



VDSS STUDENT HANDBOOK 2026



CCG

Community
College
Gippsland

RTO TOID: 4181

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1. Welcome to CCG

Welcome to Community College Gippsland Ltd (CCG). CCG is a Registered Training Organisation (RTO), an Adult Community Education (ACE) provider and an Independent Secondary School (ECG). CCG offers a range of nationally recognised vocational education and training (VET) programs from Certificate I through to Certificate IV as well as pre - accredited and non-accredited training. CCG also offers the Victorian Major and Victorian Pathways Certificate through ECG College.

2. Campus Locations

CCG provides VDSS courses in multiple campus locations.
 The key contact for all VDSS programs is Tim McClimont:
 Phone: 03 5644 4775 or Email: tim.mcclimont@ccg.asn.au

Warragul Campus

71 Korumburra – Warragul Road, Warragul
 Ph: 5622 6000 or Email: info@ccg.asn.au

Warragul Smith Street Campus

88 Smith Street, (Corner of Smith and Albert St) Warragul.
 Ph: 5622 6000 or Email: info@ccg.asn.au

Leongatha Campus

Howard Street, Leongatha
 Ph: 5622 6000 or Email: info@ccg.asn.au

Pakenham Senior Campus

18 Golden Green St, Pakenham
 Ph: 5622 6000 or Email: info@ccg.asn.au

3. What is VET and How Does it Work?

VET stands for Vocational Education and Training and VDSS stands for VET Delivered to Secondary Students. The VDSS programs CCG offers are approved by the VCAA and lead to nationally recognised qualifications. VET courses provide students with an opportunity to learn about a specific industry which can then lead to career opportunities. Units of study that are successfully completed can provide credit into further VET courses. All VDSS courses commence in February and finish in October.

Students contact email address is confirmed when they commence their course. This email is used for all correspondence for the duration of the course as well as accessing Moodle.

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4. Your Safety while at CCG – Statement of Commitment to Child Safety

CCG is a child safe organisation who welcomes all children, young people and their families.

CCG is committed to providing a culturally safe and inclusive learning environment where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.

CCG has zero tolerance for child abuse and takes proactive steps to identify and manage any risks of harm to students in our educational environments.

Our child safe policies, procedures and practices are inclusive of the needs of all children and students and are located on the CCG website.

CCG promotes positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

CCG takes proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our organisation, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our organisation has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

CCG are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

The CCG Child Safe Code of Conduct posters are located around each campus. The Code explains the standards of behaviour expected by everyone including students and staff.

If you are worried about child abuse for you or someone you know, or you want to raise an issue or make a complaint, there are people you can talk to. It's a good idea to talk to an adult you trust about any concerns you have. That might be a parent or relative, a trainer, or someone who works at your campus. CCG also has Child Safety Champions that you can talk to anytime while you are at the campus, or you can talk to any CCG staff member if you wish to raise a concern. The Child Safety Champions photos are displayed at the campuses, or you can ask any CCG employee for direction.

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5. School Terms and Public Holidays

CCG operates on the same calendar to the public school system and share the same start and end of term dates. The campuses are closed on all Victorian Public Holidays.

6. CCG Hours and Student Supervision

- CCG staff attend each campus from 8.30am to 4:30pm weekdays.
- CCG provide staff supervision from 30 minutes before first class and 30 minutes after the end of last class. Students must remain within the campus boundaries and are free to move around the campus during their breaks but are reminded to follow to the safety warnings and requirements specific to each area.
- A CCG staff member is rostered daily to supervise the students during break times.

Break Times

- All students must remain on campus during the normal class day, including break times.
- If any student needs to leave the campus boundaries before their scheduled end of class time or during break times, CCG requires a letter from the student's parent or carer/guardian.
- Parents and carer/guardians acknowledge that CCG staff supervision and duty of care does not extend past the campus boundaries.
- Students, with written permission, must sign the student register at reception in each instance before leaving the campus and again on their return.
- Students must not travel in other student's cars during class hours

Attendance Guidelines and Procedures

- Attendance is checked by the trainers in the morning and afternoon, and an attendance report is provided to the student's school.
- Schools are notified of any unexplained absences or lateness and students who do not return to class after break times.
- Students whose attendance is poor may harm their chances of success in their course and students need to attend regularly to complete coursework and assessment tasks.
- It is the responsibility of any student who is absent to find out what work was covered in missed classes and any work that may have been set during that time and complete or arrange to complete the work.

Student Absences

- Student or their parent / guardian / carer must phone the campus if they are going to be away on: (03) 5622 6000 or notify their trainer by email.

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Lateness

- VDSS class hours are 9.00am – 3.00pm. Students are required to be ready for class at 9.00am unless the trainer has been advised prior.
- Students or parents/carer/guardians for students, must phone prior to 9.00am to advise if their son/daughter/dependent are going to be late.
- Lateness also has a negative effect on the class, as students often must wait while instruction is repeated.

7. Occupational Health and Safety

- CCG is committed to implementing, maintaining, and continuously improving Occupational Health and Safety across all campuses. The management of CCG recognises its responsibility to provide and maintain a safe environment for staff, students and visitors alike.
- This responsibility, obligation and involvement is transmitted to all staff and students to ensure a safe and healthy workplace is maintained. Refer to the OHS Policy and Procedure located on our website.

Accidents or Incidents

- To ensure all staff, students and visitors are in a safe environment while on our premises; it is everyone's responsibility to report accidents or incidents or any safety risk or hazard.

Medical Conditions

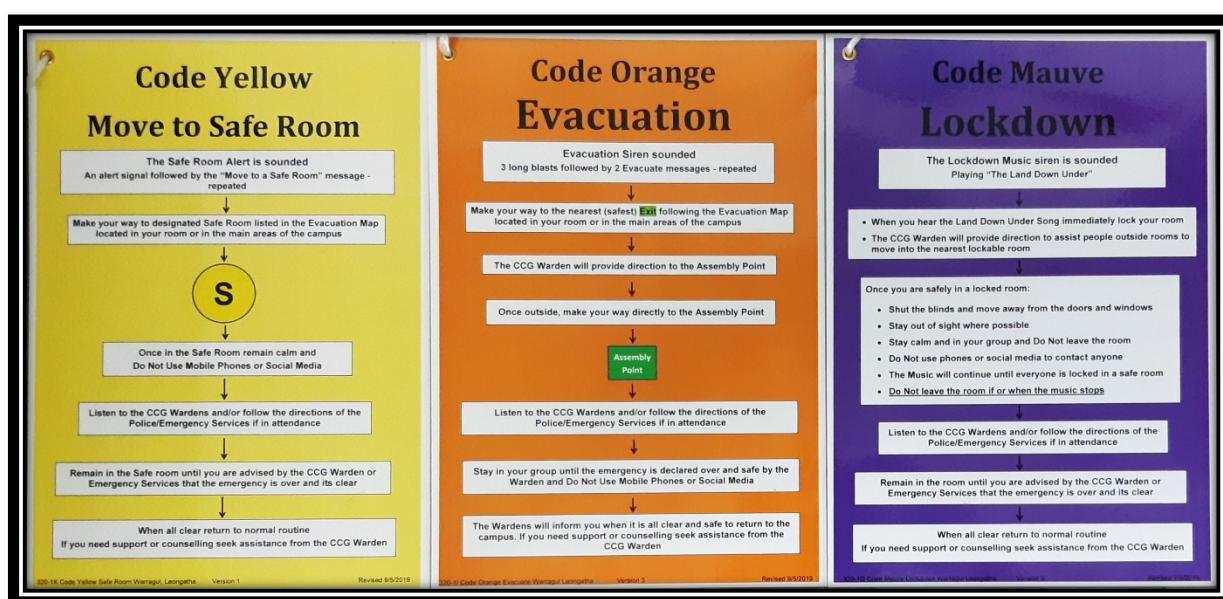
- GP diagnosed medical conditions must be recorded on the enrolment form. A management plan provided by a GP must also be on file for Anaphylaxis, Asthma, Diabetes, Epilepsy and life-threatening allergies/conditions. Enrolment is not finalised until this plan is on file and the student has met with the VDSS Coordinator. Refer to the Anaphylaxis and Asthma Policies and Procedures located on our website.
- Students who visit a mental health professional can have a confidential discussion with their trainer to discuss their situation. This information provides the trainer with the knowledge needed to best support their learning.
- CCG must be notified of any prescription medicines and any changes that may impact on a student's learning and wellbeing in class. On days where practical activities are scheduled it is important that all students are alert and not drowsy or creating a danger to themselves or others.
- If medications need to be taken by the student while at CCG, the trainer must be notified. CCG staff do not hold or administer medication except in the event of a life-threatening emergency. Refer to the Medications Management Policy on our website.
- Students who are unable to participate in any activity due to a specific condition must inform their trainer.

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Emergencies – Evacuate and Lockdown

CCG Emergency Management Plan/s covers a range of emergencies that may occur. This incorporates Lockdowns, Evacuations, move to Safe Rooms and Catastrophic Fire danger rating days. Catastrophic Fire Danger rating days forecasted in the LGA for a CCG campus will result in the closure of the affected CCG campus. Transport may also be unavailable due to extreme Fire Danger. Refer to the Catastrophic Fire Day policy located on our website.

CCG has regular Emergency Response Drills at each campus throughout the year. The Code Mauve – Lockdown, Code Yellow – Move to Safe Room and Code Orange – Evacuate signs along with the facility evacuation maps are located around the campuses for everyone to see and acknowledge.



Critical Incidents including COVID Management Plans

- CCG has a Critical Incident Management Plan that guides the organisation to manage unforeseen critical or traumatic incidents and situations.
- CCG has COVID Management Plans and is available on the CCG website and also upon request.

First Aid

- All CCG campuses are equipped with first aid kits and have trained First Aid Officers. If a designated First Aid Officer is not available at the campus, each site has a listing of the nearest medical centres and or hospital that can be accessed. Students who are sick are provided with a quiet room to use until arrangements are made for student to be collected by their parent/guardian or emergency contact.

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8. Student Responsibilities while at CCG

Equipment

- a. During the course, students may be provided with materials and equipment for use, e.g.: shovels, gloves etc. Students are expected to look after the equipment and return it when required so it can be used by future participants.

Internet Use

- a. CCG provides students with internet access to support their learning. Students are not permitted to use the internet for personal use and to download movies, music etc.

Mobile Phones - Guidelines for Acceptable Use of Mobile Phones

- a. Mobile phones should be switched off during class time and not used for any reason unless directed by the trainer.
- b. Students who need to have their phone on during class time must have it on silent/vibrate only and make the trainer aware before class of any reasons they require their mobile on. Parents are reminded that in cases of emergency or where messages need to be passed onto a student, they must call our Warragul reception on (03) 5622 6000.
- c. Students should not lend their phone to another student at any time – the student who owns the phone is responsible for its use.
- d. Students should mark their mobile phones clearly – CCG takes no responsibility for lost or stolen phones
- e. CCG is aware that with emerging technology mobile phones are valuable resources for information/teaching resource, however mobile phone use in class for various reasons (internet searches, calculators, MP3 player, etc.) is only acceptable if/when directed by the trainer.

Unacceptable Use of Mobile Phones

- a. Unless directed by the trainer, students should not use mobile phones to make or receive calls, send SMS messages, access the internet, take photos or use any other application during class time.
- b. Using mobile phones in an inappropriate manner, which includes but not limited to:
 - i. Using a mobile phone at a time that disrupts the learning and teaching environment.
 - ii. Making calls or sending messages with the intent to bully, harass or threaten another person.

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- iii. Using mobile phones to take photographs or videos of other people without their consent.
- iv. Using mobile phones to receive download and display inappropriate photographs or other material.

Consequences of Inappropriate Use of Mobile Phones

- a. Students who inappropriately use their mobile phones are subject to disciplinary action in accordance with the CCG Student Code of Conduct and Rights and Responsibilities.
- b. Repeated incidences result in a meeting with the VDSS Coordinator and/or Executive Manager Training and disciplinary action being taken.
- c. CCG is not responsible for property loss, damage or theft of personal property. Classrooms are locked during break times, but students are responsible for their own items.

9. Food and Drink

- a. Break times are for food and drinks, these are not to be brought into the classrooms except for a bottle of water, which is welcome to sit on the student's desk and must be away from technology.
- b. Fridges are available if students wish to bring their own lunch, please store in a labelled container or bag to avoid any confusion.
- c. The kitchen area is NOT to be used during class time unless for class activities.

10. Classwork and Assessment

- a. Students are required to complete tasks for each unit of competence within the course. Students must submit their work to the standard and levels as outlined in the Student Assessment Guide to succeed and gain a Nationally Recognised Qualification.
- b. CCG has guidelines on plagiarism and cheating and how to use referencing correctly when submitting work. A basic guide is listed below.
- c. Student's having trouble or don't understand what is required, talk to the trainer to gain support and find the best way forward.
- d. Student's must put in the effort to achieve success.

Plagiarism

- a. CCG expects students to act with integrity and honesty and acts of plagiarism are unacceptable and are not tolerated.
- b. Plagiarism is the action using and presenting work of someone else as though it is their own work.
- c. Copying and using information and work directly from the internet is also plagiarism, if unsure what plagiarism is please ask the trainer.

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- d. Plagiarism occurs when students use the ideas, words or work of other students and submits these in an assessment task as their own. For example:
- handing in an individual assignment or task that was written in part or whole by someone else
 - asking or paying a 'tutor', friend, or some other person to write the assignment or task.
 - using published work and resources
 - Plagiarism or cheating is using words, ideas or work from published sources and submits these as their own. This can include material taken from the following sources without acknowledgment:
 - the internet, AI, a book, chapter, article, database, pamphlet, brochure or any other source.
 - It is also considered plagiarism when students include material in their work without acknowledging the owner

Cheating in Assessments

Cheating while completing an assessment task is an act of plagiarism. This includes:

- copying from other students
- taking unauthorized notes or materials into an assessment
- accessing internet files in practical computing and other assessment
- using notes handwritten in allowed/authorized texts
- using other students copy of an assessment prior to sitting for it
- letting someone else complete the assessment.

Refer to the CCG Plagiarism, Collusion and Cheating Policy and Procedure on the CCG website for further information.

Referencing

Using someone else's ideas, words, research etc. is wrong and students must 'Reference' and acknowledge in writing where the original information or research is taken from. Examples may include:

- writing the authors name of the original source of information
- acknowledging when the words or ideas are taken from someone else
- what location was researched and gained information from, e.g.: from a magazine, book, newspaper, song, TV program, movie, web page, computer program, letter, advertisement, or any other medium or source

Work has been written in context to an external source of information.

Refer to the Student Guide on Plagiarism, Cheating and Referencing or watch the YouTube resource link provided on request.

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11. Student Code of Conduct Policy and Student Rights and Responsibilities

All students at CCG are to abide by the Student Code of Conduct Policy that incorporates the Student Rights and Responsibilities. The Student Code of Conduct policy is available on the CCG website.

Policy

- CCG explicitly prohibits corporal punishment.
- Breaches of the Student Code of Conduct and Student Rights and Responsibilities may result in action according to the respective Student Disciplinary Procedure.
- All students must sign the Student Rights and Responsibilities form.
- Students enrolled with CCG that engage in unacceptable behaviour are subject the Student Behaviour Support and Management Policy and Procedures.

12. Student Rights and Responsibilities

- Student Rights and Responsibilities form must be signed prior to commencing class.
- Trainers can go through this form with students if they are not sure what it means.
- Students at CCG who engage in misconduct and breach the Code of Conduct and Rights and Responsibilities are subject to disciplinary procedures as per the Student Behaviour Support and Management Policy and Procedures and as outlined in the Behaviour Support and Management Guidelines Flowchart.

Misconduct and unacceptable behaviour are not limited to but includes:

- Harassment of any person within, or near the precinct of CCG.
- Assault (direct or indirect) on any person within, or near, the precinct of CCG
- Wilful or negligent damage to, or removal of, CCG property
- Failure to comply with any reasonable instruction
- Possessing, using or trafficking a drug of dependence
- Possessing or under the influence of alcohol
- Carrying a weapon that can cause harm or injury or can be used in a threatening manner.
- If the incident or issue endangers a student/trainee or staff member, the matter is referred to the police and the student is immediately withdrawn from participation in further classes.
- Non-attendance in class and/or poor performance may also lead to disciplinary procedures. Counselling (formal or informal) and performance reviews are implemented and if no improvement occurs, the student/trainee may be withdrawn from class/training.

All students at CCG are expected to take responsibility for their own learning and behaviour during their course.

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13. Discrimination, Harassment and Bullying including Cyber Bullying

- a. CCG does not tolerate discrimination, bullying, cyberbullying or harassment of any kind from students, parents/carers/guardians or staff members.
- b. CCG provides a campus for all who should enjoy an environment free from all forms of discrimination.

Sexual Harassment

- a. Sexual harassment is a general term covering unwelcome sexual behaviour. This could include a demand for sexual activity (subtle or explicitly) or offer of sexual favours, unwanted and deliberate physical contact, unwelcome sexual jokes, innuendos, or comments of a sexual nature. It could also be the display of offensive pictures or publications, or the use of offensive language in the classroom or workplace. If at any time a student is subjected to sexual harassment, they should contact their trainer.

Bullying, Aggressive and Discriminating Behaviour

- a. CCG does not tolerate any bullying behaviour, including cyber bullying. There is no place for bullying at any of our campuses, where safe and respectful work environments are a priority. Bullying is unwelcomed and unreasonable behaviour that is persistent. It creates a hostile, uncomfortable or offensive atmosphere for those who are target/s of the bullying.
- b. Bullying and discriminating behaviour demeans and humiliates people, either as individuals or as a group. It may also include behaviour that intimidates, offends, criticises, or degrades a person, possibly in the presence of others.
- c. If a student is concerned about bullying, the important thing is to tell someone. It may be sufficient to make it clear to the individual/s that the behaviour is not welcome, that it offends and interferes with the student's ability to work. If students are a witness to bullying behaviour, the student might approach those perpetrating the bullying behaviour and tell them that they disapprove of the behaviour and request that it stops. However, if the behaviour persists (or if the student doesn't feel confident to approach the individual/s) they should report the behaviour they should contact their trainer.
- d. As with sexual harassment, all requests for assistance are handled in the strictest confidence.

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14. Prohibited Actions and Items

Smoking

- Smoking/Vaping is prohibited by Victorian legislation and may not be conducted within 4 metres of all campus boundaries.
- CCG are smoke/vape free campuses.
- To protect all employees and visitors from exposure, the entire premises, including grounds and outdoor areas where applicable, are smoke free.
- This applies to all people while on CCG premises.

Alcohol

- Under NO CIRCUMSTANCES is the consumption of alcohol permitted. Any breach of the Victorian Liquor Legislation or regulations are dealt with according to the Student Disciplinary Procedure.

Drugs

- Possession and/or use of any illegal drug or substance, or the misuse of prescribed drugs, is viewed as a serious breach of discipline. Possession or use of illegal drugs or prohibited substances is a criminal offence and CCG reserves the right to inform the local authorities. Disciplinary action may result in immediate termination of enrolment.
- Students that come onto the campus with the appearance of recently consuming alcohol or drugs will have their parent/guardian/carer called to collect them and be sent home. These students cannot be sent home on public transport.

Firearms or Weapons

- Under NO CIRCUMSTANCES are firearms or weapons permitted to be brought on to any Campus. If any student/s is found to be in the possession of either, the student/s are subject to disciplinary action, which may result in the immediate termination of enrolment. This may be referred to the Police.

15. Privacy Policy

- CCG is bound by the Australian Privacy Principles as set out in CCG's Information Privacy Policy located on the website at www.ccg.asn.au or available in hardcopy upon request.
- Students must inform CCG by written notice within 7 days of any changes to personal details.

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16. Complaints and Appeals

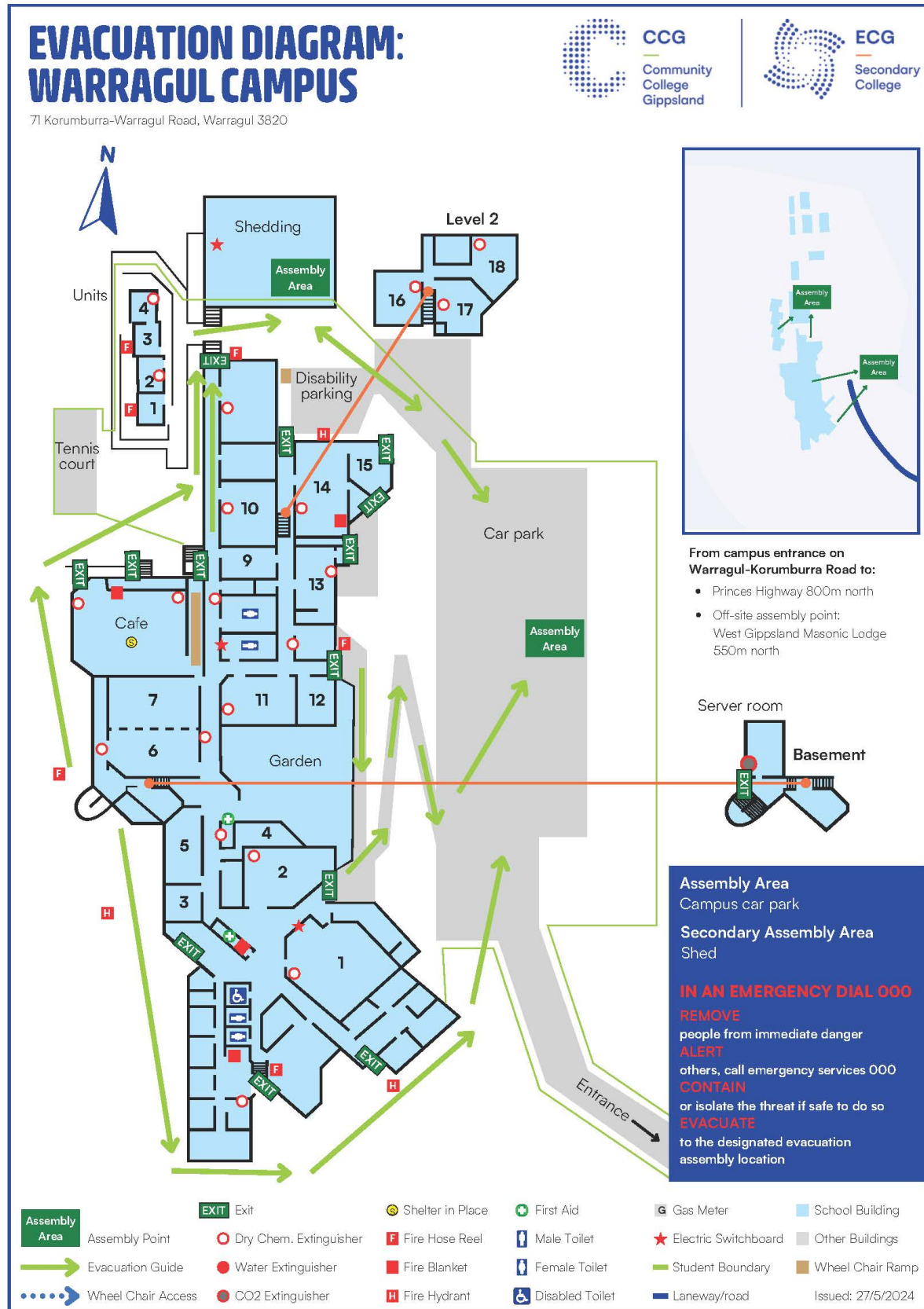
- a. Students have the right to submit an appeal or complaint in writing, if they feel that they have been unfairly treated in some way. Complaints are welcomed as a means of ensuring that we identify and overcome problems faced by clients and provide an opportunity to improve our business and/or the delivery of our training programs. The Complaints and Appeal Policy and Procedure can be obtained from the website or Reception desk of all CCG campuses.
- b. Should students and/or clients complete the complaints and appeal process and wish to have a decision externally appealed CCG will provide this opportunity at no cost to the student and/or client.

17. Qualifications

- a. CCG issues certificates and/or statements of attainment to students who satisfactorily complete the requirements of the accredited course or qualification, and who have provided us with their USI number.
- b. Information on the USI is provided at enrolment. Certificates and statements of attainment meet the requirements of the Australian Qualifications Framework (AQF). In addition to this, CCG also maintains records of certificates and statements of attainment that have been issued and can reproduce documents for a small fee.
- c. Certification documentation will not be issued unless all payments owing have been finalised. Certification documentation cannot be issued, by law, without a USI number. Please visit www.usi.gov.au for a step-by-step guide.

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18. Warragul Campus Map

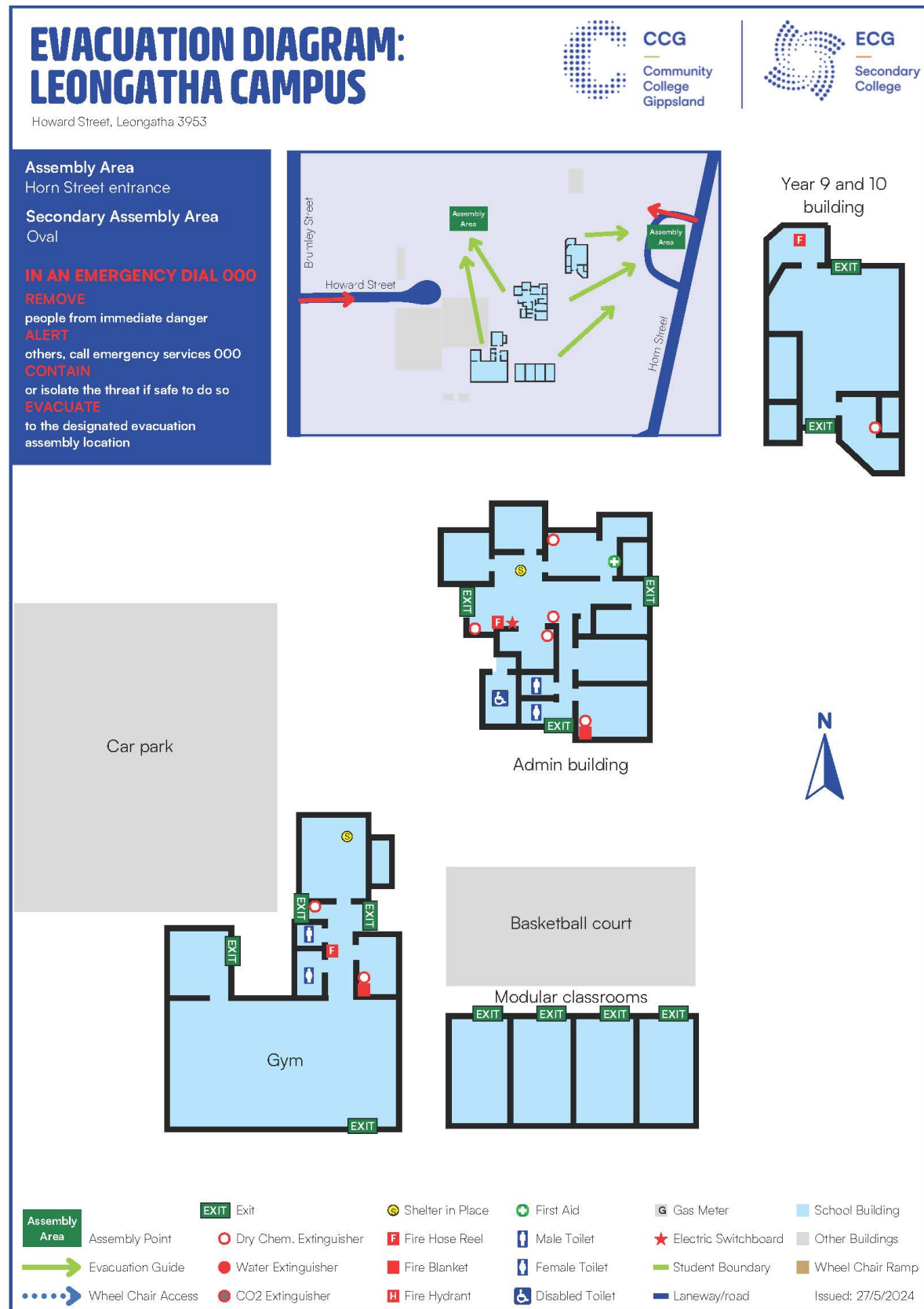


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19. Warragul Smith Street Campus Map



20. Leongatha Campus Map



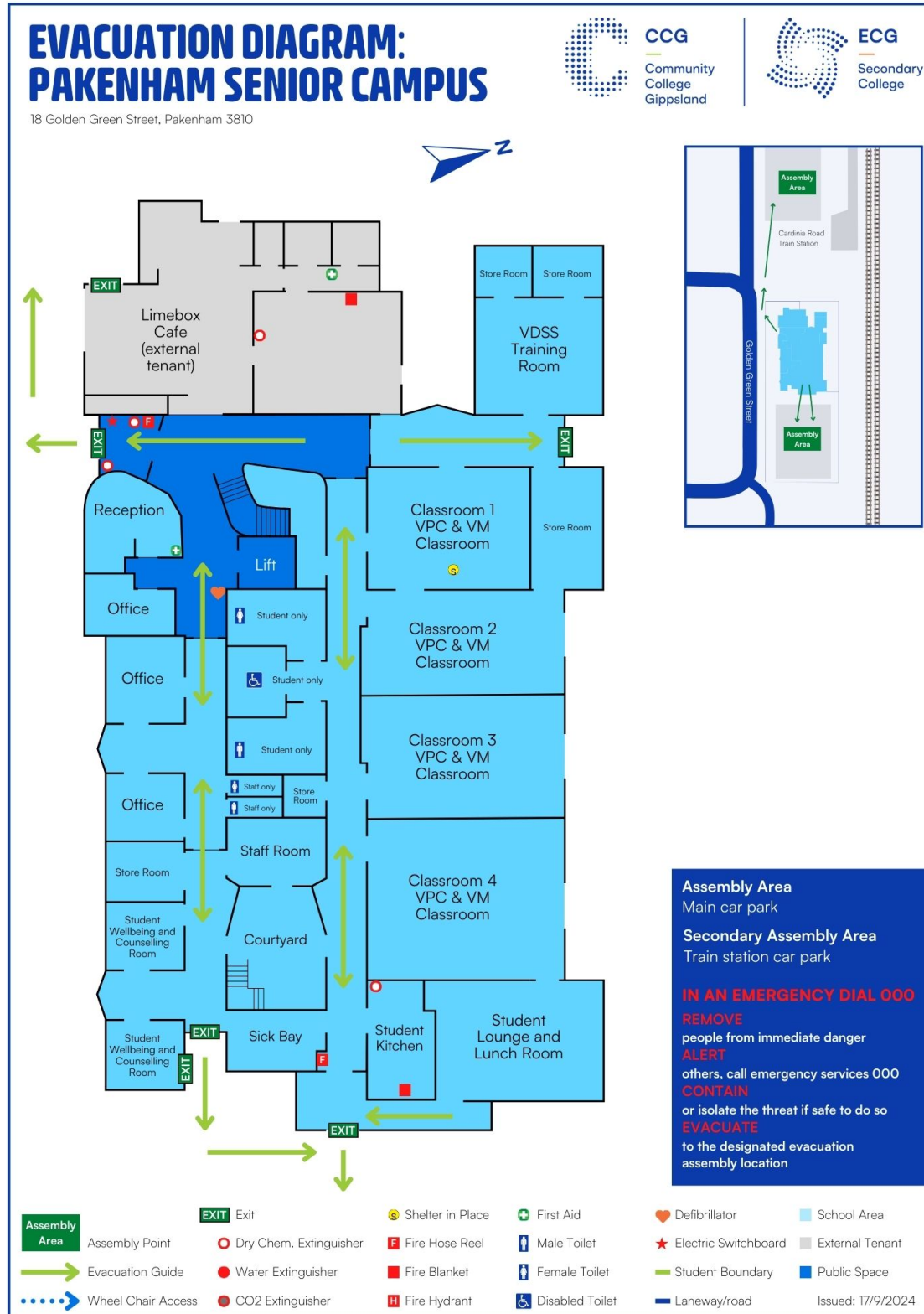
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21. Pakenham Campus Map



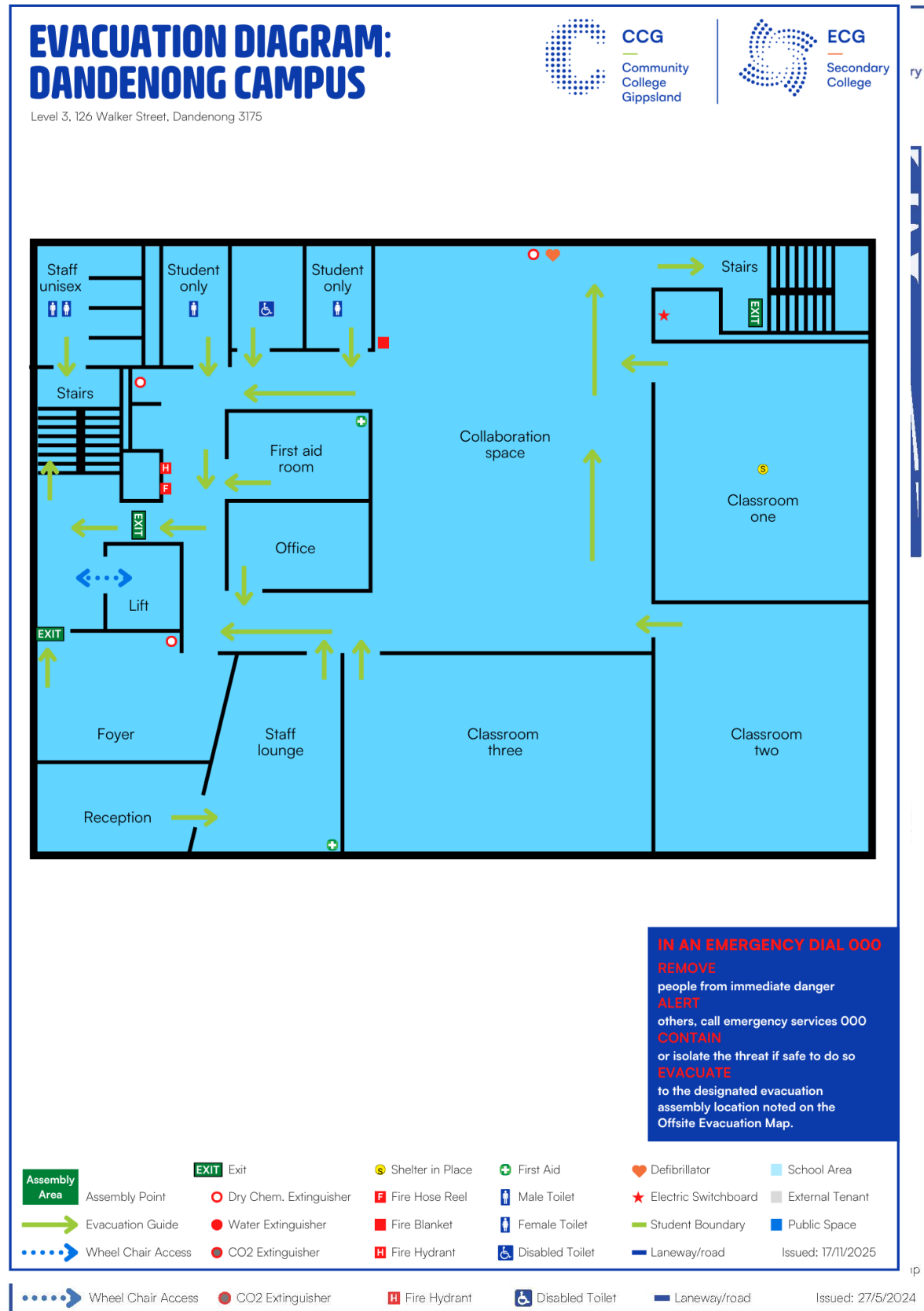
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22. Pakenham Senior Campus Map (Toomah)



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23. Dandenong Campus Map (Walker St)



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