

Department	Vocational Education & Training		Author	Curriculum Manager	
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				External	Ranges TEC Students Prospective Clients

1.0 Policy Overview

Members of the Ranges TEC community are expected to treat each other with care, courtesy and fairness; and to use acceptable language at all times, therefore violence, intimidation or bullying will not be tolerated.

2.0 Context

The following summary forms the context for the development and implementation of policies governing the Pastoral Care and the Management of Students.

- 2.1 Ranges TEC is committed to respecting the dignity of each individual as a person created and loved by God, to promoting the development of self esteem and to foster an appreciation of the dignity and value of others. It is therefore the basis on which the Student Code of Conduct, Pastoral Care and Student Management Policies are developed.
- 2.2 The underlying aims of the Pastoral Care and Student Management Policies are to develop a sense of responsibility for self, to create a harmonious environment in which all are able to study and learn, to work co-operatively, to relate to others with respect and acceptance of differences, to strive for and achieve their goals as Students.

3.0 Expectations – encapsulated in the Code of Conduct provided at the end of this document

- 3.1 No-one is to prevent others from learning.
- 3.2 As staff have the responsibility for safety and the direction of the learning at Ranges TEC, Students are expected to carry out all lawful directives given by staff.
- 3.3 Care is to be taken of the Ranges TEC environment and each other's property.
- 3.4 Members of the Ranges TEC community are to be present for and punctual to all classes, and Ranges TEC activities for which they are scheduled.
- 3.5 Students are not to involve themselves in violence, harassment or intimidation of fellow Students, staff or any members of the general community whilst enrolled at Ranges TEC.
- 3.6 Smoking, drinking alcohol or misuse of other drugs at Ranges TEC, on the way to and from Ranges TEC or whilst engaged in activities related Ranges TEC are not permitted.
- 3.7 Students are to adhere to the dress code while at Ranges TEC, between home and Ranges TEC, and while engaged in activities related to Ranges TEC, unless directed otherwise
- 3.8 Dangerous or expensive items are not to be brought on to the Ranges TEC property.

4.0 Possible consequences of breaching the Student Welfare and Guidance Policy

- 4.1 Consultation with Teacher/Trainer, VET in Schools Coordinator and Student
- 4.2 Counselling and support
- 4.3 Suspension
- 4.4 Termination of enrolment
- 4.5 Criminal actions will be referred to the appropriate authorities

5.0 Anti Smoking Policy

5.1 Ranges TEC is a smoke free environment. Student consequences for smoking on RangesTEC property will be RangesTEC contacting the home school and indicating that the student has breached the anti-smoking policy and that any further breaches will result in termination of enrolment at RangesTEC for that student.

6.0 Student Support Services

Student Support Services is the name given to programs which support student educational programs, Student's wellbeing and careers planning. Most of these will be driven by the home school, but RangesTEC is happy to assist in the general ways described below.

What are these programs?

- Participation in career pathways discussion with home school careers coordinator or VET coordinator.
- Work experience / Work Placement. All Ranges TEC fulltime students will participate in work experience and placement as an integral part of their program. It is recommended that students from other home schools undertaking VET participate in work placement. The coordination of such placement is the responsibility of the work placement coordinator, VET coordinator or careers teacher of the home school. Ranges TEC has structured VET programs in such a way that students from other schools are not disadvantaged by their limited exposure to work placement.
- Individual Learning programs, which take into account individual differences and their related learning issues. These may be developed on discussion with the VET coordinator from the home school.
- ESL or NESB Program. Students may make use of these supports through discussion with RangesTEC and the home school

8.0 Further Resources

- Relationships: "When love hurts" www.dvirc.org.au/whenlove
- Domestic violence and Incest www.burstingthebubble.com
- Anxiety: Adavic Anxiety Disorders Association www.adavic.org
- Same Sex Attraction: www.also.org.au/alsorts
- Drug and Alcohol Youth Outreach Team 9689 5533

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 ahead 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 school 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.

EXTERNAL (PART TIME) STUDENTS

If you are a part-time student undertaking your VET program with Ranges TEC, breaches of the Code of Conduct will result in contact with your school and in some cases termination of enrolment at Ranges TEC. In most cases the home school will be notified by email or phone.