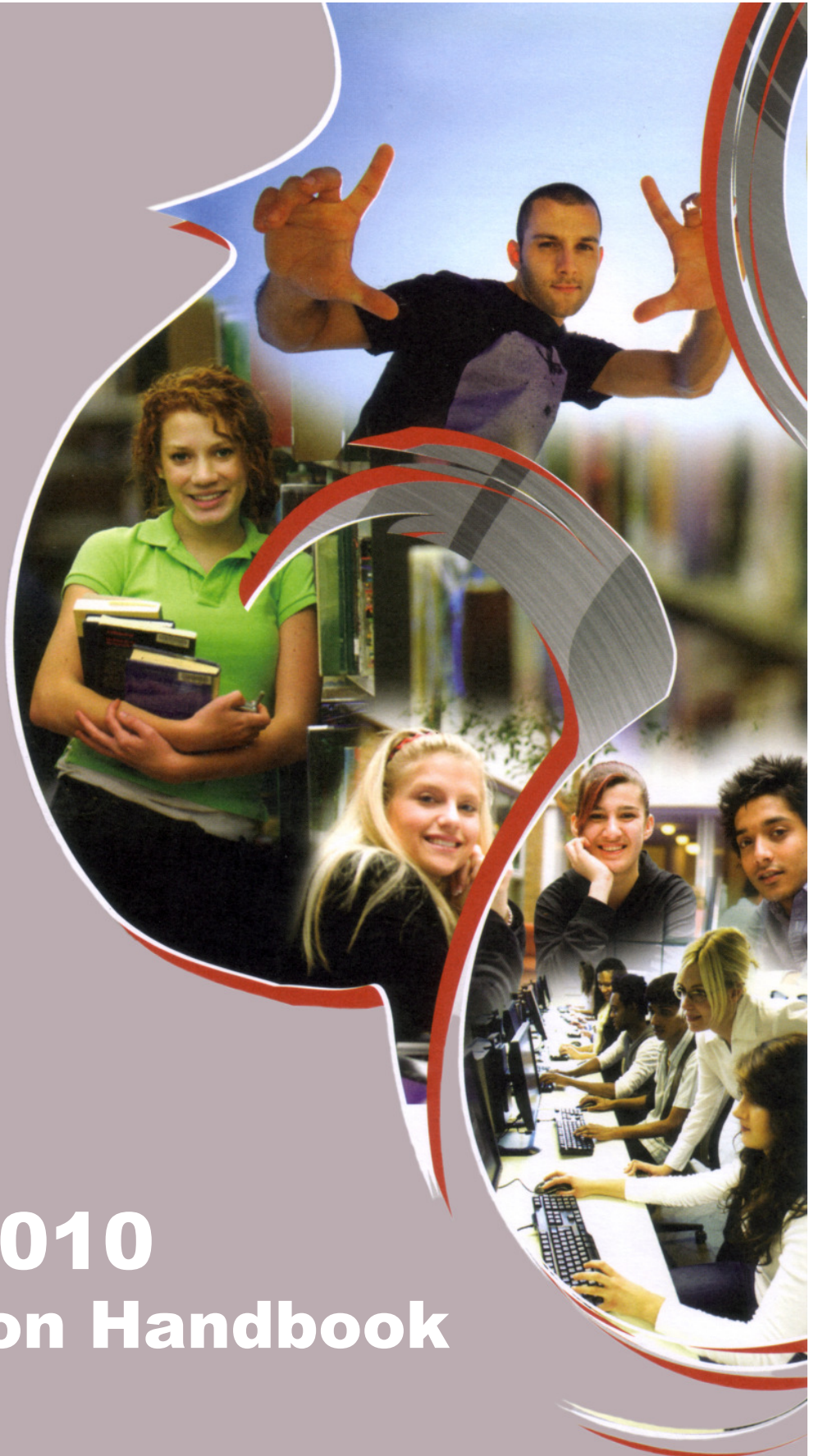


# Casuarina Senior College



## 2010 Information Handbook

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# Goals and Values

**Our Vision** - Leading the way in senior education.

**Our Purpose** - To provide an educational environment that challenges all students to achieve their personal best.

**Our Values** - Our Values underpin the way we do things. We believe the following are fundamental to achieving our objectives:

***Excellence***

Achieving our personal best.

***Accountability***

Individuals are responsible for and accountable for their achievements and actions, and they should be recognised accordingly.

***Diversity, Equity & Respect***

Ensuring everyone has the opportunity to maximise their potential.

***Collaboration***

Staff, students and the community work in partnership to improve outcomes for all students.

***Continuous Improvement and Innovation***

Improve our services to exceed student, parent and community satisfaction.

The **VISION, MISSION** and **VALUES** of Casuarina Senior College drive what we are and how we operate. They also underpin the major objectives of the Strategic Plan and the Business Plans produced by each Faculty and Work Unit.

# Important College Dates 2010

## Note

While these dates are correct at the time of printing, some dates may change slightly.

DATE	EVENT
<b>Semester 1</b>	
Wednesday 27 January	Day College courses commence
Monday 8 February	Commencement of Adult Night Classes
Friday 2 April to Monday 5 April	Easter Break
Monday 5 April to Friday 9 April	Mid Semester Break
Friday 4 June	Stage 1 Exams commence
Monday 21 June to Friday 16 July	Semester Break

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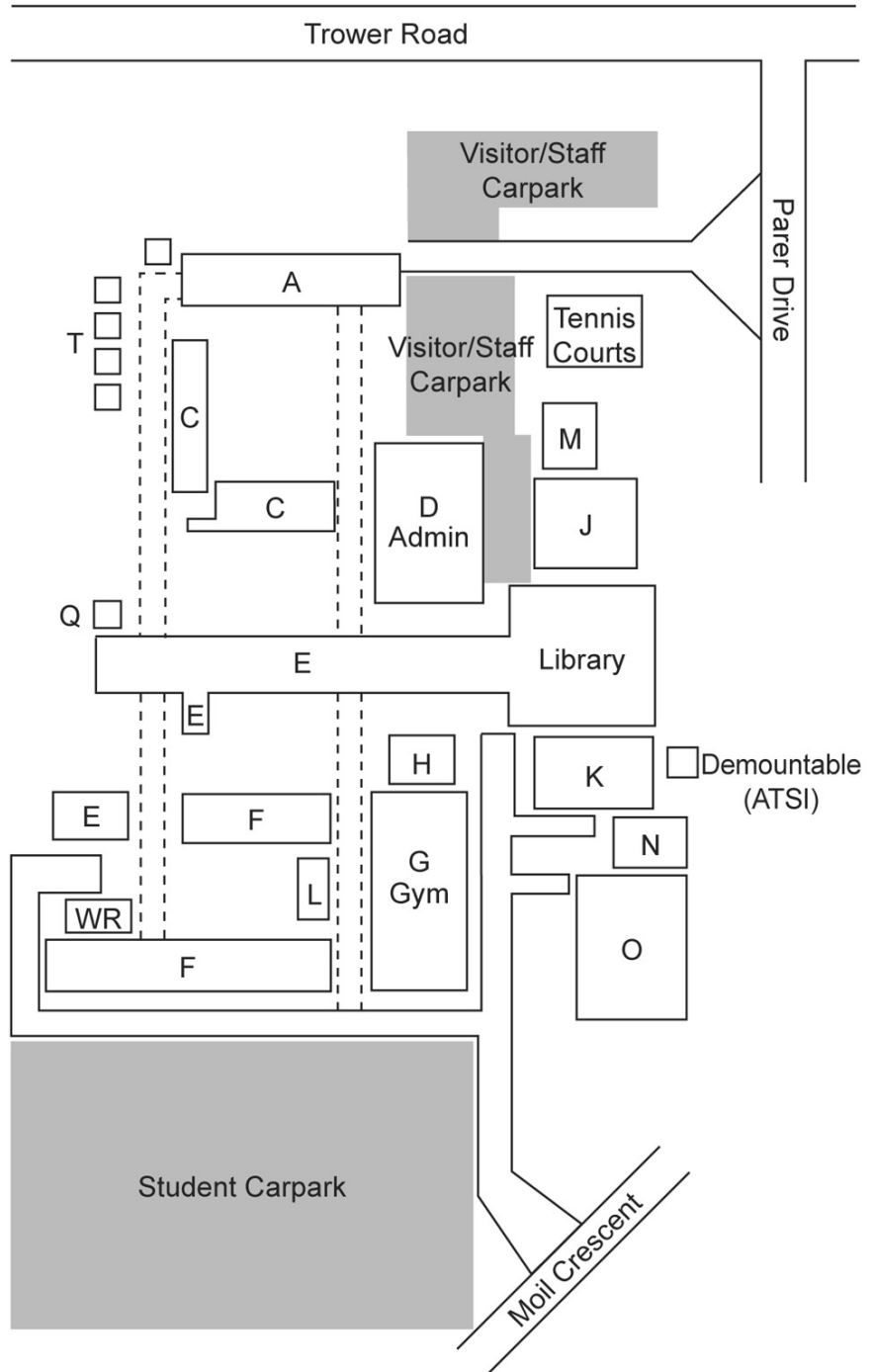
## Semester 2

Tuesday 20 July	Day College courses commence
Tuesday 2 August	Commencement of Adult Night Classes
Monday 20 September	HESS General (Stage 2) Trial Exams commence
Monday 27 September to Friday 1 October	Mid Semester Break
Monday 1 November	HESS General (Stage 2) Exams commence
Friday 19 November	Stage 1 Exams commence
Friday 10 December	Last day of Semester 2

# College Map

## Legend

- A**  
Mathematics (Ground)  
Special Education (Ground)  
Business Education (1st Floor)  
Information Technology (1st Floor)
- C**  
Science
- D**  
Reception  
Finance Office  
Staff Room  
Principal  
Assistant Principals  
Business Manager  
Adult Night Class Office
- E**  
Art (Ground)  
English (1st Floor)  
ESL (1st Floor)  
Social Education (1st Floor)  
Library (1st Floor)  
Bookroom/Security (Ground)  
Student Records (Ground)  
Public Telephone (beneath Library)
- F**  
Home Economics  
Technology Studies
- G**  
Alan Riley Room (PE Classroom)  
Gymnasium  
PE Staffroom
- H**  
Music
- J**  
Student Advice Centre  
Counsellor  
College Constable  
College Nurse  
Student Coordinators  
Flexible Learning Coordinator  
VET Coordinator  
Home Liaison Officer  
Aboriginal Liaison Officer  
Abstudy/Youth Allowance
- K**  
Canteen
- L**  
PE Store
- M**  
Career Advice Centre
- N**  
Multi-Purpose Area
- O**  
Sports Area
- Q**  
Student Toilet Block
- T**  
Transportable Classrooms
- WR**  
Workready  
Australian Technical College



# Student Service Expectations

Students enrolling at Casuarina Senior College are expected to maintain Good Standing as defined in the Student Diary and Guide (published annually). Refer to the A to Z General Information at the end of this handbook.

Students can expect:

- The opportunity to gain access to and succeed in courses at the College.
- Classes staffed by teachers qualified in the area of instruction.
- Provision of relevant course material and notification of assessment parameters in advance.
- Assessment which is valid, reliable, fair and flexible.
- Timely feedback on assessment and regular reporting of progress.
- The right to appeal decisions relating to assessment.
- Recognition of achievement through certification, statement of results or statement of achievement.
- Recognition of current competencies.
- Access to assessment records.

# Enrolment

## General

Casuarina Senior College is a Senior Secondary educational institution which caters for students who wish to prepare themselves for entrance into a tertiary institution, further training or for employment. The College offers a wide range of subjects to meet a variety of career and special interest pathways.

Details of the courses offered are provided in the Subject Handbooks and on the College website. However, the actual subjects conducted each semester depend on student demand and staff resources.

## Prior to enrolment

Students and parents should:

- examine carefully information about the Year 10 Curriculum and NTCET pattern
- read and be familiar with the range of subjects and their requirements in the appropriate Subject Handbook or on the College website
- check the subjects needed to fulfil the prerequisites for the proposed career pathway or tertiary courses. Information on course prerequisites and entry to Colleges and Universities is available at the College Career Advice Centre. This can be done either at the student's exiting school or during a visit to the College.

## At enrolment

The enrolment process which involves the completion of the Department of Education and Training (DET) Enrolment Form as well as subject selection may occur either at the designated feeder schools (currently Dripstone and Sanderson Middle Schools) or in the case of interstate/intra-territory transfers by making an appointment at the College's Career Advice Centre (the DET Enrolment Form may be downloaded from the DET website).

Some students may wish to enrol as Independent Students. When a student is classified as 'independent', responsibility for the student's well being is in effect transferred from the parent(s) to the student. The student will be sent all accounts, assessments and attendance details. However, responsible adults should be identified, at the time of enrolment and contact details noted, or a referral to a youth agency encouraged.

At the time of enrolment the student's status is checked. Students claiming independent status at the time of enrolment are referred to the Assistant Principal Student Services or one of the Student Counsellors. An independent student usually does not live with their parents and is fully responsible for their enrolment. Sufficient student contact details are recorded (certainly more than a mobile number). Ideally, three adult contacts will usually be requested as emergency contacts in these cases.

In the case of transfers into the NT or from other NT schools where enrolment procedures are carried out at the College, it is helpful if school reports and certificates are presented at the time of enrolment. This can help to ensure that subjects are selected which maximise the student's potential for success.

In all cases when selecting subjects at the College it is important to ensure that subjects chosen will fulfil the necessary prerequisites for the NTCET. Careful attention must also be paid to precluded combinations and counting restrictions as well as the NTCET pattern.

### **Access to Student Information**

The provisions of the Information Act (NT) govern any information collected about students by the College. Students have a right to view certain information including copies of reports, enrolment data and subject selections. A copy of the College policy on access to information can be viewed on request.

### **Student Induction**

All new students commencing at the start of the academic year will be involved in the College induction program. This program has three phases.

#### *1) Assembly & Information Group*

Students attend a year level assembly on Day 1 where they receive a copy of the Student Diary and Guide, and their timetable. This is followed by an Information Group Meeting where teachers:

- explain the timetable and the importance of the Information Group meetings
- assist the students to write out their special Day 1 timetable
- clarify specific sections of the Student Diary and Guide
- take the students on a tour of the College to show them the facilities.
- discuss the transition from middle to senior phase of schooling.

\* There will also be a short induction program on Day 1 for students who are new to the College environment.

#### *2) Information Session*

New students induction sessions during the first weeks

These include:

- a meeting with staff from Student Services where they will be given information about the range of support services available at the College. They will also have the Good Standing Policy, the Assessment Policy and attendance procedures explained to them.

#### *3) Study Skills & Student Support*

During Semester 1 a study skills program will be available to all students, which focuses on goal setting and time management.

Students are encouraged to become involved in a range of extra curricular and lunchtime activities. Special lunches and morning teas are held for particular student groups including indigenous, international and exchange students as well as students from interstate and other Territory centres.

# Resource Hire Scheme

## Resource Hire Scheme

Casuarina Senior College aims to provide an outstanding education and quality outcomes for all students. This is achieved by providing a rich and varied curriculum and by maximising student engagement. This undertaking requires the use of sophisticated and often expensive resources. In order to ensure the continuation of excellent educational practice the College Council operates a Resource Hire Scheme.

Depending on particular subject requirements, participants in the scheme will have access to and use of a wide range of resources during College hours, and where appropriate, at home. *Participation in the scheme is voluntary.*

### ***Resources covered by the scheme:***

- Industry standard computer software (eg. Adobe suite, Microsoft Office, AutoCad, MYOB, etc.)
- Mobile laptop labs
- Graphic calculators
- Library resources
- Sporting equipment
- Student Diary
- Digital cameras
- Texts and class sets of texts
- Audio-visual equipment
- Student ID Card
- Yearbook
- Printout credit of \$10 per semester. (This equates to approximately 300 A4 black and white printouts – enough to cover most academic needs.)

### ***Resources not covered by the scheme:***

- Personal stationery
- Excursion costs, camps and field trips which may require a parent contribution
- Resources and fees associated with enrolment in external courses through/via the College
- Workbooks or guides designed for students to write in
- Personal photocopying

**Please note: The scheme operates as a total package. It is not available in part.**

The Resource Hire Scheme is managed by the Casuarina Senior College Council.

### **How much does the scheme cost?**

Participants in the Casuarina Senior College Resource Hire Scheme will pay a contribution of \$250 per student which includes a \$100 resource deposit. The resource deposit may be refunded at the end of each year or carried over to the next academic year, provided all resources borrowed have been returned in good condition.

Some elective subjects may require a voluntary contribution towards costs associated with extra curricular activities that enhance student learning experiences, these would be additional to the Resource Hire Scheme and are outlined in the College Handbook.

# General Information

## Private Study

Year 10 and Year 11 students have a full program of study. Some NTCET Stage 1 students may have four hours a week of College time allocated for private study while Stage 2 students may have up to eight hours a week to undertake the research needed to complete assignments, projects and folios.

During this time students may work in the Library. They may also use this time to obtain additional assistance from class teachers, to visit the Career Advice Centre or to see the College Coordinators or Counsellor. For homework, it is expected students will undertake approximately two hours per subject per week in Year 10 and three hours per subject per week in Stage 1 and four hours per subject per week in Stage 2.

## Tutorial Assistance and Study Skills

As well as teachers offering students individual assistance during study lines, many faculties offer regular tutorials throughout the College year. These tutorials are scheduled outside programmed College hours. Assistance is also available at the Homework Centre.

## Student Commitment

Enrolment at the College assumes that students are committed to completing their NTCET. Some students, for personal reasons, may choose to take longer than three years. It is essential that students make a serious effort to fulfil tasks set from the beginning of the year, as each unit undertaken counts towards the final certificate. To achieve success, regular attendance is important. Attendance is monitored and parents/guardians are notified of student absences (see below). While the College offers much support and guidance, it is up to the student to take responsibility for punctuality, regular attendance and meeting work requirements.

## Attendance

When students enrol in courses at Casuarina Senior College, they undertake to attend all classes. In the case of unsatisfactory attendance students/parents are notified by the subject teacher. Stage 1 and 2 students may be withdrawn from subject rolls after 16 or more absences. Parental contact will be made by the Home Liaison Officer or Year 10 Coordinator in the case of Year 10 absences.

At the start of each semester, the College must be notified if the student cannot commence their studies. At the end of Week 2, any student who has not attended the classes on their timetable or notified the College of illness or a late start will have their name removed from class rolls.

## Progress Reports

Reports show progress in subjects to the periods indicated below. They are posted by the College.

<b>Stage 1</b>	• Week 9	Term 1	<b>Stage 2</b>	• Week 8	Term 1
<b>and</b>	• Week 19	Term 2	<b>&amp;</b>	• Week 18	Term 2
<b>Year 10</b>	• Week 9	Term 3	<b>VET</b>	• Week 28	Term 3
	• Week 19	Term 4			

Final Stage 1 and 2 results are issued by the Northern Territory Board of Studies at the end of each semester.

### **Sports and Cultural Policy**

Students who are intending to represent the College in sports or cultural activities must maintain satisfactory attendance and academic performance. Failure to meet the above requirements may mean that the student will not be permitted to represent the College and therefore be ineligible for NT representation.

### **Youth Allowance**

Information, forms and assistance on youth allowance matters are available from the Aboriginal and Islander Education Worker or the Career Advice Centre. Although College staff assist students, applications need to be discussed with Centrelink staff. Enrolment confirmation letters can be obtained from the Careers Faculty Senior Teacher or the year level Coordinators.

### **Adult Night Classes**

The Adult Night Classes component of the College provides courses for adults after hours. Courses are typically held once a week over eight or sixteen weeks using the excellent facilities of the College. An Adult Night Class course can be the perfect grounding for a career change or developing new areas of interest or study.

### **College Yearbook**

The Yearbook is a wonderful memento for students of their time at the College. A committee run by students produces the Yearbook. Students may order and pay for this when they enrol or later with general sales. The cost is \$20.

### **Student Representative Council (SRC)**

The SRC represents the students' interests and concerns through close liaison with the Assistant Principal Student Services and the College Council. Meetings are held each week where members discuss issues and concerns, as well as organising fundraising activities and special student events. Members of the SRC also represent the College at special events such as the College Graduation and the Australia Day Council lunch.

All students at the College have the opportunity to be a part of the SRC or one of its sub committees, including the College Yearbook and Graduation committees. SRC nominations are called for via the Information Bulletin early in the year.

# **Student Support Services**

## **Teaching Staff**

The College has dedicated specialist subject teachers with extensive experience teaching senior subjects. Many staff have been and are currently actively involved in NT/SA system wide activities as Subject Moderators and Public Examination Markers. A number of teachers are executive members of professional associations. While many staff have TEP (Teacher of Exemplary Practice) status, several also have industry experience. Staff are often available on study lines to give individual assistance to students and many faculties offer extra tutorial sessions.

## **Assistant Principal Student Services**

This Assistant Principal is responsible for all student services at the College. they oversee enrolment, attendance policies and procedures as well as dealing with student discipline and grievances.

## **NTCET Coordinator - Year 12 Coordinator**

This coordinator is responsible for NTCET coordination, including the dissemination of NTCET information, assistance with credit transfer and special provisions applications, and counselling students who may be at risk of not completing their NTCET.

## **Year Level Coordinators**

The Coordinators are available to assist students and liaise with parents regarding enrolment, subject selection and subject changes. They follow up and advise students and parents in regard to attendance and withdrawal from classes.

Additionally, they organise study skills, exam preparation and motivational sessions for students to assist with strategies for optimising their learning outcomes. They are also responsible for assisting the NTCET Coordinator with checking NTCET patterns. One such Coordinator is assigned to each of the year levels.

## **Counsellors**

The counsellor provides support and assistance to students with personal issues. He is helpful to speak to if students would like to make positive changes in their lives. They can also link students with government departments, community agencies and other external support networks. The counselling service is offered on a voluntary basis, and has confidentiality considerations that the counsellor will clarify with students before working with them.

## **Health Promoting College Nurse**

The Health Promoting College Nurse is a resource person for the College community to promote healthy lifestyle choices. As well as providing advice on health and medical issues including assistance to access other health related agencies and services.

### **Career Advisers**

Staff provide a comprehensive service to students, including:

- Advice to students on future careers and educational options.
- Workshops on letters of application, resumes and interview techniques.
- Work experience programs coordinated during each term and the holiday periods.
- Tertiary entrance information from all universities and VET institutions throughout Australia, including distance education.
- Assistance with subject selection for Year 10, NTCET completion and Uni/TAFE entrance.
- Information on Apprenticeships, Traineeships and employment opportunities.
- A guest speaker program with representatives from various industries and further education institutions. Relevant excursions are also organised.

### **Aboriginal and Islander Education Worker**

The Aboriginal and Islander Education Worker provides academic and personal support to all Indigenous students. He also coordinates the Homework Centre.

### **Learning Support Staff**

The Learning Support staff includes the Executive Teacher Learning Support, two Learning Support teachers, two Learning Support Assistants and Inclusion Support assistants. Students with identified learning support needs are provided with on going assistance with their personal and educational needs, with specialised classes and study support available. A focus is placed upon maximising students educational outcomes and the development of essential transitional skills. All students are provided with the opportunity to work towards their NTCET by accessing a range of inclusive options including regular classes, SBNA and VET courses.

### **CSC/Henbury Outreach Group**

CSC and Henbury School provide a dual enrolment arrangement for identified students with an intellectual disability. These students, their teacher and support staff are based on campus at CSC in room A7. The dual enrolment provides students with access to the resources available in both these learning environments in order to maximise opportunities for success in their NTCET studies.

### **VET Coordinator**

This officer supports the delivery of Vocational Education and Training (VET) programs within the College and off-campus. Students and parents can receive information on VET course content and enrolment as well as Recognition of Prior Learning (RPL) and School Based New Apprenticeships.

### **College-Based Constable**

This officer is part of the Community Police team which aims to build rapport with students. The Constable offers a wide range of support and services about criminal and legal issues.

# College Facilities

The College is well equipped with a range of superior facilities. These include:

## **Library**

The Library is a spacious modern facility that provides access to a wide range of resources and services. Resources include an extensive book, journal, video and DVD collection. Online access to the Library Catalogue, electronic subscription databases, reference material and email is provided through the Library Webpage. Within the library 30 computers are available for student use at anytime throughout the day. Wireless mobile computer labs and an Interactive Whiteboard located within the Library facilitate a technologically advanced teaching environment.

A library staff of two teacher-librarians and two library technicians manage the facility and provide support and assistance in meeting the information needs of College staff and students.

All students are welcome to use the Library facilities and resources. Text books for all subject areas are issued from the library which also has a limited number of video and digital still cameras and voice recorders available for students to borrow provided the items are used for curriculum assignments. However, students must have joined the Resource Hire Scheme in order to borrow library items or text books. A \$100 deposit is refunded when the student leaves the college provided all borrowed items have been returned to the library.

## **Services provided include:**

- Assistance with research and locating appropriate resources
- Advice on selection of curriculum and resource material
- Access to an excellent wider reading collection
- Assistance with computer logon, password and printing issues
- Production of College ID cards
- Inter-library loans
- Daily Newspapers
- Past Exam Papers. Students may photocopy one exam paper per subject free of charge, all other photocopying costs 10 cents per page.
- Laminating and Photocopying
- Late opening until 6pm Monday through to Thursday, providing students with a supervised study area and access to all resources after school.

## **Opening Hours**

- 7.45am-6.00pm Monday - Thursday
- 7.45am-3.00pm Friday

After 3:30pm tea, coffee, milo and biscuits are provided at a small cost to students who stay back to study.

The library is also open from 9:00am - 3:00pm during the October holiday break and for selected weekends during the exam month of November.

## **Access to the Charles Darwin University (CDU) Library**

Special provision has been made for Year 12 students to use the facilities of the Charles Darwin University Library. CSC students who have completed the required application form may borrow from the book and periodical collections of the CDU Library and may use the facility to study at weekends and during holiday breaks. However, CSC students do not have access to CDU computers and online resources. Application forms to access this facility are available from CSC Library.

### **Gymnasium plus Multi Purpose Room and Pavilion**

Our gymnasium is large, air conditioned and well equipped. It can be used for a range of sports including volleyball, basketball, indoor soccer and indoor cricket. The climbing wall is a special feature found in very few schools in Australia. The College has a large undercover sports pavilion, where a variety of activities take place. It is equipped with the latest in electronic scoring hardware. The multi purpose room is a specialist performance space catering for dance and drama activities.

### **Career Advice Centre**

This spacious facility has easily accessible information. Experienced staff are available throughout the day to assist students with selecting subjects for Stage 1 and 2, choosing options and identifying prerequisites for university or TAFE entrance or work. Printed material is supported by Internet access to information and computerised programs, such as Career Builder, which assist students to identify their future pathways.

The Centre offers students opportunities to participate in work experience and conducts a Guest Speaker Program with speakers from a wide variety of industries and further educational institutions. Staff are friendly and approachable and are pleased to assist students with any queries or questions.

### **Information Technology Facilities**

The College provides excellent ICT facilities. In addition to many specialist computer labs there are workstations in the Library and all faculty areas. Recognising the importance of IT support for students in all subject areas the College has made a major investment to ensure that its facilities are up to date in both hardware and software. Equipment available to students ranges from high performance video editing machines, word processing workstations, colour laser printers, scanners, digital still and video cameras.

As well as desktop workstations, more than 200 laptop computers are available for student use and students with their own laptops can also connect to the College's extensive wireless network.


High bandwidth Internet access and on-line video resources are available throughout the College encouraging students to develop their research skills.

In addition to specialist courses such as IT studies, Programming, Movie Making and Business Publishing there is a significant ICT component in most subjects and teachers encourage students to make full use of the facilities provided to facilitate their learning and enhance their assessment presentation.

### **Skill Centres**

The Skill Centres are simulated environments designed to support students in the development of skills for entry into the workforce or further study. The College currently has three Skill Centres in the areas of Business and Administration, Electrotechnology, and Metals/Engineering & Automotive. The Skill Centres allow students to develop and demonstrate practical skills and vocational competencies in a number of critical skills shortage areas.

The centres are fully resourced with the latest computer, electronic and other equipment required for the variety of training on offer at this level. The computers



The Business Skill Centre is also resourced with a fully functioning reception area, conference table and modern office equipment. The students are responsible for running and maintaining the office, completing a variety of administrative, business and multimedia tasks for staff in the College. Training delivery is enhanced through participation in the Practice Firm Network in conjunction with the Territory Insurance Office (TIO).

The Metals/Engineering and Automotive facility simulates a mechanical workshop with a welding and fabricating area. The Electrotechnology facility reflects current practice in the area of electronics and electrical repair industries.

### **Science Laboratories**

These are set up for specific subject areas including Nutrition, Electronics, Geology, Biology, Chemistry and Physics. They are extremely well resourced with specialist equipment including computers interfacing with science apparatus.

### **Homework Centre**

The centre provides facilities for students to do homework and assignments. They are able to access tutorial assistance in literacy, numeracy and research skills. The Centre offers a range of resources and a quiet, comfortable environment for study.

### **Modern Kitchens and Bistro**

The Home Economics area has two kitchens and a bistro. The design of one kitchen lends itself to small groups and individual work. In the industrial kitchen, commercial equipment, utensils and surfaces enhance student learning in a simulated catering environment. The pleasantly decorated bistro seats sixteen customers for the many small functions that the catering and hospitality students present for assessment.

### **Music Rooms**

Practice rooms are available exclusively for music students. These rooms are very well resourced with up to date equipment including computer music facilities and a wide range of instruments.

### **Canteen**

Food and Refreshments are available from 7:30am until 2.00pm with a half hour break. Evening students may purchase refreshments in the staffroom.

### **Parking**

The College has two carparks. The carpark off Parer Drive is for staff and visitors to the College. The second carpark, located off Moil Crescent, is for student use. Students enrolled at the College need to obtain a CSC sticker to place on their vehicle windscreen in order to use the carpark. The College also has a secure area where bicycles can be locked during the day.



# **Curriculum & Assessment**

# 2010 Timetable

Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 - 9.00	1	2	Mentor Group Year 12	1	6
9.00 - 10.00	3	4	1	6	3
10.00 - 10.20	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>	<b>Recess</b>
10.20 - 11.20	4	4	1	6	4
11.20 - 12.20	Mentor Group Year 10 & 11	3	2	5	5
12.20 - 1.00	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
1.00 - 2.00	5	3	2	5	2
2.00 - 3.00	6	Meetings/ Tutorials	Meetings/ Tutorials	Meetings/ Tutorials	Meetings/ Tutorials

## **Northern Territory Certificate of Education (NTCE)**

Students in Year 12 who are completing the NTCE in 2010 will be the last group to study under this system.

When you gain your NTCE you will have completed 22 units of study (a unit is equivalent to one semester). Some of these studies are determined by the Senior Secondary Assessment Board of South Australia (SSABSA) and your school, and 9 units are free choice to allow you to customise the NTCE so that it opens your chosen study, career or employment pathway.

As an NTCE student you are required to undertake literacy and numeracy studies, as well as a selection of subjects from two subject groups to ensure breadth in your studies.

It is important that NTCE students complete their studies to required standards. For at least 16 of your 22 units you will need to reach a level known as ‘satisfactory achievement’. These 16 units must include three 2-unit sequences at Stage 2 (usually Year 12 level). For 6 of your 22 units you can gain a level known as ‘recorded achievement’.

The requirement to study three 2-unit sequences at Stage 2 ensures depth in your studies. These sequences are often year-long subjects but, in some cases, units of study can be combined over different years to form a sequence.

Students usually complete their Northern Territory Certificate of Education (NTCE) over two years, but you can take longer if you wish.

# NTCE Requirements

## Welcome To Your NTCE

The following diagram represents the 22 units that you are required to undertake when you study the NTCE.

ENGLISH	STAGE 1			FREE CHOICE				STAGE 2		
English or English as a Second Language  2 Units  Stage 1 or Stage 2	Group 1 1 unit	Group 2 1 unit	Maths 1 unit	Free Choice	Free Choice	Free Choice	Free Choice	2 unit Sequence Group 1	2 unit Sequence Group 2	2 unit Sequence
	Group 1 1 unit	Group 2 1 unit	Free Choice	Free Choice	Free Choice	Free Choice	Free Choice			

To qualify for the NTCE you must undertake specified studies at Stage 1 and Stage 2, undertake 9 free choice units, and meet the required standards. The details are listed below. The NTCET requirements relate to: literacy, numeracy, breadth and depth of study, standard of study and free choice.

### Stage 1 (usually Year 11)

- 1 unit of Mathematics
- 2 units from the Arts / Humanities / Social and Cultural studies group of subjects
- 2 units from the Mathematics / Science / Technology group of subjects

### Stage 2 (usually Year 12)

- 2 units from the Arts / Humanities / Social and Cultural studies group of subjects
- 2 units from the Mathematics / Science / Technology group of subjects
- Three 2-unit sequences

### 2 Units of English or English as a Second Language at Stage 1 or 2

You can select 9 free choice units from the Stage 1 and/or Stage 2 subject offerings.

Your decisions about your free choice units will be guided by what you plan to do after you finish your NTCET and by the range of subjects offered at the college.

To meet the standards required to qualify for the NTCET you must:

- Complete 22 units with Satisfactory Achievement in at least 16 of the 22 units and a minimum of Recorded Achievement in the remaining 6 units;
- Satisfactorily meet the new SSABSA multimodal literacy requirement.

## **Meanings of NTCE Terms**

**Recorded Achievement:** To gain recorded achievement you must obtain a Subject Achievement Score of between 3 and 9 on the 20-point scale, or in Community Studies obtain the result ‘recorded achievement’.

**Satisfactory Achievement:** To gain satisfactory achievement you must obtain a Subject Achievement Score of between 10 or more on the 20-point scale, or in Community Studies obtain the result ‘satisfactory achievement’.

**Sequence of 2 units (or 2-unit sequence):** A 2-unit sequence means any 2 units of study that are taken from the same Stage 2 curriculum statement or syllabus. Some 2-unit sequences are offered only as full-year subjects and must be completed in one calendar year. Two-unit sequences offered as single-unit subjects may be completed over more than one calendar year.

**Unit:** One NTCE unit is 50 to 60 hours of programmed school time, usually taken as half a year of study.

**Literacy:** SSABSA’s new policy requires that students be capable of written, oral and visual literacy, and using technology. This will be addressed through assessment in all subjects.

**Numeracy Support:** All NTCE students are required to complete one unit of Mathematics. The College offers a range of Mathematics courses suitable for all skill levels.

## **Tertiary Entrance Rank (TER)**

TER is an indicator of how well a student has performed relative to other students who have qualified for a TER in the same year and is used for university entrance purposes. Students may receive the NTCE without receiving a TER (eg if they use exit assessment or study subjects with counting restrictions). For a TER students need five Stage 2 subjects and need to comply with rules relating to precluded combinations and counting restrictions. A TER can be obtained from a maximum of 3 attempts which need not be in consecutive years.

## **How will the New NTCET Affect Current Year 12 Students**

Current Year 12 students who decide to complete their studies over a longer period may need to undertake subjects as part of the new NTCET. No student will be disadvantaged because of the transition to the new NTCET. Any subject or course that a student successfully completes, whether part of the current or new NTCET can be counted towards the certificate. Generally, one unit of current NTCE studies will be considered equal to 10 credits of new NTCET studies and vice versa. Transition arrangements are in place, Please see the Year 12 Coordinator.

# The Northern Territory Certificate of Education and Training

## What is the new NTCET?

The Northern Territory Certificate of Education & Training (NTCET) is a qualification awarded to students who successfully complete their senior secondary education (Years 11 and 12).

The NTCET has been updated and strengthened to ensure it meets the needs of students, families, higher and further education providers, employers and the community. The new NTCET builds upon the achievements of the current NTCE and will help students develop the skills and knowledge needed to succeed – whether they are headed for further education and training, university, an apprenticeship or straight into the workforce.

The certificate is based on two stages of achievement: Stage 1 (normally undertaken in Year 11) and Stage 2 (Year 12). Students will be able to study a wide range of subjects and courses as part of the NTCET.

## When will it start?

The new NTCET began in 2009 with the introduction of a compulsory subject called the Personal Learning Plan, normally undertaken in Year 10. The NTCET then continues through Year 11 and Year 12, with the first group of students graduating with the new qualification in 2011.

## Who will be affected?

Students who were in Year 10 in 2009 have already started the NTCET. They will be the first group to graduate with the new Certificate in 2011.

## What are some of the features of the new NTCET?

As part of the new NTCET students will:

- receive credits for many different forms of education and training (such as academic subjects, learning a trade, TAFE, vocational training and community service) provided they are recognised by the NTCE Board
- be able to return to their studies at any time in the future to complete the NTCET without losing credit for work already undertaken
- receive A-E grades in every Stage 1 and Stage 2 NTCET subject
- be expected to gain and demonstrate essential skills and knowledge for their future, focusing on communication, citizenship, personal development, work and learning
- have 30 per cent of their work in every Stage 2 subject externally assessed. This will be done in various ways, including exams, practical performances and presentations
- have outside moderators check the school-assessed parts of Stage 2 subjects to ensure consistent grading across the State.

## The requirements to achieve the new NTCET

To gain the new certificate students must earn 200 credits. Ten credits are equivalent to one semester or six months' study in a particular subject or course.

Some elements of the new NTCE are compulsory. These are:

- a Personal Learning Plan at Stage 1 (usually undertaken in Year 10), worth 10 credits.
- at least 20 credits towards literacy from a range of English/English as a Second Language studies at Stage 1.

- at least 10 credits towards numeracy from a range of mathematics studies at Stage 1.
  - completion of at least 60 additional credits in Stage 2 subjects and courses.
- The importance of the compulsory elements is reflected in the requirement that students must achieve either an A, B, C or equivalent in these subjects to complete the new NTCET successfully.

In addition to the compulsory elements, students will choose from a wide range of subjects and courses to earn the remaining 90 credits to gain the NTCET. These include subjects and courses from either Stage 1 or Stage 2.

### Personal Learning Plan

#### What is it?

The Personal Learning Plan is a new compulsory NTCET subject, normally undertaken in Year 10. Students will consider their aspirations and research reliable career information to help them make appropriate subject choices and map out their future. Students will work towards goals they need to achieve as they progress through school towards work, training or further study.

The Personal Learning Plan will help students:

- identify and research career paths and options (including further education, training and work)
- choose appropriate NTCET subjects and courses based on plans for future work and study
- consider and access subjects and courses available in and beyond school
- review their strengths and areas they need to work on, including literacy, numeracy and information and communication technology (ICT) skills
- gain skills for future employment
- identify goals and plans for improvement
- review and adjust plans to achieve goals.

The Personal Learning Plan will contribute 10 credits towards the NTCET.

STAGE 1 Compulsory	
<b>Literacy</b> From a range of English courses 10 Credits	<b>PLP</b> 10 Credits
<b>Literacy</b> From a range of English courses 10 Credits	<b>Numeracy</b> From a range of Maths courses 10 Credits

ELECTIVES Stage 1 or Stage 2				
Elective	Elective	Elective	Elective	Elective
10 Credits	10 Credits	10 Credits	10 Credits	10 Credits
Elective	Elective	Elective	Elective	Elective
10 Credits	10 Credits	10 Credits	10 Credits	10 Credits

STAGE 2 Compulsory		
2 unit sequence	2 unit sequence	2 unit sequence
20 Credits	20 Credits	20 Credits

Note: Shading = Achievement of A, B or C

## Other Pathways Through The NTCET

The College offers a wide range of courses to meet the needs of a diverse group of secondary students and adult learners. These include Vocational Education and Training Courses, the Northern Territory Certificate of Education and Adult Community Education Programs.

### Vocational Education and Training

Vocational Education and Training (VET) prepares students directly for entry to the world of work. It relates to specific industry areas. VET assessment is competency based. This means course elements are not graded; they are either achieved or not yet achieved. The competencies are nationally recognised, and can be accredited towards a traineeship or apprenticeship, or can lead to further study in the area.

Many VET programs at Casuarina Senior College include structured work placement, which is an assessed course component. This may take place outside normal College hours and term times.

VET Programs gain credit towards NTCET completion and exemption from units in TAFE/VET courses at CDU and other institutions.

### VET in Schools Program

The College runs a large range of Certificate I and II programs including Automotive, Business, Community Service Work, Electro-technology, Engineering, Hospitality, Information Technology and Outdoor Recreation. Students may also enrol in courses offered by other Registered Training Organisations. VET in Schools (VETiS) programs operate all day Wednesday and students have block release from classes for Structured Work Placement.

### Australian School Based Apprenticeships

These are available through the College in a range of industry areas eg Hospitality, Information Technology. These are arrangements where a paid apprentice:

- attends school for part of the week
- is employed and works for part of their time, with on-the-job training
- attends a Registered Training Organisation for the off-the-job training.

### Australian Technical College - Darwin

The Australian Technical College – Darwin provides a structure for Australian School-based Apprentices (ASbA) at Certificate III level in the traditional trade shortage areas of

1. Automotive
2. Building and Construction (including plumbing)
3. Commercial Cookery
4. Electrotechnology
5. Metals and Engineering

Students can have dual enrolment at the Australian Technical College and Casuarina Senior College. They will follow a program that provides two days of on-the-job training, three days to complete related NTCET courses and Technical College activities and off-the-job training at times nominated by the Registered Training Organisation. The expectation is that students will complete around a third of the Certificate III trade qualification and their NTCET then go onto a full-time apprenticeship post Stage 2. For further information contact the Technical College by email at [info@atcdarwin.edu.au](mailto:info@atcdarwin.edu.au) or phone 8901 0900.



### **Workready Program**

The Workready Program is designed to improve students' transition from College to work and/or further training. It is a partnership between Group Training NT (GTNT), employers and the College. The program commences in Term 3 with information sessions, calls for applications and the selection of suitable applicants from Year 10 students. Parents will be involved in this process.

Students do a short Workready Preparation Program with GTNT and a work placement. Students then move into a program similar to that for other ASBA students or VETiS students.

### **SSABSA Embedded VET**

There are a growing number of SSABSA courses that are based on competencies from Certificate I & II. These courses are currently offered at Stage 2 and count towards the NTCE and some have the option of counting towards a TER. See the NTCE Subject Handbook for details.

### **ACE Programs**

Adult and Community Education Programs at the College are usually offered in the evening. All participants receive a certificate which recognises their attendance and the skills achieved.

# Assessment Terms

## **Formative Assessment**

Formative assessment items are those assignments and tests which help develop students' skills and allow practice. These items are diagnostic. By undertaking these items students gain feedback on their degree of understanding and progress in the subject. Marks from formative assessment items do not generally contribute to final assessment. However they may be referred to in cases where alternative assessment is required for special provision.

## **Summative Assessment**

Summative assessment tasks are those assignments and tests whose marks count towards final assessment.

## **Moderation**

Moderation is designed to ensure that assessments within a subject area are comparable across all schools and teachers. In the moderation process students' marked work is reviewed by a group of teachers or by a moderator.

## **Exit Assessment**

Exit assessment is intended for students who leave school or withdraw from a 2-unit subject during the second semester. If the teacher verifies that the student has satisfactorily completed half the course objectives, the student may be granted credit for one unit which can count towards the NTCET. There is no score and the student will not achieve a TER. The credit will be cancelled if the student repeats the subject and achieves a mark.

Students should see the NTCET Coordinator at the beginning of Semester 2 if they wish to apply for exit assessment.

## **Counting Restriction**

A stated limit to the number of units in a SACE/NTCET Stage 2 subject area which can be counted when calculating the university aggregate.

## **Higher Education Selection Subject - HESS**

A SACE/NTCET Stage 2 subject which is approved by the universities for determining eligibility for entry to a given university course/program. The subjects which are approved as HESS vary for different courses/programs.

## **Precluded Combination**

A named pair of SACE/NTCET Stage 2 subjects which cannot both be counted when calculating the university aggregate.

# Student Assessment Policy

The College Assessment Policy follows that of SACE Board of SA and the NTBOS. The principle underlying assessment is that of social justice and equity. The following points are from the College Assessment Policy.

## 1. Assessment Deadlines

An assessment plan is made available to students at the beginning of each course, including a schedule of assessment deadlines for all summative tasks. (Assessment deadlines are to state the date, and may include the time, that an item is due). Work which is not submitted by the due deadline will not be awarded a score for summative assessment purposes, unless an extension of time has been previously negotiated between the student and the teacher. Late work, which has not been given an extension, may be marked for feedback purposes only, and could form part of a student's formative assessment record.

## 2. Extensions

Students seeking extensions to assignment deadlines must do so before the due date for the assignment. If an extension has not been sought and granted before the due date, then the work is late (see point 1 above).

## 3. Variation to Assessment Arrangements

Students who have been legitimately unable to meet a deadline are to be given an opportunity to demonstrate achievement of the course objectives.

## 4. Reasons for Missing Deadlines

### 4.1 Illness and Injury

Students sometimes miss an assessment deadline or test as a result of illness or injury. In such cases the student is required to notify the teacher concerned. This should happen before the assessment item is due, or on the day of the test. In the case of illness which has led to an absence of 3 days or more, including the day of the test, a medical certificate must be produced. A medical certificate is also required for any student claiming absence through illness on the day of a test, for whom there is an established pattern of absences on the day of a summative test (ie where this has occurred previously in the subject).

### 4.2 Mishap

Students who miss an assessment deadline through mishaps beyond their control should put their reasons for requesting a variation to assessment to the relevant teacher.

## 5. Teacher Intervention in Summative Assessment

In the case of tests, advice and clarification may be made before the test if this is sought at a reasonable time. In the case of summative assessment tasks performed over a period of time, it is appropriate for the teacher to comment on the work during its period of development. If a draft of the final piece of work is offered to the teacher for comment, then the teacher may indicate where there are weaknesses or errors, but may not intervene in a way which places the student's ownership of the work in question, to unfairly advantage the student.

## **6. Resubmission of Work**

Students, in order to obtain an improved mark for a summative assessment task, may not resubmit an item that is to be included in their final assessment, once it has been formally submitted and given a mark by the teacher.

## **7. Plagiarism**

Students are required to submit work that is their own. Apart from appropriately incorporated quotations from other sources, no part of a student's work may be copied from any other person's work, or be based on an undue level of assistance from another person. This includes use of materials from CD ROM or the Internet. Any work found to have been plagiarised, or offered for plagiarism, will be penalised. This will mean zero for that piece of work. No alternative assessment item will be given.

# **Special Provisions for Exams**

Students may be eligible for special provisions such as extra time in exams because of:

- Long Term Impairment - an illness or disability which has existed for a number of years eg dyslexia, impaired vision/hearing. Students must see the NTCET Coordinator in Term 1 or early Term2.
- Short Term Impairment - a serious illness or injury for the few days before or at the time of the exam, or an event such as a death in the family. The student or parent/guardian should immediately contact the NTCET Coordinator or one of the Assistant Principals.

In both cases evidence such as a medical certificate is required.

All students are issued a Special Provision fact sheet during Information Group in Term 1. Further information is available from the NTCET Coordinator. Similar provisions are made within the College for Year 10 students.

## **Credit Transfer and Exemptions**

Students who have studied interstate or overseas or who have completed VET competencies may be eligible for some credit toward their NTCET qualifications and, where possible, an application for credit for previous study should be submitted at the time of enrolment. NTCET subjects completed at other schools in the NT do not require credit, as results are transferred between schools.

Candidates must complete an application form citing the qualifications(s) on which the request is being made. A transcript or certified copy of any qualification claimed is required. A course description of the program which led to its award should be attached to the application.

The processed application is forwarded by the NTCET Coordinator to the Certification Section at the NT Board of Studies. NTBOS will recommend whether credit should be given; the applicant will be informed of the NTBOS committee's decision by the College NTCET Coordinator.

Students aged over 18 and have had 12 or more months away from school are eligible for block credit for all of Stage 1, and need only study Stage 2. They should see the NTCET Coordinator to complete an appropriate form.

## **VET Assessment and NTCET Credit**

Students undertaking the NTCET may seek credit for up to a maximum of 12 VET units of study. Usually the credit for VET programs is granted at Stage 1. In some instances credit may be granted at Stage 2. Credit granted at Stage 2 allows for completion of the NTCET but may not count towards a Tertiary Entrance Rank (TER). In exceptional circumstances, students may seek additional VET credit. Students must achieve all learning outcomes of a competency or module to be deemed 'competent'. If this is not achieved a result of 'not yet competent' is recorded and no statement of attainment or certificate is issued. This is quite different to the NTCET where partial completion or partial effort can still be given a score out of 20, usually in the 3-9 or 'recorded achievement' range. This means the unit can still count as one of the 22 units required for the NTCET. If all competencies are not achieved in a VET program it cannot be given credit towards the NTCET (ie. it does not count).

## **Recognition Policy**

Casuarina Senior College recognises qualifications and Statements of Attainment under the Australian Qualifications Framework which are issued by other Registered Training Organisations. Qualifications and Statements of Attainment issued by Casuarina Senior College are recognised nationally by other Registered Training Organisations.

Students enrolling in VET courses at Casuarina Senior College may be eligible for credit for prior learning, based on skills and knowledge gained as a result of formal training, work experience or life experience. Prior learning can encompass learning by informal or formal means.

If Recognition of Prior Learning (RPL) is granted for a VET unit, the student receives the same Statement of Attainment as students who complete that unit.

A fee is required for RPL Application regardless of outcomes and must be paid with the application form. More information is given in the College flyer on RPL, available from the Reception area at the College or through the VET Coordinator

A fee of \$10 will be charged for the reprinting of Certificates/Statements of Attainment. Proof of identity will be required before they are issued.

# Acronyms

<b>ACE</b>	Adult and Community Education
<b>CDU</b>	Charles Darwin University
<b>ET</b>	Executive Teacher
<b>NTBOS</b>	Northern Territory Board of Studies
<b>NTCET</b>	Northern Territory Certificate of Education & Training
<b>NTCF</b>	Northern Territory Curriculum Frameworks
<b>HESS General</b>	Higher Education Subject Selection Score General
<b>HESS Restricted</b>	Higher Education Subject Selection Score Restricted
<b>RPL</b>	Recognition of Prior Learning
<b>Stage 1</b>	Traditionally referred to as Year 11
<b>Stage 2</b>	Traditionally referred to as Year 12
<b>SSABSA</b>	Senior Secondary Assessment Board of South Australia
<b>TAFE</b>	Technical and Further Education
<b>TBA</b>	To be Advised
<b>TEP</b>	Teacher of Exemplary Practice
<b>TER</b>	Tertiary Entrance Rank
<b>VET</b>	Vocational Education and Training
<b>VETiS</b>	Vocational Education and Training in Schools

# A to Z General Information

## Aa

### Absences

- **Dependent Student:** It is your responsibility to ask your parent/guardian to provide notification to the College by phone, email or a letter in writing with an acceptable reason for your absence. Phone 8920 1211.
- **Independent Student:** It is your responsibility to notify your Year Level Coordinator of reasons for all absences.
- Absences will be recorded as notified, if notification occurs within 3 days from the absence date.
- A medical certificate is required after an absence of 3 or more consecutive days or for an extended period of absence due to illness.
- In cases of lengthy absences, arrangements can be made through the Year Level Coordinators to send work home.
- Continued absences may lead to failure and/or withdrawal from a subject.

### Absences - VET

As these courses are vocationally oriented, students are expected to comply with workplace standards which are:

- The Course Coordinator must be advised of any absences by 9.00am on the day of absence. A medical certificate is required after an absence of 3 or more consecutive days.
- Failure to comply with the above may result in industry requesting the student to be withdrawn from the course.

### Absences - consequences

#### Subject Selection

Priority for subject selection for the following Semester is based on the student's attendance. The number of unnotified absences for each student is used to determine the priority order when selecting subjects for the next semester. E.g. the students with the least number of unnotified absences will get first priority when selecting subjects.

#### Abstudy

- See Centrelink for conditions and rules.
- You must be at least 16 years of age to apply.
- You must study full time.
- It is dependent on the income of your parents.
- The College is required to make regular attendance checks.
- It is your responsibility to notify Abstudy when you reduce the number of subjects you are studying or when you cancel your enrolment.
- For application forms or assistance see the Aboriginal and Islander Education Worker in J Block.

### Accidents

Report immediately to nearest Teacher, Bookroom, Reception or College Nurse.

### Address

Please notify the Bookroom, Year Level Coordinator, or Course Coordinator immediately of any changes to your address, phone number or personal information.

### Administration

The College administration located in D Block includes:

*Principal*

*Assistant Principal Student Services*

*Assistant Principal Curriculum*

*Assistant Principal Human Resources*

*Business Manager and Finance Officer*

*Adult Night Classes Coordinator*

### Adult Night Classes

Contact the Adult Night Classes Coordinator on 8920 1200.

Information Brochures are available at the Adult Night Classes office (D Block).

### Assemblies

Assemblies are held at the beginning of each Semester and at other times as notified through your mentor group.

### Assignments and Assessments

- Your teacher should give you an assessment summary at the beginning of the course showing timelines and weighting for summative items.

- Formative assessment items are those assignments and tests which help develop your skills and allow practice. The marks do not count towards final assessment.
- Summative assessment tasks such as assignments and tests are those marks which count towards final assessment.
- Check the College Assessment Policy details.

#### **ATAR - Australia Tertiary Admissions Rank**

A rank calculated from your university aggregate and indicates how well you have performed in relation to other students.

#### **Attendance**

- When students enrol in a course at CSC they undertake to attend all classes.
- Parents may be contacted by teachers, the Aboriginal and Islander Education Worker, Year Level Coordinator or Home Liaison Officer.
- Year 10 students are expected to remain on College Campus at all times unless they bring a note.
- Parents are contacted by phone, letter or SMS after 6 and 12 absences (unnotified) and also after 16 absences in Stage 2.
- Absences are also recorded on subject reports.
- Students in Stage 1 & 2 may be withdrawn from subject rolls after 16 or more unauthorised absences.
- At the start of each Semester, the College must be notified if the student cannot commence their studies.
- Students may be withdrawn from classes, which are in high demand, if they have 3 unnotified absences in the first three weeks.
- At the end of Week 3, any student who has not attended the classes on their timetable or notified the College of an absence or a late start will have their name removed from class rolls.

#### **ATC – Australian Technical College**

- Offers apprenticeships in a number of skill shortage areas and combines study at school
- See Workready Coordinator or phone the ATC on 8901 0900

#### **Bb**

#### **Bags**

- To safeguard your belongings, always leave your bag at the Bookroom. See Bookroom.
- **Do not leave bags in the Library foyer.**

#### **Ball Games**

Ball games are **not** permitted in breezeways, covered areas or between the buildings.

#### **Basketball Court**

The court may be used by students at lunchtime. Contact the PE faculty for a basketball.

#### **Bikes**

- It is your responsibility to ensure the safety of your bike. A bike shed is available. Bikes must be locked securely in the bike shed.
- The bike shed will be locked during class time and opened for the end of classes.
- If your bike is stolen, report this to Reception.
- The College accepts no responsibility for stolen bikes.
- Do not ride or leave bikes in the breezeway or covered areas.

#### **Bookroom**

- The Bookroom sells stationery and is a security area for bags. It is the central communications area for students.
- The Bookroom is open at various times between 7:45am to 3:15pm Monday, Tuesday, Thursday and Friday. On Wednesday it is open at various times between 8:45am to 2:15pm.
- The Bookroom will not store shoes, clothing or food items.

#### **Books**

- Books and textbooks are issued from the Library to all students who are participating in the Resource Hire Scheme.
- These are lent to students for the duration of each subject studied.
- Students need a current College Identity Card to access all books.

#### **Breezeway**

The open corridor area running from A Block through the College to F Block and the Student Car Park. No bikes, ball games, skateboards or in-line skates are permitted in this area. Students are not to run in this area.

## Cc

### Calculators

- Graphic Calculators are compulsory for all Stage 2 Maths courses and some Stage 1 Maths courses, including Pre Maths Studies and Pre Maths Methods and Pre Maths Applications.
- This College uses approved Texas Instruments Graphic Calculators which can be purchased from the Bookroom if a student is a non-participant in the Resource Hire Scheme.
- All other Maths courses require a scientific calculator which can be purchased from the Bookroom if a student is non-participant in the Resource Hire Scheme.

### Canteen

- Located next to Undercroft area.
- *Opening Hours*  
7.30am - 2.10pm each day except between 10.30am and 11.30am.

### Care of Property

- You are responsible for your own property.
- Do not bring valuables to the College unless absolutely necessary.
- **Do not leave bags unattended in classrooms or outside the Library.**

### Career Advice Centre

- Located in M Block in Staff Carpark.
- Careers staff are rostered on a timetable to assist you with queries on entry requirements for university, TAFE and employment areas. They have information on accommodation, scholarships, traineeships, cadetships and apprenticeships.
- Staff can assist you with information to help you choose your career options and relevant subject selection.
- Staff can assist you to write resumes and job application letters, and with interview techniques.
- The Centre has a Job Board, University Guides, Career information and computer programs to help choose future directions.

### Car Park

- Students wishing to drive to College must register the vehicle with the Bookroom. Once registered, a sticker for the windscreen will be issued. The sticker will be valid for three years.
- Student vehicles must be parked in the Student Car Park off Moil Crescent.
- Students must **not** be dropped off in the Staff Car Park off Parer Drive.
- Students must **not** park in the Staff Car Park off Parer Drive.
- The College does not accept responsibility for vehicles parked on the campus grounds.

### Centrelink

Centrelink offers financial assistance to some students.

- If you wish to apply for Youth Allowance or Abstudy contact Centrelink.
- Centrelink requires regular attendance and conducts attendance checks.
- It is your responsibility to maintain Full Time Enrolment.
- Centrelink rules state that students should have no more than 5 days unnotified absences per term. This can be made up by tallying lesson absences from across your timetable.
- If you leave school it is your responsibility to notify Centrelink immediately, so they can cease payments.
- The Counsellor and your Year Level Coordinator can assist with documentation.

### Certificates

#### (NTCET)

At the end of Stage 2 and when all requirements are satisfied, you will receive:

- The Northern Territory Certificate of Education and Training (from 2011).
- Record of Achievement
- Employment and Further Education Information sheet
- Higher Education Information sheet
- Casuarina Senior College Graduation Certificate stating you have participated in Stage 2.

#### (VET)

- A Statement of Attainment is issued on the successful completion of each unit.
- A Certificate will be issued on the successful completion of all units in the Certificate course.

### **(Certificate of Merit)**

- This certificate is awarded to students who have high or outstanding academic or special achievement in some aspects of College life.

### **Change of Address and Other Enrolment Details**

- It is essential that the College is advised of any changes to your address, phone numbers or emergency contact details.
- Change of Details forms are available at the Bookroom, Home Liaison Officer or Coordinator and should be returned to your Year Level Coordinator.

### **Change of Subjects**

- See the Career Advice Centre to change a subject during Week 2 and 3 of each Semester.
- Subject changes are not made without a sound educational reason.
- Subject changes are normally only accepted in Week 2 each Semester.
- After this time students with extenuating circumstances should contact their Year Level Coordinator/Assistant Principal Student Services to negotiate a change.

### **Child Care**

Facilities **are not** available at the College.

### **Clothes**

- Attire should be suitable for the climate and yet appropriate for the College circumstances. Clothing should not be too revealing.
- T-shirts with offensive messages are not permitted and students will be sent home to change.
- Potentially dangerous jewellery and other accessories are not permitted.
- College Shirts are available for purchase from the Bookroom.
- Covered shoes must be worn in all practical classes.

### **College Details**

Parer Drive, Moil NT 0810

PO Box 40196

Casuarina NT 0811

Email: [csc.admin@ntschoools.net](mailto:csc.admin@ntschoools.net)

Website: [www.schools.nt.edu.au/csc](http://www.schools.nt.edu.au/csc)

Telephone: (08) 8920 1211

Fax: (08) 8920 1222

### **College Identity Card**

- This card must be carried at all times and produced when asked by a staff member.
- A photograph is essential for this card and photographs will be taken shortly after enrolment.
- All students require this card to borrow books, textbooks, equipment and to use the computer and weights rooms.

### **College Colours**

Red, White and Black.

### **College Council**

- The Council consists of parent, student and staff representatives.
- It is the governing body of the College and meets monthly.

### **College Counsellor**

- The College Counsellor is located in J Block.
- The College Counsellor assists students to solve problems that may be personal, academic or vocational.
- The College Counsellor is available to students, staff and parents.
- If unavailable, students should go to Reception.

### **Computers**

- Computers are available:

Library - Students may access the Internet once they have a user ID and password.

Computer Labs - on study lines. See the Computing teacher.

The Homework Centre - located in Demountable 1.

- All students require a User ID and Password (see IT Acceptable Use Agreement).

### **Confidentiality**

When undertaking Work Experience, Work Placement or Research Projects students may be required to sign a Confidentiality Statement, which includes confidentiality obligations.

### **Coordinators**

- The Year Level Coordinators, Flexible Learning Coordinator and the VET/Workready Coordinator are located in the Student Advice Centre (J1).
- Year Level Coordinators assist students with enrolment, course advice, subject selection, study skills, withdrawal and attendance problems.
- The Flexible Learning Coordinator assists students with seeking credit for learning done outside of school and distance learning.
- VET Coordinator oversees all VET courses and assists with general enquiries about VET and school based new apprenticeships.

### **Course Advising (Subject Selection)**

See your Year Level Coordinator (8:00am-3:00pm) or Career Advisers for assistance.

### **Credit Transfer**

Previous study either interstate or overseas must be credited towards your NT CET. See the Flexible Learning Coordinator or Year Level Coordinator located in the Student Advice Centre (J1).

### **Dd**

#### **Deadlines**

- Extensions of time for assignments are given only under special circumstances.
- If you have trouble meeting deadlines, talk to your teachers or a College Counsellor.
- Check the Assessment Policy.

#### **Disability**

- Students with Disabilities can contact the Learning Support Faculty Coordinator in A10 or on 8920 1204.
- If you have any conditions that may inhibit your learning in some way please discuss this with the College Nurse.

#### **Disabled Parking**

A parking bay is available in the Staff Car Park off Parer Drive and there are two bays in front of F Block in the Student Car Park off Moil Crescent.

#### **Drugs**

Whilst on CSC grounds or at any educational activity associated with CSC, the following are not permitted:

- Smoking
- Consuming or possessing alcohol
- Consuming or possessing any illegal drugs
- Deliberately inhaling solvents
- Possessing drug related equipment (unless prescribed)
- Misuse of prescribed and over the counter medications
- Selling, supplying or trafficking drugs

### **Ee**

#### **Emergency Access**

- Vehicles should not be parked in the area designated for Emergency Vehicle Access.
- This area is located adjacent to the Student Advice Centre (J Block).

#### **Emergency Accommodation**

See the College Counsellor in J Block.

#### **Emergency Evacuation Procedures**

Check the Emergency Evacuation page for a full description.

#### **ESP – Electronic Student Profile**

ESP is an online system that manages student records and enables your parents to keep in touch with your performance and development at school.

#### **Exam Dates**

**Stage 1:** Semester 1: Friday, 5 June

Semester 2: Friday, 20 November

#### **Stage 2:**

Monday, 21 September (HESS General Trials)

Monday, 2 November (SACE BOARD OF SA OF SA Public Exams)

#### **Exam Conditions**

- You may be entitled to Special Provisions if you have a disability. If you have a serious accident, are ill or have a death in the family at exam time, you should let the school know immediately and see the Year Coordinator as soon as possible. (Also see Special Provisions)
- There are rules about the use of calculators in exams.

### **Excursions**

- Organised by teachers/faculties. You must complete an excursion form, otherwise you do not go.
- Teachers have the right to exclude anyone from an excursion.

### **Ff**

#### **Fighting**

- Fighting or any other form of violence will not be tolerated at CSC and may lead to suspension or a recommendation for termination of enrolment.
- If there is a conflict developing, see someone - your teachers, Coordinator, Assistant Principal Student Services, College Counsellor, College Nurse, Police Constable.

#### **First Aid**

- There is a first aid officer in each faculty, reception and the bookroom.

#### **Footwear**

- Appropriate footwear should be worn at all times.

#### **Formal**

- There is a Stage 2 Dinner Dance in November.
- It is organised by students with assistance from staff.

#### **Formative Assessment**

Formative Assessment items are those assignments and tests which help develop your skills and allow practice, but the marks do not count towards final assessment.

#### **Full Time Students**

- Students undertaking at least 6 subjects at Year 10, 5 Stage 1 or 3 Stage 2 subjects, or a full Certificate package are deemed as full time.
- Some students who are doing a mix of subjects or completing the NTCET pattern may be deemed as being full time.

### **Gg**

#### **Good Standing**

This outlines responsible behaviour at the College. See Good Standing Policy for a full description.

#### **Graduation Ceremony – Stage 2 Students**

- The ceremony is held in November.
- Outstanding student achievements in academic, cultural and sporting pursuits are recognised.
- All students expecting to complete their studies will be issued with a graduation certificate.

#### **Grievance Procedure**

- You are said to have a grievance if you have a real complaint against another person in the College or at a work experience placement.
- In the first instance, if it is appropriate, try to discuss the matter with the other person.
- See Reception to contact the Harassment Officer.
- If this fails to resolve the matter to your satisfaction, informally approach another College staff member (eg Teacher, Year Level Coordinator, College Counsellor, College Nurse) to assist in further discussions with a view to resolving the issue.
- If the situation is still unresolved, formal grievance procedures are in place at CSC. See the Assistant Principal Student Services for details.

#### **Gymnasium**

- Students using the gymnasium must wear appropriate, non-marking footwear.
- Students must be supervised in the gymnasium.

### **Hh**

#### **Harassment**

- If you are feeling harassed or uncomfortable see the Harassment Contact Officer, a Teacher, Year Level Coordinator, Assistant Principal Student Services or the College Counsellor.
- A copy of the Harassment Policy is available for each student.

#### **Help**

- Please don't be afraid to ask for help if you need it.
- During class time **always** ask your teacher for assistance first. Your teacher may refer you to others.
- The Counsellor, Career Advisers, Home Liaison Officer, Aboriginal Liaison Officer, Year Level Coordinators, College Nurse and Assistant Principal Student Services are available to give assistance.

### **HESS General (for 2010 Stage 2)**

- HESS General subjects are Stage 2 subjects conducted by SACE BOARD OF SA (South Australia).
- These subjects have an externally examined or assessed component and a College assessed component.
- They are accepted for entrance to tertiary institutions on a national basis.

### **HESS Restricted (for 2010 Stage 2)**

- HESS Restricted subjects are Stage 2 subjects conducted by SACE BOARD OF SA (South Australia).
- Your work is moderated externally and compared with other students' work.

## **li**

### **Illness**

- If you become ill at the College see a teacher or Reception.
- If you are ill follow the processes outlined in Absences.

### **Independent Student**

- While individual circumstances are taken into consideration the following criteria can be used as a guide:
- Student is living out of home AND
- Student is financially independent from their parents.

### **The Homework Centre**

- This is a supervised and supportive environment where students can complete assignments and receive tutorial assistance.
- The Centre has a great range of resources in past and contemporary Indigenous affairs.
- Internet facilities are available.
- The Centre opens on each College day.
- Opening hours will be published at the start of each semester.

### **Information Technology**

You can log-on to any work station in the College and access your user area and mail. Your user name will generally be firstname.lastname, and a password will be issued by Library staff. If you have any problems with logging on check with one of the staff in the Library or E40. Do not share your username and password with any other student.

### **Information Technology (IT) Acceptable Use Agreement**

The College is well equipped with IT facilities to assist you with your studies. You and those responsible for your study must sign an acceptable use agreement before you can access any IT resources. The agreement covers student use of the Internet, Intranet, the Portal, College Network and student email facilities.

This agreement will be signed at enrolment. This will allow you to 'log on' to the IT facilities around the College.

### **Internet**

- Internet access is available in the Library and other Faculty areas in accordance with the **Acceptable Use Policy**.

### **To use the Internet in the Library students will need to:**

- Have a User ID and a password.
- Be aware that Internet access is for educational purposes only.

## **Ll**

### **Lateness**

- All students are expected to arrive on time.
- Students arriving late will be marked as 'L' on the roll. Consequences for lateness includes:
  - making up missed time
  - impact on subject selections
  - contacting parents

### **Leaving During School Year**

- Students leaving the College must obtain a Clearance Form from your Year Level Coordinator.
- This form should be taken to the Library staff.
- On presentation of the Clearance Form, Library staff will check whether all borrowed items have been returned and if so, will complete a Resource Deposit Refund form which will then be forwarded to the Finance.
- Clearance Forms must be finally signed by a Year Level Coordinator or Assistant Principal (Student Services).

- You might be able to obtain an exit assessment for some of your subjects. Check with your teacher or Year Coordinator.
- If you want help in finding a job see the Career Advice Centre.

#### **(VET)**

Please advise the Course Coordinator that you are withdrawing and complete a Leaver's Form.

#### **Library**

The library is a spacious modern facility that provides access to a wide range of resources and services. Online access to the Library Catalogue, electronic subscription databases, reference material and email is provided through the Library Webpage. The library has computers available for student use at any time throughout the day. The library also provides access to two mobile laptop labs for class use within the library.

All students are welcome to use the library facilities and resources. Text books for all subjects are issued from the library which also has a limited number of video and still digital cameras and voice recorders available for students to borrow provided the items are used for curriculum assignments and they are participants in the Resource Hire Scheme.

#### **Library Services include:**

- Assistance with research and locating appropriate resources
- Assistance with computer log-on, password and printing issues
- Production of College ID cards
- Inter-Library loans
- Daily Newspapers
- Past exam papers that may be photocopied
- Laminating and photocopying
- Late opening until 6:00pm Monday to Thursday, providing students with a supervised study area and access to all resources after school.

#### **Library Hours:**

7:45am - 6:00pm : Monday, Tuesday, Wednesday and Thursday

7:45am - 3:00pm : Friday

After 3.30pm, tea, coffee, milo and biscuits are provided at a small cost for students who stay back to study.

The library is also open from 9.00am- 3.00pm during the October holiday break and for selected weekends during the exam month of November.

#### **Access to Charles Darwin University**

- Year 12 students who have completed the required application form may borrow from the book and periodical collections of the CDU Library and may use the facility to study at weekends and during holiday breaks.
- CSC students do not have access to CDU computers and online resources.
- Application forms to access this facility are available from CSC Library.

#### **Lost Property**

- If you lose something check in the lost property box at the Bookroom.
- If you find property on the College premises hand it in immediately to a teacher or to the Bookroom Staff.

#### **Mm**

#### **Medication**

- Parents/Carers are required to notify the College in writing if their student is taking prescribed medication.
- If a student needs medication administered at the College or on a College excursion, the following information must be provided by the parent/carer.

#### **Ongoing Medication**

- The parent/carer is to provide medication authorisation documents from a medical practitioner
- All prescribed medication needs to be supplied and identified with student name, type of medication, prescribed dosage and expiry date. Students taking prescribed medication at the College need to inform the College nurse. The College nurse is the only authorised member of staff to administer paracetamol (Panadol) tablets.
- All prescribed medication is required to be stored in a safe and secure place.

#### **Mentor Groups**

Students at the College will be part of a Mentor Group. This time will be used for such activities as pattern checking, subject advice, attendance monitoring, study skill sessions etc.

### **Messages**

Messages for students will be posted daily on the notice board near the Bookroom. In emergency situations, a staff member will attempt to contact a student to pass on an urgent message.

### **Mobile Phones**

These are NOT to be used in the College's buildings. Cameras or videos on phones are NOT to be used at the College at any time.

### **Moderation**

To ensure fairness, the marks you are awarded are compared with those of other students in the NT and /or SA, so that comparable work receives the same grade.

### **Nn**

#### **Notices**

- The Student Information Bulletin comes out on Mondays and will be read out in Mentor Group meetings.
- Copies are also available outside the Bookroom and Administration Block (D Block).
- Information is also displayed on the TV monitor at the Library entrance and on the Student Intranet.

### **NTBOS**

**Northern Territory Board of Studies.**

### **NTCET**

To achieve the NTCET (Northern Territory Certificate of Education and Training), students need to complete a pattern of study over two or more years of senior secondary studies. For more information contact your Year Coordinator or the Career Advice Centre.

### **Nurse**

- The College Nurse is located in J3.
- Call in for advice on:
  - sexual health issues
  - wellbeing issues
  - healthy eating information
  - alcohol and drug information
  - physical activity
- For emergency assistance when the Nurse is unavailable please contact Reception.

### **Pp**

#### **Parent Contact**

- Parents are invited to contact Subject or Mentor teachers at any time.
- Reports on student progress and attendance are mailed to parents.

#### **Part Time Students**

- A part time student is any student who does not satisfy the full time student criteria (see Full Time Students)
- If you are a part time student you will not be entitled to Abstudy/Youth Allowance payments.
- It is your responsibility to notify Centrelink if you become a part time student.

### **Phones**

There are two public phones available on the ground floor of the Library stairwell for students' use.

### **Photocopying**

Available in the Library.

### **Physical Education**

Weights Room - available at lunch times by arrangement. Some equipment is available for borrowing during lunchtime.

### **Plagiarism**

This is the unacceptable use of other people's work. See Assessment Policy.

### **PLP**

- Personal Learning Plan undertaken by Year 10 students.

### **Pre Apprenticeship Training Program**

- If you are interested in an apprenticeship, talk to the Career Advisers in the Career Advice Centre or the VET Coordinator in the Student Advice Centre.

### **Precluded Combination (Stage 2)**

A named pair of Stage 2 subjects which cannot both be counted when calculating the university aggregate (see Careers for details).

## **Problems**

See the following for assistance with problems:

### **Academic Problems**

Teacher or Faculty Senior Teacher

### **Attendance Problem**

Year Level Coordinators or Home Liaison Officer

### **Health Issues**

College Nurse

### **Personal Issues**

College Counsellor or College Nurse

### **Harassment/Bullying Grievances**

Harassment Contact Officer, Teacher, Year Level Coordinator, Assistant Principal Student Services or College Counsellor.

## **Rr**

### **Recognition of Prior Learning (RPL)**

- Applies to all VET courses.
- Identifies what a person has learned from life, work, community involvement, home, formal training and study.
- Credit may be given for an appropriate unit/units where this learning matches the learning outcomes of the unit.
- Application forms for RPL are available from the Bookroom, Adult Night Classes office, the VET Coordinator or your VET teacher.
- See also Credit Transfer.

### **Recorded Achievement (for Stage 2 NTCET subjects): RA**

- Stage 1 and 2: 3-9 out of 20
- You are allowed only 6 RAs out of 22 units in the NTCET pattern.

## **References**

- College references are available, on request, from your Mentor Group teacher/Course Coordinator.
- The request should be made **before** you leave the College to ensure that relevant documentation is still available.
- If the request is made **after** you have left the College, a statement of attendance may be issued instead, as relevant information may no longer be available.

### **Requirements Not Met (for NTCET subjects): RNM**

- Stage 1 and 2: 0-2 out of 20
- An RNM means that the subject is not counted as one of the 22 units. You will have to repeat the subject or do another if you wish to obtain your NTCET.

## **Responsibilities**

You are responsible for your own actions in areas such as work, attendance, behaviour, and seeking assistance.

## **Results**

### **(Year 10)**

- Each Semester, CSC will issue a final report.

### **(NTCET Stage 1)**

- NTBOS issues a Statement of Results at the end of Semesters 1 and 2. The College issues a final Semester report.

### **(NTCET Stage 2)**

- NTBOS issues a Record of Achievement at the end of Semester 2.

### **(VET)**

- A Statement of Attainment is issued at the successful completion of each unit of competence.
- Certificates will be issued on completion of a Certificate course.

## **Résumés**

Assistance with job applications or interview techniques is available from the staff at the Career Advice Centre.

## **Ss**

### **Satisfactory Achievement (for Stage 2 NTCET subjects): SA**

- 10-20 out of 20

- You must have 16 SA's out of 22 units for the NTCET, 6 of which must be at Stage 2 two unit sequences.

#### **Sexual Harassment**

- The NT Department of Education and Training maintains that all students and employees should be able to learn and work in an environment free from sexual harassment and intimidation.
- Sexual harassment is any unwelcome sexual attention that is offensive, humiliating or intimidating.
- Sexual harassment is unlawful under Territory and Federal legislation.
- If you are concerned, the College has several contact officers - College Nurse, College Counsellor, Assistant Principal Student Services, or Harassment Contact Officer.

#### **School Based Constable**

The School Based Constable is located in J Block near the Undercroft area. Leave a message at Reception if the Constable is not available.

#### **School Based Apprenticeships**

These are apprenticeships or traineeships which allow you to work towards gaining a nationally recognised qualification, while completing your NTCET - see Workready and ATC.

#### **Skates and Skateboards**

No in-line skates or skateboards are allowed in the breezeways or covered areas. If they are used on College grounds they will be confiscated.

#### **Smoking**

In line with NT Government Policy as of 1 January 2003, smoking is not permitted on College grounds.

#### **Special Provisions for Exams**

You may be eligible for special provisions such as extra time in exams because of:

- Long Term Impairment - an illness or disability which has existed for a number of years e.g. dyslexia, impaired vision/hearing. You must see the NTCET Coordinator in Term 1 or early in Term 2.
- Short Term Impairment - a serious illness or injury for the few days before or at the time of the exam, or an event such as a death in the family. You or your parent/guardian should contact the Year Coordinator or one of the Assistant Principals immediately.

In both cases evidence such as a medical certificate is required.

All students are issued a Special Provisions fact sheet early in the year. Further information is available from the Year Coordinator in the Student Advice Centre (J1).

#### **Sports/Cultural Representative Policy**

- You must submit a signed and completed activity form to the supervising teacher who will pass it on to the Sports Coordinator for approval.
- The Assistant Principal Student Services is responsible for approval (or otherwise) of student representation where the student is not full time or where a subject teacher has indicated that performance/attendance is not satisfactory.
- Failure to meet these requirements may mean that you will not be permitted to represent the College and therefore become ineligible for NT school representation.

#### **SACE Board of SA**

This is the body that regulates all senior courses. You can log in and check your enrolments and results [www.ssabsa.sa.edu.au](http://www.ssabsa.sa.edu.au)

#### **Staff Car Park**

- Located off the Parer Drive entrance to the College. **This car park is for staff use only.**
- Student vehicles must be parked in the Student Car Park off Moil Crescent. Students must obtain a car sticker from the Bookroom.
- Students **must not** be dropped off in the Staff Car Park.
- The College does not accept responsibility for vehicles parked on the campus grounds.

#### **Stationery (paper, pens, etc**

Available from the Bookroom.

#### **Structured Work Placement**

Structured Work Placement (SWP) is a compulsory part of most VET programs. Some competencies are assessed in a work situation. You will be placed in a business or workshop from the same industry as your VET program. Employers must be notified in the case of absence.

#### **Student Representative Council (SRC)**

- The SRC represents the students' interests and needs and discusses these with the Principal and the College Council.

- Nominations for student representatives will be called for at the start of each year.

#### **Study Line**

- Most NTCET students have study lines - ie no timetabled classes on one or two lines.
- You are expected to use this time for study and assignment preparation.
- Year 10 students do not usually have a study line.

#### **Study Skills**

- Study skills workshops will be run at varying times during the year.
- Students can ask for assistance with their study plan from Year Level Coordinators, College Counsellor, or the Career Advice Centre.

#### **Summative Assessment**

- Summative assessment items such as assignments and tests count towards final assessment.

#### **Tt**

#### **Tertiary Advice**

- If you are thinking of going to University, an Institute of Technology or TAFE, visit the Career Advice Centre for information regarding pre-requisites.
- A Career Adviser will also assist with Tertiary entrance procedures (Telephone 89201223).

#### **Timetable (Day Students)**

- Your timetable is a computer printout showing subjects, teachers' names and rooms.
- You cannot commence a class without showing your printout to the teacher.
- If you need another copy you can get one at the Bookroom for \$1.00.

#### **Toilets**

Male/Female toilets are located in the following areas (*Refer to College Map*):

- Ground floor of A Block
- Ground floor of E Block for females
- Near Gymnasium in the main breezeway
- Library.

Disabled toilets are available in

- Ground floor A Block
- Ground floor F Block
- Moil Crescent side of the Gymnasium
- Library.

A lift is available to access the Library and the Upper Level of E Block.

#### **Uu**

#### **University**

- Handbooks are available from the Career Advice Centre. They need to be ordered and paid for before the end of Semester 1.
- All enquiries to Career Advice Centre staff.

#### **Vv**

#### **Valuables**

- You are responsible for your own valuables.
- Make sure that you keep them in your possession at all times or leave them in the Bookroom (during normal class time).

#### **VET**

#### **(Vocational Education and Training)**

- A range of Certificate courses and competencies (units) are offered that have national accreditation.
- These units are competency based to suit industry and work place requirements.
- See the VET Coordinator in the Student Advice Centre (J1).

#### **Ww**

#### **Withdrawals**

- Not encouraged as NTCET pattern is usually affected.
- See your Year Level Coordinator before doing so.
- VET students – advise Course Coordinator.
- Youth Allowance and Abstudy payments may be affected. It is your responsibility to notify Centrelink if you withdraw from subjects.

#### **Work Experience**

- See Career Advice Centre staff for placements and appropriate paperwork one month prior to placement.

- No students will commence Work Experience until all forms are completed and confirmed by Career Advice personnel. All students must attend the compulsory Occupational Health & Safety session prior to placement or their placement will be cancelled.

**Workready Program**

- Workready is a flexible pathway that allows you to complete the NTCET while participating in work or a School Based Apprenticeship.
- See the Workready Coordinator in the Student Advice Centre.

**Xx**

**X-rated**

X-rated T-shirts or signs on any property brought to the school are not permitted.

**Yy**

Youth Allowance - See Centrelink.

**Zz**

Z-Z-Z-Z-Z- Get plenty of sleep, but not in class or the Library.



# Notes