

Hallam Secondary College VDSS Student Handbook 2023



RTOID: 22249 <https://training.gov.au/Organisation/Details/22249>

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This student handbook contains information that is correct at the time of publishing. Changes to legislation, qualifications, transitioning courses or registered training organisations may impact the currency of this document and the information within the handbook.

It is recommended that all students access updates/changes to this by visiting the Hallam Secondary Website for current information.

1. Pre-enrolment Information

Welcome from the Executive Principal and Chief Executive Officer

Our College provides outstanding opportunities for secondary students in Years 7, 10 to 12. As a registered training organisation, we offer and provide access to a range of vocational Education and Training Courses for our students and for students from other schools in the region in years 10,11 and 12. Hallam is the RTO for some of these courses, but not all and is registered with the Victorian Registration & Qualifications Authority (VRQA). It is assessed against the standards from the Australian Quality Training Framework (AQTF) and VRQA Guidelines for VET Providers. <https://www.vrqa.vic.gov.au/VET/Pages/standards-and-guidelines-for-training-organisations.aspx>

Hallam Secondary College also provides students with access to a range of other VET courses through third-party (auspice) contracts with other RTOs. These courses are accessed on site. Where an external RTO contract is in place the regulator is the Australian Skills Quality Authority (ASQA) and they are assessed against the Standards for Registered Training Organisations (SRTO's 2015). <https://www.asqa.gov.au/about/asqa-overview/key-legislation/standards-rtos-2015>. Where an external RTO is used, they will have their own student handbook, policies, and procedures that students will have access to and will be required to follow.

Alternatively, students may access courses off-site from time to time if they are enrolled with an external RTO e.g., by travelling to Chisholm Institute of TAFE (Dandenong Campus) to study a course.

This handbook is designed to provide prospective, current students and external influencers with an overview of the important information about VDSS. We aim to ensure you have an enjoyable learning experience and complete your chosen VDSS course or qualification.

VET Courses are usually run over two years and combine VCE/VCE-VM with accredited vocational education and training. This enables students to complete nationally recognized qualifications, e.g., Certificate II in Screen and Media) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Education – Vocational Major VCE-VM simultaneously. They are timetabled into hour classes within the timetable or larger blocks (e.g., 4 hours)

A certificate will be issued if a student has met all of the requirements of the VDSS qualification or a statement of attainment for the units of competency has been completed. These are nationally recognised.

This handbook is designed to give you an overview of the most important information you need to know before enrolling with Hallam Secondary College or its auspice arrangements. It also guides existing students to key policies, procedures and information designed to support progress.

As an RTO we are governed by Australian, state and territory laws governing Vocational Education and Training including but not limited to the:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Education and Training Reform Act 2006
- Equal Opportunity Act 2010
- Occupational Health and Safety Act 2004 and Regulations made under that Act
- Privacy and Data Protection Act 2014
- Worker Screening Act 2020
- Fair Work Act 2009
- Child Safety Act 2005
- Child Wellbeing and Safety Act 2005
- Public Records Act 1973 (Vic)
- Victorian Information Privacy Act 2000
- Electronic Transaction (Victorian) Act 2000

For more detailed information on many aspects covered in this handbook, please refer to the Hallam Secondary College website for specific policies and procedures <https://www.hallamssc.vic.edu.au/about/college-policies/> .

Hallam Secondary College aims to provide a comprehensive and high quality education program that ensures **'Success for All'**.

Our Vision is to create a school that is;

- a true learning community
- a safe, calm and happy environment
- a place students wish to attend, staff want to work
- and parents feel welcome
- fulfilling student potential
- preparing students for life beyond school

Through our Values (**Achievement, Care** and **Equity**) we will ensure every student learns and achieves, to equip them with the knowledge, skills and dispositions for lifelong learning and be ready to take their place as positive contributors to their local and global community.

Achievement

- ▶ We encourage aspiration, challenge and excellence
- ▶ We identify and nurture potential
- ▶ We are committed to delivering the highest standards
- ▶ We recognise and reward success

Care

- ▶ We respect ourselves, each other and the environment
- ▶ We build positive and supportive relationships
- ▶ We act with integrity, compassion and humility
- ▶ We have the confidence to make a difference

Equity

- ▶ We remove barriers to learning
- ▶ We appreciate and embrace different backgrounds, cultures and identities
- ▶ We engender a spirit of community and co-operation
- ▶ We want the best for everyone

Simon Sherlock
Chief Executive Officer & Executive Principal

How to use the VDSS Student Handbook

The handbook has been divided into four distinct sections to make it easy for students to navigate. This ranges from pre-enrolment information to being enrolled, exits/certification and accessing key policies and procedures.



Courses Offered/Accessible Onsite

Qualification Code	Qualification Name	RTO & RTOID
22338VIC	Certificate II in Building and Construction (Pre-apprenticeship)	Hallam Secondary College (22249)
SHB30115** SHB30121	Certificate III in Beauty Services	Hallam Secondary College (22249)
SHB20216	Certificate II in Salon Assistant	Hallam Secondary College (22249)
ICT20120 ICT30120	Certificate II in Applied Digital Technologies Certificate III in Applied Digital Technologies	Hallam Secondary College (22249)
SIS30115 **	Certificate III in Sport and Recreation	Hallam Secondary College (22249)
22537VIC	Certificate II in Heavy and Light Rail Fundamentals (Pre-vocational)	Hallam Secondary College (22249)
BSB30120	Certificate III in Business	IVET (40548) *
HLT33115	Certificate III in Community Services	IVET (40548) *
HLT33115	Certificate III in Health Services Assistance	IVET (40548) *
	Visual Arts	COSAMP*
SIT20416 SIT20421	Certificate II in Kitchen Operations Certificate II in Cookery	Velisha Education Group Pty Ltd T/A Food Futures (45732) *
CUA31020	Certificate III in Screen and Media	COLLARTS (0109) *
CUA30920	Certificate III in Music (Performance) Certificate III in Music (Sound Production)	COLLARTS (0109) *
CUA31120	Certificate III in Visual Arts	COSAMP (41549) *

Third-Party Arrangements*

HSC may enter a third-party arrangement or partnership with another RTO for training and assessment. Any such agreement is approved by College Council using a department template. The quality of any training and assessment and student/staff feedback is reviewed annually. All agreements are updated annually.

Courses in Transition **

These two courses are currently in transition.

2023 VDSS Attendance Dates

	Start Date	Finish Date	Public Holidays / No VDSS classes
Term 1	27 Jan	6 April	<ul style="list-style-type: none"> 13 March 17 March (student free day) no internal or ext students
Term 2	24 April	23 June	<ul style="list-style-type: none"> 25 April 12 June
Term 3	10 July	15 September	<ul style="list-style-type: none"> NA
Term 4	2 October	20 December	<ul style="list-style-type: none"> Note VDSS finishes the week ending 3rd November 2023. AFL grand final subject to AFL schedule 7 November

School Administration

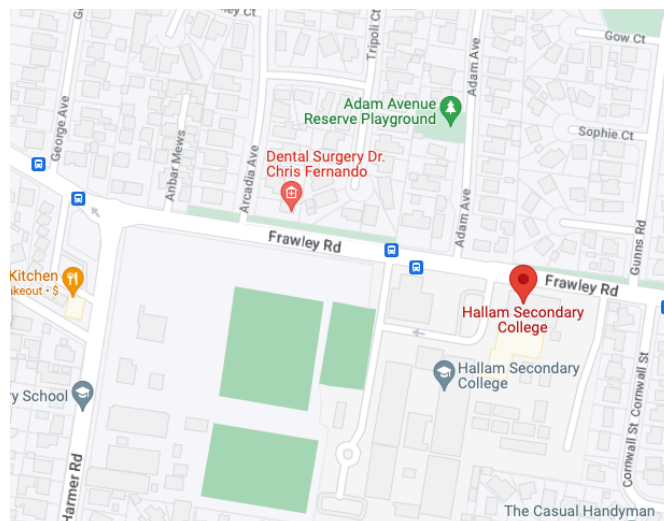
The Colleges administration hours are 8 am - 4:00 pm (Monday to Friday). Administration is located at the front of the College.

VDSS Timetable

The College has transitioned to a five-period day. Each period is one hour in duration. VET classes run Wednesday through Friday in either an AM block or a PM block. AM blocks start at 8:45 am and finish at 12:10. Afternoon VET blocks start at 1:45 pm and finish at 5:15 pm. All students must turn up to and return to class on time. The roll is marked within five minutes of class. The College canteen will be open between 3:00 and 3:20 pm.

School Location

74-84 Frawley Road,
Hallam, Victoria, 3803

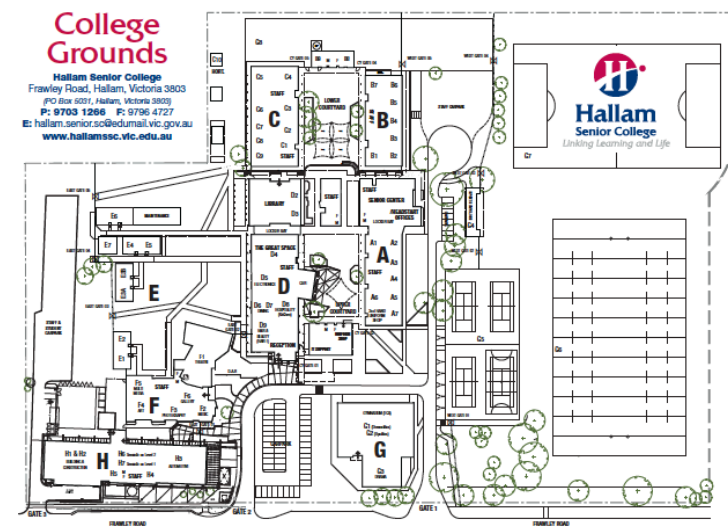


Transport

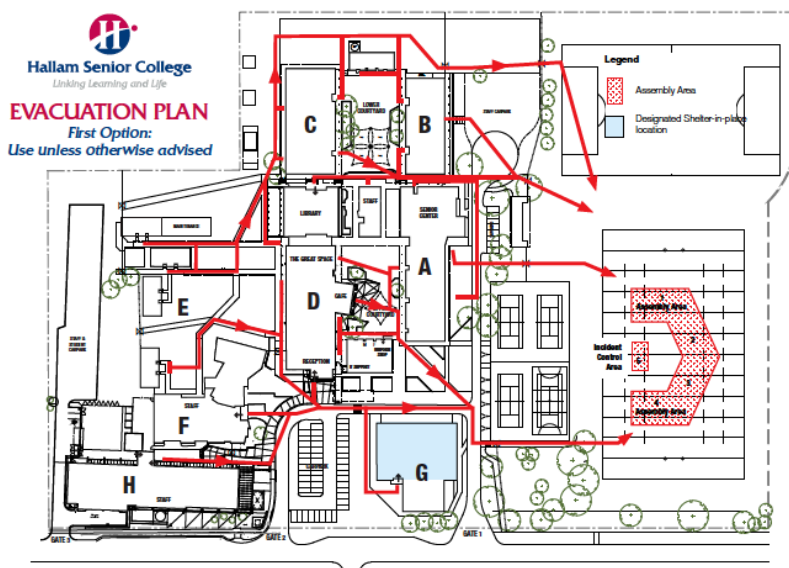
Public transport is very accessible via buses for routes 828 and 893. Please visit the public Transport Victoria website to find out the best option <https://www.ptv.vic.gov.au/>. Students will need to purchase a MyKi card which can be purchased and topped up online or at premium stations.

Note that students are required to find their own transport to and from HSC.

College Map



Evacuation Plans



Making Informed Decisions and Recruitment of Students

Hallam Secondary College provides prospective VDSS students with access to a range of pre-enrolment information, which may include but is not limited to:

1. **This Handbook** - Access to a comprehensive student handbook (this document)
2. **Careers Counselling** - All students are provided with career counselling information to assist with making informed decisions. Each student meets with a careers counsellor from their home school to discuss subject selection. Throughout their studies, all students are provided with a range of opportunities to attend careers information sessions, careers expos and other events.
3. **Hallam Try a VET** - Hallam students are provided with opportunities to try a range of VDSS courses in year 10. These courses are offered onsite.
4. **Victorian Skills Gateway** - The Gateway is a comprehensive online resource that makes it easier to find training that fits, with information about jobs and courses tailored to the needs of different users, including students, adult learners, careers practitioners, employers, and parents.
5. **SELLEN careers expo** - Each year Hallam Secondary College participates in the Southeast Careers & Try a Trade Expo which is organised by SELLEN. This is a daylong event and students get to attend and meet a range of large, medium, and small training providers in the region to learn more about courses on offer. In addition, it provides opportunities for prospective students to try a range of different courses, meet industry representatives and to speak with a range of people about different courses.
6. **Pre-enrolment information sessions** - In 2022 Hallam introduced a pre-enrolment information session for all courses that it offered. This greatly assisted students and staff to discuss units of competency, pathways and a range of information about a course. This occurred before enrolment.
7. **Student Advice & Pre-Training Review Policy** - Hallam has a policy relating to student advice & pre-training reviews.
8. **GET VET Student Guide**
<https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx>

9. VET Pathways in schools (priority and flexible pathways)

<https://www.vic.gov.au/vet-pathways-schools>

10. VCE VET Programs <https://www.vic.gov.au/vet-pathways-schools>

11. We recommend that all prospective students go to www.myskills.gov.au and search for their desired course, which provides a detailed course overview, student outcomes, jobs, pathways, and industries. While it is not an entry requirement, it is highly recommended that all students discuss their preferred course selection with their own school VDSS coordinator/careers counsellor before enrolment. A detailed overview of the units of competency, elements, performance criteria and licensing/legislative requirements, can be located at www.training.gov.au, including the companion implementation guide.

12. The Hallam Website also provides access to a range of information published on the website, including the ability to make enquires that contain current and accurate information including the Registered Training Organisations name, code and any third-party arrangements, policies, procedures, processes, and forms etc.

13. Head Start is a school-based apprenticeships and traineeships (SBAT) program that supports secondary school students to succeed while they study and work towards a career. Several videos can also be watched on the GET VET website that provides an overview of a range of jobs

<https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/VETProgramVideoLibrary.aspx>.

14. Accuracy and integrity of marketing materials

- At no point do we guarantee a student will complete a VDSS course.

Student Advice & Pre Training Review

Hallam Secondary College has implemented this documented policy and process for assessing whether student applicant's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course for which enrolment is sought.

Internal Students - Student selection, enrolment, and induction/orientation

Students complete their subject selections for the following year between August and October. At this time, internal students where Hallam is the RTO complete a paper-based enrolment form. This information is used to identify ways to support individual student needs.

Pre-enrolment checklist:

- Must be enrolled in a Victorian Secondary school in either year 10,11, or 12.
- Must have a valid Unique Student Identifier (USI) <https://www.usi.gov.au/>.
- All students will be asked to complete a Language, Literacy and Numeracy assessment (online)
- Is willing to minimum attendance requirements of 90% (and must maintain throughout their enrolment period)
- All prospective students know that the number of enrolments may be limited for VET subjects due to resources. In such circumstances, it will be in the order in which applications/enrolment forms are received by HSC.

Pre-commencement checklist:

- Option to attend a face-to-face orientation/induction.
- Must understand the student progress requirements, and attendance requirements and sign their learning plan.
- Is aware of key policies, procedures, rights and responsibilities and support services.

External Students - Student selection, enrolment, and induction/orientation

For courses under auspice arrangements, students must complete the external RTO's enrolment process and meet their entry/selection requirements. Students must also adhere to their policies and procedures.

All external students will be required to enroll via the VETis Web Portal.

Note the specific student selection requirements are outlined in the VDSS course guide.

Course Entry Requirements:

Course entry requirements for each course are listed in the course guide.

Course Admission Requirements:

- Students must have access to a laptop or computer for their chosen course
- Students must be enrolled in years 10, 11 or 12
- Valid Unique Student Identifier (USI)
- All students will be asked to complete a Language, Literacy and Numeracy assessment (online)
- Note some courses such as building and construction, may include heavy lifting and a reasonable level of physical fitness.

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that creates a lifetime record for an individual of all the nationally recognized training that has been completed. Under the Unique Student Identifiers Act 2014, all RTOs must ensure they have a valid USI for any student that enrolls in nationally recognised training from 2015. This means (unless you have an exemption issued by the USI registrar) that as a student you must either:

- Provide us with your USI, or
- Provide us with permission to access or create your USI on your behalf.
- For information about exemptions for individuals please review this webpage: <https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals/how-apply>
- If you are providing us with permission to access or create your USI, we will need a valid form of identification. The ID that you provide for this purpose will be destroyed once we have used it for this purpose. If you would like to create your own USI, please visit: <http://www.usi.gov.au/Students/Pages/default.aspx>
- We cannot issue a qualification or a statement of attainment unless we have a valid USI.

Credit Transfer (CT)

A credit is formal recognition of the previous studies you have completed to reduce the units or modules required to complete the course you are enrolled in with us.

Hallam Secondary College can grant you credit towards your course for units of competency or modules that you have already completed with another Registered Training Organisation (RTO) or issuing organisation. There is no charge to apply for a Credit Transfer. To apply, fill in the Credit Application Form and submit it as part of your enrolment/application. You can apply for Credit at any time however it is best you do this as part of your enrolment so that Credits are known upfront, and you are not required to do any work that you otherwise may not have needed to do.

Make sure you attach certified copies of transcripts from your previous study. In some cases, we may ask for additional information about the subject or unit you previously studied so we can determine equivalence. Your Credit Application may be returned to you if you don't provide the required information.

Recognition of Prior Learning (RPL)

Students must apply for RPL or Credit Transfer before formal enrolment and before the commencement of the delivery of the relevant unit(s). Any RPLs granted must be accepted and signed off by the student.

Recognition of Prior Learning is a process where skills and knowledge that you have gained through work and life experience and other recognised training can be formally recognised. HSC has a process that has been structured to provide a supportive approach to students wishing to take up this option. All potential or actual students are offered RPL. You should ideally apply for RPL at the time of enrolment, but you may also apply up to 2 weeks into your course.

If you think Recognition of Prior Learning is a suitable option for you, the first step is to contact your trainer/assessor and have a conversation about whether Recognition of Prior Learning might be suitable for you. Suitability is often determined by how much experience you have in a certain area, your work history and previous training. If Recognition of Prior Learning is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.

To apply for Recognition of Prior Learning, you will need to fill in a part of the kit and return it with a Recognition of Prior Learning Application Form. Your application will then be assessed for suitability, and you will then be contacted by an assessor to progress the Recognition of Prior Learning process. From here, usually, the RPL process involves gathering evidence to demonstrate skills, knowledge, and experience, responding to questions, completing tasks, and depending on the area, observation of your work skills in your workplace.

Pathways into another course

There are no fixed credit agreements in place with any other institution for students completing these qualifications.

Fees and Refunds

To increase access to VDSS the Victorian Government introduced an initiative to fund VET delivered to school students (VDSS). For most students there is no cost, however, if a student is to own and retain an item at home you may be required to purchase equipment e.g., PPE or specific tools or consumables or they are coming from a private school. This would incur a cost. Your VDSS coordinator will be able to access any fees before any enrolment.

(refer to parent payment policy).

Complaints and appeals.

All students and parties have the right to make a complaint or appeal a decision. The purpose of the complaints and appeals policy and procedure is to outline Hallam Secondary College's RTO approach to managing dissatisfaction, formal complaints and appeals of students, clients, staff, and other members of the community. It provides a transparent approach for all complaints and appeals to be addressed in a fair, efficient, and confidential manner.

2. Training & Assessment

Training and Assessment

The training and assessment offered by HSC focus on providing you with the knowledge and skills required for the standard of performance required in the workplace. This is known as competency-based training and assessment. Each of the components of your course is a “unit of competency”. You may either be studying one or a few units of competency or a set of units (or clusters) that make up a total qualification. Each unit of competency is linked to specific skills and knowledge required in the workplace.

Some of our units of competency may be delivered in clusters. This means groups of similar units have been packaged together to avoid repetition.

Our course outlines include the details of how we deliver the training to you as well as the assessment methods that will be used to assess whether you have reached the required standard of performance.

Assessment methods vary from course to course but usually include written questions, projects, written assignments, simulations, and practical observations.

Recognition documentation and applications are available for all units of competency for those students who have extensive experience in the unit areas.

At all times, the assessment approaches planned will be compliant with Hallam Secondary College’s Assessment Policy. All assessment approaches used are compliant with the requirements of the Assessment Guidelines from the national Training Package or accredited course curriculum.

For each unit of competency (and each element within the unit), a range of evidence will be collected as per the evidence-gathering techniques below. It is a requirement that all assessments maintain at a minimum, multiple types of appropriate evidence to verify the candidate’s competence for each element within a unit, which address the performance criteria requirements of the elements. At least one of these evidence pieces should be a form of direct evidence (it should be noted that evidence pieces may overlap elements and units within the course).

All assessment tools are aligned directly with the course in the following ways:

- Meets Unit, Element & Performance Criteria requirements;
- Covers the Unit Range Statement or Range of Conditions, Evidence Guide and Critical Aspects of Evidence or Assessment Conditions;
- Covers the Foundation Skills;

- Covers all Underpinning Knowledge or Knowledge Evidence, and Skills requirements or Performance Evidence; and
- Covers Specific Evidence Requirements as listed in each unit of competency.

Resources are often specified that must be used in assessment at a unit of competency level. All specific resources for each unit of competency are listed within Hallam Secondary Colleges Assessment Tools for each unit. Information within each unit resource includes:

- Specific assessment resources required;
- Assessment methods available to be used;
- Plan for and timing of assessment; and
- Any adjustments that may be needed to cater for different student characteristics.

Assessors, when deeming a candidate competent, must have judged the evidence collected to also have met the requirement of the Dimensions of Competency and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new work situations.

All Assessment Tasks undertaken by students with a Not Satisfactory outcome may be re-attempted on two further occasions (maximum of three attempts in total).

At the beginning of each unit, term or cluster, your assessor will go through the arrangements for assessment with you and you will be given all the details about the assessment requirements.

At this time, you will:

- Be provided with detailed assessment instructions for each task/requirement which includes the criteria that you'll be assessed against.
- Be informed of relevant due dates or timing of assessments to be conducted.
- Your assessor will outline how to submit your assessments.
- Each assessment task will be given an outcome of either Satisfactory (S) or Not Satisfactory (NS). You must complete all tasks for a unit satisfactorily to achieve an overall outcome of Competent (C) for a unit. If one or more of your tasks are assessed as Not Satisfactory, you will be given an overall outcome for the unit of Not Yet Competent (NYC). You can have 2 further attempts to complete the task and achieve a Satisfactory outcome. You will be given a timeframe for your resubmission and advised what you must include in your resubmission.
- If, after the third attempt, you are still assessed as Not Satisfactory for a task, you will need to complete additional training and assessment to support you in achieving a Competent outcome.

Industry Consultation and Engagement:

This training and assessment strategy has been developed through consultation with a range of industry stakeholders and client bodies and will continue to be, validated through feedback from candidates and the industry as the course is implemented.

Course Transition

Hallam has a course transition plan for courses in transition. While we may enrol students in a superseded training product until the end of the transition period and complete enrolled students, our aim is to transition students to the latest training product as soon as practicable, so students are not disadvantaged. Hallam will not enrol new students into a superseded training package after the expiry date. All prospective and current students are advised of changes or updates to training products on Hallam's Scope of Registration that might affect them.

Learning & Assessment Resources:

HSC has carefully chosen and planned the learning resources used to guide students to ensure they can obtain and absorb the required knowledge and skills before assessment. These resources provide full coverage of all required areas.

The following resources are available and utilised when planning and implementing this course program:

- Approved learning resources – please refer to the Trainer Guide for each unit of competency for approved learning resources;
- Approved assessment resources – please refer to the Assessor Guide for each unit of competency for approved learning resources;
- All learning and assessment materials are available for trainers and students.
- HSC delivers courses in specialised training rooms at various office locations.
- Where an external location is to be used, an External Site Checklist will be completed by an HSC representative to ensure the venue has the required facilities and equipment.

Amount of training

Each course can be delivered over a range of course durations, depending on the needs and characteristics of the student(s) and their employer(s) where relevant.

The standard course duration is:

- 24 months / 2 years part-time*.

*Students may complete the course earlier than these timelines through the achievement of RPL, credit transfer or competency-based progression through the course.

Attendance

Each year has four terms or approximately 38 weeks of VDSS training per annum (76 weeks over two years). Students must attend all classes to meet course progress requirements. It is expected that you will attend all classes; however, we understand that in some cases, you may not be able to get to a class because of your circumstances, such as illness or family matters. To maintain satisfactory attendance, you must attend at least 90% of your classes (see table 1 below). Attendance also means being punctual. All students are expected to arrive with their laptops before the scheduled class start and be ready to learn.

Table 1. Amount of training and Attendance

	Term 1	Term 2	Term 3	Term 4
Number of weeks attendance	10	9	10	9
Maximum number of days you can miss	1	<1	1	1

Note All VDSS classes finish on the week ending 3rd November 2023.

All VDSS courses are via block delivery. Morning classes start at 8:40 am and finish at 12:10 pm, while afternoon classes start at 1:45 pm and finish at 5:15 pm. The main days of block delivery are Wednesday, Thursday, or Friday. Students should refer to their timetable, or letter of offer for more information on the day, time, and location of their training. Students can also refer to Compass.

Mode of Delivery

The primary mode of delivery will be face-to-face classroom/workshop-based delivery on campus. Students are expected to undertake approximately 3 hours of online/self-paced learning via the learning management system, online or through workbooks. All students operate in a workplace and/or simulated environment throughout the course. Some courses, e.g., rail, will include a range of offsite excursions to access industry facilities for training and assessment.

Unit of competency sequence

Each course has a recommended or required sequence of delivery and assessment for units or blocks of the course. Each unit of competency will have a scheduled start and end date. Student progress will be monitored against these dates, and where a student has not met the competency standard by that date, they may be resulted as not yet competent or withdrawn from the unit or course.

Each course is open for enrolment from August and closes in February each year. However, student enrolment applications are reviewed and accepted first served. The RTO will establish a waiting list where more students want to enrol versus those available.

Infrastructure, Equipment & Physical Resources:

Details of specific resources, including equipment and materials essential for assessment, are listed in the Assessment conditions sections of the Assessment Requirements document for each unit of competency.

All Trainers and assessors involved in the delivery of this course have direct access to the current version of the Training Package and Training and Assessment Resources as listed.

All Trainers and assessors involved in the delivery of this course have direct access to a range of training and assessment resources that incorporate special needs and reasonable adjustment procedures. Resources approved for each unit of competency are listed in the Competency Mapping documentation for each unit of competency.

Where relevant, include guidance on the level of resources needed per learner or group. HSC has reviewed the equipment and facility requirements for each unit of competency

Staff (Trainers & Assessors):

All HSC staff engaged in the delivery and assessment of any course have demonstrated their vocational competency through the HSC Verification of Competencies Procedure and Personnel Competencies Matrix directly covering the requirements of the training package.

All staff possess a minimum of a Certificate IV in Training and Assessment, Victorian Institute of Teaching (VIT)/registration or Permission to Teach, which includes having passed a national police check and working with children check.

HSC has documented the human resources available to deliver this training product. Copies of verified staff qualifications and skills are maintained in our records management system. This ensures suitable trainers and assessors are available. This is recorded at a unit of competency level to ensure any specific requirements are met for each unit and allows efficient deployment of personnel to meet our student's needs.

Educational & Support Services

Educational and support services may include, but are not limited to:

- Pre-enrolment materials;
- Study support and study skills programs;
- Individual Learning Plan
- Language, literacy, and numeracy (LLN) programs and tutorial support;
- Equipment, resources and/or programs to increase access for students with disabilities and other students by access and equity;
- School nurse and access to a Medical Practitioner
- Student Liaison Officers and Year Level Coordinators;
- Library and resource centre;
- Mediation services or referrals to these services;
- Flexible scheduling and delivery of training and assessment;
- Counselling services or referrals to other services;
- Information and communications technology (ICT) support;
- External or travelling students are also referred to home schools for local support services.
- Careers counselling and Pathways hub
- Head start
- <https://www.hallamssc.vic.edu.au/services-facilities/student-support-services/>
- Implementation of the Berry Street Education Model and student diaries
- Hallam personnel monitor the progress of all students and their readiness for assessment as they progress through their course.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for student needs.

Welfare services

We can also offer you a range of welfare services to help with the mental, physical, social, emotional, and spiritual well-being of students. These services may include, through direct provision or referral, information/advice about accommodation, counselling, crisis services, disabilities and equity issues, financial matters, legal issues, medical issues, mental health, peer mentoring, programs promoting social interaction, religious and spiritual matters, and stress management. It may also include advice on academic and study issues.

Internal welfare services will be provided at no additional cost to the student. However, where a student is referred to an external provider, the student will be responsible for meeting the costs of the provider. HSC does not charge for such referrals to the provider.

External support services

Service	Contact Number
Reading and writing hotline	1300 655 506
Lifeline	131114
Kids helpline	1800 551 800

Reasonable Adjustment:

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by Hallam Secondary College to meet their specific individual needs. These individual student needs may include (but are not limited to):

- Disability;
- Temporary or permanent injury (i.e., back injury, broken leg/arm); or
- Sight or hearing impairments.
- Reasonable adjustments to how evidence of performance is gathered (e.g., in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.
- The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the student to undertake the course. The adjustments may include actions such as:
 - Assistance in the form of the training location to allow easier access; and
 - Accessing relevant equipment or aids to assist the student in adjustments to the assessment methods to cater for any special needs (without affecting the integrity of the outcome).

Course induction

At the start of your course (or Nov/Dec the year before commencement) you will be provided with an induction. The induction will provide you with specific details about your course requirements and will be an opportunity to meet your trainer and other students in your course.

Monitoring Progress

All students are provided with regular feedback on their coursework and have their course progress monitored to ensure that relevant and regular support is provided, and any study issues are identified.

From time to time, HSC may run additional days to support a student's progress. These may take place during a student-free day or other nominated time. We are committed to ensuring that you get all the support you need to be successful in your studies.

The enrolment form you complete will help us to identify any support you need along with your language, literacy, and numeracy assessment. Based on the information you provide in your enrolment and/or the results of your language, literacy, and numeracy test, we will contact you to discuss your individual support needs.

Your support needs can also be discussed during your course induction/pre-enrolment.

Where students are at risk of not meeting attendance requirements, we will contact you, your level coordinator, or your VET Coordinator to arrange a meeting to discuss your attendance and any support you might need. A lack of attendance may also result in being exited. All student attendance is recorded on compass. External students are also registered on the SELLEN portal. All homeschools are informed about your attendance and overall course progress.

Berry Street Education Model (BSEM)

Hallam Secondary College is a Berry Street School that provides strategies for teaching and learning that enables teachers to increase engagement of students with complex, unmet learning needs and to successfully improve all students' self-regulation, relationships, well-being, growth, and academic achievement. Their pedagogical strategies incorporate trauma-informed teaching, positive education, and well-being practices.

As part of the class time, teachers will use brain breaks as a fun way of re-engaging, stimulating, or calming, and are used to enhance student focus

Evaluation of Teaching and Learning and Feedback

HSC evaluation processes used for all course areas are engaged for the regular and timely evaluation of outcomes for the course. At approximately week four of each term, all VDSS students will be sent a survey link to complete a course evaluation. The survey is anonymous, and we aim to encourage all students to complete it during class time to maximise the amount of feedback.

Your feedback is important to us and assists in ensuring that our services meet your needs. We use student feedback to contribute to our continuous improvement processes, so we always strive to improve. If Hallam is not your registered training organization (RTO) the VET Director will provide the RTO with the feedback and will follow up as required.

We also discuss your feedback at staff meetings, and we use this for continuous improvements.

All students and employers will be provided with a Quality Indicator Survey issued by the National Centre for Vocational Education and Research (NCVER) that they are required to complete. Please help us by completing the surveys that are provided to you by your trainer/assessor. Some may also be mailed or emailed to you from our office.

We also welcome feedback from you at any time by emailing hallam.secondary.sc@education.vic.gov.au and by phone 9703 1266.

Hallam Secondary College's training and assessment practices are developed and maintained as relevant to the needs of industry and informed by students, home schools, industry, and where possible benchmarking. Stakeholders are provided with several opportunities to provide feedback. Participation is voluntary and respondents are given the option of anonymity.

Hallam Secondary College provides a range of opportunities for stakeholders to provide feedback. Feedback *may include, but is not limited to the following stakeholders:*

- *Industry*
- *Licensing or peak bodies*
- *Employers during structured workplace learning (SWL)*
- *Students employed under a Head Start program.*

- *Other school-based RTOs*
- *Feedback collected through Auspice arrangements.*
- *Peer observation of teaching and learning*

Evaluation Processes

Hallam Secondary College has implemented a range of strategies for evaluation and feedback which may include:

- Hallam students (internal)
- External students completing a VDSS from other schools in the region (part-time)
- Informal through networking events including but not limited to careers days, emails, phone calls.
- Course advisory committee meetings or other reference groups
- Formal course evaluation surveys, AQTF Learner Questionnaire survey, course exit survey
- Formal staff surveys or staff feedback e.g., from meetings, emails, professional conversations.
- Staff and or student focus groups
- VDSS suggestion box

Note: survey instruments will be valid, reliable, and easy to read and will include detailed analysis.

Hallam Secondary College systematically uses the outcome of these processes to ensure:

- Training and assessment strategies, practices and resources are high quality.
- We are continually improving.
- Our training and assessment meet the needs and expectations of our customers; and
- We collect feedback from a range of different sources.

3. Exits / Certification

Students who are assessed as competent in accordance with the requirements of the Training Package or accredited course, will be issued a qualification with a record of results or statement of attainment (as appropriate).

The qualification, record of results or statement of attainment will have sufficient information to ensure that the documentation is able to be authenticated and to reduce fraudulent use.

The documentation will contain sufficient information relevant to the student's outcome to identify correctly the:

- issuing organisation (including TOID)
- graduate who is entitled to receive the AQF qualification.
- awarded AQF qualification by its full title.
- date of issue/award/conferral
- person(s) in the organisation authorised to issue the documentation, and
- authenticity of the document, in a form to reduce fraud by using embossed parchment with the school logo.

Replacement of Certification documentation

Students requiring replacement of certification documentation must request so to the RTO Administrator in writing using the certificate reprint application form. Hallam Senior Secondary College will ensure authentication and verification of any replacement certification documentation. A photocopy of the replaced credentials with the request form will be filed in the student file with proof of payment.

Issuing of certification documents

On completion of your course, we will issue you with a qualification (testamur/certificate) and record of results within thirty (30) days. The record of results will show the units of competency achieved in the course and the corresponding results.

Where a student withdraws or partially completes a course, a Statement of Attainment will be issued within thirty (30) days of withdrawal if all relevant fees have been paid. A record of results will only be provided with a statement of attainment where requested.

HSC reserves the right to withhold the issuance of qualifications and Statements of Attainment until all fees related to the course or qualification have been paid, except where HSC is not permitted to do so by law.

HSC must have a valid USI on file for the student for a qualification or Statement to be issued.

Certified Documents

All official documents submitted to HSC for enrolment must be official; that is, they must be either originals or copies certified by authorized persons. Uncertified copies are not acceptable. E.g., First Aid Certificate

4. Policies, Procedures and General Information

Hallam Secondary College Key Staff

VDSS Director

The RTO Director is appointed by the school and is responsible for implementing training and assessment, self-assurance, and continuous improvements, including professional learning for staff, recommends new courses, partners, and external RTOs to the CEO.

Jason Patten

jason.patten@education.vic.gov.au

VDSS Coordinator

The VDSS Coordinator is responsible for RTO operations, enrolments, withdrawals and liaising with home schools and data entry.

Sandra Goding

sandra.goding@education.vic.gov.au

Compass

All students will be provided with their own unique login details to access Compass. Compass is the Colleges student management system. Staff will use Compass to communicate with you. Likewise, you can communicate directly with your training and assessor thru Compass.

Learning Management System (LMS)

Students may also be provided with their own login details to a LMS which contains a range of training and assessment resources. Students can access the onsite Wi-Fi during classes to access such resources.

Child safety Standards

The Child Wellbeing and Safety Act were introduced in 2005. Hallam Secondary College is committed to child safety. We have specific policies, procedures and training in place that support all employees to achieve the following commitments.

Preventing child abuse, identifying risks early, and removing and reducing these risks. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Workplace Health and Safety

Everybody has both rights and responsibilities under applicable work health and safety legislation. Your safety is our number one priority. All students must adhere to the student code of conduct policy.

Under the Workplace Health and Safety Act 2011, HSC must provide a safe environment for both staff and students, as well as provide information to staff and students concerning health and safety and welfare. As a student, you also have a responsibility to follow instructions and rules and to behave in ways that are safe and do not endanger the health and safety of others.

First Aid, Fire Extinguishers and Emergency Evacuation

Students are informed of the location of first aid officers, first aid kits, fire extinguishers and blankets and are instructed during orientation on the emergency evacuation plan and procedures.

The College has three dedicated first aid officers located at reception (Building D) where a defibrillator is also located. First aid kits are located within each building.

The First Aid room is in the Senior Centre (*Building A*). The school also has a range of key P & P including anaphylaxis, distributing medications and first aid policy. EpiPens are available from the front office.

At the commencement of your course, you will be provided with information about health and safety, policies/procedures, and a range of support services. <https://www.hallamssc.vic.edu.au/about/college-policies/>.

Dress Code & Mobile Phones

All students are required to wear their homeschool uniform while at HSC. Some courses may require students to change into specific personal protective equipment PPE e.g., vests, safety boots, and safety glasses before their classes start. Where applicable students will have time to do this.

HSC is a mobile-free zone. Students must keep their phones in their lockers.

Harassment, victimisation or bullying

HSC is committed to providing all people with an environment free from all forms of harassment, victimisation, and bullying. We will not tolerate any behaviour that harms, intimidates, threatens, victimises, offends, degrades, or humiliates another person. Anti-discrimination law defines harassment as any form of behaviour that you do not want, that offends, humiliates, or intimidates you and that creates a hostile environment. Examples of harassment are making fun of someone, spreading rumours, offensive jokes, ignoring someone, etc. Victimisation is when a person is treated unfairly because they have made a discrimination complaint.

Bullying is verbal, physical, social, or psychological abuse by a staff member or student. Bullying falls under health and safety legislation. If you at any time feel that you are being harassed, victimised, or bullied by a staff member or student, you should follow these steps. If you feel that you are being harassed, victimised, or bullied, ideally you should tell the person that you don't like the behaviour and ask them to stop. However, if you are not comfortable doing this, you should complain as per our complaints and appeals procedure.

Equal opportunity

All people will be treated courteously and expeditiously throughout the process of enquiry, selection and enrolment and their participation in a course. We provide equity in access to the level of training and support required by each student. All students are supported in a manner that enables them to achieve their full potential and success in their training outcomes.

Privacy Policy

In collecting your personal information HSC will comply with the requirements set out in the Privacy Act 1988, the Privacy Amendment (Private Sector) Act 2001 and the relevant state privacy legislation.

http://www.hallamssc.vic.edu.au/wp-content/uploads/2022/02/HSC_Privacy-Collection-Notice-SecSchools.pdf

Academic Integrity: Student plagiarism, cheating and collusion

HSC has a no-tolerance policy for plagiarism, cheating and collusion. Students are always expected to act with integrity and only submit work that is their own or that has been appropriately referenced and includes acknowledgements of all resource materials used in preparing the work.

When you submit your assessments, you will be required to sign a declaration that the work provided is your own and that you have not cheated or plagiarised the work or colluded with any other student/s.

If you are found to have plagiarised, cheated, or colluded, you will be allowed to respond to the allegations. If you are found to have plagiarised, cheated, or colluded, we will be required to take disciplinary action which is likely to require you to complete the assessment again.

Students will be asked to submit an assessment cover sheet for applicable assessment tasks to verify it is their work.

Student Rights & Responsibilities

A student's rights and responsibilities are outlined in the VDSS Code of Conduct P & P

Student Identification

Students must bring their Compass ID card when attending their VDSS class.

Change of details

If you change any personal details such as your address, phone number or email address please complete a change of details form.

Structured Workplace Learning (SWL)/Work Experience

Some VDSS courses may have an SWL or work experience component. More information on SWL can be found <https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/Index.aspx>. Your careers counsellor or trainer and assessor will also be able to assist you.

Laptops

It is expected that all students will be able to access a suitable laptop or tablet to complete their training and assessment. Students must bring their device to each class along with a charger, or ensure it has sufficient charge.

Classrooms and student library

All classrooms are air-conditioned and are furnished with appropriate furniture and equipment for effective learning to take place. Student resources include selections of textbooks, CDs and videos, magazines, journals, and newspapers. Photocopy facilities are available. Computer and internet services are available for student use.

Canteen/Microwave Facilities

A canteen is located onsite, however, the VDSS hours of operation are restricted to 3:00 pm-3:20 pm on Wednesdays, Thursdays, and Fridays. Your VDSS will schedule breaks during this time. Microwaves are also available next to the canteen for heating food. A vending machine is also accessible outside the canteen.

Access to records

Students can get access to their records at any time. This includes personal information and records of participation and progress.

Withdrawing from a course

If you wish to withdraw from a VDSS course, please discuss this with sub school or your VET coordinator. A withdrawal form must be sent to the VDSS coordinator. Who will action the request.

Appendix 1 Policies & Procedures

- Child safety standards
- Student Advice & Pre Training Review
- Complaints and appeals
- VDSS Code of Conduct P & P
- Privacy Policy
- Evaluation of Teaching and Learning and Feedback
- Parent payment policy (fees and refunds)
- Credit Transfer
- Recognition of Prior Learning
- Records Management & Retention P & P
- Student Progression Framework
- Student Support Services Policy

Student Forms

- VDSS Enrolment form
- Customer Feedback and Complaints Form
- Credit Application Form
- RPL Application Form
- Withdrawal Form
- Suggestion for Improvement Form
- Complaints and Appeals Form
- Student handbook & induction acknowledgment.

Appendix 2: Acronyms/Definitions

Below is a list of Acronyms and their respective definitions used throughout this handbook

Acronym	Definition
VDSS	Vocational Education and Training Delivered to Secondary School Students
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
VRQA	Victorian Registration and Qualification Authority
USI	Unique Student Identifier
VCAA	Victorian Curriculum and Assessment Authority.
VRQA	Victorian Registration and Qualifications Authority
HSC	Hallam Secondary College
ASQA	Australian Skills Quality Authority