

Information on Exemptions from Attendance at School for Employment in the Entertainment Industry

EDUCATION PROGRAM

- Appropriate, regular and efficient instruction must be provided for all applicants approved under this section. The tutor must consult with the principal of the school at which the student is enrolled in the planning and development of the educational program for that student.
- The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.
- The educational program should be comprehensive, balanced and sequential.
- There should be sufficient print and non-print resources to meet the demands of the program.

TUTORS

- **CHILD PROTECTION:** Tutors must provide evidence that they have a current Working with Children Check.
- Tutors must provide evidence that they hold appropriate teaching qualifications recognised by the Catholic School Office (eg Bachelor of Education, Diploma of Teaching/Education).
- The efficiency of tutors and effectiveness of their instruction may be assessed by the investigating officer during visits to the place of employment.

PERIODS OF INSTRUCTION

- Sufficient hours of instruction must be provided to ensure that the requirements of the teaching/learning program are being met. In general, there should be a minimum of 2 hours and an average of 4 hours instruction each school day.
- Where possible, disjointed tutoring should be avoided.
- Instruction shall only occur between 7:00 am and 7:00 pm on school days.
- Instruction shall not occur during weekends or school holidays.
- The tutor must ensure that adequate meal and rest breaks are provided during the period of instruction.

PLACES OF INSTRUCTION

- A suitable area with adequate lighting, ventilation and space must be provided for instruction.
- Furnishings should be suitable for the purpose of instruction.
- During periods of instruction, this area is to be for the exclusive use of the student or other students away from distraction.

RECORDS

- The tutor must complete a register of daily activities. It will include details of:
 - instruction taken from the educational program
 - the days on which instruction occurred
 - the length of the instruction periods.
- The register must be available for inspection when requested by an investigating officer.
- The tutor must evaluate the student's progress regularly and maintain appropriate records.
- All records of the student's study, educational progress and actual work must be provided to the student's school at regular intervals.

A Certificate for Exemption may be cancelled at any time if the conditions are not being met.