

# MINISTERIAL INSTRUCTION

## NO 11 FOR APPLICATION FOR PART-TIME ATTENDANCE IN AN APPROVED LEARNING PROGRAM

### Statement

This Ministerial Instruction specifies the circumstances in which a parent of a youth or an independent youth may apply to attend an Approved Learning Program part-time.

Date published: July 2017

# Ministerial Instruction No 11 for Application for Part-time Attendance in an Approved Learning Program

I, Jeremy Rockliff, being the Minister for Education and Training, make the following instruction, for the purposes of Section 34 of the *Education Act 2016*.

## 1. Purpose

1.1 To specify the circumstances in which a parent of a youth or an independent youth may apply to attend an Approved Learning program on a part-time basis.

## 2. Scope

This Ministerial Instruction applies to a youth participating in an Approved Learning Program or intending to participate in an Approved Learning Program.

This Ministerial Instruction comes into effect on 10 July 2017.

## 3. Instructions

- 3.1.1. An independent youth, or parent of an independent youth may apply in writing, for the youth to participate in an Approved Learning Program part-time.
- 3.1.2. An application is to be addressed to the Minister for Education and Training.
- 3.1.3. If the application is for a youth enrolled at a State school, the school principal is to forward the application with a recommendation to the Department of Education at [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au).
- 3.1.4. If the application is for a youth enrolled at a school of which the Director, Tasmanian Catholic Education Office is the administrative authority, the school principal is to forward the application to the Director, Tasmanian Catholic Education Office.
- 3.1.5. If the application for a youth enrolled at any other non-government registered individual school, or transitioning school who's administrative authority is not the Tasmanian Catholic Education Office the school principal is to forward the application to the Registrar, Education at [parttimeattendance@oer.tas.gov.au](mailto:parttimeattendance@oer.tas.gov.au).
- 3.1.6 If the application is for a youth undertaking education or training with any other provider as part of an Approved Learning Program the application is to be forwarded by the independent youth or parent of an independent youth to the Minister for Education and Training at [parttimeattendance@education.tas.gov.au](mailto:parttimeattendance@education.tas.gov.au).
- 3.1.7. An application must detail the reasons why it is in the best interests of the youth to participate part-time in an Approved Learning Program, which may include but are not limited to:
  - a. The youth has an on-going particular medical, degenerative or similar condition or is affected by medical treatment which means they are unable to participate in their Approved Learning Program on a full-time basis; or
  - b. The youth is at least 17 years old and plans to undertake part-time study and employment.

Please refer to the online version (Doc ID: TASED-1797567314-8197) located in the Department's Document Centre to ensure this is the most recent copy.

3.1.8. An application must be accompanied by any relevant information or evidence to support a determination by the Minister for Education and Training as to whether or not part-time participation in an Approved Learning Program is in the best interests of the youth.

3.1.9. The Minister for Education and Training may request further information or evidence to support a determination.

## 4. Definitions

As per the *Education Act 2016*.

## 5. Details

Minister Authorisation:	Jeremy Rockliff
Date authorised:	10 July 2017
Contact Officer Business Unit:	Education Act Implementation
Contact Business Unit email:	edact@education.tas.gov.au
Date document was last reviewed:	10 July 2017
This document replaces:	-
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Key Words:	APPROVED LEARNING PROGRAM, PART TIME, ATTENDANCE, APPLICATION

Table 1: Details of document authorisation

## 6. History of Changes

Effective date	Last update date	Policy version no.	Notes
10 July 2017	-	1	New <i>Education Act 2016</i> .

Table 2: History of document changes