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This handbook has been prepared for use as part of a structured vocational education and training course and should only be used within that context.

The information contained herein was correct at the time of preparation. Legislation and case law is subject to change and readers need to inform themselves of the current law at the time of reading.
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Welcome to Evocca College

Congratulations on taking the first step to achieving your dream of furthering your education, your career and your future.

Throughout life we will gain experiences, knowledge and skills in a variety of ways. At EVOCCA College you will learn to take control of your own studies. Our tutors will help you develop new skills and guide you through the theory and practical components of your course. You will be able to study at a time and pace that suits you. Our tutors will help keep you on track, to make sure that you finish within the timeframes for each unit of study.

At EVOCCA College, we value and recognise that each student has unlimited potential to achieve. We encourage all students to think and act for themselves. We have created a supportive learning environment where students can feel confident and secure.

Positive learning outcomes will come from your regular participation and discussions with your tutors and other students.

Your efforts will be rewarded with the new skills and knowledge that you gain and the qualification that you earn.

From the team at EVOCCA College and myself, we would like to take this opportunity to thank you for trusting us with your education and your future. We promise to work with you, to ensure you graduate with the skills and knowledge you require to build a successful career in the industry of your choice.

Regards,

Craig White
Chief Executive Officer
Legislation

We are subject to a range of legislation related to training and assessment as well as general business practice including matters such as your safety, privacy, and rights to name a few. There are also a number of legislative requirements that you will be made aware of throughout your course.

This legislation is continually being updated and all staff are made aware of any changes through our internal improvement processes. If you want to view current legislation please visit the Australasian Legal Information Institute website – [www.austlii.edu.au](http://www.austlii.edu.au).

The legislation that particularly affects your participation in Vocational Education and Training includes:

**Commonwealth legislation**

- Age Discrimination Act 2004
- Copyright Act 1968
- Disability Standards for Education 2005
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Privacy Act 1988
- Skilling Australia’s Workforce Act 2005
- Work Health and Safety Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- Australian Qualifications Framework (AQF)
- Further Education and Training Act 2014
- Vocational Education and Training Act 2005
Introduction

About us

As of April 2011, ACTE Pty Ltd trading as EVOCCA College was granted approval to offer a selection of courses under the VET FEE-HELP loan scheme offered to eligible students by the Australian Government.

EVOCCA College is committed to providing exceptional training and education. Through our unique, supportive and practical learning methods, we ensure that you get the most out of your learning experiences.

Our tutors are highly qualified, industry professionals who will share their wealth of knowledge gained through their career experiences with you on your journey. Our tutors will challenge you using innovative solutions and providing relevant real-world scenarios and other tools to ensure that when you graduate, you leave with the foundation you require to start a successful career or move on to university.

Study in a place and time that’s convenient for you. Choose one of our convenient college centres in a location near you, or at your own pace from home. We can tailor a solution to suit your circumstances to ensure your study works for you.

Our colleges are equipped with a range of technology, tools and resources which will be invaluable to you as you advance your study and your career.

EVOCCA College strives to provide you with a compelling education that broadens your horizons, challenges your perceptions, and gives you the ability to expect nothing less than excellence.

This student handbook provides you with the information you will need throughout your study with EVOCCA College. On occasion, amendments may be required to sections of this handbook to ensure it is kept current with policies, legislation and other areas associated with your study.

To help us maintain our high standards, please take time to read this information and complete the Student Handbook Acknowledgement Declaration that accompanies this handbook.

If you have any questions about EVOCCA College or our procedures and policies, please feel free to ask any of our friendly staff, by calling 1800 386 222.

Furthermore, your suggestions are always welcome. We look forward to starting you on your journey of learning and hope to launch you into your future career.
Mission statement – Mission, Vision and Values

Our Mission at EVOCCA College is to provide Exceptional Education, Inspiring Educators and an Outstanding Experience.

- Our Vision is to be recognised as Australia’s leading education provider.
- Our Values are Determination, Passion, Trust, Growth and Excellence.

About the RTO

ACTE Pty Ltd (RTO Code 31455) trading as EVOCCA College is a nationally registered training organisation, and as such adheres to the Standards for Registered Training Organisations (RTOs) 2015, under the subsection 185(1) of the National Vocational Education and Training Regulator Act 2011.

Code of practice

EVOCCA College maintains a highly ethical, responsible and committed approach to providing high standards of vocational education and training. Our major objectives include safeguarding the educational interest, welfare of students and staff, while maintaining the standards of our training in line with the Vocational Education and Training (VET) Quality Framework regulated by the Australian Skills Quality Authority (ASQA).

EVOCCA College provides staff, tutors and assessors who:

- are qualified and experienced
- act professionally at all times
- are dedicated to providing the highest level of skills, knowledge and training
- treat all students with respect
- undertake their duties with honesty, integrity and diligence
- maintain student confidentiality
- conduct fair, valid, flexible and reliable competency-based assessments
- represent EVOCCA College ethically at all times.

EVOCCA College recruits students in a responsible and ethical manner and provides a caring, happy learning environment where all students, irrespective of age preference and sexual gender, sex, marital status, religious beliefs, ethnicity and nationality receive encouragement and help at all times.

EVOCCA College and teaching staff are committed to nurturing the individual potential of each student.

- EVOCCA College recognises the rights of all students, abides by the anti-discrimination and equal opportunity regulations and ensures all students also abide by these laws.
- EVOCCA College treats all students fairly, providing external advice and support when needed.
- EVOCCA College provides a grievance handling procedure and opportunities for extending the course without additional cost.
- EVOCCA College encourages student feedback at every stage of their course which is acted on for continuous improvement.
• EVOCCA College undertakes to work as a team, and understands and respects the contribution of each team member.
• EVOCCA College strives for total student satisfaction with all aspects of training, and takes every opportunity to ensure this occurs and that grievances are resolved fairly.

Quality
EVOCCA College complies with all requirements of the Standards for Registered Training Organisations (RTOs) 2014, along with all other relevant federal and state legislation.

Responsible and ethical behaviour
EVOCCA College maintains a highly ethical and responsible approach in the provision of education, training services and assessment of students, our major objective is safeguarding the educational interest and welfare of students and staff.

Student selection, enrolment and orientation procedure

Student selection
Students are selected on merit, (their capability to complete the course) based on the published criteria. EVOCCA College ensures that throughout the process of selection and admission, applicants are treated fairly, courteously and expeditiously.

Entry requirements
EVOCCA College courses are designed to assist you to enter the workforce as soon as possible after graduating with your qualification, and prepare you with the necessary skills to be a productive employee from day one in your chosen career and industry.

Our courses are designed so that students of all experience levels and ability are able to benefit from our wide range of foundation, vocational and high-level skills training.

Entry requirements for each of EVOCCA College’s VET FEE-HELP enabled courses are as follows:

• Minimum age requirement: 17 years
• Language, literacy and numeracy (LLN) proficiency
• Computer literacy
• Ability to achieve a Diploma level qualification
• Undertake Pre-enrolment Checklist (PEC)
• Undertake Pre-enrolment Profile (PEP)

Enrolment in some courses may require an application for a Blue Card. This includes a Police Check and Working with Children Check as per ‘Industry Screening Policy and Procedure’. If your application for the Blue Card is unsuccessful you will be unable to enrol in this qualification and a full refund will be made.
Application and enrolment

Step 1
Send your completed and signed Application Form by email, post or complete the application online at – www.evocca.edu.au. Please ensure you indicate the branch you wish to attend on your application forms. You will also need to provide your Unique Student Identifier (USI) and relevant supporting documents as required.

Step 2
A course advisor from your preferred branch will contact you and organise any required paperwork, completion of any outstanding forms, and schedule a time for you to complete your Information Session (IS).

Step 3
After the IS you will complete a Pre-enrolment Checklist (PEC) and Pre-enrolment Profile (PEP). Your application and PEP will be assessed by the Campus Manager. You will receive notification within five (5) working days if you have been successfully granted a position in your chosen qualification.

Step 4
If you have met all entry requirements, you will be provided information of your official start date, census date and the next orientation workshops at your branch.

If you have not met the minimum pre-requisite of Year 12 (or equivalent) or proof of competency in core skills, you will be required to complete an LLN Assessment. You will need to pass the LLN Assessment to enrol in your chosen course.

Step 5
Your first introductory days of study will include three half-day workshops. You will receive:

- Course resource materials
- Student ID.

Step 6
An Individual Learning Plan (ILP) and Student Support Plan (if applicable) will be developed by your tutor. You will be required to complete your VET FEE-HELP Application form, if you are applying for VET FEE-HELP funding.

Orientation
Students are given a full orientation on their commencement day. Distance students will receive their induction via telephone. The orientation program is designed to give you important information that will familiarise you with your college, support services and your course. It will:

- cover the information contained in the Student Handbook, including your rights as a student
- ensure you are familiar with the facilities, classes and resources
- meet your tutors and additional support staff
- outline your course timetable, class requirements and attendance
- outline your overall course assessment requirements
- provide you with essential evacuation and emergency plan procedures
- outline where to access more information, as required.
VET FEE-HELP

VET FEE-HELP is an Australian Government student income contingent loan scheme for the Vocational Education and Training (VET) sector that is part of the Higher Education Loan Program (HELP). VET FEE-HELP assists eligible students to pay for all or part of their VET tuition fees when studying at EVOCCA College, an accredited VET provider. For further information on VET FEE-HELP, please refer to the Study Assist website – www.studyassist.gov.au

Support services

EVOCCA College is committed to providing educational and support services to students throughout their study. The nature of the support will be determined based on an assessment of the individual’s needs.

Once the individual’s needs are identified a support plan will be developed. Students who feel or know they require additional support, are encouraged to state this upon enrolment.

The following provides some examples of the support services we provide:

- **Language, Literacy and Numeracy (LLN):** Assessment methods may be modified to enable individuals to be assessed and alternative assessment options may be provided where special needs are identified.
- **English language support:** Extra literacy courses may be recommended
- **Physical capabilities:** Access to classrooms
- **Assistive Technology:** Increased font size, speech to text or text to speech.
- **Additional tutorials:** Workshops on presentation skills, report writing and communication.
- **Assistance in using technology:** Computer software training (Word, Excel, Power Point)

Student assistance program

EVOCCA College is committed to the well-being of students and supports students to achieve their personal and vocational goals. The Student Assistance Program is a referral service that provides information regarding local services which offer support and advice for a range of issues. The service enables students to access relevant information for the following key areas of wellbeing and welfare concern:

- Grief and loss
- Situational crisis
- Family
- Drugs and alcohol
- Disability services
- Mental illness
- Trauma
- Violence
- Financial hardship
- Challenges relevant to indigenous Australians
- CALD issues
- Adolescent
- Accommodation
- Support groups
- Legal advice.

Student information and referral resources are available for students at all EVOCCA College branches. Please speak to your Campus Manager for further information.
Issuing of results

In order to be eligible for the qualification, students must be assessed as Competent (C) in all units of competency listed in their course. If students are assessed as Not Yet Competent (NYC) they will be given feedback and asked to resubmit assessment for further consideration. When you have completed a unit of competency your results are entered into our student management system and your evidence is kept on file according to regulatory requirements.

Should you withdraw from the course you are issued with a Statement of Attainment for the units of competency you have successfully completed.

Please note: Under the Standards for Registered Training Organisations (RTOs) 2015, AQF testamurs must be issued within 30 calendar days of the learner’s final assessment being completed.

Evaluation of training

EVOCCA College continually strives to improve its courses, resources, training and assessments. Throughout the duration of your course you will be asked to provide feedback regarding your training, which we hope you take the time to fill out. Your responses are discussed at various validation and management meetings where your ideas may improve our practices and essentially your course.

We would like to thank you in advance for completing our surveys, and helping us to continually improve our systems.

Copyright

All marketing, training, resource, course and assessment material is copyrighted in whole by ACTE Pty Ltd, and may not be reproduced in any form without the express written permission of ACTE Pty Ltd.

Policies

EVOCCA College maintains an ethical and responsible approach in the provision of education, training and assessment of all students, with its major concerns centred on safeguarding the educational interest and welfare of students and staff. With this in mind, it is imperative that you obtain, read, and understand each of the policies mentioned in this handbook.

Cancellation

Students who wish to withdraw from a course or unit of study must do so in writing. Please send an email to cancellations@evocca.edu.au and include the following information:

- Student’s Name, Address and Contact details
- Student ID number
- Course of study being undertaken
- Reasons for cancellation.

Please refer to the Withdrawal Policy and Procedure on the EVOCCA College website for more information.
Re-crediting VET FEE-HELP debt

Students who are eligible for VET FEE-HELP assistance will not incur a debt if they withdraw on or before the census date for that unit of study. In the event that a student withdraws after the census date the student will incur a VET FEE-HELP debt for that unit of study.

If a student withdraws after census date, or has been unable to successfully complete a unit of study, and believes this was due to special circumstances then the student may apply to have their VET FEE-HELP debt re-credited for the affected units.

Please refer to the VET FEE-HELP Re-Crediting and Review Policy and Procedure on the EVOCCA College website for information on how to apply to have your VET FEE-HELP debt re-credited.

Remission of VET FEE-HELP debt

A student can apply to the Department for a remission of their VET FEE-HELP debt under expanded special circumstances. This is separate to the applying for a re-credit under ‘special circumstances’ as listed above. For more information on this process, please contact Study Assist.

Refund of fee for service course fees

If a student has paid their course fees up-front, they may be eligible for a refund if they withdraw from a course or unit of study on or before the census date for the cluster.

A student who withdraws from a course or unit of study after the census date will not be eligible for a refund, unless special circumstances apply. For information on how to apply for a refund of course fees, please refer to the Fee for Service Refund Policy and Procedure on the EVOCCA College website.

Access and equity

EVOCCA College applies access and equity principles across all policies and procedures to promote full and equal participation of students in its courses, to foster an environment free of discrimination and harassment, and to assist students to identify and achieve their desired outcomes.

As a VET Provider EVOCCA College will treat fairly:

(a) all students who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 ("the Act"); and

(b) all persons seeking to enrol with EVOCCA College in a VET unit of study that meets the course requirements under subclause 45 (1) of Schedule 1A of the Act and who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Act.

For a full version of our access and equity policy, please visit the EVOCCA College website.

Record keeping and privacy

EVOCCA College is firmly committed to honouring your privacy. In the course of our business, EVOCCA College may collect information from students’ enrolment applications, either electronically or in hard copy format, including information that personally identifies individual users. EVOCCA College may also make records of communications between individuals and EVOCCA College.
In collecting personal information, EVOCCA College will comply with the requirements of Schedule 1A of the Higher Education Support Act 2003, the Vet Provider Guidelines and the Information Privacy Principles set out in the Privacy Act 1988 (Cth).

All collected information is private, confidential and access is restricted to authorised personnel only. The privacy of our students is paramount. For a full version of our privacy policy and procedures, please visit the EVOCCA College website.

**Access to records**

Students have the right to view copies of their records, and to request corrections of any incorrect information on those records. Students can request access to view their own records, including a print out of the computerised records held on the EVOCCA College database. If students want to access their records at any time, they must fill out and submit a Request for Access to Records Form. Student Services will make copies of the requested documents and send to the student via registered mail.

**Drugs and alcohol**

EVOCCA College is committed to protecting the safety, health and well-being of all employees, students and other individuals. We recognise that alcohol and drug use pose a significant threat to our goals. We have established a drug-free college program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. Our drug-free college policy means that alcohol is not to be served or consumed at any college campus under any circumstances.

Guests or other individuals found to be in possession of or under the influence of alcohol or unauthorised substances on EVOCCA College premises will be immediately asked to leave the premises.

**Smoking**

EVOCCA College is a smoke free zone. Smoking is not permitted inside any EVOCCA College branch or its surrounds. Students wishing to smoke must do so outside and away from EVOCCA College premises. Please listen to the instructions of the Campus Manager and staff as to where the designated smoking area is. Students are not to stand in front of the building and smoke, as it portrays an unprofessional image of EVOCCA College. For details on the Queensland Government Smoking Policy, please visit the Queensland Public Service Commission: [http://www.psc.qld.gov.au/publications/assets/policies/smoking.pdf](http://www.psc.qld.gov.au/publications/assets/policies/smoking.pdf).

**RPL and credit transfer**

There will only be a financial advantage for credit transfer if the student provides the academic results from the other provider prior to the census date of the cluster that contains that unit. RPL will be charged at the same rate as the course units and will require proof of competency and currency.

**What is Recognition of Prior Learning (RPL)?**

RPL is an assessment process that involves assessing your relevant industry experience, relevant learning, including formal, informal and non-formal learning to determine if it can be credited towards your study. There will only be a financial advantage for credit transfer if the student provides the academic results from the other provider prior to the census date of the cluster that contains that unit.
What is a credit transfer?

A credit transfer is the recognition of academic credits gained through formal study at Registered Training Organisations. If you think you may be entitled to an RPL or a credit transfer, please discuss this with your Course Advisor or tutor at your earliest convenience. It will be your responsibility to provide EVOCCA College with certified copies of your academic transcript. RPL will be charged at the same rate as the course units.

Austudy / abstudy / youth allowance

Full-time courses with EVOCCA College are Austudy/Abstudy/Youth Allowance approved. Provided you are eligible to apply, and you fulfil the normal conditions applicable to the allowance you are applying for, you may be eligible to claim an Austudy/Abstudy/Youth Allowance payment. Contact Centrelink for further details on the allowance, your eligibility and for assistance in completing the necessary forms – www.centrelink.gov.au.

Conduct

Students are expected to conduct themselves in a courteous and orderly manner at all times when attending an EVOCCA College branch or event. It is expected that all EVOCCA College tutors, staff and students will be treated with courtesy and respect at all times. EVOCCA College encourages students to act in a way that allows reasonable freedom to fellow students to pursue their studies at EVOCCA College, and to participate in branch activities. EVOCCA College also promotes the proper use of EVOCCA College’s facilities, its information, and the property of other students or staff.

Non-Academic misconduct and discipline

EVOCCA College reserves the right to review the enrolment status of any student whose conduct or performance is not of an acceptable standard or if there is a breach of any policy stated within this handbook. Penalties for breaches of rules or unsuitable or disruptive behaviour will be imposed depending on the nature and severity of the breach. A warning will be given for minor breaches and students will be suspended from training for more serious breaches. Students may be requested to leave the course where major or repeated breaches have occurred and where all discipline avenues have been exhausted.

Non-academic misconduct includes but is not limited to the following:

• Behaviour in manner that tarnishes EVOCCA College’s reputation and name
• Stealing EVOCCA College, other students’ or staff property
• Damage EVOCCA College, other students’ or staff property
• Engage in unlawful activities on EVOCCA College premises, including any premises used by EVOCCA College for events off-campus
• Misuse EVOCCA College equipment
• Threaten, harass, abuse, discriminate or vilify EVOCCA College staff members or students
  • Disrupt classes and/or fail to follow tutors’ and other EVOCCA College personnel’s reasonable directions
  • Falsify medical certificates
  • Vandalism
  • Provide college with false documents e.g. qualifications, statements of attainment, evidence, references etc.
• Non-payment of fees by the due date
• Non-attendance without substantial reason and supporting documentation
• Not abiding by the Code of Practice
• Non-adherence to any policy or behavioural standard outlined in this handbook
• Failing to adhere to the WHS requirements.

Complaint and appeals

EVOCCA College is committed to developing and maintaining an effective, timely, fair and equitable complaint handling system which is easily accessible to all complainants. A complaint can be defined as a person’s expression of dissatisfaction with any aspect of EVOCCA College’s services and activities, including both academic and non-academic matters, such as:

• the enrolment, induction/orientation process
• the quality of education provided
• academic issues, including student progress, assessment, curriculum and awards in a VET course of study
• handling of personal information and access to personal records
• the way someone has been treated

For information on how to submit a complaint, please refer to the Complaints and Appeals Policy and Procedure on the EVOCCA College website.

Cheating / plagiarism

Assignments, projects and essays must be the student’s own work, this includes material from staff, students or the internet. Whenever a student uses the words or work of another person either by direct quotation, paraphrasing or by the use of the other’s ideas, the author and the source must be identified through the use of formal referencing. EVOCCA College asks students to use Harvard referencing style for any material taken from published materials. Please refer to the Citing and Referencing Guide: Harvard Style for referencing information. [http://www.otago.ac.nz/library/pdf/harvard_citing_and_referencing_guide_2007.pdf](http://www.otago.ac.nz/library/pdf/harvard_citing_and_referencing_guide_2007.pdf)

EVOCCA College is committed to ensuring the highest quality course content and student experience. For this reason EVOCCA College will not tolerate any party plagiarising or copying another person’s work. Any suspected case of plagiarism will be investigated and action taken accordingly. Individuals involved will have the opportunity to give evidence and explain their conduct. Where misconduct is proven, a penalty that reflects the nature of the plagiarism will be imposed. Penalties may range from a formal caution to the course being cancelled. Please refer to the Plagiarism Policy and Procedure on the EVOCCA College website for more information.
**Work Health and Safety**

EVOCCA College is committed to providing a safe working and learning environment for all staff, students and visitors. EVOCCA College emphasises that WHS is everybody’s responsibility. All staff, students and visitors are informed of WHS requirements and responsibilities during induction and orientation sessions.

To mitigate risk of harm, EVOCCA College conduct risk assessments and audits to ensure safe work methods are utilised. Where external training venues are hired, EVOCCA College ensures in the contracts that all WHS policies and procedures are in place.

Students have a responsibility to:

- Carry out their studies and work in a manner which will not put at risk their personal health and safety or that of any other person
- Refuse to carry out work or undertake any activity which is demonstrably unsafe or has the potential to cause harm
- Report any incident or hazard that they are aware of (whether deemed major or minor) while at work, immediately to a trainer or supervisor
- Follow safe work methods, which includes ensuring no undue stress or risk of lifting, lowering, pushing, pulling, carrying, holding, moving or restraining an object
- Use and leave a classroom in a safe condition. This includes ensuring there is no food or liquid next to computers and other equipment
- Be aware of the actions required in the event of an emergency. The Evacuation Diagram for each location is displayed prominently in that area
- Follow the directions of fire wardens during an emergency evacuation or drill
- Do not wilfully inflict damage on any person, object or equipment
- Request training or information if they believe they lack the skills required to do their job, study or any associated task in a safe manner
- Discuss any work, health and safety issues, including ergonomic concerns, with their supervisor.

**Emergency response and preparedness**

All students are familiarised with the Fire and Emergency Management Plan. The Fire and Emergency Management Plan outlines the procedures for handling various types of emergencies, for example, fire, explosion, medical emergencies, or with hazardous chemicals.

The Queensland Building Fire Safety Regulation 2008 and the Work Health and Safety Act 2011 require the development of the Fire and Emergency Management Plan and the training of employees/workers to perform key roles. The EVOCCA College Fire and Emergency Management Plan outlines:

- Evacuation diagrams are clearly visible throughout the premises;
- Emergency exits and routes are clearly signed and remain clear of obstruction;
- All students are informed of the location of emergency exits, routes and assembly points;
- All students are informed of the Emergency Evacuation procedure and the staff members who perform the Fire Warden and First Aider duties;
- Fire and Emergency Evacuation training and drills are conducted on a regular basis;
• Staff members who are nominated as Fire Wardens are trained and identified on notice boards;
• Staff members who are nominated as First Aiders are trained and identified on notice boards;
• The Fire and Emergency Management Plan is reviewed at predetermined intervals, when there is a change to conditions and after an emergency evacuation event.

First Aiders/First Aid kits

First Aid kits are supplied at EVOCCA College branches and their locations are identified during student orientation. First aiders are identified on notice boards and during orientation, all students are to make themselves aware of where their work area first aider is situated. If a student requires first aid assistance they should seek the assistance of the first aider located at their campus and report the situation to their branch manager immediately.

Participate in environmentally sustainable work practices

It is every student’s responsibility to look after the environment and use work practices that help sustain the environment. We can do this by:

• turning off light switches whenever possible
• minimising water usage
• not putting chemicals or dangerous liquids down drains
• minimising paper usage – using electronic methods where possible
• minimising wastage of products.

We ask every student to be aware of our environmentally sustainable work practices and help keep our environment green.
Safety and security

EVOCCA College is committed to ensuring all students and staff are safe and secure on college grounds or in transit to and from your study. Please speak to your tutor or Student Support Officer if you have any safety or security concerns.

Safety on college grounds

• Get to know the layout of your college including safe paths and exits
• Report anything suspicious occurring in or around the college
• Report any threatening behaviour
• Do not leave valuables such as wallets or mobile phones unattended
• Avoid isolated areas and move around the college with other students where possible
• Avoid leaving the college alone
• Always ensure someone is aware of your timetable and knows when to expect you at class or home.

Safety on transport

• Use a timetable to plan your travel and avoid unnecessary delays
• Choose well lit busy areas rather than dark quiet spots when travelling
• Travel close to the guard or driver
• Where possible exit transport into well-lit busy areas
• Be aware of who is around including who gets off with you
• Consider carrying a personal alarm.

Safety on the street

• Stay alert as awareness is your best defence
• Cross the street if you feel unsafe
• Be confident and aware of your surroundings
• Keep to well-lit major roads and paths at night, do not take short cuts through parks
• If approached for money, advise you have no cash, avoid eye contact and move toward other people
• If you are being followed, change direction and seek a safe place
• Keep personal items such as wallets and bags close to your body or out of sight
• Have your keys ready to quickly enter your home or car.
Computer policies

All computers and printers are sensitive machines and students must ensure to take care when utilising EVOCCA College equipment and technology. If any computer problems arise please notify an EVOCCA College staff member immediately. Do not delete, copy or move files from the computer system unless instructed by an EVOCCA College staff member.

Downloading and copyright

Please note that internet access is free of charge to all students. All students should be courteous in regards to downloading materials. Students must not download large files, including music and videos. The internet speed becomes slow when large files are downloaded. All websites accessed on EVOCCA College’s network are recorded for security and policy enforcement purposes.

Students must not download illegal, copyright, or pornographic materials at any time. Students who do so will face academic suspension and possible expulsion from EVOCCA College.

EVOCCA College’s Information Technology (I.T.) Department monitors file downloads across the EVOCCA College network and will notify management of any abuse.

Software copyright policy

Students are advised that it is against EVOCCA College policy to permit any such copying. Software companies are entitled to take legal action against a person/s who infringes copyright law by the illegal copy and transfer of software installed onto any EVOCCA College computers.

Printed material copyright policy

Students may make copies for the purpose of study and/or research, of one or more articles on the same subject in a publication, provided the copies do not exceed 10% of the whole.
Student Information

Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number linked to an online account that allows you to see all of your training results from all providers. The USI account will be linked to the National VET Data Collection making it easier for you to find and collate your VET achievements into a single authenticated transcript.

You will be required to give your USI to EVOCCA College when you enrol to study. Please note that your enrolment may be delayed if you do not have a USI number and no certificates, transcripts or statements of attainment will be issued without this number.

Individuals can create their USI for free and the process is quick and easy. For further information on the USI scheme or how to create your USI, please visit the Department of Industry website:

http://usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx

If you require assistance creating a USI, please speak to your Tutor or Student Support Officer.

Student ID card

Each full time student attending an accredited course is issued with an EVOCCA College student card. The use of this card identifies you as a student. The card is essential as a means of identification as an EVOCCA College student, when on and off the premises.

If you lose or misplace your Student ID Card and wish to obtain a replacement card, you will be charged a replacement fee.

my.evocca

my.evocca is a web-based support and resource centre designed specifically to provide support for you throughout your studies. You will be able to communicate with your tutor through my.evocca. You will also submit all of your assessments by uploading documents into my.evocca.

Forums allow you to make direct contact with other students on the course, and are a really useful way of gaining support from your fellow participants. At designated times you will also have access to online seminars with tutors and assessors. Access to your courses on my.evocca is available 24/7. Please refer to the my.evocca Student User Guide for system support.

Concessions

All normal concessions apply to full-time students including rail and bus (excludes distance students).

Personal property

EVOCCA College cannot be held responsible for students’ personal property. It is up to each student to look after their personal property and students should not leave valuables unattended.

Please note that there is no secure storage available for students at the college.
**Mobile phones**

Mobile phones must be switched to silent at all times when you are at college. Important personal calls may be taken, however you must excuse yourself from the classroom and limit any interruptions to yours and others’ study. Please be considerate of others at all times.

**Change of details**

Students are required to notify EVOCCA College, in writing, of any change of address or contact phone number, including mobile phone numbers and email addresses. Any information given by the student to the college is considered private and confidential.

**Dress code**

Students should remember that personal presentation is very important to their future success.

Students are required to dress in clean and appropriate clothing. Students are also expected to maintain a high standard of hygiene and to avoid strong perfumes or other odours which can be uncomfortable for others.

*Examples of appropriate and inappropriate clothing is listed in the table below:*

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Inappropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runners, closed toe shoes</td>
<td>Thongs, bare feet, sandals, muddy work boots</td>
</tr>
<tr>
<td>Appropriate skirts</td>
<td>Torn and tattered clothing of any kind</td>
</tr>
<tr>
<td>Appropriate dresses</td>
<td>Mid-drift tops</td>
</tr>
<tr>
<td>Casual dress</td>
<td>Singlet shirts or sleeveless shirts</td>
</tr>
<tr>
<td>Suits</td>
<td>Obscene or offensive clothing</td>
</tr>
<tr>
<td>Appearance must be clean, neat and tidy at all times</td>
<td>Men’s headwear</td>
</tr>
</tbody>
</table>

We believe that this policy works well in developing a business-like attitude, and impressing future employers who visit the College. We have found that the dress code the college has established is appropriate for the comfort of all students and staff.
Why study at Evocca?

What you study

Whether it be Business, Beauty, Counselling, Community Services, IT and Multimedia, Tourism or Events, you can study a Diploma specifically designed to make you job-ready and achieve your full potential.

When you study

Your individual learning plan is tailored to meet your skills, your needs, your plans and your lifestyle.

Where you study

With the flexibility to study at one of our college locations, at home or even the local coffee shop, Evocca removes the barriers so you can focus on achieving your study goals.

How you study

With blended learning at your fingertips, you can schedule time in class, attend workshops, tutorials, study at college, undertake self-paced study at home or jump online with e-learning.