



WESTERN AUSTRALIAN
COLLEGE *of* AGRICULTURE
Cunderdin

College Guidelines 2020

College Map

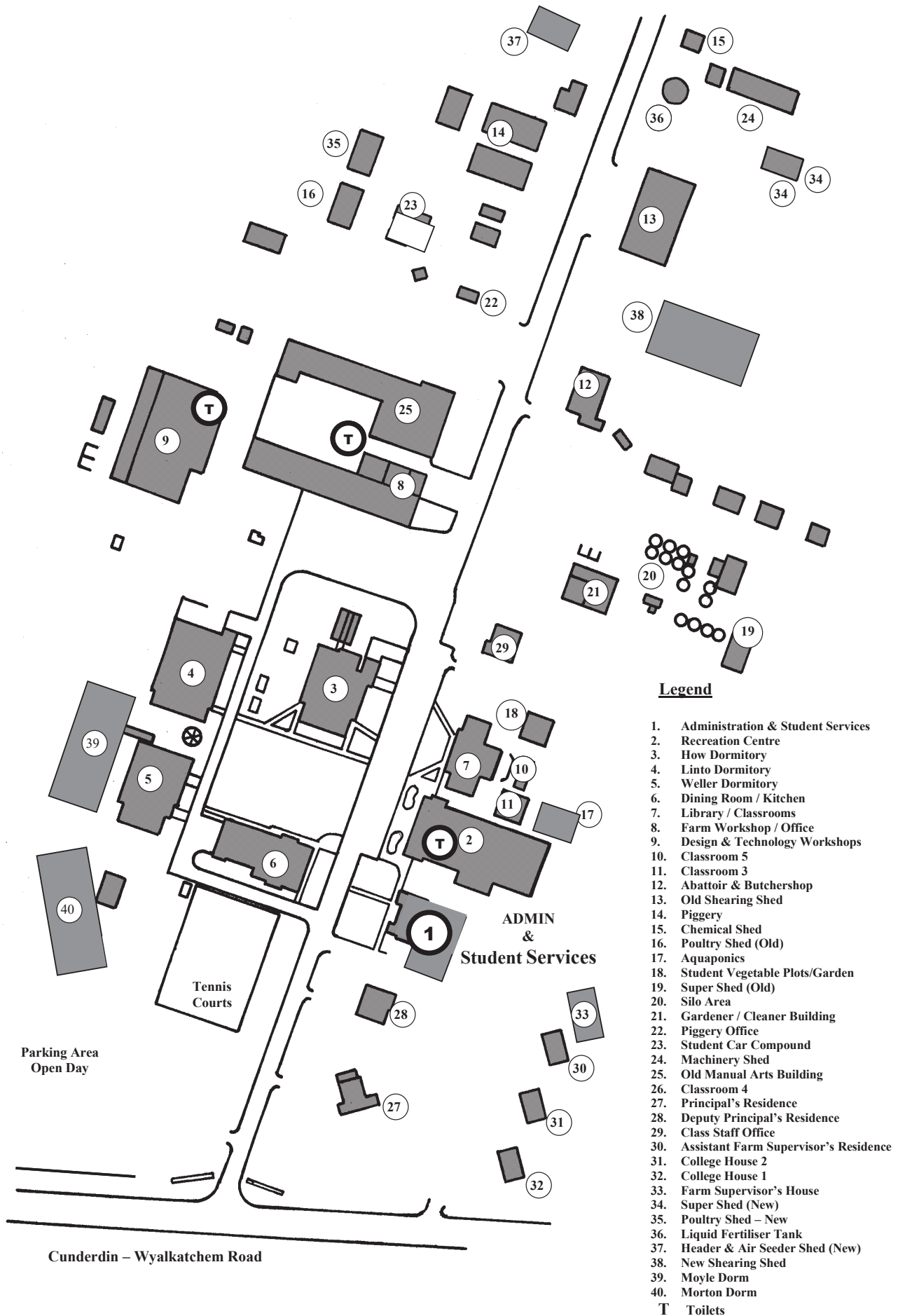


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Vision and Mission

OUR VISION

Rural educational excellence through innovation, passion and collaboration.

OUR MISSION

- Ensure a safe residential and learning environment which promotes the DOE values of Learning, Excellence, Equity, Care, Integrity and Respect.
- Empower young adults in their final years of schooling through a professional workplace culture and high levels of responsibility.
- Foster opportunities for students to develop knowledge, skills and values within the context of rural industries.
- Develop pathways that assist students to access employment and/or further education.

Contacts

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Cunderdin, WA 6407

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Email: cunderdin.wacoa@education.wa.edu.au

Website: cunderdinag.wa.edu.au

Administration office is open from 8am - 4pm during the school term.

On call Senior Staff mobile (for all leave enquiries)	0436 606 857
Residential mobile (on duty residential staff)	0427 449 613
Principal	0419 928 926
Residential Manager	0438 971 346

Welcome

It is with great pleasure that I welcome you to a new year at the WA College of Agriculture, Cunderdin. For new students, parents/carers and staff, I hope that your experience with us is positive, productive and you enjoy becoming part of our WACOA Cunderdin community. For returning members of our community, I welcome you back and look forward to a continuing and positive association with us.

As a residential College, we appreciate the huge responsibility of caring for our students 24/7. Ensuring a safe environment and building positive relationships between students and staff is a key priority. Communication between all stakeholders assists us in making the boarding experience enjoyable to all who join our “WACOA Cunderdin family”.

WACOA Cunderdin has a long and proud history of providing agricultural and trades education in a residential setting to young people across Western Australia. Graduates from our College are represented across the state, particularly in agricultural careers, reflecting the unique opportunities provided for our students by the College that make them so competitive when pursuing employment and further training.

To achieve our aim of a high care, high performance environment, requires focus, application and effort from all stakeholders at the College: students, staff and parents/carers as we work together during 2020. This requires an understanding of how the College operates and our roles and responsibilities in our College community.

This document aims to describe how the College operates and what is expected from students, staff and parents/carers. A clear understanding of these expectations is essential for the smooth and effective running of the College and to avoid conflict. I encourage students, staff and parents/carers to carefully read and understand this document so they can play their part in making the WA College of Agriculture- Cunderdin a strong and highly performing school.

I wish you all an enjoyable and productive year.

A handwritten signature in blue ink, appearing to read 'Sally Panizza', with a stylized flourish at the end.

Mrs Sally Panizza
Principal

College Staff

Principal
Deputy Principal
Manager Corporate Services
Residential Manager
Trades Head of Department
Curriculum Head of Department
Farm Manager
Chaplain

Mrs Sally Panizza
Mr Phillip Epps
Mrs Laura McCart
Mr Darryl McCart
Mr Stephen Prangnell
Mr Paul Jasper
Mr Daniel de Beer
Mrs Michelle Diver

Class Staff

Plant Production Systems
Animal Production Systems
Maths
Maths/Physical Education
English
Education Assistant

Mr Justin Fox
Ms Leanne Sjollema
Miss Nadine Smith
Mr Robert Cousins
Miss Georgia Sharpe/Mrs Annette Fox
Mrs Zea Christopherson

Trades Staff

Engineering
Automotives
Furnishing/Engineering
Construction
Automotive/Engineering

Mr Keith Thompson
Mr Troy Boromini
Mr Ben Elliott
Mr Robert den Boer
Mr Terence Gosling

Farm Staff

Assistant Farm Manager
Vocational Trainer & Assessor
Cropping
Cattle
Sheep/Shearing
Pigs
General Farm
Butchershop & Abbatoir
Workshop

Mrs Leanne Grant Williams
Mr Simon Longmire
Mr Shaun Byrnes, Mr Kevin Binning
Mrs Kylie Iles
Mr Wayne Laird
Mrs Madison Corsini
Mr Garry Jones, Miss Jessie Osboine
Mr Lindsay Jones
Mr Tony Ball

Residential Staff

Mrs Phillipa Arthur, Mr Mark Barnier, Ms Amanda Wilson, Mr Michael Barker, Mr Nigel Frear, Mrs Elysha Gillis, Miss Megan Lawrie, Mr Jordan Lee, Mr Martin Foster.

Administration Staff

Ms Rebecca Marsh, Mrs Julie Skinner, Mrs Karen Argent, Mrs Lisa Jasper, Mrs Jane Rogers, Miss Kaylee Campbell, Mrs Kelly Whisson. Librarian: Mrs Anita Sullivan. IT: Mr Stephen Skinner.

Catering Staff

Mr Jamie Henderson - Head Chef, Mr Jon Kelly, Ms Sue Elliott, Mrs Beverley Biddle, Miss Jean Greenwood, Ms Marites Escano, Mrs Lea Salazar.

Cleaning/Laundry Staff

Leading Hand - Mrs Janet Elliott, Mrs Lourdes Caneda, Mrs Precious Chimbaira, Mrs Ederlyn Conti, Mrs Maria De Villa, Mrs Jocelyn Elliott, Mrs Jennifer Mamangon, Mrs Charito Oteyza, Mrs Lerma Rigonan, Mrs Lea Salazar.

Gardener

Mr Daniel Wayne.

School Uniform

Full School Uniform Boys and Girls (also class uniform)

Students must wear full school uniform for formal occasions and excursions (school blazer, tie, white shirt, black trousers, polished black shoes). Only one set of earrings is allowed.

Polished black leather shoes (not desert boots or joggers)
Black socks to be worn under black trousers
White socks (plain) (for shorts only)
Black dress trousers (not black jeans) or black dress College shorts
White short sleeved shirt
Black College tie - formal wear only
College jumper
College blazer
Black leather belt (must be worn at all times with black trousers/shorts)
No black or coloured bras/coloured or patterned clothing to be worn under white shirts

Sport/Students attending Carnivals

Non marking sports shoes
Black College shorts
Black College polo shirt
Black or white socks
College tracksuit
College cap or bucket hat

Uniform – Farm and Trades Uniform

Boys and Girls:

- Leather work boots (preferably steel capped) Polished
- Blue work socks (no other coloured socks permitted)
- Blue work shorts
- Blue work trousers
- Black belt to be worn with work trousers - COMPULSORY
- Yellow/Blue High Viz work shirts
- Yellow/Blue High Viz fleecy work jumper
- Yellow/Blue High Viz lightweight College jacket in cold weather
- Yellow/Blue High Viz overall
- Broad brimmed hat / College bucket hat - Terms 1 and 4 - COMPULSORY

Only one set of earrings is allowed.

NO BADLY STAINED OR TORN CLOTHING

SHIRT TO BE TUCKED IN AT ALL TIMES

Breaches of farm uniform are recorded by farm staff and the loss of 1 good standing point may occur after 3 such recordings and for subsequent breaches.

Fees

Fees & Charges Structure

Parents will be issued with an itemised Invoice for their student's fees in February 2020, which will include: Boarding fee, Charges, Extra Cost Options, Personal Items and Other Optional Costs.

Boarding fees can be substantially reduced for families eligible for assistance through a number of State and Commonwealth Government schemes. An outline of these schemes is contained in the 2020 College Fees and Charges Booklet sent to parents in 2019. Please contact Manager of Corporate Services Laura McCart for queries relating to assistance schemes.

If students are eligible for Assistance for Isolated Children Allowance and parents have directed payments to the College, a copy of Centrelink's Summary of Payments must be provided to enable the Manager Corporate Services to make the necessary adjustments to student's fees.

Boarding Fees

Boarding fees are levied by the Department of Education on an annual basis and reflect those charged by the Country Hostels Authority. To assist ease of payment these are divided into three instalments, payable at the beginning of each of the first three terms. In 2020 these fees will be \$8880.00 Boarding fees are GST free.

No student will be permitted to commence Year 12 as a residential student unless prior repayment arrangements have been made with the Business Manager to clear outstanding fees from 2019.

Student Services

The Student Services are levied to provide services to students in the College. These services assist in the emotional and physical care of your son or daughter.

Payment by electronic banking

Details for parents wishing to pay fees by electronic banking are as follows:

- Account name: Western Australian College of Agriculture – Cunderdin
- Bank: Bendigo
- BSB Number: 633000
- Account Number 155427040

Cheques can be made payable to "WA College of Agriculture Cunderdin" and mailed to the College.

Timetable

Time Guideline for students

6.30 am	Students rise	
7.00 am	Room inspection & uniform/grooming inspection. Dorm duties completion.	
7.20 am	Breakfast (8.00am - 9.00am - Weekends)	
	No student to leave dormitory for breakfast until all inspections are completed by staff. All students will leave as a dorm group when told to do so by a staff member.	
7.55 am	Depart for classes. Turn off all heaters / lights / fans/music	
8.00 am	Period 1	
9.00 am	Period 2	
10.00 am	Recess	
10.20 am	Period 3	<u>Wednesdays Only</u>
11.20 am	Period 4	1.05 pm Period 5
12.20 pm	Lunch	2.05 pm Recess
1.05 pm	Period 5	2.20 pm Period 6
1.55 pm	Period 6	3.20 pm End of School Day
2.45 pm	Recess	3.30 pm Town Run (school uniform worn)
3.00 pm	Period 7	
4.00 pm	End of school day	
4.45 pm	Students return from Farm (4.00 pm Fridays)	
5.40 pm	Dinner	
6.20 pm	Prepare for prep	
6.30 pm	Prep	
8.00 pm	End of prep	
8.00 pm	Supper (9.00 pm Friday and Saturday)	
9.30 pm	Recreation Centre closes. All students return to their dormitories	
9.30 pm	All Common Rooms close	
9.45 pm	Preparation for bed (no showers after this time)	
10.00 pm	Lights out - Sunday to Thursday	
WEEKENDS (Friday & Saturday)		
10.00 am	Saturdays - town run (neat casual clothing)	
10.20 pm	Recreation Centre closes. All students return to their dormitories	
10.30 pm	Preparation for bed (no showers after this time)	
10.45 pm	Lights out	

After 10pm lights on for homework and reading at the discretion of supervisor.

Behaviour Management Plan

This document is not the Behaviour Management policy in its entirety; it is a guide to be read in conjunction with the Student Information Guidelines and the following documents:

- Drug education plan.
- Student removal from residence.
- Student driving.
- Student network and internet policy.

Rationale

The WA College of Agriculture Cunderdin is responsible for providing an environment that encourages positive behaviour of individual students towards the College, parents and wider community.

Responsibilities

Staff Responsibilities – staff members are expected to:

- Provide a safe and cooperative living and working environment for students and staff.
- Respect the rights of others and develop community values.
- Deliver a quality learning program.
- Provide a specific statement of rights, rules and responsibilities to students, staff and parents, outlining a clear set of behaviour standards and guidelines for students.
- Implement these standards and guidelines in a fair and consistent manner
- Inform students and parents of any issues and consequences in a timely manner

Students Responsibilities – students are expected to:

- Ensure that their behaviour does not disrupt the learning of others.
- Ensure the College environment is kept neat, tidy and secure.
- Ensure that they are punctual, polite, prepared and display a positive manner.
- Behave in a way that ensures the safety and well-being of others.
- Respect personal possessions and College property.

Parents Responsibilities – parents are expected to:

- Be aware of student guidelines and read the College Guidelines booklet.
- Support the College in its Behaviour Management Policy.
- Relate matters of concern through the appropriate forum.
- Inform the school of any issues that may be affecting the education, social or emotional wellbeing of their child.

School Approach to a Positive Behaviour Management Plan

It is important to establish and maintain an environment where students feel safe, respected and valued. The following dot points contribute to the promotion of a positive environment at the Cunderdin campus:

- Leading by example.
- Maintaining pride and a corporate image.
- Recognition of achievement of both staff and students.
- Pastoral care and the development of individuals through our Induction and Challenge Camps.
- Active involvement in the wider community.
- Special dinners with prizes for students who are consistently well behaved.
- Staff taking an active interest in individual needs.

Guidelines of consequences for inappropriate behaviour

The basis for these guidelines comes from the AFL tribunal system. Decisions made by the tribunal are based on the types of behaviour, the grades of behaviour, impact of that behaviour and considering any extenuating circumstances which may have contributed to that behaviour.

The use of mandatory consequences for specific behaviour may provide consistent punishment for inappropriate behaviour but it could mean that it is not a fair and reasonable decision. In any circumstance, there are varying levels of involvement, blame and intent. An all-purpose standard approach does not fairly administer appropriate consequences.

Behaviour Management Plan

Responses

- Reprimand – student is spoken to about behaviour
- Alternative consequences
- Intervention from outside agencies
- Withdrawal – student is removed from area
- Cost Recovery of any damages relating to an incident
- Loss of privilege – demerit points.
- Loss of good standing
- Suspension
- Review Panel
- Exclusion

Responses explained

1. Intervention of outside agencies:-this may include Drug and Alcohol counselling, mental health professionals, the Department of Child protection and/or the Police.
2. Alternative consequences such as litter duty, cleaning vehicles or other loss of privileges like driving licences may be used for low level consequences.
3. A Demerit point remains with the student for twenty (20) school days before it is removed. If a student receives another demerit point during this period the twenty (20) days starts again.
4. If students lose five (5) demerit points they will lose “good standing”.
5. A loss of “good standing” will automatically exclude that student from all extra curricula activities, such as: Shearing Team, Autumn Carnival, Farm Skills Team/ Fencing Team, Countryweek, North West Tour, College Ball, non compulsory excursions, any other event at senior staff discretion, loss of vehicle privileges.
6. A period of suspension allows for:-
Removal of the student from the environment in which they are causing problems.
Sharing behaviour management with parents.
Highlighting the seriousness of the behaviours and puts the ‘student on notice’.
7. A review panel will be convened to discuss the student’s behaviour. The panel will include College staff and people from the wider College community.
8. A panel will be formed:-
Where a student has been without “good standing” for more than a term.
Where a student has lost “good standing” twice during the year.
Where there has been a significant issue.
When there is the need to consider exclusion
9. A student’s residency may be temporarily or permanently interrupted when, in the opinion of the review panel, the College cannot risk taking responsibility for the students’ behaviour. Further information on this can be found in the Department’s “Student Removal from Residency” guidelines.

Grades of Conduct

Accidental – the student commits a behaviour that happens by chance or unexpectedly. A football kicked in the quadrangle veers off and hits another student

Careless – the student is aware of their behaviour but doesn’t realise there are other consequences to their actions. A student throws a football at a friend’s head while play fighting. The student ducks and another student is hit.

Intentional - the student is aware of their behaviour and would be aware there are other consequences to their actions. Two students break a window playing kick-to-kick in a dorm room.

Maliciously Intentional/ Intentional with forethought – the student is aware of their behaviour and behaves in such a manner as to provoke a response. A student waits for a student to come out of their room then kicks a football at their head.

Impact

Impact will be determined as low, medium, high or severe and based on three areas:

- The level of damage, injury or offence caused by the behaviour of the student
- The potential damage, injury or offence that may have been caused by the behaviour of the student
- The longer term consequence of the behaviour of the student on any victims.

Mitigating Circumstances

Senior staff may reduce or change the severity of the consequence if:

- A student has an exemplary record of behaviour.
- A student was a victim of provocation or was acting in self defence.
- A student's geographic location adversely affects the safety of the student or parent.

Senior staff may however increase the severity of the consequence if:

- A student continually repeated the same poor behaviour.
- A student makes vexatious or false claims about other members of the College community.
- A student refuses to accept personal responsibility for their own actions when other students have accepted their share of responsibility for the same incident.
- Additional increases in penalty may be given under certain circumstances, such as, the time of year, the level of publicity the behaviour generates and if previous warnings have been given by senior staff.

End of Year Behaviour

Any negative behaviour by Year 12 students surrounding end of year activities, including bullying of other students, vandalism or food fights, will be seen as a deliberate show of disrespect towards the College. Students involved in such activities will not be eligible to attend the Valedictory Ceremony.

Consequence Guide

CONDUCT	IMPACT	Minimum Consequences	Additional Consequences
Accidental	LOW	N/A	N/A
	MEDIUM	Other	Reprimand
	HIGH	Other	Reprimand
	SEVERE	Other	Reprimand
Careless	LOW	Reprimand	1 demerit
	MEDIUM	<ul style="list-style-type: none"> • Reprimand • 1 demerit 	<ul style="list-style-type: none"> • 1-2 demerits • Other
	HIGH	<ul style="list-style-type: none"> • 1 demerit • Other 	<ul style="list-style-type: none"> • 2 demerits • Other
	SEVERE	<ul style="list-style-type: none"> • 1-2 demerits 	<ul style="list-style-type: none"> • Withdrawal • 2-3 demerits
Intentional	LOW	<ul style="list-style-type: none"> • Reprimand • 1 demerit 	<ul style="list-style-type: none"> • 1-2 demerits • Other
	MEDIUM	<ul style="list-style-type: none"> • 1-2 demerits 	<ul style="list-style-type: none"> • Withdrawal • 2-3 demerits
	HIGH	<ul style="list-style-type: none"> • 2-3 demerits 	<ul style="list-style-type: none"> • Withdrawal • 2-3 demerits
	SEVERE	<ul style="list-style-type: none"> • Withdrawal • 2-3 demerits 	<ul style="list-style-type: none"> • Withdrawal • Suspension 1-3 days • 4 demerits
Maliciously Intentional	LOW	<ul style="list-style-type: none"> • Withdrawal • 2-3 demerits 	<ul style="list-style-type: none"> • Suspension 1-3 days • 4 demerits
	MEDIUM	<ul style="list-style-type: none"> • Suspension 1-3 days • 4 demerits 	<ul style="list-style-type: none"> • Suspension 4-6 days • 5 demerits
	HIGH	<ul style="list-style-type: none"> • Suspension 4-6 days • 5 demerits 	<ul style="list-style-type: none"> • Suspension 4-6 days • 5 demerits • Exclusion Panel
	SEVERE	<ul style="list-style-type: none"> • Suspension 7-10 days • 5 demerits 	<ul style="list-style-type: none"> • Suspension 7-10 days • 5 demerits • Exclusion Panel

Appeals

A parent or student can request a review of the process leading to the College's decision by writing to the Principal.

National Training Packages

National Training Packages - Overview

The Western Australian College of Agriculture – Cunderdin is a Registered Training Organisation (RTO) Registration #50505 and can offer students the opportunity to undertake a range of qualifications contained within the National Training Framework. To become an RTO the College was required to meet the Australian Quality Training Framework (AQTF) standards for RTO's.

Training Packages

Training Packages were developed to meet the need for vocational skills identified by industry in Australia. Training packages are outcomes based. They describe the level of knowledge, skills and understanding that a person with a particular qualification can be expected to demonstrate in the workplace.

List of Scope of Training Packages

The WA College of Agriculture - Cunderdin offers Certificates from five endorsed National Training Packages. These certificates are from the following industry areas:

Agriculture

Students have the opportunity to complete nominated units of competency relevant to level II and III from the AHC - Agriculture, Horticulture and Conservation and Land Management Training Package.

Students complete the certificates over two years and must complete the required number of units of competence, including "Core Competencies", to achieve Certificate II in Agriculture (AHC20116) or Certificate III in Agriculture (AHC30116).

Additional opportunities ie; work experience, open day preparation, extra weekend duty are available by negotiation to gain additional units.

In addition, students may also choose to complete:

- | | |
|----------------------------------------------------------|----------|
| • Certificate II in Shearing | AHC20316 |
| • Certificate II in Wool Handling | AHC20416 |
| • Certificate III units of competency in Pork Production | AHC30416 |

In Year 12, students who are enrolled in the Certificate II in Wool Handling may also choose to complete

- | | |
|---------------------------------------------|----------|
| • Certificate III in Advanced Wool Handling | AHC33116 |
|---------------------------------------------|----------|

All units of competence achieved from the Agriculture Training Package will be listed on a Record of Achievement issued at the conclusion of Year 12.

Automotive

All students selecting Automotives have the opportunity to complete Certificate II in AUR20716 Certificate II in Automotive Vocational Preparation.

All units of competence achieved from the AUR Automotive, Retail, Servicing and Repair Training Package will be listed on the Record of Achievement issued at the conclusion of Year 12.

Engineering

All students selecting Engineering have the opportunity to complete Certificate II in MEM20413 Certificate II in Engineering Pathways.

All units of competence achieved from the MEM05 Manufacturing and Engineering Training Package will be listed on a Record of Achievement issued at the conclusion of Year 12.

Furnishing

All students selecting Furnishing have the opportunity to complete MSF20516 Certificate II in Furniture Making Pathways.

All units of competence achieved from the MSF Furnishing Training Package will be listed on a Record of Achievement issued at the conclusion of Year 12.

Construction

All students selecting Construction have the opportunity to complete Certificate II Construction Pathways CPC20211. All units of competence achieved from the CPC08 Construction, Plumbing and Services Training Package will be listed on a Record of Achievement issued at the conclusion of Year 12.

Course Termination

All students who terminate their course for any reason prior to the completion of Year 12 will be issued with any full certificates achieved along with a Record of Achievement or Statement of Attainment for an incomplete qualification listing competencies achieved.

Competency Standards

Competency standards define the knowledge and skills that the industry expects employees to demonstrate in the workplace. Competency standards include all aspects of work performance, not only narrow tasks skills. They cover the requirements to manage:

- A number of different tasks.
- Irregularities and changes in routine.
- Responsibilities of the work environment, including working with others.

Unit titles - indicate what the employee needs to be able to do in the workplace.

Unit descriptors - provide additional general information about the unit of competency.

Elements of competency - are the component competencies that make up the overall unit of competency.

Performance criteria - indicate the level of performance required in the workplace for each element of competency.

Competency Based Training

Training is focused on assisting learners to develop and demonstrate the competencies that are required by industry. An essential element of training is the development of skills and required knowledge to demonstrate competence against required standards.

Competency Based Assessment

Assessment will involve a process of collecting evidence and making a judgement whether a learner is able to demonstrate the competencies identified by industry as essential for satisfactory performance in the workplace. Assessment is undertaken as per the rules of the relevant training package.

Core Units of Competency

All certificates offered have a number of mandatory core units of competency, which means those units must be completed. Sufficient other competencies must be achieved as per the qualification packaging rules. It is required on farm that a pre determined number of core competency credits be attained by the end of year 12 in order to ascertain competence in the mandatory units.

Recognition of Prior Learning

Recognition of Prior Learning or Skills Recognition is the formal acknowledgement of competencies (skills, knowledge and attitudes) held as a result of formal training, work experience and / or life experiences.

Skills Recognition can save valuable time or give students the time to attempt additional competencies.

Any student wishing to apply for Recognition of Prior Learning or Skills Recognition should obtain a copy of the College Skills Recognition information package from their Head of Department or College Office.

National Training Packages

Credit Transfer

Students who have previously commenced, or completed, a qualification through another institution may apply for transfer of credit for those completed units of competency, provided the packaging rules for the relevant qualification are maintained. A transcript of the completed units, issued by an RTO or AQF or authenticated VET transcripts must be produced to gain Credit Transfer.

Complaints & Appeals Process

- See Complaints and Appeals Page 56-59

Unsatisfactory Progress towards Competence

Where a student fails to achieve competency they are encouraged to negotiate an opportunity to have the relevant Unit of Competence re - assessed or seek further training.

If a student repeatedly fails to present for further training or assessment a letter will be sent home to parents outlining the nature of the problem.

If a student engages in behaviour or actions that jeopardise achievement of competence, a letter outlining areas of risk will be sent home.

Equity and Fairness

- Assessment of student's competency will be made on evidence gathered on a number of occasions and in a variety of context or situations.
- Assessment processes are monitored and reviewed to ensure consistency.
- Assessment processes are accessible to students so they can proceed from one competency standard to another.
- Assessment procedures and the criteria for judging performance will be made clear to all students.
- Assessment practices will be equitable to all groups or individual students.

Certification

Students will receive a portfolio at the Year 12 Valedictory with all certification obtained while at the College. Should a student leave or require certification before this, all documentation will be available from the Deputy Principal.

Late Work Policy - Farm & Trades

Late Work Policy - Farm and Trades

- Students will be advised of the due dates for all tasks at least one week prior to the due date.
- All Tasks are expected to be handed in to the Trainer by the due date.
- Extensions must be negotiated with the teacher prior to the due date. Extensions will not be granted for students who fail to manage their time adequately or do not have a valid reason.
- If a student is absent from school for a documented reason it is the students' responsibility to inform the teacher and apply for an extension.
- If an extension has not been approved then the late work policy will apply as stated below

First Offence	
<p>Assessment is ONE SCHOOL DAY LATE</p> <p>Actions:</p> <ul style="list-style-type: none"> • Student will be placed on immediate compulsory prep in the library or compulsory workshop. Be aware that this may mean missing out on scheduled sports training. • An arrangement must be made between the individual student and the teacher regarding the reason for lateness of work (acceptable or unacceptable) and when the work must be submitted by. 	<p>Staff Procedures</p> <p>Actions:</p> <ul style="list-style-type: none"> • Deputy to be emailed student list for Compulsory Prep by 3pm (include HOD in email) Deputy to arrange input of details on Integris • Parent will be advised by email or phone call that their son/daughter has failed to hand in a task on time and the consequences for late submission. • Deputy to create entry into Submission Tracking Spreadsheet on Y drive that's staff can view.
<p>Assessment TWO – FOUR SCHOOL days late</p> <p>Actions:</p> <ul style="list-style-type: none"> • Students will remain on compulsory prep each evening until task is complete and submitted 	<p>Actions:</p> <ul style="list-style-type: none"> • Deputy to be emailed student list for Compulsory Prep by 3pm each day. • HOD to be included in email to deputy.
<p>Assessment FIVE SCHOOL days late</p> <p>Actions:</p> <ul style="list-style-type: none"> • -Student will be penalised 1 demerit point. • Student remains on compulsory prep. At the completion of five Compulsory prep sessions the student is required to submit any of the work attempted. • Good standing will be frozen until a reasonable attempt is submitted. 	<p>Actions:</p> <ul style="list-style-type: none"> • HOD informed by email. • HOD contacts parents and informs them that the student has failed to hand in a task and the consequences for late submission (5 days). • Staff member to update Submission Tracking Spreadsheet on Y drive to show work submitted and the consequences applied such as mark penalties (complete earlier if task submitted before day 5).
Second offence - across any class or subject(tracked by Deputy/HOD)	
<p>Actions:</p> <ul style="list-style-type: none"> • If a student fails to submit a second task on time they will be penalised 1 demerit point. • The late work penalties still apply as referred to above. 	<ul style="list-style-type: none"> • Deputy to be emailed student list for Compulsory Prep by 3pm (include HOD in email) Deputy to arrange input of details on Integris • Parent will be advised by email or phone call by HOD of the consequences for repeat late submission. (Email template filed on Y drive)
Multiple offence - across any class or subject (tracked by Deputy/HOD)	
<p>Actions:</p> <ul style="list-style-type: none"> • Immediate loss of 1 demerit point if task is not submitted on due date. • Loss of privileges as per College Code of Conduct • Interview with teacher(s), HOD and Deputy. • Compulsory prep until task is complete or 5 day limit is reached as per policy above. 	<ul style="list-style-type: none"> • DEPUTY to track multiple late submissions via Submission Tracking Spreadsheet (Database). • Deputy to advise parents by email or phone call of the consequences for repeat late submission. • Staff member to follow protocol as per 1-5 days late outlined above
<p>NB – Late Work Offences will not be carried over to the following semester.</p> <p>“A reasonable attempt” is a standard of work that would get a passing grade if handed in on time.</p>	

Assessment Guidelines

Student responsibilities

It is the responsibility of the student to:

- complete all assessment tasks by the due date
- maintain an assessment file for each unit (or pair of units) studied and to make it available whenever required
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result for the unit or pair of units)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

Staff responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that meets the specific guidelines
- provide students with a course unit outline and an assessment outline at the start of the course
- ensure that all assessment tasks are fair, valid and reliable
- adhere to a three week maximum turnaround for marking, assessment feedback and guidance
- maintain accurate records of student achievement
- meet College and external timelines for assessment and reporting
- inform students and parents of academic progress as appropriate

CURRICULUM AND ASSESSMENT DOCUMENTS

Every student studying a WACE course will be provided with:

- the school's senior secondary assessment policy
- the syllabus
- the school's course outline
- the school's assessment outline.

Syllabus

The teacher will ensure that the syllabus used to develop the learning program and assessment program is current. The College will provide the syllabus to the students before teaching begins as a hard copy or electronically if all students have adequate access in this format.

Course outline

The teacher will determine the sequence in which the syllabus content will be taught and the timing of delivery. The College will provide this information to the students, before teaching begins, in the form of a course outline. The document can be provided as a hard copy or electronically if the school ensures that all students have adequate access in this format.

The format for a course outline is a College decision.

Assessment outline

An assessment outline is provided for each pair of units (or, where a single unit of a Year 11 course is being delivered, for that single unit) and must conform with the assessment requirements as specified in the assessment table of the syllabus. This ensures that the planned assessment tasks will provide students with the opportunity to demonstrate their achievement of the knowledge, skills and understandings that they have acquired in their study.

The format for an assessment outline is a school decision but each outline must include the following information:

- the number of tasks to be assessed by the teacher delivering the course
- a general description of each task
- an indication of the coverage of the unit content provided by each task
- the approximate timing of each task (e.g. the week the task will be conducted or the start and submission dates for an extended task)
- the weighting of each assessment task
- the weighting of each assessment type, as specified in the assessment table of the syllabus.

- The school must provide the assessment outline to the students before teaching begins as a hard copy or electronically if the students have adequate access in this format.

Should changing circumstances require the assessment outline to be amended (e.g. deleting a planned assessment task and re-weighting all other tasks), students must be informed and provided with the amended assessment outline.

If the course requires small group moderation then the partner schools must use the same assessment outline and use marking methods that will ensure student marks are on the same scale.

ASSESSMENT PRACTICES

Assessment Tasks

The assessment table in the syllabus prescribes the assessment types for the course. Assessment tasks, other than ESTs in General and Foundation courses, are developed by the teacher using these assessment types. When developing assessment tasks, the teacher is required to implement the principles of assessment.

Security of assessment tasks

Where there is more than one class studying the same unit at the College, most or all of the assessment tasks will be the same. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as cheating and the students will be penalised.

Where the College uses the same assessment task or exam as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

Examinations

Please note: We do not reschedule examinations or tests unless a medical certificate is provided or a catastrophic event (as determined by the Senior Staff) has occurred during the assessment period.

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2 for both Year 11 and 12. Examinations may be scheduled for General courses where considered appropriate by the Head of Curriculum/teacher-in-charge. This will be included in the assessment outline for the unit/s. The duration of the examination is determined by the assessment requirements and mimics the final WACE Examinations. Typically the examinations will be 3hrs and 10mins. The examination timetable and a copy of the examination rules will be issued to students 2 weeks before the commencement of the exam period.

The WACE examinations for Year 12 ATAR courses are conducted at the end of the year. Dates for these examinations are set by the School Curriculum and Standards Authority. Failure to sit compulsory examinations will affect WACE results. Students who are enrolled in a Year 12 ATAR course pair of units are required to sit the ATAR course examination. There are both written and practical examinations for some ATAR courses.

If students do not sit an ATAR course examination and do not have an approved sickness/misadventure application for that course, the grades for the pair of units completed in that year will not contribute to the calculation of the WACE achievement standard, but they will still count in the breadth-and-depth requirement.

Candidates with disabilities who cannot demonstrate achievement under standard examination conditions are able to apply for special arrangements to be made for them through the School Curriculum and Standards Authority. Special arrangements are available for written and practical examinations. The arrangements made are in accordance with the provisions of the Commonwealth Disability Discrimination Act 1992 and the Disability Standards for Education 2005. Special examination arrangements are implemented by the Authority, using explicit criteria and procedures.

Externally set tasks for General and Foundation courses

All students enrolled in a Year 12 General or Foundation course are required to complete an EST for that course.

The EST is administered in Term 2 in a period prescribed by the Authority. The design brief for the EST is provided in the Year 12 syllabus.

Assessment Guidelines

Students who transfer between courses

The College will determine the conditions under which the transfer of a student occurs and the requirements the transferring student needs to fulfil. When a student commences a unit(or pair of units) late they are at risk of being disadvantaged compared to others in the class. An application to transfer between course or units is to be made to the Head of Curriculum and Deputy Principal. Transferring of courses is dependent upon available spaces in other classes.

The deadlines for course/unit changes are:

- Week 4 Term 1
- Week 2 Term 3 (Year 11 only)

When a student transfers to a different unit in the same course, or a unit in a similar course, the marks from any assessment tasks that assess the syllabus will, wherever possible, be used. These marks may need to be statistically adjusted to ensure that they are on the same scale as the marks for all students in the new class.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and the modifications to the assessment outline. The plan will be discussed with the parent/guardian and provided to the student.

Students who do not have the opportunity to complete the assessment program

Some students may not be able to complete the assessment program for a pair of units, or unit, because of injury or illness, personal circumstances, cultural beliefs or a disability and/or specific learning disability.

If the reason for non-completion or non-submission is acceptable to the school, and sufficient evidence is available, then the teacher can make a professional judgement of the grade for a pair of units, or unit, in an ATAR, General or Foundation course, or unit completion for a unit in a Preliminary course.

If the reason for non-completion or non-submission is acceptable to the school, but sufficient evidence is not available, then the school may:

- modify the task so that it can be completed by the student, or
- provide an alternative assessment task that conforms with the assessment requirements of the course (e.g. modify the task but maintain the same standards), or
- extend the due date for an out-of-class assessment task or delay an in-class assessment task, or
- for a Year 11 course, submit a notation of 'U' (Unfinished) if providing more time to complete further assessment tasks, typically by early in Term 1 the following year, will enable a grade to be assigned, or
- negotiate an amended assessment due date that is agreed upon by both the student and the teacher (please note: failure to adhere to the negotiated date will result in non-completion of the assessment task and a zero mark allocation)

Further information regarding the completion requirements of assessments can be found in the WACE manual.

Students who do not take advantage of the opportunity to complete the assessment program

If a student has been provided with the opportunity to complete the assessment program for a pair of units, or unit, but does not use this opportunity for reasons that are not acceptable to the school (e.g. absence on the date of an in-class assessment task, absence on the due date of an out-of-class assessment task or late submission of an assessment task without exceptional and justifiable circumstances), then the College will apply the appropriate action as per the Late Work Policy (see table below).

Extensions

If a student is absent from school for a documented reason it becomes the students responsibility to apply for an extension. If possible this should take place before the due date. Students, whom are absent when work is due, should submit the required work upon their return to class. If an extension has not been approved then the late work policy will apply.

Managing assessment information

It is the responsibility of individual students to retain their own marked assessment tasks but the school may choose to assist in this process by establishing student assessment files. Students should have access to their assessment files for revision purposes.

Authority access to the assessment documents held by teachers and the students' marked assessment tasks needs to be possible until the school's grades are approved by the Authority at the conclusion of student appeals in Year 12 and in March of the following year for all other students.

In accordance with the State Records Act 2000, public schools must retain all assessment records of a student, including teachers' marks books, until the year in which the student turns 25 years of age.

Cheating, collusion and plagiarism

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which contains:

- identical or similar material to the work of another person (e.g. another student, a parent, a tutor)
- identical, or similar material to a published work unless the source is acknowledged in referencing or footnotes
- allowing another student or students to copy your work with the intention of submitting for assessment purposes

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the Head of Department/teacher-in-charge. As part of this process, the student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarised one of the following penalties will apply:

- a mark of zero for the whole assessment task, or
- a mark of zero for the part of the assessment task where the teacher can identify that it has been copied or plagiarised
- Resubmission of the assessment task
- May attract in school suspension and/or demerit loss, particularly for repeat offences

The parent/guardian will be informed of the penalty and any further disciplinary action.

Appeals against School assessment - reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of an assessment task or the grade assigned for a unit (or pair of units) they should, in the first instance, discuss the issue with the teacher. If an assessment issue cannot be resolved through discussion with the teacher then the student (or parent/guardian) should approach the Head of Department.

The student (or parent/guardian) can request, in writing, that the College conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline for the unit (or pair of units) does not meet School Curriculum and Standards Authority requirements
- the assessment procedures used in the class do not conform with the college's assessment policy
- procedural errors have occurred in the determination of the mark/s and/or grade/s
- computational errors have occurred in the determination of the mark/s and/or grade/s

The Principal, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student (and parent/guardian). If this review does not resolve the matter, the student (or parent/guardian) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Deputy Principal. School Curriculum and Standards Authority representatives will then independently investigate the situation and report to the School Curriculum and Standards Authority student appeal committee. If the committee upholds a student appeal the College will make any required adjustments to the student's marks and/or grades and re-issue reports as necessary.

Assessment Guidelines

Students with Special Educational Needs

The College will ensure that students with special educational needs are catered for in an appropriate way and in accordance with the School Curriculum and Standards Authority Guidelines for disability adjustments for timed assessments. (Disability Standards for Education 2005)

The Student Services Team will monitor the student's progress and Documented Plans will be put in place in consultation with teacher, student and parents.

When a student's specific education needs do not allow them to complete an assessment task the teacher may, in consultation with the Head of Curriculum, modify the task to accommodate the requirements of the Individual Education Plan for the student.

Students who require additional assistance in assessment tasks and examinations are provided with arrangements consistent with those provided for WACE examinations by SCSA.

These are students who have been identified as having a recognised disability under the Disability Discrimination Act 1992.

For further information please consult the WACE manual which can be found on the SCSA website at:

<https://scsa.wa.edu.au>

End of Year Clearance

Clearance Forms

Approximately one week prior to the end date for Year 12 and Year 11, clearance forms will be issued to all students.

The purpose of these forms is to enable staff and students to ascertain that all requirements have been met, all work has been completed and all school owned resources have been returned. It also enables feedback and revision time after end of year examinations and tests.

Individual staff will sign the form when the student completes all work for that subject or course.

Please note- the date clearance forms are issued is not the finishing date for the students.

Students who have not completed work to a pre determined level, will be requested to remain for additional time in order to catch up.

Late Work Policy Class

Students will be advised of the due dates for all tasks at least one week prior to the due date.

- All assessments are expected to be handed in by the due date, either to the staff pigeon holes in the library or on Connect by the set time indicated on the task.
- Extensions must be negotiated with the teacher prior to the due date. Extensions will not be granted for students who fail to manage their time adequately or do not have a valid reason.
- If a student is absent from school for a documented reason it is the students' responsibility to inform the teacher and apply for an extension.
- If an extension has not been approved then the late work policy will apply as stated below

First Offence	
<p>Assessment is ONE SCHOOL DAY LATE</p> <p>Actions:</p> <ul style="list-style-type: none"> • Student will be placed on immediate compulsory prep in the library. Be aware that this may mean missing out on scheduled sports training. • An arrangement must be made between the individual student and the teacher regarding the reason for lateness of work (acceptable or unacceptable) and when the work must be submitted by. • If there is no arrangement or the reason is deemed unacceptable then there will be a 5% penalty per day that the task is late up to 5 school days late (25% penalty). 	<p>Staff Procedures</p> <p>Actions:</p> <ul style="list-style-type: none"> • Staff member to complete a behaviour report on Integriss – copy to HOD. (HOD notified) • Deputy to be emailed student list for Compulsory Prep by 3pm (include HOD in email) • Parent will be advised by email or phone call that their son/daughter has failed to hand in a task on time and the consequences for late submission. • Deputy to create entry into Submission Tracking Spreadsheet on Y drive that's staff can view.
<p>Assessment TWO – FOUR SCHOOL days late</p> <p>Actions:</p> <ul style="list-style-type: none"> • Students will remain on compulsory prep each evening until task is complete and submitted. • Late penalty of 5% applied per additional day late. 	<p>Actions:</p> <ul style="list-style-type: none"> • Deputy to be emailed student list for Compulsory Prep by 3pm each day. • HOD to be included in email to deputy.
<p>Assessment FIVE SCHOOL days late</p> <p>Actions:</p> <ul style="list-style-type: none"> • Student will be penalised 1 demerit point. • Student remains on compulsory prep. At the completion of five Compulsory prep sessions the student is required to submit any of the work attempted. • Good standing will be frozen until a reasonable attempt is submitted. 	<p>Actions:</p> <ul style="list-style-type: none"> • HOD informed by email. • HOD contacts parents and informs them that the student has failed to hand in a task and the consequences for late submission (5 days). • Staff member to update Submission Tracking Spreadsheet on Y drive to show work submitted and the consequences applied such as mark penalties (complete earlier if task submitted before day 5).
Second offence – Across any class or subject (tracked by DEPUTY/HOD)	
<p>Actions:</p> <ul style="list-style-type: none"> • If a student fails to submit a second task on time they will be penalised 1 demerit point. • The late work penalties still apply as referred to above. 	<ul style="list-style-type: none"> • Staff member to complete a behaviour report on Integriss – copy to HOD. • Deputy to be emailed student list for Compulsory Prep by 3pm. • Parent will be advised by email or phone call by HOD of the consequences for repeat late submission. (Email template filed on Y drive)
Multiple offence – Across any class or subject (tracked by DEPUTY/HOD)	
<p>Actions:</p> <ul style="list-style-type: none"> • Immediate loss of 1 demerit point if task is not submitted on due date. • Loss of privileges as per College Code of Conduct • Interview with teacher(s), HOD and Deputy. • Compulsory prep until task is complete or 5 day limit is reached as per policy above. 	<p>DEPUTY to track multiple late submissions via</p> <ul style="list-style-type: none"> • Submission Tracking Spreadsheet (Database). • Deputy to advise parents by email or phone call of the consequences for repeat late submission. • Staff member to follow protocol as per 1-5 days late outlined above. • Staff member to follow protocol as per 1-5 days late outlined above.
<p>NB – Late Work Offences will not be carried over to the following semester. “A reasonable attempt” is a standard of work that would get a passing grade if handed in on time.</p>	

Residential Information

Absences

The College will record student absences. Students leaving early or returning later on Mondays or Fridays for medical appointments will need to provide evidence of the appointment otherwise it will be considered an unauthorised absence. Students who are absent for three days or more are requested to provide a doctor's certificate to the College. When work is missed it is the student's responsibility to find out and catch up on his/her requirements.

All students are expected to maintain an attendance rate of 90% or above. Unacceptable absences below this percentage will result in loss of Good Standing.

The College is required to report attendance to the Commonwealth Government. More than 5 days of unauthorised absences in a term may result in loss of Youth Allowance and/or other benefits.

Aerosol Cans (Deodorant, Fly Spray etc)

Aerosol cans are not permitted due to the College being an Asthma Friendly school and the use of aerosol cans often results in the triggering of fire alarms. Pump or roll-on deodorant is encouraged.

Alcohol

Students are NOT permitted to bring alcohol in any form onto the property or in their vehicles, nor are they allowed to consume alcohol in any form whilst they are under the care of the College or are identified as College students. Students guilty of this offence are advised that this will lead to suspension and possible exclusion from residence. Students are also NOT permitted to return to the College under the influence of alcohol. Should a student return to the College under the influence of alcohol, their parents will be required to pick them up and take them home. Students guilty of this offence are advised that this will lead to suspension and possible exclusion from residence. If students are found with empty alcohol bottles/containers it will be assumed that it has been consumed at the College and the same consequence will apply as above.

Consequences will apply to students found in the company of students consuming alcohol.

Relationships

Relationship behaviour deemed ACCEPTABLE:

- Holding hands
- A quick welcoming/departing kiss or hug (e.g. beginning/end of day prior to bedtime)
- Being in a visible, public place that is well lit
- Appropriate time and place for conducting acceptable behaviour.

Breakages/Vandalism

All breakages/vandalism should be reported to staff immediately. Students will be required to pay for damage if it is caused by carelessness or wilful actions.

Bullying/Peer Abuse/Sexual Harassment

The College does not tolerate initiations and bullying of any kind. The College encourages the use of the STOPit App to report bullying. Parents and students will be briefed at induction on the use of this app. Incidents of bullying may lead to suspension.

The Federal Sex Discrimination Act defines sexual harassment like this:

"Sexual harassment is any unwelcome sexual behaviour, which makes a person feel offended, humiliated or intimidated and that this reaction could have been expected by a reasonable person in the circumstances. It has nothing to do with mutual attraction or friendship."

All students are protected against sexual harassment in schools under the Federal Sex Discrimination Act.

What's the legal situation with Sexual Harassment At School

As a student you are entitled to an education free of sexual harassment. The same applies to staff - they are entitled to a workplace free from harassment. The College has an obligation to deal with sexual harassment and all other forms of bullying.

Sexual Harassment by a staff member

Regardless of your age, it is unlawful for a staff member to sexually harass you.

Sexual Harassment by another student

Regardless of your age, it is unlawful for an adult student to sexually harass you. Certain types of bullying, about sex or sex based characteristics may also be sexual harassment.

Anyone aged over 16 is considered an "adult student" which means they are personally liable for sexually harassing another student or teacher. If you are harassed, you may be able to lodge a complaint against the student and, in some cases, against the school.

A complaint of sexual harassment can't be made against another student if the harasser is under 16 years of age. In these circumstances, however, you may be able to make a complaint against the school as it has a duty of care to protect students from harassment and discrimination.

CONCERNS AND COMPLAINTS (Students)

It's ok to have concerns and complaints about what might be happening at school or in residence. Firstly, you have the RIGHT to feel and to be safe at all times. Safety concerns may include things like:

- Inappropriate social approaches by a person to make friends with you or start a close relationship with you
- Inappropriate touching by a person which makes you feel uncomfortable
- Sexual talk, personal emails or personal contact via mobile phones or social media
- Derogatory graffiti
- Unwanted invitations to out on a date or requests for sex
- Inappropriate physical handling (hitting, pushing, hugging)

There are times you may not be able to discuss your concerns with staff at the College. Department of Education staff can help you and are trained in protective behaviours. They care and understand that you may feel a range of emotions about contacting us including anxiety, shame or relief.

When you contact them, the information you tell them is not shared with any person or organisation outside this service unless it is part of an investigation. An exception to this is if staff are told something that creates a 'Duty of Care' situation.

A 'Duty of Care' situation occurs when Department staff find out that a child or young person:

- is being hurt or not being looked after properly
- is seriously thinking about hurting him/herself
- has hurt, or is seriously thinking about hurting, someone else
- or if they have significant concerns about a child/young person's health and safety

If this happens, Department staff will let you know that they are concerned and will work with you to try and make sure you remain safe. They may encourage you to give information about yourself (like your name and where you are).

They may then share this information with emergency services or a child protection agency so they can act to ensure your safety and the safety of anyone else involved.

How to contact Education Department

You can choose to talk with them on the telephone. You can remain anonymous or give them your details. You can also

Residential Information

email them and tell them as much or as little as you like - the more information you give, the more they can help. If you would like them to call you, please put your telephone number in the email.

T: 1800 011 114 (Monday to Friday, 8am to 5pm)

E: residentialstudentcomplaints@education.wa.edu.au

If your complaint is urgent or is an emergency please call Police, Crisis Care or Kids Helpline.

Police

24 hours a day, seven days a week

Telephone: 131 444 (000 for emergencies)

Web: police.wa.gov.au

When you call you will be asked to:

Press '1' for immediate police attendance

Press '2' to report an incident that does not need immediate police attendance

Press '3' for general information and other matters

Remember, if it's an emergency, immediately hang up and call 000.

Crisis Care

24 hours a day, seven days a week

T: 9223 1111

T: 1800 199 008 (country free call)

T: 9325 1232 (TTY)

Web: dcp.wa.gov.au/crisisandemergency/Pages/CrisisandEmergency

Crisis Care is a crisis information and counselling service of the Department for Child Protection and Family Support for people needing urgent help.

Crisis Care can help when:

- you need immediate help with a serious problem
- you are concerned about your wellbeing or that of another person
- you are alone or afraid and urgently need to talk with someone
- you need counselling, information or other support.

Kids Helpline

24 hours a day, seven days a week

T: 1800 55 1800

Web: Kidshelpline.com.au

Kids Helpline is Australia's only free, private and confidential telephone and online counselling service specifically for young people aged between five and 25.

- If you need to talk with someone now, the fastest way is to call and speak with a counsellor.
- If you're not sure about talking with someone on the phone, or you can't get to a phone, use the web or email service.
- Calls from mobile phones, landlines and payphones are free if you are calling from within Australia. You can talk with Kids Helpline about anything including:
- relationships with your family, boyfriend or girlfriend
- a friend who needs help
- school or study worries
- how you are feeling such as angry, sad or confused.

Dining Room

Students need to arrive to meal times promptly but no earlier than five minutes before the meal, and file through in an orderly manner for their meals. Neat and tidy dress is required in the dining room.

Mobile phones and electronic devices are not permitted in the dining room.

No drinks or food to enter dining room.

Dishes should be scraped and stacked on the trolleys and the table wiped down at the end of the meal. Students may have seconds if they are available. Students should seek staff permission before entering the kitchen. Staff will dismiss students at the end of the meal.

Students who have been on Farm or Design and Technology or have “dirty” clothes on must shower, wash their hair and change prior to dinner. If a late meal is required you need to inform dining room staff.

Throwing of any items, misbehaviour and excessive noise in the dining room will not be tolerated and will result in appropriate consequences.

Dorm

It is expected that students respect the dorms in which they reside. Any behaviour such as running, fighting or horseplay in the dorms is not permitted. Students are expected to use appropriate language around the dorms. An “all in” dorm consequence will be initiated for cases in which students have not taken responsibility for inappropriate behaviour.

Noise including radios, computers and electronic devices shall be kept to a reasonable level. Sub woofers are not permitted, 2 speakers only per student.

Excessive noise from electrical items (electronic devices and radios etc) will mean confiscation for a period of time to be determined by residential supervisors and duty staff. Radios, fans, electrical lights and air conditioners etc must be turned off before leaving the room.

Door deadlocks are only to be utilised when dressing.

Fly screens should not be removed unless opening or closing windows (How and Weller). Students may be disciplined and will be financially responsible for damage to flyscreens.

Hooks are not to be screwed into pin up boards. If students have plants in their room these must have appropriate bases to prevent water damage. All food must be placed in a plastic container to avoid attracting rodents.

Clothes and footwear are not to be left outside your room. Only work boots are to be left outside if dirty.

Room Responsibilities

Each school morning before 7.00am students are expected to:

- Make their bed
- Put away clothes and hang up towels
- Tidy desk
- Empty bin
- Sweep / vacuum floor
- School uniform and bedding requiring laundering to be placed in laundry tubs

NOTE: Students are not to leave their dormitory until dismissed by staff.

Rooms

Students are only permitted in their own dorm. No student should enter another student’s room without that student being present. Students need to report other students who have entered their room to the staff and report any suspicious

Residential Information

behaviour by other students. No entry into another dorm without residential staff permission.

Maximum of four students per room at any one time.

Any student found entering the room of the opposite sex will result in both students being suspended for three days.

Students found in a “compromising” situation will be referred to a Residency Review Panel.

Dress Standards - Dining Room

Footwear and a neat standard of dress must be maintained in the dining room.

Dress Standards - Out of School Hours

All dorms - boxers are NOT to be worn outside of rooms.

Footwear – is to be worn at ALL times outside of dormitory (except for grassed area - main lawn area centre).

Drugs

Any student found in possession of suspected illegal drugs or a drug smoking implement with possible traces of drugs **WILL BE SUSPENDED IMMEDIATELY, THE POLICE CONTACTED AND REFERRED TO A RESIDENCY REVIEW PANEL.**

Any student found with an unused drug smoking implement will face a minimum 5 day suspension and possible referral to a disciplinary panel.

1. **Possession defined as:**
 - Found in possession as far as suspected drugs/alcohol being located on/or in a person in/down clothing, carried in wallets/pockets etc.
 - Found in possession as far as suspected drugs/alcohol being located in personal belongings or in the control of personal carry bags, toilet bags, bedding drawers/closets, rooms, cars etc. Unless proven to be a shared/communal room that a single person could not be identified as being the one in possession.
2. **Drug paraphernalia defined as anything made or modified to be used by a person to:**
 - Administer a prohibited drug or plant to a person.
 - Smoke, inhale or ingest a prohibited drug or plant.
 - Smoke or inhale the fumes resulting from burning or heating a prohibited drug or plant (ie holding two knives under a flame to melt hashish etc).

Duty of Care - Occupational Safety and Health

Students have a “Duty of Care” under section 20 of the Occupational Safety and Health Act 1984.

- Students have an obligation to act in a manner, which maintains the health and safety of others while at the College or in a workplace.
- Students are to follow safety directions given by members of the College staff.
- Over consumption of energy drinks will be monitored and referred if necessary.

Electrical Devices

Students may use the following electrical devices in their rooms: computers, mobile phones, bluetooth speakers/radios, alarm clocks, hair dryers and shavers. Please leave all other electrical devices at home. Excessive noise from electrical items will mean confiscation for a period of time to be determined by residential supervisors and duty staff.

Emergency Evacuation Plan

- In the event of an incident (Fire Earthquake etc) staff will sound the “Emergency Siren” three times to indicate that there is an emergency situation.
- Students are required to immediately assemble in dormitory order on the main quadrangle area as directed by staff.

- Staff will check students are present and accounted for.
- Under no circumstances are students permitted to leave the designated area unless directed by staff.
- Appropriate drills will be conducted throughout the school year to ensure all persons are familiar with correct procedures.
- In the event of a bushfire threat students are to evacuate to the Recreation Centre.

Fire Alarms/Smoke Detectors

Smoke alarms are installed in each room. These are sensitive devices and are prone to being activated. Staff are able to determine which room/detector has been activated and if found to be a deliberate act the consequences will be serious and any costs associated will be passed on to the student or students concerned. Staff will determine if there is a need to assemble – refer to Emergency Evacuation Plan.

If students set fire alarms off consequences may be imposed. In these cases, students will be invoiced the cost of FESA attending for false alarm.

First Aid - sickness and students with chronic medical conditions

First aid is available if required for minor concerns. For other matters, students will be referred to the doctor and/or hospital. In case of emergency, contact any available staff member.

For regular medication please report to your dorm supervisor between 6.50am - 7.50am. On weekends, report to Linto Dorm.

Due to its residential status, the WA College of Agriculture – Cunderdin has a heightened responsibility in respect to managing students who are unwell or who have a chronic medical condition. This policy is in place to ensure students receive prompt and appropriate medical attention. It is also in place to ensure students with a chronic medical condition have regular access to medical support and are able to safely access as much of the educational programme as their condition allows.

The following broad principles apply when students are unwell or have a chronic medical condition:

1. It is the student's responsibility to let a staff member know if they are unwell.
2. It is a parent's responsibility to let the College know of any ongoing medical condition that might "impact upon" or be "aggravated by" College daily routines.
3. Unwell students will be regularly monitored.
4. Where appropriate, students will be given specialist medical attention.

Procedures for managing unwell students

During working day

- a. If a student is unwell in the morning, they are to go directly to Student Services and see the Residential Manager at 8.00am.
- b. If a student is unwell during instructional time they need to let the staff member responsible for them know of their illness and proceed to Student Services.
- c. Students may request front office staff make a doctor's appointment. On occasions the Residential Manager may also request a student see a doctor. Cunderdin has a pharmacy and parents will be invoiced by the College for any medication collected.
- d. Students who are unwell in bed for a full working day, may be confined to their dorm for the duration of the evening at the Residential Manager's discretion.
- e. If conditions persist, the Principal or Residential Manager may request the student to recover at home. In this case the student will need to be picked up by their parents.

Residential Information

During residential time

- a. The student needs to let a supervisor know of their illness. If their condition worsens, students can contact a supervisor by phoning the active shift supervisor on residential mobile number 0427 449 613.
- b. Students may request a doctor's appointment through residential staff or in exceptional circumstances be taken to the medical centre. On occasions residential staff may request a student see a doctor.
- c. Students in bed will be regularly monitored.
- d. If conditions persist, the Principal or Residential Manager may request the student be picked up by their parents.

Students are not to have medication of any kind in their possession unless deemed appropriate by Residential Manager.

Grooming

When students are offered a place at WA College of Agriculture - Cunderdin, it is conditional on meeting the standards of grooming required by the College.

- Uniforms should be neat and clean - no rips or graffiti.
- Black belts must be worn with all uniform trousers and work clothes (COMPULSORY).
- Uniforms should be ironed and shirt must be tucked in at all times.
- Students shall be clean – shaven. No facial hair will be tolerated. Side burns – no lower than earlobe.
- Hair must be clean and combed, and is not to be cut to less than a Number 2.
Hair of greater length than collar length is to be tied back during meal and instruction time, and while on school excursions.
- Hair styles are not to follow extremes of fashion. Styles considered unacceptable include undercuts, mullets, mohawks, dreadlocks, multi dyed, and brightly coloured hair. Within reason, students may be permitted to have dyed tips.
Please confer with the Principal, Deputy Principal or Residential Manager before committing to a particular style.
- Shoes and boots must be cleaned and polished in the courtyard area of the dorm.
- White socks are not to be worn under black trousers.
- Jewellery is not to be worn on Farm and D&T due to safety reasons.
- Students presenting at school inappropriately groomed shall be referred to the Deputy Principal.
- Reasonable standard of dress to be maintained outside College (eg Sports Carnivals).
- One set of sleepers/studs can be worn in the earlobe during class time. No other visible piercing is permitted.

Hairdresser

There is a hairdresser in Cunderdin on a Tuesday. Students can request office staff to make an appointment on their behalf. Students may be booked a haircut at their expense if hairstyle or grooming standards don't comply with College policy.

Hygiene

Students should have at least one shower per day and deodorant must be used. Showers are preferably after school and/or before tea. No showers before 6.00am or after 9.45pm.

Laundry

All school uniforms (class & high viz) along with linen will be laundered. Students are to collect their clean laundry after school each day before 5.30pm.

Students washing personal items are asked to take care with washing machines and irons. Make sure irons and dryers are unplugged after use. Clothes must be hung out with pegs and brought in within reasonable time or the student will be banned from using the laundry facilities. The laundry is not to be used during prep time or after lights out. No footwear is to be dried in clothes dryers. Single items must be hand washed and hung out on the line to dry. College dryers are not to be used in Terms 1 and 4.

LEAVE

Students need to have an approved leave application prior to leaving the College through the Reach Boarding System. Reach Boarding is an electronic leave system the College uses. On Induction day you will be given information and spoken to about the system and how it works.

Students who are transporting other College students must report to a Residential Supervisor before leaving the College grounds. Leave applications must be checked as to whether they indicate students are travelling together and both students leave applications must reflect this.

Students are required to return to the College by 7.30pm on a Sunday night. Students must sign in immediately on return to the College.

There will be at least one closed weekend and one compulsory “stay in” weekend in Semester 1 and 2.

Students are allowed optional leave on weekends, except when they are on weekend farm duty.

Any parent that requires their child to leave the College at short notice must first contact the Deputy Principal, Principal or Residential Manager before completing a Leave Application, outlining their plans. This must be done prior to any student leaving the College grounds.

Leave applications are required for all leave including closed weekends and end of term holidays.

Weekend activities at the College are considered to be an important part of the student’s social development. It is at this time students interact with each other, with staff from the College and with people from outside the College in a more relaxed environment. For this reason excessive demand for weekend leave is discouraged. Parents and students need to submit leave on Reach Boarding no later than 8.00 pm on the Wednesday prior to leave for every weekend a student leaves the College.

Leave applications can be accessed on our website: wcac.reachboarding.com.au

Leave can be broadly grouped into the following five categories:

a) **Closed Weekend**

These are weekends (generally 3 to 4 days) set aside when the College closes down and all students are required to leave. These usually occur once a term (except Term 4) and are included in the Term Planner sent out each term. A light meal will be provided between 5.00 - 6.00pm on return from the closed weekend if requested.

b) **Compulsory Weekend**

Each semester the College will host a compulsory “stay in” weekend. This will enable students to participate as a whole and build relationships with staff and students.

c) **Weekend Leave**

Students may take leave on any weekend provided the following conditions are met:

- permission is granted by the Residential Manager
- application for leave is received via Reach Boarding by 8.00pm on the Wednesday preceding the weekend
- they do not have a rostered farm duty – see note

PLEASE NOTE: Farm weekend duty is a core component. Parents are requested to ensure that their son / daughter is available as per the roster. Failure to comply with this will incur detrimental results which may impact upon final farm grades. Leave will not be granted unless it is for exceptional circumstances.

d) **Short Leave**

Students may take short leave for such things as day excursions with family, sporting activities or other social outings. Students intending travelling on non-College transport to sporting events/fixtures must supply prior written permission from parents. Short leave is granted for no longer than two meal times (usually lunch and tea). Return time should be negotiated with the Residential Manager.

e) **Term Holidays**

These are as for all other Government Schools.

Residential Information

Conditions Applying To Leave

For Closed Weekends

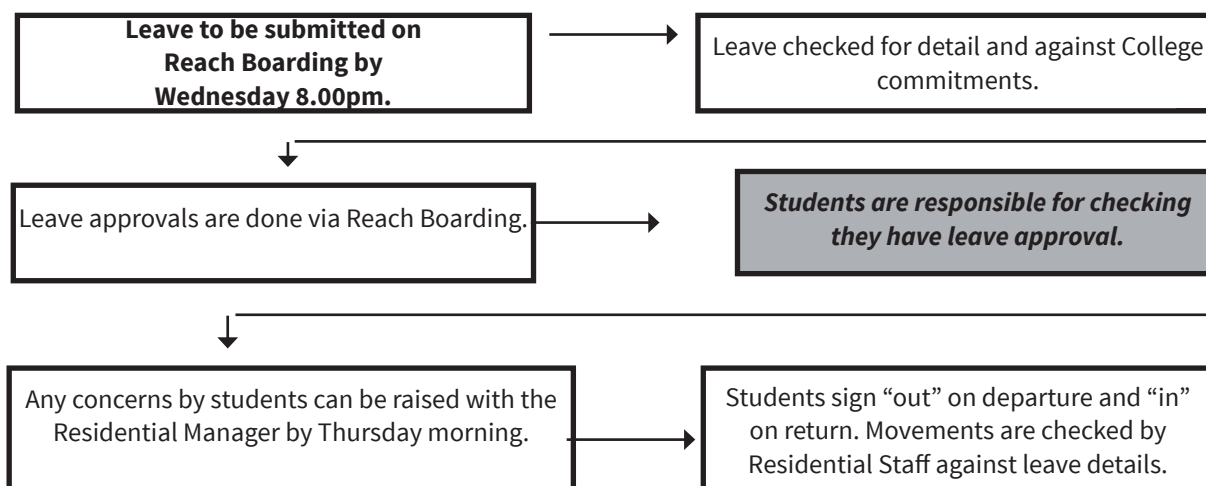
- Students/parents need to make arrangements for travel to and from the College. This can be either on the Prospector train, bus or by car.
- Parents must complete an online application for leave on Reach at wcac.reachboarding.com.au
- Parents are to make train and bus bookings for students. The ticket can be emailed to the front office for distribution to students, if required.
- If students are not travelling home or they are travelling with someone other than parents or leaving early, details must be provided on their Reach Boarding leave application. If “another student driving” is selected as the means of transport, both students must add name of driver and passenger to the notes in REACH.

Weekend Leave

- Students/parents must have completed an application for leave via Reach two days prior to leave. This is 8.00pm on the Wednesday of a normal week.
- Emails/phone calls are not acceptable as a request for weekend leave unless in exceptional circumstances, to the Residential Manager, NOT Residential staff.

NB: Students may not commence leave prior to school finishing unless there are exceptional circumstances.

Weekend Leave Process – Summary



For Short Leave

- Parents are requested to complete a list of names of those people whom their son or daughter may visit on short leave and populate Host List on Reach Boarding.
- Visitors are requested to check with a Residential Supervisor when entering the College or when collecting students for short leave.

Returning from Leave

There are two main times by which all students must return from weekend leave (these times do not apply to students on the train or bus). The return time must be nominated on the leave form:

- Before tea (5.30 pm) on the Sunday night (if a meal is required)
- Before 7.30 pm on the Sunday night for all transport types

NOTE: The College does not grant leave for seasonal help at home, local shows or unscheduled holidays. Leave, apart from the above will only be granted in extreme circumstances.

Students must sign out and in on Reach Boarding tablets in the Recreation Centre. This is an essential tool for monitoring attendance and should be strictly adhered to.

Students on optional weekend leave who return to the College during the weekend to see other students, will be treated as visitors.

CCTV - Security Cameras

The College has an extensive network of CCTV around the College. If an incident occurs, the Principal or Residential Manager may review the CCTV footage to determine whether students have behaved inappropriately. Students who interfere with the operation of any part of the CCTV network or who make attempts to conceal their identity when behaving inappropriately will attract a consequence which may include suspension.

Mobile Phones/Personal electronic devices that allow internet access.

The term 'electronic device' includes, but is not exclusive to, items such as desktop computers, laptops, mobile phones, iphones, ipods, imacs, ipads and any other device that allows access to the internet.

- Students are not to access electronic devices, such as mobile phones during normal class hours, prep, in the dining hall or after lights out.
- Students are to leave mobile phones and all other personal electronic devices in their dormitories during school hours.
- Students are to ensure appropriate conduct when utilizing social media.
- Students are expected to behave in a manner as outlined in the College's Good Standing Policy when accessing any social media.
- Students should be aware that under the Defamation Act (WA) 2005, consequences in regard to inappropriate use of social media will apply.
- Students are not to refer to College staff or refer in a defamatory way to any College student on any social networking website.

Failure to adhere to these policies will result in students losing demerit points and the phone being confiscated and kept in the school safe. In more serious cases a suspension, as well as loss of 'Good Standing' will apply.

Preventing Inappropriate Use Of Mobile Phones In The College

Not only is mobile phone use disruptive, using mobile cameras (still & video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and will not be allowed.

Therefore, in line with departmental policy, the College will suspend immediately any student found to be involved in recording, distributing or uploading inappropriate images or videos of students, parents or school staff on school premises.

Horses and Push Bikes

Please refer to the Bicycle & Horse Guidelines & Permission forms on our website and be aware that Horse Permission forms must be approved by the Assistant Farm Manager before horses are brought to the College. Horses & bikes are not to be ridden until all students are aware of the rules that apply to each activity. Appropriate safety gear must be worn at all times.

Students must care for their horses and properly feed them. Feeding must be completed by tea time. No allowances for late meals. Proper headgear and clothing must be worn when riding horses and students are not permitted to ride alone.

Written permission is required.

If it is deemed that horses are not being properly cared for students may be requested to remove them from the College. Only students responsible for horses and who have signed the Horse Policy are eligible to be at the horse compound unless prior arrangements are made with Residential Staff. Arrangements must be made if on leave for animal welfare, and staff advised of person in charge of the horse.

Hay for horses will be provided by the College at a cost. All other feed or requirements to be provided by student.

Residential Information

Movies

College DVD's can be obtained from the Residential Office. The student who borrows the movie will be responsible for its return. Unreturned or lost movies will be billed to the person who borrowed them. Personal movies or DVD's must be shown to staff for verification before students will be allowed to watch them.

1. Only G, PG, M, MA related content may be shown in residence with parental permission.
2. R rated content are not to be shown in residence.
3. Supervisors may record appropriate programs for students to watch at a later time.
4. Movie viewing to be programmed to specific times on weekends.

A permission slip is sent out at the beginning of each year to indicate the rating that your child can view.

Students watching movies or DVD's on laptops in the dormitories may do so only before and after prep, and not before school.

Out of Bounds

Student boundaries are defined by the College basketball courts/tennis courts and Moyle and Morton dorms. Students should remain within these areas unless permission has been given by residential supervisors. Entry to airport grounds is prohibited unless with a staff member on official business.

Parking at Dorms

Parking at the Dorms is allowed at the beginning and end of term for the purpose of dropping off and collecting student belongings. Please park outside the Recreational Centre at all other times.

Pornography

Pornography in any form is not to be bought to the College. Content deemed to be offensive by any staff member will be immediately removed.

No pornographic material is to be kept on walls or on personal devices. Staff will search computer files if there is a suspicion of offending material being stored. Students will be asked to send devices home should offending material be found.

Preparation (Prep)

6.20pm - 6.30pm students are to use the ablutions and fill water bottles. Students required for prep in the library will be notified.

No movement between rooms from 6.30pm - 7.00pm. From 7.00pm - 8.00pm students may gain staff permission to leave their room for study reasons only (maximum of 4 students per room).

Music can only be played using personal earphones.

Mobile phones MUST be turned off during prep.

If movies are to be viewed as part of prep, permission must be given in writing from the teacher concerned.

No showers if returning from a sport activity during prep.

Residential Leisure Activities

Students dress should be of appropriate standard and approved by the staff member in charge. (No thongs/ugg boots/singlets). If formal dress is required then all students must be in uniform.

On any excursion, normal guidelines for the College apply. Parents/guardians who collect students from an excursion must have leave submitted via Reach Boarding prior stating that they will be collected from the excursion.

Security

Students must secure all personal items in the lockable safe in their room, if one is provided. The College will not accept responsibility for lost or stolen goods. It is recommended that serial numbers of valuable items be recorded with staff.

Valuable jewellery and cash should not be brought to the College.

Signing in and out of Inner Campus

Students must obtain residential permission to access out of bounds areas. This applies to areas such as horses, weekend farm duty, trades area and town run etc. Students must sign out at the Recreation Centre to the area they will be out of bounds during this time. The reason for this is that if there is an emergency we know where students are at all times.

Smoking

The College is a “**Smoke Free Environment**” and the following steps will be taken if a student is found smoking or in possession of tobacco products or smoking implements. This includes Vapes and E cigarettes:

Students caught with other students who are smoking will be considered to be smoking.

First Offence	Letter to parents advising them of the offence, intervention with either WA County Health Services Wheatbelt Quit Smoking program (Primary Health District Health Promotion Officer) or No More Nyumree program (Wheatbelt Aboriginal Health Service). If implement is a Vaping device an intervention with external agency – Holyoake required (please see agency referrals). 4 hours community service
Second Offence	Letter to parents. Smoking assignment and intervention with either WA County Health Services Wheatbelt Quit Smoking program (Primary Health District Health Promotion Officer) or No More Nyumree program (Wheatbelt Aboriginal Health Service). If implement is a Vaping device an intervention with external agency –Holyoake required (please see agency referrals). 8 hours of community service
Third and Subsequent Offences	In school withdrawal with community service and detention. Interview with parents to develop behaviour modification plan - this will include referral to external agency with either WA County Health Services Wheatbelt Quit Smoking program (Primary Health District Health Promotion Officer) or No More Nyumree program (Wheatbelt Aboriginal Health Service) If implement is a Vaping device an intervention with external agency –Holyoake required (please see agency referrals). Persistent offences may result in out of school suspension.

Residential Information

Sports/Trainings

Football: Students may play for Cunderdin Football Club in A or B grades or their hometown teams. After training students should show consideration of other students in prep. An agreement form must be signed by students, parents and the club president at the start of the season. Students are taken to football and brought back straight after the game.

Hockey: Students play in the Northam competition on Saturday mornings. Training is on one afternoon per week.

Weights Training: The weights training room is available to members of the weights club, while under supervision of a staff member or student councillor. No student to use the weights room unless they have appropriate permission forms signed by parent/guardian.

Netball: Students may play for the Cunderdin Netball Club. The College may also participate in netball competitions during the week.

Basketball: Students may play in the Cunderdin Basketball Association competition.

Tennis: Students may participate in Cunderdin Tennis Club's social tennis on a Sunday afternoon. Membership or visitors fees may apply.

Stealing

STEALING WILL NOT BE TOLERATED IN ANY FORM AT THIS COLLEGE.

Any student found stealing or receiving stolen goods may have their residency terminated. This includes "borrowing" other students' belongings without permission.

Town Run

A town run will occur Wednesdays at 3.30pm and Saturdays at 10.00am for students to access EFTPOS.

WEDNESDAY Students are reminded that they must be in College uniform for the town run. Please check that your shirt is tucked in properly and your hair must be brushed or combed. If hair is below collar length it is to be tied back. **Your appearance is to be neat and tidy or you will NOT be allowed on the bus.**

Remember you are representing the College in the community and neat appearance is essential. The College cap is the only accepted headwear.

SATURDAY Students going on town run must wear neat casual clothes. Students will be taken into Cunderdin at 10.00am to shop until 11.00am.

Vending Machine - Snacks

The vending machine is to be used to purchase snacks during residential time. It is not to be used during school hours.

Trampolines

Students are expected to use the trampolines sensibly and only one person is permitted on a trampoline at a time. No footwear is to be used on the trampoline as it may damage the mat. There will be consequences for inappropriate use of trampolines.

TV Rooms

Students are expected to respect College furniture. Rubbish must be put in the bin provided. Sensible behaviour is expected at all times.

All TV rooms are to be vacated 30 minutes prior to lights out and left in a neat and tidy condition, with chairs and mattresses stacked away.

Weller Common room is for Weller students only.

How Common room is for How students only.

Linto Common room for Linto students only.

Morton Common room is for Morton students only.

Moyle Common room is for Moyle students only.

Vehicles

Students may bring vehicles on site, either to work on them during Automotive Workshop periods, or as a means of transport to and from the College, on leave. **A permission form must be presented to the Residential Manager before any vehicle can be brought on site.**

This form is available from the Office or on the College website. Students will not be given their vehicles for short runs unless in exceptional circumstances. Students are required to sign the policy associated with vehicle permission.

All vehicle keys are to be left in the safe keeping of the residential supervisors and cars securely locked in the car compound until required. **Keys must have a legible name tag identifying the owner** and a register will be kept of those students who have cars at the College. If there are breaches of the car policy, students will be asked to take their car home for the term. If students are found in possession of a second set of keys they will be required to leave their car at home for a period of time determined by the Residential Manager.

Students may only transport other students when parents of the driver and passengers include their information in the notes section on Reach.

The College will not accept responsibility for any student vehicle at the College nor for work carried out on any student vehicle. Whilst on College property, the same driving rules and regulations apply as on Farm. Loss of points associated with College Driving

Guidelines apply and may result in the loss of driving privileges of College vehicles and result in the student not having the privilege of bringing their car to the College.

Students driving themselves back to the College after leave, must return to the College by 7.30pm on Sunday night. Failure to do so may lead to a student losing their privilege to have their car at the College.

If a student is out of Good Standing, they will not be permitted to have their vehicle at the College.

Visitors

Students may have visitors during their free time. They must immediately inform a member of the residential staff they have visitors. Visitors must park their cars by the Recreation Centre or Library areas and sign in at the Recreation Centre. **Students are not permitted to sit in visitors' cars with the exception of their parents' cars.**

Visitors except parents, are not allowed into the dormitory buildings. They may use the lawn area by the Dining Room or or in front of the Rec Centre.

All visitors must leave by 9.00pm.

Weekend Farm Duty

Normal farm uniform must be worn when on farm duty.

Weekend farm duty will be set at the beginning of each term giving the student plenty of notification. Students will not be permitted to change their roster without consultation with the Assistant Farm Manager.

Students only do 1-2 weekend farm duties per year.

When students are rostered on weekend farm duty, leave will not be approved.

Note: In Terms 1 and 4, a College bucket hat **must** be worn for **all** outdoor work situations. In Terms 2 and 3, the College cap may be worn.

Australian Boarding Schools Association - let's talk about boarding

https://www.boarding.org.au/uploaded/Our_Community/ABSA_Parent_Brochure_web.pdf

Day Students & Countryweek

Day Students

Day students can be defined as those students attending only during instructional hours and do not reside at the College. Day students have access to all curriculum and associated activities. These guidelines address the underlying philosophy that students can attend as day students.

Day students:

- Are obliged to conform to the COLLEGE CODE OF BEHAVIOUR.
- Will attend all scheduled classes and activities related to their course of study.
- Will arrive at the College not more than half an hour before scheduled classes or activities and leave after completion of classes or associated activities.
- May drive a vehicle to the College each day, and must park at the student car compound. This area is out of bounds to all students during the instructional day.
- Will have “visitor status” outside the hours of their course of study.
- Are not permitted in dormitories.
- Must use Recreation Centre shower facilities after P.E.
- Are eligible for election to the Student Council.
- Must attend lunch with residential students in the dining hall. Morning and afternoon tea will also be provided. The cost will be charged to student’s accounts.
- Must conform to all College requirements in relation to uniform and dress codes.
- May access selection to Countryweek teams. Attendance at Countryweek is on a user pays basis.
- May attend all educational Tours / Work experiences and excursions. Attendance is on a user pays basis.
- May be invited to participate in residential recreational activities and does so on a user pay basis.
- Personal items must be stored in lockers provided at the rear of the Admin.

Students are not permitted to leave College grounds during the school day without the express approval of the Principal or Deputy Principal.

Countryweek Eligibility

Student attendance at Countryweek is dependant upon satisfactory behaviour in the two terms prior to Countryweek. The following guidelines seek to clarify College policy.

- Students who are out of ‘Good Standing’ are unable to attend Countryweek.
- More than 5 days suspension in the two terms prior to Countryweek renders a student automatically ineligible to attend.
- Students incurring up to 5 days suspension will have their eligibility to attend reviewed by a staff panel comprising - Principal, Deputy Principal & Residential Manager.
- Students who display incidents of inappropriate behaviour in any areas of the College (including residential) will have their eligibility to attend reviewed.
- Students identified “at risk” of being ineligible to attend through the consistent display of poor behaviour or attitudes may be placed on a behaviour contract during the lead up to Countryweek.
- All students attending Countryweek must reside with the student and staff group in accommodation determined by the College.
- All students attending Countryweek must sign a contract of acceptance of rules and guidelines.
- Students displaying inappropriate behaviour during the Countryweek period may be returned to the College or sent home. Severe departures from guidelines may result in a period of suspension at the beginning of Term Three.

Class Information

Classroom Expectations

It is expected that all students will engage in useful and meaningful work while in the Library or Classroom areas. It is also expected that all students will be polite, courteous and respectful of each other and their environment. All students are expected to follow teacher directions and to work co-operatively with others at all times.

All behaviour is to be in line with the expectations of the Good Standing Policy.

Inappropriate behaviour may result in a behaviour report being written up by the teacher, possible loss of demerit point and in severe or persistent cases an in school withdrawal or suspension.

Use of Electronic Devices

The term 'electronic device' includes, but is not exclusive to, items such as desktop computers, laptops, mobile phones, smart phones, iphones, ipods, imacs, ipads and any other device that allows access to the internet.

While enrolled at the College students will:

- Use all College computer equipment during instructional and study prep for school purposes only.
- Keep all other personal electronic devices in their dormitories, for use after school hours, exclusive of prep.
- Ensure appropriate conduct when utilising social media.
- Behave in a manner as outlined in the College's Good Standing Policy when accessing any social media.
- Be aware that under the Defamation Act (WA) 2005, consequences in regard to inappropriate use of social media will apply in accordance with the Minister of Education's directive on social media.

While enrolled at the College students will NOT:

- Upload onto social media sites any inappropriate activity.
- Use College equipment for any purpose other than school work (i.e. students will not use the College computers to access social networking internet sites such as Facebook).
- Use personal electronic devices, such as mobile phones etc, during normal class hours, prep or in the dining hall.
- Refer to College staff on any social networking website.
- Refer in a defamatory way to the College.
- Refer in a defamatory way to staff, parents or students of the College.

Failure to adhere to these policies may result in students losing demerit points or in more serious cases a suspension as well as loss of 'Good Standing' or termination as per Director General's policy on Inappropriate use of electronic devices.

Computer/Laptop and Network Use

The computers represent a major expense item and if students are able to continue the "privilege of access" they now enjoy, some simple rules must be adhered to.

While at the school, students are expected to:

- Use the laptop in a responsible manner adhering to the Acceptable Use Policy.
- Comply with in use or not in use instructions from teachers. Teachers will decide when students are to use the laptops in class.
- Take care of the laptop and carry bag to prevent physical damage.
- Use the laptop for educational purposes in line with the school's learning programs.
- Do not leave the laptop unattended
- Always carry laptop in carry bag

Class Information

Existing Consequences

The College already has consequences to ensure students use the computer network in a responsible manner. Students are excluded from the internet for two weeks if they:

- Change any configurations or desktop settings.
- Access material that is “pornographic, violent or illegal”.
- Have an account that is used inappropriately.

If students continue to misuse the computers in any of the above ways they may face permanent removal from the network and/or loss of demerit points, in-school withdrawal or suspension.

Additional Consequences

In addition to the existing consequences the Class Area has introduced further strategies to ensure that the Library Area of the College, and other computer networked areas, remain a place where students can and do work purposefully and productively.

Acceptable Use Policy

Students must not use their laptop to:

- Transmit any material in violation of any local, state or federal law.
- Use profanity, obscenity or any other language that may be offensive to another student, teacher, member of the community, company or institution
- Engage in cyber bullying.
- Commit any form of vandalism to or with the supplied laptop or carry bag.
- Copy and download and share commercial software or other media (e.g. music, video, movies) in violation of Federal copyright laws.
- Conduct commercial trade with the laptop.
- Engage in online gambling.
- Participate in illegal activities such as hacking or spamming.
- Access pornographic or obscene content or networks.
- Create and/or introduce electronic viruses or malware.
- Bypass network security and monitoring systems using any means physical (wireless devices), software manipulation and Internet sites promoting proxies and tunnelling.
- Hack or jailbreak the laptop.
- Play games or connect to social networking sites during class, instructional or prep time.
- Use another student’s laptop.

Sanctions & Consequences

Sanctions and consequences for misuses apply including:

1. First and Second instance. A behaviour report will be written by the teacher.
2. Third instance. A behaviour report will be written by the teacher and the student will be penalised 1 demerit point. Parents and the ICT Services Manager will be informed of the instance.
3. Continued offences may result in further demerit point penalties, in school suspension or possible restriction of internet access at the discretion of the Head of Department and/or Deputy Principal.

Serious breaches will be dealt with by Senior Staff and may result in in-school withdrawal or suspension.

Consequences for accessing mobile phones during instructional time, prep and meal times will result in:

- Loss of demerit point / points; and
- The phone being confiscated and stored in the school safe.

Insurance

- School owned assets – including the student supplied laptop and carry case are covered by Riskcover with some exceptions. If the laptop is not used in the manner as required by the school and there is loss or damage to the computer, Riskcover may take action against the family to recover any loss.
- If the loss or damage is wilful or deliberate on the part of the family, Riskcover may seek recovery as a separate action against the family.
- If a laptop is damaged and covered by Riskcover, it will be repaired – the same notebook will be returned to the student.
- Riskcover requirement is that a suitable carry bag must be used to protect the laptop.
- Damage claims require comprehensive descriptions (time, place, date, how, when and where) of how damage occurred otherwise claims will be rejected.
- If the laptop and carry bag is stolen, a comprehensive police report is required.
- Accidental damage is covered for all authorised use and locations. However, cover may not extend for non school business. (e.g. students using laptops on school holidays, travel etc outside of the school terms may be deemed as private use and not subject to cover if lost or damaged). Parents would have to pay for damage/ loss in these circumstances.

Printing

Printing will be monitored and quotas on printing will be set. Once a user meets the set quota the account becomes disabled. Users may incur fees if excess paper has been used.

Downloading

Downloading of material will be monitored. Unreasonable download usage may result in loss of internet privileges and/or further consequences.

Computers - Internet Security

Students must become security conscious. Passwords should never be shared and you should never stay logged in if you leave your computer unattended.

- Students found hacking into the system will face an exclusion panel and may, depending on the level of hacking, be excluded from the College.
- Changing any configurations or desktop settings will result in exclusion from the network for two (2) weeks.
- If your account is used inappropriately you will be excluded from the network for two (2) weeks for a first offence and then possible permanent removal after that. There is no excuse for allowing someone else to use your account. The person using your account will be dealt with according to the policy.

Do not share your accounts and passwords - if you feel that your password is being misused please inform the Head of Department.

All material that is pornographic, violent or illegal is considered inappropriate may result in suspension.

Inappropriate use of accounts includes use to harass, menace or cause offence to another person.

Inappropriate use also includes use that attempts to change the way the network operates.

Class Information

Computer Network and Internet Policy

Internet access at WA College of Agriculture - Cunderdin is provided to expose students to new technologies and to allow them to access another source of information for research purposes. Students will be permitted to use the network as long as they do so in a responsible manner.

Students need to be aware that like other sources of information, the Internet can be inaccurate or misleading. It is necessary that students take care when using information from this source.

Students will have access to the network and the Internet both in class time and after hours. Personal use, i.e. use other than to support class work, must be carried out in after-hours time. The Rec Centre room is available for after-hours use.

The College residential situation presents a unique situation to that of other schools. Students are provided with access to the network and the Internet to enable them to have similar access to what they would have at home. This requires a high level of trust and responsibility from those students using the computer network. Unreasonable usage will be monitored.

The use of equipment such as scanners, cameras and printers are only for College requirements and not for personal use.

The priority for the Computer Network and Internet is College work!

All work is monitored and if inappropriate material is found the following steps will be taken:

- Inappropriate material will be deleted.
- Inappropriate material processed on College equipment will result in two (2) weeks exclusion from the computer network, for a first offence.
- Other consequences will be implemented as part of the Behaviour Management Plan. These can include suspension or exclusion from the College.
- Repeat offenders may be permanently removed from the computer network and will face discipline action.

Students excluded from the network will be provided with access to any work that may be under construction. They can have this printed or downloaded to a disk. It is then their responsibility to complete that work without access to the network.

Excursions

Students must wear full school uniform whilst on Excursion (this includes College tie).

Excursions are designed to give students a practical extension from their normal theory routines.

Students must at all times earn the right to go on these excursions. A student's CONDUCT around the College determines whether or not they will go on an excursion.

During the excursion you are expected to maintain a high level of presentation at all times. Students who choose to lower dress and behaviour standards will jeopardise their chance to attend future activities.

Before being allowed on the excursion, students must make sure they have:

- Returned a permission slip signed by a parent / guardian.
- Paid all money owing for that excursion prior to going on the excursion.

Loss of Good Standing will exclude you from attending class/farm area excursions. Attendance will be determined by the teacher in charge/Head of Department and Deputy Principal.

STUDENT'S CONDUCT DURING ALL EXCURSIONS MUST BE COURTEOUS, POLITE, WITHOUT BAD LANGUAGE AND RESPECTFUL AT ALL TIMES.

Furniture

Students have the benefit of larger desks at the College than would normally be available in a high school. **As furniture is a costly item to replace, any student defacing furniture will be severely dealt with.**

Rocking on chairs weakens the legs, and is NOT permitted. If the chair is damaged or destroyed, the student may be charged for the damages.

Library

The Library is a useful resource available to all students. However, it is a privilege and can only be used effectively if the Library rules are strictly adhered to.

The Library offices of Mr Skinner and Mrs Sullivan are **NOT** to be entered for **ANY** reason without a staff member present.

The Library is not to be used unless supervised by a staff member particularly during:

- Morning recess
- Lunch
- Afternoon recess
- After 4.00pm
- No book will leave the Library unless signed out or “checked out” by the Librarian. Borrowing rules must be followed.
- **Any book or magazine without a “bar code” must NOT leave the Library.**
- The Library is a formal work area and must be treated as such. No excessive noise.
- **Students not engaged with class work will be required to leave the area.**
- Movement in and around the Library is in an orderly manner. The Library must be left tidy - chairs in, desk straight, and no rubbish on the floor.
- **NO EATING OR DRINKING IN THE LIBRARY.**
- Do not interfere with any other classes that may be in progress in the Library.
- Fans, air - conditioning, lights, heaters and curtains are off limits to students and must not be adjusted in any way.

Mobile Phones

See Residential Information section.

Music

No “ipods”, “MP3’s”, head or earphones are permitted in the Class area unless permission is given for a specific learning activity. Students who bring ipods or other music-playing devices into the Class area without permission will have them confiscated and returned at the end of the day. Students are also not permitted to play or listen to music on their laptop computers during the day program in the Class area.

Out of Bounds Areas

The staff offices in the Library and the staff office, the Library Assistant’s desk and chair, store rooms in the Library and Room 3 and 4, and cupboards in the classrooms are **out of bounds to students at all times**, unless specifically invited or instructed to enter by a Staff Member.

Electrical Equipment

All equipment supplied for use by teaching staff is not to be used by students unless permission is given by a staff member.

Photocopier

Students at the College have the “privilege of being allowed to use the photocopier in the Library”, provided the following rules are observed.

- Only one student to operate the copier at a time.
- Only curriculum relevant material to be copied.
- No more than 10 copies to be done at any one time.
- Copy only those sections you need.

Students found to be misusing the photocopier will be banned from using the copier at the discretion of the Librarian.

Class Information

Punctuality

Students shall be prompt in getting to classes on time. See Timetable on Page 12.

Please note early close on Wednesdays 3.20pm.

If you have to go into a class after it has commenced you must report to the staff member in a courteous and unobtrusive manner when entering class.

You will have to negotiate with your Teacher as to how you make up the class time you miss. Students may incur demerit points if consistently late to classes.

Roll Call

Every morning the roll is called to check presence of students and their dress standards. This is undertaken in each of the First Period classes.

When your name is called a **clear “YES”** reply is all that is required to indicate your presence. Dress standards and appearance are a part of roll call. If you do not meet the required dress and appearance standards it will be noted on the roll call and dealt with by the Deputy Principal.

You must present the teacher with a late note from the front office or staff member you have been meeting with.

Consistent lateness may result in a loss of demerit point or sitting out at morning recess.

Sickness

If you feel sick during class you must seek permission from the teacher to leave. Having gained permission go to the Office and “sign out sick” (in the file on the reception desk.) and then report to the Residential Manager and into sick bay until you feel better. Expect visits from staff to check on your wellbeing during the day.

If you feel sick at recess or lunch report to the Deputy or Residential Manager who may give you permission to go to sick bay in the Student Services area to lie down until you feel better. Expect visits from staff to check on your conditions.

If you feel better you may return to class, however you **MUST go to the office first and “sign in”**.

Frequent absences from class will be investigated by staff and appropriate action will be taken.

Stationery & Text Books

Students are expected to have at the commencement of the course ALL text books and ALL stationery items as outlined in the booklist. Students are advised to name everything and keep them safe.

Not having textbooks or stationery will not be accepted as an excuse for inability to participate or complete set tasks.

This stationery is owned by the students and if an item is lost, it is the student’s responsibility to replace it as soon as possible. Borrowing of items is not acceptable.

It is expected that each student will maintain their files and stationery in good condition, that is, no graffiti or misuse.

Uniforms & Presentation - Class Area

- Class uniform is worn while in Class. See page 11 for full school uniform details.
- Ironed white shirts and black shorts / trousers (NOT JEANS).
- Female students can wear black skirts.
- **Black socks only to be worn with trousers and shorts.** (No white socks under black pants). White socks and stockings may be worn with skirts / shorts.
- Black leather shoes only are to be worn. These are to be cleaned and polished at all times.
- **(No sneakers / joggers/shearing boots/Vans these are unacceptable footwear for Class).**
- Only approved College jumpers will be worn.
- One earring per ear lobe can be worn but must be either studs or sleepers.

Trades

Assignment Submission Dates

Issued assignments are given a date for submission, which students should record. Submission dates will be posted on the assignment board in the Trades foyer. If assignment / submissions are not completed by the due date students may be removed from practical work until due work is completed.

Students to notify teacher prior to due date of inability to complete tasks and provide reasons for action. Students who are absent when work is due should submit the required work on their return to school. In situations where the work has been assessed and returned to the class before the absent student returns, the teacher / senior teacher will advise of procedures.

Clothing - As Per College Guidelines

Students to present themselves in a clean and tidy manner. All loose clothing should be avoided in the workshop.

Boots must be worn at all times in the Trades workshops.

Jewellery must not be worn in the workshop, particularly rings and bracelets. **Consequence - confiscation of article. Further breaches may result in loss of good standing.**

Protective clothing (eg: leather apron and gloves) must be worn when using hot metals or welding.

Evacuation in Trades

In the event of an earthquake, fire or any other need to evacuate the Trades centre ALL students are to assemble on the oval adjacent to the cricket practice nets for a roll call and injury assessment.

Eye Protection

Safety of the eyes should be given priority in the workshop, as eye injuries are both the most serious and most likely to occur in a workshop.

Automotive, Woodwork, Farm and Engineering workshops are designated safety glasses areas. Students / staff working in these areas must have their own safety glasses and must be worn at all times.

Eye safety reminders are located around the room.

It is obligatory for all students to wear a face shield or safety glasses when working with any powered machine (hand or fixed), hot metals or chemicals.

Arc welding should only be carried out in an area screened from the rest of the class. (This is a welding regulation). Anyone within a screened area must use a welding helmet or hand shield. Safety glasses or a clear visor should be worn when chipping slag from a weld.

Failure of Students to Submit Tasks

See Assessment Policy & Guidelines section.

General Safety

All aspects of safety must be adhered to.

All accidents must be reported to the Head of Department and entered in the accident report section.

Hair

Long hair **MUST** be clean and tied back off the face at all times or otherwise confined by a hair net or College cap.

Consequence - Student's will not be able to continue practical work.

Hearing Protection

Ear protection should be worn at all times in the machinery room and where any noisy equipment (eg routers, grinders) is in use in your vicinity.

Masks

Students should wear protective breathing masks when using a spray gun or working on machines that cause a dust hazard.

Trades

Notification to Parents

Parents to be notified under the following circumstance

- Students failing to complete assigned submissions.
- Students regularly handing in work late.

Practical Work

Cost of Student Personal Projects must be paid for by the student/parents. Finished projects cannot be taken home unless **accounts have been paid**. Interim payments may be required on costly projects to alleviate cash flow problems.

Unsatisfactory performance in the practical area by a student will result in an interview with the teacher concerned to address remedial strategies. **Continued poor performance will result in notification to parents.**

Repairs to Private Vehicles by Students

Approval must be sought from the Automotive instructor for repairs to private vehicles by students **BEFORE** commencing any work.

Communication must take place with the Automotive Instructor detailing costing and approximate time to carry out the repairs.

A work card must be set up showing expenses associated with the repairs.

All parts to be used are to be charged to the student.

Any accounts owing are to be finalised at the completion of the repairs.

No work or vehicle modifications, which in the view of the instructor render the vehicle unsafe, or unroadworthy by law will take place.

NOTE: ALL repairs are done at the owner's risk.

Reporting

Parent Meetings

Semester One Report (progress report only).

Semester Two Report (statement of academic attainment). Year 11's only.

Reporting Accidents

Injuries requiring treatment by a doctor to be reported to the front office where transport and medical forms can be arranged.

This record should be countersigned by the Head of Department. These accident files can be obtained from the Head of Department on request, and on reporting the accident.

Roll Call - Procedures and Consequences

Individual class teachers to conduct roll call and address grooming and other issues in Period 1.

Sickness

Students to notify teacher who will determine course of action.

Test Examinations

Students who are absent for tests or examinations should report to the teacher as soon as possible after returning to school. At the discretion of the teacher / senior teacher, it may be possible for the student to sit for a similar test / examination at a later date. Depending on the circumstances, a penalty may be imposed.

Tool & Machine Use

- All safety guards must be in position before the machine is started.
- Students must have been instructed on the correct operating procedures before use.
- Students must obtain permission from an instructor before the operation of any machinery.
- Only one student should be at a machine at all times.
- Machines must be kept in a safe working order. When faulty the power to the machine should be isolated and the machine clearly labelled “OUT OF ORDER”.

Workshop Fire Hazards

All flammable material should be kept away from naked flames or hot metal.

Welding and grinding should not be carried out in the proximity of cleaning solvents or battery chargers.

Fire extinguishers are located on a wall or post near the exits of the room and are NOT to be interfered with to ensure serviceability if required.

Workshop Waste Disposal

In the case of scrap metal, oily rags and solvents, special waste disposal containers should be used and regularly cleared. general waste to be deposited in skip bin.

College Farm

Farm Size

Arable ground	2,516 hectares
Salt affected ground	1489 hectares
Recreational buildings etc	32 hectares
Landways	26 hectares
Total Area	4,063 hectares

Staff and responsibilities

Farm Manager – Mr Daniel de Beer

- Responsible for the management of the College farm in conjunction with the Principal and Farm Advisory Group and staff members. Direct liaison with the Head of Department – Training to ensure National Training Package content is being undertaken.

Assistant Farm Manager – Ms Leanne Grant-Williams

- Assists Farm Manager to ensure day to day operations is met.
- Liaise with farm staff members to ensure sections are being run and maintained efficiently.
- Assist workshop section with student workload and training requirements.

Vocational Trainer & Assessor – Mr Simon Longmire

- Responsible for overseeing training of the certificate II and III students and managing all of the farm RTO operations.

The farm is divided into sections to best accomplish commercial and training obligations.

Sheep - Mr Wayne Laird

- The management and husbandry of the AMS Merino flock and Poll Dorset stud flock.
- Responsible for National Training Package material relating to the sheep certificate.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.

Pigs – Mrs Madison Corsini

- The management and husbandry of the 45 sow, birth to bacon, pig breeding unit.
- Responsible for National Training Package material relating to the pig certificate.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.

General Farm – Mr Garry Jones & Miss Jessie Osboine

- General assistance to all other enterprise areas on a 'as needs' basis.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.
- Assistance with National Training Package material as required ie: piggery, multi comps etc.

Cattle – Mrs Kylie Iles

- The management and husbandry of the of the cattle and poultry enterprises.
- Responsibility for the National Training Package material relating to the cattle and poultry certificates.
- Assistance with the maintenance of College infrastructure as per general farm.

Abattoir & Butchershop – Mr Lindsay Jones

- The management of the College abattoir and butchershop.
- Assisting with the maintenance of College infrastructure including fences, water systems etc.

Grains & General Farm – Mr Shaun Byrnes, Mr Kevin Binning

- Management and implementation of the College cropping and pasture program.
- Maintenance of associated machinery.
- Assistance with the maintenance of College infrastructure as per general farm.

Workshop - Mr Tony Ball

- The day to day maintenance of the College vehicle and machinery fleet.
- Assist with fabrication and repair of College infrastructure.
- Responsible for some of the National Training Package material common to each of the certificate areas.

Roll Call

- Each morning that students are rostered to farm they are required to meet in the farm workshop and are checked off against the roll. General information relating to current activities is disseminated.
- Students must seek permission from their supervisor prior to leaving the farm area, be it for morning or afternoon break, lunch, end of day etc.
- Prompt attendance at the correct time is required at all times.
- A record of late returns is kept – being late 3 times will result in a behaviour management report being made and loss of 1 point of good standing.

Work Place Learning

- To fulfil requirements for WPL (Work Place Learning) students must maintain accurate records of hours worked on farm.
- For every 55 hours, students will complete one skills journal. 4 skills journals will assist in earning students 2 units of competency and give the student full credit for their hours on farm.
- A recording system will be provided.
- Students will be responsible for recording their own details throughout the year.

National Training Package

- To obtain certificates in National Training Packages on offer at this site, students need to take responsibility in maintaining / managing their progress.
- A review process is available on an individual basis to assist.
- Refer to the section on National Training Packages for general details.

Injury or Illness

- If a student injures themselves, however slight, or falls ill during the work period, they are required to report such injury or illness to the staff member in charge or if necessary, to the nearest staff member. Students who are sick need to sign out through the Administration Office.
- It is an obligation of the student to advise the relevant staff members if they have any medical condition, injury or illness that may impact upon their ability to work on farm. Alternative work may be assigned as a result.

General Behaviour

- Students must co-operate when working with their peers and staff to foster a successful work relationship.
- Students are expected to behave responsibly in the work area and refrain from conduct likely to place themselves, others or equipment at risk.
- Students must refrain from interfering with other students engaged in set tasks or working in other sections.
- When participating in College related excursions, students are expected to maintain a positive image at all times. If necessary, a student will be returned to the College or if appropriate, contact with the relevant parent or guardian will be made requesting the removal of the student from the event. Either of these actions will incur follow up disciplinary consequences.
- These guidelines are fundamental to the National Training Package process and closely align with the core competencies, especially relating to Occupational Health and Safety, and Working Effectively in the industry.
- Failure to comply will jeopardise the completion of these competency standards and in turn result in the inability to receive a certificate.
- Students are not permitted to enter the airport grounds unless with a staff member on official business.

College Farm

Personal Safety

- An awareness of the need for safety is critical at this College. With so many people and different types of machinery and vehicles being used, safety is of the utmost importance.
- Incoming students must complete the Induction process at the beginning of term one or at time of enrolment.
- Students must adhere to the instructions of the staff member present and comply with the safety instructions that accompany any machines or equipment being used.
- Failure to comply with safety rules will not be tolerated and may result in the student being “Stood Down”. This means removal from the work site and equates to being dismissed in the work place.

Bushfire

Students are to complete training in Bushfire Management. Under no circumstances are students to be involved in fire fighting in the event of a bushfire. Students are to evacuate to the Recreation Centre.

Dress Standards & Safety Equipment

- All students are required to wear High Viz farm clothing as per clothing list.
- College farm work clothes consist of neat clean shorts or trousers and shirts, jumper or College jacket, free from tears or rips. The shirt must remain tucked in, a belt worn, and the jumper not tied around the waist.
- Sturdy work boots, preferably steel capped, must be worn. These must be maintained in a clean tidy manner with regular applications of polish. When necessary, rubber boots will be supplied where conditions warrant.
- Students will be required to wear overalls during spraying activities or when on sections such as the piggery.
- Broad brimmed or College bucket hats are compulsory during terms one and four, whilst these or College Caps and or beanies are optional during terms two and three.
- No jewellery to be worn during farm time.
- Long hair needs to be tied back at all times and if necessary secured with a hair net.
- Correct safety equipment is to be utilised whilst undertaking any task.
- If the correct safety equipment is not available, the supervisor must be notified to arrange supply prior to the task being proceeded with. It is strongly recommended that students bring their own personal issue safety glasses to farm.
- First aid kits are kept in the Ute glove box, the farm workshop, the shearing shed and other locations to cater for minor incidents. DEFIB kept on workshop wall.
- Sunscreen is provided at the farm workshop and students are encouraged to make regular use of it.
- No mobile phones on farm (students). The phone may be confiscated and stored in the College safe. Breaches will be recorded and a third offence will result in a behaviour management report being written and loss of 1 point good standing.

Reporting Damage – Accidental or Deliberate

- If you are aware of damaged equipment, either as a result of your use or prior to you using it, you have a duty of care to report the damage to your supervisor and arrange repair or the “tagging out” of the item.
- It is always far better to advise your supervisor of damage you may have caused rather than try to cover up the problem.
- Deliberate damaging resulting in repair costs will be charged to students/parents.

Use of Equipment

- The College has a vast array of equipment and is continuously upgrading and complimenting it to maintain the best possible work environment. Staff and students alike are required to maintain, clean and return equipment to its proper storage place upon completion of the task or days work. This ensures that the next person who requires that item can find and use it without any delays.
- Before taking tools or equipment away from its recognised area of use, permission has to be obtained from the supervisor responsible for that item.
- Generally speaking, tools and equipment will not be loaned to students for after hour’s private use.
- Under no circumstances will taking farm tools, equipment or consumables for student use, either at D&T or off-site, be tolerated. This will be considered stealing and offenders, if caught, will be treated accordingly.

Weekend Duty Obligations

- Whilst students are in attendance at the College there is an obligation that two Year 11 and two Year 12 students assist with weekend duty. This is not a requirement over long weekend, closed weekend or holiday periods.
- A duty roster is drawn up and advertised in advance at the farm workshop, the dormitory notice boards, and published in the College newsletter.
- It is expected that students identify when they may be rostered on duty and arrange their weekend commitments accordingly.
- Leave applications will not be approved for students rostered to weekend duty.
- Under normal circumstances, two hours morning and afternoon commencing at 9.00am and 3.00pm is the required working time, although the supervisor on duty may vary the time.
- Any problems associated with the weekend duty commitment must be followed through with the Assistant Farm Manager or Deputy Principal.
- Any student who may have negotiated an exemption, or who may have been ill on either day, will be expected to fulfil their obligation at the next appropriate weekend.
- Failure to complete a duty each year (if rostered) may result in the student not achieving the relevant core competency and therefore jeopardise receipt of a certificate.

Student Driving

The process for student driving is outlined in the Student's Driving Regulations Booklet and students are required to read and sign the regulations handout sheet prior to operating College vehicles and/or for the student to bring their own vehicle to the College.

Driving guidelines also apply to the students private vehicle, penalties can be applied that will affect the ability to drive College vehicles.

Student Driving - Penalties

- A demerit point system operates to ensure that students conform to safe and acceptable practices. The following rules apply to this system.
- A driver accumulating 10 points will have his / her licence suspended for a period of three school months.
- Demerit points may be issued by any staff member.
- Licence suspension covers Farm, Design & Technology, class and the residential area.
- Points will be collated in the Farm Office.
- Loss of licence will automatically result in a letter to parents explaining the circumstances and require an OHS report to be prepared by the student and kept on file.

Driving Demerit Points to be Imposed	
OFFENCE	PENALTY POINTS
Deliberate damage	10
Dangerous driving	10
Unnecessary wheel slip	5
Driving without permission	10
Excessive speed / Careless driving	6
Interfering with the controls as a passenger	8
Travelling as an unsafe passenger	5
Failing to report an accident	10
Unnecessary use of a vehicle	5
Not wearing a seatbelt	6
Driving without licence displayed	4
Using someone else's licence	6
Driving whilst suspended	10
Trying to board a moving vehicle	5
Interfering with a moving vehicle	8

College Farm

Prize Money

- Prize money won by a College animal will be retained by the College.
- Prize money won by an individual for an individual judging event will be retained by the student.
- Prize money won by an individual using College animals in a team event, (eg Led Steer), or won as a member of a team event, will be retained by the College. This may be used in part or in full to fund a group dinner or outing for students or to purchase items for future events.

In General

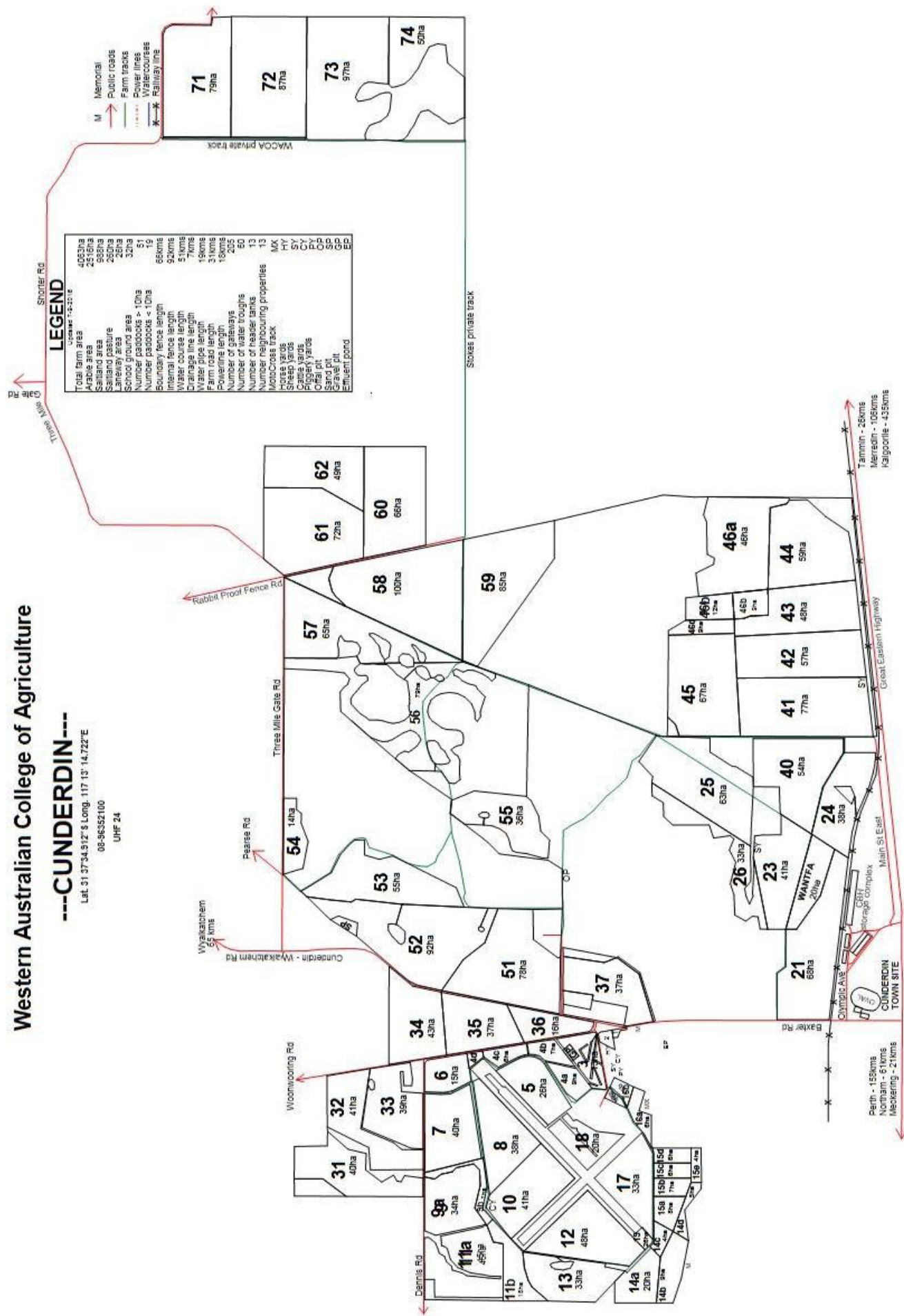
- The valuable resource in equipment and trained experienced staff is provided at the WA College of Agriculture - Cunderdin by the Department of Education for the educational benefit of all students. You are encouraged to make proper use of those resources and your time here to prepare fully for the world beyond College.
- The College is obligated to fulfil SAEC (Schools Animal Ethics Committee) guidelines in relation to all animals on site. Students must ensure that they treat all animals in accordance with relevant codes of conduct at all times. Failure to do so will result in serious consequences.
- Should you have any questions or if a problem occurs for you within the farm section, please don't hesitate to talk to Mr de Beer or Mr Longmire or any other farm staff member.

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Complaints & Appeals

Complaints Concerning Delivery

As a requirement of being an RTO, it is the responsibility of all staff members to assure the delivery of quality training products and services.

Therefore, in ensuring that our clients can have confidence in our processes the complaints process at all levels should reflect the principles of natural justice, and should also reflect the College's philosophy that the resolution of complaints is a positive opportunity to improve systems and processes.

The College accepts and follows the Ombudsmen's definition of natural justice and procedural fairness outlined below:

The rules of procedural fairness require:

- a hearing appropriate to the circumstances;
- lack of bias;
- evidence to support a decision; and
- inquiry into matters in dispute.

The process for a student to follow should they have a problem or concern with any aspect of their training or assessment is:

- In the first instance attempt to resolve the problem / concern with the appropriate staff member.
- It is the responsibility of each staff member to attempt to resolve any problem that is presented to them. They may choose to involve the Farm Manager or Head of Department in this process.
- If the student was unable to resolve the problem with the staff member, then they are advised to approach the appropriate Head of Department or Farm Manager and complete a Complaint and Appeals Form (see Appendix 1). They will be advised in writing that a resolution of the problem will be attempted at this level. the head of department or Farm Manager may choose to involve the RTO Manager.
- If the student was unable to resolve the problem at the Farm Manager / Head of Department level or the complaint has been levelled against either the Farm Manager / Head of Department then they are advised to seek the assistance of the RTO Manager or the Principal.
- Again the Student will be advised in writing that a resolution will be attempted at this level.
- If the student was unable to resolve the problem at the RTO Administration level then they are advised to seek assistance from the Office of the Training Accreditation Council on 08 9441 1910 or tacomplaints@des.wa.gov.au.

Complaints Concerning Delivery from a Third Party RTO

The process for a student to follow should they have a problem or concern with any aspect of their training or assessment delivered by a Third Party RTO is:

- The student is advised to approach the appropriate Head of Department or Farm Manager. They will assist the student in contacting the RTO in regards to their complaints policy.
- The Student, with the Assistance of the College, will follow the Complaints policy of the Provider.
- If the student was unable to resolve the problem following the Third Party's Complaints Policy then they are advised to seek assistance from the Office of the Training Accreditation Council on 08 9441 1910 or tacomplaints@des.wa.gov.au

Complaints Concerning Conduct of a Trainer/Assessor

- Any student who has a complaint in regards to the conduct of a trainer/assessor is to report the incident(s) to the Farm Manager / Head of Department, RTO Manager or Principal.
- The College will then follow the Department of Education's Disputes and Complaints Policy (2007).

Complaints Concerning Conduct from another Learner

Any student who has a complaint in regards to the conduct of a fellow learner is to report the incident(s) to the College staff. The staff will then follow the College's Behaviour Management Policy as outlined earlier in this booklet.

Appeals Process

If a student is dissatisfied with a decision made by the RTO including an assessment received, they can appeal the process.

The grounds for appeal fall into one of two possible areas:

- The judgement has been made incorrectly; or
- The judgement was not made in accordance with the assessment plan provided by your instructor.

An appeal must be lodged within seven days following receipt of the assessment result and should be lodged with the relevant Head of Department.

Following checking of the validity of an appeal the Head of Department will:

- Convene an appeal panel and advise the student and assessor of the date, time and location of the appeal hearing and invite the student to provide any additional evidence they may wish to present to support their appeal.
- Ensure the panel will consist of at least one member without direct ties to the College, for example a local industry member or trainer/assessor from another RTO.
- Advise the student in writing of the result of the hearing as quickly as possible. The appeal will either be dismissed, upheld and competency confirmed or subject to re - assessment.

Appeals against a Third Party RTO

If a student is dissatisfied with a decision made by an RTO including an assessment received, they can appeal the process:

- The student is advised to approach the appropriate Head of Department or Farm Manager. They will assist the student in contacting the RTO in regards to their appeal process.
- The student, with the assistance of the College, will follow the appeals process of the provider.

Time taken to resolve Complaints/Appeals

- All efforts will be made to ensure that any complaints or appeals will be handled in as timely a fashion as possible.
- Should circumstances dictate that a process takes longer than 60 days, the student will be notified in writing of the reasons behind the delay and offered an update of the state of the process.

Storage of Complaints

Any and all correspondence following a complaint or appeal will remain in the Student's College File and maintained for 30 years in accordance with Section 3.4 of the RTO Standards 2015.

Mitigation

Following a Successful Complaint or Appeal lodged by a Student the RTO Manager will convene a Panel to review the circumstances behind the Appeal or Complaint and investigate ways of eliminating or mitigating the likelihood of a re-occurrence of the complaint.

Complaints & Appeals

Unsatisfactory Progress towards Competence

- Where a student fails to achieve competency they are encouraged to negotiate an opportunity to have the relevant Unit of Competence re - assessed or seek further training.
- If a student repeatedly fails to present for further training or assessment a letter will be sent home to parents outlining the nature of the problem.
- If a student engages in behaviour or actions that jeopardise achievement of competence, a letter outlining areas of risk will be sent home.

Equity and Fairness

- Assessment of student's competency will be made on evidence gathered on a number of occasions and in a variety of context or situations.
- Assessment processes are monitored and reviewed to ensure consistency.
- Assessment processes are accessible to students so they can proceed from one competency standard to another.
- Assessment procedures and the criteria for judging performance will be made clear to all students.
- Assessment practices will be equitable to all groups or individual students.

Complaints and appeals form

Definitions:

Complaint: an action taken by a client / student / member of staff in response to their dissatisfaction with any aspect of the operation of the WA College of Agriculture – Cunderdin other than the result of an assessment. The issues, of which a participant/trainee may lodge a complaint include, but is not limited to: a policy or procedure, fees, delivery styles etc.

Appeal: an action by a student to request a re-evaluation of any decision resulting from dissatisfaction or disagreement with that decision.

Details			
Name		Student ID No	
Address			
Contact No		Date of incident	
Qualification or Unit of Competency			

Nature of complaint or appeal				
I wish to lodge a	Complaint		Appeal	
Please describe the details of the complaint or appeal (you may attach supporting documentation if required)				
Have you taken any steps to resolve this issue? If yes please provide details				
What outcome would you like to see from raising this complaint / appeal?				
Participant		Date		
Signature				

Office Use Only		
Desired resolution or outcome		
Refund/ Credit Note		
Meeting with Training Manager		
Appeal passed (assessment re-marked)		
Other, please specify		
Details of action taken:		
Appropriate Action Applied		
Participant informed of outcome (letter attached)	Yes/No Date:	
Other, please specify	Yes/No Date:	
Included on the RTO Complaints & Appeals Register	Yes/No Date:	
Raised at RTO Management Meeting	Yes/No Date:	
Signed		Yes/No Date:



WESTERN AUSTRALIAN
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Cunderdin

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