

# STUDENT HANDBOOK



**2022**

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## WHO WE ARE

Laverton Community Integrated Services Incorporated Inc. (LCIS) is a 'not-for-profit' service managed by a community based board of directors, The Board. LCIS offers integrated services which include, but is not restricted to:

- family and individual support
- early childhood education
- adult education
- and complementary programs

Our aim is to provide collocated and integrated services which reflect the social, educational and community needs.

The Centre was founded by the local community in 1974 and since then, has continued to develop the courses and services to our ever changing community whilst ensuring that we embrace the original vision for the Centre.

Located in Laverton in the Hobsons Bay municipality, the Centre aims to provide a focal point in the community where everyone feels welcome and individual needs are met.

We aim:

- To provide a diverse range of programs and services that are targeted at those most disadvantaged and have a focus which reflects both the community social justice strategy and the community needs. All programs and services will have a community development focus.
- To develop practical support, direction and skill development for the disadvantaged in the community.
- To develop and run affordable and accessible courses and programs. These may include but are not limited to; personal development, vocational education, recreation, social support and leisure; and to provide a pathway between enrichment and pre-accredited programs and accredited courses.
- To provide complementary programs that support community engagement and community development.
- To provide programs and services that are culturally sensitive and reflective of the community
- To provide inclusive programs and services to people of all abilities

### **LAVERTON COMMUNITY EDUCATION CENTRE**

Laverton Community Integrated Services trading as Laverton Community Education Centre is a not-for-profit, registered training organisation aimed at providing quality education and services to the local community.

## COURSES

Laverton Community Integrated Services Inc. is a registered training organisation. We offer a range of qualifications, units of competency and accredited courses. To view our scope of delivery, please ask a staff member at reception or alternatively you can view it at:

<http://training.gov.au/Organisation/Details/6408>

We also offer a range of pre accredited pathway classes to assist you to re-engage in training and learn new skills that lead into nationally recognised training and other accredited course.

For more information about all our courses, please go to the Education section on our website:

<http://lcis.org.au/courses>

### CERTIFICATE COURSES

Certificate courses are part of a suite of courses which provide training to meet the needs of the specific industries. All our certificate courses are nationally accredited courses. These courses are designed to meet the needs of students seeking entry level training, as well as people currently employed in the industry who are seeking to upgrade their knowledge and skills.

All courses will provide additional job skills to assist you in pursuing your career prospects. The course you choose will give you a broad base of practical and theoretical knowledge, develop specific areas of skill and provide solutions to some unpredictable problems you may face in work.

The student handbook outlines your responsibilities as a student and guidelines for learning with which we work: if you have any concerns regarding these please feel free to contact your teacher, co-ordinator or Centre Manager.

# HOUSE KEEPING

## OFFICE HOURS

The office is open Monday to Friday 9.00am – 4.00pm for enquiries and fee payment. The Centre is closed on weekends and public holidays but is open during school holidays. Messages can be left on the answering machine after hours.

Teachers are not at the Centre every day so they will collect messages on their next working day. If you require contact details for your trainer please speak with the office to get your trainers email.

## CLASS HOURS

Daytime classes generally operate between 9:00 am to 4:30 pm Please check your course times at the office.

Evening courses operate between 5:30pm to 9:30pm unless otherwise advised.

**No classes are held on public holidays.**

## KITCHEN

For classes held at 12 Crown Street and 95-105 Railway Ave, Laverton:

There is a kitchen available for the use of all students. When using any of the cooking or coffee making facilities, students must make sure that they have cleaned up after themselves by washing, drying and putting away any utensils or placing dishes in the dishwasher provided.

## TOILETS

*Laverton Community Education Centre:*

Toilets are located at the far end of the Centre.

*Laverton Community Hub:*

There are several toilets located in the corridors, your trainer will show you around on your first day.

## SMOKING

The centre is a smoke free environment. Students are requested to smoke outside the boundaries of the Centre and well away from the front of the Centre, if possible 4 meters from all entrances. Students are encouraged to contact the QUIT line or their GP for advice/support on stopping smoking.

## PARKING

**At the Laverton Community Education Centre:**

The Centre requires students to use on street parking or parking in the car park located adjacent to the Laverton Community Children's Centre. Parking restrictions apply – please check these carefully. Parking permits can be obtained from reception for Crown Street and must be returned daily. Please note that the driveway to the Education Centre is for

STAFF ONLY unless you hold a Disabled Persons Parking Permit. No responsibility is taken by the Centre for any loss or damage to property.

### **At Laverton Community Hub:**

The Centre requires students to use on street parking or parking in the car park located adjacent to the Laverton Community Hub on Donald Street. Parking restrictions apply – please check these carefully. No responsibility is taken by the Centre for any loss or damage to property.

## **FIRST AID**

A nominated first aid officer is available at the reception office during business hours. If you require first aid assistance please go to reception for the officer on duty. First aid kits are located next to the meeting room, containing items to enable basic first aid to be carried out.

Medication including paracetamol will not be issued to students under any circumstances.

### At Laverton Community Hub:

A nominated first aid office is available at the Laverton Community Hub during business hours, please contact reception for assistance.

## **SAFETY**

As a valued student, your safety at the Centre is paramount. Many of our classes are run during the day between the hours of 9.00am – 4.30pm however some classes are run on weekends or in the evening between the hours of 5.30pm – 9.30pm when the office is closed. When attending classes at the Centre please remember the following:

On street parking is available in Crown Street and off street parking is available in the Laverton Community Children’s Centre and the Laverton Community Hub carparks. Parking for people with disability parking permits is available in the Education Centre drive way or directly outside the Centre on Crown Street. Always try to park as close to the Centre or the Hub where possible, remove any valuables from the car and make sure it is locked at all times.

Automatic sensor lighting functions around the Centre in the evening. Lights will switch on when the sensor detects movement in the driveway, ramp and sideway of the building.

The Centre is located close to public transport. The Laverton railway station and bus stops for routes 400, 411, 412, 414, 415, 417, 496, 498 are located less than 600 meters from the Centre. The train station is a ‘premium’ station meaning that it is manned from first to last train. When travelling to and from public transport stops, please try to remain in well-lit areas where possible.

### **In the event of a serious emergency, always call 000.**

We take your safety very seriously, so if you have any concerns or feedback regarding this information, please do not hesitate to contact the office during business hours (9.00am – 4.00pm Monday – Friday) on 9369-2726. Alternatively, visit the Centre at 12 Crown Street, Laverton or email [info@lcec.vic.edu.au](mailto:info@lcec.vic.edu.au)



## **SECURITY**

To ensure the safety of personal effects, the following should be observed:

- Do not leave valuables or money in cars
- Carry valuables with you during tea breaks and at lunchtime
- No student access, unsupervised, to the administration areas
- Under no circumstances leave children in your car
- Students should seek permission from reception to work in the computer room

Laverton Community Integrated Services Inc. is not responsible for loss or theft of personal items.

## **FIRE AND EVACUATION PROCEDURES**

In the event of an emergency in the Education Centre

- An alarm will be sounded.
- Stop Work, do not panic.
- Walk to the nearest emergency exit in an orderly manner.
- Make your way to the assembly area (Car park adjacent to the Laverton Community Children's Centre)
- Students will be marked off the attendance roll once at the assembly area.
- Remain there until you are dismissed by the authorised person.
- It is a student's responsibility to cooperate when a practice evacuation is called.

In the event of an emergency in the Community Hub -

- An emergency message will be broadcast
- Stop Work, do not panic.
- Walk to the nearest emergency exit in an orderly manner.
- Make your way to the assembly area (Car park adjacent to Donald Street)
- Students will be marked off the attendance roll once at the assembly area.
- Remain there until you are dismissed by the authorised person.

It is a student's responsibility to cooperate when a practice evacuation is called.

## **REPORTING OF ACCIDENTS, EMERGENCIES & HAZARDS**

Report all unsafe conditions, near misses and accidents to your Tutor or Administration no matter how major or minor they are. If you have any concerns or questions regarding this procedure, please ask the administration office.

## FEES AND CHARGES

Fees are calculated using programmed hours for the course. Your fees will be determined at a pre-enrolment interview taking into account your eligibility (please see below for more information) for Victorian and Commonwealth funding and concessions. The total course fee is required within 7 days of enrolment.

All Fees can be paid by

- Cash
- Cheque
- Money Order
- EFTPOS
- Credit Card (in person or over the telephone)

A cheque or money order can be posted to Laverton Community Education Centre at: 12 Crown Street, Laverton VIC 3028

If unable to make your fee payment in full, please discuss your payment options at the pre course interview. Payment plans are available.

NOTE: Many of our courses are subsidised by the Victorian Government. This enables us to offer courses at a subsidised rate to eligible participants. Factors that affect your eligibility may include residency, age, prior qualifications. Course fees may be broken into three components: a tuition fee, a materials fee which covers your course books and handouts and a enrolment fee goes towards the cost of assessing each application.

## ACCESS TO FURTHER GOVERNMENT FUNDED TRAINING

If you have enrolled in a course as a Government funded student through the Skills First Program, it is important to understand that undertaking this enrolment may impact on your ability to access further Government funded training in the future. Your enrolment officer will explain this to you in detail, that is relevant to your circumstances.

## REFUNDS

LCEC will provide refunds in accordance with the LCEC Fees, Charges and Refund Policy (P0006). A copy of the policy will be provided at the pre-course interview, alternatively, it can be viewed on our website or a copy requested from reception.

## ISSUING QUALIFICATIONS

Assessments will determine whether a student is 'Competent' or 'Not Yet Competent' in their particular course. On successful completion of their course, students will be issued with a certificate and a transcript listing the units deemed competent.

A Statement of Attainment is issued to students who have demonstrated competency and satisfied the requirements of the unit or unit cluster but do not meet the qualification requirements.

AQF certification documentation is issued within thirty (30) calendar days of LCEC receiving the final student results from the qualified Trainer & Assessor, where the training program is complete, and providing all agreed fees the student owes to the LCEC have been paid.

## RE-ISSUING OF CERTIFICATES OR STATEMENT OF ATTAINMENTS

Lost or misplaced certificates or statement of attainments can be reissued upon written request. Re-issuing of a certificate will incur a fee of \$20.00 which will be payable before the certificate will be reissued. Proof of identity is required when requesting a reissue.

## USI

The USI is a reference number made up of ten numbers and letters. Introduced in 2015, the Unique Student Identifier (USI) is part of a Council of Australian Governments initiative to improve the collection of nationally recognised training data.

You'll need a USI if you are a:

- new or continuing student undertaking nationally recognised training
- higher education student in a Commonwealth supported place or graduating in 2023 and beyond.

Without one, you won't be able to receive your statement of attainment, qualification, or award. You also won't be eligible for higher education support, like HECS-HELP.

For VET students, the USI gives you access to an online record of your nationally recognised training in the form of a VET transcript. This can be used when:

- applying for a job
- seeking a credit transfer
- demonstrating pre-requisites when undertaking further training.
- Keeping national training records together

How to Apply for USI

It's easy – you only need 5 minutes and some identification. You can also use a Digital Identity to create a USI. Register for USI : [usi.gov.au/students/get-a-usi](https://usi.gov.au/students/get-a-usi)

## **OUR TRAINING GUARANTEE TO YOU**

Laverton Community Education Centre is committed to providing high quality, affordable and accessible training to our students. In the unlikely event that the Centre could not continue with your chosen course once you have commenced, we guarantee to work with you to find a mutually agreeable, high quality registered training organisation to take over your training or find other suitable options in consultation with you.

## **ACCESS & EQUITY**

All staff have the responsibility for the implementation of the Organisation's Access and Equity policies.

## **CUSTOMISATION OF TRAINING**

A student will be placed in programs in accordance with our access and equity policy and we will endeavour to meet the needs of these students.

If at the pre course interview, a student identifies special needs that may impact on their training, LCEC will endeavour to best meet the needs of the student by customising their training in consultation with the teacher and student.

Where a student's special needs cannot be met with the resources of the organisation, then every endeavour will be made to place or refer them to another suitable program.

## **RECOGNITION OF PRIOR LEARNING**

You may apply for Recognition of Prior Learning for existing competencies, which you have gained through previous studies and/or through life and work experience. Competency is demonstrated through a portfolio of evidence mapped against the unit/qualification. RPL incurs a cost of \$250 when it is from a superseded qualification e.g. Certificate III in Early Childhood Education & Care. And a fee of \$150 per unit being assessed where no previous national recognised unit of competency was held. For more information about the requirements and procedures for RPL, please refer to the LCEC Credit Transfer/RPL Policy.

## **CREDIT TRANSFER - RECOGNITION OF QUALIFICATIONS ISSUED BY OTHER RTOs**

Laverton Community Education Centre recognises Qualifications and Statements of Attainment issued by other RTOs under the Australian Qualifications Framework (AQF). You may use Qualifications and Statements of Attainment to gain credit towards programs offered by Laverton Community Education Centre. For more information about the requirements and procedures for credit transfer, please refer to the LCEC Credit Transfer/RPL Policy.

## **ASSESSMENTS**

During the course, you will be assessed in your progress against the skills/knowledge (competencies) required. Your teacher will give you tasks to undertake to measure whether you meet the competencies.

These tasks may include written assignments and tests, multiple choice questions, practical demonstrations, role plays, oral questions, case studies, research projects, observations and group works.

Students undertaking vocational courses which include a period work placement should note that some assessments will take place in the host workplace, and will be conducted jointly by LCEC tutors and workplace supervisors.

If you are not happy with the outcome of the assessment, you may appeal against this decision, please refer to the Appeals Policy (P0004).

Students enrolled in nationally recognised training and accredited courses at Laverton Community Education Centre will have 6 months from the last day of training / timetabled classes to meet all of the requirements of the course / training package. Laverton Community Education Centre is not obliged to accept any work or assessment beyond this date. Students who pass this date may be withdrawn and may be required to re-enrol to complete this course.

## **CONTINUOUS IMPROVEMENT OF SERVICES**

Laverton Community Education Centre is strongly committed to providing high quality programs and services to all our students, clients and stakeholders.

We request that students complete evaluation forms, which are provided toward the end of your course to assist us in improving our service. The feedback provided is collected, analysed, implemented, monitored and reviewed.

Students are asked to complete an AQTF Learner Questionnaire prior to the completion of their course. This survey contributes to our RTO Quality Indicators and Data provision requirements. Please be assured that completed Evaluation Forms or Surveys remain confidential and are only used for the purpose of improving the quality of our service. Laverton Community Education Centre is committed to a process of continuous improvement based on feedback from Students, Trainers and other stakeholders. We welcome comments that might help us to improve our services, products and processes.

You may also be invited to participate in a Department of Education and Training endorsed project and/or be contacted by the Commission (or persons authorised by the Commission) for audit or review purposes.

The National Centre for Vocational Education and Research (NCVER) may invite you to participate in a survey. For more information please go to:  
[www.ncver.edu.au/sos/faq.html](http://www.ncver.edu.au/sos/faq.html)

## **COMPLAINTS**

At Laverton Community Education Centre we aim to provide the best courses and services that we can, but sometimes things go wrong. The only way we can fix things is if you tell us.

If you have something you are not happy about, don't keep it to yourself. We promise to deal with your problem or concern as sensitively and as effectively as possible.

- First if you're comfortable, try talking with your teacher.

- Be clear about what you are unhappy about.
- Suggest some ways in which we can fix your problem or concern.

If you are still unhappy, make an appointment to see the VET Coordinator:

- Explain why you are unhappy with and the way your teacher dealt with your problem
- Be clear as to what you are unhappy about
- Suggest some ways in which your problem can be fixed

If you are still unsatisfied, put your problem in writing, via email and the Education Centre Manager, who will investigate your complaint and make a decision about the situation. You will receive an answer to your complaint in writing.

If you are not satisfied with the answer you receive there are further steps you can take. Ask for a copy of the Equity, Bullying & Complaints Procedure (PR0001) for more information or download it from the website.

## DATA QUALITY

Laverton Community Education Centre will endeavour in all situation to ensure that information is accurate, complete and up-to-date.

## COMPLIANCE WITH COMMONWEALTH & STATE LEGISLATION & REGULATORY REQUIREMENTS:

Laverton Community Education Centre complies with and operates under the following legislation and guidelines, which can be viewed at Reception at 12 Crown Street:

Education and Training Reform Act 2006 – Laverton Community Education Centre is established as a registered training provider (RTO) under this Act, and is required to comply with the provisions of the Act in the delivery of quality training and educational services to students, and to the protection of the interests of all students.

Education and Training Reform Amendment (Skills) Act 2010 – Laverton Community Education Centre is established as a registered training provider (RTO) under this Act, and is required to comply with the provisions of the Act in the delivery of quality training and educational services to students, and to the protection of the interests of all students.

Education and Training Reform Amendment (Skills) Act 2011 – Laverton Community Education Centre is established as a registered training provider (RTO) under this Act, and is required to comply with the provisions of the Act in the delivery of quality training and educational services to students, and to the protection of the interests of all students.

Victorian Registration and Qualifications Authority (VRQA) – Guidelines for VET Providers, and the Australian Quality Training Framework (AQTF) The vocational training you receive with Laverton Community Education Centre is recognised as quality training throughout Australia. Compliance with AQTF and VRQA standards ensures that we provide high quality training and education support services to all students.

Work Health & Safety Act (2011) – This legislation is designed to improve the health, safety and welfare of employees and students and to reduce work-related injury and illness.

Work Health & Safety Act (2011) – This legislation is designed to improve the health, safety and welfare of employees and students and to reduce work-related injury and illness.

Working with Children Amendment Act (2016)

Equal Opportunity and Anti-Discrimination Acts, including:

Equal Opportunity Act 1984

Charter of Human Rights and Responsibilities Act Vic 2006

Public Authorities (Equal Employment Opportunity) Act 1990

Racial Discrimination Act 1975

Sex Discrimination Act 1984

Disability Act 2016

Disability Discrimination Act 1992

These Acts focus on the principle that every person is free and equal in dignity and rights. Their purpose is to ensure equality of opportunity for all people and groups, and to eliminate discrimination in work, education and access to services and facilities. Unwelcome, discriminatory conduct is legally considered harassment when it is bothersome enough to negatively impact the work environment. Such conduct is also referred to in:

Prevention of harassment and bullying - guidance note - Worksafe Victoria

## STUDENT SUPPORT

### Flexible Training

We establish any special learning requirements students may have, including Language, Literacy and Numeracy, prior to the commencement of training, based on the demographic and previous education information you supply in the enrolment form. This will help us identify any access and equity strategies, or learning methods that we may need to engage in order to maximise your chances of achieving the competencies required for each unit.

### Special Needs Support

If a person with a disability meets essential entry requirements, we shall make changes or “reasonable adjustments” necessary for that person to perform essential course-work. Reasonable adjustment is provided to those with a disability or special need according to individual circumstances. This means providing the appropriate services and/or facilities for student learning and assessment.

Additional learning support is available for those with basic literacy, numeracy or English language difficulties or other identified areas of learning difficulty. Reasonable adjustment may also be offered and can include but is not restricted to:

- Educational support
- Alternative assessment methods, such as:
  - Physical disability = more time to complete the assessments
  - Low literacy or numeracy skills = verbally answering questions OR demonstrating rather than writing an assessment

Laverton Community Education Centre’s premises provide appropriate access to those with a physical disability. Where Laverton Community Education Centre provides training and assessment at other venues, Laverton Community Education Centre will ensure to the best of its ability that venues are accessible to people with a disability.

## OTHER AVAILABLE SERVICES

The organisation offers a number of services to students. Services available may include:

- Internet Access
- Printing and copying facilities
- Free computer practice time (for currently enrolled computer students)
- Crisis intervention services
- Emergency relief (Food etc)
- Guidance counselling
- Childcare

Please note some services are dependent on eligibility criteria.



## **PRIVACY**

Laverton Community Education Centre is committed to maintaining an individual's privacy at all times. The following information is given to explain what information we generally require for our records and to comply with legal and funding body requirements. Please refer to the LCIS Privacy and Confidentiality Policy for more information a copy of this will be available on request at reception.

Students have timely access to current and accurate records of their participation and progress upon request to the appropriate coordinator or manager.

## **COLLECTION OF INFORMATION**

When a student or participant is enrolled in our programs an enrolment form must be filled in.

Personal information is used to provide certain data to our funding bodies, for emergency contacts and to cover legal requirements.

All information gathered is treated sensitively and with confidentiality.

## **DATA SECURITY AND RETENTION**

Laverton Community Education Centre:

- will take all reasonable steps to protect information from loss, misuse, unauthorised access, modification and disclosure.
- will establish and maintain good record management policies and practices.
- will develop security measures to protect the integrity, availability and confidentiality of information.

## **USE AND DISCLOSURE OF INFORMATION**

The information provided by you will only be used for the purpose for which it is collected.

Laverton Community Education Centre will inform you and gain written consent prior to disclosing any of your information for any other purpose.

Data provided may be used for planning purposes in which case any identifying information will be removed.

At times we are required by our funding bodies to survey our participants for quality purposes. This information is anonymous. (Please see: Continuous Improvement of Services)

### Collection of your data

LCEC is required to provide the Department with student and training activity data. This includes personal information collected in the enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

LCEC provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at [DET Website](#).

### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

## WORK PLACEMENTS

Laverton Community Education Centre organises and administers work placements to participants during course services where required. LCEC works hard to find practical placements that are convenient and appropriate for each student. This can be a lengthy task for staff, once a student has been positioned they are expected to attend that venue throughout the placement. The opportunity of work placement provides:

- The participant with the opportunity to gain real world experience in their chosen industry;
- The participant to gain initial access to a potential future employer; and
- The host employer to support and 'test' a participant as a potential employee.

Workplace learning programs are to achieve curriculum outcomes and enhance the vocational, educational and social development of participants.

Laverton Community Education Centre ensures that participants with special needs are provided with opportunities on the same basis as other participants. This includes identifying and liaising with the workplace around adjustments and accommodations that participants with disabilities may require.

### WORK PLACEMENT GUIDELINES

The following guidelines are strictly adhered to at all times, for work placement opportunities:

- Work placements are voluntary - as such a participant can choose not to participate in a work placement, and this should not affect their achievement of the course program unless the work placement is a specific mandated requirement for the course area.
- Participants enrolled in a post-secondary education course undertaking a practical placement are not required to be paid for the work on that placement.
- Work placements may be as short as three days and as long as thirty days in duration (240 hours)
- Laverton Community Education Centre will provide placement opportunity for 3 occasions only, and the students need to attend on these occasions. After 3 opportunities, this it will become the responsibility of the students to organise their own placement.
- If additional hours are required for any reason (for example, by professional bodies or regulators), it is the responsibility of Laverton Community Education Centre to satisfy itself that those longer hours are justified to meet the course outcomes for the participants(s) concerned, and having regard to the welfare of the participant concerned.
- Laverton Community Education Centre personnel hold the primary responsibility for organising work placements, although participants may be involved in seeking and securing an appropriate host employer.
- Participants are not placed on work placement if the Laverton Community Education Centre representative feels that they are not 'job ready' for a placement.
- Work placements are conducted at a suitable time, location and industry employer for the participant's needs, where possible.

- The participant is under supervision at all times by the host employer while on work placement.
- The learning obtained during the practical placement should relate directly to the course outcomes at the appropriate skill level and to the actual competencies required for employment.
- Laverton Community Education Centre personnel monitor work placements through regular contact and feedback process with host employers, including workplace visits with the number of visits dependent on the length of the work placement and participant needs.
- Work placements can be terminated at any time if the participant and/or host employer is not comfortable with the progress of the placement.

In organising work placements, Laverton Community Education Centre personnel ensure that all participants have a work placement agreement in place to confirm that the participant and the host employer are aware of their obligations and are committed to the work placement.

## **WRITTEN AGREEMENT**

A written practical placement agreement is a mandatory component of any work placement. It is a legal agreement and must stipulate the rights, obligations and duties of the employer, Laverton Community Education Centre and the participant. Laverton Community Education Centre enters into an agreement in writing with the employer about the placement of each particular participant.

In addition to the relevant details of Laverton Community Education Centre, employer and participant, the practical placement agreement includes:

- The length of the practical placement expressed as hours; and
- Signatures of the student, the employer and the RTO.

The original of the written, signed practical placement agreement is maintained by Laverton Community Education Centre for future reference. A copy is given to both the employer and the participant.

## ***Participant Responsibilities***

The participant's responsibilities while on work placement are as follows:

- Attend the work placement on the agreed dates;
- Complete 120-hour work placement within 6 weeks (double for Diploma);
- Agree to do a minimum of 3 days per week placement;
- Notify both the workplace supervisor and their Laverton Community Education Centre work placement coordinator if unable to attend;
- Perform duties as requested and comply with all reasonable directions given by their work placement employer;
- Treat placement as an employment position;
- Ensure dress and behaviour are in keeping with the accepted standards of the workplace; and

- Promptly tell the workplace supervisor and Laverton Community Education Centre work placement coordinator of any personal injury or damage to property that has involved the participant.

### ***Employer Responsibilities***

- Understand the obligation of care for the participant under relevant Workplace, Health and Safety Acts;
- Inform the participant of safety requirements in the workplace;
- Provide meaningful activities and appropriate direction and supervision;
- Notify Laverton Community Education Centre immediately of any incident involving the participant, any actions undertaken and damages to property involving the participant;
- Ensure that the participant is not paid for the work placement; and
- Notify Laverton Community Education Centre of any absences by the participant that have not been notified.

### ***Laverton Community Education Centre Responsibilities***

Laverton Community Education Centre responsibilities for a work placement are as follows:

- Contact employers to arrange work placements for participants;
- Ensure the work placement is related to the training the participant has undertaken;
- Ensure the participant is prepared for the work placement. For example, a construction induction 'White Card' training is mandatory for participant attending building sites;
- Ensure the work placement occurs and hours are recorded;
- Visit the participant at the work placement during the placement;
- Gather feedback from both participant and work placement employer to evaluate the placement; and
- Has a process to advise relevant insurers and other parties immediately if an event occurs or a potential situation arises that could result in a claim.

### **WORK PLACEMENT BOOKLET**

All participants are to be provided with a work placement booklet while on placement, so that they may record their progress, and host employers are aware of the skills or tasks they should cover while on placement.

### **RELEVANT NATIONAL CRIMINAL CHECKS OR WORKING WITH CHILDREN CHECKS**

If participants are entering an industry requiring a character check (for example, aged care or children's services):

- Participants are made aware of the requirement prior to enrolment, including the process and costs to secure the relevant check;
- Checks should be processed by participants, through the office, 3 months minimum prior to placement commencing, so that they have received their police check in time for their work placement (the processing time can be up to six weeks); and

- Participants may select an industry area without this requirement for their placement, or opt out of placement altogether, instead of undergoing the required check, but only in cases where the work placement is not a mandatory component of the course services.

## **STUDENT RESPONSIBILITIES**

### **CHILDREN IN CLASSROOMS**

It is a policy of the Centre that no children are to be taken to adult education classes.

### **VALUABLES**

Students are responsible for their own valuables at all times.

### **PARKING**

There is a four hour parking area at the Laverton Community Hub (entry off Donald Street). You will need to read the parking signs in that area carefully when you choose your carpark because some spaces there require a permit. Alternatively, you can access a visitors parking permit from our office at 12 Crown Street for parking in Crown St (only). There are a limited number of these permits; so you will need to return it to the office at the end of each day. Laverton Community Education Centre accepts no responsibility for parking fines issued by Council parking officers.

### **CONTACTING TRAINERS**

Trainers provide students with a contact phone number, such as a mobile, or an email, this is provided to participants to maintain contact with their trainer. Please be respectful at all times to the trainer's and his/her family's privacy. It must only be used for genuine reasons and abiding by the rules of student conduct.

Please note it is against Centre policy to provide contact details of staff to students without prior consent from the requested staff member.

### **CHANGE OF ADDRESS**

It is the responsibility of the student to notify the administration office in writing of any change of address and/or phone number or contact details – forms available at the office.

### **EATING IN CLASS**

Eating and drinking in class is discouraged except during designated breaks.

Eating or drinking is not permitted in the computer room OR over laptops at any time.

### **RESOURCES**

Textbooks and other resources are paid for and issued to students at the commencement of the course, it is the students' responsibility to bring these resources with them to each class. Any misplaced resources will incur the resource fee again to get new copies.

## ASSESSMENTS

Assessments will occur at the end of a unit/cluster, some assessments will be required to be completed in the students personal time. Assessments are required to be completed and submitted to your trainer two weeks after the completion of a unit/cluster, unless other arrangements have been agreed to with the trainer.

## EMAILS

For some course trainer will email work through to students, it is expected that students check their emails provided weekly for updates from the trainer.

## MOBILE PHONES

Mobile phones need to be on silent during class and either in your bag or on the desk, we ask that you do not play with your mobile phone during class time. We do understand that at times you will have to answer phone calls during class time, please make your trainer aware of these possibilities and leave the room when answering calls.

## ATTENDANCE & PUNCTUALITY

All students are expected to attend the entire scheduled class and negotiated placement. We require students to attend at least 80% of their scheduled classes. However, we understand that at times you may not be able to attend class but it is very important to contact the Centre and speak to your teacher or the VET Coordinator. Punctuality is considered an essential attribute of a student's success in the course, and is expected during class and placement. Students must contact Laverton Community Education Centre and/or field placement centre that they are supposed to be attending.

## STUDENT CONDUCT

All students have a responsibility to ensure that proper standards of conduct are observed at all times and to ensure that their behaviour contributes to and supports appropriate standards of conduct.

Students are expected to behave at all times in a manner that demonstrates respect for themselves, other students, staff and other Centre users.

Students on placement in host workplaces as part of their course are subject to the same standards of conduct as outlined here, as well as the standards of behaviour and conduct specified by the host employer.

Unacceptable behaviour includes:

- Behaviour which is improper and/or contrary to generally accepted standards of behaviour within the wider community. This includes (but is not limited to) the following:
  - persistent disruptive behaviour within the class;
  - being on LCEC premises and consuming or having consumed drugs &/or alcohol;
  - verbally abusive or hostile behaviour affecting fellow students or staff;
  - uninvited intrusion into the private life of other students or staff;
  - smoking, or the use of prohibited or illegal substances, on LCEC premises.

- deliberate misuse of LCEC equipment or materials;
- behaviour counter to the letter or spirit of the LCEC policies and practices on equal opportunity, access and equity;
- failure to observe safety rules;
- use of profanity;
- carrying, use or being in possession of a prescribed or regulated weapon or dangerous article on LCEC premises without lawful excuse;
- physical assault on a member of staff, other students or a member of the public or behaviour which is perceived by individuals to be threatening while on LCEC premises;
- theft from staff, students or LCEC;
- slander or harassment (whether verbal, sexual or otherwise) of staff or other students;
- arson on LCEC property; and
- wilful and/or malicious damage to LCEC property and/or equipment.

## **CHEATING & PLAGIARISM**

*Cheating* is the act of attempting to circumvent the assessment practices in an unethical or illegal manner.

*Plagiarism* is a form of cheating. Plagiarism is the practice of claiming or implying original authorship of (or incorporating material from) someone else's written or creative work, in whole or in part, into one's own without adequate acknowledgement.

Cheating and plagiarism are serious acts and may result in a participants' exclusion from a unit, module or a course overall. Where a participant has any doubts about including the work of other authors in their assessments, they should consult with their trainer and assessor.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally;
- Handing in assessments markedly similar to or copied from another participant;
- Presenting the work of another individual or group as their own work; and
- Handing up assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Participants are required to submit a signed cover sheet with every assessment. This includes a declaration that all work submitted is their own work except where there is clear acknowledgement or reference to the work of others.

## **BREACHES**

*Breach of discipline* means any conduct that impairs the reasonable freedom of other persons to pursue their learning or work, or is in breach of the Laverton Community Education Centre's Student Expectations.

A participant commits a breach of discipline if she/he:



- Assaults a person on the premises of the Laverton Community Education Centre training site or nominated facility;
- Unlawfully removes, damages or uses any property of another person or the Laverton Community Education Centre or nominated facility;
- Obstructs personnel of Laverton Community Education Centre in the performance of their duties;
- Obstructs the teaching / training of a group or an assessment activity;
- Commits or engages in any dishonest or unfair act in relation to an assessment activity, such as plagiarism or cheating;
- Wilfully disobeys or disregards any lawful order or direction given by a member of personnel;
- Enters part of the Laverton Community Education Centre's premises when directed not to do so by a member of personnel;
- Fails to leave part of the Laverton Community Education Centre's premises when directed to do so by a member of personnel;
- Fails to return Laverton Community Education Centre property or pay replacement costs when instructed to do so;
- Fails to pay financial commitments to Laverton Community Education Centre;
- Enters part of the Laverton Community Education Centre's premises whilst under the influence of alcohol or drugs;
- Engages in any unlawful activity on the Laverton Community Education Centre's premises such as using, possessing or supplying any prohibited drug, substance or weapon;
- Discriminates against a person on the grounds of the person's age, race, sex, sexuality, gender, marital status, physical or intellectual disability, background or religion;
- Incites hatred towards, serious contempt for, or severe ridicule of, a person or group of persons on the grounds of the person's age, race, sex, homosexuality, transgender, marital status, physical or intellectual disability or religion of the person or members of the group; or
- Commits any other act which could reasonably be considered to be in breach of Laverton Community Education Centre expectations.

### **DEFERRAL, LEAVE OF ABSENCE OR WITHDRAWAL FROM A COURSE OR UNIT**

Where a student wishes to defer their enrolment or delay their commencement of study, the student must lodge an Application for Course Extension form (F0033) outlining the reasons for the request. Where a student wishes to suspend their enrolment and take a leave of absence from their course of study, the student must lodge an Application for Course Extension form (F0033) outlining the reasons for the request.

Where a student wishes to cancel their enrolment and withdraw from their course of study, the student must lodge a Withdraw form (F0017) outlining the reasons for the request. If the student is unable to do this in person, they can request a withdrawal by emailing administration at [info@lcec.vic.edu.au](mailto:info@lcec.vic.edu.au)

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