



JOHN TONKIN COLLEGE
Mandurah Western Australia
EXCELLENCE • RESPECT • COMMITMENT

Application Guidelines

Prior to completing the Excursion application please ensure the following:

1. Your application has been completed and submitted a minimum of **2 weeks** prior to the date of the excursion.
2. You have a clear understanding of the DoE Excursion policy.
3. You have access to the excursion application form, located **S:\AdminShared\E4196S01-John Tonkin College SC\Administration Staff\850 Students\854 Camps-Excursions\2012 MASTER EXCURSION FORMS**
4. All sections of the excursion are completed.
5. Risk management plan is included in the application. Please ensure you have a thorough understanding of the plan and it is relevant to the nature of the excursion.
6. Application once completed is submitted to L3 line manager for approval.
7. L3 line manager to work through the checklist.
8. If all sections meet the requirements, L3 line manager to sign and submit to the relevant L5 Associate Principal.
9. If the L3 line manager feels areas have not been completed, it is returned to the teacher in charge of the excursion for modification.
10. Application resubmitted to L3 line manager.
11. L3 line manager to submit to the relevant L5 Associate Principal.
12. L5 Associate Principal, signs off on the excursion application.
13. Application tabled at the Leadership meeting.
14. Staff member conducts the excursion.
15. On completion of the excursion, all permission forms etc with the excursion application to be submitted to the Manager Corporate Services for archiving.
(This is a requirement of the auditing process**)**