



# **STUDENT INFORMATION HANDBOOK**

**235 Station Road**

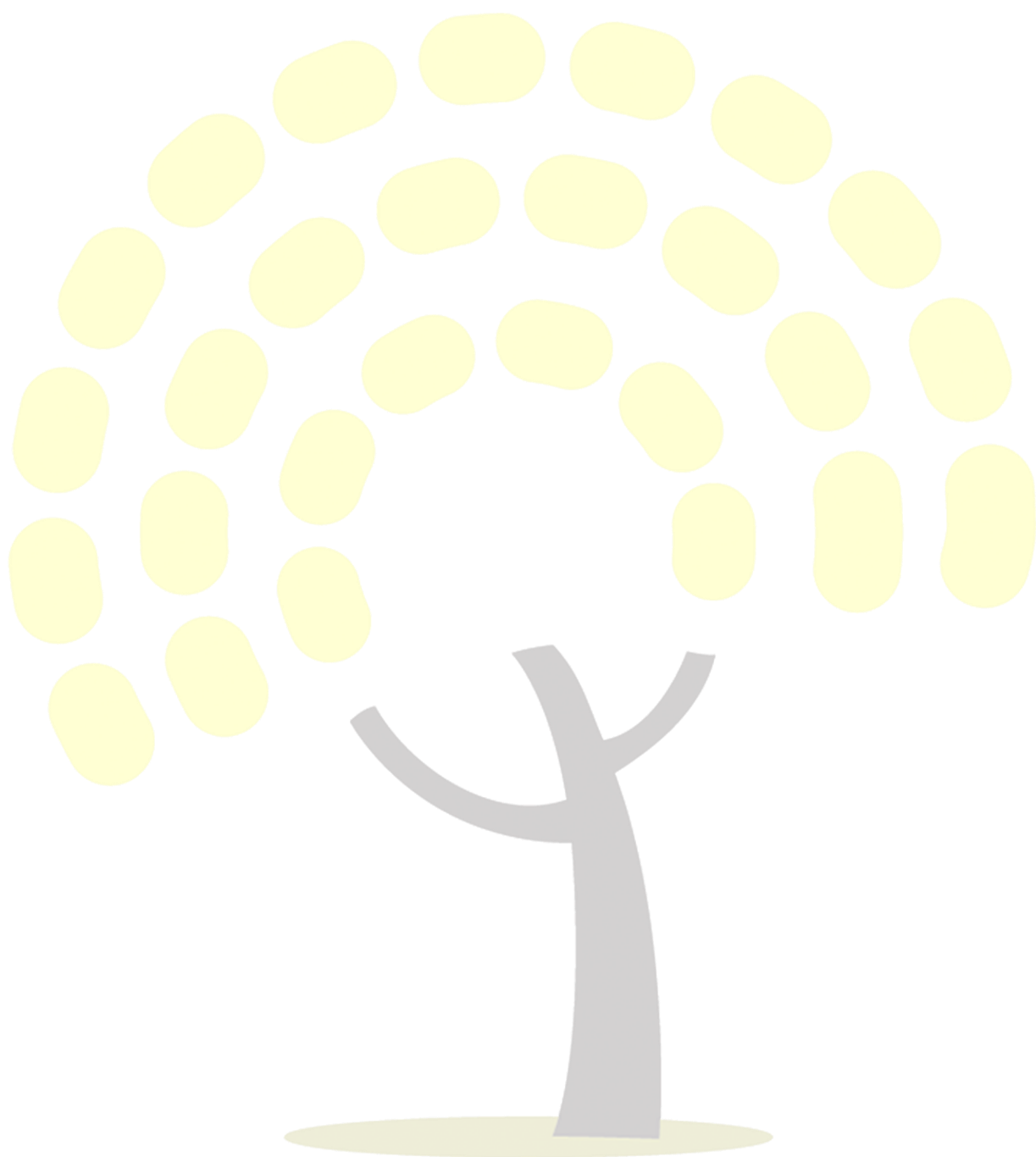
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# 1. Djerriwarrh Community College

Welcome to Djerriwarrh Community College and thank you for choosing our school.

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College delivers the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years. It provides a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their personal, social and educational potential by providing the tools and skills to reflect, set goals and plan.

The VPC and VM certificates provide important skills for students through vocational education, work placement and working in the community.

Our College enables students to create and begin a successful pathway to further education and/or employment. We encourage and support students in achieving their individual best to ensure a positive impact on their education, their community and themselves.

We look forward to working with you as you pursue success and all of its rewards.

## 1.1 School philosophy

### Vision

**To provide a community college that encourages and inspires students to reach their individual personal, social and educational potential.**

### Values

#### Caring

We provide a safe and supportive learning environment for all students.

#### Respectful

We treat all members of our school community fairly and equally.

#### Inclusive

We put the needs of our students first and welcome diversity in our school community.

#### Accountable

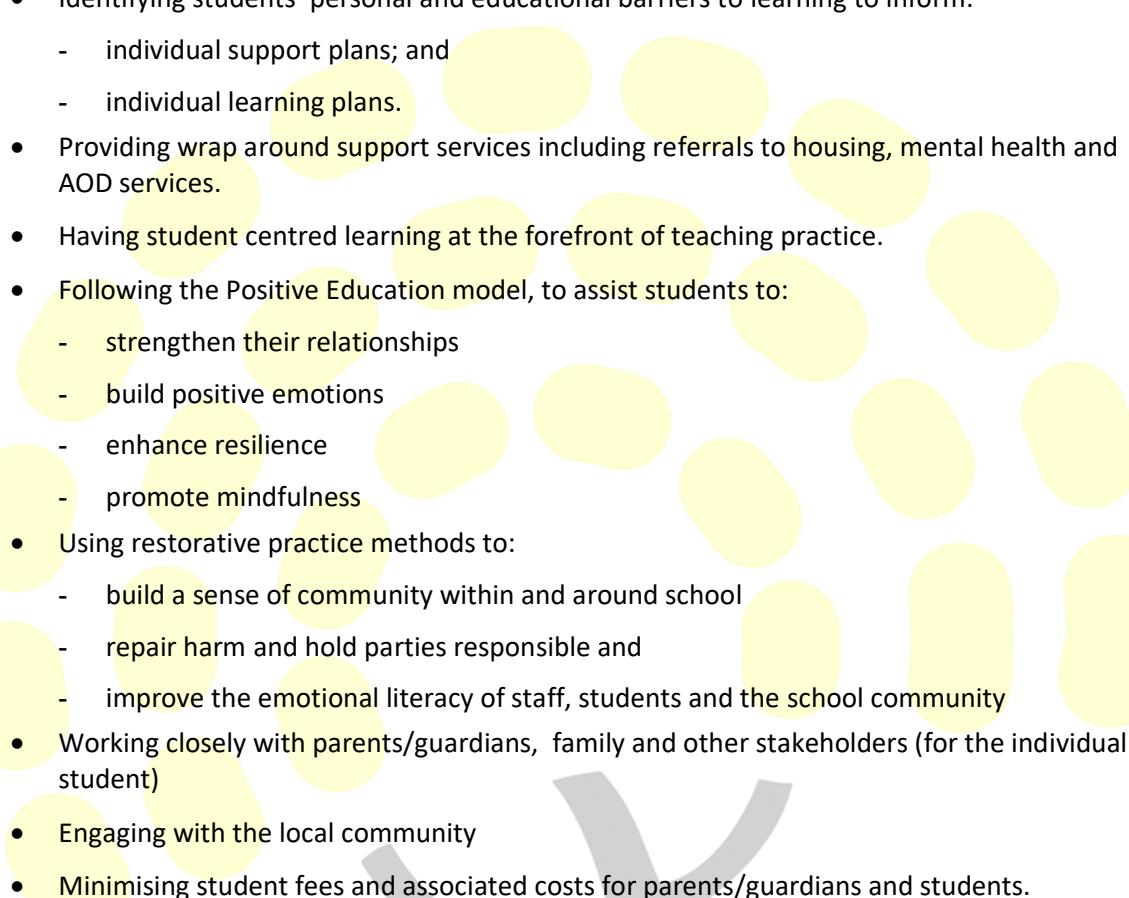
We take responsibility for our decisions and follow through on our commitments.

#### Adaptable

We respond to students needs in creative and flexible ways.

## Our enactment

Djerriwarrh Community College enacts its philosophy by:

- 
- Offering a specialist school with small class sizes and a friendly safe environment.
  - Identifying students' personal and educational barriers to learning to inform:
    - individual support plans; and
    - individual learning plans.
  - Providing wrap around support services including referrals to housing, mental health and AOD services.
  - Having student centred learning at the forefront of teaching practice.
  - Following the Positive Education model, to assist students to:
    - strengthen their relationships
    - build positive emotions
    - enhance resilience
    - promote mindfulness
  - Using restorative practice methods to:
    - build a sense of community within and around school
    - repair harm and hold parties responsible and
    - improve the emotional literacy of staff, students and the school community
  - Working closely with parents/guardians, family and other stakeholders (for the individual student)
  - Engaging with the local community
  - Minimising student fees and associated costs for parents/guardians and students.

## 1.2 Commitment to Australian Democratic Principles

Australian society is defined, among other aspects, by a belief in elected Government; by a commitment to the rule of law, to equal rights for all before the law; and by a belief in freedom of religion, freedom of speech and freedom of association. Our society is also tolerant of a range of religious, political, social and cultural beliefs and values in the context of the fundamental principle of our democracy.

The *Education and Reform Act 2006* requires all education providers to operate in a manner consistent with this set of Australian democratic principles.

In accordance with the Act, Djerriwarrh Community College delivers curriculum programs, learning and teaching in a manner that supports and promotes the principles and practice of Australian democracy. This includes a commitment to:

- elected government;
- the rule of law;
- equal rights for all before the law;
- freedom of religion;
- freedom of speech and association; and
- the values of openness and tolerance.

Djerriwarrh Community College demonstrates this commitment through the enactment of our Vision and Values. We provide a learning environment that is inclusive and respectful of all members of our College community. Our student centred curriculum is designed to develop the skills and knowledge of our Students to enable them to become active and informed global citizens and to contribute positively to a fair and just society.

### **1.3 Keeping children and young people safe**

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Djerriwarrh Community College has zero tolerance for child abuse.

Djerriwarrh Community College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability.

Every person involved in Djerriwarrh Community College has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Djerriwarrh Community College will:

- Take a preventative, proactive and participatory approach to child safety;
- Value and empower children and young people to participate in decisions which affect their lives;
- Foster a culture of openness that supports all persons to safely disclose risks of harm to children and young people;
- Respect diversity in cultures and child rearing practices while keeping child safety paramount;

- Provide written guidance on appropriate conduct and behaviour towards children and young people;
- Engage only the most suitable people to work with our young people and have high quality staff and volunteer supervision and professional development;
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children and young people is at risk; and
- Value the input of and communicate regularly with families and carers.

## 1.4 Respectful Relationships

Respectful Relationships (RR) is a Victorian initiative to help young people deal with a range of challenges they may face in life. RR promotes equality and helps young people learn how to build healthy relationships. The initiative prepares students to face challenges by developing problem-solving skills and building resilience and confidence.

Family violence has a devastating impact on our community and affects people from all walks of life. The Royal Commission into Family Violence recommended Respectful Relationships be introduced to all schools to change attitudes and prevent the prevalence of family violence in future generations.

Respectful Relationships is underpinned by evidence that shows schools can play a key role in preventing family violence by helping students develop an understanding of healthy relationships and respect.

Djerriwarrh Community College is a Respectful Relationship partner school, trained to implement a whole school approach to Respectful Relationships by looking at our culture, practices and policies and driving meaningful change, building an enhanced culture of respect and equality as schools and as workplaces.

RR at the College is supported through curriculum, homegroup, incursions, excursions and events.



## 1.5 Reconciliation

### Reconciliation Action Plan

#### Acknowledgement statement

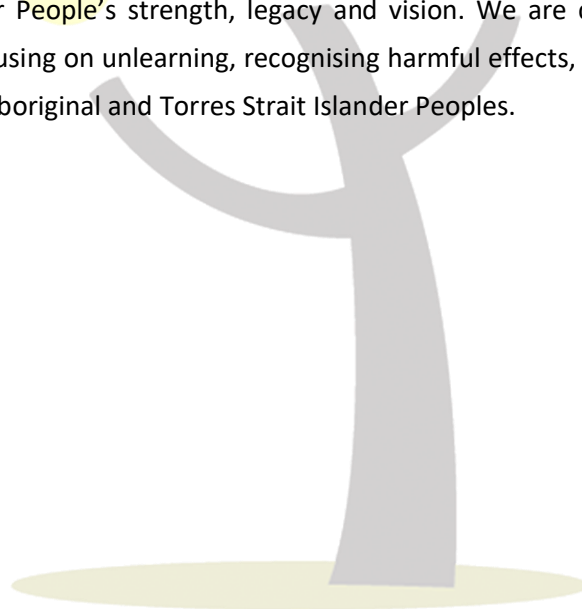
Djerriwarrh Community College acknowledges the Wurundjeri - Wathaurong People as the Traditional Custodians of the lands, skies and waterways on which our school is located, and pay our respects to their Elders past, present and emerging. We acknowledge that sovereignty was never ceded.

#### Vision for Reconciliation

Djerriwarrh Community College's vision for Reconciliation is to foster a positive two-way relationship built on trust and respect between Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander Peoples throughout our classrooms, school and community.

We strive to build a community where our shared identity is shaped by Aboriginal and Torres Strait Islander perspectives. We value, respect, and include these perspectives, recognising their vital role in creating a fair, just, and equitable nation for all.

Djerriwarrh Community College recognises Aboriginal and Torres Strait Islander cultures as the longest living culture and recognise the importance of this culture to the wellbeing and safety of Aboriginal and Torres Strait Islander students, families, staff and community members. We recognise Aboriginal and Torres Strait Islander People's strength, legacy and vision. We are committed to providing a culturally safe school, focusing on unlearning, recognising harmful effects, standing up to racism and amplifying the voices of Aboriginal and Torres Strait Islander Peoples.



## 2. Victorian Pathways Certificate (VPC) & VCE Vocational Major (VM)

The Victorian Pathways Certificate is a hands-on option, which provides practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. It offers a pathway into further education, employment, traineeships or apprenticeships.

The VPC:

- is for students not able or ready to complete the VCE or VCE Vocational Major.
- a program is tailored to meet the needs of the students.
- study over 12 months, or more if needed.
- includes 12 Units across Literacy, Numeracy, Work Related Skills and Personal Development Skills.

This certificate leads into the VCE or VCE VM, entry-level VET or straight into employment

The VCE Vocational Major Certificate is a program within the VCE and:

- is a two-year senior secondary certificate
- is made up of 16 to 20 units
- includes our compulsory subjects: Literacy, Numeracy, Personal Development Skills, Work Related Skills
- includes a compulsory VET subject
- students gain credit from time in workplace
- assessment is based on learning activities
- has no study scores and no ATAR

Djerriwarrh Community College delivers a community-based program targeted to young people aged 15 to 19 years of age. Our curriculum is flexible, applied, student centred and assists our students to develop community partnerships.

## 2.1 Applied learning

Applied learning is education put into practical use, learning which is hands-on, relevant to real situations and personalised to meet each student's needs.

Applied learning has a focus on real life application and takes into account different learning preferences.

Applied Learning in the VPC and VM curriculum includes:

- Learning in classroom contexts;
- Learning in community contexts;
- Adult learning in vocational learning contexts;
- Work based learning in workplace settings;
- Project based learning involving 'real world' issues.

## 2.2 Delivery principles

The Principal and Teachers will:

- negotiate where possible the content of the curriculum to build on your interests, abilities, and strengths;
- focus on practical 'hands-on' opportunities for learning;
- look for opportunities to encourage your personal development and growth ;
- recognise your achievement and contributions both formally and informally;
- encourage and support you to learn;
- help you to understand your preferred learning styles;
- assess your work fairly and give you constructive feedback;
- value your contribution;
- create a safe working environment for all students;
- use restorative practices.

## 2.3 Award Levels

Djerriwarrh Community College offers:

- Victorian Pathways Certificate
- Victorian Certificate Education Vocational Major Certificate

The qualification levels cater for a range of students with different abilities and interests. They also provide a progression in the development of skills, knowledge, and attributes. The level that you start on will be the one that best matches your needs and abilities.

## 2.4 Entry requirements

There are no formal entry requirements for VPC or VM. These certificates have been designed to accommodate flexible entry and exit. Students can enter at the appropriate certificate level to suit their learning needs, abilities and interests.

## 2.5 Structure of the VPC

- For students not able or ready to complete the VCE or VCE Vocational Major
- Program is tailored to meet the needs of the student
- Study over 12 months, or more if needed
- 12 Units across VPC Literacy, VPC Numeracy, VPC Work Related Skills and VPC Personal Development Skills.
- Leads into the VCE or VCE VM, entry-level VET or straight into employment

## 2.6 Structure of the VCE VM

- Two-year senior secondary certificate
- 16 to 20 units
- Four compulsory subjects VCE VM: Literacy, Numeracy, Personal Development Skills, Work Related Skills
- Compulsory VET subject
- Gain credit from time in workplace
- Assessment based on learning activities
- No study scores and no ATAR

College Leadership and our Teachers will work with Students, Parents & Guardians to develop a program that is appropriate for your interests, abilities and strengths.

Additional subjects offered to support the curriculum and students areas of interest include:

- Art and Art Therapy
- Computing
- Physical Education

## **Literacy and Numeracy Skills**

Study in these units is designed to:

- develop knowledge, skills and attributes relevant to reading, writing and oral communication and their practical application in the contexts of everyday life, family, employment, further learning and community
- develop knowledge, skills and attributes relevant to the practical application of numeracy in the contexts of everyday life, further learning, work and community
- provide pathways to further study and work.

## **Industry Specific Skills**

The purpose of the Industry Specific Skills unit is to develop student skills, knowledge and attributes related to one or more vocational contexts in preparation for progression to further learning or employment. The learning program used to meet this strand should focus on vocational contexts, in order for learners to explore available pathway options through the Victorian Certificate of Education (VCE), Vocational Education and Training (VET), Further Education (FE) and employment.

## **Work Related Skills**

The curriculum for the Work Related Skills units is designed to develop employability skills, knowledge and attributes valued within community and work environments as a preparation for employment. The development of employability skills provides learners with a capacity to consider and choose from the range of pathways. The development of occupational health and safety knowledge prepares learners for the workplace.

## **Personal Development Skills**

The purpose of the Personal Development Skills units is to develop student knowledge, skills and attributes that lead to self-development and community engagement through:

- family, social, community and environmental responsibilities
- resilience, self-esteem and efficacy

- health and wellbeing
- valuing participation in a democratic society

### **Skills for further study**

The curriculum for the Skills for Further Study - Senior unit is designed to enable students to develop knowledge and skills for further study. This knowledge and skills will enable them to pursue diverse and higher level education and training pathways in a range of settings.

The Skills for Further Study – Senior unit aims to develop knowledge and skills in the following areas:

- strategies for learning
- time management
- research skills
- pathway planning
- preparation of a portfolio and/or application for further education and training
- oral presentations
- digital literacy.

### **Vocational Education and Training (VET) Programs**

Recognition of Vocational Education and Training (VET) within the VPC and VCE VM ensures that students who complete all or part of a nationally recognised VET qualification may receive credit towards satisfactory completion of their certificate. Students would typically undertake training at Certificate II or III level.

### **VET subjects/qualifications**

Students in both the VPC and VM must engage in VET qualifications at Djerriwarrh Community College.

Students may select from the following options:

1. Undertake a VET Qualification with Djerriwarrh Community College
2. Undertake a VET Qualification with a TAFE or Registered Training Organisation or through the Western Edge Cluster
3. Undertake SIT20322 Certificate II in Hospitality with Djerriwarrh Community & Education Services, a partnership organisation
4. Undertake a School Based Apprenticeship/Traineeship

VET courses are designed to provide you with practical and theoretical experience for future employment. Prior to selecting your VET course, you should carefully consider fields of employment that interest you in order that your VET studies are relevant to your employment goals.

It is your responsibility (in consultation with your parents/guardians and your teacher) to research your VET options, identify a course that suits your needs and interests, ensure you satisfy course requirements and enrol.

## 2.7 Credit and Recognition of Prior Learning

A credit is a successfully completed part of a course of study. If you have already completed units/modules from a Further Education, VET or VCE course these can count towards your certificate.

The Principal will help you to work out any credits from previous study that can be counted and make sure they are documented and reported as part of your certificate.

In addition to credits, there is the Recognition of Prior Learning (RPL) assessment process. RPL is a process to assess successful completion of VPC/VM learning outcomes through skills, knowledge and experience gained in other settings besides traditional school programs, for example through part-time work or voluntary involvement in a community organisation.

RPL can only be applied to a variety of units under the VPC and VCE VM.

If you are interested in applying for RPL, please make an appointment with the Principal to determine your eligibility and for a detailed explanation of the RPL process.

## 2.8 Pathway options

When you complete your VPC or VCE VM, you will have practical work-related experience and a qualification or units of competency that are recognised by TAFE institutes and employers. This helps you move from school into work, an apprenticeship or traineeship and/or further training at TAFE.

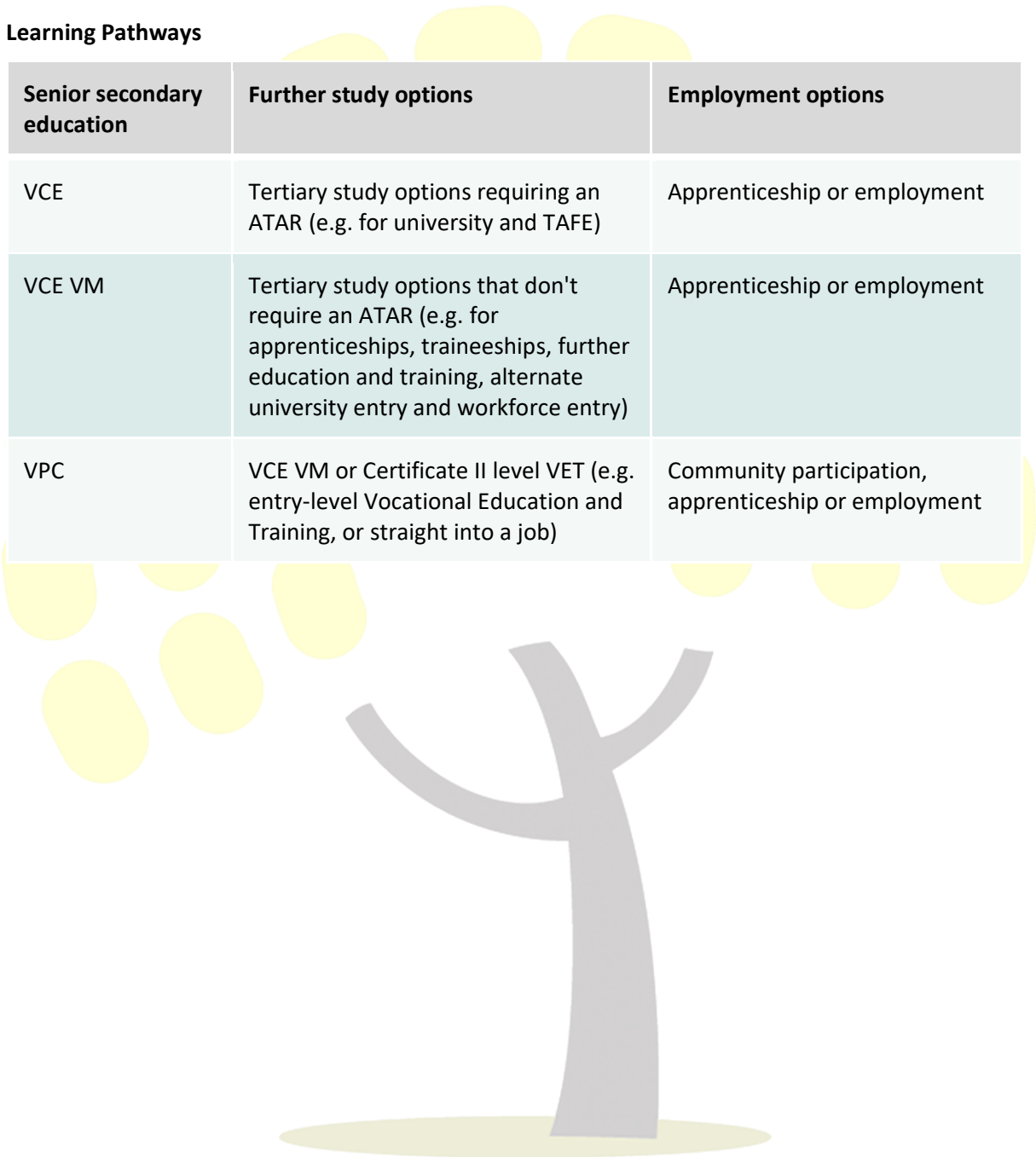
If you start studying for your VPC and successfully complete it, you may consider going on to complete the VCE VM.

You may also choose to complete a pre-apprenticeship or apprenticeship to gain skills and knowledge while working in your chosen industry.

You can also reconsider your options and decide university is the right choice for you and transfer to the VCE.

Entry straight from school is not the only pathway into university. Some people study a vocational education and training course at TAFE while working, leading to a Diploma and then progress to a degree at university. This also is an option for students.

### Learning Pathways



Senior secondary education	Further study options	Employment options
VCE	Tertiary study options requiring an ATAR (e.g. for university and TAFE)	Apprenticeship or employment
VCE VM	Tertiary study options that don't require an ATAR (e.g. for apprenticeships, traineeships, further education and training, alternate university entry and workforce entry)	Apprenticeship or employment
VPC	VCE VM or Certificate II level VET (e.g. entry-level Vocational Education and Training, or straight into a job)	Community participation, apprenticeship or employment



### 3. Administration and Enrolment

#### 3.1 Contact details

<b>Office Hours:</b>	8:00am to 4:00pm Monday to Friday
<b>Address:</b>	235 Station Road, Melton Vic 3337
<b>Phone:</b>	(03) 8746 1082
<b>Email:</b>	<a href="mailto:info@dcc.vic.edu.au">info@dcc.vic.edu.au</a>
<b>Website:</b>	<a href="http://www.dcc.vic.edu.au">www.dcc.vic.edu.au</a>

#### 3.2 College staff

<b>Acting Principal</b>	Jamie Ozga
<b>Assistant Principal</b>	Jeanette Williams
<b>Teacher/Careers &amp; Pathways Coordinator</b>	Marianne Santos
<b>Learning Specialist School Wide Positive Behaviour</b>	Lucy Dowell
<b>Teachers</b>	Kim Snooks and Darrell Leng
<b>VET Trainer</b>	Jeanette Williams Marianne Santos
<b>Administration Officer</b>	Sween Sharma
<b>Youth Worker</b>	Amy Abdullah
<b>Education Support Coordinator</b>	Paula Reynolds
<b>Education Support Coordinator Assistant</b>	Emily Kalos
<b>Education Support Officers</b>	Madison Mangion, Ardini Turner

### 3.3 Term dates \*

<b>Term 1</b>	Tuesday 28 January – Friday 04 April 2025
<b>Term 2</b>	Tuesday 22 April - Friday 04 July 2025
<b>Term 3</b>	Monday 21 July - Friday 19 September 2025
<b>Term 4</b>	Monday 06 October – Friday 07 November 2025

\*Please note: these are subject to change

### 3.4 Timetable

The VPC/VM Program at Djerriwarrh Community College is a full-time course (five days per week):

<b>Monday</b>	Classroom	9:10am-2:45pm
<b>Tuesday</b>	Classroom	9:10am-2:45pm
<b>Wednesday</b>	VET	
<b>Thursday</b>	Classroom	9:10am-2:45pm
<b>Friday</b>	Classroom	9:10am-2:00pm

### 3.5 Session times

<b>Period 1</b>	9:10am – 09:55am
<b>Period 2</b>	09:55am – 10:40 am
<b>Recess</b>	10:40am – 11:00am
<b>Period 3</b>	11:00am – 11:45am
<b>Period 4</b>	11:45am – 12:30am
<b>Lunchtime</b>	12:30pm – 1:15 pm
<b>Period 5</b>	1:15pm – 2:00pm
<b>Period 6</b>	2:00pm – 2:45pm

### 3.6 Application and enrolment

The College will ensure an equitable and fair process for student selection and enrolment by following documented processes.

The College will only consider applications from young people between the 15-19 years of age.

At the discretion of the College, applications preference will be given to young people:

- who experience mental health issues such as anxiety or trauma;
- who have experienced disrupted learning;
- who have disengaged from education due to a deficit;
- who are at risk of disengaging from education;

#### Application process

Students interested in enrolling at Djerriwarrh Community College must complete an expression of interest/referral form through the Website. Shortlisted referrals will then be invited for an enrolment interview. Applicants and their Parents/Guardians will be required to attend an application interview. Prospective students are required to undertake a literacy and numeracy assessment to ensure that they are enrolled at the correct level.

If a place is offered at Djerriwarrh Community College, a letter of offer will be sent out and student, Parents/Guardians will be invited for completing the Enrolment application. All relevant identification documentation, previous School reports & health assessments must be submitted at the time of enrolment.

#### Enrolment

Students are required to fill in the enrolment documents before they commence class. If the student is under the age of 18, the parent/guardian is required to complete and sign the documents.

Students still enrolled in another school must exit before they can enrol at Djerriwarrh Community College.

All students and/or their parent/guardian are required to complete a medical information form to ensure that all staff are aware of any pre-existing medical condition.

Students who are anaphylactic must provide an Individual Anaphylaxis Management Plan as soon as practicable after enrolment and prior to their first day of class.

### 3.7 Fees and charges

The annual school fee is \$250.00, a statement of fee's can be made available upon request. Fees are payable before Term 1 commences or via a payment plan. Please read the Fees and Refunds Policy before signing your enrolment form.

Fees will be refunded according to the Fees and Refunds Policy.

### 3.8 Method of payment

The College accepts the following methods of payment:

- Cheque or money order
- Cash
- EFTPOS (whether over the phone or in person)
- Credit card and debit card payments (fees and charges may apply)

### 3.9 Student records

#### Compass

Djerriwarrh Community College uses a web-based school management system called Compass. This management system allows students to view their timetable electronically, keep track of their work and learning outcomes and communicate with Teachers. Upon enrolment, students are given their personal login details and will have access to online learning resources.

Parents/Guardians are also given a login, this will allow you to communicate with Teachers, keep track of your child's attendance and approve excursions. Compass allows you to stay connected via SMS updates, emails and push notifications. The College Policies, Procedures and forms are also available to Parents/Guardians via Compass.

Student's and parent's/guardian's information will also be entered into Compass.

Students and parents/guardians are required to:

- ensure that all the information provided to the College is accurate;
- notify the College of any contact changes (email, phone, address etc.);
- advise the College of any difficulties or problems they may experience that may affect their study;
- monitor their child's attendance;
- check Compass for school updates; and
- provide consent for incursions/excursions.

### 3.10 Privacy

Djerriwarrh Community College strives to maintain a balance between the need to collect and use your personal information to deliver effective services and the need to protect the privacy of your information. Please read our Privacy Policy or visit our website for more details.

#### Access to your information

As a student you may access your study records on request. These records include copies of assessments you have completed, including RPL applications and assessments, and duplicate copies of statements of attainment and qualifications. Please contact the Administration Officer via the email: [info@dcc.vic.edu.au](mailto:info@dcc.vic.edu.au).

Your personal information will only be disclosed to state or commonwealth government departments, including those departments that provide funding for the programs we deliver. Please refer to our Privacy Policy for more information on how we will protect your privacy.

You may access or update your personal information by calling 03 8746 1000 or by speaking directly to the College's Administration Officer

If you are unhappy with how we have treated your personal information, you may make a complaint following the Complaint policy and procedure.

### 3.11 Complaints and appeals

If a student, parent/guardian or member of the community wishes to make a formal complaint, they are required to complete the College's Complaint Form. The Complaint Form can be accessed via the College's website [www.dcc.vic.edu.au](http://www.dcc.vic.edu.au), through Compass or at reception.

The student, parent/guardian or community member may be supported by staff or a support person to complete the Complaint Form if required. Complainants may also have a support person, such as a family member or cultural liaison, present during the process. Interpreters or translated materials can be provided if needed.

The Complaint Form and any supporting documentation is required be submitted to the Principal, Assistant Principal or Administration Officer in person or by email.

At any time students and/or parents/guardians may contact the Victorian Registrations & Qualifications Authority (VRQA):

Phone: 9637 2806

Online form: <https://www.vrqa.vic.gov.au/complaints/pages/complaints.aspx>

Letter to manager complaints unit, VRQA, GPO box 2317, Melbourne, Vic, 3001

Refer to the Djerriwarrh Community College Complaints and Appeals Policy for further information.



## 4. Assessing and Reporting

### 4.1 Assessment

Under the VPC and VCE VM assessment is on-going throughout the year and different assessment methods are applied to different units. Students are assessed through practical application, teacher observation, participation, formal and informal methods, attendance and written assessment. Students will need to demonstrate their skills in order to complete each outcome.

There are two result codes that are used to report student achievement in each certificate level. These are 'S' and 'N'. The result code 'S' (Satisfied) means satisfactory completion of a unit and the result code 'N' (Not Yet Satisfied) means non-satisfactory completion of a unit.

Students VET component is included in the course requirements. Students must be assessed as competent in their VET units in order to be eligible for their respective certificate.

Teachers will work with students who are assessed as 'N' (Not Yet Satisfied) and provide opportunities to satisfactorily complete units of competency. Students must commit to make up work missed and complete all outcomes in order to successfully achieve their certificate.

### 4.2 Reasonable adjustments

Reasonable adjustments in assessment can be made to meet the needs of individual students. This includes factors such as learning styles, physical or intellectual ability, language, literacy and numeracy levels, cultural background or socio-economic factors. Students and parents/guardians should discuss any concerns they may have with the Principal and Teacher upon enrolment.

### 4.3 Assessment extensions

All assessments and set tasks have deadlines. Students must apply for an extension if they cannot hand in their projects by the due date.

### 4.4 Assessment appeals

If you receive a 'N' (Not Yet Satisfied) result and you do not agree with this outcome, you may appeal the assessment decision. Students can request internal moderation or refer to the Colleges Appeals Policy.

## 4.5 Issuing of certificates and/or Statement of Results

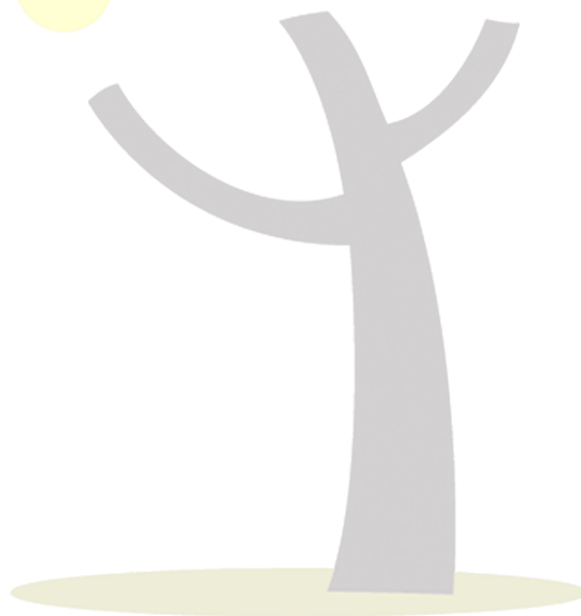
Upon successful completion of the learning program and required hours, students will receive the following:

- Victorian Pathways Certificate and/or
- VCE Vocational Major Certificate
- Statement of Results listing all VPC, VCE and VM units that have been successfully completed as part of your course

All certificates and statement of results are issued by Victorian Curriculum and Assessment Authority (VCAA).

## 4.6 Reporting progress

Student progress will be reported to Parents/Guardians via Semester Report. Parents/Guardians will receive a semester report via compass twice a year outlining student performance and have the opportunity to discuss student performance with their Teacher and/or Principal.





## 5. Studying at Djerriwarrh Community College

Djerriwarrh Community College aims to meet the needs of its student cohort by offering a flexible learning environment that is personalised and engaging. We do this by:

- Offering curriculum that is flexible, applied and student
- Modifying the curriculum when required
- Differentiating classroom activities
- Offering small class sizes between 12-15 students
- Creating Individualised Learning Plans
- Creating support plans to students with diverse needs
- Working closely with community organisations
- Engaging in project-based work
- Access to an onsite Youth worker
- Access to Education Support Workers

### 5.1 Attendance

Students who attend Djerriwarrh Community College make a commitment to keep the school regulations of which punctual and consistent attendance is one. Parents or guardians are expected to support the school in this matter.

You are expected to attend all classes with a minimum of 80% attendance. If your attendance falls below 80%, you and your parent/guardian will be required to attend a meeting with the Principal.

Class attendance is marked at the beginning of each session. Late arrivals and absences are recorded and followed up with a notification to parents/ guardians via text message.

If you are experiencing problems that may be stopping you from coming to classes, please speak with the Principal, your Teacher or the Youth Worker.

Students and Parent/Guardians should read the Djerriwarrh Community College Attendance Policy and Procedure.

## 5.2 Attendance guidelines and procedures

- Students must be in school from 9:10am to 2:45pm.
- Students are to attend all timetabled periods. In addition to VPC/VM classes, this includes all external activities, excursions and scheduled subject activities.
- Students are expected to attend VET and work placement.
- Students are to be punctual to school and to class. Appointments are expected to take place out of school hours. If this is not possible, advance notice is required by a parent/guardian via compass/email /phone call.
- No student may leave the school grounds without the prior approval of the Teacher/Principal. In cases of illness, students must let Teacher/ Principal know and they will give permission to leave the school if appropriate.

### Absences

- If the student will be absent from school, parents/guardians/students should add an attendance note on compass or contact the school office on 8746 1082 or via email at [info@dcc.vic.edu.au](mailto:info@dcc.vic.edu.au).
- For an absence of more than one day, a medical certificate is required.
- Parents/guardians of students will be notified of any unexplained absences or lateness.
- If you are absent, it is your responsibility to find out what has been missed. Teachers will keep extra copies of all handouts and work will be uploaded to compass where possible.

### Student lateness and early leaving

- Students should ring 8746 1082 if they are going to be late. A message can be left if out of hours or if no-one answers the phone.
- On arrival at school, students must attend the reception to obtain a late pass.
- Students leaving early from a timetabled class will need a valid reason to do so.
- Written consent is required from parent/guardian for all request to leave early.
- Before leaving, students must obtain an Early Leave Pass from reception.

## 5.3 Student supervision

School hours for students are 9:10am-2:45pm. Staff supervision is provided from 10 minutes prior to first period and 10 minutes after the last period.

Students will be supervised at lunchtime and on morning and afternoon breaks at all times. Students with permission to leave the premises during breaks may do so but are reminded to return promptly at the end of each break.

## 5.4 Excursions

Supervised excursions are part of the educational curriculum and will be related to your course of study. You are expected to attend all excursions and participate in any activities associated with the excursion. Excursion forms are handed out to students in regards to guidelines and purpose of the trip including educational objectives. These forms must be signed and returned before departure of each excursion.

## 5.5 Community partnerships

Djerriwarrh Community College works closely with community organisations in delivering services and programs that focus on improving the opportunities and resources available to students. These partnerships provide an opportunity for students to access services and for the College to better meet student's needs.

Djerriwarrh Community College works closely with:

- Djerriwarrh Community & Education Services
- Meaningful Minds Psychology
- Reclink Australia
- Reconnect Program
- Navigator Program

## 5.6 Resources

Pencil case with all general stationery.

Folders, books and resources will be supplied by Djerriwarrh Community College

## 5.7 Policies and procedures

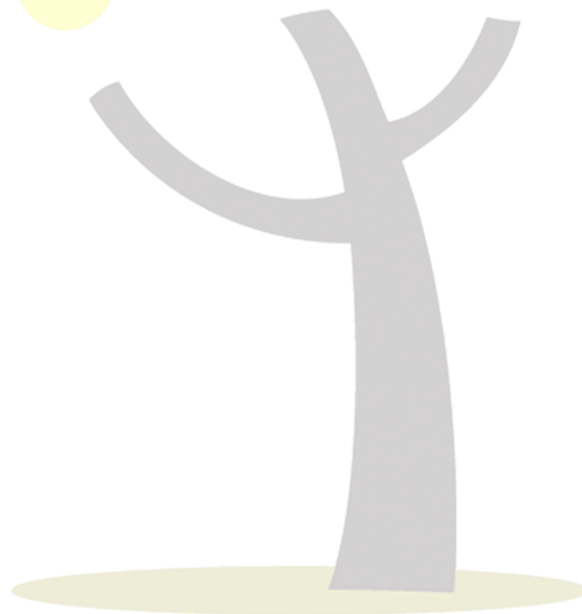
The College has policies and procedures to support all students. These guidelines are put in place to ensure that all students have a successful year.

There are a number of guidelines that you will need to be familiar with and agree to follow to become a student of the College. Your teacher will take you through these policies and the procedures at commencement of the course.

Important documents for you to become familiar with include:

- Student Code of Conduct Policy
- Student Wellbeing and Engagement Policy
- Child Safety Code of Conduct
- Child Safety Policy
- Duty of Care Policy
- Attendance Policy
- Information Communication Technology Policy
- Curriculum and Assessment Policy
- Bullying, Harassment and Cyber Bullying Prevention Policy
- Smoke Free Environment Policy
- SunSmart Policy

College policies are available on the school's website, via Compass or on request from reception.



## 6. Student Conduct

Djerriwarrh Community College acknowledges that staff and student conduct plays an important part in maintaining a friendly and supportive learning environment for all students. Please read our Student Code of Conduct from our website to ensure that you understand the behaviour expected of you at the College.

### 6.1 Student Code of Conduct

All students are required to sign a Student Code of Conduct contract on commencement of the course. Parents/Guardians are also asked to sign and agree to these standards of behaviour.

### 6.2 Student Positive Behaviour Support Management

Djerriwarrh Community College will use a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school.

Behavioural expectations of students, staff and parents/guardians are based on the College Statement of Values, Student Code of Conduct and Parent Code of Conduct.

When a student acts in breach of the behaviour standards of our school, Djerriwarrh Community College will respond as per the College's Student Positive Behaviour Support Management Procedure, informing parents/guardians about the inappropriate student behaviour and the disciplinary action taken by teachers and other College staff.

### 6.3 Prohibited items and behaviour

#### Smoking

Djerriwarrh Community College is a smoke free environment. The entire premises, including car parks and outdoor areas where applicable, are smoke free. This policy applies to all staff, students, contractors and visitors while on College premises.

#### Alcohol and drugs

The College is an alcohol and drug free environment. Use of alcohol or drugs will not be tolerated. Consumption of alcohol is not permitted at Djerriwarrh Community College or at a College event.

Consequences for the use of alcohol or drugs at the College or attending the College under the influence of alcohol or drugs will be determined by the Principal and may lead to a student being suspended or expelled from the College.

Students that attend the College with the appearance of recently consuming alcohol or drugs will have their parent/guardian called to collect them and be sent home.

### **Firearms or weapons**

Under NO CIRCUMSTANCES are firearms or weapons permitted to be brought on to College grounds. If any student is found to be in the possession of either, the student will be subject to disciplinary action, which may result in the immediate termination of enrolment. Cases could also require the matter to be referred to the local authorities.

## **6.4 Harassment and bullying**

The College follows a zero tolerance for harassment and bullying, including cyberbullying, at school and students engaging in this behaviour may be exited from the program.

If a student is experiencing any bullying or harassment issues, they should contact their teacher, youth worker, or the principal. Refer to the Djerriwarrh Community College Bullying, Harassment and Cyber Bullying Prevention Policy.

## **6.5 Use of computers, mobile phones and other electronic equipment**

### **Use of computers**

Computers are to be used for educational, job seeking and training purposes only. The school's network is not to be used for personal use such as entertainment. Use of the network is a privilege, not a right.

### **Mobile phones and electronic devices**

Mobile phones and other electronic devices may only be used during class time with permission from their teacher.

The widespread ownership of mobile phones, iPod/MP3 players, laptops and iPads (and other electronic devices such as cameras and video cameras) among young people requires that teachers, students and parents/guardians take steps to ensure that electronic equipment is used responsibly.

This is to ensure that potential issues involving mobile phones, iPod/MP3 players, laptops and iPads can be clearly identified, ensuring the benefits that such equipment provides (such as increased safety) can continue to be enjoyed by our students.

The College accepts no responsibility for replacing lost, stolen or damaged mobile phones and other electronic devices.

Parents/guardians are reminded that in cases of emergency, the College office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

### **Guidelines for the use of mobile phones and electronic devices**

- Any student with a mobile phone is to leave it switched off or on silent for the duration of each period and it is not to be used unless the student has been given permission to do so.
- Taking photos or filming of students without consent is strictly forbidden. This is viewed as a serious breach of an individual's privacy. Students who have taken photos and videos at school without permission and then transmitted the photo or video to other electronic media such as the internet will have placed their enrolment at the College in jeopardy.
- It is a criminal offence to use a mobile phone or other electronic device to menace, harass or offend another person (e.g. cyber bullying).
- It is strictly forbidden to record visual images or audio in the classroom without teacher consent.
- Students are at all times responsible for their portable technologies and should keep them safe.

### **Acceptable Use of the Internet Agreement**

All students are required to sign an Acceptable Use of the Internet Agreement on commencement of the course. This user agreement outlines standards of behaviour when using various form of technology, this includes:

- Internet
- Wireless networks
- Mobile phones
- Computers
- Other communication mediums



## **7. Student Health, Safety and Wellbeing**

### **7.1 Wellbeing support services**

The College uses a wide variety of resources to help make school more engaging and create an environment where students feel comfortable and included. Each student is regarded as an individual as well as part of the group and we welcome each student's contribution to creating a learning environment where every student is able to learn at their full potential.

The Wellbeing team take a holistic approach and ensure that students feel supported not only in the classroom but outside as well. The College provides a wellbeing hub where students can meet with Youth Workers for individual sessions and find sensory tools to help remain calm, informative posters and referral information and an art therapy space.

The Wellbeing team also works closely with local organisations to ensure students receive wrap around support.

The College integrates Positive Psychology framework into curriculum and has a strong focus on building character strengths, promoting gratitude, building resilience and allowing students to flourish in all aspects of their lives

### **7.2 Health and safety**

At enrolment, you will be asked to provide us with emergency contact details and any medical conditions or special needs you may have. This is done for your personal safety only. The information you provide will be treated with the strictest confidence and only your Teacher, the College Administration and the Principal will have access to the information. Your medical information will be held for the duration of your enrolment and then destroyed.

### **7.3 Medical action plans**

For students diagnosed with asthma, anaphylaxis or other medical condition, a medical action plan completed by a medical/health practitioner must be provided to relevant staff on or immediately after enrolment and annually thereafter. Parents/Guardians of students accessing Djerriwarrh Community College are responsible for ensuring that the student has an adequate supply of the appropriate medication with them at all times.

Please refer to the College's policies relating to Anaphylaxis, First Aid and Medical for more information.



## **7.4 Arrangements for ill students**

The College has a First Aid Officer on site at all times. In the event of an emergency, 000 will be contacted and the First Aid officer will be notified.

Parents/Guardians of ill students will be contacted to take them home or to seek further medical attention.

## **7.5 Medication**

The College does not administer non-prescribed medicines such as paracetamol or analgesics to students and does not keep them on the premises.

If a student requires prescribed medication during school hours, a medical form must be completed and the medication must be provided in the original bottle or packaging and must be clearly labelled with the name of the student, time and dosage to be administered.

Refer to the College's First Aid and Medical Conditions Policy and discuss any medication requirements with the Principal.

## **7.6 Student support services**

Djerriwarrh Community College provides a range of support services for students. Please speak to the College Leadership or the Youth Worker to discuss how we may support or assist your learning and social and emotional wellbeing.

## **7.7 Family support**

The College encourages open communication with parents and guardians and recognises that family support needs impact young people's wellbeing and learning. We endeavour to assist families within our scope of possibility and maintain close relationships with family support providers in the Melton community to refer families to when needed.

The College reception keeps a selection of brochures of available services covering needs for essential items, legal and financial services and support for people affected by family violence.

## 7.8 Learning differences and special assistance

The College aims to comply with relevant legislation and promote access and equity in all its services we encourage the inclusion and participation of members of the local communities regardless of race, culture, disability, religion, language, age, gender, or social or economic barriers.

We will make modifications or reasonable adjustments to provide a balanced learning environment for students and meet individual needs so that students have the opportunity to be successful.

If you require special assistance or support, please provide further information on your enrolment form, and make an appointment to discuss your situation in confidence with the Principal.

Special assistance to learners at the College may include:

- Education support worker;
- Language, literacy and numeracy support services;
- Creation of individual learning plans;
- Classroom adjustments and modification;
- Disability support;
- Youth services.

## 7.9 Transition support

Successful transition into further education and training or employment will be facilitated through the delivery of career education, development of a Career Action Plan and ongoing support.

The College's Careers and Pathways Coordinator is available to discuss and support students transitioning from the College following completion of their education program. This includes assisting students to apply for further education courses through direct entry or through the Victorian Tertiary Admissions Centre (VTAC).

## 8. Important Information for Students and Parents/Guardians

### 8.1 Parent communication

Parents/guardians are requested to ring College reception on 8746 1082 during school hours if they need to contact their child. Please do not call students on mobiles during school time.

Parents/guardians are encouraged to contact the Principal, if they have any queries about the program or concern about their student.

### 8.2 Visitors

All visitors must report to the College reception. Students should not invite friends/relatives to visit them on College premises without the permission of the Principal or a Teacher.

### 8.3 Student facilities

Your teacher will show you the location of the kitchen that you may use during your program. Please ensure you clean up after you have finished using this facility. This includes washing, drying and returning the dishes to the cupboard. Kitchen facilities include microwave and refrigerator.

Students will also have access to:

- Recreation spaces
- Wellbeing hub
- Sports equipment
- College garden and vegetable beds

### 8.4 Damages and breakages

If a student damages school equipment or facilities, the student is required to pay for any repairs.

### 8.5 Food and drink

Break times are for food and drink. Food is not to be brought into classroom sessions. A bottle of water is welcome to sit on the student's desk but must be away from technology.

## 8.6 Personal property

Students are responsible for taking care of any personal property they bring to school. The school cannot guarantee the safety of any personal property that is left at the school. Valuable items should be left at home.

## 8.7 Photograph/media consent

At the time of enrolment, parents/guardians are able to approve the use of their child's photo for use by the school, for promotion of school programs. Parents/guardians should contact the College office, if they have any concerns or questions or wish to change their approval.

## 8.8 Uniform

While the College has no formalised uniform, we encourage all students to dress in a neat and tidy fashion. Flat, comfortable shoes – please do not wear high heels, ugg boots or thongs as these are neither safe nor permitted.

We appreciate your right to wear the clothing that you feel comfortable in and that you identify with but your safety and the comfort of all staff and students is essential.

## 8.9 Feedback

A student survey will be conducted twice yearly. These results will be used to better meet the needs of our students and to improve your education experience.

Your responses will be kept strictly confidential and will provide you with an opportunity to let us know your opinion of the College.

The College also has a Student Representative Council that meets with school leadership on a monthly basis. This council is encouraged to raise any concerns on behalf of the student cohort and promote student-led change.

## 9. Issuance and approval

<b>Document No:</b>	008	<b>Version no:</b>	6.1	<b>Classification:</b>	Enrolment
<b>Document owner:</b>	Compliance	<b>Authorised by:</b>	Principal		
<b>Issue date:</b>	15 May 2025	<b>Review date:</b>	15 May 2026		