



Catholic  
Education  
Commission  
Tasmania

# Catholic Education Commission Tasmania Terms and Definitions

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## INTRODUCTION

This document includes information on definitions and terms used by Catholic Education Tasmania, the legislation, regulations and standards under which Catholic Education Tasmania operates and commonly used acronyms.

All the definitions and terms are for commonly used terms by Catholic Education Tasmania and governance terms that are used in system policy, procedure, standards, guidelines and protocols. These terms are used by the Catholic Education Commission Tasmania and the Tasmanian Catholic Education Office and it is recommended that Catholic schools use the same terms, where relevant, in school level documentation.

The summary of legislation, regulations and standards includes both Tasmanian and Commonwealth documentation under which Catholic Education Tasmania operates. These documents form the legal parameters and obligations for Catholic Education Tasmania and all system policy, procedure, standards, guidelines and protocol are framed within this context.

The list of commonly used acronyms by Catholic Education Tasmania and the broader education sector has been provided as an easy reference for any system level documentation that may contain acronyms in its content.

Any queries regarding this Reference Guide, please contact the Advisor: Governance, Policy and Research at the Tasmanian Catholic Education Office on (03) 6210 8888 or via [policy@catholic.tas.edu.au](mailto:policy@catholic.tas.edu.au).

## DEFINITIONS

TERM	MEANING
<b>Aboriginal &amp; Torres Strait Islander</b>	Any person who is of Aboriginal & Torres Strait Islander descents, identifies as Aboriginal & Torres Strait Islander, and is recognised by the Indigenous community in which they live as an Aboriginal & Torres Strait Islander.
<b>Abuse, Harm or Neglect</b>	Means sexual abuse or physical or emotional injury or other abuse, harm or neglect, to the extent that: (a) The abused, harmed or neglected person has suffered, or is likely to suffer, physical or psychological harm detrimental to the person's wellbeing; or (b) The abused, harmed or neglected person's physical or psychological development is in jeopardy.
<b>ACARA</b>	Is the Australian Curriculum Assessment and Reporting Authority.
<b>Acceptable Use Agreement</b>	Is a set of rules developed for Students and/or Parents/Guardians and agreed to by them, that lays out Student and family responsibilities when using Information Communication Technology (ICT).
<b>Accreditation Currency</b>	Currency is the regular maintenance of Accreditation Status through ongoing learning.
<b>Adult</b>	A person who is aged 18 years or older. In the context of system policy this denotes parents and family members of students enrolled in a CET school, and members of the wider community associated in some way with CET.
<b>A-E Report</b>	A student report that assesses student achievement against the year level Australian curriculum achievement standard.
<b>AGAT</b>	Is the ACER General Ability Test: this series of tests is designed to assist teachers to assess a student's general reasoning ability.
<b>Applicant Data</b>	Is any document or evidence provided by, or on behalf of, an applicant, that may include application form, curriculum vitae, documentation in support of application, Evidentiary Requirements, Pre-employment Screening, attestation/disclosure (where called for), and any other information collected at interviews, assessment enhancement options and from referees.
<b>Appropriate Behaviour</b>	Behaviour which is proper to the dignity of the person performing the action or omission and any people impacted by the action or omission. This includes behaviour that is lawful, child safe and in accordance with CECT, TCEO and School policies, procedures, standards, guidelines or advice and Church teachings.

<b>TERM</b>	<b>MEANING</b>
<b>Archdiocesan Schools</b>	The thirty-five Catholic schools owned and operated by the Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.
<b>The Australian Children’s Education and Care Quality Authority (ACECQA)</b>	Is the national body jointly governed by the Australian Government and state and territory governments. ACECQA guides and oversees the implementation of the National Quality Framework (NQF).
<b>Breastfeeding</b>	Is the process of feeding a mother’s breast milk to her infant, either directly from the breast or by expressing the milk from the breast and the mother bottle-feeding it to the infant.
<b>Breastfeeding Breaks</b>	Means breaks agreed between the employer and employee for the purposes of breastfeeding in a private and secure area.
<b>Bullying</b>	<p>Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. Bullying can take many forms including:</p> <ul style="list-style-type: none"> <li>• Physical Bullying – involves physical actions such as hitting, pushing or obstructing. Also includes damaging, stealing or hiding personal belongings.</li> <li>• Psychological Bullying – involves words or actions being used to cause psychological harm such as name calling or making fun of someone’s appearance, actions, physical characteristics or cultural background.</li> <li>• Indirect Bullying – involves the deliberate act of exclusion or spreading untrue stories and rumours in order to hurt or intimidate someone.</li> <li>• Cyber Bullying – see Cyber Bullying definition.</li> </ul>
<b>Bursary/Bursaries</b>	Bursaries are given for financial need to support students from low socio-economic backgrounds to assist with the cost of attending a Catholic school.
<b>Business Day</b>	Means a day which is not Saturday, Sunday or public holiday in Tasmania.
<b>BYOD (Bring Your Own Device)</b>	Is a practice of allowing Students to use their own computers, tablets, smartphones or other devices to access CET ICT.
<b>Canon Law</b>	Is the term used to describe the laws of the Roman Catholic Church ( <a href="https://www.vatican.va/roman_curia/congregations/faith/dfa_p001399.html">Glossary of Terms - Congregation for the Doctrine of the Faith (vatican.va)</a> )
<b>Caregiver</b>	Means a person who assumes responsibility for bringing the infant or child to the workplace to enable the employee to breastfeed.
<b>Catholic Education Tasmania (CET)</b>	Catholic Education Commission Tasmania controlled workplaces including Archdiocesan Schools and adjunct

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	business undertakings such as childcare operations, Dominic College Glenorchy Limited School, Ministerial Public Juridic Person Schools and the Tasmanian Catholic Education Office operating in the Archdiocese of Hobart.
<b>Catholic Education Commission Tasmanian (CECT)</b>	The governing body for the Archdiocesan Schools and the Tasmanian Catholic Education Office, approved system authority under State and Federal legislation, by the Archbishop of Hobart and authority for system policy and procedure for CET. All Catholic Schools in Tasmania as well as the TCEO come under the authority of the CECT. Please refer to the CECT Constitution and Explanatory Notes for more information on the role and responsibility of the CECT.
<b>CathEdSafe</b>	CET's paramount WHS officer consultative forum.
<b>Catholic Schools</b>	Archdiocesan Schools, Dominic College Glenorchy Limited and Ministerial Public Juridic Person Schools operating in the Archdiocese of Hobart.
<b>CET Community</b>	All persons who are associated with CET in some way. This includes workers, coaches, students, parents, guardians, carers, step-parents, relatives, friends, supporters, volunteers and visitors when in any CET environment or when attending any school related function or activity.
<b>CET's Work Health and Safety Program</b>	CET's suite of WHS governance instruments that collectively form CET's Work Health and Safety Program i.e.: <ul style="list-style-type: none"> <li>a) WHS Policy</li> <li>b) WHS Standards</li> <li>c) WHS Guidelines</li> <li>d) Operational workflows and templates e.g. incident reporting</li> <li>e) CathEdSafe's Terms of Reference.</li> </ul>
<b>CETKP</b>	CET's online safety and compliance platform which houses the documentary components of CET's: <ul style="list-style-type: none"> <li>a) Work Health and Safety Program</li> <li>b) Child Safety Program</li> <li>c) Critical incident management resources</li> <li>d) Complaints management processes</li> <li>e) Risk management framework</li> <li>f) Records management protocols.</li> </ul>
<b>Child</b>	Is a person under 18 years of age.
<b>Child Related Activity</b>	Means an activity or service, including but not limited to a child education service, that relates to or involves a Child or Young Person. Where the only contact a person has with a Child or Young Person is working with a record of a Child or Young Person, that will not be considered a Child Related Activity.

<b>TERM</b>	<b>MEANING</b>
<b>Child Safe Officer</b>	Is the person appointed by the Executive Director: Catholic Education Tasmania to support the Executive Director, Principals, Managers, and Supervisors with child safety matters and queries.
<b>Child Safety Concern</b>	Means a belief, suspicion or knowledge that a person has committed reportable conduct or that the safety, psychological wellbeing or interests of a child or young person are affected or likely to be affected by family violence.
<b>Child Safety Notification Form</b>	Means the relevant form accessed by the designated QR code on CET's Mandatory Reporting Flowchart or via the child safety icon on the CETKP homepage.
<b>Child Safety Program</b>	Means CET's suite of child safety governance instruments that collectively form CET's Child Safety Program i.e.: <ul style="list-style-type: none"> <li>(a) Child Safety Policy</li> <li>(b) Child Safety Code of Conduct</li> <li>(c) Mandatory Reporting Policy</li> <li>(d) Reportable Conduct Policy</li> <li>(e) Working with Vulnerable People Registration Policy</li> <li>(f) TCEO Child Safety Committee Terms of Reference.</li> </ul>
<b>Child Safety Service</b>	The Tasmanian Government's Child Safety Service that protects children and young people who are at risk of abuse or neglect.
<b>Child Safety/Child Safe</b>	A safety-oriented approach to providing the care and protection of children in an environment and manner that maximises their opportunities to grow, learn and reach their potential.
<b>Church Trust Corporation</b>	Is the short name for the Roman Catholic Church Trust Corporation of the Archdiocese, which is the legal entity that owns and operates 35 Catholic Schools and the TCEO in the Archdiocese of Hobart.
<b>Communications Device</b>	Are any devices (CET-supplied or BYOD) such as telephones/smartphones, tablets, computers, radios, copiers, facsimiles, and their respective hardware, software and applications used to access CET email and other electronic data, networks, websites, internet services and social media platforms.
<b>Conflict of Interest</b>	A conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in the best interest of Catholic Education Tasmania. A conflict of interest may be actual, potential or perceived and may be financial (pecuniary) or non-financial in nature.
<b>Consent to Publication of Information</b>	Means the consent to publication included in the School Enrolment Form or otherwise varied in writing from time to time.
<b>Contact</b>	includes:

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	(a) Physical contact, which includes taking part in the Child Related Activity at the same place as a Child or Young Person; or (b) Face-to-face contact; or (c) Oral communication; or (d) Written communication, which includes electronic communication.
<b>Cultural Fit</b>	Is the degree to which a person’s norms and values are compatible with those of CET.
<b>Cyberbullying</b>	Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group, that is intended to harm other. It can occur via a social media site, online game, an app, or any other online or electronic service or platform. People can use a variety of the following as a form of Cyberbullying: posts, comments, texts, messages, chats, livestreams, memes, images, videos and emails. ( <a href="#">Cyberbullying   eSafety Commissioner</a> )
<b>Cybercrime</b>	Is defined in Australia as crimes carried out that are targeting computers or other ICT, such as hacking and denial of service attacks, as well as traditional crime that utilises computers or ICT as part of criminal activity such as online fraud, money laundering and identity theft. [ <a href="#">Commonwealth Director of Public Prosecutions   cdpp.gov.au</a> ]
<b>DIBELS</b>	Is the Dynamic Indicators of Basic Early Literacy Skills test for students in Prep, Year One to Year Eight.
<b>Direct Funded Schools</b>	Refers to the 10 Catholic Colleges that are funded under a direct funding allocation method.
<b>Disengagement</b>	Disengagement in the student’s school or college refers to: <ul style="list-style-type: none"> <li>• To some extent participating in the school curriculum.</li> <li>• Decreasing participation in classes.</li> <li>• Unexplained absence of more than 20 days in a calendar year.</li> <li>• Unexplained absence of more than 10 days in a 10-week term.</li> </ul>
<b>Documentation</b>	Is a cumulative record of a child’s growth, development and learning. Documentation includes information and feedback from the family, is readily available to families and forms the basis of conversation.
<b>Dominic College Glenorchy Limited</b>	The legal entity that owns and operates Dominic College within the Archdiocese of Hobart.
<b>Due Diligence</b>	Means taking reasonable steps: <ul style="list-style-type: none"> <li>(a) to acquire and keep up-to-date knowledge of work health and safety matters; and</li> </ul>



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	<p>(b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and</p> <p>(c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and</p> <p>(d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and</p> <p>(e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and</p> <p>(f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</p>
<b>EALD</b>	English as an Additional Language/Dialect (EALD) involves students for whom English is not the first language and who require support to fully participate in education. An EALD student may have recently arrived in Australia or they may have been born here.
<b>Early Years Learning Framework</b>	Is an early childhood curriculum framework, which guides early childhood educators in developing quality, early childhood education programs. The framework describes the principle, practice and outcomes to support and enhance children’s learning from birth to five years.
<b>Employee</b>	Means an employee of: <ul style="list-style-type: none"> <li>a) Dominic College Glenorchy Limited</li> <li>b) Edmund Rice Education Australia Colleges Limited</li> <li>c) Edmund Rice Education Australia Flexible Schools Limited</li> <li>d) Roman Catholic Church Trust Corporation of the Archdiocese of Hobart.</li> </ul>
<b>Employer</b>	There are four employers operating in CET and the term Employer will either refer to one of these

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	<p>employers or all four of them collectively, depending upon the context of the document:</p> <ul style="list-style-type: none"> <li>• The Roman Catholic Church Trust. Corporation of the Archdiocese of Hobart.</li> <li>• Dominic College Glenorchy Limited.</li> <li>• Edmund Rice Education Australia Flexible Schools Limited for St Francis Flexible School</li> <li>• Edmund Rice Education Australia Colleges Limited for St Virgil's College.</li> </ul>
<b>Enrolment</b>	The enrolment of a student in a Catholic School in accordance with the Terms of Enrolment that form part of the Enrolment Form.
<b>Enrolment Form</b>	The form recording the student's application for enrolment in the school. The signed enrolment form once a Catholic school confirms a place for a child is a legally binding contract and all Terms of Enrolment are binding and in effect from the date of the parent's receipt of the confirmation of enrolment letter.
<b>Equity</b>	Encompasses a wide variety of educational adjustments, programs and strategies that enable access and participation to educational programs for all students. It requires an allocation of support and resources according to a student's level of need and includes recognition that some students require additional resources in order to have an equal opportunity.
<b>Evidentiary Requirements</b>	<p>Means, where applicable:</p> <ol style="list-style-type: none"> <li>1. Valid Working With Vulnerable People (WWVP) registration.</li> <li>2. Current and Satisfactory National Police Criminal History Check (NPCHC).</li> <li>3. Essential qualifications and accreditations.</li> <li>4. Other Licensing or registration requirements.</li> <li>5. Evidence of right to work in Australia.</li> </ol>
<b>Excursion</b>	School excursions are structured learning experiences provided by, or under the auspices of, the school that are conducted external to the school site.
<b>Executive Director or Executive Director: CET</b>	Is the Executive Director of Catholic Education Tasmania, responsible for overall leadership and management of Catholic Education in Tasmania.
<b>Expulsion</b>	When a school removes a student permanently from the school and terminates the student's enrolment. Expulsion, depending upon the circumstances, may mean that the student is also prohibited from enrolling in any other CET school.
<b>External Suspension</b>	When a school asks the student to leave for a short period of time, up to a maximum of ten school days.
<b>Fees</b>	Means the school tuition fees, tuition levies, capital levies, and other fees advised to parents in the

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	Schedule of Fees and Charges and as varied from year to year.
<b>Fitness to work</b>	Is the ability of a worker to meet the essential requirements of their position and capacity to undertake the inherent requirements of their role in a safe, efficient and productive manner.
<b>Formative Assessment</b>	Ongoing assessment based on individual student progress. Teachers and students develop learning intentions and assessment criteria for each task and teachers provide students with feedback during the learning and upon completion of tasks. Teachers intervene in the learning process and undertake focused and explicit teaching to assess any needs which have been identified.
<b>Fraud</b>	Fraud against a Catholic education entity is dishonestly obtaining a benefit by deception or other means.
<b>Full Accreditation</b>	Full Accreditation is the attainment of the necessary number of Accreditation points to satisfy the requirements of a specific strand of Accreditation and to formally receive the Archbishop's mandate to work in a Catholic School; teach Religious Education; exercise Leadership in Catholic school.
<b>Functional Capacity Evaluation (FCE)</b>	Is an assessment used to assess Fitness for Work for specific role requirements to ensure that a role will not cause or aggravate any existing injury or disease to an applicant.
<b>Giftedness</b>	Is the possession of natural abilities or aptitudes at levels significantly beyond what might be expected for one's age in one or more of the following domains: intellectual, creative, social, perceptual and physical (Australian Curriculum, Assessment and Reporting Authority, 2021; Gagne, 2020).
<b>Good News for Living</b>	Good News for Living is the curriculum framework mandated for the religious education of students in the Archdiocese of Hobart.
<b>Governance</b>	Refers to the various authority structures, decision-making processes and lines of accountability and responsibility that pertain to any Catholic School or School-support enterprise operating in the Archdiocese of Hobart.
<b>Grooming</b>	Means conduct of a person that: (a) is intended to establish trust with the aim of normalising sexually harmful behaviour towards, or allowing the person to engage in an unlawful act, sexual offence, or sexual misconduct, against, the child; and (b) forms part of a pattern of manipulative or controlling behaviour in relation to – (i) the child; or

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	(ii) the child's guardian, family or friends; or (iii) a worker of a relevant entity that provides services to, or has dealings with, the child.
<b>Hazard</b>	A situation or thing, which has the potential to harm a person.
<b>Hiring Manager</b>	Is the person delegated with the responsibility of filling a role.
<b>Humanitarian Entrant</b>	Means a student or their parents who have either applied for, currently hold, or have previously held a humanitarian visa. Humanitarian visas include visa subclasses 200, 201, 202, 203, 204, 785, 790 and 866.
<b>ICT (Information and Communication Technologies)</b>	Refers to all technological tools, resources and Communication Devices used to communicate and create, disseminate, store, and manage electronic information.
<b>Inappropriate Worker Behaviour Form</b>	Means the relevant form accessed by the designated QR code on CET's Mandatory Reporting Flowchart or via the child safety icon on CET's online safety and compliance platform (CETKP) homepage.
<b>InitialLit</b>	Is an evidence-based whole-class literacy program providing all children with the essential core knowledge and strong foundations to become successful readers and writers.
<b>Internal Suspension</b>	When a school removes a student from class and the student remains on campus under supervision.
<b>Kindergarten</b>	15 hours of early learning experiences in a school setting for children who turn 4 years of age on or before 1 January of the year they start Kindergarten.
<b>Letter of Acceptance</b>	Is the letter from the Catholic school to families in which the school accepts the student's application for Enrolment in the School.
<b>Major Excursion</b>	Means 'high risk' activities involving water and/or outdoor educational activities, which require an in-depth risk assessment and parental approval.
<b>Mandatory Report</b>	Is a Child Safety Notification made by Mandatory Reporter.
<b>Mandatory Reporter</b>	Means any CET employed or engaged person involved in the provision, management or administration of education, health, welfare or childcare services. Includes but is not limited to principals, teachers, support staff, volunteers, coaches, bus drivers, utility officers, psychologists and counsellors.  Please note for some policies such as the Mandatory Reporting Policy the definition of mandatory reporter does not include: (a) A student on a work experience placement. (b) A worker under the age of 16 years. Please check the definitions included in a policy to check if this clarification applies.

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<b>Mandatory Reporting</b>	<p>Is the legislative requirement imposed on Mandatory Reporters to make a report to the Child Safety Service if he or she knows, believes or suspects, on reasonable grounds that:</p> <ul style="list-style-type: none"> <li>• A Child has been or is being abused or neglected.</li> <li>• A Child has been or is being affected by family violence.</li> <li>• There is a reasonable likelihood of a Child being killed or abused or neglected by the person with whom the Child resides.</li> <li>• While a woman is pregnant, there is a reasonable likelihood that after the birth of the child, the child will suffer abuse or neglect, or maybe killed by a person with whom the Child is likely to reside; or the Child will require medical treatment or other interventions as a result of the behaviour of the women or other person with whom the woman resides or is likely to reside with, before the birth of the Child.</li> </ul>
<b>More than Incidental Contact</b>	<p>Includes but is not limited to activities or circumstances that allow the building of rapport with a Child or a Young Person, getting to know a Child or Young Person in any way or physical contact with a Child or Young Person.</p>
<b>Edmund Rice Education Australia (EREA)</b>	<p>Edmund Rice Education Australia (EREA) was established by the Congregation of Christian Brothers to carry out their mission. St Francis Flexible Learning Centre is operated by EREA Flexible Schools Ltd and St Virgil's College is operated by EREA Colleges Ltd within the Archdiocese of Hobart.</p>
<b>Minor Excursion</b>	<p>Means a 'low risk' offsite trip with a duration of 1 school day or less and may include (but not limited to) visits to museums, art galleries, local parks, educational centres/buildings and other schools.</p>
<b>Motivational Fit</b>	<p>Is the degree to which a person finds a role's activities and responsibilities satisfying.</p>
<b>NAPLAN</b>	<p>Is the National Assessment Program – Literacy and Numeracy, undertaken annually by students in Years Three, Five, Seven and Nine.</p>
<b>National Quality Framework</b>	<p>Is Australia's system for regulating early childhood education and care.</p>
<b>NCCD</b>	<p>The NCCD (Nationally Consistent Collection of Data) includes students who have been identified by a school team as receiving an adjustment to address a disability as defined under the <i>Disability Discrimination Act</i> (DDA). Adjustment is a measure or an action taken by an education provider that has the effect of assisting a</p>

<b>TERM</b>	<b>MEANING</b>
	student with a disability to engage and participate in education on the same basis as their peers.
<b>NDIS</b>	The National Disability (NDIS) is a jointly funded scheme funded by the Commonwealth and the States. Eligible participants will have a disability support plan developed for them, which is intended to meet their current and future support needs.
<b>NDIS Providers</b>	Any person seeking access to deliver NDIS services to support the disability of students at an individual or group level. This includes agencies, private organisations and individual allied health professionals.
<b>Negotiated Transfer</b>	When a school transfers a student to another school due to the circumstances surrounding the unacceptable behaviour of a student.
<b>NES</b>	Means the National Employment Standards.
<b>Notifier</b>	Is the person who lodges a Child Safety Notification.
<b>Other Person</b>	Refers to any person in a School Environment or Workplace who is not a worker.
<b>Outdoor Learning</b>	Learning experiences which take place outside of the classroom or school building. These may be onsite or offsite, play or planned experiences.
<b>Outside School Hours Care (OSHC)</b>	Any outside school hours care that is available through the Catholic school for before and/or after school care.
<b>Parent/s</b>	Means the parent/s of a child/student and/or the legal guardian as identified by appropriate documentation.
<b>Pastoral Care</b>	Pastoral care is the care for the 'whole person', i.e., for the individual's spiritual, intellectual, social, physical and psychological well-being. It originates in profound respect for the dignity of both the individual person and the community transformed by the values of gospel.
<b>PAT Adaptive</b>	Is a computer-adaptive online assessment, which means that students are automatically presented test content that is appropriate and engaging for their level, and that will elicit accurate and useful information to support teachers in their work.
<b>PAT Linear</b>	Is a form of Progressive Assessment Testing, in which all students in a group respond to a test containing the same items.
<b>PAT Early Years</b>	Is Progressive Assessment Testing for Prep Students.
<b>PCBU</b>	Person conducting a business or undertaking as per Work Health and Safety legislation.
<b>Play</b>	A process, which is freely chosen, personally directed and intrinsically motivated. Children determine and control the contents and intent of their play, by following their instincts, ideas and interests, in their own way for their own reasons. (Play-Work Principles Scrutiny Group 2005)
<b>Policies</b>	Means the policies of the CECT, available via the CET Website, and the policies of the Catholic School,

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	available via the School Website, as amended from time to time
<b>Pre-Employment Screening</b>	Is screening used to determine an applicant’s ability to undertake a role that may include FCE, psychometric testing and/or assessment centre methodologies and techniques.
<b>Principal</b>	Means the person in charge of the day-to-day operation of a school and who has the legal authority and responsibility for the care of a child whilst enrolled at a Catholic School.
<b>Provisional Accreditation</b>	Provisional Accreditation is the conditional provision of the Archbishop’s mandate to work in Catholic School; teach Religious Education; exercise Leadership in Catholic School subject to making a commitment to work towards the relevant level of full Accreditation over a specified period.
<b>Reasonably Practicable</b>	<p>Means in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including –</p> <ul style="list-style-type: none"> <li>(a) the likelihood of the hazard or the risk concerned occurring; and</li> <li>(b) the degree of harm that might result from the hazard or the risk; and</li> <li>(c) what the person concerned knows, or ought reasonably to know, about – <ul style="list-style-type: none"> <li>(i) the hazard or the risk; and</li> <li>(ii) ways of eliminating or minimising the risk; and</li> </ul> </li> <li>(d) the availability and suitability of ways to eliminate or minimise the risk; and</li> <li>(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</li> </ul>
<b>Regional Principal Leader (RPL)</b>	The Regional Principal Leader: North/South employed by the Tasmanian Catholic Education Office to oversee the Catholic schools located in the north or south of the state.
<b>Regulated Activity</b>	Is any activity or service which involves Children as defined in <i>Registration to Work With Vulnerable People Regulations Act 2014 (TAS)</i> .
<b>Religious Literacy Assessment</b>	Is the assessment which focuses on students’ ability to recall content about the Catholic faith and their

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	knowledge and understanding of Religious Education. It is not designed to measure a student's faith.
<b>Reportable Allegation</b>	Means information that leads a person to form a reasonable suspicion that a worker of an entity has committed reportable conduct, whether or not the alleged reportable conduct occurred within the course of the worker's duties in respect of the entity, and regardless of whether the alleged reportable conduct occurred before the commencement of the <i>Child and Youth Safe Organisations Act 2023</i> .
<b>Reportable Conduct</b>	Means behaviour that constitutes: (a) A breach of CET's Child Safety Code of Conduct (b) <b>Grooming</b> of a Child or Young Person. (c) Conduct that causes or is likely to cause significant emotional or psychological harm to a Child or Young Person. (d) Physical violence against Child or Young Person. (e) Sexual offence or sexual misconduct, committed against, with, or in the presence of a Child or Young Person (includes sending/uploading sexually explicit digital/social media posts, child pornography offences, whether or not the behaviour falls below the criminal offence threshold). (f) Significant neglect Child or Young Person. (g) Unreasonable treatment of a Student but not extending to conduct which is reasonable for the purposes of the discipline, management or care of students having regard to appropriate professional standards.
<b>Reportable Conduct Scheme</b>	Means a compulsory scheme that requires leaders of applicable organisations to report to an independent regulator and investigate concerns about conduct related to child abuse involving a worker.
<b>Reportable Conviction</b>	Means a conviction for an offence that involves reportable conduct, regardless of whether the conduct or conviction occurred before the commencement of the <i>Child and Youth Safe Organisations Act 2023</i> .
<b>Risk</b>	The possibility that harm (death, injury or illness) might occur when exposed to a hazard.
<b>Risk Assessment</b>	Identification of hazards and allocation of appropriate controls.
<b>Risk-benefit Analysis</b>	An analysis of the benefits of an activity balanced against an assessment of the risks of that activity.
<b>Risk Management</b>	Following a risk benefit analysis, taking action to eliminate risk as far as is reasonably practical, minimising the risk so far as is reasonably practicable.
<b>Schedule of Fees and Charges</b>	Means the School's fee schedule as varied from year to year.
<b>Scholarship</b>	Financial assistance granted to a student on the basis of merit to pursue his or her studies.



<b>TERM</b>	<b>MEANING</b>
<b>School</b>	Means any archdiocesan or religious institute school (Dominic College, St Francis Flexible School, St Virgil's College) operating in the Archdiocese of Hobart.
<b>School Activity</b>	Is any Student-based program or endeavour that does not fall within the scope of the regular curriculum (e.g. school camp, sporting events, excursions, outdoor learning, concerts, competitions etc).
<b>School Environment</b>	Is any physical or virtual place made available or authorised by a school for use by children during or outside School hours, that includes: <ul style="list-style-type: none"> <li>• School grounds, including all campuses.</li> <li>• Online School environments, including email, intranet systems and Social Media platforms.</li> <li>• Other locations provided by the School for a child's use, including locations used for school activities and school events.</li> </ul>
<b>School Event</b>	Is any occasion that involves the wider School community (e.g. a fair, fundraiser, parent education evenings, parents and friends social functions etc).
<b>School Weeks</b>	Means the weeks classes are conducted at the school and excludes school term holidays.
<b>Sexually Abused</b>	Means any act which exposes a child to, or involves a child in, sexual processes beyond his or her understanding or contrary to accepted community standards. Child sexual abuse includes grooming, which refers to behaviours that manipulate and control a child, their family and other support networks, or institutions with the intent of gaining access to the child, obtaining the child's compliance, maintaining the child's silence, and avoiding discovery of sexual abuse.
<b>Shared Funded Schools</b>	Refers to the 27 Catholic schools that are funded under a shared funded budget model in the Archdiocese of Hobart.
<b>Social Media</b>	Refers to online services, mobile applications and virtual communities that provide a way for people to connect, network and share information text, commentary, statements, audio, graphics, multimedia pictures, movies, and photos.
<b>Staff or Staff Member</b>	Means a person whose wages are paid by CET or who is engaged as a volunteer on a regular basis.
<b>Student</b>	Means any child under the age of 18 enrolled at a CET school, any child attending childcare and/or OSHC at a CET school site, and any young person over the age of 18 enrolled at a CET school. In relation to the School Enrolment Form, student means the person whose details are set out on page 1 of the Enrolment Form.
<b>Summative Assessment</b>	Is usually given at the end of a unit or subject. A diverse range of tasks should contribute to these assessments. Teachers are encouraged to work in teams, both within and beyond the school, to

<b>TERM</b>	<b>MEANING</b>
	moderate student work and determine final awards. Moderation of work ensures that all students receive fair and reliable information about the progress they are making in their learning.
<b>Talent</b>	Is the possession of skills or competencies distinctly above average in one or more areas of human performance (Gagne, 2020).
<b>Tasmanian Catholic Education Office (TCEO)</b>	The operational arm of the CECT as well as providing direct support and services to all Catholic schools operating in the Archdiocese of Hobart.
<b>Tasmanian Catholic Schools Parents Council</b>	The Tasmanian Catholic Schools Parents Council works collaboratively with the Catholic Education Commission Tasmania and the Tasmanian Catholic Education Office to ensure the voice of families is considered at a system level and built into any political negotiations undertaken by the Catholic Education Commission Tasmania on behalf of Catholic Education Tasmania.
<b>TCSEA 2018</b>	Means the Tasmanian Catholic Education Single Enterprise Agreement 2018, or any successor to this Agreement.
<b>Terms of Enrolment</b>	Is a term that incorporates the following: the Enrolment Form, the Letter of Acceptance, the Personal Information Collection Notice, the Consent to Publication of Information, the Schedule of Fees and Charges, the Policies and any annexures included in these documents.
<b>Transfer</b>	When a student transfers to another school at the request of the parents as they wish to leave one school and enrol in another school.
<b>Transitions</b>	Transitions are <ul style="list-style-type: none"> <li>• Any move to a new class or grade.</li> <li>• A move to a new school or college.</li> <li>• A move between sectors, i.e., primary to secondary.</li> <li>• A move to a flexible program including; Vocational Education and Training, Australian School Based Apprenticeship or Traineeship, work experience, community-based program, home schooling, a school in a different sector and the Tasmanian eSchool.</li> </ul>
<b>Twice-Exceptional or Gifted Learners with Disability (GLD)</b>	Refers to students who are gifted (with high potential for high achievement) and have evidence of one or more disabilities. These disabilities can include specific learning disorders (SLD), speech and language disorders, emotional/behavioural disorders, physical disabilities, autism spectrum disorder (ASD) or attention deficit hyperactivity disorder (ADHD).
<b>Unsupervised</b>	Means a person in a CET School Environment or Workplace who does not hold WWVP registration and who is not being supervised by a Staff member who

TERM	MEANING
	holds a current WWVP registration and who has satisfactorily completed CET's online child safety training.
<b>Young Person/People</b>	Means persons who have attained the age of 16 years but have not attained the age of 18 years.
<b>WGEA</b>	Workplace Gender Equality Act 2012
<b>Work Health and Safety (WHS)</b>	The management of risks to health and safety of everyone on a Catholic Education Tasmania site in accordance with legislative requirements and best practice.
<b>Worker</b>	<p>Means any person who carries out work or services in any capacity for CET either as a member of staff, a volunteer, a cleric, a member of a religious institute or lay catechist, member of a religious order, a nun or a brother, a contractor, a subcontractor, an employee of a contractor, a consultant, a counsellor, a casual worker, an employee of an employment agency or labour hire company, an apprentice or trainee or an external person gaining work experience or on work placement.</p> <p>Please note for some policies such as the Child Safety Code of Conduct the definition of worker does not include:</p> <p>(a) A school student on a work experience placement.  (b) A worker under the age of 16 years.</p> <p>Please check the definitions included in a policy to check if this clarification applies.</p>
<b>Workplace</b>	<p>Any physical or virtual place made available or authorised by the CECT, TCEO or a school for use by students, staff and other workers during or outside of CET work hours or school hours, includes:</p> <ul style="list-style-type: none"> <li>• School grounds, including campuses.</li> <li>• Online school environments, including email, intranet systems and social media platforms.</li> <li>• TCEO sites.</li> <li>• Childcare services on school premises.</li> <li>• Outside of School Hours Care on school premises.</li> <li>• Other locations provided by a school or the TCEO for student, staff and other worker use, including locations used for school activities such as excursions, school events and meetings.</li> </ul>
<b>Workplace Manager</b>	Means a member of staff with team leadership responsibilities e.g. a principal.

## LEGISLATION/REGULATIONS/STANDARDS APPLICABLE TO CATHOLIC EDUCATION TASMANIA

LEGISLATION TITLE	LEGISLATION TYPE
<i>Age Discrimination Act 2004</i>	Commonwealth
<i>Animal Welfare Act 1993</i>	Tasmania
<i>Anti-discrimination Act 1998</i>	Tasmania
<i>Associations Incorporation Act 1964 and Regulations 2007</i>	Tasmania
<i>Australian Charities and Not-for-Profits Commission Act 2012 and Regulation 2013</i>	Commonwealth
<i>Australian Code for the Care and Use of Animals for Scientific Purposes</i>	Commonwealth
<i>Australian Curriculum, Assessment and Reporting Authority Act 2008</i>	Commonwealth
<i>Australian Education Act 2013 and Regulation 2013</i>	Commonwealth
<i>Australian Dietary Guidelines</i>	Commonwealth
<i>Australian Human Rights Commission Act 1986</i>	Commonwealth
<i>Australian Professional Standards for Teachers Building Act 2000 and Regulations 2014</i>	Tasmania
<i>The Building Code 2016</i>	Commonwealth
<i>Children, Young Persons and their Families Act 1997</i>	Tasmania
<i>Child and Youth Safe Organisations Act 2023</i>	Tasmania
<i>Civil Liability Act 2002</i>	Tasmania
<i>Corporations Act 2001 and Regulations 2001</i>	Commonwealth
<i>Competition and Consumer Act 2010</i>	Commonwealth
<i>Copyright Act 1988 and Regulations 1989</i>	Commonwealth
<i>Crimes Act 1914</i>	Commonwealth
<i>Criminal Code Act 1924</i>	Tasmania
<i>Criminal Code Act 1995 and Regulations 2001</i>	Commonwealth
<i>Disability Discrimination Act 1992</i>	Commonwealth
<i>Disability Standards for Education 2005</i>	Commonwealth
<i>Education Act 2016 and Regulations 2017</i>	Tasmania
<i>Education and Care Services National Law (Application) Act 2011</i>	Tasmania
<i>Education Legislation Amendments (Education Regulation) Act 2022</i>	Tasmania
<i>Education Services for Overseas Students Act 2000 and Regulations 2019</i>	Commonwealth
<i>Education Services for Overseas Students (Registration Changes) Act 1997</i>	Commonwealth
<i>Education Services for Overseas Students (TPS Levies) Act 2012</i>	Commonwealth
<i>Electronic Transactions Act 200</i>	Tasmania
<i>Environmental Management and Pollution Control Act 1994 and Regulations (various)</i>	Tasmania
<i>Explosives Act 2012</i>	Tasmania
<i>Fair Work Act 2009 and Regulations 2009</i>	Commonwealth

<b>LEGISLATION TITLE</b>	<b>LEGISLATION TYPE</b>
<i>Family Law Act 1975</i>	Commonwealth
<i>Family Violence Act 2004</i>	Tasmania
<i>Financial Transaction Reports Act 1993</i>	Tasmania
<i>Food Act 2003 and Regulations 2012</i>	Tasmania
<i>Food Standards Code Australia New Zealand</i>	Commonwealth
<i>Human Rights and Equal Opportunity Commission Act 1986</i>	Tasmania
<i>Juries Act 2003</i>	Tasmania
<i>Land Use and Planning Approvals Act 1993 and Regulations 2014</i>	Tasmania
<i>Limitation Act 1974</i>	Tasmania
<i>Liquor Licensing Act 1990</i>	Tasmania
<i>Listening Devices Act 1991</i>	Tasmania
<i>Long Service Leave Act 1976</i>	Tasmania
<i>Misuse of Drugs Act 2001</i>	Tasmania
<i>Modern Slavery Act 2018</i>	Commonwealth
<i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>	Commonwealth
<i>National Quality Framework (NQF) and Standards (NQS) – Early Childhood Education</i>	Commonwealth
<i>National Vocational Education and Training Regulator Act 2011</i>	Commonwealth
<i>Office of Tasmanian Assessment, Standards and Certification Act 2003</i>	Tasmania
<i>Ombudsman Act 1978</i>	Tasmania
<i>Paid Parental Leave Act 2010</i>	Commonwealth
<i>Patents Act 1990 and Regulations 1991</i>	Commonwealth
<i>Poisons Act 1971</i>	Tasmania
<i>Police Offences Act 1935</i>	Tasmania
<i>Privacy Act 1988 and the Australian Privacy Principles (APP)</i>	Commonwealth
<i>Public Health Act 1997</i>	Tasmania
<i>Racial Discrimination Act 1975</i>	Commonwealth
<i>Registration to Work with Vulnerable People Act 2013</i>	Tasmania
<i>Registration to Work with Vulnerable People Regulations 2014</i>	Tasmania
<i>Statutory Holidays Act 2000</i>	Tasmania
<i>Sex Discrimination Act 1984</i>	Commonwealth
<i>Superannuation Guarantee (Administration) Act 1992 and Regulations 1993</i>	Commonwealth
<i>Tasmanian Catholic Education Single Enterprise Agreement – Latest version ratified by the Fair Work Commission</i>	Commonwealth
<i>Teachers Registration Act 2000</i>	Tasmania
<i>Training and Workforce Development Act 2013</i>	Tasmania
<i>Vocational Education and Training Quality Framework</i>	Commonwealth

<b>LEGISLATION TITLE</b>	<b>LEGISLATION TYPE</b>
<i>Work Health and Safety Act 2011 and Regulation 2011</i>	Commonwealth
<i>Work Health and Safety Act 2012 and Regulations 2012</i>	Tasmania
<i>Work Health and Safety Model Codes of Practice</i>	Commonwealth
<i>Workplace Gender Equality Act 2012</i>	Commonwealth
<i>Workers Rehabilitation and Compensation Act 1988</i>	Tasmania

## ACRONYMS

### A

- AASB** | Australian Accounting Standard Board
- ACARA** | Australian Curriculum, Assessment and Reporting Authority
- ACBC** | Australian Catholic Bishops Conference
- ACE** | Australian College of Educators
- ACECQA** | Australian Children’s Education & Care Quality Authority
- ACEL** | Australian Council of Educational Leaders
- ACER** | Australian Council for Educational Research
- ACNC** | Australian Charities and Not-for-Profits Commission
- ACPPA** | Australian Catholic Primary Principals Association
- ACTU** | Australian Council of Trade Unions
- ACU** | Australian Catholic University
- ACYF** | Australian Catholic Youth Festival
- AEDC** | Australian Early Development Census
- AEU** | Australian Education Union
- AGAT** | ACER General Ability Test
- AGSRC** | Average Government School Recurrent Costs
- AIRC** | Australian Industrial Relations Commission
- AITSL** | Australian Institute for Teaching & School Leadership
- AHISA** | Association of Heads of Independent Schools of Australia
- ALEA** | Australian Literacy Educators Association
- APPA** | Australian Primary Principals Association
- AQF** | Australian Qualifications Framework
- AQTF** | Australian Quality Training Framework
- ATAR** | Australian Tertiary Admissions Rank
- ATSIC** | Aboriginal and Torres Strait Islanders Commission
- AWA** | Australian Workplace Agreement(s)

### B

**BGA** | Block Grant Authority

## **C**

**CAPP** | Curriculum, Assessment and Professional Practice

**CaSPA** | Catholic Secondary Principals Association

**CCEL** | Catholic College of Educational Leaders

**CCI** | Catholic Church Insurances

**CCO** | Catholic Church Office

**CDF** | Catholic Development Fund

**CECT** | Catholic Education Commission Tasmania

**CET** | Catholic Education Tasmania

**CETKP** | Catholic Education Tasmania Knowledge Portal

**CEW** | Catholic Education Week

**CIE** | Catholic Identity and Evangelisation

**CIESC** | Catholic Identity and Evangelisation Standing Committee

**COAG** | Council of Australian Governments

**CPAT** | Catholic Principals Association Tasmania

**CRICOS** | Commonwealth Register of Institutions Courses for Overseas Students

**CRITAS** | Catholic Religious in Tasmania

**CSF** | Catholic Superannuation Fund

**CSIRO** | Commonwealth Scientific & Industrial Research Organisation

## **D**

**DD** | Doctor of Divinity

**DESE** | Department of Education, Skills and Employment (Commonwealth)

**DFC** | Diocesan Finance Council

**DIBELS** | Dynamic Indicators of Basic Early Literacy Skills test

**DLBOTE** | Disadvantaged Language Background Other Than English

**DoE** | Department of Education (Tasmania)

**DMI** | Direct Measure of Income

**DVA** | Department of Veteran Affairs



## **E**

**EAL/D** | English as Another Language/Dialect

**EAP** | Employee Assistance Program

**ESA** | Education Services Australia

**ESC** | Education Standing Committee

**ESG** | Environmental, Social and Governance

## **F**

**FOI** | Freedom of Information

**FWA** | Fair Work Act

**FWC** | Fair Work Commission

## **I**

**ICSEA** | Index of Community Socio Economic Advantage

**ICT** | Information & Communication Technology

**IEU VIC/TAS** | Independent Education Union Victoria/Tasmania

**IST** | Independent Schools Tasmania

## **L**

**LAT** | Learning and Teaching

**LAT** | Limited Authority to Teach

**LT (TCEO)** | Leadership Team

## **M**

**MOU** | Memorandum of Understanding

## **N**

**NAIDOC** | National Aboriginal and Islander Day Observance Committee

**NAPLAN** | National Assessment Program – Literacy and Numeracy

**NBN** | National Broadband Network  
**NCCD** | Nationally Consistent Collection of Data  
**NCEC** | National Catholic Education Commission  
**NES** | National Employment Standards  
**NESB** | Non-English-Speaking Background  
**NFP** | Not For Profit  
**NGO** | Non-Government Organisation  
**NSRB** | National Schools Resourcing Board  
**NGSRB** | Non-Government Schools Registration Board (Tasmania)

## **O**

**OECD** | Organisation for Economic Cooperation & Development  
**OER** | Office of the Education Registrar (Tasmania)  
**OPT (TCEO)** | Office Professionals Team

## **P**

**PAFARR** | Pedagogy, Assessment Feedback & Reporting Review  
**PAT** | Progressive Assessment Test (adaptive, linear, early years)  
**PCBU** | Responsible Person Conducting a Business or Undertaking  
**PCWb** | Pastoral Care and Wellbeing  
**PIPS** | Performance Indicators in Primary Schools  
**PIT** | Personal Income Tax  
**P23** | Project 23  
**PSSC** | People Services Standing Committee

## **R**

**RE** | Religious Education  
**RSSC** | Resources and Sustainability Standing Committee  
**RTO** | Registered Training Organisation

## **S**

**SATIS** | Sports Association of Tasmanian Independent Schools

**SEA** | Socio-Educational Advantage

**SEL** | Social and Emotional Learning

**SES** | Socio-Economic Status

**SRC** | Schools Resourcing Committee

**STCPSSA** | Southern Tasmanian Catholic Primary Schools Sports Association

## **T**

**TAFE** | Technical and Further Education

**TAG** | Tasmanian Association for Gifted

**TASC** | Office of Tasmanian Assessment Standards and Certification

**TCEO** | Tasmanian Catholic Education Office

**TCSPC** | Tasmanian Catholic Schools Parents Council

**TCESEA 2018** | Tasmania Catholic Education Single Enterprise Agreement 2018, or any successor to this Agreement

**TCE** | Tasmanian Certificate of Education

**TER** | Tertiary Entrance Rank

**TRB** | Teachers Registration Board (Tasmania)

**TTC** | Trade Training Centre

## **U**

**UTAS** | University of Tasmania

## **V**

**VET** | Vocational Education and Training

## **W**

**WHS** | Work Health and Safety

**WYD** | World Youth Day

## **WGEAI Workplace Gender Equality Act**