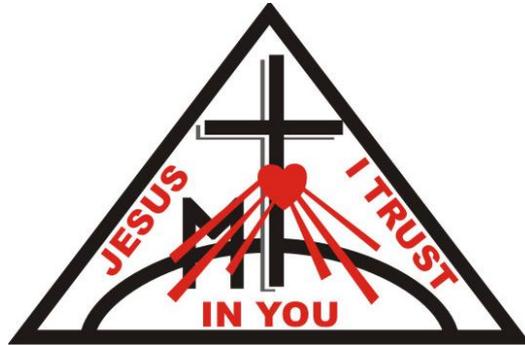


DIVINE MERCY COLLEGE



Year 11 & 12 2021 Handbook



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ATTENDANCE & PUNCTUALITY

Daily Routine – Flexible class arrangement for year 11 & 12

Classes commence some days at 7.45am and other days at 8.25am depending on your child's timetable

Classes finish at 3.30pm, although on some days your child will finish at 2.45pm depending on the timetable

Year 11 & 12 students will need to report to the office if they arrive after 8.25am or leave before 2.45pm.

Homeroom teachers will review students' attendance at the end of each term and parents will be notified if their child is at risk.

Student Absence

Should a child be absent from school for any reason, the parents should contact the School by telephone before 9.00am on the day of the absence and then follow up the absence with a written note upon the student's return to school. If possible prior notice should be provided and valid medical certificate is required if a student is absent for two or more days.

Parents and students' should also note that for Year 11 and 12 courses – an attendance rate of at least 80% is required to pass course unit.

Student Illness during the School day

If a child feels ill during school time the teacher will send him or her to Reception for assessment. If necessary the School Receptionist will contact the parents and arrange for the child to be sent home. If a child is injured during school time the same arrangements will apply. The School reserves the right to seek immediate medical treatment for an injured child if the parents cannot be contacted.

Student Absences for holidays during term time

Holidays/Overseas trips are never a valid reason for missing school, especially assessments or exams. The school does not permit and asks that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children. It is the students' responsibility to catch up on any missed work. Exams will only be rescheduled once medical certificate has been provided.

All parental requests for extended leave for their child/children during the school term for any reason whatsoever must be made in writing to the Principal at least one month (30 days) before the requested leave time.

The Principal has the authority to approve or disapprove the requested leave depending upon circumstance, age of the child and the effect that the leave may have on the child's educational attainment. For example, Year 12 students will not be granted leave for any reason other than genuine illness if the leave is requested during an examination period. The school has final determination as to what is considered a 'valid' reason for absence. Exceptions can only be made in cases of severe illness in which case SCSA will make final grading decisions.

Students leaving the School grounds during school hours

Students are not allowed to leave the School premises during the school day unless they have parental permission. If the school believes the reason for the student leaving the grounds is inadequate or is not satisfied that the student will be safe, permission will be refused.

If a parent needs to collect a student during school hours, they will need to be signed out through the Administration Office, with the sign out note going to the homeroom teacher so the register can be altered as needed.

ASSESSMENT– SENIOR SCHOOL

This policy is provided to all senior secondary students at Divine Mercy College and is based on School Curriculum and Standards Authority (Authority) requirements.

All Year 11 and Year 12 students are enrolled in a combination of ATAR, General and VET courses. Some students are also gaining credit for the WACE by undertaking one of the Vocational Education and Training (VET) qualifications (Business, ICT or Sport and Recreation) and/or one the endorsed program Workplace Learning which is available at the College. The VET qualifications are delivered and assessed in partnership with YMCA, a registered training organization (RTO).

This policy applies to the assessment of all WACE courses.

Student responsibilities

It is the responsibility of the student to:

- attempt all in-class assessment tasks on the scheduled date and submit all out-of-class assessment tasks by the due date
- maintain an assessment file for each pair of units studied which contains all completed written assessment tasks and to make this file available whenever required by the school (see Section 9 below for details)
- maintain a good record of attendance, conduct and progress (a student who is absent from a class for five lessons or more per term is deemed to be 'at risk' of not achieving the best possible result)
- initiate contact with teachers concerning absence from class, missed in-class assessment tasks, requests for extension of the due date for out-of-class assessment tasks and other issues pertaining to assessment.

Teacher responsibilities

It is the responsibility of the teacher to:

- develop a teaching and learning program that appropriately delivers the current Authority syllabus for the particular pair of units
- provide students with access to a course outline and an assessment outline
- ensure that all assessment tasks are fair, valid and reliable
- provide students with timely assessment feedback and with guidance about how best to undertake future tasks
- maintain accurate records of student achievement
- meet college and external timelines for assessment and reporting
- inform students and parents of academic progress, as appropriate.
- Keep up to date with the most current WACE manual including but not limited to assessment and reporting practices

Information provided to students

Before teaching starts the teacher will provide on the college intranet the following documents:

- the Authority syllabus for the pair of units which includes the grade descriptions
- a course outline for the pair of units (or unit or semester) that shows:
 - the content from the syllabus in the sequence in which it will be taught

- the approximate time allocated to teach each section of content from the syllabus
- an assessment outline for the pair of units that includes:
 - the number of tasks to be assessed
 - the approximate timing of each assessment task (i.e. the week in which each assessment task is planned or the start week and submissions week for each out-of-class extended task)
 - the weighting for each assessment task
 - the weighting for each assessment type, as specified in the assessment table of the syllabus
 - a general description of each assessment task
 - an indication of the content covered by each assessment task.

Note: Students without internet access at home can request from their teacher a hard copy of these documents.

Assessing student achievement

At Divine Mercy College all students are enrolled in a pair of units. In each pair of units, a number of assessment tasks occur during the year including end of semester exams in all ATAR courses and an Externally Set Task for Year 12 General courses

Each task provides evidence of student achievement. The teacher uses the total weighted mark from all assessment tasks to rank students in the class and assign grades.

The requirements for each assessment task will be clearly described in writing (i.e. what the student needs to do, often indicating the steps involved for extended tasks). Where appropriate, the criteria against which the task will be marked will be provided with the task.

Most tasks are completed in-class. Some courses may include tasks that are completed out-of-class (in which case, student achievement will be validated to ensure authenticity).

Some courses may include assessment tasks to be completed by a group of students. In such cases teachers will use strategies to enable them to assess the performance of each individual in the group. Typically, this will be identified in the task (or task brief) provided to the students at the commencement of the task.

Where a student's disability, specific education needs, or cultural beliefs will significantly affect their access to an assessment task the teacher may adjust the task in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. (See Section 11 for further information on students with a disability).

School examinations

Year 11 and 12 will sit exams in both Semester 1 & 2. Please note semester **2 exams will be held in the October school holidays and week 1 of Term 4**. Year 12's will attend school for another week or two following exams to obtain results. They will then finish school to study for their WACE exams. School examinations are included in the assessment outline for the pair of units. The weighting, i.e. proportion of the final mark, for these school-based examinations varies between courses and can be determined from the assessment outline.

A written examination will be held in all ATAR courses at the end of Semester 1 and the end of Semester 2. A practical/performance/oral exam will also be held in those courses with a practical, performance or oral ATAR examination. In Year 11 written examinations are typically 2 or 2.5 hours in duration, although some are 3 hours. In Year 12 all written examinations are 3 hours duration except for courses with a practical, performance or oral examination which are 2.5 hours plus a separate practical, performance or oral examination.

The examination timetable is issued to students three weeks before the start of the exam period. The examination rules are printed in the college student diary and are available on the college intranet.

If an examination contains an error or questions are based on content that is outside the syllabus or there is a breach of security the college will:

- remove the question containing the error or based on content outside the syllabus, **or**
- set a new examination if there is a breach of security that affects all students, **or**
- penalise the students involved if there is a breach of security limited to only them (i.e. a mark of zero).

Where health issues or personal circumstances prevent a student from completing one or more school examinations, as for all other assessment tasks, the college will determine whether the reason is acceptable and if not acceptable the student will be given a mark of zero. If the reason is acceptable to the college an alternate date will be set or where this is not possible the student will not sit the examination. In this case, a predicted examination score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the examination.

Externally set task

All students enrolled in a Year 12 General course are required to complete an externally set task (EST) for that course.

The EST is included in the assessment outline for the pair of units (units 3 & 4). This assessment task has a weighting of 15% of the final mark for the pair of units.

The EST is a 50-minute written assessment task developed by the Authority based on content from Unit 3. It is completed in class under standard test conditions.

Where a student does not complete the EST on the scheduled day, they will be required to complete the task at the first available opportunity (generally within two days of the student's return to school). If this is not until after the date that the Authority requires the college to submit the EST marks, then the college will determine if the reason for non-completion is acceptable (see Section 13 below for details) and if not acceptable the student will be allocated a mark of zero. If the reason is acceptable to the college the teacher will:

- decide on an alternate assessment task (if, in the opinion of the teacher, the task is no longer confidential), **or**
- a predicted EST score will be allocated based on the student's performance in other assessments relative to that of the cohort and the performance of the cohort in the EST.

Cheating, collusion and plagiarism

Students must not cheat (i.e. engage in a dishonest act to gain an unfair advantage).

All work in each individual assessment task must be the work of the student. Students are not permitted to submit for marking, as original, any work which is:

- prepared or substantively contributed to by another person (e.g. student, teacher, tutor or expert)
- copied or downloaded from the internet without acknowledging the source
- paraphrased or summarises the work of others.

If a student is believed to have engaged in cheating, collusion or plagiarism, the teacher will refer the matter to the relevant head of learning area/teacher-in-charge responsible for the course. As part of this process, the student and the parent/guardian will be informed of suspected inappropriate behaviour. The student will be provided with the right of reply.

If it is demonstrated beyond reasonable doubt that a student has cheated, colluded or plagiarized, one of the following penalties will apply:

- a mark of zero for the whole assessment task, **or**

- a mark of zero for the part of the assessment task where the teacher can identify that the work is not the student's own.

The parent/guardian will be informed in writing of the decision made, the penalty and any further disciplinary action.

Security of assessment tasks

Where there is more than one class studying the same pair of units at the college all, or most, of the assessment tasks will be the same to ensure student marks are on the same scale. In such cases, to ensure that no students are unfairly advantaged, the question papers used for in-class assessment tasks will be collected at the end of the lesson and retained by the teacher until the task has been completed by all classes. In their own interests, students must not discuss the nature of the questions with students from the other classes until after all classes have completed the task. Discussion of the questions will be treated as collusion and the students will be penalized.

Where the college uses the same assessment task or exam as other schools, the task/exam and the student responses will be retained by the teacher until the task/exam has been completed by all schools.

Retention and disposal of student work

Students are responsible for retaining all of their marked written assessment tasks. The college will retain all non-written assessment tasks (typically as audio or video recordings or digital products). This material is required by the teacher when assigning grades at the completion of the pair of units and may be required by the Authority for moderation purposes.

To assist students, the college establishes an assessment file for each student for each course/program. The file holds all marked written assessment tasks. Students will have access to this file for revision purposes. The college retains the files until the marks have been accepted by the Authority. All assessment tasks are available to students for collection after that time. All materials not collected by the end of the school year are securely disposed of by the college.

The college will not use the materials for any other purposes without the written permission of the student.

Please note that VET workbooks are audited by the RTO and therefore are also in their possession. This is to validate completion of each unit by every student.

Modification of the assessment outline

If circumstances change during the teaching of a pair of units, requiring the teacher to make adjustments to scheduled assessment tasks, then students will be notified, and the modified assessment outline will be placed on the college intranet.

Where a disability, special education needs or cultural beliefs have resulted in the inability of a student to complete one or more assessment tasks the assessment outline will be adjusted and provided to the student and parent/guardian.

Students with a disability

Students with a diagnosed disability will, where their disability, impairment or medical condition will significantly affect their access to a particular assessment task, have written and/or practical assessment tasks (including school examinations) adjusted by the teacher in consultation with the relevant head of learning area/teacher-in-charge responsible for the course. These adjustments will be consistent with those described in the Authority's *Guidelines for disability adjustments for timed assessments*, which can be accessed from the Authority website. Adjustments, depending on the

individual student's education needs, can include special equipment, provision of a scribe, or additional time to complete the task.

Students who are unable to complete an assessment task because of their disability will be provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

Completion of a pair of units

Year 11

A grade (A, B, C, D or E) is assigned for each unit (unit 1 and unit 2)

Year 12

A grade (A, B, C, D or E) is assigned for each **pair** of units completed (units 3 & 4). Resulting in student not being able to withdraw from a subject in year 12 and **MUST** sit the ATAR exam or the whole year is worth nothing.

Year 11 and 12 students are required to:

- have a minimum attendance rate of 80% for classes for each course
- attempt all in-class assessment tasks on the scheduled date
- submit all out-of-class assessment tasks on or before the due date.

If an assessment task cannot be submitted directly to the teacher it is to be submitted to the relevant head of learning area/teacher-in-charge who will provide a 'Submission of assessment task' slip.

Where health issues or other personal circumstances may prevent a student completing an in-class assessment task, the student (or the parent/guardian) must discuss the matter with the teacher at the earliest opportunity before the scheduled date. The college will determine whether the reason is acceptable (see Section 13 below for details).

Where the reason for not submitting an assessment task or attending a scheduled in-class assessment task **is acceptable** to the college (see Section 13 below for details) the student's assessment outline will, where possible, be adjusted and a grade assigned.

If a student does not submit an out-of-class assessment task or attend a scheduled in-class assessment task, without providing an acceptable reason, the teacher will contact the parent/guardian to discuss the possible impact of the penalty on the student's grade and negotiate actions to prevent this re-occurring.

Where an out-of-class assessment task is submitted after the due date or is not submitted, and the student **does not** provide a reason, which is acceptable to the college (see Section 13 below for details), the following penalties apply:

- 10% reduction in the mark for each day the assessment is late, up to a total of 30% deduction at which point the mark will be reduced to Zero)
- Where an in-class assessment task is missed and the student **does not** provide a reason which is acceptable to the college (see below for details) the student will receive a mark of zero.

Acceptable reasons for non-completion or non-submission

The penalty for non-completion or non-submission of an assessment task will be waived if the student provides a reason which is acceptable to the college. For example:

- where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task (including school examinations and the externally set task) is scheduled

- where sickness, injury or significant personal circumstances for part or all of the period of an out-of-class assessment task prevents completion or submission by the due date.

In such cases the parent/guardian must:

- contact the college before 9.30 am on the day of the in-class assessment task or due date for submission of an out-of-class assessment **and**
- provide either a medical certificate or a letter of explanation immediately the student returns to school.

Where the student provides a reason, which **is acceptable** to the college for the non-completion or non-submission of an assessment task, the teacher will:

- negotiate an adjusted due date for an out-of-class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), **or**
- decide on an alternate assessment task (if, in the opinion of the teacher, the assessment is no longer confidential), **or**
- not require the task to be completed and re-weight the student's marks for other tasks in that assessment type (provided, in the opinion of the teacher, sufficient evidence exists in the other tasks completed to meet the Authority requirements for the course and to enable a grade to be assigned).

Events that can be rescheduled are not a valid reason for non-completion or non-submission of an assessment task (e.g. sitting a driver's license test, preparation for the college ball, family holidays). In exceptional circumstances, the parent/guardian may negotiate with the Year Co-Ordinator the development of an individual education plan. This plan will show how the missed lesson time will be compensated for and any adjustments to the assessment outline.

Where a catastrophic event (e.g. a pandemic) affects delivery of the teaching program, the completion or submission of one or more assessment tasks and/or completion of the college examination timetable, students will be advised by the college of adjustments to the task requirements and/or the assessment outline.

SUBJECT SELECTION – SENIOR SCHOOL

Prerequisite

Year 11 ATAR Courses

The following achievements are highly recommended in year 10 to be able to take the year 11 equivalent ATAR Course.

ENGLISH

Every student must study one English subject. It is only compulsory subject.

English ATAR teach students about the English language and its literature using a range of texts. In English, these texts are novels, plays and poetry along with media texts such as feature films, documentaries and music video.

English General focuses on everyday communication. Students use written, oral, multimodal and digital forms to comprehend and create a range of different text types.

EAL/D ATAR (English as an Additional Language/ Dialect) is designed as an alternative for students who speak another language or dialect as their first or home language. Students need to apply to School Curriculum and Standards Authority for eligibility to study this subject in Year 12.

HUMANITIES

Year 10 Subject	Year 10 Grade	Subject for study in Year 11 and 12
History	A, B, C* Sem 2 Exam: 65% and above	Modern History ATAR
Geography	A, B, C* Sem 2 Exam: 65% and above	Geography ATAR
*Students who have achieved a low C grade may experience difficulty in further study of the subject at an ATAR level.		

ART

Students may choose to study one or more Art based subjects in Year 11 and 12, even if they did not study an Art based subject in Year 10. Previous study would, however, be an advantage.

Year 10 Subject	Year 10 Grade	Subject for study in Year 11 and 12
Any Art based subject and English	A, B, C*	Media Production and Analysis ATAR
Any Art based subject	Any	Media Production and Analysis General
*Students who have achieved a low C grade may experience difficulty in further study of the subject at an ATAR level.		

MATHEMATICS

Students may study one or two Mathematics subjects. The option to study two subjects is only available to students who student one ATAR (Applications or Methods) and one General (Essentials).

Year 10 Subject	Year 10 Grade	Subject for study in Year 11 and 12
Mathematics Mainstream	75% and above	Mathematics Methods ATAR Mathematics Applications ATAR
	60% and above	Mathematics Applications ATAR
	Otherwise	Mathematics Essential General

SCIENCE

Year 10 Subject	Year 10 Grade	Subject for study in Year 11 and 12
Biology	65% and above in the Supplementary Exam	Biology ATAR
Chemistry	65% and above	Chemistry ATAR
Physics	65% and above	Physics ATAR
Otherwise	Any	Integrated Science General

Where a student has only just missed out on meeting a minimum entry requirement (i.e. by no greater than 5%), they may wish to meet with the appropriate Coordinator/ Subject Teacher to see if a "Waiver" can be granted. If a waiver is granted, a review of the student's progress will be carried out after a few weeks of the student commencing their studies next year. Where satisfactory progress is not being made in the course concerned, the student will be expected to change to a more manageable course.

Year 12 ATAR subjects

Student must achieve a minimum of 50% in the selected ATAR course to continue with this subject in year 12, but this is always subject to teacher advisement. Please 11 ATAR subjects have been taken before commencing that subject in year 12 (ATAR).

VET

Certificate I

Sport & Recreation – Minimum C grade in Sport Year 10

Business – nil

ICT – Minimum C grade in computing

Certificate II

Sport and Recreation – Completion of Certificate I Sport and Recreation is preferred

Business - Completion of Certificate I Business is preferred

ICT - Completion of Certificate I ICT is essential

No Certificate III will be commenced without completing the Certificate II course

Please note that each course has a max number of participants of 25.

Transfer between courses and/or units

Should a student commence a pair of units late they will be at risk of being disadvantaged compared to others in the class. An application to transfer between types of courses or between courses is made through the Head of Year 11&12. A meeting may be held with the parent/guardian to discuss student progress and the requirements necessary for the student to be assigned a grade in the pair of units into which they wish to transfer.

At Divine Mercy College the deadline for student transfers in Year 11 and Year 12 is Friday of Week 5 in Term 1 as all courses are assessed as a pair of units.

In Year 11, students can also transfer at the end of Semester 1, where class numbers enable this to occur and after the completion of one unit (typically unit 1). The grade for the one unit will be reported to SCSA.

Year 12 students cannot transfer to another ATAR course only to a General or VET Course. The dates for withdrawal of ATAR subjects in end of Term 2.

Transfer from another school

It is the responsibility of any student who transfers into a class from the same course at another school, to provide the college with evidence of all completed assessment tasks. The Principal will contact the previous school to confirm:

- the part of the syllabus that has been taught
- the assessment tasks which have been completed
- the marks awarded for these tasks.

The head of learning area/teacher-in-charge responsible for the course will:

- determine how the marks from assessment tasks at the previous school will be used
[Note: Where necessary these marks will be statistically adjusted to ensure that they are on the same scale as those at Divine Mercy College.]
- determine the additional work, if any, to be completed
- determine the additional assessment tasks, if any, to be completed to enable a grade to be assigned.

Where additional work and/or assessment tasks are necessary, the teacher will develop an individual education plan showing the work to be completed and/or an adjusted assessment outline. The plan and/or the adjusted assessment outline will be discussed with the parent/guardian and provided to the student.

REPORTING – SENIOR SCHOOL

Reporting student achievement

The college reports student achievement at the end of Semester 1 and at the end of Semester 2. The report provides for each course:

- a comment by the teacher
- a grade¹
- the percentage mark in the school-based examination (for ATAR courses)
- the percentage mark¹ (calculated from the weighted total mark).

Please note in Year 12, the Semester 1 mark and grade are interim as they are not finalized until the pair of units is completed at the end of the year.

At the end of the year, students will be provided with a Divine Mercy College statement of achievement, which lists the school mark and grade for each pair of units. These are the results which will be submitted to the Authority. Successful completion of VET qualifications and endorsed programs are also listed on the statement of achievement.

All final grades are subject to approval by the Authority at the end of the year. The student (and parent/guardian) will be notified of any changes that result from the Authority's review of the student results submitted by the college.

Reviewing marks and grades

If a student considers that there is an issue about the delivery of the course, the marking of one or more assessment tasks or the grade assigned for a pair of units they should, in the first instance, discuss the issue with the teacher.

If an assessment issue cannot be resolved through discussion with the teacher then the student (or the parent/guardian) should approach the relevant head of learning area/teacher-in-charge responsible for the course.

The student or their parent/guardian can request, in writing, that the college conduct a formal assessment review, if they consider that the student has been disadvantaged by any of the following:

- the assessment outline does not meet the syllabus requirements
- the assessment procedures used do not conform with the college's senior secondary assessment policy
- procedural errors have occurred in the determination of the course mark and/or grade
- computational errors have occurred in the determination of the course mark.

The Principal, or a nominated representative, will conduct the review. The reviewer will meet with the student and the teacher independently and prepare a written report. This report will be provided to the student and their parent/guardian.

If this review does not resolve the matter, the student (or parent/guardian) may appeal to the School Curriculum and Standards Authority using an appeal form which is available from the Principal or the Authority website. Authority representatives will then independently investigate the claim and report to the Authority's student appeal committee.

If the committee upholds a student appeal the college will make any required adjustments to the student's mark and/or grade and where required, the mark and/or grade of other students and re-issue reports and/or the statement of achievement as necessary.

APPENDIX 1 – APA Referencing Guide

Please see the recommended referencing guide on the Divine Mercy College website

SUMMARY OF WACE ACHIEVEMENT

To Achieve WACE in 2020 you must satisfy the following

1. Achieve the minimum literacy and numeracy standard

- a. Complete English in both year 11 & 12 (4 units)
- b. Pass ONLA (or equivalent NAPLAN)

2. Complete minimum units

- a. Complete 20 units over year 11 & 12
- b. A minimum of 10 units must come from year 12
- c. Two units will be from English in year 11 & two units will be from English in year 12
- d. Students must have units from at least one subject from list A and one subject from list B in year 12

List A	List B
Media ATAR	Mathematics (Methods, Application, Essentials)
Media General	Applied Information Technology (?)
History ATAR	Integrated Science General
Geography ATAR	Physics ATAR
English ATAR/ General	Chemistry ATAR
	Human Biology ATAR

VET

Certificate 1 – Information, Digital and Communication Technology (IDCT)
Certificate 2 – Information, Digital and Communication Technology (IDCT)
Certificate 1 – Sport and Recreation
Certificate 2 – Sport and Recreation
Certificate 3 – Sport and Recreation
Certificate 1 – Business
Certificate 2 - Business
Certificate 3 - Business

Endorsed Program

Workplace Learning

3. Achieve the minimum achievement standard

- a. Achieve at least 7 pairs C's (equivalent to 14) or higher in year 11 & 12
- b. Achieve at least 3 C's in year 12 (equivalent to 6)
- c. Complete at least 4 ATAR OR certificate II in year 12 or 5 General Subjects

Other important points to consider

- Only a total of 8 units can be counted from VET / Endorsed – 4 from year 11 & 4 from year 12, therefore students can choose two VET in year 11, but only 1 in year 12
- Only 4 units can be counted from Endorsed Program – 2 from year 11 and 2 from year 12, therefore students can only take two tests in year 11 and two tests in year 12.
- Cert I = 2 units, Cert II = 4 units, Cert III = 3 units (if only partially completed 2 points)
- Students MUST sit all exams for ATAR in the subjects they are enrolled or those grades (units) DO NOT COUNT
- If a student completes 2 x cert I and a cert II, then only 2 units from the cert II will be allocated in year 12 (as the 2 units they could gain for year 11 won't count as they have reached the maximum 4 units equivalents from the 2 x cert I). Therefore it is important to still get students to complete 4x ATAR / General subjects in year 12.
- All year 10's completing a certificate I are already gaining units for WACE

VET Equivalents

- **Certificate I** will always allocate 2 units in year 11 (regardless of when they complete the course) however the units must be 110 hours or more
- **Certificate II** will always allocate 4 units – 2 in year 11 and 2 in year 12 (regardless of when they complete the course) however the units must be 220 hours or more
- **Full completion of Certificate III** will always allocate 6 units – 2 in year 11 and 4 in year 12 (regardless of when they complete the course)
- **Partial Completion of Certificate III** will always allocate 4 units – 2 in year 11 and 2 in year 12 however the units must be 220 hours or more (**this is the same as a certificate II**)
 - Unit equivalents for certificate III will only be allocated when there has been insufficient time to complete the certificate III and the units completed have a minimum of 220 hours

VOCATIONAL EDUCATION AND TRAINING

Australian Qualifications Framework



The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian Education and Training.

All of the Vocational Education and Training (VET) courses offered by Divine Mercy College (under Auspicing arrangement by an external Registered Training Organisation (RTO) lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia.

Divine Mercy College offers a variety of VET Courses which are also recognised as an integral part of their Senior School education by the Schools Curriculum and standards Authority (SCSA) of WA as studying VET Courses gives students credits towards their WA Certificate of Education (WACE) Certificate.

Students who meet the training and assessment requirements of the training package or VET accredited course, will be awarded a Nationally Recognised Qualification under the Australian Qualification Framework.

Qualifications Delivered in 2020
BSB10115 – Certificate I in Business
BSB20115 – Certificate II in Business
BSB30115 – Certificate III in Business
ICT10115 – Certificate I in Information, Digital Media and Technology
ICT20115 – Certificate II in Information, Digital Media and Technology

SIS10115 – Certificate I in Sport and Recreation
SIS20115 – Certificate II in Sport and Recreation

Qualifications

Certificate I Qualifications

Please note the units with a * are offered in the Introduction courses

Qualification	National qualification code	BSB10115	
	Title	Certificate I in Business	
Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
	BSBWHS201*	Contribute to health and safety of self and others	Core
	BSBADM101	Use business equipment and resources	Elective
	BSBIND201 *	Work effectively in a business environment	Elective
	BSBCMM101	Apply basic communication skills	Elective
	BSBITU211 *	Produce digital text documents	Elective
	BSBITU212 *	Create and use spreadsheets	Elective

Qualification	National qualification code	ICT10115	
	Title	Certificate I in Information, Digital Media and Technology	
Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
	ICTICT101	Operate a personal computer	Core
	ICTICT102	Operate word-processing applications	Core
	ICTICT103	Use, communicate and search securely on the internet	Core
	ICTICT104	Use digital devices	Core
	ICTICT105	Operate spreadsheet applications	Elective
	ICTICT106	Operate presentation packages	Elective

Qualification	National qualification code	SIS10115	
	Title	Certificate I in Sport and Recreation	

Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
	HLTWHS001*	Participate in workplace health and safety	Core
	HLTAID003*	Provide first aid	Core
	SISXCAI001*	Provide equipment for activities	Core
	SISXCAI002*	Assist with activity sessions	Core
	SISXIND001	Work effectively in sport, fitness and recreation environments	Core
	SISSSCO101	Develop and update knowledge of coaching practices (20)	Elective
	SISSSDE201	Communicate effectively with others in a sport environment (15)	Elective
	SISSSPT201A	Implement sports injury prevention (10) *	Elective

Certificate II Qualifications

Qualification	National qualification code		
Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
	BSB20115		
		Certificate II in Business	
	BSBWHS201*	Contribute to health and safety of self and others	Core
	BSBCMM201	Communicate in the workplace	Elective
	BSBIND201 *	Work effectively in a business environment	Elective
	BSBINM201	Process and maintain workplace information	Elective
	BSBITU211 *	Produce digital text documents	Elective
	BSBITU212*	Create and use spreadsheets	Elective
	BSBCUS201	Deliver a service to customers	Elective
	BSBITU213	Use digital technologies to communicate remotely	Elective
	BSBSUS201	Participate in environmentally sustainable work practices	Elective
	BSBWOR202	Organise and complete daily work activities	Elective
	BSBWOR203	Work effectively with others	Elective
	BSBWOR204	Use business technology	Elective

Qualification	National qualification code	ICT20115	
	Title	Certificate II in Information, Digital Media and Technology	
Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
	BSBWHS201	Contribute to health and safety of self and others	Core
	BSBSUS201	Participate in environmentally sustainable work practices	Core
	ICTICT201	Use computer operating systems and hardware	Core
	ICTICT202	Work and communicate effectively in an ICT environment	Core
	ICTICT203	Operate application software packages	Core
	ICTICT204	Operate a digital media technology package	Core
	ICTWEB201	Use social media tools for collaboration and engagement	Core
	ICTICT205	Design basic organisational documents using computing packages	Elective
	ICTICT206	Install software applications	Elective
	ICTICT209	Interact with ICT clients	Elective
	ICTSAS203	Connect hardware peripherals	Elective
	ICTSAS206	Detect and protect from spam and destructive software	Elective
	ICTSAS208	Maintain ICT equipment and consumables	Elective
	ICTSAS209	Connect and use a home based local wireless network	Elective

Qualification	National qualification code	SIS20115	
	Title	Certificate II in Sport and Recreation	
Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
	HLTWHS001*	Participate in workplace health and safety	Core
	HLTAID003*	Provide first aid	Core
	SISXCAI001*	Provide equipment for activities	Core
	SISXCAI002*	Assist with activity sessions	Core

	SISXIND001	Work effectively in sport, fitness and recreation environments	Core
	SISXEMR001	Respond to emergency situations	Core
	SISXCCS001	Provide quality service.	Core
	SISXIND002	Maintain sport, fitness and recreation industry knowledge.	Core
	BSBWOR202	Organise and complete daily work activities.	Core
	ICTICT203	Operate application software packages.	Elective
	BSBWOR201	Manage personal stress in the workplace.	Elective
	SISXCAI001	Provide equipment for activities.	Elective
	SISXIND006	Conduct sport, fitness and recreation events	Elective

Certificate III Qualifications *offered at Principals discretion as this is dependent on enrolment numbers

Qualification	National qualification code	BSB30115	
	Title	Certificate III in Business	
Units of competency	National code	Title	Core / Pathway / Specialisation / Elective / etc
		BSBWHS302	Apply knowledge of WHS legislation in the workplace
	BSBCMM301	Process customer complaints	Elective
	BSBCUS301	Deliver and monitor a service to customers	Elective
	BSBFLM312	Contribute to team effectiveness	Elective
	BSBINM301	Organise workplace information	Elective
	BSBINN301	Promote innovation in a team environment	Elective
	BSBITU312	Create electronic presentations	Elective
	BSBITU313	Design and produce digital text documents	Elective
	BSBITU314	Design and produce spreadsheets	Elective
	BSBITU306	Design and produce business documents	Elective
	BSBITU309	Produce desktop published documents	Elective
	BSBWRT301	Write simple documents	Elective

Training and Assessment Standards

Divine Mercy College has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition for Prior Learning). Adequate facilities, equipment and training materials are utilised to ensure the learning environment is conducive to the success of students.

Credit Transfer

What is Credit Transfer?

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications.

Credit Transfer will be granted where students have previously completed qualifications or units of competency that are recognised as being equivalent to those in a qualification or unit/s of a student's enrolment with the RTO.

Credit Transfers will be based on established credit agreements with other RTOs or higher education institutions or on guidance provided in the relevant Training Packages about equivalence between superseded and current Training Packages.

The awarding of credit will be granted based on certified copies of testamurs, records of results and statements of attainment only. The College undertakes to ensure that all Qualifications and Statements of Attainment issued by any other RTOs are authentic, that they have been issued by a registered provider and the qualifications and/or units are nationally recognised.

WACE Credits

All VET Certificates will gain WACE unit credits that count towards WACE

- a Certificate I is equivalent to two Year 11 units
- a Certificate II is equivalent to two Year 11 and two Year 12 units
- a Certificate III or higher is equivalent to two Year 11 and four Year 12 units
- a partially completed Certificate III or higher is equivalent to two Year 11 and two Year 12 units (credit only allocated if the criteria for partial completion are met).

Keep in mind

- Only 8 units in total can be counted from VET towards WACE – 4 in year 11 and 4 in year 12, therefore it is advised that students choose two VET in year 11, but only 1 in year 12

Study Options

Year 11

Certificate I Sport and Recreation
Certificate I Business
Certificate II Business
Certificate I ICT

Year 12

Certificate II Business

Certificate III Business (at Principals discretion as this is dependent on enrolment numbers)

Certificate II ICT

Please note – VET education is student directed and completion of units depends on the amount of work and effort each child displays. The more effort and work a student displays while learning and completing VET tasks the more units that student will complete towards that Certificate.

Cost to Parents

There is a substantial cost to the school in offering Vocational Training and Learning to students, therefore each qualification attracts a fee to students of \$200. This will be added to the school fee invoice.

Unique Student Identifier (USI)

Every student undertaking a nationally recognised VET course will require a Unique Student Identifier (USI). This new initiative will allow the student to receive a complete record of all the accredited VET courses they undertake from 1 January 2015. A USI gives you access to your online USI account which will help to keep all your training records together.

Students can apply for their USI from the USI website. From 1 January 2015, the USI must be provided to the training provider before students can receive their Statement of Attainment or Qualification. Information on how to apply for a USI is included in Appendix 2 at the back of this handbook.

A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completing training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

Further information can be found at <http://www.usi.gov.au>

Expectations

VET learning relies on students completing all workbooks within each Course within the expected timeframe. At times there can be a large amount of work required to complete the learning booklets. Students are expected to

- Submit criteria sheet with all assessment.
- Take responsibility for own learning.
- Ask when something is not clear.
- Develop constructive strategies for dealing with problems.
- Be resourceful, creative and prepared
- Allow others to learn.

- Be on time to class and school activities.
- Complete work to the best of their ability.
- Bring the right equipment to every lesson.
- Be in the right place at the right time.
- Keep their belongings safe, as well as those of others.
- Make the school safe by not threatening, bullying or hurting anyone in any way.
- Make the classroom safe by obeying teacher instructions and safety directions especially in practical lessons.
- Make the school safe by not bringing illegal substances or weapons into the school.
- Make the school safe by wearing the school uniform to allow immediate identification of intruders.
- Be polite to others.
- Use acceptable language.
- Always tell the truth.
- Not steal damage or destroy the belongings of others.
- Keep the school environment clean and tidy.
- Have positive relationships, and not harass or abuse others.
- Know what and when work is to be submitted.

ICT AND MOBILE PHONES

1. Students understand that the use of Divine Mercy College ICT is done in the accordance of school policy and will be supervised at all times.

2. The acceptable and unacceptable use by students of the ICT are listed below.

2.1 Acceptable use includes:

- follow instructions
- accessing only the information the teacher has agreed to
- seeking the teacher's permission before sending an email
- research use for an assignment or task
- show respect of others
- informing the teacher if you are concerned about any content
- handling all equipment with care

2.2 Unacceptable use includes:

- don't share any password information
- don't share any private information via email or internet
- using ICT without permission or without supervision by a teacher
- visiting any site that has not been approved by the teacher
- using the Internet to access offensive or inappropriate information
- interfering with emails or files belonging to others
- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent
- sending anything without the teacher's permission
- sending or receiving a message which has a false name or has used another's name without permission

- sending an email to bully, frighten, annoy or upset a person.
- Cyber bullying – please refer to the Bullying Policy
- should not change any settings on any school computer or laptop devices

Consequences of Misuse

The use of inappropriate use of the internet or any equipment will result in a temporary or permanent cancellation of use.

Additional disciplinary action will be at the discretion of the Principal or their delegate.

Mobile Phones at School

Students who bring their mobile phones or similar to school (iPad, iPod) must hand these into the collection box during homeroom. If the student is late to school then they must hand their phone in when reporting to the office on arrival (inclusive of year 11 & 12 students). All students handing phones into the phone box will be required to sign their phones in and out APPENDIX 5. These forms are to be kept in the phone box.

This box will be stored safely in school administration until the end of the day, where it is collected by two students and handed out during the last two minutes of class by the class teacher.

In addition, mobile phones are NOT to be in use on school grounds and must be turned off at all times when on school grounds.

Any student who is found with a phone during the course of the school day will have to adhere to the following consequences, with all incidences reported to the Discipline Coordinator for that year group to keep record:

Incident	Consequence
1 st Incident	Phone confiscated until the end of the day in school administration office
2 nd Incident	Phone confiscated until the end of the day in school administration office
3 rd Incident	Parents contacted and the parent must collect the phone from administration office <ul style="list-style-type: none"> • All phones will be kept in the Administration Office in the safe • The phone must be signed in and out using the Sign in / out sheet (APPENDIX 4)
4 th Incident	<ul style="list-style-type: none"> • If behavior is continued the student will be suspended for sever insolence towards the policy

Students are also to be aware that:

- 1 All communication and information accessible via the network should be assumed to be private property.
- 2 Computer problems including security problems must be brought immediately to the attention of the attending teacher. The problem must not be demonstrated to anyone else.
- 3 Students may only use those Internet services to which they have been given legitimate access.
- 4 Chat and social media access are not provided. Students may access Hotmail and other similar e-mail programs nor should these sites be accessed at school in any way.

- 5 From time to time, student work may be selected to be published on the Internet.
- 6 Any form of sexting (nude or sexy pictures or videos) is not permitted and is illegal. If an incident is to occur at school then it will be referred to the police for investigation.
- 7 If any incident of sexting is to occur between students at DMC and is brought to the attention of the school then the students involved may be suspended or expelled.



ABSENTEE NOTES

It is a legal requirement that we note all absentees from school and these absences are explained in writing. Please provide date/s and a written explanation for your child's absence.

Child's Name: _____ Class: _____

Absent Date[s]:

Details of Absence:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



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DIVINE MERCY COLLEGE

Parent and Student Agreement

I understand and agree to comply with the terms of acceptable use and expected standards of behavior including the Student and Parent code of conduct as set out within this handbook and understand the consequences if they are not followed. I also understand that unless I OPT out my photographs of my child could be published through our various media points for school related purposes, possible uses of photos include the school newsletter, school website, year- book and the local news-papers. I also understand if any property is broken on an excursion by my child I am responsible for the cost of this breakage (fix or replacement).

Name of Student: _____

Year Level: _____

Student Signature: _____

Parent / Guardian name: _____

Parent / Guardian signature: _____

Date: _____

Photographic Consent OPT OUT form

If you do not wish for photographs of your child/children to be published through our various media points for school related purposes, please opt out using this form. (If you are the parent/guardian of more than one student, you must fill out a separate form for each).

Name of Student: _____ Year Level: _____

Parent / Guardian name: _____

Parent / Guardian signature: _____

Date: _____

Possible uses of photos include the school newsletter, school website, year-book and the local newspapers;

Photos of my child may NOT be published.

In submitting this form, I acknowledge that I am this member's legal guardian, and I have the authority to make this request.