DIRECTOR’S MESSAGE

WELCOME TO RANGES TEC

As Director I welcome you and your parents to the Ranges TEC community. The staff and I look forward to supporting you achieve your career and education goals as you undertake Year 10, VCAL and Certificate II studies with us.

Ranges TEC is an innovative Christian Vocational Education and Training Centre, offering a range of quality education programs to students in Years 10, 11 & 12. We cater for students looking to complete their secondary school education in a hands-on learning environment.

Ranges TEC’s tag line ‘More than Skills’ provides clear insight into the type of training Ranges TEC offers. Students are not only provided an opportunity to develop sound technical and employability skills but are also supported and mentored to grow in all areas of life.

Being a Christian Trade Training Centre, Ranges TEC is distinct from other vocational education settings in that we not only provide a nurturing environment, through pastoral care and mentoring, but also affirm that each student is unique and valued as a person created and loved by God. As a Christian learning community, Ranges TEC aims to support learners to develop a deep sense that they are not just preparing for a job but that they have been gifted for service, worship and stewardship in order that they may participate in God’s creative and reconciling work here on earth.

This handbook is a resource for you during your time at Ranges TEC and includes important information about support services and your rights and responsibilities.

Wishing you all the best with your studies.

PHIL JONES
RANGES TEC DIRECTOR

KEY CONTACTS

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Philip Jones</td>
<td><a href="mailto:pjones@rangestec.vic.edu.au">pjones@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Administration/Student</td>
<td>Sue Boonstra</td>
<td><a href="mailto:office@rangestec.vic.edu.au">office@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Administration/Finance &amp; VET</td>
<td>Dee Dee Booth</td>
<td><a href="mailto:dbooth@rangestec.vic.edu.au">dbooth@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Building &amp; Construction Trade Teacher</td>
<td>Phillip Chrimes</td>
<td><a href="mailto:pchrimes@rangestec.vic.edu.au">pchrimes@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Engineering Trade Teacher</td>
<td>David Nicholas</td>
<td><a href="mailto:dnicolass@rangestec.vic.edu.au">dnicolass@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Horticulture Trade Teacher</td>
<td>Ric Thorpe</td>
<td><a href="mailto:rthorpe@rangestec.vic.edu.au">rthorpe@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 10 Homeroom Teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sport Year 10 Homeroom Teacher</td>
<td>Paul Joiner</td>
<td><a href="mailto:pjoiner@rangestec.vic.edu.au">pjoiner@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 11/12 Homeroom Teacher Furniture Making Trade Teacher</td>
<td>Greg Smyth</td>
<td><a href="mailto:gsmyth@rangestec.vic.edu.au">gsmyth@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 11/12 Homeroom Teacher VCAL Coordinator</td>
<td>Julie Reid</td>
<td><a href="mailto:jreid@rangestec.vic.edu.au">jreid@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Year 11/12 Homeroom Teacher VCAL Coordinator</td>
<td>Julie Reid</td>
<td><a href="mailto:jreid@rangestec.vic.edu.au">jreid@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Workplace Coordinator</td>
<td>Phil Jones</td>
<td><a href="mailto:pjohnes@rangestec.vic.edu.au">pjohnes@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Supported Education Coordinator</td>
<td>Julie Reid</td>
<td><a href="mailto:jreid@rangestec.vic.edu.au">jreid@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Learning Assistant</td>
<td>Mark Sutherland</td>
<td><a href="mailto:msutherland@rangestec.vic.edu.au">msutherland@rangestec.vic.edu.au</a></td>
</tr>
<tr>
<td>Chaplain</td>
<td>Lance Peele</td>
<td><a href="mailto:lpeelee@rangestec.vic.edu.au">lpeelee@rangestec.vic.edu.au</a></td>
</tr>
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ABOUT US

Ranges TEC is a campus of the Association for Christian Education Mount Evelyn Inc. (MECS) and was founded in partnership with Mountain District Christian School and Donvale Christian College.

OUR VISION: To equip and train people for service, stewardship and work in God’s world.

OUR MISSION: Ranges TEC provides quality vocational education and training within a learning community characterised by faith, hope, love, joy, peace and service. We aim for students to discover and develop their God-given gifts, grow their biblical understanding of the world and to strive for authentic character in their lives.

Ranges TEC is also a Registered Training Organisation (RTO). This means that we must meet the national standards under the Australian Quality Training Framework (AQTF).

We recognise and accept the credentials issued by other Registered Training Organisations based in any State/Territory of Australia and expect, under mutual recognition, that all other RTO’s recognise and accept credentials (Qualifications and Statement of Attainments) issued by us. This means that the results that you gain with Ranges TEC in accredited certificate programs are recognised Australia wide by other Registered Training Organisations.

RIGHTS AND RESPONSIBILITIES

When you (and your parents/guardians) sign your enrolment form you enter into a contract with Ranges TEC in which you agree to follow Ranges TEC’s regulations including the Code of Conduct.

AS A STUDENT YOU ARE ENTITLED TO:

- Be treated fairly and with respect by teachers, other staff and students
- Learn in an environment free from discrimination and harassment
- Pursue your educational goals in a supportive and stimulating environment
- Have access to a range of services for students
- Be informed of policies, procedures, requirements and assessments
- Report problems if you feel you have been treated unfairly [see Complaints section]
- Receive timely feedback and information on your assessment and progress in the course
- Have your Ranges TEC records and personal information stored and maintained in a confidential, secure and professional manner
- Access these records by obtaining and submitting a Ranges TEC Access Confidential Records form from Reception

CODE OF CONDUCT

AS A STUDENT IT IS YOUR RESPONSIBILITY TO:

- Do your work
- Treat all staff, students and the general public with respect, dignity, fairness and courtesy
- Be punctual and regular in attendance. If you are running late for a class, phone or text and let Ranges TEC know
- Use protective equipment where required and follow all OH&S
- Attend assessment events and submit assessment requirements on time.
- Behave in a responsible manner, by not littering, harassing or offending fellow learners or staff, or interfering with or damaging property

AS A STUDENT YOU MUST NOT...

- Plagiarise, collude or cheat in any assessment activity or event
- Illegally copy software licensed to Ranges TEC
- Install software onto Ranges TEC computers
- Swear
- Smoke on Ranges TEC property (including inside & outside all buildings, car parks, etc)
- Be under the influence of alcohol or illegal drugs
- Use mobile phones or similar devices for personal reasons during class times
- Leave the campus without permission during TEC hours

WHAT HAPPENS IF I BREACH THE CODE OF CONDUCT?

Wherever possible Ranges TEC staff will use natural consequence to assist students meet code of conduct requirements. It is important that parents and the school work together to support students as they mature, are given and accept greater levels of responsibility and adjust behaviour to contribute in positive ways to the Ranges TEC community. A detailed Student Management and Welfare policy outlines Ranges TEC processes. Although at times prescriptive it is designed to treat students as individuals. The following examples will give some insight into the way breaches of the code of conduct are managed at Ranges TEC.

EXAMPLE 1:

1. If a student uses their mobile device for personal use during class time the natural consequence is removal of the device until the end of class or end of the day. The teacher will manage this breach depending on the situation at the time.
2. If the student refuses to follow the teacher’s instruction in relation to the above incident further action will be taken. This may include the issuing of a yellow card (see below) so that school and
parents can work together to address student attitude and behaviour.

EXAMPLE 2:
1. If a student fails to complete work on time parents and student will receive notification if required. The notice will inform the student that a supported catch up time will be provided after school. This is not to be seen as detention. If the work is completed to the required level prior to the catch up time the student will not be required to attend.
2. If the failure to complete work escalates beyond day to day class room management or staff determine that parent involvement/notification is important the use of a Yellow or Red card may become necessary. Below are examples of when these cards may be used.

YELLOW CARD

A Yellow Card (form) is issued for repeated behavioural breaches of the Code of Conduct. For example:

- Refusal to follow teacher instruction
- Multiple late arrivals over a short period of time.
- Repeated disruptive behaviour
- Plagiarism or Cheating

Four Yellow Cards in a relatively short time frame may result in suspension. Students and parents/guardian will be notified in writing via a suspension notice. Parents/Guardians will be notified with a phone call or email. Students sign the yellow card and a copy is emailed to the student and parents/guardians. The original is kept in the student’s file.

RED CARD

A Red Card is issued for major breaches of the Code of Conduct. For example:

- Being under the influence of alcohol or illegal drugs
- Serious and deliberate damage to property (Students/families will also be billed for damage)
- Serious breaches to Occupational Health and Safety practices

A Red Card results in an immediate conference between the student, parents/guardian and Director. The aim of this conference is to determine and agree on a plan to deal with the issue at hand. In may include suspension and in some cases termination of enrolment.

ATTENDANCE

Ranges TEC has legal responsibility for students from the start of the TEC day until students leave the TEC property after classes finish. Punctuality and regular attendance are also important attributes in the workplace. Therefore, it is important that the location of students is known during the day and that any absences are accounted for (in advance). Attendance rolls are marked twice a day.

- Students are free to leave Ranges TEC at lunch time (Parent permission required). It is important to note that this is a privilege granted with responsibility. Students failing to act within the school’s Code of Conduct will lose this privilege.
- Students must inform Ranges TEC Reception on 9738 7100 or text RTEC Mobile 0407 418 681 if they are running late or are to be absent due to illness prior to commencement of the TEC day.
- Students arriving late or leaving early must report to Reception to record accurate times of arrival or departure.
- Students will not be permitted to leave early unless parental permission is received and approved by their Homeroom teacher or other staff member.
- Multiple unexplained late arrivals or absences within a 4 week or lesser period will result in the student being issued a Yellow Card. Repeated non-attendance will result in a student-parent-Director conference.
- Students will not be permitted to travel home unaccompanied by a parent or guardian after dark without prior written permission from their parent/guardian.

COURSE INFORMATION

YEAR 10

Year 10 students participate in a dedicated Ranges TEC program that focuses on providing students with a broad base of vocational skills (taster Program), essential literacy and numeracy skills, involving them in a Rites of Passage program, community projects, sporting program and general wellbeing. The Ranges TEC Year 10 program has been designed to prepare students for Year 11/12 and Certificate II studies.

YEAR 11 AND 12

VCAL is a recognised senior qualification that is issued by the Victorian Curriculum and Assessment Authority. VCAL focuses on training students for vocational pathways.
Students who do VCAL are more likely to be interested in further TAFE training, undertaking an apprenticeship, or entering the workforce after completing Year 12. The VCAL program allows a strong measure of flexibility so that students can design a study program that suits their interests and learning needs. A VCAL Certificate comprises 10 units from 4 strands and can be made up from VCAL units, VCE or VET programs. The 4 compulsory strands are:

- Literacy and Numeracy Skills
- Work Related Skills (structured work placement)
- Industry Specific Skills (Trade Training or VET in Schools)
- Personal Development Skills

The VCAL (Victorian Certificate of Applied Learning) years at Ranges TEC are unique. They focus on Employability Skills, Project Design Process, Community Awareness and Business. Work placement and project based learning is structured to provide students with the opportunity to succeed at the appropriate VCAL level/s, explore and express leadership, personal responsibility and teamwork.

The Victorian Certificate of Applied Learning course has 3 qualification levels: Foundation, Intermediate and Senior. Students will undertake the appropriate course level/s based on goals, interests and capacity. Students also undertake their chosen Nationally Accredited Certificate Program in one of the following areas:

- Building & Construction (Carpentry)
- Engineering Studies
- Furniture Making
- Horticulture
- Hospitality
- An alternate Certificate course at another training organisation (timetable permitting)

### ASSESSMENT

VCAL, like VET is a competency based education system. It is a requirement of the course that students attend as many classes as possible. It is important to recognise that students who miss particular competencies or assessment tasks are at risk in particular learning outcomes or subjects. Teachers will support students with required work but it is important to note that students should take responsibility in regards missed work. This is especially true of Intermediate and Senior VCAL students. Students undertake a variety of assignments, projects, individual and group activities and practical tasks that are assessed in a wide variety of ways. As with other work at Ranges TEC assessment tasks will, depending on the nature of the task, be issued with a due date. It is the student’s responsibility to complete the work by the due date or request an extension.

Ranges TEC aims to support students complete the required work. Firstly, the amount of required work is challenging but not unreasonable. If the student cannot complete the required work in class or at home in a timely fashion extra sessions will be allocated outside normal timetable hours. Students who struggle to complete work will be required to attend these sessions until the required work is up to date. Parents and students will be notified via email when this course of action is required.

### PLAGIARISM AND CHEATING

**CHEATING** is defined as acting dishonestly or unfairly in order to gain advantage. In an assessment situation cheating may involve concealing and accessing notes or answers in a closed-book test. Plagiarism is a form of cheating.

**PLAGIARISM** is the act of copying and using another person’s works as though they are one’s own by failing to properly acknowledge that person/s. Intentional Plagiarism is associated with intent to deceive. Consequences of plagiarism and cheating can include any of the following at Ranges TEC’s discretion:

- A warning (being issued a Yellow Card) which will most likely include a requirement to re-submit affected coursework and/or undertake re-assessment
- Allocation of a Not Satisfactory/Not Yet Competent result for affected units which will most likely include a requirement to re-submit affected coursework and/or undertake re-assessment
- For repeated offences, a conference between the student, parents/guardian and Director will take place and the student may have their enrolment with Ranges TEC terminated

### ROUNDTABLES & REPORTS

As a student at Ranges TEC you are entitled to receive timely feedback and information on your assessment and progress in the course. Two of the more formal ways in which this occurs is through Reports and Roundtables.

### ROUNDTABLES

Held at the conclusion of Terms 1 and 3 Roundtables are an important time to catch up with you and your parents/guardians about your progress in the course. You will be encouraged to have a 15 minute roundtable discussion with both your VCAL teacher and your Trade Teacher where available.

### REPORTS

Student reports are a formal means of communication between Ranges TEC, you and your parents/guardians. Reports summarise each semester of study and include teacher comments in all key areas. Your report will highlight any areas that may need attention and give guidance to assist you set some goals for the next semester of work. Reports go home at the end of Terms 2 and 4.
WORK PLACEMENT

A key feature of all Ranges TEC programs is that training goes ‘hand in glove’ with ‘real work’. Work is found either through industry partnerships, or by students. Work Placement is a vital component of VCAL and VET at Ranges TEC. Students will be supported by Homeroom teachers, Administration staff and their Work Related Skills Teacher.

YEAR 10 STUDENTS: 2 x 1 week, 1x2 week, 10x1 day
YEAR 11 & 12 STUDENTS: 1 day/week during school terms, 3 x 1 week, 1x2 week.

Structured Workplace Learning provides excellent opportunities to put into practice the technical and employability skills developed during training. A structured work placement:

- Links education to the workplace
- Improves knowledge of training and career opportunities
- Increases vocational skills and provides ‘on the job’ experience
- Develops employability skills
- Provides opportunities to meet potential employers

For more information regarding Structured Workplace Learning talk with your teachers.

SCHOOL-BASED APPRENTICESHIPS

Australian Apprenticeships (apprenticeships or traineeships) may be full-time, part-time or school-based. At Ranges TEC our timetable supports our Year 11 and 12 students to accept School-based apprenticeships. A school-based apprenticeship allows a student to complete both their VCAL and Certificate II pre-apprenticeship level qualification while gaining on-the-job experience in their chosen field (Building and Construction must be undertaken at Certificate III level).

The program is undertaken under a training contract with an employer, has a training plan signed by the school that is formally registered and leads to a nationally recognised qualification at Certificate II, III or IV level. It also includes paid work under some form of industrial agreement that endorses part-time apprenticeships, such as a Federal Industrial Award, Australian Workplace Agreement (AWA) or Collective Agreement.

Many school based apprentices and trainees move on to a full-time contract with their employer after leaving school, while others choose to continue their education and training at a Registered Training Organisation (e.g. TAFE) or University. There are incentives paid to an Employer who takes on a School-based apprentice (Local apprenticeship centre can provide further information to Employers about this)

HOW DOES IT WORK?

Students undertaking a School-based apprenticeship undertake a minimum of 13 hours/week on the job and in training per week. i.e. A Ranges TEC student completing a SBAT undertakes 1 day on the job, 1 to 2 days in VET training (normally at Ranges TEC) and 2 days VCAL study at Ranges TEC per week. A student completing a SBAT is not required to undertake Structured Workplace Learning but may use SWL weeks to work additional hours with their employer.

WHAT DO I NEED TO DO?

1. Find an Employer who is willing to offer you a School-based Apprenticeship or Traineeship (SBAT)
2. Speak with the Director and provide him/her the contact details of the Employer willing to take you on as a SBAT.
3. The contract will be organised by a local Apprenticeship Centre.
4. Where Ranges TEC delivers the training component of the SBAT (i.e. Certificate II) we prepare the Training Plan
5. Ranges TEC Director endorses the SBAT/Training Plan
6. Signed Training Plan (Employer, Student & Director) is forwarded to the apprenticeship centre.
7. Once all the paperwork is finalised you can commence your SBAT.

Note: some industry groups require SBATs to be undertaken at Certificate III level.

For more information, please talk to the Director.

ACCESS TO TEACHERS

Teachers are frequently available for consultation with students about their work or matters affecting their course work. There is an emphasis on establishing close working relationships between teachers and students. Students should, wherever possible, give notice of any requests for interviews or consultations as instant help is not always possible. Parents are encouraged to contact the staff if they have questions about the program or a student’s progress. Email is the preferred method of communication.

COMPLAINTS PROCEDURES

When things aren’t working out for you, follow these steps:

1. Attempt to resolve the matter informally with your teacher
2. If this discussion is not successful, you should then make an appointment to speak informally with the Ranges TEC Director. You can bring a friend to this meeting for support
3. If you feel that the matter is still not resolved to your satisfaction you should complete the
Complaints form (found on the Ranges TEC website) giving:
4. The reason/s why you think that you have not been treated fairly
5. Any additional information which might make the issue clearer
6. Attach copies of any relevant documents
7. Take a copy of the completed form for your records and hand in the original Complaints form to the Ranges TEC Director no later than 1 month after the original discussion took place.
8. A written response will be provided within a 2 week period of the submission of the Complaints form
9. If you are still unsatisfied with the outcome you can request that the matter be referred to the Mount Evelyn Christian School Principal for independent external review
10. If the above process is exhausted and you remain unsatisfied you may lodge a complaint with the VRQA. See our website for details

http://www.rangestec.vic.edu.au/policies

CLOTHING/WORKWEAR

To assist students to prepare for work and for Occupational Health and Safety reasons students are required to ensure their clothing conforms with the following requirements.

WORKSHOP AND SITE WEAR

- Steel cap, slip-resistant leather boots
- Work pants, long or short
- Top with collar and sleeves (long or short) A high visibility top is preferred as this will eliminate the need to wear a high visibility vest when required.

CLOTHING (ON FREE/CASUAL DRESS DAYS)

The midriff, backside or cleavage must not be exposed and tops should not gape when leaning over. Tops must also have sleeves that cover the shoulder. Clothing should not display pictures or slogans that may be offensive to other members of the community.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All students are required to provide (and store in their lockers) their own:

- Banded ear plugs (NB: Make sure the ear plugs you choose can be worn at the same time as your hard hat)
- Non-shaded safety glasses, for inside use. (No UV safety glasses to be used inside)
- UV safety glasses for outside use (optional). Normal safety glasses can be used if no UV safety glasses are available. No normal sunglasses to be used while working outside.
- High visibility vest
- Broad brimmed hat (for outside work in Terms 1 & 4)
- Sunscreen (for outside work in Terms 1 & 4).

Students are also reminded to be sun-smart while working outside. You are required to wear sunscreen and a broad-brimmed hat for work outside during Terms 1 and 4.

Other PPE items will be provided as required and must be worn as directed, without exception.

SAFETY

- HAIR: should not cover eyes and hair that is longer than shoulder length should be tied back (and up when near machinery) for safety reasons.
- JEWELLERY AND PIERCINGS: No jewellery permitted in workshops. Any jewellery or piercings that cannot be removed must be securely taped.
- TOPS: should not have any hanging cords when near machinery in workshops or the kitchen

YEAR 11 & 12 TRADE SPECIFIC WORKWEAR REQUIREMENTS

Some students have additional workwear requirements. For example: Cert II Kitchen Operations: Chef pants, jacket, apron and hat. Information about additional workwear will be supplied at orientation.

If you attend Ranges TEC without the appropriate clothing or PPE items you will be excluded from practical classes. Failure to be appropriately attired will result in the student being sent home.

LOCKERS

Lockers are allocated and the beginning of the year during Orientation week to full-time Ranges TEC students. Lockers are provided so that you have somewhere to securely store personal items, books and change of clothes. Students are to supply their own lock.

COMPUTERS

Full time students are to provide their own (approved) chromebook. All students are required to sign the Ranges TEC Internet Use Agreement at the beginning of each year, which defines correct use of computers at Ranges TEC.

Students who breach this agreement will be banned from using the Internet. Further breaches will necessitate a conference between students, parents and director.

PROTECTING YOURSELF ONLINE

Social networking has become an extremely popular online activity that allows people to broadcast a great deal of information about themselves and their families. Protect yourself online by being alert, protecting your logins and passwords.
STUDENT SUPPORT SERVICES

LEARNER SUPPORT

Language, Literacy and Numeracy (LL&N) needs of students are discussed at your Enrolment Interview or in more detail at a later date if required. Assessment of students will be undertaken early in their life at Ranges TEC. If required, our Education Support Coordinator will schedule a meeting with parents to discuss the next step. Teaching staff monitor student LL&N needs throughout each term and are available to help you meet the LL&N requirements of your course. If you feel that you need additional support during your studies please speak with your Homeroom teacher and/or the Education Support Coordinator.

MENTORING

Students in all year levels meet with their homeroom teacher on a one on one basis on a regular basis. These times aim to address career needs identified in Structured Workplace Learning, address study progress and needs and discuss issues that may be impacting the students ability to make the most of their time at Ranges TEC. If particular issues are identified that move outside the scope of a mentoring relationship students may be referred onto professional services (with parent permission).

CAREERS, COUNSELLING & PATHWAY SERVICES

Ranges TEC is committed to providing you with appropriate support and guidance services. This includes exploring opportunities for future pathways to post school training and apprenticeships and possible Recognition of Prior Learning [RPL] and Recognition of Current Competencies [RCC] opportunities.

Your Homeroom Teacher is the first person to contact for support regarding your studies at Ranges TEC. You can discuss a range of issues with them including choosing and planning your program at Ranges TEC, study skills, time management and any learning issues etc. Your Trade Teachers are also available to support you with your career development.

STUDY TIPS

To effectively study you need to consider: Your study environment

- How you organise yourself
- Organise your work
- Your approach to learning

ORGANISE YOURSELF

Organise yourself by:

- Setting goals and developing timelines to monitor your progress
- Setting yourself regular study times when you are not tired
- Breaking a large task into small manageable chunks
- Starting a task, if you have limited time. Don’t procrastinate

ORGANISE YOUR WORK

Organise your work by using:

- Folders, files, memory stick or google drive to store your work (always keep a backup)
- Course/unit checklists to self-assess and monitor your progress

YOUR APPROACH TO LEARNING

- Use people around you as a resource to answer questions, discuss ideas, proof read work and provide relevant examples
- Check what you are currently learning against what you already know

STUDENT VEHICLES

Students who drive a car to and from Ranges TEC must advise the registration number to Ranges TEC Reception. Students may only travel as passengers in another student’s vehicle provided they have written permission from a parent or guardian.

TIMES

For full time students, school begins at 8.50 and finishes at 3.10. A detailed timetable and calendar will be issued prior to the year commencing. It is important students and parents familiarise themselves with both documents.

TOOLS FOR THE TRADE (SPECIALIST BOOKS)

Certain trades require a set of basic trade tools and specialist books. List will be provided prior tocommencing your class. It is important that students purchase these materials. If you require further advice please talk to your trade teacher.
RECREATION AREAS

A fridge, microwave, sandwich makers and kettle are provided for student/staff use. It is the responsibility of all users to keep the facilities clean and tidy at all times. A pool table and table tennis tables are also available for student use.

CLEANING

All students are responsible for maintaining clean and tidy classrooms. At the end of each break, students are required to do cleaning duties. A roster will be provided. These duties are an important part of student assessment. Examples include:

- Wipe down kitchenette benches, tables, chairs, microwave, and sandwich maker
- Remove litter from tables, benches & floors
- Empty classroom bins/recycling
- Vacuum floor
- Load & empty dishwashers
- Switch off lights

EMERGENCIES

Each Ranges TEC Learning Site (Main Campus and Community Farm) has an Evacuation Plan to deal with emergencies such as fires. This information is displayed in classrooms and other areas.

WHAT TO DO IN AN EMERGENCY...

If you hear the continuous siren or you are told to evacuate the area:

1. Remain calm
2. If in class, follow your teacher’s instructions
3. When told to do so, move with your group to the designated assembly area, (in car park) and remain there for roll call
4. Listen for your name and respond clearly – otherwise someone may put themselves in danger by going to look for you
5. If you are not in class, proceed to the designated assembly area.
6. Don’t wander off to sightsee or try to collect personal belongings from lockers or classrooms
7. If you are asked to help by notifying other classes, report back to the assembly area as soon as you can
8. Report any missing person to nearest member of staff (at the assembly area)
9. Remain at the assembly area until instructed by staff that you may leave

FIRST AID

A number of staff at Ranges TEC have completed first aid training. If you need first aid, advise a member of staff or go to reception to receive assistance.

VISITORS

Any person wishing to visit students or staff members during Ranges TEC hours must sign in at reception. Students are not permitted to invite friends onto property during school hours. Please direct any unknown persons/visitors to Reception