



QUALITY TIP

Where do I find the Health Care Information for my students?

Information about the health status of your students can be found on the intranet. Simply click on the red link “**Emergency Health Care Information**” which can be found at the top of the ‘Important links’ section on the far right hand side of your screen.



Choose the relevant Management Group and then the required qualification.

Useful tips:

- Use the box below to **search** for a student
- Right-click the student to view guardian/emergency contact details

If you wish to print off your Course List

1. Locate and click on your course name under the respective Management Group
2. Right-click on a student name
3. Click on Show Course List for XXX

This will open a separate window which can then be printed.

Students in red are minors

Search:

| Student I | Name | Health Condition |
|-----------|--|---|
| ▶ | Management Group: BUSINESS DEVELOPMENT UNIT | |
| ▶ | Management Group: CONSTRUCTION AND RURAL INDUSTRIES | |
| ▶ | Management Group: GASCOYNE | |
| ▶ | Management Group: HEALTH, EDUCATION AND COMMUNITY SERVICES | |
| ▶ | Management Group: HOSPITALITY | |
| ▶ | Management Group: MANAGEMENT, BUSINESS AND COMPUTING | |
| | ▶ | Course: D173 - DIPLOMA OF MANAGEMENT |
| | ▶ | Course: D555 - CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY |
| | ▶ | Course: D556 - CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY |
| | ▶ | Course: D564 - CERTIFICATE IV IN DIGITAL MEDIA TECHNOLOGIES |

A list of students will appear and next to these will be any identified health care issues. Where a name appears in **red** text it means that student is a minor.

Please note that information will only appear in this section for those students who elect to complete the emergency health care information form as it is not compulsory for all students.