



VET Programs Student Handbook



Melbourne Archdiocese
Catholic Schools



St Joseph's College
Melbourne

RTO No 21710
Version 3.0

Welcome to St Joseph's College RTO

Congratulations on your choice of St Joseph's College as a provider of Vocational Education and Training (VET) programs that will add value to your knowledge and skills, and your education portfolio.

St Joseph's College gained registration as a Registered Training Organisation (RTO) in 2005, RTO Number 21710. We operate in accordance with the Australian Quality Training Framework (AQTF) conditions and standards for registered training organisations, the Standards for Registered Training Organisations 2015 (Commonwealth), and the requirements of the Victorian Registration and Qualifications Authority (VRQA). We offer a range of vocational courses to both internal and external secondary students.

St Joseph's College believes in 'Pathways for All'. We offer academic and vocational pathways, seeking to find the right match for each student as they strive to reach the destination most applicable to them – be that university, TAFE, continuing VET training, or employment.

We aim to ensure that your learning experience is enjoyable and productive, and that you successfully complete your chosen course or qualification. Our trainers have industry and school backgrounds that are ideally suited to the interests and needs of young people transitioning from school to further education, training and employment.

Students from government, Catholic and independent schools can add value to their senior secondary schooling by completing nationally recognised VET certificates and qualifications.

This handbook is an important resource for you while undertaking VET programs at St Joseph's College. Please read it thoroughly. If you have any questions or concerns, please contact a member of the VET Teaching Team or the College Leadership Team.

Thank you for choosing St Joseph's College and all the best in your studies and future career.

Cathy Livingston

Principal

St Joseph's College Vision and Strategy

St Joseph's College is a regional school in the tradition of the Salesians of Don Bosco. As such, one of its foundational aims is to provide a climate where the Gospel is known, lived, and loved so that students may be nurtured in the Christian faith and their commitment to Jesus Christ.

General Aims and Values:

- To be a Catholic community of adults and young people working and living in mutual respect and harmony within an open, secure, and happy atmosphere.
- In the tradition of Salesian education, to provide a climate where the Gospel is known, lived, and loved so that students may be nurtured in the Catholic faith and their commitment to Jesus Christ.
- To help students recognise their academic ability and to accept responsibility for its development.
- To maintain a curriculum aimed at the acquisition of values and the discovery of truth.
- To provide a learning environment commensurate with individual abilities and interests.
- To help students acquire a sensitivity to the views, lifestyles, and beliefs of others.

The mission of the St Joseph's College RTO is to build the profile and reputation of St Joseph's College as a provider of choice for innovative and high-quality vocational education and training in eastern Melbourne.

We value:

- Performance – we deliver quality outcomes and expect excellence.
- Respect and Diversity – we respect learners and value diversity.
- Inclusivity – we welcome students from all backgrounds and settings.
- Accountability – we comply with regulations and over-deliver on standards.
- Innovation – we seize opportunities and create better ways.
- Sustainability – we are here for this and the next generations.
- Engagement – we find ways to engage and enable individuals to succeed.

Our Goals and Outcomes

To build organisational capacity and sustainability to deliver improved and highly valued pathways, training and qualifications for our students.

Strategic Focus Priorities

- Build engagement and improve stakeholder relationships e.g., with local schools, clusters, networks, employers, industry, and community.
- Grow capacity and self-sufficiency by strengthening the capacity of our RTO, ensuring compliance and building partnerships with industry and government.
- Innovate by developing new courses, accessing new funding opportunities, and pursuing special purpose and industry partnerships.
- Advocate for improved education and training support to meet the needs of learners and contribute value to the future workforce of our state and nation.

Maps of the College

Rooms View

 = Carroll Trade Training Centre



Staff Contacts

Staff can be contacted between 8:00 am and 3:30 pm, Monday to Friday.

RTO Management Team

Role	Staff Member	Email
Principal	Ms Cathy Livingston	clivingston@stjosephs.com.au
Deputy Principal	Mr Guido Piotti	gpiotti@stjosephs.com.au
Business Manager	Mr Nigel Van Sanden	nvansanden@stjosephs.com.au
Director of RTO	Mrs Vivienne Egan	vegan@stjosephs.com.au

VET Trainers and Assessors

Role	Staff Member	Email
Building and Construction Trainer	Mr Barry Campbell	bcampbell@stjosephs.com.au
Building and Construction Trainer	Mr Chris McCartin	cmccartin@stjosephs.com.au
Electrotechnology Trainer	Mr Matthew Pritchard	mpritchard@stjosephs.com.au
Electrotechnology Trainer	Mr Brayden Ansell	bansell@stjosephs.com.au
Electrotechnology Trainer	Mr Rob Gandolfo	rgandolfo@stjosephs.com.au
Plumbing Trainer	Mr Paul Jakubik	pjakubik@stjosephs.com.au
First Aid Trainer	Mr James Whiting	jwhiting@stjosephs.com.au

Accessing Your Records

You can access your own training records at any time by contacting the Director of RTO. Depending on the nature of the request you will either be provided with the information immediately or advised that the information will be provided after it has been extracted from the College's recording systems. Records that have been securely archived off-site may take some days to access.

Only you will be given access to your records. Proof of identification will be required. No other person or party will have access without your written authorisation.

Accidents and First Aid

Several St Joseph's College staff are trained in First Aid. If you need help in an accident or first aid situation, or are feeling unwell, advise your trainer or another member of staff in the first instance.

All accidents, injuries or near misses which occur as part of College VET programs must be reported to your trainer/assessor. This information is then passed on to the Director of RTO and the Business Manager.

A first aid kit is in each of the practical workshop areas of the Carroll Trade Training Centre.

Assessment

At key points in your course, you will be assessed by a qualified assessor who will use a variety of assessment methods to determine your progress, skill and knowledge. Detailed assessment information for each unit/module will be provided at the beginning of each unit.

Assessment outcomes for each unit/module will be noted as:

- **C – Competent:** you have demonstrated the required skills and knowledge.
- **NYC – Not Yet Competent:** you have not yet met the required standard and will need to resubmit or be re-assessed. Feedback will be provided and a timeline negotiated for re-assessment.

On satisfactory completion of all units/modules a Certificate will be issued. If you do not complete all units/modules you will receive a Statement of Attainment for those units/modules successfully completed.

At any stage of the assessment process, you may lodge an appeal relating to an assessment decision. Refer to the Complaints and Appeals section of this Handbook.

Special Consideration in Assessment

If you are experiencing circumstances beyond your control that are impacting on your ability to meet assessment requirements, discuss this with your Trainer/Assessor as soon as possible and always prior to the due date. Depending on the nature of your request, the matter may be resolved by the Trainer/Assessor or referred to the Director of RTO. You may be required to put your request in writing and provide supporting evidence (e.g. a medical certificate). The Director of RTO will advise you of the decision in writing.

Attendance

On arrival at training, you must sign the course attendance sheet. It is your responsibility to be on time for each session and attend for the full duration. Students who arrive more than 10 minutes after the class has started without an adequate reason may not be allowed entry and will be marked absent.

Absences: Students are permitted two absences per semester (four per year). An additional two approved absences will be allowed for school camps, excursions and similar activities. Where possible, students should notify the Director of RTO and their trainer in advance of an absence. Please contact the College administration office on **9758 2000** to register your absence.

Car Parking and Transport

All-day parking is available opposite the College grounds. Students are required to park in the carpark at the Ferntree Gully Oval, opposite the school. Public transport options are available – visit www.ptv.vic.gov.au or the College website for details.

Certificates and Statements of Attainment

St Joseph's College is responsible for the issuance of all qualification certificates; Statements of Attainment and transcripts of results related to the VET programs it offers.

- When you successfully complete one or more units of competency you will receive a Statement of Attainment listing all competencies completed.
- When all requirements of a national qualification are met you will receive a Qualification Certificate and a Record of Results.

Should you require a replacement certificate, contact College Reception or the Director of RTO. Verification of identity and personal details will be required. Note there is a cost for replacement certificates – details are on the College Fee Schedule.

Changes to Personal Details

Please notify College Reception if your name, address, phone number, email address or those of your emergency contact have changed. This ensures you receive correspondence promptly and that we can contact the appropriate person in an emergency.

Cheating, Plagiarism and Artificial Intelligence

Cheating, plagiarism, contract cheating and the unauthorised use of Artificial Intelligence (AI) are serious breaches of conduct and may result in disciplinary action.

Cheating includes but is not necessarily limited to:

- Submission of work that is not your own
- Submission of work that has been stolen, purchased or borrowed
- Submission or use of falsified data
- Collaborating on an assessment without your Trainer/Assessor's knowledge or permission
- **Contract cheating:** having someone else – whether paid or unpaid – complete assessment work on your behalf, including the use of essay mills or academic writing services

Plagiarism means to take and use another person's ideas or work without acknowledgement. Whether inadvertent or deliberate, plagiarism includes:

- Word-for-word copying of sentences or paragraphs without clearly identifying the source
- Close paraphrasing without due acknowledgement
- Use of another person's ideas, work or research data without acknowledgement
- Copying computer or internet files without clearly indicating their origin

Unauthorised use of Artificial Intelligence (AI) includes:

- Submitting AI-generated text, responses or content as your own original work
- Using AI tools to complete assessment tasks without explicit permission from your trainer
- Using AI to paraphrase or disguise plagiarised content

Note: Some limited uses of AI may be appropriate – such as grammar checking or brainstorming – but only where your own thinking and work remain the primary component. Always check with your trainer if you are unsure whether a particular use of AI is permitted for a specific task.

Further information can be found in the Academic Integrity: Cheating, Plagiarism and Artificial Intelligence Policy and Procedure, available on the RTO section of the College website.

Class Breaks

An appropriate break will be scheduled during training days. Food and drinks can be purchased from the College canteen, which is open to RTO students throughout the school day. Please ensure you return from breaks in a timely manner.

Code of Practice

The St Joseph's College RTO is committed to:

- Providing a supportive and encouraging training and learning environment
- Promoting a climate conducive to effective learning
- Conducting training in a professional and ethical manner
- Treating all students with respect and courtesy
- Ensuring all students are treated equally and fairly
- Maintaining currency in vocational expertise and training and assessment practices
- Notifying students as soon as practicable of any change to RTO ownership or third-party delivery arrangements

Students are expected to:

- Display a commitment to learning and to achieving success
- Be responsible and accountable for their own learning, behaviour and decisions
- Actively participate in all training, learning and assessment activities
- Report to class promptly, ready and willing to participate
- Always use acceptable language
- Wear clothing and footwear suitable for the course, including any required PPE
- Work in harmony and respect the rights and opinions of other students
- Treat others as they themselves would like to be treated
- Value and care for all St Joseph's College property
- Be free from the influence of alcohol and non-prescription drugs

Any breach of this Code may result in disciplinary action.

Complaints and Appeals

If you have a concern about any aspect of your course, or a problem arises between you and another student or a member of staff, you have several options available to you as detailed in the St Joseph's College Complaints and Appeals Policy and Procedure, available on the RTO section of the College website. All complaints are treated seriously, handled confidentially, and you will not be disadvantaged for raising a concern.

Confidentiality and Privacy

St Joseph's College is bound by the Privacy Act 1988 (Commonwealth) as amended by the Privacy and Other Legislation Amendment Act 2024 (Commonwealth) and will only use information provided by you for the purpose for which it was collected. The College will seek your consent before passing information to a third party.

For more information refer to the Privacy and Personal Information Policy, available on the RTO section of the College website.

Course Outcomes

The St Joseph's College RTO does not guarantee that:

- Students will successfully complete a course
- A course can be completed in a manner which does not meet the training and assessment requirements of that course
- Students will obtain a particular employment outcome where this is outside the control of the College

St Joseph's College is committed to providing an engaging, positive and productive training and learning experience and encourages students to make the most of their trainers' skills, knowledge and experience.

Course Orientation

Orientation is conducted before the commencement of training. You will receive details of the date, time and location on acceptance of your course application. Orientation provides an opportunity to meet your trainers and other students, confirm course components, training and assessment processes, ask questions, and for external students, to undertake a tour of the College.

Disciplinary Procedures

Students are expected to always adhere to the RTO Code of Practice. Students who breach the Code may face disciplinary action. Breaches include but are not limited to:

- Wilful damage or removal of College property
- Physical or verbal assault or harassment
- Cheating, plagiarism, contract cheating or unauthorised use of AI in assessment
- Negligent or disorderly conduct towards staff or other students
- Being under the influence of alcohol or illicit drugs
- Smoking or vaping on College grounds
- Infringing copyright

Enrolment may be suspended or discontinued by the College Principal for:

- Behaviour that threatens the safety of others, interferes with the duties of staff or other students' study, or damages College property
- Non-payment of course fees
- A second incident of deliberate academic misconduct

Disclosure of Information

Your personal or course details will not be released to a third party without your written authorisation. However, St Joseph's College is required to provide the Victorian Government, through the Department of Education, with student and training activity data which may include information you provide during enrolment. This is provided in accordance with the Victorian VET Student Statistical Collection Guidelines. For more information refer to the Privacy and Personal Information Policy on the College website.

Dress Code

The St Joseph's College RTO requires that you are dressed in attire appropriate to the course you are studying. For safety reasons most courses require the wearing of specialised footwear and clothing when undertaking practical work. You will be notified of specific requirements at course orientation and in your Student Agreement.

Drugs and Alcohol

Non-prescription drugs, substances and alcohol are not permitted in training or assessment rooms or on College grounds. Offenders will be subject to disciplinary action and may be referred to Victoria Police.

Enrolment

Completion of the Enrolment Form is compulsory for any VET course you wish to undertake. Enrolment data is stored electronically, and the original copy is filed in your individual student file. All enrolment information is treated confidentially in line with the College's Privacy and Personal Information Policy. Students under 18 require a parent or guardian to countersign the Enrolment Form.

Equal Opportunity

The St Joseph's College RTO will not engage in discrimination towards any group or individual based on gender, race, nationality, religion, physical or intellectual disability, age or any other ground. This commitment applies to all services and operations of the RTO including student selection, assessment and student services. For further information refer to the Access, Equity and Anti-Discrimination Policy on the College website.

Feedback

Student Satisfaction: Student feedback is important to us. A formal Quality Indicator (QI) feedback survey will be conducted at course completion. If you have a concern about any aspect of your course, please raise it with the RTO team or via the Complaints and Appeals Procedure.

Parent and Guardian Satisfaction: Parents and guardians will be informed of student progress via school reports and parent/teacher interviews. If you have concerns about any aspect of the course or the provision of training and assessment services, please contact the Director of RTO or use the Complaints and Appeals Procedure.

Fees and Charges

VET course fees are set by the RTO Management Team on an annual basis. Fee invoices are issued in Term 2 of each school year. Payment may be made by cash, cheque, money order or credit card, in person, by mail or by telephone. For information about refunds, refer to the Refunds section of this Handbook or the Fees and Refunds Policy on the College website.

Fire and Evacuation Procedure

In the event of a fire or other emergency requiring evacuation, a siren will sound. Follow any directives provided by your trainer, which may require evacuation of the building and proceeding to the designated assembly point. Your trainer will bring the attendance record and check that all students are accounted for. The Emergency Management Procedure will be explained to you at Orientation.

Language, Literacy and Numeracy (LLN) Support

Prior to enrolling in your course, you will be asked to complete a language, literacy and numeracy (LLN) assessment. If at any time during the course you have LLN concerns, advise your Trainer/Assessor. The College will make reasonable efforts to provide additional assistance to support your participation and progress.

Legislation

As a registered training organisation, St Joseph's College is required to comply with relevant Commonwealth and Victorian legislation including but not limited to:

- Education and Training Reform Act 2006 (Vic)
- Privacy Act 1988 (Commonwealth) and Privacy and Other Legislation Amendment Act 2024 (Commonwealth)
- Occupational Health and Safety Act 2004 (Vic)
- Copyright Act 1968 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Equal Opportunity Act 2010 (Vic)

- Student Identifiers Act 2014 (Commonwealth)
- Worker Screening Act 2020 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic) – Victorian Child Safe Standards
- AQTF Essential Conditions and Standards for Continuing Registration
- Standards for Registered Training Organisations 2015 (Commonwealth)
- VRQA Guidelines for VET Providers

As a course participant, you also have obligations under this legislation. For example:

- Taking photographs or filming other students or staff without their permission is a breach of privacy – this includes posting on social media
- You must observe safety regulations and wear appropriate clothing and footwear during classes
- You must not engage in discriminatory behaviour by word or deed

Medical Conditions

It is important that we know of any medical conditions, medications or restrictions that could put you or others at risk while attending the RTO. Please notify your Trainer/Assessor and relevant staff. This information will be kept confidential and used only to ensure your safety and wellbeing.

Mobile Phones and Electronic Devices

Mobile phones must be switched off or on silent and kept in your bag during training and assessment sessions unless your trainer expressly permits their use for a specific learning activity. Headphones and earbuds must not be used at any time in the Carroll Trade Training Centre. Phones and devices used inappropriately will be confiscated and sent to the office.

National Recognition, Credit Transfer and Recognition of Prior Learning (RPL)

National Recognition applies where qualifications or Statements of Attainment issued by another RTO precisely align with the units of the St Joseph's College course you are commencing.

Credit Transfer applies where units of competency previously attained are deemed equivalent under the Training Package.

Recognition of Prior Learning (RPL) recognises the knowledge and skills you have gained through previous informal training and past work or life experience. An RPL Application Kit is available from the Director of RTO. An RPL Assessment Fee will apply.

For full details refer to the National Recognition, Credit Transfer and RPL Policy and Procedure on the College website.

Occupational Health and Safety

St Joseph's College is committed to ensuring that students and staff are safe from injury and risk to health and welfare while on our premises. All students have a responsibility to:

- Identify and report any potential hazards to your trainer
- Report to your trainer immediately if any injury occurs during a training or assessment session

- Wear appropriate clothing, footwear and PPE as advised by your trainer
- Be aware of fire exits, evacuation procedures and the location of the nearest first aid kit

Personal Property

Do not leave valuables unattended, including electronic devices. St Joseph's College does not accept any responsibility or liability for valuables that are lost or stolen.

Refunds

Course cancellation: If a course is cancelled by St Joseph's College, all enrolled students will receive a full refund of all fees paid.

Course withdrawal: Any student withdrawing from a VET course must notify the College in writing. Refunds will be granted as follows:

- Prior to or within 4 weeks of course commencement – full refund, less a \$50.00 administration fee
- After 4 weeks of course commencement – no refund

Cease to operate as an RTO: If St Joseph's College ceases to operate as an RTO, the College will issue a Statement of Attainment for all units achieved, refund the proportional value of undelivered units, and to the best of its ability refer you to another suitable RTO.

Replacement Certificates

Student results are held by St Joseph's College for a minimum of 30 years. If your certificate or Statement of Attainment is lost, damaged or stolen, contact College Reception or the Director of RTO to organise a replacement. Verification of identity and personal details will be required. Note there is a cost for replacement certificates.

Child Safety

St Joseph's College is committed to the safety and wellbeing of all children and young people. All students are expected to read and abide by the available on the St Joseph's College website at www.stjosephs.com.au.

All students have the right to feel safe, to be treated with respect, and to raise concerns without fear of disadvantage or victimisation. If you have a concern about the behaviour of a staff member or another student, you are encouraged to speak with the Director of RTO or to lodge a formal complaint in accordance with the Complaints and Appeals Policy and Procedure.

Smoking and Vaping

Smoking and vaping are not permitted anywhere within the College, including all grounds and buildings.

Student Agreement

A separate VET Programs Student Agreement will be provided to you at Orientation. The Student Agreement sets out the specific expectations, responsibilities and practical requirements for your course, including PPE requirements, classroom and workshop expectations, and behaviour management procedures. You will be asked to read and sign the Student Agreement at Orientation.

Student Support

Internal St Joseph's College students have direct access to all support services provided by the College Counselling Services Team, Student Team and Learning Enhancement Team. Students from external schools may access College support services whilst on campus, and the support services of their home school when not studying at St Joseph's College.

Internal support services include:

- Additional coaching from trainers, including phone and email contact
- Course materials available in alternative formats including hard copy and digital
- Special consideration in assessment including reasonable adjustments
- Flexible delivery and assessment schedules
- Chieri (College Library) and computer labs
- Trainer-supervised catch-up sessions
- Access and referral to the College Counselling Services Team, Student Team and Learning Enhancement Team

External support services:

Service	Phone	Website / Email
Reading and Writing Hotline	1300 655 506	www.literacyline.edu.au
Disability Rights Victoria	1800 462 480	www.humanrights.vic.gov.au/hub/disability-rights
Lifeline	13 11 14	www.lifeline.org.au
Kids Help Line	1800 55 1800	www.kidshelpline.com.au
Beyond Blue	1300 22 4636	www.beyondblue.org.au

Third Party and Partner Arrangements

St Joseph's College does not currently have third-party partnership agreements for the delivery of training and assessment. Should such an arrangement exist in the future, students will be notified and can be assured that any such partners will have been fully vetted and their services regularly monitored. In any third-party arrangement, St Joseph's College as the RTO retains responsibility for student enrolment, issuing certification, course compliance and supporting students.

Training

St Joseph's College is committed to providing an engaging, positive and productive training and learning experience. We work closely with our students to develop the knowledge and skills required by the specialist industry, through trainer presentations, small group work and practical demonstrations. We encourage students to be actively involved in the learning process and to make the most of the skills, knowledge and experience of our highly qualified trainers.

Unique Student Identifier (USI)

The USI scheme provides a national online record of your training achievements, allowing you to access and share your training records with training providers and other stakeholders. St Joseph's College will only issue qualification certificates or Statements of Attainment after you have provided a verified USI. Further information is available on the College website.

Questions? If you have any questions about the information in this Handbook, please contact the Director of RTO, Mrs Vivienne Egan, on 03 9758 2000 or at vegan@stjosephs.com.au

Once you have read and understood the information within this Student Handbook, please sign and date the acknowledgement on the separate page, and return this page to the Director of RTO via your VET Trainer/Assessor.