Federation College

Federation College Student Handbook

2027



Acknowledgement to Country

Federation University acknowledges the Traditional Custodians of the lands and waters where our campuses, centres and field stations are located, and we pay our respects to all Aboriginal and Torres Strait Islander and First Nations Peoples.

The Aboriginal Traditional Custodians of the lands and waters where our campuses, centres and field stations are located include:

Wimmera: Wotjobaluk, Jaadwa, Jadawadjali, Wergaia, Jupagulk

Ballarat: Wadawurrung

Berwick: Boon Wurrung

Gippsland: Gunaikurnai Nations

Nanya Station: Mutthi Mutthi and Barkindji



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Need Help?

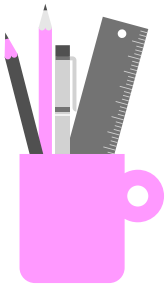
- VCE Coordinators: (03) 5327 8213
- VDSS Coordinator (Julie Trewavis): (03) 5327 8585
- Reception: (03) 5327 8240

For more details, check out our website or visit reception.

https://www.federation.edu.au/federationcollege

Campuses and Maps

Federation TAFE is regional Victoria's largest education institution, with campuses in Ballarat, Berwick, Gippsland and the Wimmera providing easy access to study and approximately 1200 staff committed to teaching excellence and student support. Maps of each campus and details of their locations can be found on our website: https://www.federation.edu.au/siteassets/files/campus-maps/smb_campus_map.pdf



Welcome to Federation College

Welcome to Federation College, the home to our Youth and Foundations Programs.

Here, we offer a hands-on, supportive environment designed to help you succeed in your Victorian Certificate of Education - Vocational Major (VCE-VM). Whether you're starting Year 11 or gearing up to finish Year 12, this handbook is your go-to guide for everything you need to know about our programs, opportunities, and how to make the most of your time here.

At Federation College, we believe in creating a safe, inclusive space where learning is tailored to prepare you for life beyond the classroom. Our dedicated staff are here to support you every step of the way - whether your goal is further study, securing a job, starting an apprenticeship, or exploring new opportunities. We encourage you to embrace every experience, challenge yourself, and use this time as a steppingstone to achieve your dreams.

This handbook provides you with a wide range of information and advice to assist you and your family in understanding the programs on offer, so you succeed at Federation College.

Chief Executive, TAFE

Darren Gray

We Welcome Your Feedback

Your voice matters at Federation College. We welcome students and families/guardians to share feedback at any time by simply scanning the QR code in this handbook.

Whether it's about classroom learning, school processes, excursions, wellbeing, or any other experience, your insights help us understand what's working well and where we can improve. Feedback can be shared easily and respectfully, and every contribution helps shape a positive, supportive learning environment for our whole community. We encourage you to speak up. Together, we can continue to make Federation College the best place for learning and growth.

Use your mobile phone to scan the QR code
OR go click on THIS LINK to open a browser.

Staff

Leadership Team

PVC, VET and Pathways and Chief Executive, TAFE
Darren Gray

Director, Skills and Education Delivery
Wayne Ketchen

Associate Director - Health, Community, Technology and Education
Leanne Parker

Program Manager, Business Technology and Education
Paul Mah

Our Teachers

Teaching staff at Federation College are central to your success. Our teachers deliver a high standard of education, bringing expert knowledge, strong professional experience, and a genuine passion for their specialised fields. They are dedicated educators who actively support, guide, and encourage every learner, ensuring students are well-equipped to achieve their goals and successfully complete their studies.

Key contacts for students:

Program Manager (Principal)
Paul Mah

Pathways and Transitions Officer
Lisa Barton

Year 12 Student Coordinator
Ray Spiteri

Year 11 Student Coordinator
Lauren Hyland

TAFE Wellbeing support officer
Kellie Bray

Timetables and Term Dates

Timetables will be released to students at the beginning of each semester. Please note that timetable changes will be communicated with students in class and on the MS Teams App.

Term dates for Federation College VCE program are as follows:

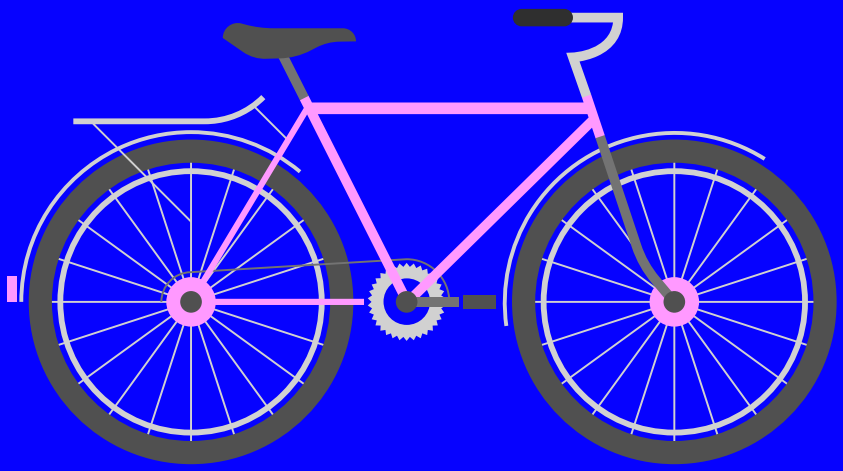
- **Term 1: Monday February 8, 2027 – Thursday March 25, 2027**
- **Term 2: Monday April 12, 2027 – Friday June 25, 2027**
- **Term 3: Monday July 12, 2027 – Friday September 17, 2027**
- **Term 4: Monday October 4, 2027 – Friday November 5, 2027**

Program Schedule

VCE Classes are scheduled to support all students in their learning journey. Timetables are designed around the current student groups and VET requirements.

- **Monday: 9am-3pm**
- **Tuesday: 9am-12.30pm**
- **Wednesday: 9am-3pm**
- **Thursday: 9am-12.30pm**

(NOTE: Program schedule is correct at the time of publication).



Your Learning Journey

VCE-VM Requirements

To complete the VCE-VM, you need to successfully complete at least 16 units.

This needs to include:

- 3 VCE-VM Literacy or VCE English units (including a Unit 3 and 4 sequence).
- 2 VCE-VM Numeracy or VCE Mathematics units.
- 2 VCE-VM Work Related Skills units.
- 2 VCE-VM Personal Development Skills units.
- 3 other Unit 3 and 4 sequences of your choice.
- VET at a Certificate II level or above (180 nominal hours).

You could also spend time learning in a workplace as part of your VET. This is known as Structured Workplace Learning (SWL) Recognition.

Students who do not gain a satisfactory result may repeat units if required. Some flexibility is available and will depend on your previous study and if you are in year 11 or 12. Federation College wants all students to succeed and will support students to achieve their desired outcomes.

Further information can be found on our website:

https://www.federation.edu.au/federationcollege



Core VCE-VM Units

Literacy

Development of essential reading, writing, speaking and comprehension skills. You'll work with real-world texts like job applications, reports, and presentations, helping you communicate effectively in any setting.

- Texts for personal expression and entertainment.
- Employment related texts.
- Persuasive speaking and writing.
- Literacy for life.

Numeracy

Learn practical maths skills that matter in everyday life, such as budgeting, interpreting data, managing finances, and understanding statistics.

- Design
- Measurement
- Time
- Money
- Location
- Interpreting data
- Numerical information
- Formulas

Work Related Skills (WRS)

Get ready for the workforce through career planning, occupational health and safety (OHS) training, teamwork exercise, and project-based learning that simulates real job environments.

- Mock interviews.
- Resume writing.
- Work experience.
- Trade tasters.
- Preparing for work.

Personal Development Skills (PDS)

Focus on self-growth through community projects, leadership activities, and initiatives that promote social responsibility and personal resilience.

- Self-awareness.
- Improved health and wellbeing.
- Commitment to, and achievement of, personal growth.
- Social and community awareness.

Assessments

Assessment means the process of collecting evidence and making judgements on whether you have achieved competency to the required standard for your program.

There are no exams in VCE-VM. This is why it is very important to attend all your classes and activities that have been organised. Your VCE-VM teachers will provide you with a unit outline for each unit, which will describe the tasks and performance standards required for each level.

Prior to your assessment you will be provided with a 'student version' of your assessment. This will clearly show the outcomes required to receive a satisfactory (S) result. Outcomes that fail to meet the transparent performance standards which you will be provided, will be deemed non-satisfactory. Students should be aware that failing to achieve a satisfactory result in this unit may result in not accumulating sufficient credits, which could place them at risk of not meeting the VCE-VM program requirements.

Federation College assesses students based on the assessment principles outlined by the Victorian Curriculum and Assessment Authority (VCAA). These include:

- Assessment should be valid and reliable.
- Assessment should be fair.
- Assessment should be flexible.
- Assessment should be efficient.

The Program Manager for Federation College will oversee assessment arrangements via teaching staff. More information on the assessment principles outlined by the VCAA can be found online at: https://www.vcaa.vic.edu.au/curriculum/vce-curriculum/about-vce-vocational-major

Students who are unable to satisfactorily complete a task are given the opportunity to redeem the outcome of their work and have at least two chances to achieve a satisfactory result. In doing so, students will work with their teacher and follow established procedures to ensure a transparent and fair process. The teacher must provide further and alternative opportunities for the student to demonstrate satisfactory completion, which may include additional class work, homework, tasks, or discussions.

If a teacher or student experiences the loss, theft, or damage of work, they are required to submit a written statement detailing the circumstances. This statement must be signed, dated, and filed at the school. While schools must maintain a record of such incidents, they are not obligated to report them to the VCAA. The Program Manager, with input from the teacher, will determine the student's unit result based on the records available.

What if I need more time to submit?

If you find that you need extra time to complete an assessment, the best and most efficient approach is to speak with your teacher as early as possible. Open communication allows you to explain your circumstances and discuss options such as flexible submission dates or

alternative arrangements where appropriate. Your teacher can provide guidance and help you understand what support is available, ensuring you stay on track while managing your study commitments responsibly.

For further information:
Vet Special Consideration Procedure
https://policy.federation.edu.au/students/procedures/student_learning_and_well_being/ch04.php

Federation TAFE Assessment Procedure
https://policy.federation.edu.au/academic_governance/procedures/assessment/ch02.php

VET Classes

Your VET classes go towards your 180hrs of VET subjects. Most of our courses are run on Tuesday and Thursday afternoons. A few of your selected VET courses run all day on Thursdays or Fridays. These are delivered at different locations – SMB campus, Mt Helen campus or Mt Rowan campus. Please check your emails or the VET Coordinator for accurate times. If you have any questions regarding VET, please contact the VCE Coordinator (03) 5327 8122 or Julie Trewavis, the VDSS Coordinator (03) 5327 8585.

Group Work

To benefit from group work within a classroom situation, you need to consider the following:

- You have the right to voice your opinions and should feel free to do so in a non-threatening atmosphere.
- Respect others' privacy and have sensitivity towards others.
- Maintain confidentiality.
- Use communication skills being taught throughout the program with other students and teachers.
- Keep statements clean and concise.
- Maintain honesty (with yourselves and the group).
- Be open to giving and receiving feedback.
- Contribute to the discussion in class – other will benefit from the contribution.

Self-Directed Learning and Moodle

Many programs within the College have an additional requirement for you to complete self-directed study outside of class time. You may have a Moodle course where you can access this work from home or Federation College. Your teacher will provide you with a weekly schedule of learning activities to be completed.

The completion of these activities is mapped to the units you're enrolled in and they will be recorded as evidence of participation in your program.

Fees and Charges

The TAFE enrolment fee consists of two components, a tuition fee and a materials fee.

Tuition Fee

The Tuition Fee applies to all enrolments and is calculated by multiplying the total enrolled hours by the hourly rate for the relevant course. For students holding eligible concessions, the tuition rate is calculated at 20% of the hourly fee.

Materials Fees

Materials Fees cover the cost of items required to complete a course successfully e.g. tools, class materials, uniforms, books and excursions.

Further details about fees and hourly rates are available on our website: https://www.federation.edu.au/study/fees/vet/

Outstanding Fees

If you have outstanding fees you will not be issued with either a Statement of Results or Certificates until outstanding fees are paid.

All enquiries regarding fees should be directed to Financial Services Hub: (03) 5327 9513

If you are experiencing difficulties paying your fees, please contact the Financial Services Hub to arrange a payment plan. Non-payment of fees will mean you will be unable to collect your course certificate or enrol in your next year of study at Federation University/TAFE.

Feedback to Parent/Guardian

Federation College will send out feedback on student progress at the end of each term to the student and parent/guardian. This includes feedback on employability skills, class progress and general wellbeing.

Appointment

If you need to speak to a teacher, you should make an appointment by contacting Reception on (03) 5327 8240 rather than dropping in to see if they are available. This will enable the teacher to devote their full attention to you and your needs; it will also enable them to plan their day more effectively.

Attendance

You're expected to attend at least 80% of your classes to meet course requirements. Consistent attendance helps you stay on track with your learning and ensures you don't miss out on important projects, activities, and assessments.

Special consideration provisions are offered for students who are unable to attend classes due to circumstances beyond their control including medical reasons, compassionate grounds, hardship/trauma, and other factors like service to emergency services or technical issues.

Applying for Special Provision

If you believe you need special provision due to unexpected or difficult circumstances, your first point of call should be to talk with your teacher or course coordinator as soon as possible. They can provide guidance, discuss available support, and advise on next steps. If further action is required, you can apply through the official Federation TAFE Special Consideration process by following the procedures outlined at the link below.

VET Special Consideration Procedure:

https://policy.federation.edu.au/students/procedures/student_learning_and_well_being/ch04.php

Federation University Student Regulations (s.33):

https://federation.edu.au/__data/assets/pdf_file/0005/617540/FUA-Students-Regs-2022.pdf

What to do if you cannot make it to class?

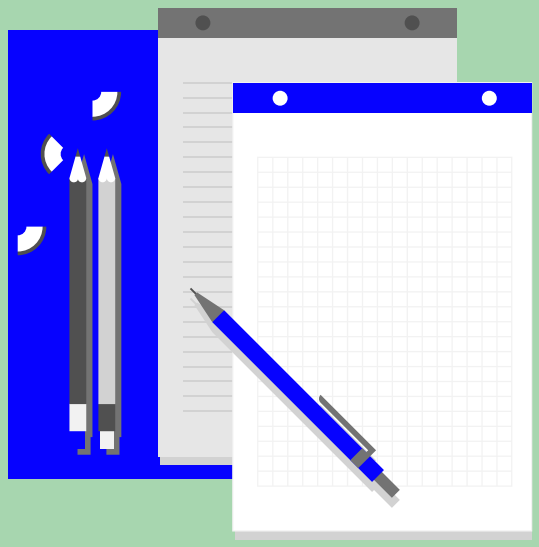
If you are unable to attend class due to illness or for other reasons, you must contact Federation College Reception on (03) 5327 8240. If you have been absent from class for two weeks without negotiating the absence, Federation College may withdraw you from your program. In the event of a lengthy illness, or unavoidable absence, you are responsible for contacting your teacher via the College reception on (03) 5327 8240 to discuss your situation and ability to continue the program.

Where possible, personal appointments such as doctors, dentists etc. should be made on days when there are no classes or out-of-class hours.

Parent/Guardian Contact for Youth Students

Federation College strives to help you achieve your full potential and one way of doing that is by involving your Parent/Guardian. Teachers are happy to discuss your progress with them so that you will feel more supported.

Throughout the year, your parent/guardian may be invited to meet with teachers to discuss any concerns if necessary. If you or your parent/guardian would like to meet with one of the teachers, please contact Reception on (03) 5327 8240 to make an appointment.



The Learning Environment

The Learning Environment

As a student at Federation College, you'll be part of a vibrant and diverse learning community. You'll meet other students, industry professionals, and teachers who bring different experiences and perspectives into the classroom. This creates great opportunities to make connections, share ideas, learn from each other, and build confidence in speaking up and contributing to discussions.

Federation College is an adult learning environment, which means everyone is expected to treat each other with respect. This includes giving others the space to share their thoughts, feelings, and ideas, listening without judgement, and keeping personal or sensitive conversations private when they come up in class. By being respectful, open-minded, and supportive, you help create a positive, safe, and inclusive space where everyone feels comfortable to learn and grow.

Expectations of Students

- Take responsibility for your own learning, for example: hand in assignments on time and be punctual.
- Seek out teachers or lecturers if clarification of material is needed.
- Be actively involved in classes, industry visits and work experience.
- Complete learning activities and assessments to the best of your ability and submit within designated time frame.
- Treat staff and students with respect using effective communication and problem-solving skills. Failure to do this will be taken seriously and will result in disciplinary action.

Classroom Conduct

- Classrooms should be left clean at the end of each session.
- You will be supervised in classrooms only, not during breaks.
- Classrooms are locked during breaks and at the end of each day.
- Mobile phones are to be turned off during class hours.
- Food and drink are not permitted in classrooms (water is the only exception).

Duty of Care

At Federation College we provide a safe, inclusive and supportive learning environment for all our students. We recognise our duty of care to protect the health, safety and welfare of our learners, ensuring their educational experience is both positive and enriching.

Health and Safety

Federation University is committed to ensuring the safety and well-being of all children and vulnerable individuals within our community. As part of this commitment, we have a Child Safety Procedure that outlines the responsibilities and procedures for reporting suspected child abuse and other forms of misconduct.

Key Points:

- Obligation to Report: All staff, volunteers, and students must report any reasonable suspicion of child abuse or misconduct.
- Reporting Process: Reports should be made to the designated Child Safety Officer or through the university's reporting system.
- Confidentiality: The identity of the reporter will be kept confidential to protect their privacy.
- Support and Training: The university provides training and resources to help individuals recognise and report abuse.
- Follow-Up: All reports are followed up with appropriate actions, including investigations and support for the affected individuals.

Your Safety and Wellbeing

At Federation College, your safety and wellbeing matter. We understand the importance of balancing supervision with independence as you work towards your vocational goals.

- We promote an adult learning environment, which means students are not directly supervised outside of scheduled classes.
- You're allowed to leave campus during breaks, but it's your responsibility to ensure your own safety and wellbeing. Signed parent/guardian permission is required on the Information and Enrolment Checklist.

Federation College is committed to providing a safe and inclusive space for all young people, including Indigenous students, students with disabilities, and those from culturally and linguistically diverse backgrounds.

Child Safety Standards

We have a zero-tolerance policy for child abuse. Our Child Safe Procedure promotes adherence to the eleven Child Safe Standards to prevent and respond to child abuse and create an organisation that supports and protects all children.

The following standards are reflected and embedded in Federation University's policies:

- Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
- A child safe policy/statement of commitment to child safety.
- A code of conduct that establishes clear expectations for appropriate behaviour with children.
- Screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel.
- Processes for responding to and reporting suspected child abuse.
- Strategies to identify and reduce or remove any risks of child abuse.
- Strategies to promote the participation and empowerment of children.

For full details on our Child Protection Policy, visit our website:
https://www.federation.edu.au/safer-communities/equity-and-safety-policies/

Working with Children's Check (WWCC)

All employees, contractors, and volunteers involved in child-related work within the University's educational and service activities, which typically involve direct contact with children, must provide a Working with Children (WWCC) Clearance and/or WWCC Card as required by the Worker Screening Act 2020 (Vic).

We require a WWCC to ensure we keep children and young people safe on campus.

https://policy.federation.edu.au/people_and_culture/procedures/working_with_children_check/ch01.php

Smoke and Vape Free Environment

We recognise the adverse effects of smoking, including passive smoking and the rights of staff and students to work and study in a safe and healthy environment which is smoke-free. No smoking is permitted on our campuses, or within buildings and facilities. This includes all outdoor areas such as gardens, sporting grounds and car parks.

Please refrain from smoking on university campuses and if you see someone smoking, inform them politely that our campuses are smoke free.

First Aid

Trained First Aid Officers are located throughout Federation College/TAFE. If you (or someone close by who cannot act for themselves) requires first aid, report to the closest staff member or Reception desk who will immediately alert a First Aider for assistance.

Parents/guardians will be notified if you have had an accident or are too ill to attend classes. There are no facilities for ill students on campus; however, ill students can wait in room S009 while waiting to go home.

Allergies and Anaphylaxis Management – please notify us at enrolment if you have any allergies or if you suffer from anaphylactic shock and carry an EpiPen.

To ensure we can support your learning effectively, we ask students to provide relevant medical information that may impact their ability to learn, such as medical conditions and medication usage.

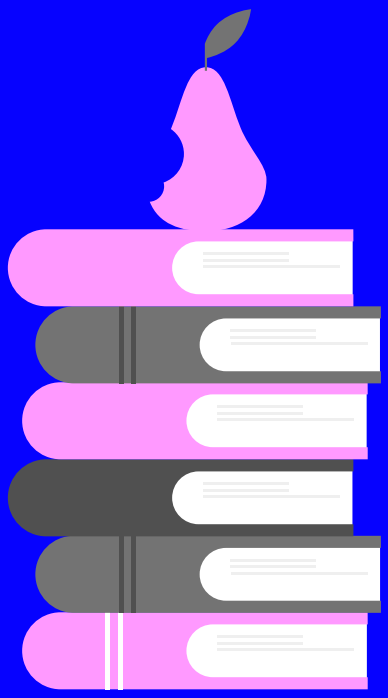
Please note: Students are responsible for their own medication. Staff are NOT to provide students with medication.

Work Experience / Structured Workplace Learning (SWL)

Work experience is an integral aspect of some programs. Specific information about work experience will be available from your teacher. Federation College will help you identify an appropriate placement. Work experience requires 100% attendance, however, if you are ill or unavailable due to unforeseen circumstances, arrangements can be made to make up the required time to ensure you meet the full attendance requirements.

Excursions

Students will be required to attend excursions as part of your learning requirements. It is expected that you will attend as excursions are linked to your learning outcomes. Excursion forms must be completed and returned prior to any excursion. A local excursion form, covering you for any excursion within a 20km radius of your campus is provided to you in your enrolment pack. Excursions outside of this radius will require a separate form. If forms are not completed, signed by parent / guardian (if the student is under 18), and returned before the excursion, you will not be permitted to attend. A written note, text or phone call is not permitted to be accepted instead of the excursion form.



Resources and Support

Student Support

Aboriginal Education Centre (AEC)

The Aboriginal education Centre provides support to prospective and current Aboriginal and Torres Strait Islander students. The AEC has a range of support for students at Mt Helen, SMB, Horsham and Gippsland campuses. Full details about the ACE can be found on our website:

www.federation.edu.au/about-us/our-university/indigenous-matters/aboriginal-education-centre/student-information

Literacy and Numeracy Support

Students commencing study with us come with a vast range of skills, experiences, motivations and capacity to deal with the challenges required when commencing study. Students who need extra assistance to complete their work can access the Study Support teacher who is there to assist all students.

Students are required to complete a Literacy and Numeracy review prior to enrollment. This review can be found at: www.federation.edu.au Please allow approximately an hour to complete the review. Instructions to access the LLN review are as follows:

- Log into www.federation.edu.au/lln - click on Federation College and select “Youth.”
- Enter your name, email address and date of birth.
- Enter your course level as VCE-VM.
- Enter your campus as SMB.
- Remember this is not a test. Your results will simply allow us to better support your learning.

We need to access students' foundation skills that are necessary to the successful completion of their studies. These assessments will enable teachers to identify any gaps in current skills. It will also allow us to offer additional support with literacy or numeracy so that students can better manage the requirements of their course.

Wellbeing Support Officer

Federation College's Wellbeing Support Officer (WSO) is available to support all Federation College students.

The WSO is all about engaging, supporting and enhancing the wellbeing of Federation College students, to ensure they are empowered to participate in and achieve their education journey. Whether you are having a tough time with education, mental health, family, friends, relationships, drug and alcohol use, stress or just don't feel like yourself, make a time to chat with the WSO. If you don't know where to start, the WSO is available to chat, provide referrals and help you work things out.

Support is confidential and non-judgemental. To make an appointment call (03) 5327 8260.

In addition to the WSO, Federation TAFE also provides a broad range of Wellbeing services to students to support the student journey. Further details about the services offered can be found on our website:

https://www.federation.edu.au/students/wellbeing/

Federation College is committed to creating and sustaining a safe, equitable, respectful and inclusive learning environment for every student and staff member, same sex attracted, intersex and gender diverse students and staff.

Pathways and Transitions Officer

The Pathways and Transitions Officer is here to support students as they begin their studies at Federation College, and to be there to guide students to explore opportunities, strengthen their skills and make informed decisions about their future. They will guide students when making decisions on employment, apprenticeships, traineeships and further study pathways including TAFE and higher education.

Student ID Cards

As a new student at Federation College, you will be provided with an initial student ID card at no cost. If your classes are located in S Building on SMB Campus, you will require your student ID card for swipe access to the building. Student HQ (Building D, SMB campus) can take your photo and print your card for you. If you have lost or damaged your student ID card, you can get a replacement card at a cost of $10.00.

Using My Student Centre (mySC)

My Student Centre (mySC) is your go-to online system for managing everything related to your studies at Federation College.

You can access it here:

https://mysc.federation.edu.au

How to use mySC:

https://www.federation.edu.au/students/student-essentials/online-systems

Through mySC, you can:

- Accept or decline your offer.
- Enrol in subjects.
- View your grades.
- Update your personal details (address, phone number, etc.)
- View your unofficial transcript.
- Check your invoices and pay fees.
- See if there are any holds on your account.
- View your Commonwealth Assistance Notice (CAN).



What is a Disability?

A disability is the result of an impairment that can be physical, cognitive, mental, sensory, emotional, developmental, or a combination of these. Disabilities may be present from birth or occur at any point during a person's life. They can be permanent (e.g. deafness) or temporary (e.g. a broken arm), and the severity of a permanent disability can change over time (e.g. progressive vision loss).

Eligibility for DLAU Support

You may be eligible to register for support from the Disability Liaison and Advocacy Unit (DLAU) if you have a:

- Medical condition
- Mental health condition
- Disability

These conditions must impact your ability to:

- Access the University
- Access coursework materials
- Complete exams, coursework, fieldwork, and placement requirements

Documentation Requirements

To register for support, you will need to provide documentation from a relevant health professional (e.g., doctor, psychologist, occupational therapist) that verifies your condition.

For more information on the required evidence, please visit Federation University Disability Support. Or contact Kellie Bray (TAFE Wellbeing support officer) on (03) 5327 8209 for help contacting DLAU.

https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/accessibility-support

Headspace

Headspace is Australia's National Youth Mental Health Foundation, offering early intervention services for young people aged 12-25.

Every year, headspace assists thousands of young individuals in accessing essential support through headspace centres across Australia, online and phone counselling, vocational services, and school programs.

Headspace provides help with mental health, physical health (including sexual health), alcohol and other drug services, and support for work and study.

Federation College can organise sessions with the headspace team to provide you with tools and tips on stress around finishing school and explore what options are available.

Young Workers Centre – info session for apprentices and trainees

Sessions with the Young Workers Centre can be organised to help students prepare for the workplace and moving into an apprenticeship or a traineeship.

These sessions will cover:

- Apprentice readiness.
- Your rights at work.
- Occupational Health and Safety (OHS).
- Bullying and discrimination at work.

Early Leaver Connect (ELC) Worker

The Early Leaver Connect (ELC) position focuses on supporting student engagement, wellbeing, and learning success, together with Career Advice and Pathway Support (CAPS). ELC staff work closely with students, families, and teachers to remove barriers to learning, improve attendance, strengthen pathways, and help students stay connected, supported, and confident throughout their education.

Security and Emergency

Security Officers within Federation University ensure a safe environment for all campuses. Our Officers patrol day and night to respond to any incidents that may occur, they secure unlocked buildings and can provide you with assistance if required.

Emergency contact numbers:
Ballarat: 1800 333 732 or 1800 FED SEC

Non-urgent security issues:
Ballarat: Extension 6333 or call (0)3 5327 6333

Evacuation Procedure

If there is a need for evacuation the alarm will sound. You are required to follow the instructions of the Area Warden (person wearing a yellow hard hat). As a group, you are to evacuate the building using the nearest exits, unless directed by the Area Warden. Where a staff member or students cannot be located, you are urged to report this to an Area Warden. Federation College undertakes a minimum of two evacuation simulations each year at each teaching site so that you become comfortable and familiar with the instructions. You can also find evacuation maps just outside of every main door in building S to direct you to evacuation points.

At Federation College our Evacuation Area is on White Flat Oval out the back of the College. Ensure you wait there for further instructions.

Complaints and Grievances

At Federation College, we want to make sure that all students feel safe, supported, and treated fairly. However, we understand that sometimes issues may arise, and you might feel like something isn't right.

Got a Complaint? Here's What to Do:

If you have a problem or grievance about your experience at Federation College, here's how to handle it:

- Talk to the Person Involved – If you have an issue with a staff member, try to approach them first to discuss your concerns. Many problems can be solved through open conversation.
- Ask for Help – If you don't feel comfortable speaking to the person directly, or if the issue isn't resolved, you can get advice and support from Reception. Call (03) 5327 8240 for assistance.
- Know Your Rights – You have the right to make a formal complaint if your issue is not resolved. Full details of the Student Grievance Policy and Procedure can be found here: https://policy.federation.edu.au/corporate_governance/procedures/st andard_10/ch4.pdf

Appeals

An appeal is when you request a decision to be reviewed if you believe it was unfair or incorrect. This can include things like:

- Final grades.
- Unsatisfactory progress (such as restrictions, suspensions, or exclusions).
- Other university or TAFE decisions that affect your education.

Important: There are strict deadlines for lodging an appeal, so don't wait too long!

To learn more about the appeals process and how to lodge an appeal, visit the link below.

If you're unsure about what to do, reach out for support - we're here to help!

https://policy.federation.edu.au/corporate_governance/procedures/standard_10/ch01.php

Appealing School Decisions to the VCAA

Under Section 2.5.21 of the Education and Training Reform Act, Federation College students have the right to appeal to the Victorian Curriculum and Assessment Authority (VCAA) if they disagree with a school decision or penalty related to a breach of VCAA assessment rules for school-based assessments. See Student Appeals at the link below for more information.

https://www.vcaa.vic.edu.au/administration/vce-administrative-handbook/scored-assessment

Confidentiality

All student information is treated by the University as confidential, except data required under Commonwealth and State legislation. Federation University provides data to the Department of Education and Training in accordance with the Victorian Student Statistical Collection Guidelines available at:

www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx

Statement of Participation

If you have successfully completed specific units but not a full qualification and are not intending to return to complete any further study in the course at a later time, you will be entitled to receive a statement of attainment.

Program Withdrawal

It is your responsibility to provide written advice of withdrawal by requesting a Withdrawal Form from your teacher. Further information can be discussed with your teacher.



Rules and Guidelines


COMMUNICATE RESPECTFULLY WITH ALL UNIVERSITY MEMBERS
Communicate respectfully avoiding offensive, discriminatory, or aggressive behavior or language in person, by phone, in messages, in writing, and online, including social platforms.
UPHOLD PRINCIPLES OF EQUITY AND DIVERSITY
Avoid discrimination based on disability, gender, race, culture, religion, sexual orientation, or appearance in all forms: in-person, class comments, academic papers, emails, messages, and online, including social media.
NO BULLYING, THREATENING OR HARASSING BEHAVIOUR
Treat all members of the university community with respect and not engage in bullying, threatening or harassing behaviour either in-person or online OR coerce or incite another person to engage in those behaviours.
RESPECT UNIVERSITY PROPERTY
Respect university property and the property of the university community, including intellectual property, refraining from damage or theft.
BE HONEST & HAVE INTEGRITY
Conduct your studies with honesty and integrity, and not engage in fraudulent behaviour, plagiarism, contract cheating or collusion.
RESPECT PRIVACY OF OTHER STUDENTS AND STAFF
Do not access, copy or share private information or confidential university information.
DO NOT ENGAGE IN CRIMINAL ACTIVITY
Do not engage in criminal activity or commit an unlawful act while on university premises or in connection with university activities.
DO NOT ENGAGE IN SEXUAL HARM
Sexual harm includes sexual harassment and sexual assault and can include threatening, controlling, stalking behaviour or image-based abuse (sharing of intimate images without consent).
ADHERE TO UNIVERSITY POLICY AND PROCEDURES
Act in accordance with university legislation, policy, guidelines, procedures or rules that apply to students. These may include academic policies or rules relating to accommodation or use of university services or facilities.

The Student Code of Conduct

At Federation College, we are committed to fostering a safe, inclusive, and respectful environment for all students and staff. The Student Code of Conduct outlines the expectations for student behavior and the standards we uphold to ensure a positive and supportive experience.

Student Code of Conduct Link

https://policy.federation.edu.au/corporate_governance/procedures/student_code_of_conduct/ch01.php

What's not ok

We're committed to ensuring that all inappropriate behaviour is not tolerated. We therefore do not allow the following on campus:

- Smoking
- Drug or alcohol use
- Weapons
- Theft
- Assault
- Criminal activity of any sort
- Vandalism
- Offensive language
- Gambling
- Sexual activity
- Inappropriate use of the internet
- Cheating and plagiarism
- Damage to property
- Harassment
- Bullying
- Sexual Harassment
- Animals (excluding recognised Assistance Animals)

Bullying and Cyber Bullying

Federation College is dedicated to ensuring a healthy and safe environment where bullying, violence, threats of violence and restrictions on academic freedoms or freedom of speech are not tolerated.

This procedure outlines the steps we take to effectively address and manage any allegations related to these issues, ensuring a supportive and respectful community for all.

Drugs

Possession, use, manufacture, distribution, consumption or selling of illegal or dangerous drugs (including prescription drug misuse) and equipment associated with drug or drug paraphernalia within Federation College is NOT allowed. If you are found to be in breach of this requirement you will likely be excluded from Federation College and police action will be taken.

Consequences of Breaching the Student Code of Conduct

If you break the Student Code of Conduct, you could face disciplinary action for Academic Misconduct or General Misconduct. Each case is handled individually, but serious behaviour like threats, stalking, sexual harassment, assault, or any criminal actions can lead to immediate exclusion from Federation College and FedTAFE activities.

Possible Actions by the University

- **Reminder:** You may receive a verbal or written reminder about expected behaviour.
- **Informal Meeting:** You might be asked to attend a meeting to discuss the behaviour and agree on future actions.
- **Behaviour Agreement**, which is developed and signed by the student, outlining expected behaviours and consequences for breaching the agreement. A meeting is held with the student and parent/carer to ensure clarity and understanding of expectations. These consequences align to the Federation College and FedTAFE's misconduct policy.

Outcomes of a Hearing

- **Warning:** You could receive a formal written warning.
- **Behaviour Agreement:** You might need to sign an agreement to not engage in harmful behaviour.
- **Training:** You could be required to undertake training.
- **Suspension:** You could be suspended from your studies for a period.
- **Exclusion:** You may be excluded from Federation College or FedTAFE for a period of time.
- **Police Involvement:** If the behaviour is criminal, the university may report it to the police or support the victim in doing so.

Mobile Phones

Mobile phones should be switched off during classes. You should always be considerate towards others whilst both on campus and at any off-campus activity related to Federation College. Any use of mobile phones or cameras that impinge on the rights of others may result in suspension or exclusion for a specific period of time.

Breaches of VCAA Rules

To make sure VCE results are fair for everyone, Federation College follows rules set by the Victorian Curriculum and Assessment Authority (VCAA). These rules explain what students can and cannot do when completing assessments.

A breach happens when a student does not follow these rules. This might include things like copying someone else's work, using unauthorised notes or devices, or getting unfair help on an assessment.

What Happens the First Time?

If this is the first time a concern has been raised, Federation College will usually manage it as a learning opportunity. The aim is to help students understand the rules and learn from the situation. This process follows the assessment authentication steps outlined in this handbook and aligns with the University's Academic Integrity Procedure.

If a student is involved in more than one breach, or if the breach is serious, the matter may be handled under the Student Misconduct Procedure. This means the issue is managed at a University level, not just by Federation College, and different procedures and timelines apply.

Who Is Responsible?

- **Teachers** - Teachers let the VCE Coordinator know if they have concerns about an assessment.
- **Year Level Student Coordinators** – Will speak with the student, look into what happened, and make sure the process is fair and respectful.
- **Federation University** - Decisions about whether a breach has occurred, and what happens next, are made in line with University policy.

What Happens If There Is an Alleged Breach?

1. A concern is raised with the VCE Coordinator.
2. The student is told there is a concern about their work.
3. Federation College looks into what happened.
4. The student has a chance to explain their side and share any relevant information.
5. A decision is made following University rules.
6. The outcome is explained to the student in writing.

Communication With Students

Federation College will clearly explain the nature of the concern, outline what will happen next, and advise when a decision is expected to be made. This information may be communicated through a meeting, school email, or a written letter. Parents or carers may also be informed, particularly in the case of students who are under 18 years of age.

Student Right to Respond

Students always have the right to respond before any decision is made. This means you can explain what happened and provide information that might help. You may also bring a parent, carer, or support person to meetings if you wish.

Timeframes

- Investigations usually start straight away.
- Most matters managed by Federation College are resolved within 10 school days.
- If the issue is managed under the Student Misconduct Procedure, University timelines apply.
- Students will be informed if extra time is needed.

Possible Outcomes

If a breach is confirmed, outcomes may include:

- a warning.
- receiving a Not Satisfactory (N) result.

The outcome will depend on how serious the breach is.

Appeals

Students can appeal decisions about school-based assessments by following the Student Appeals Procedure:

- Appeals must be made in writing within 14 days of receiving the decision.
- Federation College will explain how to do this if needed.
- If the matter is handled under the Student Misconduct Procedure, appeal rights and timelines will follow that procedure.

Assessment Resource Links

Students Appeal Procedure - see the link below for the Student Appeal Procedure.
https://policy.federation.edu.au/corporate_governance/procedures/standard_10/ch01.php#Ch1464Se223715

Academic Integrity Procedure – for escalated breaches students should refer to the Academic Integrity Procedure.
https://policy.federation.edu.au/academic_governance/procedures/academic_integrity/ch1.pdf

Student Code of Conduct
https://policy.federation.edu.au/corporate_governance/procedures/student_code_of_conduct/ch01.php

Plagiarism

What it is and why it's not ok

Plagiarism is when you present someone else's work, ideas, or words as your own without giving proper credit. This includes copying from books, websites, classmates, or AI tools without acknowledging the source. At Federation College, we take academic honesty seriously because your learning should reflect your own effort, understanding, and creativity.

Plagiarism is considered a form of cheating and can lead to consequences such as failing an assessment, redoing work, or even disciplinary action. More importantly, avoiding plagiarism helps you develop real skills, think critically, and take pride in your own achievements. If you're unsure about how to reference properly, ask your teacher or seek support - learning to use and credit sources correctly is a valuable skill for both study and work!

Here are the steps for students accused of plagiarism or misconduct:

- **Notification:** You will receive a formal notification detailing the allegations against you.
- **Review:** Carefully review the allegations and the evidence provided.
- **Seek Advice:** Contact Student Advocacy for independent advice and support.
- **Prepare Your Response:** Gather any evidence or documentation that supports your case.
- **Meeting:** Attend a meeting or hearing to discuss the allegations.
- **Outcome:** Await the decision, which will be communicated to you in writing.
- **Appeal:** If necessary, you can appeal the decision within the specified timeframe.

For more information visit:

Study Skills Help Sheet - Useful guide to help you make decisions.

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.federation.edu.au/siteassets/files/students/study-skills/plagiarism_helpsheet-2025.pdf

Plagiarism - Find out what you can do if you've received an academic misconduct letter.

https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/student-advocacy/accused-of-plagiarism-or-misconduct

Academic Integrity Procedure
https://policy.federation.edu.au/academic_governance/procedures/academic_integrity/ch01.php

Equal Opportunity, Discrimination and Harassment

Federation College is committed to providing equal opportunity and freedom from discrimination and harassment for all members of the Federation College community and to creating an environment which reflects and values the social and cultural diversity within the Federation College community and communities it serves.

The Equity and Equal Opportunities office assists Federation University in putting this commitment into action through advice and information; collaboration; managing projects and initiatives; developing policy; evaluation and reporting.

At Federation College, everyone deserves to feel safe, respected, and valued. We are committed to making sure that all students and staff have equal opportunities and are treated fairly, no matter their background or personal circumstances.

We recognise that unfair treatment can have serious effects on a person's wellbeing, and we do not tolerate discrimination or harassment in any form.

What you can expect at Federation College

Fair Treatment - You have the right not to be treated unfairly (discriminated against) because of your:

- Age
- Race, nationality, or ethnicity
- Gender or identity
- Sexual orientation
- Pregnancy or breastfeeding
- Disability
- Religion or cultural background
- Physical appearance
- Parental or carer responsibilities
- Political beliefs
- Criminal record (if irrelevant to your studies)

A safe and respectful environment - You have the right not to be harassed (made to feel uncomfortable, intimidated, or humiliated) because of any of the above characteristics.

Protection from sexual harassment - No one should ever make you feel unsafe, uncomfortable, or pressured in a sexual way. This is never acceptable.

Support and flexibility - If you need adjustments due to a disability, pregnancy, cultural or religious needs, or caring responsibilities, we are here to support you.

A fair complaints process - If you feel you have been treated unfairly or harassed, your concerns will be taken seriously and addressed fairly.

Complaints management procedure:

https://federation.edu.au/current-students/assistance-support-and-services/student-support-services/student-advocacy/complaintsgrievance

For more details, visit our Equity & Inclusion page:

https://federation.edu.au/current-students/assistance-support-and-services/equity-and-inclusion

Or visit our Safer Campuses page:

https://federation.edu.au/safer-campuses

Respect & Equality at TAFE Week

You're part of our diverse student community, and we want you to feel safe and valued at Federation. Respect & Equality at TAFE Week is a joint initiative of all Victorian TAFEs, which means working collaboratively to promote the importance of respect, equality and inclusion on campus, online.

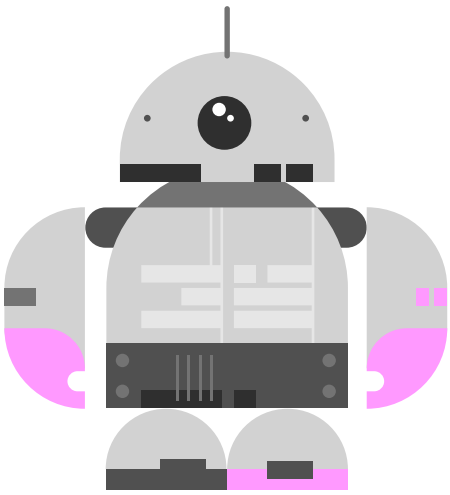
Come along to one of the events. We'd love to see you.

TAFEFest

Join us at TAFEFest, an exciting event to help you explore your future career opportunities, and to mingle with your fellow students. Discover a variety of support services stalls, where you can learn about the resources available to assist you in your educational journey.

Skills and Job Centre

Visit our Skills and Job Centre to get expert advice on job searching, resume building, and interview preparation. Find out about apprenticeship programs and how they can kickstart your career.



Peer Support

Core values of peer support

- Acknowledgement
- Belonging and Community
- Mutuality
- Respect, Dignity and Equity
- Self Determination
- Connection

Federation TAFE



Student Quick Links

Online Systems

Get quick access to our key online systems and find out where to get IT support.

https://www.federation.edu.au/students/student-essentials/online-systems/

My Student Centre (mySC)

MySC is where your uni admin lives. Log in to enrol in units, access results, update your details, view your grades, pay fees and more.

http://mysc.federation.edu.au/

Moodle

This is your all-in-one online study resource. Use it to access learning materials, assignments, class forums and links to academic supports and student services.

https://moodle.federation.edu.au/

IT Support

Looking for system instructions or FAQs? Explore the Information Technology Service resources. You can also submit a ticket if you need personalised help.

https://servicedesk.federation.edu.au/

Student Essentials

If you're someone who loves sticky notes and highlighters, this page is for you. If you'd rather hire a PA than do any student admin, this page is also for you. Bookmark it so you can stay organised throughout your studies.
https://www.federation.edu.au/students/student-essentials/

Accessibility Support

We aim to meet the diverse needs of our community, and providing an accessibility support service is an important part of that.

https://www.federation.edu.au/students/wellbeing/accessibility-support/

Democracy statement

Australian Democracy is valued by all at Federation College.

Federation College values are consistent with the principles of the underlying Equal Opportunity Act 2010, including a commitment that we support:

- Elected Government.
- The rule of the law.
- Equal rights for all before the law.
- Freedom of religion.
- Freedom of speech and association.
- The values of openness and tolerance.

Federation College delivers their programs and teaching in a manner that supports and promotes the principles and practice of Australian democracy, in accordance with Education and Training Reform Act 2006.

For more information: http://www.federation.edu.au 1800 333 864

Email: mcollege@federation.edu.au

Glossary of Acronyms

ACE	Adaptive Community Education
AEC	Aboriginal Education Centre
CGEA	Certificate of General Education for Adults
Cluster	Groups of schools within a particular region that agree to share VDSS courses
ESL	English as a Second Language
LLND	Language, Literacy, Numeracy and Digital
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
SBAT	School Based Apprenticeships and Traineeships
SWL	Structured Workplace Learning
SWLR	Structured Workplace Learning Recognition
TAFE	Technical and Further Education
Tuition Fee	Amount charged
USI	Unique Student Identifier (a 10-character code allocated to all students enrolled in a course)
VASS	Victorian Assessment Software System
VCE-VM	Victorian Certificate of Education - Vocational Major