

## **Information for Exemption from Attendance at School Employment in the Entertainment Industry**

### **Educational Program**

1. Appropriate, regular and efficient instruction must be provided for all approved applicants.
2. 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 meeting the learning and support needs of the student.
3. The educational program must be compatible with the program being undertaken at the student's school.
4. The educational program should be comprehensive, balanced and sequential.
5. There should be sufficient non-print resources to meet the demands of the program.

### **Tutors**

1. Tutors must provide evidence that they hold appropriate teaching qualifications recognised by the Catholic Education Office.
2. The efficiency of tutors and effectiveness of their instruction may be assessed by the investigating officer during visits to their place of employment.

### **Periods of Instruction**

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

### **Places of Instruction**

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

### **Records**

1. The tutor must complete a register of daily activities that include – instruction taken from the educational program, the days on which the instruction occurred and the length of the instruction period.
2. The register must be made available for inspection when requested by an investigating officer.
3. The tutor must evaluate the student's progress regularly and maintain appropriate records.
4. 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 of Exemption may be cancelled at any time if any of these conditions are not being met**