



# TAFE STUDENT HANDBOOK 2024

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*Know you can.*



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## PURPOSE OF THE VET STUDENT HANDBOOK

Congratulations on your decision to enrol in a national recognised vocational course with TAFE Queensland.

This handbook has been written to provide VET students with important information about VET programs offered by TAFE Queensland for students at St Peter Claver College, as well as information about your rights and responsibilities as a VET student.

This handbook provides you with the information you will need during your Vocational Education and Training course of study. Please make sure you have ongoing access to this manual as you will need to refer to it throughout your course. Each VET department will issue individual learning and assessment plans informing you of the requirements of each VET subject. You will be asked to acknowledge on the VET Student Induction Checklist that you have read and understood this handbook, so please take the time to read it carefully. Should you have any problems or queries, please contact your VET Teacher or the Program Leader - VET and Work Skills.

This handbook is available electronically via email. Please see your VET Teacher if you require a hard copy.

## WHY TAFE AT SCHOOL

TAFE is an opportunity for students to gain career skills and academic qualifications while completing Year 11 and Year 12. The Benefits of studying at TAFE while at school include:

- Obtaining a Certificate I, II, III, IV and Accelerate to Diploma courses.
- Attending a TAFE campus ONE day per WEEK (School Term).
- Contributing to QCE points.

## EXPECTATIONS & ATTENDANCE

Attendance at TAFE on set days is a crucial part of completing certificate courses and will naturally be a priority for students and the College. Where an internal exam at the College clashes with your set TAFE day could you please make your teacher and the Careers Office aware. We will then work together to look at alternative methods of sitting the internal assessment at the College in a way that does not prevent you from attending TAFE. In a small number of cases, we may require you to attend school-based exams and would alter TAFE to this requirement.

- TAFE Queensland is an adult learning environment.
- Students are expected to be responsible for their own actions and behaviour whilst onsite.
- Students are not permitted to leave the TAFE campus during the day.
- No rostered supervision of students at lunchtimes and other breaks.
- Students are expected to adhere to TAFE Queensland Student Rules and TAFE Queensland policies at all times while on campus.
- Limited mobile phone use in class. You are there to LEARN.
- Students missing classes will be at risk of not successfully completing their program.
- Students must check their e-mails regularly as information will be sent out electronically regarding Public Holidays (Ipswich Show Day, EKKA Show Day, etc.).
- ALL absences and early departures MUST be reported to [GOTAFE.SouthWest@tafe.qld.edu.au](mailto:GOTAFE.SouthWest@tafe.qld.edu.au) as well as a phone call the St Peter Claver College absentee line (07) 3810 5950 or via the College parent portal.
- TAFE Queensland report absences, late arrivals and early, this is updated on your progress report in Pathways.





## DUTY OF CARE

The College has a common-law duty of care, to take reasonable steps to ensure the safety of our students.

The College requires that all parents/caregivers consent to their child attending TAFE by signing the TAFE Enrolment Form and returning this to the Careers Office at the College.

The College will liaise with TAFE and conduct progress reports ensuring students are maintaining an acceptable level of attendance, ensuring behaviour is acceptable at all times and students are actively participating in learning activities guided by the TAFE Teacher.

## ST PETER CLAVER COLLEGE AND TAFE EXPECTATIONS

Students are required to fulfil the necessary requirements in the way of preparation:

- Ensure your TAFE teacher inducts you into the course and if they haven't, ask to be inducted.
- Wear appropriate clothing for the workplace.
- Punctuality – be early, at least 5 minutes before start of the working day.
- Notify your employer if you have an existing medical condition.
- Notify your employer if you cannot attend your Work Placement.
- Notify St Peter Claver College if you are going to be absent from your work experience placement.

### Responsibilities of the Student

The student will also have responsibilities in the workplace including responsibilities to:

- Listen carefully and follow any instructions given regarding work performance.
- Comply with all safety instructions, policies and procedures including the wearing of protective clothing if required.
- Inform the College and host employer of expected absences from work, or late arrivals or if any unexpected absences or lateness occurs.
- Inform the workplace of any medical conditions that you may have.
- Report all accidents in the workplace to the host employer and the VET Pathways Officer.
- Report any concerns in relation to discrimination, harassment, bullying or any grievances to the TAFE at Schools Co-ordinator.
- Undertake the activities set by the host employer in the workplace.
- Keep contact numbers of their parents/caregivers, St Peter Claver College, and host employer supervisor with them always during their work experience placement.

On completion of your work experience please ensure that you thank the employer and work colleagues for their time and assistance.

TAFE takes priority over school-based assessment and students are to liaise with their classroom teacher should any school assessment clash with their scheduled TAFE day. This should be done as soon as possible.

A student's attendance, results in class and behaviour at the College will continually be monitored. Failure to maintain expected outcomes in these areas will lead to a review of continuation in TAFE.

## DISCRIMINATION, HARRASSMENT AND BULLYING

The student should immediately report any concern about discrimination, harassment or bullying directly to their TAFE teacher and or the College Student Protection Contacts.





## WORKPLACE HEALTH & SAFETY

TAFE Queensland has obligations under Workplace Health and Safety (WHS) legislation to ensure that its students and all other persons are not exposed to health and safety risks while being educated at their campuses.

Students should advise the VET Pathways Officer if they have any concerns regarding their safety around TAFE.

## HOW CAN PARENTS HELP?

The role of parents/caregivers is vital to the success of any school external program. By taking steps to understand what is involved and by providing the necessary support at home, parents/caregivers can help their children get the most out of their TAFE course and make important decisions for their future.

Before the TAFE is arranged:

- Become familiar with what programs are offered and the requirements by reading the information provided on the TAFE website or in the TAFE at Schools Handbook.
- Encourage your child to discuss developing career interests and work preferences.
- Suggest they go to [www.myfuture.edu.au](http://www.myfuture.edu.au) to find out more about preferred industries and related careers.
- Discuss what they hope to learn from the course and any questions they might want to ask their mentor at the college.

It is important that a parent/guardian and NOT the student notify the College Careers Office on 3810 5999 of any absence due to illness on or before the students TAFE day.

If your child has any concerns during the TAFE course, including illness, supervision, safety, discrimination, and harassment or bullying, they should contact Ms Daly, Program Leader – VET and Work Skills or any of the College Student Protection Contacts on 3810 5999.

## CODE OF CONDUCT

Students representing St Peter Claver College would be advised to adhere to all general school requirements governing conduct around punctuality, responsibility, and respect.

### Consequences for Breaches of This Code by Students

Parents/caregivers may be required to collect students from TAFE if their child has breached the Code of Expected Conduct. Inappropriate behaviour may also be reported to a member of the Senior Leadership Team of St Peter Claver College, who will be responsible for imposing any longer-term consequences regarding future participation in College events.

Whilst studying at TAFE, students are a representative of the College to the wider community. Students who breach the Code of Expected Conduct may be subject to the behaviour support processes of St Peter Claver College. Students may also be subject to discipline consequences in accordance with the Education (General Provisions) Act 2006 - [Education \(General Provisions\) Act 2006](#)





## STUDENT PRIVACY NOTICE

The **Privacy Notice** explains how personal information provided by the student may be collected, held, used, or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The **Privacy Notice** also makes it clear that the notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under State or Territory privacy laws.

Students must be advised how to access the DESE VET Privacy Notice - ([DESE VET Privacy Notice](#)) and other privacy policies.

If the Privacy Notice on the DESE's website cannot be accessed electronically by the student, the RTO is required to provide the student with a downloaded or hard copy of that notice.

It is not mandatory to provide the notice to parents or guardians.

Minimum mandatory Privacy Notice links to be provided to the students are:

Queensland Privacy Notices and Policies Relevant to VET Students	
QCAA Open Data Strategy	<a href="http://www.qcaa.qld.edu.au/about/corporate-policies/information">www.qcaa.qld.edu.au/about/corporate-policies/information</a>
DESBT RTO Data Collection	<a href="https://desbt.qld.gov.au/training/docs-data/statistics/rto-data">https://desbt.qld.gov.au/training/docs-data/statistics/rto-data</a>
DEWR VET Privacy Notice	<a href="https://www.dewr.gov.au/national-vet-data/vet-privacy-notice">https://www.dewr.gov.au/national-vet-data/vet-privacy-notice</a>
NCVER Privacy Policy	<a href="https://www.ncver.edu.au/privacy">https://www.ncver.edu.au/privacy</a>

