



Community VCAL



Student and Parent Information Handbook

Student Name: _____

WHO IS SKILLINVEST?

Committed to supporting the professional development and growth of individuals, businesses and communities, Skillinvest can deliver expert employment advice and services, provide and manage apprenticeship and traineeship opportunities, and runs nationally accredited courses and workplace-based training across a range of industries as well as provide a range of Educational programs.

As a values-based, not-for-profit organisation, we aim to make a real difference and contribute significantly to the communities in which we operate. We have developed strong business, government and community partnerships and assisted thousands of young people to find and retain meaningful employment.

Skillinvest is committed to providing opportunities to all people for advancement, regardless of their background. We support government policy initiatives and provide access to our training for all those seeking to undertake it.

Skillinvest provide a range of Education, Training and Employment services, some of which include:

- Non-School Senior Secondary Provider (NSSSP)
- Registered Training Organisation (RTO)
- Group Training Organisation (GTO)
- Labour Hire
- Re-engagement Programs

To view a list of all Skillinvest services, visit: www.skillinvest.com.au



WHAT IS COMMUNITY VCAL?

Community VCAL refers to a form of the Victorian Certificate of Applied Learning (VCAL) delivery that is tailored to the needs of students who wish to no longer attend mainstream schooling.

In Community VCAL, students are enrolled at a government school (home school) but the program is delivered entirely by another education provider external to the school site, such as Skillinvest. The Community VCAL program offers individual student pathways and learning that is tailored to meet student needs.

VCAL is made up of combination of work related skills, personal development, literacy & numeracy, strategies for pathways and work readiness as well as accredited VET training.

Skillinvest VCAL students are offered a range of VET options (at a Certificate II level) that include, but are not limited to the following industries; Hairdressing, Business, Building and Construction, Automotive, Sport and Recreation, and Hospitality.



INTRODUCTION TO VCAL AT SKILLINVEST

Skillinvest would like to welcome you into the VCAL program, where you are offered a flexible alternative to the traditional classroom environment. Skillinvest's Community VCAL is underpinned by adult learning principles and a view that no two learners are the same.

Skillinvest currently provide an alternative, flexible learning environment that holistically supports the needs of young people while providing growth opportunities for students to build work ready, real world, social, emotional and practical skills for life.

Skillinvest's vision for VCAL is to create opportunities for all students to explore their identity and pathway, and to empower students to realise their potential.

To achieve the VCAL vision staff will ensure they:

- provide a productive, supportive and collaborative learning environment with a focus on student strengths
- meet the Skillinvest duty of care requirements
- adhere to Skillinvest's policies and procedures
- treat all students with fairness and equality
- develop programs that meet individual learning needs
- create dynamic, innovative lessons that engage students

Skillinvest staff will support you to achieve positive outcomes. They will also work with you to help you with any issues and barriers that may have hindered your education in the past.

Special Provision (Reasonable Adjustment)

Students may be eligible for Special Provision for assessment if their abilities are adversely affected by:

- illness - acute or chronic
- impairment - long term
- personal circumstances

Students who think they might be eligible for this Special Provision must apply to the VCAL Coordinator. For a medical condition, Student will need to provide Skillinvest with a current medical letter outlining their diagnosis, and the symptoms and issues which will impact on their performance.

Students who have experienced a recent personal trauma will require current external evidence. Long-term impairments/disabilities will require a medical statement or recent intellectual and educational testing evidence (learning disability) and a history of how they have been assisted at school.

If a Student is eligible, VCAL staff will be able to assist them by:

- rescheduling assessment tasks, or
- setting alternative or substitute tasks, or
- allowing more time to complete a task, or
- allowing the use of different arrangements to complete an assessment

Skillinvest will make every effort to assist the Student to a successful completion.

ABOUT THE VCAL CERTIFICATE

The Victorian Curriculum and Assessment Authority (VCAA) is responsible to the Department of Education and Training. Their role is to provide high quality curriculum, assessment and reporting that enables individual lifelong learning.

The VCAA provide high quality curriculum, assessment and reporting for all Victorian students by developing and implementing educational programs including the Victorian Certificate of Applied Learning.

VCAL is an accredited senior secondary course and issued at three award levels: Foundation, Intermediate and Senior.

Skillinvest offer Intermediate and Senior Community VCAL.

At Skillinvest students will be enrolled into a VCAL learning program at the level that best meets their skills and abilities.

To qualify for an Intermediate or Senior VCAL Certificate, you must successfully complete a minimum of 1,000 hours (10 Credits) of study that include 5 strands (listed below):

Strand 1 – Literacy: The purpose of the literacy curriculum is to enable the development of skills, knowledge and attitudes in family, employment, further learning and community.

Literacy skills corresponding with these social contexts include Reading and Writing for self-expression, practical purposes, knowledge and public debate. Oral Communication includes Oracy for self-expression, practical purposes, knowledge, exploring issues and problem solving.

Strand 2 – Numeracy: The VCAL numeracy curriculum is designed to develop skills to facilitate the practical application of mathematics at home, work and in the community. In VCAL numeracy students perform tasks related to designing, measuring, constructing, using

graphical information and managing money and time. Senior numeracy includes the underpinning skills and knowledge for further study in mathematics or related fields.

The curriculum for numeracy skills Unit 1 is designed to develop student knowledge, skills and attributes relevant to identifying, applying and communicating mathematical information in the contexts of everyday life, family, employment, further learning and community.

Numeracy skills corresponding with these social contexts include mathematical knowledge and techniques, financial literacy, planning and organising, measurement, data, representation, design, problem-solving, using software tools and devices, and further study in mathematics or related fields.

The curriculum for numeracy skills unit 2 is designed to enable students to develop, refine, extend and apply numeracy knowledge and skills through an investigation in a familiar (Intermediate level) or unfamiliar (Senior level) industry area linked to the VET units in their VCAL program or employment. The numeracy focuses on number, measurement, financial numeracy, and probability and statistics.

Strand 3 – Work Related Skills : The purpose of the WRS strand is to develop employability skills, knowledge and attributes valued within the community and work environments as a preparation for employment. Unit 1 provides learners with tasks and activities to explore a range of vocational pathways and develop a working knowledge of Occupational Health and Safety regulations. Work related skills unit 2 at each VCAL level is designed to achieve learning outcomes important for work-related skills, employability skills and career goals.

Strand 4 – Personal Development Skills: The curriculum for the personal development skills units are designed to develop knowledge, skills and attributes that lead towards:

- the development of self
- social responsibility
- building community
- civic and civil responsibility, for example through volunteering and working for the benefit of others improved self-confidence and self-esteem, valuing civic participation in a democratic society

Unit 1 focuses on; the self, personal organisation and planning skills, and problem solving and interpersonal skills.

Unit 2 focuses on; community engagement, social awareness, interpersonal skills, and planning and organisational skills.

Strand 5 – Industry Specific Skills : The purpose of the Industry Specific Skills strand is to enable the development of skills, knowledge and attributes related to one or more vocational contexts in preparation for progression to further learning or employment.

STUDENT PATHWAYS

VCAL is designed to develop and extend pathways for young people. On completion of VCAL, Students will be able to make informed choices about employment or education pathways.

Meaningful pathways are created by linking Student aspirations and future employment goals to the choice of accredited curriculum, as well as connecting VCAL learning programs to work and industry experiences and active participation in the community. Including curriculum from VET in VCAL learning programs helps connect Students with broader options for work, further education and active community participation.

Possible pathways for VCAL students are as follows:

- **Foundation level:**
 - Completion of Foundation VCAL
 - Progress to Intermediate VCAL; **or**
 - Apprenticeships and traineeships (school-based or full-time)
 - Certificate II (or above) VET courses
 - Certificate II (or above) in other Further Education courses
 - Employment

- **Intermediate level:**
 - Completion of Intermediate VCAL
 - Progress to Senior VCAL; **or**
 - Apprenticeships and traineeships (school-based or full-time)
 - Certificate II (or above) VET courses
 - Certificate II (or above) in other Further Education courses
 - Employment

- **Senior level:**
 - Completion of VCAL
 - Apprenticeships and traineeships (school-based or full-time)
 - Certificate II (or above) VET courses
 - Certificate III (or above) Further Education courses
 - Employment

ABOUT THE VCAL PROGRAM

Each student will develop an Individual Learning Plan (ILP) in conjunction with their Student Support Group which consists of; the student, parent/guardian, VCAL Educator and/or VCAL Coordinator and any relevant support services/professionals requested by the student/parent/guardian.

The aim of the Individual Learning Plans (ILP) is to:

- Identify students' needs
- Ensure that those with the most knowledge of, and responsibility for the student, work together to establish shared goals for the student's future
- Plan reasonable adjustments for the student to access the curriculum
- Provide educational planning that is ongoing
- Determine adjustments that need to be made to the curriculum
- Monitor and evaluate the progress of the student

The ILP and Skillinvest enrolment process incorporates all factors that help the student work towards obtaining their qualifications and other goals. Students will then be enrolled into relevant VET qualification. VET training plan will be developed and will be signed by the student and trainer, stored in the student file in a locked filing cabinet with restricted access. The VET training plan will be evaluated by the trainer and student as needed.

The VCAL program is an adult learning environment. We assist students to take responsibility for themselves, their learning and their environment in preparation for further study and work. Students study in an open classroom enabling discussion and debate with their peers.

Skillinvest comply with regulatory guidelines set out by the Victorian Curriculum and Assessment Authority (VCAA) Handbook 2019. For further information please visit the VCAA website: www.vcaa.vic.edu.au.

Skillinvest aims to develop projects which build on student's interests, abilities and strengths, curriculum that facilitates the application of learning, curriculum that encourages personal development, curriculum that is flexible and allows for self-paced learning, curriculum that engages students and leads to positive education outcomes, curriculum that recognises student contributions to learning, both formal and informal and curriculum that encourages active civic and community participation.

Skillinvest Community VCAL program uses student-centred approaches to program design, delivery and evaluation. There are opportunities for experiential learning and skill development through activities.

VCAL OUTCOME INFORMATION

At the beginning of the year, the student's individual program is uploaded onto the Victorian Assessment Software System (VASS) system. This data includes VCAL units and VET details and enables the VCAL Coordinator to develop a program which meets the requirements set out by the Victorian Curriculum and Assessment Authority (VCAA). The VASS Coordinator at the Home School will produce an eligibility report to ensure the student is eligible for the level enrolled into. Adjustments may then be made to develop an appropriate learning program.

Upon successful completion of the requirements students will receive a VCAL Certificate and a Statement of Results. Successful completion will be certified in July or December in each enrolment year. Additional Statements of Attainment or Certificates will be provided by the RTO for any successful completion of VET qualification.

ASSESSMENT PRINCIPLES

Assessment within the VCAL is based on the following principles:

- Assessment task/activities are grounded in a relevant context
- Students can demonstrate achievement at their own pace
- Instructions for assessment tasks/activities will be clear and explicit
- Students will know what is expected and the criteria by which satisfactory completion will be established
- Time allowed to complete a task will be reasonable and specified with allowances for preparation and reflection as appropriate to the activity and specified by the trainer
- Where an assessment task is linked to a project or activity the assessment tasks/activities may take place over several weeks
- Assessment tasks/activities will be open-ended and flexible to meet the specific needs of the students
- Assessment tasks evidence the learning that has occurred in the context of work and community settings

Many assessments are linked to authentic tasks and activities. Students have more than one opportunity to demonstrate a learning outcome successfully and assessment is competency based (see below). Successful completion of learning outcomes through either one integrated assessment task or spread over different tasks. Assessment that does not disadvantage any student and provides flexibility in the range of methodologies catering to the needs of individual students. Assessment methods are flexible, valid, reliable and fair.

ENROLMENT PROCEDURE

STEP 1 – ASSESSING SUITABILITY

Students must meet the eligibility criteria requirements for entry into Skillinvest's VCAL program.

Steps for entry into the VCAL program at Skillinvest include:

1. An enquiry into the program may be made by the student or parent/guardian directly, or via the student's school
2. A Skillinvest Referral Form is then forwarded to the student's school or agency to complete and return to the Skillinvest VCAL Coordinator
3. If the student meets the initial eligibility criteria, a Skillinvest staff member will contact either the student (and parent/guardian where student is under 18 years of age), directly or via the referring agency to invite the student and parent/guardian to interview
4. Outcomes of the interview along with information from relevant schools and other referring agencies will be taken into consideration to assess the student's suitability for the Community VCAL program
5. Prior to a decision regarding eligibility is made an interview with the Wellbeing Officer may be requested.
6. The student and parent/guardian and referring school or agency will be notified of the outcome
7. If successful, prior to commencement:
 - a. The student/parent/guardian will receive an enrolment pack including;
 - i. fee information,
 - ii. enrolment form,
 - iii. photo permission form,
 - iv. radius form and
 - v. medical information form.
 - b. Where a student has a diagnosis of asthma, anaphylaxis or epilepsy, an action plan completed by their Medical Practitioner must be supplied to Skillinvest
 - c. Skillinvest must also be provided with the student's USI (Unique Student Identifier)
 - d. A minimum of 25% of the VCAL program materials fees are required to be paid
 - e. 100% payment of VET materials fee is required

STEP 2 – ENROLMENT

1. Where a student is not directly enrolled in one of Skillinvest's Home Schools, the student must be exited from their current school and then enrolled through Oakwood School into the Skillinvest VCAL program.
2. A Skillinvest staff member will contact the student to arrange for commencement of program and confirm chosen VET course.

FEES & REFUNDS

VCAL course materials fees are outlined in the student enrolment pack. A minimum of 25% of fees must be paid, prior to commencement of the program. Outstanding balance must then be paid by the end of the student's first term.

Payment plan options are available. Parents or Guardians can also apply for hardship in writing to the Training Manager for adjustments to be considered.

If you withdraw from your course by written notice using the Course Withdrawal Form available from a Skillinvest Staff member within 4 weeks of your course commencement date, you are entitled to a full refund on your VCAL tuition fee, minus a \$50.00 administration fee.

You are not entitled to any refund if you withdraw later than four weeks after your scheduled course commencement date.

Note that VET materials fees are non-refundable.

SHARING OF STUDENT INFORMATION

To deliver the VCAL Certificate, Skillinvest partner with two Home Schools, Keysborough College and Oakwood School. Students remain enrolled through one of the Home Schools through the duration of the program.

Skillinvest liaise with the 'Home Schools' in relation to:

- Entering and updating information into VASS (Victorian Assessment Software System)
- Reporting attendance, assessment and student record information



Skillinvest is responsible for providing the Home Schools with all relevant information required for completion of VASS statements (including any change of personal details) within 60 days of notification of change.

NOTIFICATION OF CHANGE OF PERSONAL DETAILS

Students must inform Skillinvest of any changes to personal details such as:

- postal address
- email
- emergency contact details
- phone number
- medical information, etc

You should note that much official correspondence is sent to your 'Postal Address'. If you fail to notify Skillinvest of a change of address you may jeopardise your chances of receiving important information.

Students have the right to access their student details that are recorded in both Skillinvest's SMS and VASS. In order to do this, students must email a request to the VCAL Coordinator (or Training Manager if the VCAL Coordinator is unavailable) requesting such access.

Upon receiving such a request, Skillinvest must provide the student with the requested information within two business days. The information should be provided in the form of a report from the respective system (i.e. VASS or Skillinvest's SMS) and attached as an email to the student.

For more information on how to check or change personal details, refer to the VCAL Student Details and Records Policy and Procedure available at www.skillinvest.com.au, OR speak with a Skillinvest staff member.

PRIVACY

Skillinvest respects your right to privacy. Information is collected for the purpose of statistical records. All personal information is kept in accordance with Privacy Legislation and is not used for any other purpose without your consent. Student records are kept in secure storage in a locked filing cabinet.

Skillinvest adheres to Commonwealth and State privacy principles which strengthen our own ethical standards and practices regarding client confidentiality.

Information collected will only be used for the purpose for which it was collected, and all records and electronic data are protected from unauthorised use or access. The disposal of

information that is no longer required for such purposes will be carried out in accordance with legal and organisational requirements.

No information will be disclosed without your consent unless required by law or a legal authority.

Skillinvest collect personal information from a variety of sources, including the enrolment form and referral documents from Home schools, medical forms and other agencies where permission has been granted by the student or parents or guardians where under 18 years of age.

Skillinvest will regularly review student's details within its own Student Management System (SMS) as well as the Victorian Assessment Software System (VASS) to ensure accuracy and currency – confirming details with students as required. Any adjustments are provided securely to the VASS Coordinator of the Home School for direct updating into VASS. You have a right to access your personal information that has been provided to us, subject to some exceptions allowed by law. If you would like to do so, please put your request in writing and submit to the VCAL Coordinator via email.

If upon reviewing your personal information provided as a result of an above request, please provide any details that are incorrect or require updating to the VCAL Coordinator via email.

How Skillinvest handles student details and records is outlined in the VCAL Student Details and Records Policy and Procedure. How Skillinvest ensures privacy is maintained is outlined in Skillinvest's Privacy Policy. Both documents can be viewed at www.skillinvest.com.au

ATTENDANCE

Students are required to attend all time-tabled classes and excursions in order to maximise their learning opportunities and ensure satisfactory completion of all assessments within the VCAL course.

Student attendance and conduct will be monitored throughout the year. Students in the VCAL program and their parents/guardians/carers if a student is under 18 years of age will have attendance expectations clearly explained on enrolment.

Attendance Guidelines and Procedures

- VCAL course attendance rolls will be taken by Educators twice daily for morning and afternoon classes

- Students must notify their Educator prior to class on the day of any scheduled class if they are not able to attend. Educators can be notified via phone call, text message or email
- A student must notify their Educator or VCAL Coordinator of any barrier that may interfere with attendance. It is possible to arrange a short or longer-term flexible timetable
- All student absences require an explanation and/or a medical certificate. For students under the age of 18, phone confirmation from a parent/guardian is required
- Parents/guardians of students aged under the age of 18 will be notified of any unexplained absences or lateness
- Any period of absence more than 2 days will require the Educator to contact the student's emergency contact person
- Any extended period of unexplained absence (5 days consecutive) will require the VCAL Coordinator to notify the relevant Home School who will in turn inform the Department of Education
- Students with poor attendance may limit their chances of success in the VCAL program. Students need to attend regularly to complete coursework and assessment tasks
- A student who has been absent needs to take the responsibility of finding out what work was covered in classes and any work that may have been set during that time and complete or arrange to complete the work

Attendance Records are Maintained by Educators

If a student has not attended class, without prior notification from the parent, the Educator will notify the parents or guardians by phone and/or in writing. These records will be documented on the electronic roll, which is available to the Home Schools.

Students who request to leave early will be required to produce written consent from their parent/legal guardian, or a phone call must be made to or by relevant trainer to confirm.

Skillinvest will notify parents/legal guardians if students are to be dismissed early from class. Parents or guardians will be notified in writing where possible. Alternatively, parents or guardians will be notified by phone

In the event that a student leaves the premises without notifying their Educator, their Educator will notify the student's parents or guardians. The date, time and parent or guardian notified will be registered in the electronic roll. The student will receive a verbal warning.

TIMETABLE

You will have received a program timetable and a class calendar indicating important dates such as:

- Class dates term dates,
- Parent teacher interview dates,
- Public holidays, or
- Any other dates of importance.

Any deviations from these dates or times will be communicated by your Educator or VCAL Coordinator.

VCAL CLASSES: Mondays, Tuesdays and Thursdays.

VET CLASSES: Wednesdays

STRUCTURED WORKPLACE LEARNING: Fridays

Note: Where a student does not have placement (SWL) students are expected to continue sourcing placement and/or utilise this time as independent home study or research. Wednesdays and Fridays may be interchangeable depending on the VET schedule.

DUTY OF CARE

The Duty of Care for all staff is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve:

- providing adequate supervision in class or on excursions
- providing safe and suitable buildings, grounds and equipment
- providing effective anti-bully strategies
- ensuring appropriate and timely medical assistance is provided to injured or sick students

The duty of care requirements for all Staff (including the particular duty of care for students under 18 years of age who are considered children in law) is outlined in Skillinvest's Duty of Care and Code of Conduct document, located on the Skillinvest website:

www.skillinvest.com.au

Supervision of Students

VCAL students will be supervised by an Educator while attending Skillinvest scheduled activities/timetabled classes, excursions and extra curricula activities.

There are some occasions where independent skills need to be displayed as part of PDS outcomes and as such if consent documents have been signed some external commitments will be undertaken by students unsupervised. While on morning/afternoon and lunch breaks, if a VCAL student's parent/guardian has agreed upon and signed the radius form at the time of enrolment, students will be allowed to leave the premises unsupervised during lunch breaks

While students are attending their VET program, they are under the VET provider supervision. VET providers will notify VCAL Coordinator of student attendance on a regular basis, the VCAL Coordinator will notify parents or guardians when there is an absence from their VET program.

OCCUPATIONAL HEALTH AND SAFETY

Skillinvest is committed to implementing, maintaining and continuously improving Occupational Safety and Health in all of its training locations. Skillinvest management recognises that it has a responsibility to provide and maintain a safe environment for staff, students and visitors alike.

For more information relating to Skillinvest's policies and procedures regarding Occupational Health and Safety, please contact a OH&S Committee Representative. Posters showing Skillinvest OH&S Committee Representatives are on display in every Skillinvest facility.

STUDENT WELFARE

Skillinvest VCAL supports and promotes a safe and secure environment free of Bullying (including Cyber Bullying) and Harassment. All students must take responsibility for their actions and consider how they treat others.

Students, parents or guardians can contact Educators for any questions or concerns that they may have.

A Wellbeing Officer is available for students two days per week. Students may self-refer to the Wellbeing Officer or be referred by their Educator or VCAL Coordinator. The student may then have options to access their Home School's Wellbeing Officer, YSAS, Headspace and Monash Health as they are partnering with the Skillinvest VCAL team for referral services such as Psychologist, Welfare and Counselling.

Students may also access the support network of other organisations referred by Skillinvest. Any wellbeing needs are taken seriously, and adjustments may be made to the student

learning plan, on consultation with staff, wellbeing officer and parents/guardians if required.

CHILD SAFE STANDARDS

Skillinvest is committed to ensuring the safety and welfare of all students . It demonstrates this commitment through its Child Safe Policy and Statement of Commitment.

Statement of Commitment

Skillinvest’s aims to empower children who are vital and active participants in our organisation. We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal and/or Torres Strait Islander children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure children with a disability are safe and can participate equally

Skillinvest is committed to an inclusive workplace that embraces and promotes diversity through a range of initiatives including a focus on Aboriginal and Torres Strait Islander, migrant, disability and equal opportunity employment. We value and respect the unique contributions people from diverse backgrounds make to the development and success of Skillinvest. Skillinvest believes all people regardless of race, gender, religion, disability, environment, association, background or sexual identity have the right to be treated in a fair manner that promotes equity and equality.

Skillinvest is committed to child safety and we have a duty of care to ensure the safety, participation and empowerment of all children.

We support and respect all children, as well as our staff and volunteers, and have a zero tolerance of child abuse. At Skillinvest we take our responsibilities for children’s welfare seriously and have a legal and moral obligation to contact authorities when we are concerned about a child’s safety.

Skillinvest is committed to preventing child abuse and we will always endeavour to identify risks early. Once any risks to children have been identified we will act immediately to

mitigate those risks by removing and reducing them and where possible, eliminating those risks.

All allegations and safety concerns regarding children will be treated very seriously and consistently with our robust policies and procedures.

Child Safe Policy

The purpose of Skillinvest's Child Safe Policy is to ensure that all employees, consultants, contractors or volunteers engaged by Skillinvest (staff) are aware of Skillinvest's commitment and obligation to creating a child safe organisation.

The policy aims to communicate Skillinvest's commitment to child safety in a way that can be understood by all, including children, and it explains key features of Skillinvest's approach to meeting the standards.

Skillinvest's Child Safe Policy and Statement of Commitment can be located on the Skillinvest website: www.skillinvest.com.au

STUDENT HEALTH

If a Student becomes ill while attending Skillinvest, a staff member will contact the parents to inform them. Parents will be asked to pick up their child at the earliest opportunity or make arrangements for them to travel.

The requirements for recording, storing and administering medication for Students is specified in the VCAL Student Administering of Medication Policy and Procedure. These requirements must be upheld by VCAL staff at all times.

Should a Student become injured while at Skillinvest, the parent will be notified immediately, and a record of the incident entered into the incident report register. If the parent is unavailable first aid is administered by trained staff members. Ambulance is contacted if necessary. Staff may not travel with Student.

If a student requires medication, Skillinvest will follow the procedures set out in the VCAL Student Administering of Medication Policy and Procedure which is available on the Skillinvest website: www.skillinvest.com.au

STUDENTS RIGHTS AND RESPONSIBILITIES

To ensure that your educational experience is a valuable one, students are requested to observe the following rights and responsibilities:

In addition to team values we consider the following important:

- Respecting each other's needs
- A clean and safe learning environment
- Equal rights for all students regardless of gender, race, culture, age, religion and abilities
- Punctuality
- Care of each other's property
- Response to any reasonable instruction from a member of staff
- Notifying your inability to attend class
- Enhancing the opportunity of all students

Your rights as a student include:

- An environment free of bullying and harassment
- Have your personal space respected
- Access and equity within the learning environment
- Appropriate and relevant learning that is delivered at the standard by a qualified and experienced Educator
- To have access to vocational/personal counselling on request
- Receipt of Statement of Results and Certification as achieved
- To have the opportunity to input into group rules, expectations and requirements
- To set reasonable personal boundaries for yourself and have those boundaries recognised and respected by others
- lodge a complaint in relation to services provided by Skillinvest, or to appeal against a decision (including outcome decisions)^

Your responsibilities as a student are:

- To treat all fellow students, employers and trainers with respect and not be disruptive
- Arrive on time, or notify a Skillinvest staff member of lateness
- Settle in quietly if late to class
- To respect all property and not wilfully damage any part of it
- To leave classrooms in a clean and tidy manner
- Appropriately use, care and storage of IT equipment
- To contribute and participate
- To notify Educator if you are going to be absent from class

- To respect the privacy of others
- To respect the personal space of others
- To work to the best of your ability
- Not to attend class while under the influence of non-prescribed drugs or alcohol
- Not to engage in any dangerous activity whilst in training
- Notify Skillinvest if you have changed address or phone number
- Constructively present any issues to your trainer, other trainer, or coordinator to be heard and followed up
- Do not plagiarise work
- Smoking is prohibited on any part of the Skillinvest premises and including within 4 meters of any doorway or exit. This is not a Skillinvest policy, but law, to which Skillinvest Staff and Students must comply

^ If a student wishes to make a complain or appeal a decision, they should do so in accordance with the VCAL Student Complaints and Appeals Policy and Procedure, which is available on the Skillinvest website: www.skillinvest.com.au

CODES OF CONDUCT

BEHAVIOUR CODE OF CONDUCT

The boundaries listed below aim to encourage safety for all, but also assist students in developing emotional maturity and self-control ready for the workplace. Boundaries are universal. Neither staff nor students are permitted to:

- Smoke on premises or within 4 metres of entry door
- Be under the influence of drugs and/or alcohol
- Use offensive language
- Use offensive body language and/or gestures
- Gamble while attending training
- Engage in sexual activity or innuendo
- Inappropriately use the internet, including on personal devices
- Assault another student or staff member
- Engage in any known criminal activity
- Harass
- Use or bring weapons
- Steal
- Cheat
- Damage property

EXCURSION CODE OF CONDUCT

Skillinvest places a high value on educational visits and excursions. All students attending such trips are representing Skillinvest and as such, the highest standard of behaviour is expected.

The code of conduct must be adhered to by all students participating in trips organised by, or on behalf of Skillinvest.

Acceptance of participation on an excursion implies acceptance by both parents/guardians and student of the Code of Conduct as a basic condition of the contract for the excursion.

Normal full code of conduct applies for the duration of the trip. Minor discipline issues will be dealt with by the leader at the time of the excursion, but irrespective of this, all offences will be reported back to the VCAL Coordinator.

Students are not allowed to consume alcohol and drugs on any excursion.

Behaviour must always reflect the highest standards and students must conduct themselves in a reasonable manner and behave with consideration to others at all times.

ACADEMIC CODE OF CONDUCT

Cheating by students in any form will not be tolerated.

If you engage in cheating, plagiarism or behave in any other manner by which you seek to gain any academic advantage or advancement (for yourself or another) which is not entitled, you have committed an act of academic misconduct.

Plagiarism means to use or copy someone else's ideas or work, and pretending they are your own. Whether inadvertent or deliberate, plagiarism includes the following:

- Word-for-word copying of sentences or whole paragraphs from one or more sources, or presenting substantial extracts from books, articles, CDs or the internet, without clearly indicating their origin
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgement in the form of reference to the original work
- Use of another person's ideas, work or research data without acknowledgement
- Copying computer files without clearly indicating their origin

Cheating is deliberately acting dishonestly or unfairly to gain an advantage for the purpose of improving an assessment result. It includes:

- Submission of work which has been stolen, borrowed or purchased
- Collaboration in the preparation of an assignment, unless such collaboration is specifically permitted or required by the Trainer/Teacher
- Use of unauthorised material (e.g. textbook, notes, computer programs) during a test or exam
- Allowing another person to complete work on your behalf
- Making up false information

Enabling plagiarism/cheating is treated as a form of plagiarism and cheating. For example, knowingly assisting another person to cheat; allowing another student to copy work by giving them access to a draft/completed assignment.

Computer fraud: discipline rules on plagiarism and cheating also apply to electronic information. You must also be aware that misuse of digital devices specific circumstances may attract criminal charges.

Penalties for academic misconduct may include a warning, loss of credit for the relevant unit (or the requirement to undertake reassessment), exclusion from the VCAL program temporarily.

GENERAL

Students are also expected to adhere to the following policies regarding their conduct:

- VCAL Student Bullying (including Cyber Bullying) and Harassment Policy and Procedure
- VCAL Student Digital Devices Policy
- VCAL Student Internet Use and Social Media Policy

Students are also required to sign a VCAL Student Digital Device, Internet Use and Social Media Agreement upon enrolment into a Skillinvest VCAL program.

ADDRESSING MISCONDUCT

RESTORATIVE PRACTICE GUIDELINES

VCAL STAFF use Restorative Practice when dealing with Student behavioural issues:

- To *educate* Students towards self-regulated positive behavior
- To *promote, nurture* and *sustain* healthy relationships across the community
- To enable Students to be fully accountable for the *real consequences* of their wrongdoing and mistakes
- To maximise *teaching* and *learning* outcomes by creating a more positive *culture*

Restorative Practice is an explicit framework of practices based on Restorative Justice Philosophy that builds and strengthens relationships and social connections promoting accountability and responsibility and to repair harm when relationships break down through wrongdoing, mistakes and misunderstanding.

Restorative practice ensures Educators are:

- Respectful
- Fair
- Explicit
- Supportive
- Positively challenging (high demand)

They focus on:

- Establishing trust and safety with and between people
- Explicit classroom practice - consistency (following routines, procedures and pedagogy)
- Develop empathy, reflection and inquiry
- Repairing harm that may have been done

They deliver on:

- Responsibility
- Accountability
- Engagement and ownership
- Possibility of positive behavioral change and reintegration
- Promotion of self-regulation

PROCESS FOR ADDRESSING STUDENT BEHAVIOURAL ISSUES

- Where a Student's behavior is causing disruption or is deemed inappropriate by the Educator or other Skillinvest staff member, a Restorative Reflection Form may be completed and an initial verbal caution may be issued by the class Educator.
- If the situation does not improve the Student may be asked to remove themselves from the classroom. The Educator will advise when the Student can return.
- If the behavior or situation re-occurs the Educator or Skillinvest staff member will inform the VCAL Coordinator and the following steps may be taken:
 - The Student may be required to meet with the VCAL Coordinator to discuss their behavior
 - An Awareness Form may be completed and issued as part of this meeting
 - The VCAL Coordinator may decide to remove the Student from that session
 - The VCAL Coordinator may restrict the Student's attendance until an interview with the appropriate parties has been scheduled to discuss the inappropriate behavior.
 - A first formal verbal warning may be given:
- If a verbal warning is to be given, the VCAL Coordinator will notify the Student at the time of the meeting that a verbal warning has been given.

- A record of this meeting will be documented and signed by the relevant parties. In the case of Students under 18 years of age, their parents/guardians will be notified.
- Details of incident will be documented in the Student file via one of the following
 - an incident report form, or
 - case notes form, or
 - communication log, or
 - notes in Student Management System
- If the Student denies responsibility of the incident, then an investigation into the incident may be conducted and an outcome will be determined. Refer to VCAL Student Complaints and Appeals Policy and Procedure
- All unlawful misconduct will be reported to the Police. In this case the Students may be directed to withdraw from the course, but only at the discretion of the VCAL Coordinator or Training Manager and in consultation with the Home School
- In the case of a Student being asked to withdraw from a course for misconduct, no refund of tuition fee will be given. Re-enrolment in future courses is at the discretion of the Training Manager

EXIT PROCESS

A Student **may** be exited:

- By choice
- Immediately if they have severely breached the:
 - VCAL Student Bullying and Harassment Policy
 - VCAL Student Digital Devices, Internet Use and Social Media Agreement
 - Academic Misconduct guidelines specified in the VCAL Student and Parent Information Booklet
 - Code of Conduct guidelines specified in the VCAL Student and Parent Information Booklet
- If behavioural issues continue after the student has progressed through the restorative and awareness process
- If they have not/cannot pay fees

A student can only be exited with the authority of the VCAL Coordinator or Training Manager in consultation with the Home School.

It is the responsibility of Skillinvest, together with the parents/guardians to pathway the Student ensuring transition, prior to exit. This may be to employment, a school, or another alternative learning environment.

EXCURSIONS

Students are required to participate in excursions as part of the program as this is linked to specific outcomes.

Excursions are conducted in accordance with the VCAL Student Excursions and Activities Policy. Parents or guardians will be required to provide informed consent for each and every occasion an excursion is undertaken. Forms will be provided for this purpose. They must be completed and signed prior to the student being allowed to undertake each excursion or activity.

Copies of the policy and forms relating to excursions and activities are available on the Skillinvest website: www.skillinvest.com.au

COURSE EVALUATION

At the end of each semester each student will be asked to complete an Evaluation Form. We value your opinion and would like to find out whether the class/course you enrolled in met your needs. Your evaluation also allows us to constantly improve the quality of our courses. Your responses remain confidential and anonymous.

If a student, parent or guardian wish to provide feedback outside of the course evaluation process, this is welcomed through an appointment or email sent to feedback@skillinvest.com.au (marked attention to the VCAL Coordinator).