2019 Student Handbook

VET delivered to Secondary Students

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Welcome

We are looking forward to working with you throughout the course to create a memorable, positive and productive learning experience for you.

If at any stage you have any questions about the course please talk to your trainer or a member of staff.

About the IMVC

The Inner Melbourne VET Cluster (IMVC) is a not-for-profit incorporated association established in 1998. IMVC develops and implements best-practice initiatives and models to serve the needs of young people.

The IMVC provides a range of courses giving us the capability to provide our students and clients with a holistic approach to the development of skills, assets, opportunities and capabilities to:

- Learn – participate in education and training;
- Work – participate in employment, unpaid or voluntary work; and
- Engage – connect with people and community.

The IMVC mainly works in the Inner, Northern and Eastern regions of Melbourne. We are well respected amongst IMVCs, government, industry and the broader community.

IMVC's programs overall are aimed at skill shortage areas.

Programs at IMVC include the following:

Career and Transition Programs – provide assistance in skills development and exploring career paths and opportunities in targeted industry areas;

Employment Programs – IMVC pro-actively engages in the development of initiatives that address the challenges marginalised communities face in securing long-term employment;

Brokering of Vocational Training – linking young people with Registered Training Organisations to undertake over 30 accredited courses;

Delivery of Vocational Training – directly providing low-cost access to accredited (as an RTO) and pre-accredited training (as a Learn Local Provider). Accredited courses on scope include:

SHB20116 Certificate II in Retail Cosmetics
SHB20216 Certificate II in Salon Assistant
SIT20316 Certificate II in Hospitality
SIT20416 Certificate II in Kitchen Operations
CUA31015 Certificate III Screen and Media
SHB30215 Certificate III in Make-Up
2280VIC Certificate I in Employment Pathways
Four units from AUR20316 Certificate II in Bicycle Mechanical Technology

Youth2Industry – a specialist program for youth with disability seeking to successfully secure work, training or education;

Workplace Learning Program – providing young people with access to applied learning via Structured Workplace Learning, Practical Placements or Work Experience;

Youth Services – IMVC provides a diverse suite of youth support services that include outreach, tailored case management services and re-engagement programs to support the transition of young people into further education, training and employment;

National Disability Coordination Officer Program– provides information, coordination and referral services for people with a disability who are looking for post IMVC education and training, to help them gain employment;

Social Enterprise Program – Australia's first social enterprise hair salon, Avidity. Programs at Avidity provide marginalised members of our community with opportunities for training and employment.

Contact Information

IMVC Head Office and Education Centre:

Level 1, 71 Palmerston Crescent
South Melbourne VIC 3205
Tel: (03) 9686 2354
Fax: (03) 9686 3572
Website: www.imvc.com.au
Email: reception@imvc.com.au

2019 VET Dates

Term 1	Week beginning Monday 4th February Week ending Friday 5th April
Term 2	Week beginning Tuesday 23rd April Week ending Friday 28th June
Term 3	Week beginning Monday 15th July Week ending Friday 20th September
Term 4	Week beginning Monday 7th October Week ending Friday 1st November

IMVC's Statement of Principles

The IMVC supports and promotes the principles and practice of Australian democracy, including a democratically elected government and the rule of law. IMVC supports and promotes equal rights for all before the law, freedom of religion and freedom of speech and association, and values of openness and tolerance.

IMVC is committed to a policy of equal opportunity in employment and training which undertakes to:

- promote equal rights and opportunities in all aspects of the IMVC's activities;
- treat all staff, students and contractors equally regardless of their background, sexual orientation, culture, gender, age, marital status, disability, ethnicity, religious or political beliefs
- create an environment where all staff and students are able to work effectively, without fear of discrimination, bullying or harassment.
- use non-discriminatory, inclusive language and practices
- being fair, equitable and sensitive to the diverse needs of our students, staff and contractors and to supporting access by disadvantaged groups with due regard and respect for the sensitivities of all stakeholders.

Enrolment

An outline of the course has been given to you at the VET in Schools Orientation night or by your school VET Coordinator.

All prospective students enrolling into an IMVC VET in Schools course are required to complete the following paperwork: Enrolment form, Student Declaration, Privacy Notice, Special Provision Application (as applicable), Training Plan, Emergency Contact, Disclosure of Confidential Information Agreement and Photographic permission forms. These forms will be explained to you in detail as you go through them so please ask questions if you do not understand something. Some of these forms will require your parent/guardian signatures.

Unique Student Identifier: USI

All students who enrol into an accredited course are required to have or obtain a Unique Student Identifier (USI). IMVC requires this as part of the VTG regulations. Without this IMVC cannot issue you with your Certificate/Statement of Results or Statement of Attainment.

You are able to obtain a USI by either:

- Referring to the USI website or
- Completing a form so that IMVC is able to obtain one on your behalf.

Please contact the IMVC RTO Administrator if you require further information
There is no fee associated with this.

Language Literacy & Numeracy (LLN) Assistance

In order to give students who enrol with IMVC every opportunity to successfully complete their course, all students are asked to undertake an LLN assessment. Students who either declare or are identified with LLN issues will be offered additional support to ensure they are able to participate actively and effectively in the selected course of study.

Course Orientation

Course orientation is offered at the commencement of the first class. The orientation will cover a range of topics including the following information:

- Course Content -What you can expect to learn
- Student Participation – What you can expect from your fellow students
- Trainer/Assessor expertise & experience – What you can expect from your trainer/assessor
- IMVC – What other courses or course s are offered
- Work Placement – What you can expect from the Host employer
- Qualification – Where will it take me?

Structured Workplace Learning

Work placement is an integral part of IMVC vocational training courses. Your school and the Industry and Engagement team will assist you to identify and secure appropriate host employers to provide you with relevant and meaningful structured workplace learning opportunities. Your trainer will discuss these requirements at orientation.

Excursions

There may be excursions planned during your course. They are beneficial to course work. In most cases there will be little to no expense, and where genuine financial hardship is an issue we do have options available.

You will be given a VET Excursion Consent Form for your parent/guardian to sign. This must be returned to your trainer prior to the excursion.

Attendances

Student attendances are recorded at every session. This is a legal requirement under the Education Reforms ACT and Occupational Health and Safety Guidelines. In addition to this, the IMVC requires students to attend a minimum of 80% of classes. This is to ensure that students gain the required skills and knowledge to successfully complete the course. Class discussions are an integral part of the learning and provide discussions that are not necessarily found in a resource book. Attendance rolls will be taken at each session.

Absences

Attendance at scheduled courses classes is paramount in ensuring students gain the maximum benefits associated with their training and fulfil the attendance requirements of their course. Any absences should be recorded as per school protocol. Students who are absent will be noted as 'at risk' and recorded on the IMVC portal. This information is relayed to your School VET Coordinator.

Punctuality

Students are asked to be punctual to all classes. Those who arrive late will be marked accordingly. If a student establishes a pattern of lateness this may be treated as a behavioural issue and disciplinary action may be taken.

Student expected behaviours

The following information has been extracted from the Student Commitment form and was outlined at the VET Orientation Night:

- I shall meet the attendance and participation requirements of the course (Maximum absences allowed – 2 per Semester)
- I will meet all assessment requirements for the course as set out in the training plan
- Where necessary, I will attend catch up classes after school or on the weekend and cover any additional expenses
- Where possible, I will notify any absence to my VET Coordinator, trainer and/or workplace in advance
- I will abide by the trainer's rules and the rules of the Host School whenever I am on site.
- Attitude and behavior are to be of the expected standard
- Occupational Health & Safety requirements will be adhered to in and out of class
- I will pay all fees associated with the course, as determined by my school. (Please note, once you have commenced the course, fees **will not** be refunded)
- I will do the appropriate work placement as specified in the course, to the best of my ability understand that failure to meet with work placement requirements will result in not achieving a competent outcome for the course.
- While on work placement, I will keep my logbook up to date and readily available at all times
- Be responsible for the safekeeping of all course resources issued to me, as I will incur costs for any items misplaced or damaged.

Trainers are also required to table with students (within the first two weeks) (i) competencies to be covered in the course, (ii) assessment criteria and weighting and (iii) exam requirements (if relevant).

Access to Student Records

Students are permitted to access their student files to view their personal documentation. We ask that you call reception on (03) 9686 2354 to book a mutually agreeable time with the RTO Manager. IMVC does not permit student taking files off-site.

Resources

The IMVC has prepared and purchased resources to assist with delivery and assessment. You will be given copies of the resources – workbooks and assessments per unit and logbook for structured work placement.

All VET students' fees include payment for the resources.

- The Inner Melbourne VET Cluster will not be responsible for the workbooks once you have received them.
- Any workbook that is lost or damaged will need to be replaced by you at your own cost.
- It is compulsory for students to bring the workbook folder to every class.
- Any student who loses or damages their work book will need to contact the IMVC on 9686 2354 to arrange a replacement.
- Replacement cost will be $50.00 per workbook.

Assessments

Competency-based assessment consists of the gathering evidence to determine whether a person has achieved a standard of competence according to the training package guidelines. Each unit of competency will generally have two assessment tasks. This may include written assignments, short answer questions, tests, presentations, multiple choice, verbal questioning and observation. For each assessment you will be deemed satisfactory or not satisfactory. You need to achieve satisfactory for all assessment tasks to be competent in the unit.

When a student is deemed not yet satisfactory, they may require further training, or they may need to produce additional evidence to address skills or knowledge gaps. Students are able to have a total of 3 submissions- the initial and a maximum of (2) resubmissions and remarking. All resubmissions should be in a different coloured pen or on other paper.

For all written assessments, short answer and multiple choice questions the student is required to obtain 100% to achieve a satisfactory result

Students should consider the following tips:

- Be aware of all requirements to achieve a satisfactory result in an assessment and/or be deemed competent in a unit of competency
- Be aware of timeframes and communicate with your trainer/assessor
- Practise academic integrity and avoid plagiarism, cheating or collusion.
- Accept fair, helpful and timely feedback on assessment tasks including evaluation of performance and progress in a unit of study.
- Be aware of the Student Complaints and Appeals Policy and Students Complaints and Appeals Procedure which includes the procedure for appealing assessment decisions.

Principles of Assessment

The principles of assessment require that assessment is valid, reliable, flexible, and fair.

- Validity refers to the extent to which the interpretation and use of an assessment outcome can be supported by evidence. An assessment is valid if the assessment methods and materials reflect the elements, performance criteria, performance and knowledge evidence in the assessment requirements of the unit of competency, which can be supported by the evidence gathered.

- Reliability refers to the degree of accuracy and consistency of the assessment outcomes. In other words, two students with equal competence should receive similar outcomes at different places or times, regardless of the assessor conducting the assessment.

- Flexibility refers to the opportunity for a student to negotiate certain aspects of their assessment, such as timing, with their assessor. All students should be fully informed of the purpose of assessment, the assessment criteria, methods and tools used, and the context of the timing of the assessment.

- Fairness ensures particular students are not disadvantaged by assessment. For example, where possible reasonable adjustment enables assessment methods to be adjusted for particular students, such as people with disabilities, or cultural differences.

Rules of evidence

- The rules of evidence are aimed at ensuring the Inner Melbourne VET Cluster collects assessment evidence that is valid, sufficient, current, and authentic.

- Validity is focused on ensuring there is a clear relationship between the evidence requirements of the unit of competency and the evidence on which the assessment judgement is made.

- Sufficiency refers to the performance criteria and evidence guide being addressed, competency is demonstrated over a period of time, all dimensions of competency are addressed, and competency in different contexts is proven.

- Currency is where evidence demonstrates the student's current knowledge and skills.

- Authenticity exists where it can be verified the evidence is the candidate's own work.

Extensions

Students who, for whatever reason, do not complete their course assessments are permitted to request an extension. The course extension request must be in writing and include the date by which the student expects to complete and the actions that will be put in place to ensure completion. Any course extension granted will be for no greater than 2 weeks after the end of the delivery period. Students will be noted as 'at risk' on the portal and an MVC Student at Risk form will be completed by the Trainer and kept on your student file until all assessments are complete. Once the assessment is completed and the student is deemed satisfactory the portal and at risk form will be updated.

Special Consideration

Students may apply for special consideration on medical grounds for either assessment or when undertaking the Structured workplace learning. For further information please contact the RTO Manager.

Special Provision

Special Provision is to provide eligible students with the reasonable opportunity to participate in and complete their course. This policy recognises that individual students may need special provisions to achieve the learning outcomes, and in assessment to demonstrate their learning and achievement.

The provisions are available to all students. The courses and assessment tasks designed for students should allow each student to successfully complete the unit and or course while still adhering to the regulatory requirements. Students who are eligible for Special Provision are not exempt from meeting the requirements for Satisfactory Completion of units or from being assessed against the outcomes.

The underlying principle of Special Provision is to ensure that the most appropriate, fair and reasonable arrangements and options are available for students to demonstrate their capabilities where their learning and assessment course s are affected by illness, impairment or personal circumstances.

Strategies

There are a number of alternative arrangements to enable students to be assessed against the unit outcomes, depending on the students' circumstance. These may include:

- Rescheduling an assessment task/s access
- Modifying the unit of work
- Providing extra time to complete the unit
- Allowing the student extra time to complete the task/s
- Setting a substitute task of the same type
- Replacing a task with a task of a different kind
- Using a planned task to assess more outcomes or aspects of outcomes than originally intended
- Using technology, aides or other special arrangements to undertake assessment tasks
- Deriving a score from other assessments or work completed by the student (in circumstances where the above provisions are not feasible or reasonable).

Appeals process

If a student's request for special is rejected totally or in part, students will be advised in writing of the decision within 14 days. The student has the right to appeal the decision within 14 days, and should place their appeal in writing or email directed to:

Executive Officer, Level 1, 71 Palmerston Crescent, South Melbourne 3205

If you are requesting special provision or you are unsure about this process please discuss this with the RTO Manager or refer to the Special Provisions Procedure available from the RTO Manager.

Recognition of Qualifications issued by other RTOs

IMVC will recognise of AQF qualifications/Statement of Results and Statements of Attainment issued by other RTOs.

Reasons for applying for this would include applying for Credit Transfer of Units of Competency or if a qualification that you have obtained previously is required as a pre-requisite for the course that you are currently enrolling in.

There is no cost involved to the student for this process.

Credit Transfer

Credit Transfer is a process that provides students with credit/s for unit/s of the course that they are currently enrolled into. This is based on either the student having previously successfully completed the same unit/s or units that are determined as equivalent in content and with the same learning outcomes. If the application is successful this decreases the number of units you have to undertake in order to complete the course.

Students should apply for Credit Transfer before the course commences. To do this you will need to complete an Application for Credit Transfer Form and submit this along with the original certificate/statement of attainment or statement of results to the RTO Operations Manager who will review the application and inform you of the outcome.

There is no cost involved to the student for this process.

Recognition of Prior Learning (RPL)

RPL is an assessment process that recognises an individual's skills and knowledge obtained through:

- Formal training
- Informal training
- Work experience
- Life experience

The IMVC will offer Recognition of Prior Learning (RPL) to all students undertaking an accredited course or qualification in line with the Australian Quality Training Framework regulations.

Students requesting RPL will be referred to suitable Skills Vic approved RPL Registered Training Organisations (RTO's) to undertake the RPL process at their own cost. A list of these providers will be given to the student on request. Students will then need to apply for National Recognition of the units with IMVC. These will be noted on their Statement of Attainment or Statement of Results as Credit Transfer (CT) (refer to Recognition of qualifications issued by other RTO's Policy and Procedure).

Students who receive RPL from another provider during their course are able to apply for National Recognition as long as this is prior to structured training commencing in the unit/s they are applying for.

Please contact the RTO Operations Coordinator for further details.

Certificates and Statements of Attainment

Upon successful completion of all of the requirements for the qualification, students will receive a ccertificate and a Statement of Results.

Statements of Attainments are issued to:

- Students who undertake partial qualifications
- Students who withdraw from the course and therefore do not achieve a full qualification or
- Students that have not achieved competencies in all the units required to obtain the full certificate.

Certificates and Statements of Attainment are issued within 30 days of the completion of the course or within 30 days after a special provision student formally withdraws if all payments have been completed.

There is no fee associated with first Certificate/Statement of Results and/or Statement of Attainment. IMVC will charge a $20 administration fee if you require a replacement copy. For replacement certificates, please contact IMVC 03 9686 2354.

Continuous Improvement

The IMVC is committed to the planning, reviewing and continuous improvement of all courses. Students are asked to complete evaluations to assist with the review our course content, resources and trainer performance. IMVC will use this feedback to ensure that we continue to offer the highest quality vocational training courses. Some students may be contacted by NCVER to complete a survey.

Student Supervision

IMVC staff are not in attendance outside the hours allocated to delivery of training.

All students are to remain on site during the hours allocated to the delivery of training, including break times.

If any student is to leave the training facility before their scheduled end of class time or during break times, the trainer must be provided with the signed letter of consent and permission from the student's parent or guardian. Parents and Guardians acknowledge that once the student leaves the training facility on such occasions, IMVC staff are not able to offer supervision and so maintain a duty of care.

Disciplinary Procedures

Students at IMVC who engage in misconduct are subject to IMVC's disciplinary procedures.

Misconduct includes:

- Harassment of any person while undertaking training with IMVC
- Assault (direct or indirect) on any person while undertaking training with IMVC
- Wilful or negligent damage to, or removal of, IMVC property
- Failure to comply with any reasonable instruction
- Possessing, using or trafficking a drug of dependence
- Possessing or under the influence of alcohol
- Carrying a weapon that can cause harm or injury, or can be used in a threatening manner.
- If the incident or issue endangers a student or staff member, the matter will be referred to the police and the student will be immediately withdrawn from participation in further classes.

Grounds for Disciplinary Action

Misconduct

Misconduct is unsatisfactory and unacceptable behaviour. What constitutes misconduct in a specific circumstance will depend on the situation. The Student Code of Conduct outlines those actions which constitute misconduct. Following due process, misconduct could result in counselling, a first or second written warning and or expulsion from the course.

Disciplinary Processes

In accordance with procedural fairness, misconduct may result in counselling, written warnings, suspension, or expulsion. Disciplinary action will only be considered once all attempts to assist the student to improve their performance have been exhausted and will be based on concrete evidence that is objective and descriptive, not anecdotal.

Medical Conditions

If you have a medical condition that has been diagnosed by a GP that will impact on your learning and or participation, this should be discussed and recorded at enrolment. Trainers and IMVC also need to be notified of Management Plans as provided by a GP for Anaphylaxis, Asthma, Diabetes, Epilepsy and Life Threatening Allergies/conditions. Students with medical conditions are requested to complete Disclosure of Confidential Information. Once completed and submitted to IMVC, details are entered on the trainer's portal and photocopies are made for distribution to trainers.

To assist you in your wellbeing IMVC needs to be notified of any prescriptive medicines and any changes that may impact on your learning in class. On days where practical activities are occurring it is important that all students are able to be alert and not drowsy or creating a danger to themselves or others.

If medications need to be administered, the student is responsible for ensuring the medication is administered. This is not the responsibility of the trainer.

Complaints & Appeals

A complaint is a clear communication of a concern, dispute or grievance. The communication may be oral or written, formal or informal, by a student or students including issues involving:

- The provision and resources of a course/course or related student service by the IMVC
- The conduct of another student or students of the IMVC
- The conduct of a member of staff or volunteer of the IMVC
- People and organisations external to the IMVC with whom students interact in relation to their involvement with the IMVC, or as part of an approved work placement
- The interpretation and application of any policy, procedure or administrative process
- A health and safety issue
- An unresolved appeal against assessment
- An allegation of discrimination, harassment, or bullying

The IMVC will not normally act on anonymous complaints unless the issues raised are serious and sufficient information is provided to substantiate the allegations.

Students are encouraged to raise their concerns in the first instance directly with the person concerned. If this is not resolved then students are encouraged to raise the concern with their trainer. If the concern is not resolved, the student will be advised to lodge a complaint using the formal procedure. The student should lodge a formal complaint using the Student Complaints and Appeals Form.

Should you have a compliant or wish to appeal a decision we encourage you to read the IMVC Student Complaints and Appeal Policy and Student Complaints and Appeal Procedure which can be obtained on the IMVC website.

Cheating & Plagiarism

Trainers will outline this policy and procedure at your course induction. This will ensure that you thoroughly understand the concept of cheating and/or plagiarism prior at the commencement and throughout the course.

Cheating is the attempted or actual practice of dishonest acts for the purpose of gaining an unfair advantage such as improving one's grade. This could be done alone or could also include assisting another student to do so.
Some examples could be:

- Copying another person’s work in assessments and/or tests
- Claiming an assigned share of a team assessment, where insufficient or no contribution was made.
- Pretending to have submitted an assessment to a trainer.
- Stealing another student's assessment and submitting it as one's own work.
- Depending upon others to complete practical demonstration assignments

Plagiarism is using someone else's ideas or phrasing and representing those ideas as your own. This includes written or spoken material from whole papers and paragraphs, sentences, phrases statistics and /or art work. "Someone else" can mean a professional source, such as a published writer or critic

in a book, magazine, encyclopaedia, or journal; an electronic resource; another student or from an assignment-writing "service" (online or otherwise) which offers to sell written papers for a fee.

You will sign a student declaration which is part of the Assessment submission and Result Record when handing in each assessment stating:

- that the assessment is your own work based on their personal study and or research and not the work of another student and/ or source
- that you acknowledge all materials and sources used to prepare the assessment
- and that you have not plagiarised or copied any part of this assessment from the work of any other student or source

Your Trainer is actively encouraged to review your work against other students, resources, common websites etc in an attempt to detect plagiarism and or cheating.

The following process will occur if you are suspected or found to be cheating or undertaking acts of plagiarism:

- If either is detected the trainer will discuss this with you in the first instance and provide evidence
- You will be given an opportunity to explain.
- If the trainer is satisfied that you are not in breach of guidelines then no further action is taken.
- If a breach is still suspected the trainer will refer this to the RTO Manager and include copy of the relevant documents for consideration.
- The RTO Manager will set up a meeting with you as per the Student Disciplinary Procedure.
- If plagiarism occurs, the outcome of the next assessment task will be determined in line with the Student Disciplinary Procedure.
- The student will be required to resubmit the assessment task utilising the Assessment Resubmission and Feedback Form
- A summary of the investigation will be written up by the RTO Manager
- A copy of the report and both the initial and resubmitted assessment documents will be retained on file.

Occupational, Health & Safety

The IMVC is committed to ensuring the Occupational, Health & Safety of students, staff and visitors to the classes. Under the OHS Act 2004 we all have a duty of care to ourselves and others.

- Students have a responsibility to:
- Protect their own health and safety and to avoid adversely affecting the health and safety of others.
- Not wilfully of recklessly interfere or misuse any equipment or premises provided by IMVC.
- Report to IMVC any equipment or facilities that pose a safety risk or hazard.
- Report any accident or incident that occurs on IMVC sites or in classes offered by IMVC (Accident/incident report form)
- Cooperate with the OHS directives given by IMVC staff or authorised personnel
- Ensure that you are not affected by alcohol or any other drug whilst engaging in an IMVC course or course.

Incident Reporting

The timely reporting of accidents/ incidents through the appropriate channels enables early intervention, effective management and provision of support where required, and ensures that legislative reporting requirements are met. All accidents, incidents and near misses should be reported as soon as practicable but within 24 hours of the accident/incident occurring.

Bullying & Harassment

Bullying

Bullying behaviour includes unfair and excessive criticism, publicly insulting victims, ignoring their point of view, constantly changing or setting unrealistic work targets and undervaluing their efforts or culturally insensitivity.

Harassment

Harassment is unwelcome conduct that humiliates, offends or intimidates people. Harassment is bullying conduct that is neither appropriate nor permissible in the classroom. This includes words as well as acts, pictures and images, manifest attitudes and a hostile or threatening atmosphere. The effect is to make a person feel insulted, offended, intimidated and unable to work effectively or, ultimately safely.

Sexual Harassment and/or Racism

Sexual harassment is any form of sexual behaviour that is unwelcome, uninvited and unwarranted. This may include touching, sexual suggestions, offensive remarks or messages or displays of sexually offensive material.

Racism may involve prejudice, the holding of negative attitudes about others due to their race, descent or national origin. It may involve discrimination, the negative differential treatment of individuals or groups on the same bases.

Students who feel that they are being sexually harassed or are the victims of any sort of racism should initially contact the RTO Manager who will determine how to deal with the matter.

Procedure

Students who feel that they have been bullied or harassed, either in the classroom or external to the classroom by a person known to them through an IMVC class, should advise their trainer or the IMVC RTO Manager immediately.

The RTO Manager will interview the complainant and the aggressor to determine if bullying or harassment has occurred and determine if further action is required.

A student who experiences bullying and/or harassment can access a range of options and processes in regards to their experience:

- Personal Option
- Informal Resolution Process
- Formal Complaints

Students who feel they have been bullied or harassed should contact IMVC reception for a copy of the Anti-bullying and Harassment Policy and the Students Complaints and Appeals Policy and Procedures.

Student Safety

IMVC classes are conducted during the week and between the hours of 9am to 8.30pm. Classes are of 3-4 hours duration and you will receive an outline of times and dates from your school and on induction. If travel is required to an external provider such as a host school or IMVC training centre your parent/guardian is required to complete a Parent consent form for participation in a VET in schools course with an external provider form. This form outlines the qualification you are enrolled in, name and location of external provider, times of classes, transport arrangements and responsibilities for this. This is available from and is to be returned to your home school.

If any student has concerns about their travel to or from their training venue they should contact their home school.

No student is allowed to leave class early unless there has been a prior written arrangement and confirmation by the parent/guardian. Students will not be left alone or in the care of ancillary staff while attending training.

While trainers are not on duty after the allocated times of training delivery each trainer is required under their duty of care to ensure the safety of students after class. This will include but is not restricted to:

- Speaking to the parent/guardian about alternative arrangements for the student to travel home if this differs from the norm
- Dropping off a student at the local police station if no parent/guardian can be contacted and have the student/police contact the parents
- Not agreeing for changes in pick up unless there has been formal notification from the parent.
- Following up with the parent if a note is received via the student of changed arrangements

Your course may include excursions. In this case a VET excursion consent form must be completed by your parent/guardian and co-signed by your VET Coordinator. This form will outline all details of the excursion. A separate form is required per excursion. Trainers will carry a first aid kit and a mobile phone.

In any emergency situation the trainer will contact the host school or venue manager in the first instance. The Home school, parent/guardian and IMVC will then be notified for follow up. An incident/accident form will be completed for both the home school and IMVC RTO. There is a First Aid kit at every venue.

Students are required to complete a Student Disclosure of Confidential Information Agreement form at the beginning of the course. This is in accordance with the Disability Discrimination Act 1992. The collection of relevant information is required in order to organise any support requirements you may require for your enrolled course. This information is retained by IMVC and relevant information is given to your trainer and relevant RTO staff. Information within this form includes emergency contact details, disability and or medical conditions and response plan; any medications that may impact on your ability to perform in the course; allergies. Although there is no obligation to disclose this information if you do not disclose it may result in the IMVC not being able to adequately support

you while you are enrolled in your course. If you have any questions ask your Trainer or the RTO Manager on 9686 2354.

All training venues are close to public transport.

A risk assessment of the venues is undertaken at the beginning of the year. If any issues arise these are discussed by the RTO Manager with the Host school VET Coordinator or the IMVC Corporate Services Manager if the venue is owned or leased by IMVC.

Student's Rights and Responsibilities

- To expect the best quality education IMVC can provide
- To be provided with an innovative, equitable and supportive environment that challenges students to achieve their full potential
- To be provided with current and clear guidelines regarding course content, time demands and assessment details
- To expect impartial, constructive and prompt assessment of work. Information of assessment criteria and expected standards will be made available
- To have access to required facilities and resources necessary for the student's academic goals to be achieved
- To be treated in a non-discriminatory and respectful manner by both staff and fellow students
- To expect that scheduled classes will take place, or to be informed of alternative arrangements
- To have access to staff to whom questions and difficulties can be referred

Student responsibilities:

- To be well informed about the requirements of the course that is being undertaken, to attend all set activities and classes
- Be fully committed to your own learning and the decisions you make
- Follow course policies and procedures as outlined in the Student Handbook
- Accept the authority of staff members
- Treat everyone with respect
- Reject discrimination, harassment and bullying
- Work with honesty, integrity and cooperatively with students and staff
- Communicate with staff about your learning needs and any other concerns you may have
- Value the diversity of students and staff, including different learning needs
- To attend the course and be punctual
- To advise the relevant staff member when you are unable to attend or need to arrive late or leave early
- Behave in an acceptable manner with courtesy and consideration for others

- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- To behave in a manner that does not endanger the health and safety of yourself or others
- Respect Course facilities and resources, and the property of staff and other students

Unacceptable behaviour includes (but is not limited to):

- Violence of any kind, intimidation, bullying or threatening others
- Damaging any property
- Harassment, including sexual harassment
- Use of drugs and/or alcohol at IMVC or any other IMVC training facility and work placement locations
- Any inappropriate use of technology, including the internet
- Theft or any kind of criminal activity
- Carrying and/or use of weapons
- Using offensive language.

Relevant Legislation

The IMVC acknowledges its legal obligations under State and Federal laws which include:

- The Racial and Religious Tolerance Act 2001 (Commonwealth).
- The Sex Discrimination Act 1984 (Commonwealth).
- The Disability Discrimination Act 1992 (Commonwealth).
- Disability Act 2006.
- Equal Opportunity Act 2010.
- The Privacy Act 2000 (Commonwealth).
- Human Rights and Equal Opportunity Commission Act 1986.
- Education and Training Reform Act 2006.
- Education and Training Reform Amendment (Skills) Act 2010.
- Freedom of Information Act 1982.
- Occupational Health and Safety Act 2004.
- Victorian Qualifications Authority Act 2000.
- Vocational Education and Training Act 1990.
- Racial Discrimination Act 1975.
- Skilling Australia's Workforce Act 2005.
- Working with Children's Act 2005.
- Charter of Human Rights and Responsibilities Act 2006.