It’s college, your way!

Student Handbook

Exceptional Education, Inspiring Educators, Outstanding Experience
1800 EVOCCA (386 222) www.evoccacollege.com.au
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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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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 go to the Evocca College website, click on the Legislation tab and follow the links by clicking on the appropriate link.

The legislation that particularly effects 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 (2001) including the National Privacy Principles
- Skilling Australia’s Workforce Act 2005
Welcome

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 time frames 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.

It is our intent that Evocca College is a compelling place to train, work and invest. The most important of these is that it is a compelling place to work, as we realise that the foundation of any successful business is its people.

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,

Robert Gordon
Managing Director
Introduction

About us

As of April 2011, Evocca College has been 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 currently offers several business and management courses, with plans to increase the current course offering in the near future. Our courses currently offered, include:

- Diploma of Management
- Diploma of Business
- Diploma of Business Admin
- Advanced Diploma of Business
- Diploma of Information Technology
- Diploma of Digital and Interactive Games
- Diploma of Website Development
- Diploma of Digital Media Technologies
- Diploma of HR
- Diploma of Business Admin
- Diploma of Community Services
- Diploma of Counselling
- Diploma of Youth Work
- Diploma of Events
- Diploma of Travel and Tourism

Evocca College are 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, among other tools to ensure that when you graduate, you leave with the foundations 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 will provide you with the information that you will need throughout your study with Evocca College. On occasion, it may be required that amendments to sections of this handbook are made to ensure it is kept current with policies, legislation and other areas associated with your study. Amendments will be in written format and clearly explained to you and inserted into the handbook according to our version control policy.

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**

- 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 RTO
- Our values are Determination, Passion, Trust, Growth and Excellence

**About the RTO**

Evocca College is a Nationally registered training organisation, and as such adheres to the Standards for NVR Registered Training Organisations 2012, under the subsection 185(1) of the National Vocational Education and Training Regulator Act 2011.

**Code of practice**

Evocca College has a detailed Code of Practice, which is published on our web site.

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, whilst maintaining the standards of our training in line with the Vet Quality Framework regulated by ASQA.

*Evocca College provides staff, tutors and assessors who are:*

- Qualified and experienced
- Act professionally at all times
- 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 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 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 the course which is acted on for continuous improvement.

Evocca College undertakes to work as a team, and understand and respect 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 comply with all requirements of the standards of THE NVR, 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 with its major objective of safeguarding the educational interest and welfare of students and staff.

**Student selection, enrolment and orientation procedure**

**Student selection**

Students will be selected on merit, based on the published criteria. Evocca College will ensure 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 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:

- Language, literacy and numeracy proficiency
- Computer literacy.
Application and enrolment

Step 1
Send your completed and signed Application Form by email, post or complete the application online at www.evoccacollege.com.au. Please ensure you indicate the branch you wish to attend on your application forms. You will also need to provide 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/ILP)

Your application and IS/ILP will be assessed by the Branch Manager. You will receive notification within five working days if you have been successfully granted a position in your chosen qualification.

Step 3
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.

Step 4
Your first introductory days of study will include three half-day workshops. You will receive:

- Course resource materials
- Student ID.

You will be required to complete your Vet Fee Help Application form, if you are applying for Vet Fee Help funding.

Orientation

Students will be given a full orientation on their commencement day. An Orientation session is arranged for all students, unless studying via distance whereby a telephone induction will be conducted.

The Orientation program is designed to give you important information that will help familiarise you with your college, support services and your course, along with:

- understanding the information contained in the Student Handbook, including your rights as a student,
- ensuring you are familiar with the facilities, classes and resources,
- meeting your tutors and additional support staff,
- understanding your course timetable, class requirements and attendance,
- understanding your overall course assessment requirements,
- providing you with essential evacuation and emergency plan procedures, and
- knowing 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 our website – www.evoccacollege.com.au.

**Language, literacy and numeracy**

Students require satisfactory literacy and numeracy skills, to successfully complete an Evocca College course. Students who feel or know they require additional support, are encouraged to state this upon enrolment, and on the Language, Literacy and Numeracy test, completed during your Individual Learning Plan. Our staff are well-equipped to help any student who requires extra assistance and will work with you in devising strategies for extra support to assist you through your chosen course. In some cases, extra literacy courses may be recommended.

Evocca College will attempt to meet the individual needs of all students and provide assistance in the area of language, literacy and numeracy.

**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 complete questionnaires regarding your training, which we hope you take the time to fill-out. Your survey responses are then discussed at various validation and management meetings and where your ideas possibly have the chance to improve our practices and essentially your course.

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

**Copyright**

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

**Policies**

Evocca College maintains a highly ethical and responsible approach in the provision of education, training services 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.
**Refund**

The policy of Evocca College is to be fair and equitable when dealing with refunds.

The refund information found on the student application form, course letters and the Refund Policy, forms a binding agreement between the student and the Evocca College. Please refer to our full Refund Policy, which can be found in full on our 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.

A full version of our Access and Equity policy “Fair Treatment and Equal Benefits and Opportunities Policy and Procedure” can be located on our website.

**Re-crediting VET FEE-HELP balance**

If a student withdraws from a VET unit of study after census date, or has been unable to successfully complete a VET unit of study, and believes this was due to special circumstances then the student may apply to have their Fee-Help balance re-credited for the affected units. The policy and procedure is available on the Policy page of the Evocca College website.

Please note that the unsuccessful completion of a Unit of Study does not constitute grounds for re-crediting a Vet Fee-Help balance.

**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 student’s enrolment applications, either electronically or in hard copy format, including information that personally identifies individual users. Evocca College may also record various 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 see the Policy page on our website.
**Access to 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 would like to access their records at any time, they can do so by using the Request for access to records form. Students have the right to view copies of their records, and to request corrections of any information on those records which is in error. Student Services will make copies of the requested documents in their file and send it to the student via registered mail. A fee will be issued for the retrieval of the file from archives.

**Suspension**

Students can be suspended from class for:

- Non-payment of fees by the due date
- Non-attendance without substantial reason and supporting documentation
- Disruptive behaviour
- Not abiding by the Code of Practice
- Theft from the college, another student or its staff
- Bullying or harassment of any student
- Plagiarism
- Non-adherence to any policy or behavioural standard outlined in this handbook

**Credit transfer and RPL**

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

Recognition including recognition of prior learning (RPL), is a process of acknowledging a candidates skills, knowledge and experience gained through working and learning, which may be used to grant credit in a subject or module.

**What is a Credit Transfer?**

A credit transfer grants the candidate credit for modules or units of competency completed at the same or another Registered Training Organisations.

If you think you may be entitled to a RPL or a credit transfer, please discuss this with your Course Advisor on enrolment or with your tutor at your earliest convenience. It will be your responsibility to provide Evocca with a certified copy of your academic transcript. An application can take up to three days you should allow sufficient time for it to be processed.

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.

**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 will be able 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 School activities. Evocca College also promotes the proper use of Evocca College’s facilities, its information, and the property of other students or staff.

Review of enrolment
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.

Non-Academic Misconduct and Discipline
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-college
- 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.

Complaint and grievance handling
Evocca College is committed to developing and maintaining an effective, timely, fair and equitable grievance handling system which is easily accessible to all complainants.

Evocca College aims to:

- Develop a culture that views grievances as an opportunity to improve the organisation and how it works;
- Set in place a grievance handling system that is client focussed and helps Evocca College to prevent grievances from reoccurring;
- Ensure that any grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- Ensure that the views of each complainant and respondent are respected and that any party to a grievance is not discriminated against nor victimised;
- Ensure that there is a consistent response to grievances.
A grievance 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.

These grievance procedures are designed to ensure that Evocca College responds effectively to individual cases of dissatisfaction.

This policy is designed to cover all complainants including:

- Individuals who are, or would be, entitled to VET FEE-HELP assistance (Australian citizens or permanent humanitarian visa holders who are resident in Australia for the duration of a VET unit of study);
- Individuals who are not eligible for VET FEE-HELP assistance (permanent residents who are not permanent humanitarian visa holders and New Zealand citizens).

In relation to non-academic grievances, the term “complainant” applies to both current students of Evocca College and persons seeking to enrol with Evocca College.

These grievance procedures will be made available to complainants regardless of the location of the college at which the grievance has arisen, the mode in which they study or their place of residence.

A full copy of Evocca College’s grievance handling policy and procedure can be downloaded from the Policy page of Evocca College’s website.

**Cheating/plagiarism**

Evocca College regard cheating/plagiarism as a very serious offence, it will not be tolerated and can result in instant dismissal from your course. Any person found cheating or plagiarising in a particular unit of competency will be excluded from that unit and will have to repeat that unit when next offered, at your own expense. A second offence may be subject to instant dismissal from the course, at the academic manager’s discretion. Assignments, projects and essays must be the student’s own work, this includes material from staff, students or the internet.

Where it is believed a student has cheated in this manner in particular copying another student’s work, the assessment will be marked as a fail, and the unit will need to be undertaken again at your own expense.

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. Anyone who gives the impression that the ideas, words or work of another person are their own ideas, words or work is guilty of plagiarism.
Procedures for dealing with cheating/plagiarism cases

Allegations regarding cheating and plagiarism should be referred to the Academic Manager who will investigate the matter and advise the student of the finding outcome. In all cases the student will be advised in writing and given fourteen days to show cause as to why a penalty should not be applied.

Students who have allegations of cheating/plagiarism proven, are liable to incur a penalty ranging from the award of a fail result in the unit concerned, to dismissal from Evocca College.

Workplace health and safety

Evocca College accepts and recognises the ‘duty of care’ role necessary to ensure the health, safety and welfare of all of its staff, students and others who enter our premises. Evocca College adheres to all Workplace Health and Safety (WH&S) legislation and regulations. Staff and students are informed of the WH&S requirements and responsibilities during induction and orientation sessions. Staff and students are required to know aspects of WH&S by way of building evacuations, fire drills, what to do in the case of hazardous material spills and other safety matters.

Evocca College aims to protect the health, safety and welfare of students and staff by implementing general WH&S procedures that are to be observed by all personnel and students attending any Evocca College centre or sponsored event.

Evocca College emphasises that WH&S is everybody’s responsibility. All personnel are briefed on WH&S procedures regularly and appropriate drills are carried out. Where outside training venues are hired then Evocca College ensures in the contracts that all WH&S policies and procedures are in place.

Students are required to understand that they have a legal responsibility to:

- report any problem immediately to an Evocca College staff member or manager
- not place themselves or others at risk of injury
- care for and use equipment in a responsible manner
- follow safe procedures, which includes ensuring no undue stress or risk of lifting, lowering, pushing, pulling, carrying, holding, moving or restraining an object occurs
- report hazards or injuries to your tutor or other staff
- use and leave a classroom or site in a safe condition. This includes ensuring there is no food or liquid next to computers and other equipment, and that students must not handle, strike or inflict damage on any object that may cause significant damage or risk from that object.

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
- Recycling waste
- Minimising water usage
• Not putting chemicals or dangerous liquids down drains
• Using biodegradable cleaning products
• 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 policies 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.

**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 where possible
• 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.
Emergency evacuation procedures
All students and staff must be aware of all emergency evacuations plans that are in place. These plans will be discussed in detail at induction and orientation.

Evocca College has emergency procedures in place, which include:
- Evacuation plans are clearly visible throughout the premises
- All students should make themselves aware of where the Fire Exits are located
- Regular checks of fire safety procedures by the Fire Authorities
- Fire safety and emergency procedures training and drills are a regular occurrence
- Staff members who are trained are nominated First Aid Officers for college.

Smoking
Evocca College is a smoke free zone. Smoking is not permitted inside any Evocca College college or its surrounds. Students wishing to smoke must do so outside and away from Evocca College premises. Please listen to the instructions of the Branch 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.

Students are also reminded of increasing public opposition to smoking and its potential impact on their opportunities in employment.

Mobile phones
Mobile phones must be switched to silent at all times, when in attendance 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 understand that mobile phones have the ability to interfere with Evocca College computer systems. They also disrupt tutors, lessons and other students' concentration. Please be considerate of others at all times.

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 for student use 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.

The I.T. Department monitors file downloads across the Evocca College network and will notify management of any abuse.
Software copyright policy
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. Students are advised that it is against Evocca College policy to permit any such copying.

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.

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.

There is NO secure storage available for students at the college.

Drugs and alcohol
No student or staff member shall be allowed on any Evocca College campus while under the influence of, or in possession of, alcohol or any illegal drugs. Any student who chooses to disregard this rule may have their enrolment terminated.

Evocca College Drug and Alcohol Policy states:
Evocca College is committed to protecting the safety, health and well-being of all employees, students and other individuals. We recognise that alcohol abuse 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.

Applicability
Our drug-free college policy means that alcohol is not to be served or consumed at any college campus under any circumstances.

Prohibited Behaviour
Prohibited behaviour includes, but is not limited to:

• The use or possession of illegal drugs or other illicit mind-altering substances on Evocca College premises is strictly prohibited.

• The possession or consumption of alcohol on Evocca College premises is strictly prohibited.

• Students, Employees, Guests or other Individuals found to be in possession of alcohol or unauthorised substances on Evocca College premises will be immediately suspended pending investigation and disciplinary action.

• Students, Employees, Guests or other Individuals found on Evocca College premises under the influence of alcohol or other drugs will be immediately suspended pending investigation and disciplinary action.

Consequences
Breaches of policy in regard to alcohol and other drugs are considered serious misconduct and may result in termination of enrolment.
Student information

Student ID card
Each full time student attending an accredited course will be 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 of $15.

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

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 school is considered private and confidential.

A change of details form can be downloaded from the Evocca College website.

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

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, sandals</td>
<td>Thongs, bare feet, muddy workbooks</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 &amp; tidy at times</td>
<td>Mens Headwear</td>
</tr>
</tbody>
</table>