



# 2024 VET

## STUDENT HANDBOOK

(RTO 22559)

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## 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 your 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.

Blessings,

**RIC THORPE**

**RANGES TEC DIRECTOR**



## 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 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 VET 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 via application

## 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. The following describes actions that will be followed in situations where a student breaches the code of conduct.

#### 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, and plagiarism or cheating.

#### 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 (note students/families will also be billed for damage), and serious breaches to Occupational Health and Safety practices.

#### 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. Yellow and/or Red Cards may be used as a means of notification for external students but in most cases the home school will be notified by email or phone.

## ASSESSMENT (VET COURSES)

All assessment tasks must be submitted by the published due date provided in your **Learner Assessment Guides**. These guides are handed out by your teachers, during Assessment Briefings, at the beginning of each Cluster and at least 2 weeks prior to the first assessment due date.

**VERBAL ASSESSMENT BRIEFINGS** outline the requirements of each task and provide you with an opportunity to ask questions.

The Learner Assessment Guides outline the assessment requirements for a Cluster (group) of Units of Competency. For each cluster of modules/units your Assessment Guide will provide information on...

- Units of competency being assessed
- How you will be assessed
- When and where you will be assessed
- Due dates

*It is your responsibility to read the information contained in the guides and to ensure that you understand the information in them. If you don't understand or are unsure about what is required, please ask your teacher.*

In class, assessment briefings by your teacher will outline:

- How feedback on your progress will be provided
- How your results will be recorded
- How you can appeal if you think the assessment has been unfair
- Where to access more information/resources to support you with your assessment

### ASSESSMENT EVENTS (IN-CLASS)

**Attendance and participation each week is really important** because the bulk of assessment takes place during class e.g. observations and demonstrations. You must attend all scheduled in-class assessment events, e.g. quizzes, demonstrations and observations at the time/date published in the Learner Assessment Guide. If you miss an assessment event without an extension request/valid reason, you will need to discuss with your teacher an appropriate time for another opportunity (if available) to be assessed.

### EXTENSIONS

If you can't get an assessment task in on time or attend an assessment event, you must discuss options for extension or another assessment date with your teacher.

Your teacher will consider the extension request and advise whether or not it has been granted. If approved, the teacher will advise you of the task's revised due date.

Failure to hand in work by the revised due date (where an extension request has been approved) will result in students receiving a 'Not Satisfactory' result for the task.

### RE-ASSESSMENT

If you hand-in assessment on time and it is assessed as requiring Further Evidence (FE) your teacher will provide you with written feedback and instruction on what evidence is required together with a due date for this. Failure to submit work by this due date will result in you receiving a Not Satisfactory (NS) result for the assessment task.

### RESULTS

You must achieve a **'Satisfactory' (S) result** for **ALL Assessment tasks** to be deemed competent and be awarded a **Competent Grade (CM)** for a module/competency or cluster of modules/competencies i.e. if you receive a 'Not Satisfactory' (NS) result for a task you will be awarded a Not Yet Competent Grade (NYC) for a module/competency or cluster of modules/competencies

Official Statements of Attainment are issued at the end of each academic year.

You can receive information about your progress in the course at any time by talking to your teacher. You will also be provided formal feedback via written reports at the end of Semesters one and two.

### SPECIAL CONSIDERATION

Students may apply for special consideration in assessment on the grounds of disability, medical or compassionate reasons. To apply for special consideration, please speak with your teacher.

## SUBMITTING ASSESSMENT TASKS

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Information and instruction regarding submission of tasks will be provided by your teacher during in-class assessment briefings.

## RECOGNITION OF PRIOR LEARNING

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### WHAT IS IT?

Recognition of Prior Learning (RPL) is the formal acknowledgement of a person's competencies, regardless of how, when or where the learning occurred. It is an integral component of the vocational educational and training system in Australia and is also referred to by a number of other terms, such as Recognition of Current Competencies (RCC). Successful RPL means students can access education and training where gaps exist. You do not need to repeat learning of what you already know. If RPL is granted for a TAFE/VET unit, the student receives the same Statement of Attainment as students who complete that unit.

Under the Australian Quality Training Framework, competencies may be attained through:

- Formal or informal training and education
- Work experience
- General life experience
- Any combination of the above

### WHAT IS THE RPL PROCESS?

If you wish to apply for RPL please talk to your teacher. They will refer you to administration who will schedule an appointment with Ranges TEC VET manager.

## VET COURSE COMPLETION AND RESULTS

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To complete a qualification, you must satisfactorily complete all core or compulsory units and the prescribed minimum number of elective units, in accordance with the training package qualification/course packaging guidelines.

Students must complete at least 25% of the units in a qualification at Ranges TEC to be eligible for that Ranges TEC qualification. RPL can be granted for an entire qualification, but at least 25% of the RPL assessment must be undertaken by Ranges TEC assessors.

Statements of Attainment list all the modules and/or competencies that you have enrolled in and the results you have achieved. Statements of Attainment are posted to you

either in July (for studies completed mid-year) or in January (for studies completed at the end of the previous year).

Testamurs are formal documents which state that you have successfully completed your course. Ranges TEC will issue you a testamur on successful completion of all course requirements.

## PLAGIARISM AND CHEATING

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**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

For more information see the Training & Assessment Policy on the Ranges TEC website

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

## 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:

- The reason/s why you think that you have not been treated fairly
  - Any additional information which might make the issue clearer
  - Attach copies of any relevant documents
4. 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.
  5. A written response will be provided within a 2 week period of the submission of the Complaints form
  6. 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.
  7. If you are still unsatisfied with the outcome you can request that the matter be referred to Independent Schools Victoria for further review.

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 and PPE conforms with requirements set out in the VET Course Brochures.

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 & 4.

PPE items must be worn as directed, without exception.

If you attend Ranges TEC without the appropriate clothing or PPE items you will be excluded from practical classes.

## 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

## COMPUTERS

When able VET students are to provide their own chromebook. Students will be given access to the internet when at Ranges TEC. Ranges TEC will provide class sets that can be utilised at Ranges TEC in class. These can be used by students that do not have a chromebook or for class work that requires specific programs.

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. Repeated breaches may result in termination of enrolment.

## 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.

## 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 Docs 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 SUPPORT SERVICES

#### LEARNER SUPPORT

Teaching staff monitor student Language, Literacy and Numeracy (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.

### TOOLS FOR THE TRADE (SPECIALIST BOOKS)

Certain trades require a set of basic trade tools and specialist books. List will be provided prior to commencing 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 in Unit 1. It is the responsibility of all users to keep the facilities clean and tidy at all times.

### 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 for each VET class. Examples include:

- Wipe down kitchenette benches, tables, chairs, microwave, and sandwich maker
- Remove litter from tables, benches & floors
- Vacuum floor
- Load & empty dishwashers

### EMERGENCIES

Each Ranges TEC Learning Sites (Main Campus, Community Farm and Hangar) 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.

#### SAFETY

We are committed to your safety. Contact a member of staff if you have any security concerns. Please direct any unknown persons/visitors to Reception. For lost property please go to Reception.

### 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.

## VISITORS

Any person wishing to visit students or staff members during Ranges TEC hours must obtain permission from the Director and a Visitor's Pass from Reception. Students are not permitted to invite friends onto property during school hours.

## GLOSSARY

### APPEAL PROCESS

A process whereby the person being assessed or other interested party, such as an employer, may dispute the outcome of an assessment and seek reassessment. From Training Package for Assessment and Workplace Training

### ASSESSMENT

Assessment means the process of collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard expected in the workplace as expressed in the relevant endorsed industry/enterprise competency standards or the learning outcomes of an accredited course. From AQTF Standards for RTOs.

### ASSESSMENT PLAN

An assessment plan is a document developed by an assessor that includes the elements and units of competency to be assessed, when the assessment will occur, how the assessment will occur, the assessment methods to be used and the criteria for the assessment decision. *Also see Evidence plan.*

### ASSESSMENT PROCESS

The assessment process is the agreed series of steps that the candidate undertakes within the enrolment, assessment, recording and reporting cycle. The process must best suit the needs of all stakeholders and be both efficient and cost-effective. The agreed assessment process is often expressed as a flow chart.

### ASSESSMENT TOOL

An assessment tool contains both the instrument and the instructions for gathering and interpreting evidence:

Instrument(s) – the specific questions or activity developed from the selected assessment methods to be used for the assessment. (A profile of acceptable performance and the decision making rules for the assessor may also be included.)

Procedures – the information/instructions given to the candidate and/or the assessor regarding conditions under which the assessment should be conducted and recorded. *Also see Evidence gathering techniques.*

### AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeships means structured training arrangements, usually involving on and off-the-job training, for a person employed under an apprenticeship/traineeship training contract.

### AUSTRALIAN QUALITY TRAINING FRAMEWORK (AQTF)

Australian Quality Training Framework (AQTF) means the nationally agreed Recognition arrangements for the vocational education and training sector. *From AQTF Standards for RTOs.*

### COMPETENCY

The specification of knowledge and skill and the application of that knowledge and skill to the standards of performance required in the workplace.

### COMPETENCY STANDARD

Competency standards define the competencies required for effective performance in the workplace. Standards are expressed in outcome terms and have a standard format comprising unit title, unit descriptor, elements, performance criteria, range statement and evidence guide. Also see Unit(s) of competency.

### ELEMENT

An element is the basic building block of the unit of competency. Elements describe the tasks that make up the broader function or job described by the unit.

### EVIDENCE AND 'QUALITY' EVIDENCE

Evidence is information gathered which, when matched against the performance criteria, provides proof of competency. Evidence can take many forms and be gathered from a number of sources. Assessors often categorise evidence in different ways, for example:

direct, indirect and supplementary sources of evidence, evidence collected by the candidate or evidence collected by the assessor, historical and recent evidence collected by the candidate, and current evidence collected by the assessor. Quality evidence is valid, authentic, sufficient and current evidence that enables the assessor to make the assessment judgement.

### EVIDENCE GATHERING TECHNIQUES

Evidence gathering technique means the particular technique or method used to gather different types of evidence. This may include methods or techniques such as questioning, observation, third party reports, interviews, simulations and portfolios. *Also see Assessment method.*

### EVIDENCE PLAN

An evidence plan is a document developed by an assessor, often in collaboration with the candidate and the supervisor or technical expert. It includes the units of competency to be assessed, details of the type of evidence to be collected, information regarding who is to collect the evidence and the time period for doing so. *Also see Assessment plan.*

### LEGISLATION

Key legislation relevant to Ranges TEC includes, but not limited to: Education and Training Reform (2006), Child Wellbeing and Safety Act (2005), Student Identifiers Act (2014), and Privacy Act 1988 and Australian Privacy Principles (2014). These, and other, legislations govern Ranges TEC processes to ensure that you as a Learner are provided with adequate training in a safe and compliant manner.

### PERFORMANCE CRITERIA

Evaluative statements which specify what is to be assessed and the required level of performance. The performance criteria specify the activities, skills, knowledge and understanding that provide evidence of competent performance for each element. From Training Package for Assessment and Workplace Training.

### QUALIFICATION

Qualification means, in the vocational education and training sector, the formal certification issued by a Registered Training Organisation under the Australian Qualifications Framework (AQF), that a person has achieved all the requirements for a qualification as specified in an endorsed national Training Package or in an accredited course.

#### REASSESSMENT

An assessment activity initiated as a result of an appeal against the outcome of a previous assessment.

#### RECOGNITION PROCESS

Recognition process is a term that covers Recognition of Prior Learning, Recognition of Current Competency and Skills Recognition. All terms refer to Recognition of competencies currently held, regardless of how, when or where the learning occurred. Under the Australian Quality Training Framework, competencies may be attained in a number of ways. This includes through any combination of formal or informal training and education, work experience or general life experience. In order to grant Recognition of Prior Learning/Current Competency the assessor must be confident that the candidate is currently competent against the endorsed industry or enterprise competency standards or outcomes specified in Australian Qualification Framework (AQF) accredited courses. The evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients and work samples. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

#### RECOGNITION OF CURRENT COMPETENCY

See Recognition process.

#### RECOGNITION OF PRIOR LEARNING

See Recognition process.

#### RECORDS OF ASSESSMENT

The information of assessment outcomes that is retained by the organisation responsible for issuing the nationally recognised Statement of Attainment or qualification.

#### REGISTERED TRAINING ORGANISATION (RTO)

Registered Training Organisation (RTO) means a training organisation registered in accordance with the Australian Quality Training Framework, within a defined scope of registration.

#### SELF-ASSESSMENT

Self-assessment is a process that allows candidates being assessed to collect and provide evidence on their own performances against the competency standards. Self-assessment is often used as a pre-assessment tool to help the candidate and assessor to determine what evidence is available and where the gaps may be.

#### SIMULATION

Simulation is a form of evidence gathering that involves the candidate in completing or dealing with a task, activity or problem in an off-the-job situation that replicates the workplace context. Simulations vary from recreating realistic workplace situations such as in the use of flight simulators, through the creation of role plays based on workplace scenarios to the reconstruction of a business situation on a spreadsheet. In developing simulations, the emphasis is not so much on reproducing the external circumstance but on creating situations in which candidates are able to demonstrate Technical skills.

#### UNDERPINNING KNOWLEDGE

- Generic skills such as decision making and problem solving
- Workplace practices such as effective communication

#### SKILLS RECOGNITION

See Recognition process.

#### STATEMENT OF ATTAINMENT

Statement of Attainment means a record of recognised learning which, although falling short of an Australian Qualifications Framework (AQF) qualification, may contribute towards a qualification outcome, either as attainment of competencies within a Training Package, partial completion of a course leading to a qualification or completion of a nationally accredited short course which may accumulate towards a qualification through Recognition processes.

#### TRAINING CONTRACT

An agreement outlining the training and assessment which forms part of an Australian Apprenticeship training contract and is registered with the relevant State or Territory Training Authority.

#### TRAINING PACKAGE

Training Package means an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework qualifications for a specific industry, industry sector or enterprise.

#### TRAINING PLAN

Training plan means a program of training and assessment which is required under an apprenticeship/traineeship training contract and is registered with the relevant State or Territory Training/Recognition Authority.

#### UNIT OF COMPETENCY

Unit of competency means the specification of knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.