



Mount Alvernia College

# Vocational Education and Training

## Student Information Handbook 2021

“Educating young women in the Franciscan tradition”

RTO No 41391

# Mission Statement

**Mount Alvernia College is a Catholic educational community committed to promoting the total development of students in the light of the Gospel and the traditions of Saints Francis and Clare.**

**As an inclusive and welcoming community, we are dedicated to excellence through the development and nurturing of independent thinking and resilient young women who can make a meaningful and valuable contribution to the world.**

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# I. INTRODUCTION

## Purpose of this handbook

This handbook has been written to provide you, VET (Vocational Education and Training) students, with important information about the VET programmes offered by Mt Alvernia College as well as about your rights and responsibilities as a VET student. You will be asked to sign that you have read this handbook, so please take the time to study it carefully and to speak to your VET teachers if you have a concern.

**You should also know that the contents of this handbook represent the key points of the VET Policies and Procedures developed by Mt Alvernia. You can access full copies of all policies and procedures by approaching the RTO Manager or accessing them via the College Network.**

Mt Alvernia College is a Registered Training Organisation (RTO No. 41391) and is able to offer nationally recognised certificate courses (VET certificates) at school.

VET can be studied as:

- A certificate course that is provided by the school
- A certificate course provided by a TAFE or other outside registered training organisations
- As part of a School Based Traineeship or Apprenticeship

## Industry Pathway

At Mt Alvernia College, the Industry Pathway may include a combination of General subjects and Applied subjects (which have a focus of more practical and work-related competencies), plus other educational opportunities such as Vocational Education and Training (VET) Certificate courses. Industry Pathway students are aiming for direct entry into a workplace and a career path after leaving school or entry to TAFE certificate and diploma courses.

The Industry Pathway provides students with diverse opportunities to achieve successful learning outcomes. This course is for students who do not wish to study solely academic based General subjects. Through diverse choices, students may gain practical skills for entry to the workforce or for further study in Certificate and Diploma courses.

Industry Pathway Students may not be **eligible for an ATAR** but may be **eligible for a Rank**, a number calculated from Certificate courses successfully completed. Students are eligible for tertiary entrance in **Queensland** through the same procedures as ATAR eligible students. When students apply for tertiary entrance through QTAC they can find out their Rank upon application to QTAC. Please note that the QTAC Rank system is not generally acknowledged outside of Queensland and cannot be used for entry to interstate tertiary institutions.

At Mt Alvernia College, a will include the following:

### **COMPULSORY SUBJECTS**

Study of Religion **OR** Religion and Ethics **OR** Religion Meaning and Life

English **OR** English Literature **OR** Essential English

**One** Mathematics subject, either General Mathematics **OR** Essential Mathematics **OR** Mathematics Methods **OR** Specialist Mathematics

### **ADDITIONAL SUBJECTS**

Students then choose from a combination of the following:

General subjects

- See the Subject Selection Handbook for the range of subject options Applied Subjects
- See the Subject Selection Handbook for the range of subject options

### **Vocational Education and Training certificate courses (offered on campus)**

- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- BSB20120 Certificate III in Workplace Skills
- BSB30120 Certificate III in Business
- SIT10216 Certificate I in Hospitality
- SIT30616 Certificate III in Hospitality
- SIS20115 Certificate II in Sport and Recreation
- SIS30315 Certificate III in Fitness
- BSB50215 Diploma of Business & SIT30516 Certificate III in Events

### **Mater Education (offered at Mater Education, South Brisbane)**

- [HLT23215](#) Certificate II in Health Support Services
- [HLT33115](#) Certificate III in Health Services Assistance or

### **TAFE at School Courses and courses provided by other Registered Training Providers (RTOs)**

#### **Australian School-based Apprenticeship**

#### **The Australian Qualifications Framework**

All of the VET programmes offered by Mt Alvernia College can lead to nationally recognised qualifications – a certificate if you complete all of the requirements of the qualification, or a statement of attainment for those parts that you do successfully complete (if you do not complete the full qualification). This certificate/statement of attainment will be recognised in all eight States/Territories in Australia.

This is because in Australia we now have a national qualifications framework called the Australian Qualifications Framework (AQF). There are 12 different types of qualifications you can obtain. They are shown in the diagram below. Those that are bolded are the ones that you have the opportunity to fully or partially complete through the VET programmes you are undertaking at this school.

## AQF Qualifications by Educational Sector

Typically offered in the Schools Sector	Vocational Education and Training Sector	Higher Education Sector
Queensland Certificate of Education Certificate III Certificate II Certificate I	Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Masters degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

Your VET teacher will provide you with full information about the VET qualification/s you are aiming for at this school, including an overview of the specific units of competency, assessment requirements, vocational outcomes, etc.

## 2. STUDENT SELECTION, ENROLMENT AND INDUCTION/ORIENTATION PROCEDURES

Students enrolled in VET subjects at Mt Alvernia participate in the same enrolment and selection processes as other students at Mt Alvernia College.

At the commencement of all VET subjects, VET teachers will induct students on workplace health and safety issues and will continue to incorporate WH&S throughout VET delivery/assessment.

### UNIQUE STUDENT IDENTIFIER (USI)

The Unique Student Identifier (USI) is needed for any nationally recognised training that is also delivered as part of VET courses and is represented as a combination of 10 letters and numbers.

For students, the USI will build an online record of their nationally recognised training. Students must have a USI before they can be issued with a Statement of Attainment or Certification. As a result, all students undertaking a VET Qualification at Mt Alvernia College (RTO number 41391) will need to create a USI number. Students can do this at anytime, either prior to commencing a certificate course, or after commencing a certificate course.

To create a USI, go to <https://www.usi.gov.au/students> . It will assist the VET department at the beginning of the year if a student already has their USI number. Instructions on how to create a USI are also available on the College Moodle site in the Vocational Education and Training section.

### 3. COURSE INFORMATION

An information sheet has been developed for each separate VET curriculum area offered at Mt Alvernia College. This sheet outlines industry/VET specific information relevant to the particular course, including qualification code and name, units of competency to be offered and vocational outcomes.

The courses currently offered by the college include:

- BSB20120 Certificate III in Workplace Skills
- BSB30120 Certificate III in Business
- SIT10216 Certificate I in Hospitality (Uniform \$42 – ordered through the uniform shop)
- SIT30316 Certificate III in Hospitality (Uniform \$120 – ordered through the uniform shop)

Mount Alvernia College also offers the following course through an outside Provider – **Binnacle Training:**

- SIS20115 Certificate II in Sport and Recreation (Enrolment fee \$210 if not using VETIS funding)
- SIS30315 Certificate III in Fitness (Enrolment fee \$290.00 + Polo shirt to be ordered through Uniform shop)
- A First Aid certificate (Cost \$40)

Mount Alvernia College also offers the following course through an outside Provider – **TAFE (Queensland):**

- FSK20113 Certificate in Skills for Work and Vocational Pathways (\$125)

Mount Alvernia College also offers the following courses through an outside Provider – **Mater Education:**

- [HLT23215](#) Certificate II in Health Support Services (VETIS funded)
- [HLT33115](#) Certificate III in Health Services Assistance (Enrolment fee \$750.00 + Police check fees and Mater Shirt - ordered through Mater)

Mount Alvernia College also offers the following course through an outside Provider – **Redmako Learning:**

- BSB50215 Diploma of Business & Certificate II in Events (\$1995.00 payable to Redmako)

More information is available from the Futures Hub or on line at [www.binnacletraining.com.au](http://www.binnacletraining.com.au), <https://www.matereducation.qld.edu.au/>, [www.redmako.com.au](http://www.redmako.com.au) and <https://tafeqld.edu.au/>

## **WHO IS ELIGIBLE TO RECEIVE VETIS FUNDED TRAINING?**

To be eligible to access a VETiS qualification funded by the Queensland Government, prospective students must:

- Be currently enrolled in secondary school, in Year 10, 11 or 12;
- Permanently reside in Queensland;
- Be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residence, or a New Zealand citizen.

VETiS qualifications funded by the VET investment budget are fee-free for students. The VET investment budget will provide funding for students to complete **one** employment stream qualification while at school. Students opting to use their VETiS funding for one qualification will make any other course similarly funded ineligible for this.

## **4. PROVISION FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT**

If you are undertaking a VET subject which has embedded units of competency from a Training Package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn these basic literacy/numeracy components more readily, as they are being delivered/assessed in the context of an industry/vocational area of your choice.

In addition, every student at this school undertakes an English/literacy or Maths/numeracy subject.

## **5. STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES**

You have access to a wide range of support, welfare and guidance services at Mt Alvernia, including, for example:

- Careers Counsellor
- Guidance Counsellors
- Programme Leader – i-Centre
- RTO Manager

## **6. DISCIPLINARY PROCEDURES**

1. The College will provide a structured, secure and ordered environment which is conducive to learning and in which all students feel free to learn and develop self-discipline.
2. Formation in responsibility and self-discipline will be the central focus in our approach to pastoral care and to discipline.
3. Consequences for inappropriate behaviour will always be congruent with the basic value of respect for the dignity of each individual, be of a type and level commensurate with each particular situation and be designed to have a positive (learning) orientation.



4. Expectations of each member of the community will be clearly established and be such as to promote the good order of the College and the well being of each community member.

## **7. FLEXIBLE LEARNING AND ASSESSMENT PROCEDURES**

Section 8 below, outlining the assessment procedures, demonstrates the flexibility associated with assessment.

All VET teachers will adjust learning procedures and processes to meet the different learning styles of students and the individual needs of students.

## **8. ASSESSMENT POLICY & PROCEDURES**

***As a VET student at Mt Alvernia you will be fully informed of the VET assessment process and requirements and will have the right to appeal.***

Your VET teacher will provide you with a thorough overview of the assessment requirements for your individual VET programme/s. The following information, however, represents some general information about the VET assessment process adopted at Mt Alvernia.

### **Competency-based assessment**

Assessment for the VET components of your course will be competency-based.

### **What does it mean to be competent?**

You will be considered to be competent when you are able to apply your knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

There are four parts to being competent. They are:

- a. Undertaking a specific workplace task/s (called 'task skills')
- b. Using management skills, ie managing a number of different tasks to complete a whole work activity (called 'task management skills')
- c. Responding to problems and irregularities when undertaking a work activity (called 'contingency management skills'). Examples of problems/irregularities could be:
  - Breakdowns
  - Changes in routines
  - Unexpected results or outcomes
  - Difficult or dissatisfied clients.
- d. Dealing with the responsibilities and expectations of the work environment when undertaking a work activity (called 'job/role environment skills'), such as:
  - Working with others
  - Interacting with clients and suppliers

- Complying with standard operating procedures
- Observing enterprise policy and procedures.

**This means that when you demonstrate competency you will not just demonstrate you can do a task on its own, but you must be able to demonstrate that you can do it in a range of different circumstances, as outlined above.**

### **The assessment policy principles**

The following represent the basic VET assessment principles of Mt Alvernia. They are designed to promote fairness and equity in assessment.

1. You will be given clear and timely information on assessment.
2. Information included on the assessment criteria sheet, will include:
  - a. Advice about the assessment methods
  - b. Assessment procedures
  - c. The criteria against which you will be assessed
  - d. When and how you will receive feedback
  - e. The mechanism for appeal.
3. You will be made aware of their responsibilities regarding assessment.
4. The assessment approach chosen will cater for your language, literacy and numeracy needs
5. Your special geographic, financial or social needs will be considered in the development and conduct of the assessment.
6. Reasonable adjustment will be made to the assessment strategy to ensure equity for you and each of the other students, while maintaining the integrity of the assessment outcomes.
7. You will receive feedback concerning all aspects of assessment.
8. You will receive the opportunity to review all aspects of assessment.

## **9. RECOGNITION OF PRIOR LEARNING [RPL]**

When you commence a VET programme, you may think there are some units of competency you can already do and would be competent at.

You could apply for what is called 'RECOGNITION' for those specific units of competency. If you do, you will need to provide evidence that you can in fact already do these tasks.

Evidence might include:

- Letters or testimonials from employers
- Samples of work
- Certificates, etc.

You will be well supported by your teacher in applying for recognition so begin by discussing with your teacher why you feel you might be competent in some parts or your entire VET

programme. If your teacher shares your view, then you will be encouraged to undertake the following:

**STEP 1:** Complete a self-assessment, using the Self-Assessment form. You need to complete a separate RECOGNITION Self-assessment form for each unit of competency / module for which you are applying for RECOGNITION.

Evidence can take many forms, and will usually include such things as:

- Examples of work
- Photographs, videos, letters and reports
- Awards, certificates and qualifications
- Employer references
- Letters from work colleagues, etc.

**STEP 2:** Discuss your self-assessment with your teacher/trainer. If there are FULL units of competency for which you and your teacher feel RECOGNITION may be able to be given, you will be encouraged to move to the next step, the completion of the RECOGNITION application form.

**STEP 3:** Complete and submit the Student Application for Recognition of Prior Learning form which your teacher will give you.

**STEP 4:** Once given the result of your application, discuss the outcome with your teacher. Provide feedback to your teacher and provide feedback on the RECOGNITION process itself.

**STEP 5:** Should you wish to appeal, complete the Student RECOGNITION Appeals Form that may be collected from your teacher.

**STEP 6:** Discuss the outcome of the appeal, when known, with your teacher and provide feedback about the APPEAL process itself.

## 10. COMPLAINTS/GRIEVANCES/APPEALS

You need to consult the school's *Complaints/Appeals Policy* if you are concerned about any aspect of your VET programme that might include:

- Another student or teacher at your school;
- A person that you work with outside the school;
- The results of an assessment task;
- The way an assessment was undertaken.

**The following represents an overview of some parts of the complaints/grievance policy.**

*Scenario 1: Complaint about the action/s of another person/s in the school community.*

Process to follow:

- a. You should discuss the matter in the first instance with a teacher with whom you feel comfortable eg the RTO Manager/ the Pastoral Guardian / other teacher.
- b. If this person does not consider the matter to be particularly serious, or where your complaint does not relate to allegations of unlawful behaviour (eg assault, illegal discrimination or harassment, etc), and you feel comfortable to do so, you will be encouraged to raise your complaint directly with the person concerned. You can ask for your teacher to be present when you do this.
- c. Where you do not feel comfortable about doing this, or where the matter is of a more serious nature, you will be asked to put the complaint in writing and to identify the person about whom you are complaining.

Your written complaint should include details of the complaint(s) such as:

- Who/what issue you are complaining about
- What happened
- When it occurred
- How you feel
- How you would like to see the matter resolved.

If the complaint is about another student, the matter will then be handled by the year coordinator; if the complaint is about a member of staff, it will be handled by the Deputy Principal Teaching and Learning.

d. The person handling your complaint will:

- Inform the person concerned about the complaint. He/she will be given the opportunity to put his/her side of the matter
- Advise you of how long it will be before you get an answer (usually within a week)

- Ensure that only those people who need to know about the complaint are involved/informed
- Give you written advice about the outcome and the reasons for it

You may find that through this process one of the following outcomes will apply:

- You gain a better understanding of the situation and you no longer feel the need to complain
- You are happy with the way the issue has been resolved
- You receive an apology and assurance it will not reoccur or
- You will be informed that you have no grounds to complain

*Scenario 2: A complaint/grievance/appeal related to dissatisfaction with assessment and/or in your school-based subjects.*

Should you wish to appeal against the results of an assessment or wish to make a complaint about any aspect of the delivery/assessment of the accredited course/module, you need to follow the process outlined below:

- a. In the first instance, speak with the relevant teacher and informally ask for a review of the result.
- b. Should this not resolve the matter to your satisfaction, put your complaint/grievance in writing to the RTO Manager or Deputy Principal. All written complaints will be acknowledged in writing and you will be told how long it will take to investigate the matter. The outcome will also be put in writing to you.
- c. Should this still not resolve the issue to your satisfaction, you can ask for the complaint to be dealt with by the Principal, who shall acknowledge in writing that the complaint/grievance has been received and will also tell you how long it will take to investigate. You will receive written advice of the outcome.
- d. Should you still not be happy with the decision; you should contact the ASQA for advice.

At any stage, the decision may take one of several forms, including, for example:

- Agreeing with the original result i.e. not allowing your appeal
- Disagreeing with the original result and telling you what will now happen
- Asking you if you want to re-sit the assessment.

## II. WORK EXPERIENCE

### Structured Work Placement

Structured Work Placement gives students experience in the workplace. Those students completing a Vocational Education and Training (VET) certificate where it is a requirement to have some time in the industry, will complete a certain number of hours in the workplace.

Each semester students will complete placement application forms indicating a vocational area in which they wish to work. Once they are placed, it is the student's responsibility to ensure the agreement form is completed with the following signatures:

- Student
- Parent
- Employer

and return to school **before** placement occurs.

### Work Experience

At Mt Alvernia College, students are encouraged to experience the world of work by undertaking work experience to assist in their career decision-making. The school holidays are the perfect time to trial different workplaces throughout the year.

Furthermore, the College also supports students in the Defence Work Experience Program. For more details please visit <http://www.defence.gov.au/workexperience/>

Prior to participation in work experience/structured work placement, Mt Alvernia College will provide an induction programme for you that will help provide you with strategies to deal with harassment, accidents, etc. As well, your parents will be provided with an outline of the workcover and insurance arrangements that apply.

The following strategies will be undertaken, however, should you experience **harassment/unlawful intimidation and /or unsafe work arrangements**.

#### **Mt Alvernia will support you by:**

- Assisting you with advice about approaching the person about whom you want to complain; and/or
- Showing you how to forward a complaint to the Anti-Discrimination Commission.

#### **You need to:**

- Inform the offending person immediately that you do not want him/her to behave in that way
- Inform the work supervisor
- Inform your parent, guardian, or caregiver; and/or
- Inform the RTO Manager

#### **The RTO Manager will:**

- Consider withdrawing you from the placement
- Contact the work experience provider to advise of your withdrawal, if this is to happen

- Inform relevant parties of concerns regarding this workplace as an appropriate placement for students
- Inform you of the existence of the Anti-Discrimination Commission which has power to investigate the complaint and
- Seek advice from the equity rights officers in the appropriate education system

If the complaint involves sexual abuse or assault, the Principal will report the matter to the Department of Families, Youth and Community Care, or to the Queensland Police Service, as appropriate.

## **12. SCHOOL-BASED APPRENTICESHIPS AND TRAINEESHIPS (SATs)**

Schools are **not** a signatory to the actual training contract and they are not therefore able to interfere with the discharge of any part of the contract, including where you may experience difficulties associated with conditions of your employment, health and well-being, and training issues. Should concerns arise during the course of the SAT, the school will not encourage you to withdraw from the workplace without your employer's consent. The school may, however, advise you and your parent/guardian of appropriate procedures to pursue in certain events.

School Expectations:

- Student will complete negotiated days in the workplace
- Student will attend all training organised
- Student will commit to apprenticeship or traineeship with positive attitude and enthusiasm with purpose of gaining full-time employment on completion of school
- It is the students' responsibility to catch up on all school worked missed

Work Commitment

Once signed up, students must:

- Confirm their day of work with the RTO Manager
- Any changes to the work day must be approved with your employer and also the school (VET office)
- If you wish to work additional days with your employer this must be discussed with the RTO Manager (NB: you should not put pressure on your employer to give you additional workdays. If asked, students may work during block exam and holiday periods).

Training Commitment

- Give any details of training dates to the school (NB: must get approval from the school if training is to occur in school time).
- Give a copy of results to the RTO Manager as you progress (NB: if you have not been successful, we can assist in assessment resubmits, and liaising with your training provider)

In the following instances, *you should contact the local Department of Employment & Training (DET) to seek advice:*

- \* If you are experiencing interpersonal problems with co-workers or the employer which are not resolvable
- \* If you do not believe you are receiving appropriate training or you are regularly performing duties unrelated to the trade or training program
- \* If the employer fails to provide work or terminates your employment outside of the probation period without the consent of yourself and your parent/guardian
- \* If you allege that you have been physically or sexually assaulted, you should report the matter to the police and seek advice from DET regarding the future of your training contract
- \* If you allege that you have been sexually harassed or discriminated against, you should contact the local office of DET to speak with a representative of the Division of Training, and/or the Anti-Discrimination Commission

In the following instances, *you should contact the local Department of Industrial Relations (DIR) to seek advice:*

- \* If you suspect that the work environment does not meet health and safety regulations; and/or
- \* If you are experiencing problems with the payment of wages or other entitlements

You should also note the following:

- \* If you are unable to attend training with the registered training organisation (RTO) you must contact both the RTO and the employer to advise of your absence.
- \* In the event that you are suspended from school, there is no effect on the SAT as you remain a student during the period of suspension.
- \* In the event that you are excluded from the school and you do not enrol in another school, the arrangements for the apprenticeship or traineeship must be converted to full-time or part-time arrangements. In this instance the school should notify the employer of the decision to exclude. If, however, you enrol in another school, the excluding school must notify the local office of DET (Division of Training) and the section of the relevant education system dealing with SATs of your change in school, using the appropriate form.
- \* You must not be absent from work without the employer's consent. Should you wish to cancel the training contract, consent to end the contract must be obtained from the employer. If the employer does not consent to this action, you may seek mediation or arbitration via the local office of Department of Employment and Training (DET). You are encouraged to speak with a representative of the Division of Training to obtain appropriate assistance before taking any such action.
- \* The school is not entitled to withdraw you from the workplace, or recommend that you do not attend work, without the employer's consent. Under the Training and Employment Act 2000 (Qld), failure by you to attend work may lead to disciplinary action against the student by DET (Division of Training).



## *Workers Compensation*

- At Mt Alvernia College, the usual insurance provisions apply to you while undertaking normal school-based education subjects.
- In the workplace, worker's compensation is provided for you under the employer's existing workers' compensation insurance. This cover extends to travel to and from training as well as the time spent in training.

## **13. ACCESS AND EQUITY**

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment or age.

Mt Alvernia College strives to meet your needs through incorporating access and equity principles and practices that acknowledge the right of all students to equality of opportunity **without discrimination.**

The following principles will apply at Mt Alvernia College:

1. VET curriculum areas will be adequately resourced with teachers with the right qualifications in order to ensure you have quality outcomes.
2. VET training and assessment will be in line with industry standards to ensure quality outcomes for students. As well, a variety of training/assessment methods will be used to cater for the different ways in which students learn. Students with special needs will participate in an initial and annual panel meeting with their parent/guardian and the Learning Enrichment Teacher to ensure that the training and assessment provided meets their needs.
3. All students will be actively encouraged to participate in VET programmes, irrespective of background/cultural differences.
4. Prior to participating in structured workplacement, you will be provided with an induction programme, which will equip you with the knowledge to recognise harassment/discrimination, should it occur and to ensure you have the strategies to deal with the situation. Appropriate support will be provided to ensure you are successful in your workplacement.
5. Literacy/numeracy is integrated throughout all VET programmes, as well as being delivered separately through your English/literacy and Maths/numeracy programme.
6. Mt Alvernia will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.

7. Any complaints/grievances in relation to discrimination/harassment will be treated seriously, in line with the school's VET Policies and Procedures: Student Complaints/Grievances/Appeals.

*Some terms defined*

The following terms associated with access and equity have been included so you can develop an understanding of what they mean.

*Aboriginality*

Mt Alvernia considers an Aboriginal or Torres Strait Islander to be any person who identifies with, and is accepted by, the indigenous community with which he or she is associated.

*Racial prejudice/harassment*

Racial harassment is the expression of attitudes or behaviour based on false assumptions or social myths of superiority of one race or culture over another. Examples of racial prejudice or harassment may include name calling, racist graffiti, demeaning jokes concerning a person's racial or ethnic background and, in extreme cases, physical assault.

*Racial discrimination*

Racial discrimination is behaviour which disadvantages people on the basis of real or supposed membership of a particular racial or ethnic group including structural or institutional disadvantage (this includes policies and procedures which at first glance appear fair but which on reflection actually disadvantage people from a particular race).

*Sexual harassment*

Sexual harassment is any unwelcome behaviour of a sexual nature in the working or learning environment. Sexual harassment is not confined to a particular gender or sexuality and may include but is not limited to the following behaviours:

- requests for sexual favours, either directly or by implication
- deliberate physical contact such as kissing, touching or fondling, embracing, patting, pinching and brushing against another person
- wolf whistles, catcalls, leering or offensive staring and gesturing
- persistent social invitations or obscene or unsolicited communications by other students either at work or at home
- persistent questioning about a person's private life
- suggestive comments about a person's physical appearance or sexuality
- displays of erotic or sexually graphic material (posters, photographs, etc).

*Physical harassment/bullying*

- threatening others
- physical contact of a hurtful nature, for example, touching, hitting or grabbing;
- destroying or damaging another's property

*Psychological harassment/bullying*

- disparaging comments about ability or achievement
- verbally and /or non-verbally denigrating or insulting others
- telling jokes deliberately intended to offend another
- stalking and abusive phone calls.

### *Inclusion*

Inclusion is defined as:

- The process whereby enrolled students with identified special needs, or needs arising from their membership of target groups, can have equal access to the total school environment
- Providing the most appropriate education for each enrolled student in the least restrictive environment
- Maintaining and enhancing the participation of all enrolled students in appropriate regular school programs, including VET programs
- Requiring the negotiation of an appropriate program which is flexible and supportive
- Ensuring an appropriate and acceptable learning/training environment for all enrolled students

## 14. WORKPLACE HEALTH AND SAFETY

The safety and wellbeing of the staff and students of Mt Alvernia College is one of our greatest responsibilities. All of us, including you, have responsibilities to ensure a safe environment. You are required to:

- Use and take reasonable care of any protective equipment that is provided
- Obey any reasonable instructions in relation to health and safety
- Not interfere with or remove any safety devices from machinery
- Ensure that you do not endanger your own or others' safety by the consumption of alcohol or drugs
- Report unsafe acts or equipment to a teacher and observe good housekeeping practices
- Report all injuries or near misses to a teacher
- Ensure that your conduct does not interfere with:
  - \* School property
  - \* School staff safety or welfare, or with their ability to perform their duties
  - \* Student safety or welfare, or their ability to participate in and benefit from instruction.

### First Aid

First Aid Kits are available in the main office. A member of staff trained in First Aid will carry out any treatment necessary.

You are not to handle injuries that involve spilled blood without wearing gloves, and all blood spills must be doused with chlorine.

### Accident/Emergency Situations

You are advised that staff at Mt Alvernia College are not permitted to transport injured/unwell students to hospital. Therefore, an ambulance will be called in case of an emergency. **It is recommended that all students arrange ambulance insurance, as the College will not cover costs.**

### Workplace Health and Safety and Accidents/Incidents – while on structured workplacement/work experience

Where you find that you are required to undertake work that is a risk to your health and safety, you must advise the RTO Manager immediately. Action may include withdrawing you from the workplacement.

Where a serious accident occurs:

- The College will investigate all serious accidents as soon as possible after they occur, so that an accurate account of events can be recorded and remedial action taken to reduce the risk of other similar accidents.
- In the case of a claim against WorkCover Queensland:

- (a) The work experience provider, as 'the employer', must complete an Employer's Report Form
- (b) You, the student, as 'the employee', must complete an Application for Compensation Form
- (c) The doctor must complete a WorkCover medical certificate
- (d) Mt Alvernia will forward to the relevant authority (see work experience legislation):
  - a copy of the completed Employer's Report Form and
  - a copy of the Work Experience Agreement and
- (e) Mt Alvernia will keep copies of injury claims indefinitely

## **15. ACCESS TO RECORDS & STUDENT/PARENT CONSENT/ACKNOWLEDGEMENT FORM**

No staff member at Mt Alvernia College can provide information about you to a third party without your written permission. You will be required to sign a consent form for those occasions when it is necessary for the school to provide information about you to another organization. The school will provide you with a copy of the consent form.

You can have access to your own personal records at any time, by approaching the LAA for the subject area in which you wish to check your information. This staff member will ensure that you obtain access to your records. If the matter is not related to any one specific subject, you should approach the RTO Manager rather than a LAA.

A record will be kept on your file that you have accessed your records.

## **16. VET CURRICULUM/SUBJECT LEVIES**

All levies and uniform costs are listed next to the individual Certificate courses where appropriate in Section 3.