Coorparoo Centre for Continuing Secondary Education

HANDBOOK
2017

ADULT EDUCATION CENTRE
Cnr Cavendish Rd and Stanley St East
Coorparoo QLD 4151
PO Box 1225 Coorparoo DC QLD 4151
T 3394 8888 F 3394 8800
www.coorparooccse.eq.edu.au

COORPAROO SECONDARY COLLEGE
Creating Tomorrow Together
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Updated November 2016 – all information correct at time of printing.
Welcome to Coorparoo Secondary College’s Centre for Continuing Secondary Education (CCSE). The College believes that every student can achieve and our CCSE provides an educational program that suits the needs of learners from the ages of 15 to beyond.

Quality teaching is our priority and a dedicated team of committed, experienced teaching and non-teaching staff work conscientiously to assist students to maximise their learning. They do this by working together with all students to ensure that everyone can achieve the best possible outcome. Whether you are starting to learn English and Maths skills or aiming for university entry we can tailor a program to suit your needs.

Creating Tomorrow Together is our school vision, which is framed by Coorparoo Secondary College’s school wide expectations of:

- I am Safe,
- I am Responsible and
- I am Respectful

This means that through continually pushing the boundaries of learning and thinking we can inspire a whole community to make a difference beyond what they thought was possible. This vision and school-wide expectations help drive our school community to achieve and perform above and beyond.

As a college, we have very high expectations of work ethic, achievement, behaviour and attendance for all our students across the College. These expectations reflect the way all students interact and engage with teachers, community and each other.
ENROLMENT PROCESS

1. Telephone Adult Enquiries (07 3394 8888) to organise an enrolment interview or phone the Adult School Coordinator, Con Kontos on 0400 049 080.

2. Prior to the interview students need to collect sufficient documentation to establish their identity. Overseas students need to bring their passport/visa documents and a driver’s licence.

3. At the interview:
   - **Enrolment documentation** – personal details, Passport/VISA, driver’s licence, Medicare card.
   - **Apply for Student Enrolment.**
   - **Enrolment agreement** – a signed agreement that continued enrolment is contingent upon attendance, standard of dress, agreed behaviour and full payment of fees.
   - **Mature Age Student Notice Application Form** – completed by students 18 years and older at the time of enrolment. **Students are not permitted to start classes until being issued a positive notice.** Continuing students are not required to re-apply for a positive notice.
   - **State School’s Consent Form.** This applies to any use, recording or disclosure of an individual’s personal information or individual work.
   - **Subject Selection** – will be completed in consultation with the interviewing officer.
   - **Internet Access and Network Usage** – a signed agreement the completion of which allows students access to school computers and the internet.

4. After the interview:-
   - Enrolment is only confirmed by the receipt of a positive notice and the payment of semester subject fees. Upon payment of the initial costs an account will be generated, this will itemise all subsequent costs. If payment has not been initiated or finalised, then the College may not accept an enrolment. Payment may be finalised in cash, Eftpos, credit card or Bpay. Centrepay deductions can be made by special arrangement with the Business Services Manager. A timetable will be generated once the College has received confirmation of the positive notice and payment of subject fees has been made or arranged.
   - Attend the orientation session prior to the commencement of study.
   - Collect timetable.
   - Collect ID card at the office on the day of the first class.
IMPORTANT NOTES RELATING TO ENROLMENT

1. A student is officially enrolled only when all of the above steps have been completed.

2. The final responsibility for appropriate subject selection rests with the student.

3. A college ID card will be issued upon full payment of semester fees.

4. Students cannot attend classes unless:
   - A positive notice has been issued for students over 18
   - Semester fees and a Resource fee have been paid
   - A student ID card has been issued
   - The student has acknowledged all the conditions of enrolment

CONDITIONS OF ENROLMENT

It is expected that all students have understood the agreed conditions of attendance, dress, behaviour and payment of fees upon enrolment. The following rules form part of the environment that allows teachers to teach, students to learn and the College to operate successfully:

1. All students enrolled at the Coorparoo Centre for Continuing Secondary Education must behave in a way that ensures the safety of individuals and the orderly conduct of courses of instruction at the College.

2. Interaction with adolescent students is not permitted. In order to minimise adult/adolescent contact, designated areas of the College have been assigned strictly for adult use. Adult students are expected to stay within these areas.

3. All students must behave responsibly.

4. College security requires adult students wear their ID at all times on campus. Failure to comply with this requirement may result in a request to leave the college grounds. Identification checks form part of the College’s duty of care to all enrolled students.

5. Food and drinks must not be taken into classrooms. Water bottles are acceptable.

6. Mobile phones must be turned off or on silent mode for emergency situations. Students should negotiate any special needs with their teacher. Music devices are NOT permitted in classes.
7. Alcoholic beverages and drugs are prohibited on College grounds and during College Trips. All illegal activities will be referred to the Police.

8. The College is a “NO SMOKING CAMPUS” – smoking is banned from all areas within the College including the grounds. This is government policy.

9. College Dress Policy: The dress standard required of students is smart casual. Students’ appearance should always be of a quality that would sustain the good name of the College in the community. Therefore garments with offensive wording, revealing clothing, football shorts, singlets and thongs are unacceptable. Closed footwear is expected and mandatory for all science classes.

10. Information provided at the time of enrolment must be truthful. Cancellation procedures may be initiated if information proves to be incorrect. Character references may be required as a condition of enrolment. The enrolment of all students 18 years and over cannot be confirmed until the Positive Notice Check has been reported to the College and a clearance is given.

11. Homework must be done regularly, and completed by the due date. Assignments must clearly be the student’s own work and submitted by their due date. If extenuating circumstances prohibit a student from submitting assessment items by their due date, extensions must be sought prior to the due date.

12. Examinations will be held at specific times under normal examination conditions. Failure to attend a prescribed examination will not, automatically, allow a student to sit for the examination at a later date. Either the student will have prior approval from both the class teacher and Coordinator or the student will provide a medical certificate or other valid declaration of their inability to attend.

13. Students who cannot attend a class should contact the administration office.

14. Students will be made aware of important activities and issues by their teachers and the Coordinator. Students are expected to read notices, mobile phone messages and emails from their teachers and Coordinator.

15. Students must contact the administration office, teacher or the Coordinator if circumstances prevent them coming on time to class. If a student arrives late or leaves early from class a pass must be obtained from the administration office.

16. Student ID cards will be issued only upon payment of one semester’s fees.

17. Student ID cards are valid on semester by semester basis.
18. The College reserves the right to cancel a student’s enrolment if the student:

- is continually late to class,
- leaves classes early,
- fails to complete assessment on time,
- has a poor attendance,
- compromises the Teaching/Learning process, or
- has not finalized payments.

**Enrolment Data**

The Department of Education Training and Employment collects information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government’s Information Standards.

In accordance with Information Sharing Protocols and Memoranda of Understanding, it is important to understand that some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Communities. The Commonwealth Government, through Centrelink, requires information in relation to the payment of study assistance benefits to students.

Personal information on the enrolment form can be disclosed to other third parties without the individual’s consent where authorised or required by law.

**Enrolment of Students Born Overseas**

An applicant for enrolment, who was born overseas, must have evidence of:

- Australian Citizenship;
- Permanent Residential Status; or a
- Permission (Visa) to remain in Australia indefinitely.
Cancellation of Enrolment

A student should advise the Office as soon as possible if they intend to cancel an enrolment in any subject.

1. Irregular attendance and persistent late-comers will be called upon to show cause as to why their enrolment should not be cancelled. Students who are absent from class for three (3) consecutive weeks and who have not had any communication with the Office will have their enrolment automatically cancelled.

2. Where there are valid reasons for extended absence (e.g. accident/sickness/family problems/work commitments), students are required to seek an interview with the Adult Coordinator. Early advice of a prolonged absence is expected such that a leave of absence be considered.

3. Where a student has a valid reason for an extended absence and leave of absence has been granted, students should refer to their subject course outlines to familiarise themselves with the classwork they will miss.

Attendance

While students are enrolled in and attend state educational institutions, staff will collect personal information about academic performance, attendance and behaviour for the purpose of monitoring educational progress and providing educational programs to meet individual student needs.

Student details and academic profiles will be passed on to the Queensland Curriculum and Assessment Authority (QCAA) for the purpose of processing Queensland Certificates of Education. This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

Full-time Study

For Centrelink assistance, Centrelink requires students to be enrolled in subjects which, generally, total at least 12 hours of instruction per week with at least 4 class sessions. Ultimately, though, this is at the discretion of Centrelink, as stated previously the Commonwealth Government requires information in relation to the payment of study assistance.
COURSE STRUCTURES

EXTERNALLY ASSESSED SENIOR SUBJECTS

External subjects are of one year’s duration. Students may achieve their Senior Certificate over 1, 2 or 3 years doing a variety of subjects.

The universities determine their rules for adult entry. Their rules are not universal and are subject to change. The Queensland Tertiary Admissions Centre (QTAC) guide, published each year, provides further information.

It is possible to gain a rank for university or TAFE entry with two, three or more external senior subjects. Students doing five external subjects can achieve a rank of 99. Students doing five or fewer subjects can improve their rank by sitting for the Special Tertiary Admissions Test (STAT); there are age restrictions applied to the STAT test.

Students must be aware that a solid Secondary preparation lays the foundation for success at the Tertiary level.

The (QTAC) guide should be referred to when planning an educational future, the Coordinator and Guidance officer will help with this planning.

Generally, with the exception of Mathematics and English subjects, each subject is studied for one session per week, of three to three and a half hours duration; with the expectation that individuals need to invest more than that amount of time for private study at home.

Subjects are offered during the day and the evening. Generally morning sessions run from 9:15am to 12:15pm, afternoon sessions from 1.30pm to 4.30pm and evening sessions from 6:00pm to 9:00pm.

Note: Senior Science subjects, Modern History and Accounting are of 3.5 hours duration. Senior English and Mathematics classes require two three hour contacts.

Official assessment is completed through external examinations organized and scheduled by the QCAA.

Course Aims

This course is designed to prepare students for the Senior External Examination to fulfil entry requirements for Tertiary or Further Education. The External Senior Course is a prescribed course and is assessed by the Queensland Curriculum and Assessment Authority.

Teachers of these subjects will provide students with a course outline for each of their selected subjects. Students are expected to refer to this outline to plan their study.
Substantial work is covered each week. Absences from classes will require students to refer to the course outline to keep up with class work, teachers may provide class notes from missed lessons to support the continuation of learning. Communication between teacher and student may take a variety of formats from face to face, email and telephone calls.

**Course Structure**

The course is structured to satisfy the needs and aspirations of most students; sometimes, depending upon the timetable, it may be necessary for students to attend both day and evening classes. Generally the committed student can gain tertiary entry in one year, especially if combined with the Special Tertiary Admission Test (STAT).

**Subjects to be Offered**

- Accounting (day class)
- Biology (day class)
- Chemistry (evening class)
- English (day classes)
- Modern History (day class)
- Physics (day class)
- Mathematics A (day classes)
- Mathematics B (evening classes)

**Assessment**

The External Senior subjects are assessed by undertaking the Queensland Curriculum and Assessment Authority External Examination. These are held during late October and November in the year of study. Testing and assignment work throughout the year do not count towards the final grade; however results from these instruments provide useful information about one’s progress. It is expected that students complete the assessment set by their teacher.

Students must nominate to sit for the External Senior examinations. Nominations are usually taken in June and incur a fee. The nomination forms and payment of fees are completed online through the QCAA.
**Tertiary Entrance**

Students who successfully complete the External Senior course are awarded a Selection Rank, based on their aggregate score in the subjects they study. This Selection Rank may be improved when combined with a STAT (Special Tertiary Admissions Test) result. All students are encouraged to attend the Adult Tertiary Entry Expo usually held in July/August. This Expo allows students to become aware of Tertiary courses and Tertiary Entrance procedures.

Students are required to submit a QTAC application with payment in Semester 2. Students are advised to visit the QTAC website early in the year to familiarize themselves with QTAC procedures. At enrolment, students will be given advice* with regard to tertiary entry.

Local universities such as QUT and Griffith provide useful information through combined initiatives these can be accessed at: www.bridgetostudy.com.au

* It is expected that students confirm this advice with the admissions officer of their faculty of choice.

**How will QTAC use my Senior External Examination Results for Tertiary Entrance?**

QTAC assesses all applicants on eligibility and then merit. Completing Senior External Examination subjects provides subject prerequisites and QTAC Selection Ranks.

- **Subject Prerequisites**: Successfully completing the appropriate Senior External Examination subjects will satisfy subject prerequisites for institutions with admissions via QTAC.

- **QTAC Selection Ranks**: A QTAC selection rank or set of ranks is determined for each QTAC applicant on the basis of their qualifications. Selection ranks are derived from tables called schedules and are allotted on a scale from 99 (highest) down to 1. These schedules may be found in admissions guides or in the QTAC Guide and are subject to change each year.

**SPECIAL TERTIARY ADMISSIONS TEST (STAT Test)**

- STAT is a two hour aptitude test which allows students to demonstrate their potential for tertiary study and helps institutions make selection decisions. The test consists of multiple choice questions equally distributed to cover Maths/Science and the Humanities, and takes two hours to complete. There is a fee associated with the STAT test.
• QTAC has developed schedules where the results on the STAT, combined with a student’s results in the External studies, can improve that student’s Rank Score. Further information can be found in the QTAC guide to tertiary courses. It is also advisable to see the Guidance Officer or Coordinator.

How many subjects should I study?

Subject Prerequisites: Subject prerequisites may be satisfied by Senior External Examination subjects, or previously completed year 12 subjects. There may also be other ways to satisfy subject prerequisites. See the QTAC website for further information.

At present a student studying five subjects can achieve a rank of 99 by achieving 5 VHA’s. A student studying fewer subjects can also achieve a rank and this rank can be improved by sitting for the Special Tertiary Admissions Test. Thus, if three subjects provide the necessary prerequisites for a particular faculty at a particular university and the student achieves a suitable rank, tertiary entry can be achieved.

External Senior Assessment

• At the end of each academic year the QCAA issues Statements of Results; these show the Level of Achievement attained for each subject.

The five Levels of Achievement are:

- VHA: Very High Achievement
- HA: High Achievement
- SA: Sound Achievement
- LA: Limited Achievement
- VLA: Very Limited Achievement

• The QCAA is responsible for the procedures related to the assessment of students for the award of Statements of Results. Student candidates for the 2017 External Examinations will be advised of procedures in mid-year.
• Responsibility for registration rests solely with the student. Students will be reminded of the deadlines for payment of registration fees. Fees are paid online. Deadlines are rigidly adhered to.

The Senior External Examination fees for 2017 are $61.15 per subject (registration fee closing date – 30 June 2017) and the late registration fees are $67.10 per subject (from 1 July 2017 onwards). Acceptance of late registration fees are at the discretion of the QCAA.

• The Queensland Curriculum and Assessment Authority (QCAA) usually places the 2017 “Senior External Examination Handbook” online (http://www.qcaa.qld.edu.au) by February.

• External examinations begin in October. All examinations are held during the day. A timetable will be posted to each candidate who has officially nominated.

• Statements of Results are issued by the QCAA in December.
INTERNALLY ASSESSED SENIOR SUBJECTS

These subjects cater for students re-engaging or continuing with education. Students doing these subjects gain a solid foundation for future study and upon the successful completion of five subjects are awarded the Queensland Certificate of Education (QCE).

All assessment for these programs of study is progressive and is set and marked by teachers at the College during the year. The final result depends on performance in assessment throughout the year. Absence from these assessment processes or failure to present assignments by due dates will result in an incomplete assessment portfolio thus affecting the overall assessment grade. Requests for extensions must be accompanied by a medical certificate or similar documentary evidence for non-medical conditions.

Course Aims

Students who undertake this course of study may satisfy entry requirements for various career options, including full-time employment, apprenticeships, traineeships as well as the Armed Forces. The course is also suitable for individuals wishing to re-engage with study as well as providing a pathway to TAFE, Senior and some Tertiary studies.

Course Structure

The course is flexible and may be completed on a full-time or part-time basis.

Students may select from the following list:

Subjects to be offered:

- English Communication
- Engineering Skills
- Prevocational Mathematics
- Creative Arts – Visual Art Studies
- Hospitality Practices
- Information and Communications Technology

These subjects are offered during the day with two contacts each week. Visual Art Studies, Engineering Skills and Hospitality Practices are the exceptions, they are offered once each week in the afternoon. Generally full-time student status is five subjects; this allows students to earn their QCE in one year.
SPECIAL CONSIDERATION

Special Consideration Procedures

Special consideration is available at the College and will be provided after an interview with the Coordinator.

Grievance Procedures

Should you feel that an awarded assessment result is not appropriate, you should:-

1. Discuss the issue with the teacher concerned, and
2. If necessary, consult the Coordinator or Head of Department, and
3. Lodge a written appeal to the principal

Medical Conditions

Should you suffer a medical condition which may require urgent attention, give details at the time of your enrolment (see Medical Condition section on Enrolment Form).
# Timetable – 2017

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<tr>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>MORNING</strong></td>
<td>Information and Communications Technology (1) 9:15am-11:45am</td>
<td>Prevocational Mathematics (1) 9:15am-12:15pm</td>
<td>Information and Communications Technology (2) 9:15am-11:45am</td>
<td>Prevocational Mathematics (2) 9:15am-12:15pm</td>
<td>Hospitality Practices 9:15am-3:30pm</td>
</tr>
<tr>
<td><strong>MORNING</strong></td>
<td>Senior External Subject</td>
<td>Senior English (1) 9:15am-12:15pm</td>
<td>Senior Modern History 9:15am-12:45pm</td>
<td>Senior English (2) 9:15am-12:15pm</td>
<td>Senior Physics 9:15am-12:45pm</td>
</tr>
<tr>
<td><strong>AFTERNOON</strong></td>
<td></td>
<td>English Communication (1) 1:30pm-4:30pm</td>
<td>Creative Arts – Visual Art Studies 12:30pm-5:00pm</td>
<td>English Communication (2) 1:30pm-4:30pm</td>
<td>Tutorials, exam preparation and catch-up lessons for public holidays.</td>
</tr>
<tr>
<td><strong>AFTERNOON</strong></td>
<td>Senior External Subject</td>
<td>Senior Mathematics A (1) 1:30pm-4:30pm</td>
<td>Senior Biological Science 1:30pm-5:00pm</td>
<td>Senior Mathematics A (2) 1:30pm-4:30pm</td>
<td>Excursion/Field Trips</td>
</tr>
<tr>
<td><strong>EVENING</strong></td>
<td>Senior Mathematics B (1) 6:00pm-9:00pm</td>
<td>Senior Chemistry 6:00pm-9:30pm</td>
<td>Senior Mathematics B (2) 6:00pm-9:00pm</td>
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NB – The College retains the right to cancel a course if it is unable to meet appropriate class numbers at the beginning of studies.
# Academic Year – 2017

## SEMESTER 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Thursday 2(^{nd}) February</td>
<td>ORIENTATION 6.00pm to 7.00pm in the Auditorium</td>
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<tr>
<td>Monday 6(^{th}) February</td>
<td>Classes Commence for Term 1</td>
</tr>
<tr>
<td>Friday 31(^{st}) March</td>
<td>Last day of Term 1</td>
</tr>
<tr>
<td>Saturday 1(^{st}) April to Monday 17(^{th}) April</td>
<td>EASTER VACATION – NO CLASSES</td>
</tr>
<tr>
<td>Tuesday 18(^{th}) April</td>
<td>Classes commence for Term 2</td>
</tr>
<tr>
<td>Tuesday 25(^{th}) April</td>
<td>ANZAC DAY – NO CLASSES</td>
</tr>
</tbody>
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### Nominations for QCAA External Examinations open 1st June 2017
- Monday 1\(^{st}\) May: LABOUR DAY – NO CLASSES
- Friday 23\(^{rd}\) June: Last day of Term 2

### Nominations for QCAA External Examinations close 30th June 2017
- Saturday 24\(^{th}\) June to Sunday 9\(^{th}\) July: WINTER VACATION – NO CLASSES

*Closing Date for QCAA Nominations Tuesday, 30 June 2017*

*THE QCAA ACCEPTS OR DECLINES NOMINATIONS AFTER THIS DATE AT ITS DISCRETION*

**ALL ADULT CLASSES OPERATE AS NORMAL EXCEPT FOR PUBLIC AND SCHOOL HOLIDAYS. ADULT CLASSES OPERATE AS NORMAL ON STUDENT FREE DAYS.**
# Academic Year – 2017

## SEMESTER 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday 10\textsuperscript{th} July</td>
<td>Classes Commence for Term 3</td>
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<tr>
<td>Wednesday 16\textsuperscript{th} August</td>
<td>EXHIBITION (SHOW) HOLIDAY – NO CLASSES</td>
</tr>
<tr>
<td>Friday 15\textsuperscript{th} September</td>
<td>Last day of Term 3</td>
</tr>
<tr>
<td>Saturday 16\textsuperscript{th} September to Monday 2\textsuperscript{nd} October</td>
<td>SPRING VACATION – NO CLASSES (includes Queen’s Birthday on Monday, 2\textsuperscript{nd} October 2017)</td>
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<tr>
<td>Tuesday 3\textsuperscript{rd} October</td>
<td>Classes commence for Term 4</td>
</tr>
<tr>
<td>Friday 13\textsuperscript{th} October</td>
<td>Last day of Term 4 – External Classes Only</td>
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<tr>
<td>Friday 20\textsuperscript{th} October (approximate date only)</td>
<td>STARTING DATE OF SENIOR EXTERNAL EXAMS</td>
</tr>
<tr>
<td>Friday 10\textsuperscript{th} November (approximate date only)</td>
<td>Last day of Senior External Examinations</td>
</tr>
<tr>
<td>Friday 10\textsuperscript{th} November</td>
<td>Last day internally assessed classes</td>
</tr>
<tr>
<td>Friday 17\textsuperscript{th} November</td>
<td>Graduation of internally assessed students</td>
</tr>
<tr>
<td>December</td>
<td>Senior Certificates posted by QCAA</td>
</tr>
</tbody>
</table>

**ALL ADULT CLASSES OPERATE AS NORMAL EXCEPT FOR PUBLIC AND SCHOOL HOLIDAYS. ADULT CLASSES OPERATE AS NORMAL ON STUDENT FREE DAYS.**
### ADULT TEXT HIRE ARRANGEMENTS

#### External Senior

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TEXT</th>
<th>ISSUE</th>
<th>PURCHASE DETAILS</th>
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<tbody>
<tr>
<td>ACCOUNTING</td>
<td>Accounting an introductory framework. 2nd Edition</td>
<td>Text Hire</td>
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<tr>
<td></td>
<td>Stanley, T., Ryan, C., Falt, J. &amp; Kirkwood, L.</td>
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<td>MATHS A</td>
<td>Q Maths</td>
<td>Text Hire</td>
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<td>Q Maths</td>
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<td>MATHS B</td>
<td>Maths Quest – 11B</td>
<td>Text Hire</td>
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<td>Maths Quest – 12B</td>
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<td>PHYSICS</td>
<td>New Century Senior Physics 1st and 2nd edition</td>
<td>Text Hire</td>
<td>Class Set</td>
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<tr>
<td></td>
<td>Essentials of Physics Practical Workbook</td>
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<td>CHEMISTRY</td>
<td>Exploring Chemistry</td>
<td>Text Hire</td>
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<td>CHEMISTRY</td>
<td>Chemistry Laboratory Manual (Prentice Hall)</td>
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<td>Class Set</td>
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<td>Nature of Biology 2nd Edition – Books 1 &amp; 2</td>
<td>Text Hire</td>
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<td>MODERN HISTORY</td>
<td>Legacies Volumes 1-4</td>
<td>Text Hire</td>
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<td>ENGLISH</td>
<td>“My Place” by Sally Morgan (Fremantle Arts Centre Press)</td>
<td></td>
<td>ISBN: 0-949206-31-8 $18.95 (approx) Angus &amp; Robertson</td>
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<tr>
<td></td>
<td>“The Great Gatsby” By F Scott Fitzgerald (Penguin Classics)</td>
<td></td>
<td>Online</td>
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<td></td>
<td>*To be purchased by students</td>
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<td>Online</td>
</tr>
<tr>
<td></td>
<td>ISBN: 0-14-118263-6 $15.95 (approx)</td>
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</table>

*Students must purchase a Casio FX 9860 GII or Casio FX 9860 G Au plus (other models and brands may not suit the course or assessment processes) – they may be purchased from Officeworks or on ebay, the cost may vary from $150.00 - $200.00.*
Internal Program

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<tr>
<th>SUBJECT</th>
<th>TEXT</th>
<th>ISSUE</th>
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<td>HOSPITALITY PRACTICES</td>
<td>Basic Principles of Catering and Hospitality</td>
<td>Text Hire</td>
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<td>ENGLISH COMMUNICATION</td>
<td>To be advised</td>
<td>Text Hire</td>
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<td>INFORMATION and COMMUNICATION TECHNOLOGY</td>
<td>Practice IT Books 1 &amp; 2</td>
<td>Class Set</td>
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<td>PRE-VOCATIONAL MATHS</td>
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<tr>
<td>ENGINEERING SKILLS</td>
<td>All materials provided</td>
<td></td>
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</tbody>
</table>

Suggested Bookstores

Angus and Robertson Brisbane Ph 3229 0717 or Dymocks Brisbane Ph 30072800. Texts may be purchased at second-hand bookstores eg Patty’s Market 0411 866 705. The College does not offer a textbook purchase service. Purchasing online is generally the more convenient and price competitive option.
ADMINISTRATION FEES/CHARGES

The hire or sale of resources including the hire of textbooks, are taxable events under the GST legislation. There are no tuition fees. Students are required to pay a Resource Fee of $80.00 and selected subject costs at $100.00 a subject. This includes text hire expenses with the exception of some subjects.

Refund of Student Fees and Other Collections

General Principles:

1. The intention of the College Refund Policy is to ensure that a fair approach is adopted in relation to the calculation and issuing of refunds.
2. The Refund Policy is designed to ensure that actual costs incurred by the College through the enrolment of individual students are retained by the College.
3. The Refund Policy is designed to align with Education Queensland Policy.
4. All requests for a refund of College charges must be in writing stating the full circumstances for requesting the refund.
5. When a refund is made, the amount of the refund will, as a matter of course, transfer to offset any other monies owed by the student to the College.
6. Refunds must be claimed in the year that costs are incurred.

Students MUST complete a Clearance Form to ensure there are no outstanding resources before a refund is given. If the student has left the College prior to completion of the Clearance Form the Administrative staff will process a Clearance Form. This latter process will result in a considerable time delay.

7. The amount of the refund is calculated as a fraction, based on the number of weeks remaining in the school year.
8. If resources are lost or damaged, the College will make adjustments to the refund to compensate for the estimated loss.
9. If any monies are outstanding, the outstanding amount will be deducted from the refund amount.
10. The College does not refund monies to students who change their enrolment after the last Friday in February each year.
11. The Principal may approve a refund outside of these guidelines if exceptional circumstances exist, however, this MUST be requested in writing and addressed directly to the Principal.
SUPPORT SERVICES

The Commonwealth Government provides financial assistance to people who are engaged in some form of education or training. These payments are available through the Government’s service delivery agency, Centrelink.

For more information telephone the Centrelink Youth and Student’s line on 132 490.

GUIDANCE OFFICER

Guidance officers are registered teachers with special training in personal careers counselling. Mrs Sarah Round (our guidance officer) talks to students and parents about things like:-

- Jobs and career pathways
- Entrance to university or TAFE
- Choosing subjects
- Barriers to learning
- Friends and relationships
- Teasing and bullying
- Schoolwork and stress management
- Grief, loss, anger, anxiety and depression
- Drugs and alcohol
- Sleeping or eating problems
- Family issues

The role of the guidance officer is to provide guidance and counselling support to schools and their communities so that equity is achieved in educational access, participation and outcomes for all students. The guidance officer role also involves the provision of support to schools and their communities in developing supportive school environments. Guidance and counselling support includes both direct service delivery to students and their families and indirect service delivery to schools through consultation, collaboration and the provision of in-service and professional development programs.

Here to Help

Guidance officers are trained to carry out:-

- Confidential counselling for careers and personal issues
- Conflict resolution and mediation
- Meetings with teachers, parents and other professionals to arrange help for students
- Management of critical incidents and emergencies
Sarah Round can also refer you to the right person for expert advice. Guidance officers have well developed links to community organisations that can often assist students and their families with a range of matters that may or may not be directly related to schooling.

**Confidentiality**

Guidance officer counselling is confidential and the only exceptions to this are:

- If you ask to tell someone else, or get someone else to help
- If you or someone else is in danger or at risk of harm

**Making an Appointment**

Appointments can be made at the main office or with the guidance officer. Adult students are able to arrange appointments via phone or email contact. Face to face appointments are available as well as support being available over the phone. Booked appointments can also be made outside school hours generally between the hours of 8am and 4pm. Other appointment times can also be negotiated.

The guidance officer is constantly contacting students to discuss a range of issues, jobs and opportunities. If you are in need of support please contact the office to make an appointment or contact Mrs Sarah Round directly on (07) 3394 8818 or email sroun2@eq.edu.au.

**More Help**

If you have a problem, let someone know – a solution may be easier than you think. You might consider talking to:

- Your class teacher
- Your head of school
- The office staff
Useful Contacts

Lifeline (Ph 1800 800 768) http://www.lifeline.org.au
Beyond Blue http://beyondblue.org.au
Reach Out http://au.reachout.com
MyFuture http://myfuture.edu.au
Queensland Tertiary Admissions Centre http://www.qtac.edu.au

RESOURCES – DISCOVERY CENTRE (L BLOCK)

All enrolled students are welcome to use the Discovery Centre resources. Librarians will require photo ID.

Services

Please seek the services of the Discovery Centre staff if assistance is required in locating resources, including laptops.

Hours of Operation

MONDAY to FRIDAY from 7.45am to 3.00 pm

The Discovery Centre is closed each day from 11.20am to 11.50am for staff non-contact time.

Students are welcome to use the Discovery Centre at all other times.

Loan Period

Non Fiction (maximum 2 books per subject)
Fiction (3 books maximum) – 28 days
Additional loans will not be made while overdue items remain outstanding.
Storage of Personal Items

All bags, with the exception of handbags (and any other valuables), should be left in the port racks provided inside the front door. Please be aware there is a security system in place.

Computers

Discovery Centre laptops may be used by students during opening hours. The internet may only be accessed for educational purposes in accordance with the signed agreement.

GENERAL INFORMATION

Canteen

Students are encouraged to purchase food and drinks from the canteen. The canteen is located at the western end of the library. A variety of fresh foods and drinks are available. Please use the canteen at times when it is free of adolescent students.

Car Parking – Refer Page 32

Vehicles are permitted inside the college grounds in specified areas as shown on page 32. The areas are at the back of the College in the far car park (old tennis courts) and other designated areas. Nearby local business houses request students do not park in their car parks. It is a traffic offence to block gateways or entrances to public or private property. Students are asked to exercise common sense with regard to the safety of their vehicles.

Coorparoo Centre for Continuing Secondary Education and Education Queensland accept no liability whatsoever for damage to motor vehicles or bicycles parked within the grounds or for losses through theft. Local police and a paid security officer patrol the College grounds during night classes.

Night Car Park – Refer Page 32

Parking can be accessed by turning left into the school grounds just after the Cavendish Road and Stanley Street intersection. Students are requested to park in the well-lit car park and access classrooms through the pathways provided. The security officer will direct parking and access to classrooms.
Harassment

Harassment is unlawful and will not be tolerated at Coorparoo Centre for Continuing Secondary Education. Harassment may take the form of physical, verbal, emotional or sexual. All incidents will be dealt with seriously.

YOU HAVE THE RIGHT TO:

1. Tell the person to stop
2. Discuss the situation with a staff member
3. Make a formal complaint to the class teacher, Coordinator, Head of Department or the Principal.

Action taken on your behalf could include: meetings, counselling, disciplinary action and/or further referral.

Lost & Found

Mark your belongings clearly “Coorparoo Centre for Continuing Secondary Education, Name, Subject and Day/Night” and ring 3394 8888 as soon as possible, or call personally at the office to inquire about any mislaid article.

Mobile Phones

Mobile phones MUST be turned off or on silent mode for emergency situations. Students are requested not to leave the classroom during class time to make a phone call or to take a phone call. Phone calls should be made in the designated breaks. Special situations should be discussed with the teacher prior to the commencement of classes.

Smoking

State Government legislation does not permit Smoking on College grounds at any time.

Student Identification

Any staff member may ask for student identification at any time. Students are required to wear their student ID. Failure to do so may result in a request to leave the College grounds. Refusal to comply may result in cancellation of enrolment and police referral in some circumstances.
TRANSPORT

Railways

FULL-TIME students are eligible for concessions. Application for passes may be obtained from any Railway station. You will need to have your student ID.

The Coorparoo Railway Station is located approximately 400 metres along Cavendish Road from the College.

Please check with Queensland Rail for timetables.

Buses

Brisbane City Council Bus stops are located outside the main College entrance and around the corner in Stanley Street. All full-time students are eligible for concessions on Brisbane City Council bus and ferry services. Students require identification from the College to obtain and use these concessions. Contact the Council Call Centre on (07) 3403 8888 for more information

For timetable information call TRANSLINK on 13 12 30.
EMERGENCY EVACUATION POLICY

IN THE EVENT OF AN EMERGENCY, THE FOLLOWING PROCEDURES WILL APPLY

EVACUATION PROCEDURES FOR FIRE & BOMB THREAT

1. A **continuous** sound of **long whoops** ringing will ring and continue until the all clear is given.

2. On hearing the evacuation signal, teachers must turn off all electrical equipment, gas supplies etc., without prejudice to expeditious evacuation.

3. The entire premises must be evacuated in a quick but orderly manner to the oval or to another area as may be designated in keeping with circumstances.
   - Students are to move in class groups under the direction of the class teacher. (In the rare event that the classroom teacher is temporarily absent from the class, the student nearest the exit should open the doors and initiate an orderly exit).
   - The class teacher must immediately return and supervise the group.
   - Bags and any other equipment are to be left in the room, which will be locked by the teacher.
   - Use the shortest, practicable route to gain access to an open area and then to the oval.
   - Use the recommended route displayed in the classroom unless circumstances require other action.
   - The nearest set of stairs should be used, keeping in mind the degree of congestion and the source of threat.
   - Unless absolutely necessary, **no one should move under a building**.
   - **No one should attempt to retrieve any property**.

4. There are “block controllers”. The block controller’s main responsibility is to ensure clearance of all personnel from their block. If they have a class at the time, the first responsibility is to clear this group and pass the supervision to another teacher who will advise the welfare co-ordinator of that year level.

Once the block is clear, the block controller assumes responsibility for general supervision in or around the emergency, or as otherwise advised by administration. This is to ensure:
   - No “stray” personnel
   - Ready and unobstructed access for emergency vehicles
EMERGENCY EVACUATION DIRECTIONS

<table>
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<tr>
<th>LOCATION</th>
<th>ROUTE</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCOVERY CENTRE</td>
<td>Main door. Toward E Block, left between C and F Blocks and out onto the oval.</td>
<td>OVAL</td>
</tr>
<tr>
<td>F BLOCK</td>
<td>Staircase eastern end of F Block and out onto the oval.</td>
<td>OVAL</td>
</tr>
<tr>
<td>C BLOCK</td>
<td>Staircase eastern end of C Block and out onto the oval.</td>
<td>OVAL</td>
</tr>
<tr>
<td>CCCSE BLOCK</td>
<td>Directly onto oval.</td>
<td>OVAL</td>
</tr>
<tr>
<td>J BLOCK</td>
<td>Exit classrooms and go straight out onto the oval.</td>
<td>OVAL</td>
</tr>
<tr>
<td>HALL/ AUDITORIUM</td>
<td>Main doors, and designated fire exits out onto the oval.</td>
<td>OVAL</td>
</tr>
</tbody>
</table>

LOCKDOWN EMERGENCY PROCEDURE

1. In the event of a lockdown, an alarm of short continuous beeps followed by a voice stating that this is a lock down will sound. The voice will tell students to either secure themselves in their classroom or move to a secure area – Auditorium, Library or Administration. All sounds with then cease after the notice so as not to draw further attention.

2. All students and personnel must remain in rooms and should attempt to be out of sight of someone looking through windows. All doors should be secured where possible. Students should be as quiet as humanly possible.

3. If students are on recess/lunch time, they must make their way to the nearest designated area Library, Auditorium or Admin and take reasonable measures to ensure their safety including being out of sight and being quiet.

4. A message of ‘all clear’ will be given over the loud speaker system or via the intercom or phone call by the Principal or Administrator.

IMPORTANT UNDERSTANDINGS

- The sole purpose of an Emergency Evacuation is to ensure the safety of **people**. Equipment and belongings should **not** be considered a priority.
- Physically handicapped persons need to be assisted by other students/staff.
CONTACT DETAILS

Postal and Street Address:
PO Box 1225, Coorparoo, DC 4151
Cnr Stanley Street East & Cavendish Road,
Coorparoo QLD 4151

Phone: 07 3394 8888 (College Office)
Phone: 07 3394 8813 (Adult Enquiries)
Coorparoo CCSE Coordinator – Con Kontos
Mobile: 0400 049 080

Fax: 07 3394 8800

E: admin@coorparoossecondarycollege.eq.edu.au
W: www.coorparooccse.eq.edu.au

College Office Hours:
Block E (Ground Floor) – Monday to Friday*
8.00 am – 3.30 pm
(* except holiday periods)
PLEASE NOTE!
FOR STUDENTS ATTENDING BOTH DAY AND EVENING CLASSES,
PLEASE MOVE YOUR CAR FROM THE DAY PARK TO
THE NIGHT PARK BEFORE THE COMMENCEMENT
OF YOUR EVENING CLASS.