
| Proof of identity | <p>Applicants must provide documentation, which proves their true identity. One of the following forms of identification must be supplied to the mature age state school (copies of the original will be made at the school or original certified copies will be accepted):</p> <ul style="list-style-type: none"> • current driver's licence • current Proof of Age Card (18+ card) • current passport (photograph and signature page). |
| Prospective mature age student | <p>A person who is 18 years or older and seeking to enrol in a mature age state school.</p> <p>Note: A person is not considered a prospective mature age student where they:</p> <ul style="list-style-type: none"> • turn 18 years of age while at a Queensland or interstate school and are a continuing student • were previously enrolled in a state school or non-state school in Queensland or interstate; and <ul style="list-style-type: none"> ○ on the last day of enrolment they were under 18 years of age; and ○ the period between their last day of attendance at their previous school and the proposed first day of attendance at the state school is not more than 12 months (which may need to be verified with previous school). • hold a student visa (certified copy of visa is required) |

| Term | Definition |
|--------------------------|---|
| Serious offence | Serious offences are defined in Section 167 and Schedule 2 or 3, column 1 (subject to any qualification described in column 3) of the Working with Children (Risk Management and Screening) Act 2000 (Qld) . It may include offences of violence, sex offences or offences involving drugs. |
| Unacceptable risk | Unacceptable risk may be where there is evidence that the applicant has engaged in past activity that indicates they are a risk to the safety or wellbeing of members of the school community. This may include, for example, evidence the applicant: <ul style="list-style-type: none"> • is a convicted child sex offender • has been charged or convicted of offences involving violence • has been charged or convicted of drug offences, such as selling drugs • has previously been excluded from a school or schools in Queensland or another jurisdiction because of matters identified above • has demonstrated a sustained pattern of directed, aggressive behaviour sufficient to cause harm to a person's health or welfare, despite appropriate intervention and support. |

Legislation

- [Criminal Law \(Rehabilitation of Offenders\) Act 1986 \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 8 Part 1 and Chapter 8A
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Human Rights Act 2019 \(Qld\)](#)
- [Justices Act 1886 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)

Delegations/Authorisations

- Nil

Policies and procedures in this group

- Nil

Supporting information for this procedure

- [Decision-making flowchart for principals of mature age state schools: Assessing risk](#)
- [Information for adult learners](#)

- [Mature age applicant risk assessment guide](#)
- [Mature age student criminal history change notice](#)
- [Mature age student criminal history check consent form](#)
- [Request for monitoring by the Queensland Police Service for any change in criminal history](#)
- [Submitting a criminal history request to the Queensland Police Service](#)
- [Template email – Reminding student of obligation to disclose any change in criminal history](#)
- [Template email - Requesting further information from the Queensland Police Service](#)

Other resources

- [Allocation of state education procedure](#)
- [Application for student enrolment form](#)
- [Completing your high school education](#)
- [Enrolment in state primary, secondary and special schools procedure](#)
- [Guide to considering human rights when determining whether an applicant can be enrolled as a mature age student](#) (DoE employees only)
- [Information management procedures](#)
- [Mature age state schools](#) (DoE employees only)
- [Refusal to enrol - Risk to safety or wellbeing procedure](#)
- [Student discipline procedure](#)
- [Application for student enrolment form](#)

Contact

For further information, please contact the [mature age state school](#) of your choice.

DoE employees, please contact: MAS.Applications@qed.qld.gov.au

Review date

28/01/2028

Superseded versions

Previous seven years shown. Minor version updates not included.

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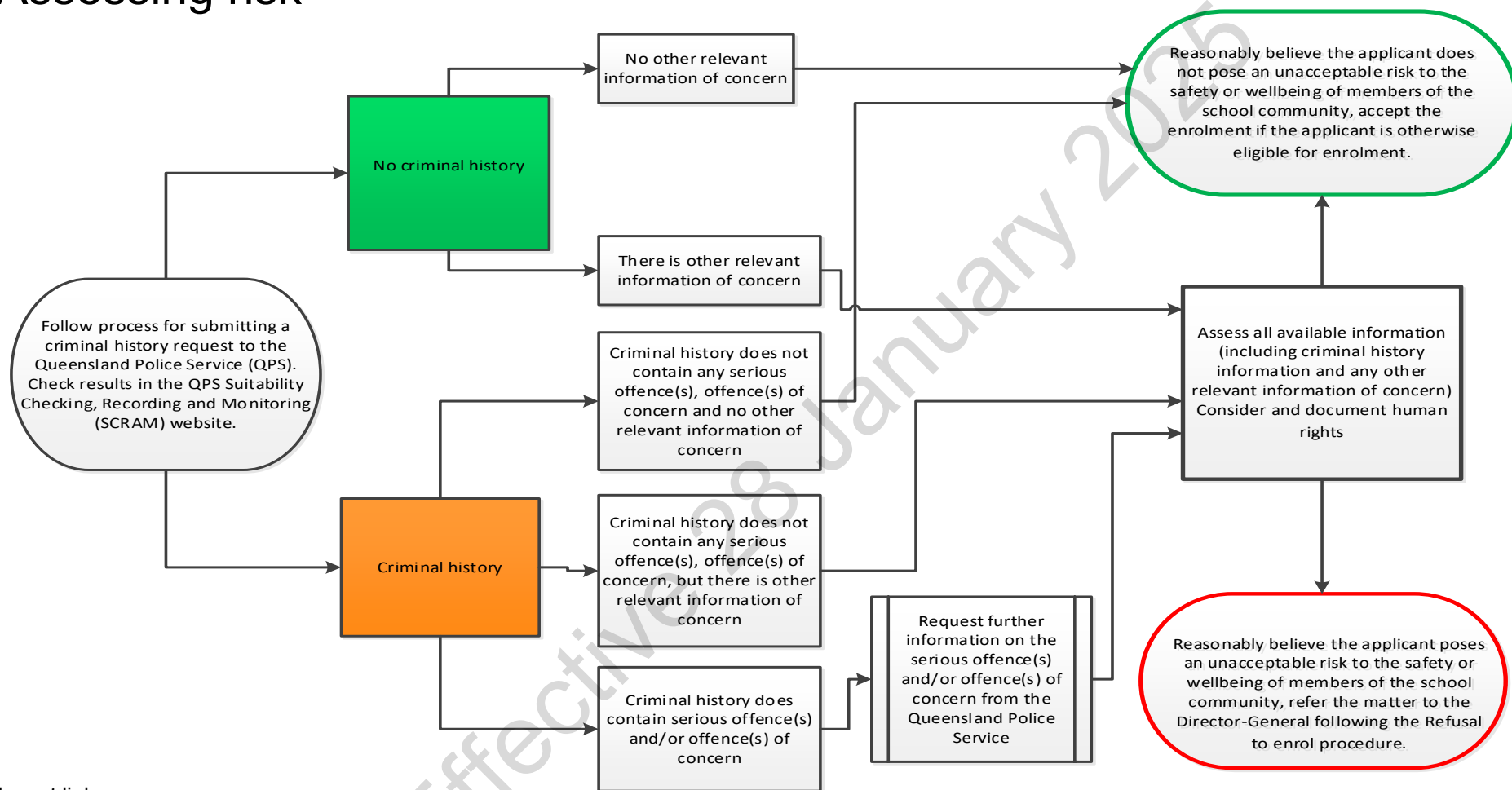
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Effective 28 January 2025

Decision-making flowchart for principals of mature age state schools: Assessing risk



Relevant links:

- [Submitting a criminal history request to the Queensland Police Service](#)
- [Queensland Police Service Suitability Checking, Recording and Monitoring \(SCRAM\)](#)
- [Requesting further information from the Queensland Police Service](#)
- [Refusal to enrol – Risk to safety or wellbeing](#)

Information for adult learners

What are the educational options for students over 18 years of age?

If you are 18 years or older and would like to complete or continue your education, there are several pathways you may wish to consider. The best option for you will depend upon your study and career goals. By identifying these goals and your motives for undertaking further study, you can find the most suitable pathway for your situation.

It may not be necessary for you to return to high school in order to achieve your desired result. Utilising the flexible learning styles and condensed programs available to adult students will ensure you can select the quickest and easiest path to accomplish your goals.

What pathways are available?

Completing secondary school

If you are wishing to complete your standard secondary studies, you may wish to consider studying through TAFE Queensland, one of the Queensland schools of distance education, or as a mature age student at a mature age state school.

TAFE Queensland

For further information on studying Year 11 and 12 at TAFE Queensland, [get in touch or find a TAFE Queensland location near you](#).

Mature age state schools

Mature age state schools offer some adults the opportunity to complete your senior studies in a school environment.

For an adult to be considered for enrolment at a mature age state school, you must:

- not be a continuing student
- not hold a student visa
- and be prepared to undergo a criminal history check by the Queensland Police Service.

Further details about this process are outlined in the [Mature age student applications procedure](#).

Adults who are continuing students or hold a student visa may be able to apply for enrolment at any appropriate state school and will not be subject to a criminal history check by the Queensland Police Service. Entitlement to enrol at a state school is subject to meeting all eligibility criteria of the school and all enrolment requirements outlined in the [Enrolment in state primary, secondary and special schools](#) procedure.

Prior to enrolment at a mature age state school, you should talk to the principal or the enrolment officer and discuss:

- your study and career goals (is attending school the right pathway for you?)
- if the school offers the subjects you want to study
- the costs and workload associated with your proposed course of study
- if you have been previously excluded from the school or any other state school
- your remaining allocation of state education
- if you will need a Learning Account ([Queensland Curriculum and Assessment Authority Learning Account](#))
- the rules and conditions of enrolment.

Contact your desired [mature age state school](#) to determine if their program will meet your needs.

If you decide that you would like to apply to enrol at a mature age school you must:

- complete the:
 - [Mature age student criminal history check consent form](#)
 - [Application for student enrolment form](#)
- arrange payment of the criminal history check fee:
 - payment can be made to the school or
 - the school may approve your request for them to pay the fee on your behalf
- provide appropriate proof of identity by showing the principal or enrolment officer one of the following:
 - your current driver's licence
 - your current Adult Proof of Age Card (18+ card)
 - your current passport including your photograph and signature page.

The school will copy your original identification document or you can provide copies that have been certified by a Justice of the Peace or Commissioner for Declarations.

Timeframe for criminal history checks

Criminal history checks are very thorough and may take eight weeks or longer to complete. Enrolment cannot occur until this process has been finalised.

Enrolment decision

The principal will decide if you can enrol after reviewing your criminal history check and other relevant information. If they are satisfied you are eligible for enrolment, you will be advised of the decision and your enrolment will be activated. However, if the principal determines that your enrolment will pose an unacceptable risk, the principal will commence the [Refusal to enrol](#) process.

If you are refused enrolment by the Director-General of the Department of Education in accordance with the [Refusal to enrol](#) process, you may then choose to apply for enrolment at a school of distance education.

Schools of distance education

Studying at a school of distance education, you can complete your senior studies from home and will not be subject to a criminal history check. You will also be exempt from paying a fee for the provision of that program of distance education if you have been refused enrolment by the Director-General of the Department of Education in accordance with the [Refusal to enrol](#) process) or your principal place of residence is at least 16 kilometres from a mature age state school, in accordance with the [Distance education enrolment and fees](#) procedure.

Contact a [school of distance education](#) to find out more about home-based learning.

Preparing for tertiary study

It is not always necessary to complete schooling up to Year 12 in order to access tertiary study. There are several alternate pathways for adults who are returning to study.

TAFE Queensland

By studying with [TAFE Queensland](#), you can study the [Certificate IV in Adult Tertiary Preparation](#), which aims to provide people aged over 18 years with the knowledge and skills required for successful tertiary study in an encouraging and relaxed adult education setting.

Through TAFE Queensland you can enrol at selected TAFE campuses, or [online course](#) at any time of the year, study at your own pace, anywhere at a time that is convenient for you, and pay as you go. Your previous education, training, work experience and life experiences may help you gain credit towards your course.

University bridging courses

Universities offer a number of pathways for entry including Adult Tertiary Preparation courses, bridging or enabling courses which offer flexible learning styles and enrolment by distance, helping you to find the best option for you. Some universities recognise work and life experience as a pathway to undergraduate study.

Contact your preferred university for information about course entry requirements. For contact details and campus information, visit the list of [Queensland universities](#).

QTAC alternative entry

The Queensland Tertiary Admissions Centre (QTAC) provides an option for alternative entry to tertiary study for some people who have not completed Year 12 or do not have formal academic qualifications. To check your eligibility, visit [QTAC](#) or call 1300 467 822.



Mature age applicant risk assessment guide

This guide, which should be read in conjunction with the [Mature age student applications](#) procedure, is designed to assist mature age state school principals assess if a prospective mature age student poses an unacceptable risk to the safety or wellbeing of members of the school community.

These applicants must not be enrolled until a criminal history check is requested, received and reviewed.

If an applicant's criminal history is clear (i.e. they have no recorded criminal history) and they are otherwise [entitled to enrol](#) (e.g. they have a remaining allocation of state education), their enrolment may be made active in OneSchool and the applicant can be notified.

If an applicant does have a criminal history, further information should be [requested from the Queensland Police Service](#) where:

- there are any serious offences
- the offences would cause concern if the applicant became a student at the school
- the offences are recent
- there is an extensive history or a pattern of offending.

If, after consideration of the applicant's criminal history and any other relevant information, the applicant is deemed to pose an unacceptable risk to the safety or wellbeing of members of the school community, the enrolment decision must be referred to the Director-General in accordance with the [Refusal to enrol](#) procedure.

Applicants that are refused enrolment are eligible to attend a [School of distance education](#) without incurring a [fee for the provision of the program of distance education](#).

Risk assessment

An applicant's criminal history is used to inform an assessment of the risk that they may pose to the safety or wellbeing of members of the school community.

Throughout the decision-making process, the applicant must be afforded natural justice, namely, the right to be heard, the absence of bias, and procedural fairness. Human rights must also be considered.

For offences listed in the applicant's criminal history, the principal must consider the following for **each** conviction or charge:

- A) Whether the offence is a serious offence.
- B) When the offence was committed or is alleged to have been committed.
- C) The nature of the offence and its relevance to the applicant being a mature age student of the school.
- D) For a conviction – whether a penalty was imposed, and the nature of the penalty.



A) Whether the offence is a serious offence

Serious offences

Serious offences are defined in s.15(1) and Schedule 2 or 3 (subject to any qualification described in column 3) of the *Working with Children (Risk Management and Screening) Act 2000* (Qld). Where an applicant's criminal history contains one or more convictions for a serious offence, the principal must request additional information from the Queensland Police Service.

A serious offence would normally be considered sufficient grounds that the applicant poses an unacceptable risk to the safety or wellbeing of members of the school community, requiring a referral of the application to the Director-General to determine whether the enrolment should be refused, unless there is additional information that would suggest that the applicant does not pose an unacceptable risk to the safety or wellbeing of members of the school community.

Offences other than a serious offence

For any offences of concern¹, more information should be requested from the Queensland Police Service. The principal of a mature age state school must assess if the applicant poses an unacceptable risk to the safety or wellbeing of members of the school community, taking into account offences other than a serious offence and other details provided in points B, C and D, below.

B) When the offence was committed or is alleged to have been committed

- How long is it since an offence occurred or is alleged to have occurred?
- What was the age of the applicant at the time of the offending behaviour?
- Is there a pattern of offending behaviour?
- Have the applicant's circumstances changed since an offence occurred, or is alleged to have occurred?
- Is there a discrete period of offending that could be attributable to age or circumstances, followed by a subsequent period of no offending – showing that the underlying issues may have been resolved?
- Are there offences that are very recent and have not yet been dealt with by the courts?

C) The nature of the offence and its relevance to the person being a mature age student of the school

Where an applicant has been charged and/or convicted of an offence that is not a serious offence consider:

- What the offence indicates about the character of the applicant and any potential risk to the safety or wellbeing of the school community if they were to attend classes at the school, for example:
 - Are the offences of a violent nature?
 - Do the offences indicate that the applicant has a propensity to disregard rules or directions from authority figures (for example police)?
 - Is there a pattern of offending that is either recent or sustained over a number of years?
- What were the circumstances of the offence? (For example, were there a large number of offences committed over a short period of time? Were there multiple victims?)
- What is the nature, gravity and circumstances (where known) of the offence and how is this relevant to the applicant being enrolled as a student at the school?
- Was the victim/alleged victim of the offence a young person or child?
- Are there various types of offences, or are all the offences seemingly related to a particular issue for example drug related offences or stealing?

¹ a violent offence, an offence that suggests the applicant has difficulty complying with authority, an extensive number of offences, a recent offence, and/or a pattern of offending

D) For a conviction – whether a penalty was imposed, and the nature of the penalty

Consider if the offence resulted in a conviction and, if so, what the penalties/outcomes were (for example, did the penalty result in imprisonment, fines, community service).

Other relevant information

Consider the applicant's history of school disciplinary consequences such as suspension, exclusion or cancellation of enrolment (if known). This information can also be obtained from the Student Data Transfer Note (if available) or requested from the last school the applicant attended.

Applicants with a criminal history may also be able to provide supporting information to the school to assist the school in making an informed decision on their enrolment. Examples of other relevant information include:

- the support of the coordinator of the school's mature age student program
- information regarding the applicant seeking assistance from support services
- evidence or information that the applicant has committed to efforts of reform.

NOTE: All records of risk assessment, including the decision made from that process, are to be saved in the department's records management system (i.e. OneSchool). This can be done either as part of the refusal to enrol process or once the accepted applicant has a OneSchool record created.

Refusal to enrol – Risk to safety or wellbeing

If, after considering the above, the principal reasonably believes that the applicant poses an unacceptable risk to the safety or wellbeing of members of the schools community, the [Refusal to enrol](#) process must be commenced.



Mature age student criminal history change notice

Privacy Notice

This information is being collected by the Department of Education in accordance with Chapters 8 and 8A of the *Education (General Provisions) Act 2006 (Qld)* (EGPA), in order to assess your mature age student application and suitability for continuing attendance and enrolment at a mature age state school. The information will only be used and disclosed for the purposes of the EGPA, unless otherwise permitted or required by law.

Information will be provided to the Queensland Police Service in order to carry out the requirements of a **national criminal history check**. The Queensland Police Service will liaise with other Australian States and Territories in the performance of this function.

If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact the school principal in the first instance.

If you are a mature age student enrolled in a mature age state school or a prospective mature age student seeking enrolment in a mature age state school, you must complete this form if there has been a change in your criminal history (s.175K of the *Education (General Provisions) Act 2006 (Qld)*).

A change to criminal history includes any charge or conviction made against you in Queensland or elsewhere. For an adult who does not have a criminal history, there is taken to be a change in their criminal history if they acquire a criminal history. A failure to disclose a change in your criminal history, or the provision of false or misleading information is an offence (maximum penalty – 20 penalty units).

You must complete this form after a change in your criminal history and provide it to the principal before you next attend the school or participate in the school's educational program.

| PART A STUDENT DETAILS | |
|---|--|
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify): | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Given name: | Middle name/s (indicate if not applicable): |
| Family name: | |

All former names (e.g. maiden name, aliases, change of name). Attach a separate list if space is insufficient:

| | | |
|--------------------|-----------------------|---------------------|
| Former given name: | Former middle name/s: | Former family name: |
| Former given name: | Former middle name/s: | Former family name: |

Correspondence will be sent to you at the postal address or email address nominated on this form. Any changes to your details should be provided to the school.

| | | |
|---|---------|-----------|
| Current residential address: | Suburb: | Postcode: |
| Postal address (if different to residential address): | Suburb: | Postcode: |
| Email address: | | |



| | | |
|----------------------------------|--------|----------|
| Date of Birth: / / | | |
| Place of Birth: Town/City: | State: | Country: |

Name of current school attended:

School address:

PART B CRIMINAL HISTORY CHANGE DETAILS

What offence or offences have you been charged with or convicted of?

Please provide enough details to identify each offence or alleged offence for which you have been charged or convicted. Additional pages can be attached if space in Part B is insufficient.

Offence 1

Details:

When was the offence committed or alleged to have been committed?

Date: / / Time: am/pm

As a result of that charge, did you appear before a court? Yes No

If YES, what was the result? (e.g. matter adjourned, convicted, acquitted, charge dismissed etc.)

If you were convicted was a conviction recorded? Yes No

What (if any) sentence was imposed (e.g. imprisonment or a fine)?

Offence 2

Details:

When was the offence committed or alleged to have been committed?

Date: / / Time: am/pm

As a result of that charge, did you appear before a court? Yes No

If YES, what was the result? (e.g. matter adjourned, convicted, acquitted, charge dismissed etc.)

If you were convicted was a conviction recorded? Yes No

What (if any) sentence was imposed (e.g. imprisonment or a fine)?



Offence 3

Details:

When was the offence committed or alleged to have been committed?

Date: / / Time: am/pm

As a result of that charge, did you appear before a court? Yes No

If YES, what was the result? (e.g. matter adjourned, convicted, acquitted, charge dismissed etc.)

If you were convicted was a conviction recorded? Yes No

What (if any) sentence was imposed (e.g. imprisonment or a fine)?

PART C STUDENT DECLARATION

I declare that:

- (1) the details provided by me in this disclosure form are true and correct
- (2) I understand that the information provided by me in this disclosure form may be passed on to the Queensland Police Service for verification. Additional information may also be sought from the Queensland Police Service to enable a full and informed assessment of the information provided
- (3) I understand that it is an offence under s.175L of the *Education (General Provisions) Act 2006* to give information or provide a document for the purpose of this disclosure, knowing it to be false or misleading in a material particular.

Full name:

Signature:

Date:



Mature age student Criminal history check consent form

Privacy Notice

The Department of Education (DoE) is collecting the information on this form in accordance with s.155B and Chapter 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA), for the purposes of obtaining your consent to carry out a criminal history check and for assessing your application for enrolment as a mature age student at a mature age state school. The information will only be used and dealt with in accordance with Chapters 8 and 8A and s.426 of the EGPA.

Personal information collected with the form will be disclosed by DoE to the Queensland Police Service in order to carry out a **national criminal history check**. If applicable, the Queensland Police Service will liaise with the police services of other Australian States and Territories in carrying out this check. Personal information collected with this form may also be disclosed to third parties with your consent or as permitted or required under a law. The personal information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please contact your school in the first instance. Note: any criminal history information obtained from the Queensland Police Service as a result of the criminal history check will be dealt with in accordance with ss.175H, 175I and s.426 of the EGPA.

An application for the enrolment of a person over the age of 18 years as a mature age student at a mature age state school must include the applicant's consent for the school principal to obtain the applicant's criminal history and must be accompanied by the criminal history check fee of \$34.50 under s.155B of the *Education (General Provisions) Act 2006* (Qld).

Please note that you are **not** considered a mature age student if:

- i. you turn 18 years of age while at a Queensland or interstate school and are a continuing student; or
- ii. you were previously enrolled in a state or non-state school in Queensland or interstate (and on the last day of enrolment there you were under 18 years of age) and the period between your last day of attendance at the previous school and your proposed first day of attendance at the school indicated on your enrolment form is not more than 12 months (which may need to be verified with previous school); or
- iii. you hold a current student visa (certified copy of visa is required).

PART A SCHOOL DETAILS (MUST BE COMPLETED BY THE SCHOOL)

| | |
|------------------------|--|
| Name of school: | |
| School contact person: | Position: |
| Phone: | School's mature age student inbox / Principal's email address: |
| Name of principal: | |

PART B APPLICANT DETAILS (MUST BE COMPLETED BY THE APPLICANT)

| | |
|---|--|
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Other (please specify): | |
| Given name: | Middle name/s (indicate if not applicable): |
| Family name: | |

All former names (e.g. maiden name, aliases, change of name – attach a separate list if space is insufficient):

| | | |
|--------------------|-----------------------|---------------------|
| Former given name: | Former middle name/s: | Former family name: |
| Former given name: | Former middle name/s: | Former family name: |



Correspondence will be sent to you at the postal address or email address nominated. Any changes to your details should be provided to the school

| | | |
|---|---------|-----------|
| Current residential address: | Suburb: | Postcode: |
| Postal address (if different to residential address): | Suburb: | Postcode: |
| Email address: | | |
| Date of Birth: / / | | |
| Place of Birth: Town/City: | State: | Country: |
| Telephone home: | Mobile: | Other: |

PART C APPLICANT DECLARATION (MUST BE COMPLETED AND SIGNED BY THE APPLICANT)

- (1) I declare that the details provided by me in this consent form are true and correct.
- (2) I understand that under Chapters 8 and 8A of the *Education (General Provisions) Act 2006* (Qld) (EGPA) part of the enrolment process is that a criminal history check will be undertaken to determine my suitability to attend a mature age state school as a mature age student. This includes giving my consent for the school's principal to obtain my criminal history (in Queensland and elsewhere) from the Commissioner of the Queensland Police Service.
- (3) I understand that the criminal history check process will include a check being made of the records of the Queensland Police Service and other police services in Australia for details, if any, of convictions (including being declared guilty of breaking the law, whether I admit to it or not, and regardless of whether the court formally records the conviction) and of any charges that may have been laid against me, no matter where or when. If any relevant record is identified, additional information relating to that record may be sought from the Queensland Police Service to enable a complete assessment.
- (4) I understand that, under s.175K of the EGPA, I have an obligation to disclose any change in my criminal history to the principal and that this obligation will continue to apply if I am granted enrolment at the school (*Mature age student criminal history change notice* form is available online or from the principal).
- (5) I understand that I can withdraw my application for enrolment at any time prior to a decision being made about my enrolment application, by notifying the principal. I also understand that if I withdraw my enrolment application the criminal history check will not proceed.
- (6) I am aware that the criminal history check process may take more than eight weeks to complete.

(7) **Criminal history check fee:**

- I have paid \$34.50 to the school; or
- The school has agreed to pay the \$34.50 fee on my behalf.

(8) **Proof of identity:**

The applicant must provide documentation, which proves their true identity. Please provide the principal with one of the following forms of identification (copies of the original document will be made at the school or certified copies will be accepted. Photo identification with date of birth is preferable):

- your current driver's licence
- your current Adult Proof of Age Card (18+ card)
- your current passport including photograph and signature page.



MUST BE COMPLETED BY THE APPLICANT IN THE PRESENCE OF PRINCIPAL OR DELEGATE:

| | |
|------------------------|-------|
| Applicant's full name: | |
| Applicant's signature: | Date: |

TO BE COMPLETED BY PRINCIPAL OR DELEGATE:

I have witnessed the applicant's signature and seen proof of identity as specified in Part C. I have attached clear copies of proof of identity to this form, which will be destroyed once the criminal history check has been completed.

| | |
|--|-----------|
| Name: | Position: |
| Signature: | Date: |
| Approval for criminal history check fee payable by the school: | |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED – payment from applicant has been obtained | |



Mature age student

Request for monitoring by the Queensland Police Service for any change in criminal history

This form must be completed by the school and submitted to the Queensland Police Service for each mature age student who commences or ceases enrolment at the school. Submitting this form allows the Queensland Police Service to monitor the criminal history of a mature age student currently enrolled in a mature age state school (s.175J of the *Education (General Provisions) Act 2006* (Qld)). The Queensland Police Service will only monitor changes to the criminal history of actively enrolled students. The Queensland Police Service will provide advice of any changes to a mature age student's criminal history to the Schools and Student Support Division, Department of Education via Enquiries.DISSOps@qed.qld.gov.au. This information will then be provided to the relevant school.

This form is separate to the *Mature age student criminal history change notice*, which the student must complete if there are any changes to their criminal history (s.175K of the *Education (General Provisions) Act 2006* (Qld)).

| PART A STUDENT DETAILS | |
|---|--|
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify): | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Given name: | Middle name/s (indicate if not applicable): |
| Family name: | |

All former names (e.g. maiden name, aliases, change of name). Attach a separate list if space is insufficient:

| | | |
|--------------------|-----------------------|---------------------|
| Former given name: | Former middle name/s: | Former family name: |
| Former given name: | Former middle name/s: | Former family name: |

| | | |
|---|---------|-----------|
| Current residential address: | Suburb: | Postcode: |
| Postal address (if different to residential address): | Suburb: | Postcode: |
| Date of Birth: / / | | |
| Place of Birth: Town/City: | State: | Country: |
| Proof of identity: <i>Please attach a copy of the identification document which was provided by the student as proof of identity for the criminal history check (NOTE: not required when requesting to cease monitoring).</i> | | |



| PART B SCHOOL DETAILS | |
|----------------------------------|------------------|
| Name of current school attended: | |
| School address: | |
| Name of principal: | |
| Principal phone: | Principal email: |
| Postal address: | |

Please select relevant option:

| | |
|--------------------------|--|
| <input type="checkbox"/> | The student <u>enrolled</u> at this school on / / – please commence monitoring. |
| <input type="checkbox"/> | The student's enrolment <u>ended</u> at this school on / / – please cease monitoring. |

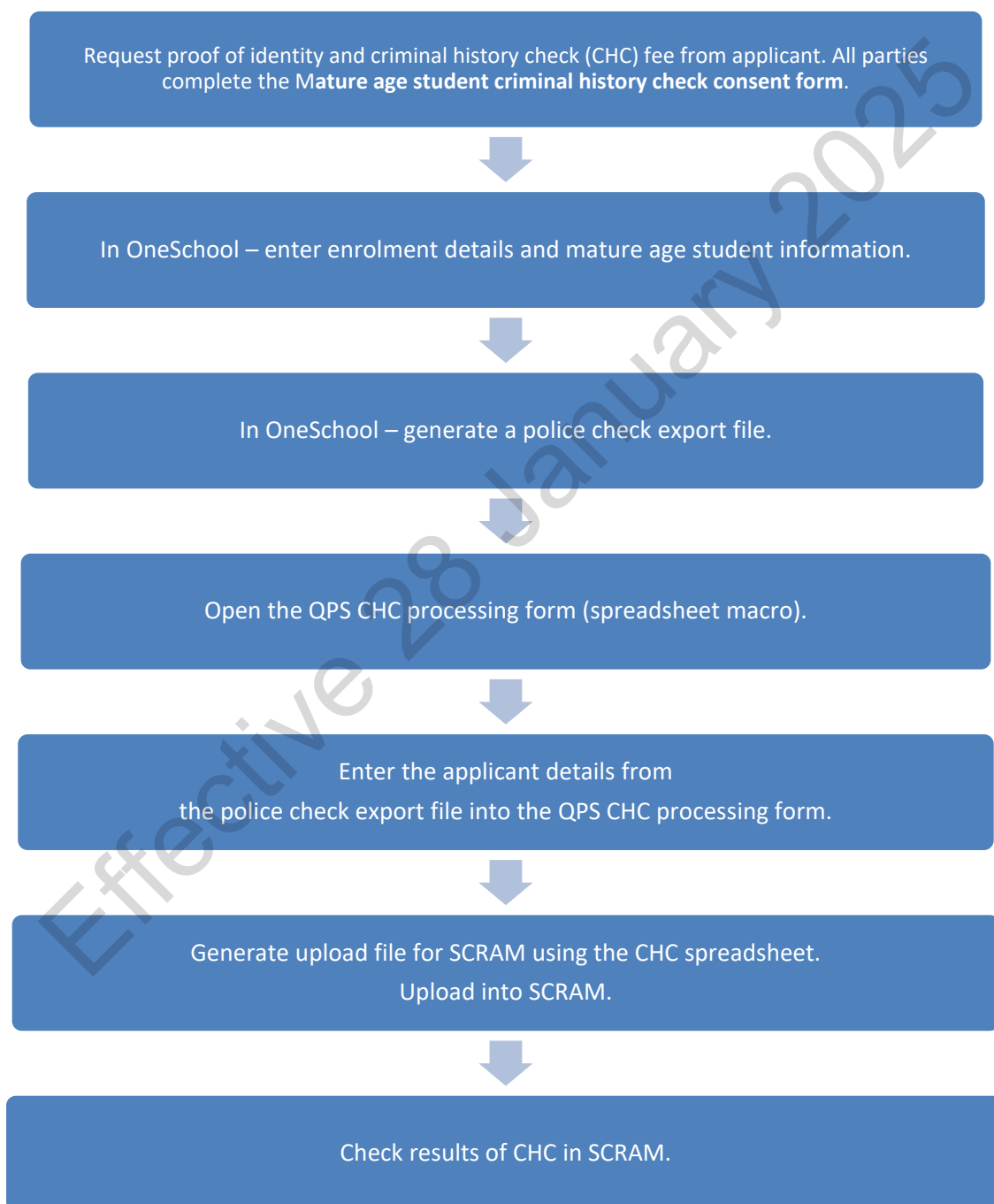
| PART C PRINCIPAL'S AUTHORISATION | |
|----------------------------------|-------|
| Principal signature: | Date: |

PLEASE SUBMIT COMPLETED FORM (WITH A COPY OF STUDENT'S PROOF OF IDENTITY WHEN REQUESTING TO COMMENCE MONITORING) TO THE QUEENSLAND POLICE SERVICE BY EMAIL AT pic.clo@police.qld.gov.au.



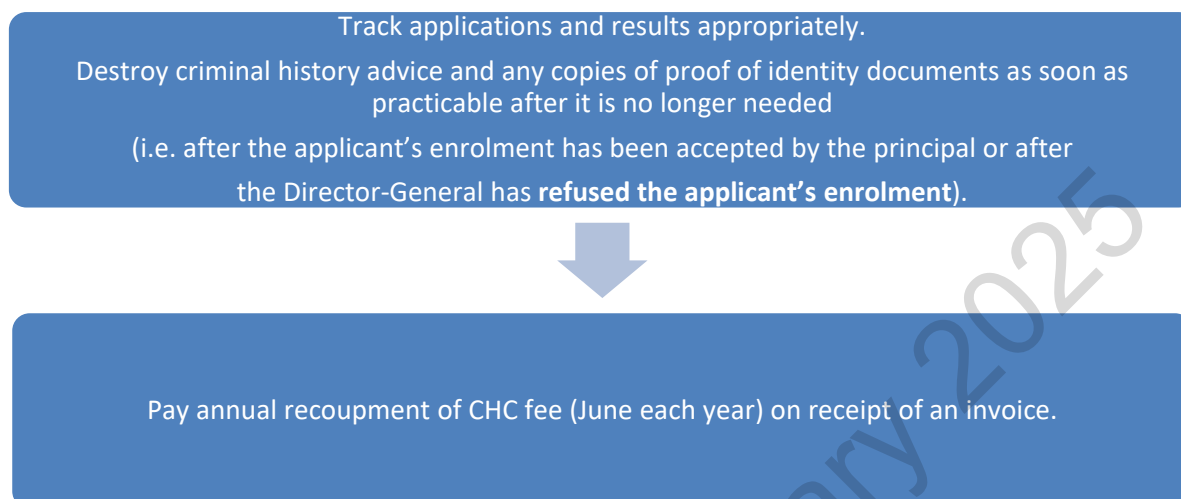
Submitting a criminal history request to the Queensland Police Service

The [Suitability Checking, Recording and Monitoring \(SCRAM\)](#) website has been developed by the Queensland Police Service (QPS) to provide self-service for authorised users¹ to request criminal history checks, view request status, and view and download results. The flowchart below outlines the process schools should follow to obtain criminal history checks for mature age applicants:



¹ Authorised users are the principal of a mature age state school and any school staff nominated by the principal to process criminal history checks.

Submitting a criminal history request to the Queensland Police Service



Notes

- Please refer to the [OneSchool Help Materials](#) (DoE employees only) for further details on student enrolment in OneSchool.
- The result of the criminal history check will either be 'clear' (that is, applicant has no criminal history) or 'disclosable' (a summary of the applicant's criminal history will be provided). If the result is not yet determined, the status will show as 'pending'.
- [Further information](#) can be requested from QPS in relation to a criminal history, including a brief description of the circumstances of a conviction or charge for an offence mentioned in the report, and/or information about the outcome of a charge for an offence mentioned in the report.



Template email: Reminding student of obligation to disclose any change in criminal history

Use the template below to remind a student about their obligation to provide the school a criminal history change notice when their criminal history changes

SUBJECT: Reminder – you are obliged to notify the school if there is a change in your criminal history

Dear <insert student name>

As a mature age student enrolled in a mature age state school, you must complete the [Criminal history change notice](#) if there has been a change in your criminal history (s.175K of the *Education (General Provisions) Act 2006* (Qld)).

A change in criminal history includes any charge or conviction made against you in Queensland or elsewhere. For an adult who does not have a criminal history, there is taken to be a change in their criminal history if they acquire a criminal history.

Failure to disclose a change in your criminal history, or the provision of false or misleading information, is an offence ([maximum penalty – 20 penalty units](#)).

You must complete the *Criminal history change notice* after a change in your criminal history and provide it to me before you next attend the school or participate in the school's educational program.

Following this disclosure, I will conduct a risk assessment to determine if your attendance at this school poses an unacceptable risk to the safety and wellbeing of the school community and you will be advised of the outcome.

If you require any further information, please contact me directly on <insert Principal phone number>.

Yours sincerely

<insert Principal name>

Principal – <insert school name>

Date xx/xx/xx

Template email: Requesting further information from the Queensland Police Service

Use the template below to request further information from the Police Information Centre. Requests must be emailed to PIC.EAUSupervisors@police.qld.gov.au

SUBJECT: Requesting further information from QPS for prospective mature age student at **<insert school name>**

Dear Manager

I have recently received a criminal history for a prospective mature age student under section 175D or section 175E of the *Education (General Provisions) Act 2006* (Qld) (the Act).

In accordance with section 175F of the Act, I request further information about this individual's criminal history in order to make a determination regarding whether their enrolment at this school may pose an unacceptable risk to the safety or wellbeing of members of the school community.

I would appreciate it if you could provide a written report with the following information at your earliest convenience:

- a brief description of the circumstances of each conviction or charge for an offence mentioned below; and
- information about the outcome of a charge for each offence mentioned below
<delete if not applicable in the circumstances>.

The details of the person and their offences are:

| PERSON ID {EQ ID} | NAME | DOB | OFFENCE | DATE OF OFFENCE |
|----------------------|------|-----|---------|-----------------|
| | | | | |
| | | | | |

Please provide the requested information to me by email at **<insert principal's email address>**.

If you require any further information, please contact me directly on **<insert Principal phone number>**.

Yours sincerely

<insert Principal name>

Principal – **<insert school name>**

Date **xx/xx/xx**