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Student Information Handbook

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Introduction

Welcome to Education Centre Gippsland Ltd (ECG).

This booklet is to be read in conjunction with your course information sheets as it outlines the general guidelines for studying at our Educational Campuses.

ECG is a Registered Training Organisation (RTO), which means we ensure that our Training and Assessing is consistent under the Australian Quality Training Framework (AQTF), to write, deliver and assess training packages, meeting all Australian Standards which govern us.

These are managed by a series of policies and procedures that gives you reliable and professional course delivery. All policies and procedures relevant to your educational requirements at ECG can be found on our website at <http://www.ecg.vic.edu.au>

Vocational Education and Training (VET) – What is it?

Vocational Education and Training (VET) is training, excluding higher education (University) that gives people work-related knowledge and skills. VET covers preparatory entry-level and advanced-skill programs in technical and further education (TAFE) institutes, schools, private training organisations, and workplace and community settings.

VET has a practical emphasis and is linked directly to the needs of business and industry. Representatives from business and industry help design and update VET courses to ensure that they are relevant and related to the needs of specific jobs.

As an Adult Education Community (ACE) provider, ECG offers a wide range of VET studies which are formal, nationally recognised training packages, and can be found in our term brochures.

You can undertake Vocational Educational and Training as part of an apprenticeship or traineeship, or at secondary school.

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Apprenticeships and traineeships provide on-the-job and off-the-job training in a particular industry.

VET in schools is undertaken as part of the Victorian Certificate of Education (VCE) and Victorian Certificate of Applied Learning (VCAL). Alternatively, you can undergo Accredited Education to upgrade your skills by enrolling in a classroom based education in courses that are offered in our Term Brochure.

Courses offered can also be located on our website at <http://www.ecg.vic.edu.au>

The History of ECG

Education Centre Gippsland Ltd (ECG) commenced operations as a Commonwealth Education Centre in 1974 under the name of West Gippsland and Latrobe Valley Community Education Centre and provided teacher resources to the local schools.

In the 1990s the funding altered and the organisation became involved in the delivery of labour market programs and applied to become a Registered Training Organisation. In 1997 ECG became the major Adult Community Education (ACE) provider in Baw Baw Shire.

2002 the organisation opened the ECG Copy Centre at 57 Smith Street, incorporate the South Gippsland Adult Education into its business and commenced its office in Morwell for the delivery of the Correctional Services Employment Pilot Program. ECG became a member of Jobs Futures, a national organisation that creates business opportunities.

2003 ECG began delivering Adult Community Education programs and services from its Leongatha campus located at Jeffrey Street.

2005 ECG teamed with the McMillan Advisory Board to tender successfully for the Horticulture, Equine, Land Management and Non-Dairy Agriculture programs that were available in Gippsland as a result of Melbourne University exiting from Vocational Education and Training delivery.

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2005 Rotary Club of Warragul donated the use of a fully fitted shed for programs and services directed toward youth and men at the Mens Shed located at 182 Normanby Street Warragul.

2006 ECG commences delivery of Equine (including Harness Racing), Horticulture, Agriculture, Land Management and Conservation, Arboriculture from McMillan Warragul and Leongatha and Burnley campuses'

2008 ECG commences delivery from a fully operational Hair Salon in Traralgon to accommodate delivery of hair & beauty programs and allow students to be part of a simulated environment.

Student Rights & Responsibilities

Student Rights

- To expect the best quality education ECG can provide.
- To be provided with an innovative, equitable and supportive environment that challenges students to achieve their full potential.
- To be provided with current and clear guidelines regarding course content, time demands and assessment details.
- To expect impartial, constructive and prompt assessment of work. Information of assessment criteria and expected standards will be made available.
- To have access to required facilities and resources necessary for the student's academic goals to be achieved.
- To be treated in a non discriminatory and respectful manner by both staff and fellow students.
- To expect that scheduled classes will take place, or to be informed of alternative arrangements.

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- To have access to staff to whom questions and difficulties can be referred.

Student Responsibilities

- To take an active role in planning and pursuing their studies.
- To be well informed about the requirements of the course that is being undertaken, to attend all set classes.
- To discuss with staff any problems that may be encountered.
- To make the best possible use of the opportunities and facilities that the ECG Campuses' have.
- To submit work, which is wholly their own work and on time.
- To respect the rights and welfare of ECG staff and students.
- Students' behaviour must not impact negatively, or disrupt, the learning of others.
- To respect ECG property and report any items that are not in working order promptly.
- To comply with the ECG policies and procedures.

Student Discipline

Students enrolled with ECG who engage in misconduct will be subject to ECG's Disciplinary procedures. Misconduct refers to any behaviour that impairs the reasonable freedom of others to pursue their studies or work at ECG including:

- Harassment of any person within, or near the precinct of ECG
- Assault (direct or indirect) on any person within, or near, the precinct of ECG

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- Wilful or negligent damage to, or removal of, ECG property
- Failure to comply with any reasonable instruction
- Possessing, using or trafficking a drug of dependence
- Possessing or under the influence of alcohol
- Carrying a weapon that can cause harm or injury, or can be used in a threatening manner.

Non attendance in class and/or poor performance may also constitute grounds of ECG's Disciplinary procedures to be employed. Counselling (formal or informal) and performance review will be implemented and if no improvement occurs, the student / trainee may be withdrawn from class/training.

If the incident or issue results in the immediate danger of a student/trainee or staff member, the matter will be referred to the police and the student will be immediately withdrawn from participation in further classes.

Campus Locations & Contacts

McMillan Campus – Warragul

Reception

Telephone: (03) 5622 6000

Fax: (03) 5623 4671

71 Warragul-Korumburra Rd Warragul 3820

(PO Box 249)

Reception Hours: 8.30am – 5.00pm

Located south of the Warragul town centre, the McMillan campus is set on 20 acres which incorporates gardens, horticulture and agriculture facilities offering students a very relaxed learning environment. The Campus offers tennis, gardens to walk through, spacious games room with a billiard table, table tennis, student lounge, tea/coffee and kitchenette facilities, computer room access and Library that caters

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for Agriculture, Horticulture and Equine studies. This Campus also has accommodation that students may rent for the whole year.

Smith Street Campus – Warragul

Reception

Telephone: (03) 5623 6075

Fax: (03) 5623 4141

Cnr Smith & Albert Streets

Warragul 3820

(PO Box 249)

Reception Hours: 8.30am – 5.30pm

Located in at the top end of the Warragul town centre, the Smith Street Campus offers a wide variety of Education from Accredited to Non Accredited courses. We also deliver our Literacy and Numeracy course, the Certificate of General Education for Adults from this campus.

The facilities at Smith Street include: Tea/coffee and kitchenette, student lounge area. Warragul shopping centre is a short walk as well as the Warragul Civic Park whereby you can take a walk at lunch time.

McMillan Campus – Leongatha

Reception

Telephone: (03) 5662 3502

Fax: (03) 5662 4312

Nerrena Road

Leongatha, 3953

(Private Bag 5)

Reception Hours: 8.30am – 5.00pm

Set in the education precinct of Leongatha, this campus has full facilities to cater for learner needs. The Leongatha Campus offers a games room including tea and coffee facilities, fully operation workshop, library reference books and student lounge.

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ECG Hair & Training Centre – Traralgon

Telephone: (03) 5174 7580
19 Franklin Street
Traralgon 3844

Located in the CBD of Traralgon. A fully operational Hair Salon in Traralgon to accommodate delivery of hair & beauty programs. The centre allows for students to be part of a simulated environment.

Gippsland Harness Centre – Logan Park, Warragul

Established in 1997, the **Gippsland Harness Training Centre** is a joint venture between the ECG McMillan Campus and the Warragul Light Harness Club.

The Gippsland Harness Training Centre is a fully operational racing stable as well as a training facility offering numerous courses including CII in Racing (Stablehand), CIII in Racing (Harness Driver), CIV in Racing (Advanced Harness Driver), CIV in Racing (Harness Trainer)

For further information contact Des Hughes on 0419 588 528 or Kristen Theile on (03) 5623 6075 or 0429 337 400

Student Administration

Warragul & Traralgon Students

The Student Administration Office is located at ECG, 71 Korumburra-Warragul Road. The Student Records Officer can be contacted on (03) 5622 6000. Enquiries concerning fees, enrolment procedures, deferments, withdrawals, exemptions, credit granted, RPL, results and courses, can be directed to the Student Records Office. Alternatively you can get assistance from any of Campuses by contacting the reception staff.

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Leongatha Students

All students undertaking studies at the Leongatha campus my contact the administration staff for Student Records assistance. All students have a right under the privacy act 2002 to view their student record, however this must be arranged via your course Coordinator and a least 24 hours notice must be given.

Enrolment

Enrolments are open to anyone 15 years or older

An Enrolment form must be completed prior to students commencing ECG courses. The Enrolment form collects information necessary for government reporting purposes. All questions on the Enrolment form require an answer and the student's signature must be obtained.

Enrolment forms must be completed in person at Information/Induction sessions or with the Course Coordinator for Accredited Training courses. Short Courses may be completed via telephone, or the form may be mailed, emailed or faxed.

Enrolments for courses where set class sizes apply are accepted in the order they are received.

If a class fills before an enrolment is received or the class is cancelled, the prospective students are notified.

Accredited Government Funded Courses - if not paid in full up front, students **MUST** pay a minimum deposit and a direct debit form to be filled in on enrolment.

Fee for Service Accredited Courses - if not paid in full up front, students **MUST** pay a minimum depost of 10% and a direct debit form to be filled in on enrolment.

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Fee for Service Courses - students attending short courses, need to pay the course in full prior to commencement of training.

Enrolment information is entered into the Student Records database within 3 days.

Fees and Charges

For government-funded courses, fees and charges are in accordance with the 'Conditions as to Fees & Charges' before 1 July 2009.

<https://secure.otte.vic.gov.au/GFTP/Common/2008/FeesandCharges2008.asp>

All students commencing a government subsidised course **on** or **after** 1 July 2009 will pay tuition fees according to a new scheme. The fee will be calculated based on the number of hours of enrolment, at a rate that varies depending on the category a course is in. All courses have been classified into one of 5 categories for the purpose of calculating fees:

- Foundation Skills (basic general education, English language and preparatory courses, and Foundation level VCAL)
 - Skills Creation (most Certificate I and II courses, the VCE and VCAL Intermediate and Senior)
 - Apprenticeships and Traineeships (any course taken as part of a training contract, at any level)
 - Skills Building (most non-apprenticeship Certificate III and IV courses)
 - Skills Deepening (all non-apprenticeship Diplomas, Advanced Diplomas and vocational Graduate qualifications).
-
- ECG charges the minimum if the student holds a concession card which is approved by the Minister or if the student is a dependant spouse or child of the card holder.
 - ECG may allow a concession if it considers the full price of tuition would impose extreme hardship on the student. ECG may then

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charge the concession price or grant the student exemption from the minimum charge.

- ECG keeps records and evidence to support fee waivers and concessions granted on the students file.
- Both full and concession fees are advertised.
- For some courses, ECG may charge a materials and/or amenities fee to cover the costs of training resources and equipment. Itemised information on such fees are advertised and provided to students prior to enrolment.
- To be eligible to receive the minimum fee or concession fee, Students / Clients must provide proof, eg a Health Care Card. Students without a Health Care Card may provide a letter stating financial hardship.
- ECG also offers Direct Debit payments for course fees see *conditions*

Payment Plans

Payment plans for all Government – Funded Courses

1. All courses if not paid up front, attract a minimum deposit. A larger deposit can be paid at enrolment.
2. A direct debit form must be completed and filled in at the time of enrolment.
3. Direct Debit payments will be determined upon enrolment.
4. All fees to be paid in full before completion of the course.

Payment plans for Fee for Service Accredited Courses

1. All courses if not paid up front, attract a minimum deposit of 10% of the course total. A larger deposit can be paid at enrolment
2. A direct debit form must be completed and filled in at the time of enrolment.
3. Direct Debit payments will be determined on enrolment.
4. All fees to be paid in full before completion of the course.

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Payment Plans are NOT offered for Government Funded Short Courses or Fee for Service Short Courses

Please note: No certificates will be issued until course fees are paid in full

Refunds

ECG applies refunds in accordance with the 'Conditions as to Fees & Charges'.

If a student withdraws, by written notice, from a government-funded course at any time up until 4 weeks after commencement of classes in that course, then ECG will refund the tuition fee paid in respect of the course. Refund charge to apply and any other fees and charges paid by or on behalf of the student (ie. materials and amenities.)

If a student withdraws, by written notice, from government-funded training or further education at any time up until 4 weeks after the scheduled commencement date of classes for the purposes of taking up a place at another educational institution, the provider must refund the full tuition contribution and any other fees and charges paid by or on behalf of the student.

If a student withdraws from a *Non-funded course* more than 5 working days before the course commences, a refund of the course fee minus a 10% administrative charge (a minimum of \$5.00) applies.

If a student withdraws from a *Non-funded course* 5 working days or less before the course commences, no refund is made.

A full refund is made to the student within one month if a class is cancelled by ECG.

Refunds will only be made by cheque or direct credit to the student's bank account, within 14 days

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Withdrawals

Before you withdraw from a course

Students are encouraged to discuss any difficulties they may be experiencing with their course coordinator or the Student Services Officer (located at McMillan Warragul). Quite often the problems or difficulties being experienced can be resolved or overcome. Under certain circumstances courses can be modified to suit the students personal needs or requirements, so don't hesitate to discuss your options.

Please note that it is the student's responsibility to inform the Course Coordinator and Student Records if you decide not to continue with a course. This request needs to be in writing.

All students are required to notify Student Records of any change of address or change of employment in the case of trainees or apprentices.

For further information on enrolment, fees/charges, fee concessions, contact your campus reception.

Recognition of Prior Learning (RPL) & Credit Transfer (CT)

ECG provides for the acknowledgement of learning acquired through previous training, work experience and/or life experience.

The major benefit of RPL or CT is that learners build on their prior learning and avoid repetition of competencies or modules they may have already completed elsewhere.

ECG provides fully qualified RPL / CT assessors who have demonstrated vocational competence to industry standard and are responsible for assessing the evidence provided in the RPL / CT application, interview, practical demonstration, or obtaining additional documentation, if required.

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Recognition of Prior Learning (RPL) is the acknowledgement of skills and knowledge obtained through previous training, work experience and/or life experience. The main focus of RPL is the learning outcomes or current competencies gained from these experiences.

This definition also applies to the Recognition of Current Competency (RCC): No distinction is made between RPL and RCC.

Credit Transfer is the recognition and acceptance by an Education Provider of a Qualification/s and Statements of Attainment issued by other Vocational Education & Training Providers. This enables individuals to receive national recognition of their achievements. Credit transfer can only be granted for units and modules that have the same title and code of that enrolment.

How to Apply

In all ECG advertising & marketing material relating to accredited training mentions the option for RPL and/or CT We also inform you of your options for RPL and/or CT on our enrolment forms, pre-training review, website, at information sessions and Australian Apprenticeship / Traineeship induction sessions. If you wish to apply for RPL and/or CT, contact your Course Coordinator for an Application Form. Applications must be lodged by the designated closing date, usually 7 days from the date of enrolment. Only applications completed in full are accepted. Applications received after the closing date may be accepted at the discretion of the Education & Training Manager.

Cost to Applicants

- Applicants pay the full course fee (or concession rate if applicable) at enrolment and may then apply for RPL.
- If granted RPL, applicants receive a refund to the equivalent cost of the materials and amenities fee.

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- The application cost for RPL of a course or part there of is \$100 at a Certificate level and \$150 at a Diploma level.
- If an interview (by phone or in person) or additional documentation is required an additional \$55 per hour fee will be charged.

Notifying Applicants & Recording Outcomes

Once your application has been assessed, you will be informed of the outcome in writing. The application, all evidence and notification letter is kept on your student file.

Student Appeals

If you are not satisfied with the RPL/CT outcome, you may lodge an appeal. The procedure for Student Complaints and Appeals can be sourced at any campus reception or alternatively, by accessing the ECG Website: www.ecg.vic.edu.au.

Course Completion

At the end of your course, your Certificate of Qualification will be issued at our Graduation ceremony held at McMillan Warragul each March.

Statements of Attainment and/or Statements of Results are issued upon request.

Duplicate Copies of Certificates, Statements of Attainment or Statement of results can be sort by applying to the Students Records Officer located at ECG McMillan Warragul, 71 Korumburra-Warragul Road at a cost of \$20.00 per copy.

Counselling Services

Education Centre Gippsland has access to a Student Counsellor. Referrals can be made by contacting the Manager or your Course Coordinator. The Manager or Course Coordinator can also assist with study issues, certain workplace concerns and various campus related conflict issues.

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The Student Counsellor can be contacted as a means of gaining additional information and understanding about an issue before you decide on a course of action. Counselling can be accessed for both academic and personal issues, and frequently involves a combination of both. Sometimes when issues arise, people try to deal with the issue themselves. However, often one visit to the Counsellor can avert more serious problems later on.

Abuse/Sexual Assault – SECASA Central	1800 806 292
Care Ring – Crisis	13 61 69
Care information, support and emergency respite	1800 059 059
Direct Line (Drug & Alcohol Service)	1800 888 236
Kids Help Line - Crisis	1800 551 800
Lifeline	13 11 14
Latrobe Valley Community Mental Health Services	1300 36 33 22
Melbourne Youth Support Line	03 9614 3688
Suicide Help Line	1300 651 251

Health Services

ECG does not have an on-campus medical service however each centre is located near a public hospital with emergency and out patient services.

Warragul: West Gippsland Healthcare Group (Hospital)
Landsborough Road Warragul
Ph: (03) 5623 0611

Leongatha: Gippsland Southern Health Service
Koonwarra Road Warragul
Ph: (03) 5667 5555

**Latrobe Valley
- Traralgon:** Latrobe Regional Hospital
Princes Highway (West of Traralgon)
Ph: (03) 5173 8000

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Outgoing Mail

Addressed and stamped letters can be left at reception before 3.00pm for daily Australia Post pick-up. Stamps can be purchased at reception.

McMillan – Warragul Campus Library

At McMillan – Warragul, we have a library which provides valuable information services and resources to students, clients, staff and members of the community located at Warragul, Leongatha and other ECG locations.

The collection comprises a large range of up-to-date books, journals, videos, CD's and DVD's covering all aspects of agriculture, dairy management, horticulture, the equine industry, workplace communication, small business management, marketing and personnel management.

Borrowing – Students, Clients and Staff

A registration form, available at reception, by post or email must be completed before borrowing. Requests for loans can be made in person, by phone, mail, fax or email. If you are unable to borrow in person, delivery of requested items may be possible.

Borrowing period:

Books, videos, CD's & DVD's – 14 days

Journals – Overnight

Reserve – Overnight

Reference – Not for loan

Maximum Number of Items:

Student clients – 8 items

Staff – 15 items

Contact

Reception

Phone: (03) 5622 6000

Fax: (03) 5623 4671

Email: jans@ecg.vic.edu.au

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Conditions of Use

1. No Smoking, eating or drinking is allowed in the library.
2. No Library materials are to be removed without borrowing procedures being observed.
3. Noisy or disruptive behaviour is to be avoided. Quiet discussion is permission except in the quiet study area.
4. Borrowers are required to pay for lost or damaged library materials
5. Fines will be imposed for overdue loans.

Computer Room – Warragul McMillan

All students are to follow all policies and procedures when using ECG's Computer Room. Please refer to the Computer/Internet policy.

No items are to be stored on the hard drive and it is recommended that students purchase a memory stick to store their information.

Students will have access to the Computer Room under the following conditions:

1. The Computer Room is not occupied by a formal class
2. **Smoking, Eating and Drinking is strictly prohibited**
3. Students will not abuse the equipment
4. The Computer Room will be left free and tidy from paper waste, which is to be placed into the bins provided
5. Students are not to engage in electronic harassment of any kind
6. Students will not alter the standard configurations of any software package or computing system
7. Students will report any computing problems or faults to the Residential Manager or reception.

Access Hours:

Monday to Friday:
Weekends:

8.30am – 5.00pm
CLOSED

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Please Note: General access to the Computer Room will not be possible during scheduled Computer classes. Please check class schedules on the notice board before entering the room.

Student Lounge & Games Room

Warragul – Smith Street

Located in the adjoining building, is a student lounge whereby a vending machines are located. Tea/coffee facilities are located in the main tearoom off the reception area.

Warragul – McMillan

The student lounge and games room are available for use by all students. Students should be aware that any breach of personal conduct, inappropriate use of facilities or any other non compliance can result in the removal of usage.

The lounge is located in the Dining Room. It offers a comfortable atmosphere to relax and chat or alternatively students can use the TV & video/DVD player.

The games room offers a $\frac{3}{4}$ size billiard and table tennis tables. The kitchen has tea and coffee facilities, toaster, microwave oven and refrigerator.

A notice board and pamphlets are made available in both rooms.

Please note: that the lounge and games rooms are under 24 hour security camera surveillance.

Leongatha

The Leongatha centre offers a games room with a small billiard table, tea coffee facilities and a soft drink vending machine to all students during day time operation hours. The games room is located at the rear of the main building next to the workshop.

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Telephone

Warragul

Students have access to a pay telephone located next to the student laundry.

Messages can be left at reception on **(03) 5622 6000**.

Leongatha

A public pay phone is located near the rear door of the main building. Messages can be left at Reception on **(03) 5662 4312**.

Accidents, Hazards or Near Hits

To ensure all staff, students and visitors are safe on our premises, it is everyone's responsibility to report any Accidents, Hazards or Near Misses. Forms can be located at the front reception, or contact your Course Coordinator.

Firearms or Weapons

Under **NO CIRCUMSTANCES** are firearms or weapons permitted to be brought on to any Campus. If any student/s are found to be in the possession of either, the student/s will be subject to disciplinary action, which may result in the immediate termination of your enrolment. Cases could also require the matter to be referred to the local authorities.

Alcohol

Under **NO CIRCUMSTANCES** is the consumption of alcohol permitted. Any breach of the Victorian liquor legislation or regulations will be dealt with according to the Student Disciplinary Procedure.

No Smoking

ECG aims to achieve a smokefree workplace. To protect all employees and visitors from exposure to ETS, the entire premises,

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including grounds and outdoor areas where applicable, of ECG sites will become smokefree.

Smoking will not be allowed in ECG vehicles.

The policy will apply to all staff including management, contract and service staff, students, clients and visitors while on ECG premises.

The responsibility for enforcing the policy rests with CEO, managers and staff. Staff are reminded that they are obliged, under the Occupational Health & Safety Act (2004), to protect their fellow workers.

Drug Use

Possession and/or use of any illegal drug or substance, or the misuse of prescribed drugs, will be viewed as a serious breach of discipline. Possession or use of illegal drugs or prohibited substances is a criminal offence and Education Centre Gippsland Ltd reserves the right to inform the local authorities. Disciplinary action may result in the immediate termination enrolment.

Discrimination, Harassment, Bullying, Aggressive Behaviour

In order to protect the interests, health and safety of all students a breach of any of the following by you will be subject to disciplinary action and may result in the immediate termination of your enrolment:

- Any violent act or behaviour
- Any offence illegal under Australian Federal or State Law (eg racial discrimination, sexual harassment)

It is the policy of ECG and the Campus that all students and employees should enjoy an environment free from all forms of discrimination.

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Sexual Harassment

Sexual harassment is a general term covering unwelcome sexual behaviour. This could include a demand for sexual activity (subtle or explicitly) or offer of sexual favours, unwanted and deliberate physical contact, unwelcome sexual jokes, innuendos or comments of a sexual nature. It could also be the display of offensive pictures or publication, the use of offensive language in the classroom or workplace.

If at any time you are being subjected to sexual harassment, you must contact the Manager, Course Coordinator or Trainer.

Bullying, Aggressive Behaviour

ECG is committed to creating and maintaining workplaces that uphold the principles of fairness and the pursuit of excellence. There is no place for bullying at any of our campuses, where safe and respectful work environments are a priority.

Bullying is unwelcome and unreasonable behaviour that is persistent. It creates a hostile, uncomfortable or offensive atmosphere for those who are target/s of the bullying.

Bullying behaviour demeans and humiliates people, either as individuals or as a group. It may also include behaviour that intimidates, offends, criticises, or degrades a person, possibly in the presence of others. Some initiation practices could be considered as bullying, where they involve the misuse of relative/or assumed power, for example by students who have been here longer than others.

If you are concerned about bullying, the important thing is to tell someone. It may be sufficient to make it clear to the individual/s that the behaviour is not welcome, that it offends you or makes you uncomfortable and that it interferes with your work. If you are a witness to bullying behaviour, you might approach those perpetrating the bullying behaviour and tell them that you disapprove of the behaviour and request that it stops. However, if

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the behaviour persists (or if you don't feel confident to approach the individual/s yourself) you should report the behaviour to the Manager, Course Coordinator or Trainer.

As with sexual harassment, all requests for assistance will be handled in the strictest confidence.

Discrimination

Discrimination is broadly defined as treating one person unfairly over another according to factors unrelated to their ability or potential. State and Federal legislation protects people at work and in education (both staff and students) from discrimination on the basis of certain attributes and from being treated unfairly because they have complained about discrimination. Direct or indirect discrimination on the basis of one or more of the following attributes is unlawful:

- Age
- Physical, psychiatric or intellectual disability or impairment
- Breastfeeding
- Gender identity
- Industrial activity
- Lawful sexual activity/sexual orientation
- Marital status
- Physical features
- Political beliefs or activity
- Sex
- Status as a parent or carer
- Personal association with a person who is identified by reference to any of the above attributes.

If you are experiencing any discrimination issues contact the Manager, Course Coordinator or Trainer.

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