ADULT EDUCATION CENTRE

Coorparoo Centre for Continuing Secondary Education

Student Handbook 2016

STUDENT NAME: ...........................................
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message From the Principal</td>
<td>1</td>
</tr>
<tr>
<td>Enrolment Process</td>
<td>2</td>
</tr>
<tr>
<td>Conditions of Enrolment</td>
<td>3</td>
</tr>
<tr>
<td>Course Structures</td>
<td>7</td>
</tr>
<tr>
<td>Special Consideration</td>
<td>12</td>
</tr>
<tr>
<td>Proposed Timetable</td>
<td>13</td>
</tr>
<tr>
<td>Academic Year – Semester 1</td>
<td>14</td>
</tr>
<tr>
<td>Academic Year – Semester 2</td>
<td>15</td>
</tr>
<tr>
<td>Text Hire Arrangements – External Senior</td>
<td>16</td>
</tr>
<tr>
<td>Text Hire Arrangements – Internal Program</td>
<td>17</td>
</tr>
<tr>
<td>Administration Fees and Charges</td>
<td>17</td>
</tr>
<tr>
<td>Support Services</td>
<td>19</td>
</tr>
<tr>
<td>Resource Centre (Library)</td>
<td>21</td>
</tr>
<tr>
<td>General Information</td>
<td>22</td>
</tr>
<tr>
<td>Emergency Evacuation Policy</td>
<td>24</td>
</tr>
</tbody>
</table>

*Updated November 2015 – all information correct at time of printing.*
Welcome to Coorparoo Secondary College’s Adult Education Centre (AEC). This College believes that every student can achieve and our AEC provides an educational program that suits the needs of learners from the ages of 15 to beyond. Whether you are starting to learn English and Maths skills or aiming for university entry we can tailor a program to suit your needs.

Coorparoo Secondary College’s Adult Education Centre’s curriculum is designed to provide opportunities for all students to pursue their interests and gain a strong foundation for further study or preparedness for the world of work. The school promotes an atmosphere which encourages all students to become involved and ‘having a go’ no matter what their strengths and weaknesses.

Our school wide expectations are:

- I am safe;
- I am responsible;
- I am respectful.

These expectations reflect the way all students interact and engage with the teachers, community and each other.

Our College staff work together with all students to ensure that everyone can achieve the best possible outcome. At the College we are “Creating Tomorrow Together” and being a part of this passionate school community means that you are surrounded by possibility and opportunity every day that will bring great benefits to students personally and professionally in the future.

Jeff Barnett
College Principal
ENROLMENT PROCESS

1. Telephone Adult Enquiries (07 3394 8813) 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:-
   - **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 Education Queensland issues a positive notice allowing enrolment.** Continuing students are not required to reapply for a positive notice.
   - **Enrolment documentation** – personal details, Passport / VISA data, driver’s licence, Medicare card.
   - **Future Aspirations Discussion** - based on past accomplishments and the subject choices available.
   - **Subject Selection** - will be completed in consultation with the interviewing officer.
   - **Enrolment agreement** – a signed agreement accepting expected attendance, standard of dress and agreed behaviour.
   - **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:-
   - Provisional enrolment is made upon the payment of initial costs and the enrolment is only confirmed by the receipt of a positive notice and the payment/arrangement of remaining subject fees. Upon payment of the initial costs an account will be generated, this will itemise all subsequent costs. It is expected that these costs will be finalised within 3 weeks. If payment has not been initiated or finalised, then the College reserves the right to terminate 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.
   - Collect ID card.
   - Collect timetable.
   - Attend the orientation session prior to the commencement of study.
Important notes relating to enrolment

- A student is officially enrolled only when all of the above steps have been completed, including a Positive Notice for students 18 years and older.
- The final responsibility for appropriate subject selection rests with the student.
- If any issues arise within the first four (4) weeks students are encouraged to discuss concerns with the classroom teacher and ultimately the Coordinator. If the issue requires guidance from the College Counsellor, a meeting will be scheduled.

CONDITIONS OF ENROLMENT

It is expected that all students have understood the agreed conditions of attendance, dress and behaviour stated on the enrolment form. 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 observe the rules within the College’s Behaviour Management Plan to ensure 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 with regard to College property and not interfere with the comfort or convenience of other members of the campus. Students are expected to behave sensibly.

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 a 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 by Education Queensland.

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, and must be approved by both the class teacher and the Coordinator.

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 their teacher, or the College or the Coordinator.

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

15. Students must contact either their 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 Office.

16. The College reserves the right to cancel a students enrolment if the student:

   a. is continually late to class;
   b. leaves classes early;
   c. fails to complete assessment on time;
   d. has a poor attendance; or
   e. compromises the Teaching / Learning process.
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, may require information in relation to the payment of study assistance benefits to some 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 he/she intends to cancel an enrolment in any subject.

i. 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.

ii. 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.

iii. 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  Achievement  Behaviour

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.

Orientation

Orientation is designed to provide students with important information about the College and the processes that are important to success. An orientation session will be held in early February. All students are encouraged to attend the orientation session prior to commencing their adult studies.

Eligibility

Eligibility for entry to external subjects and other classes will be subject to interview. Some external classes are subject to a small test that will assess a student’s readiness.

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

Courses Available

The College offers students different courses of study – externally assessed Senior Subjects as well as internally assessed Programs and Certificate subjects.

Generally, adult students MUST attend a minimum of four three-hour contacts per week or the equivalent to be classified as full-time students. Please note students can attain their QCE in one year of full-time studies if they choose five subjects. Students in receipt of Centrelink support may be required to attend for a different number of contact hours.

QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

Students can achieve their Queensland Certificate of Education by choosing subjects from the internal program or the external program or a combination of both.
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. Also, you may discuss your options with either the Coordinator or the Guidance Officer.

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 your educational future, the Coordinator and Guidance officer will help you 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 are of 3.5 hours duration. Senior English and Mathematics classes require two three hour contacts.*

Official assessment is completed through external examinations organised 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 and to allow for unforeseen circumstances. Absences from any class will require students to refer to the course outline and keep up with class work. Substantial work is covered each week. 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 and personal obligations, 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 (see External Senior Assessment p.12)**

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 a final grade; however results from these instruments provide useful information about one’s progress. It is expected that students complete the assessment time framework 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 familiarise 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.bridgestostudy.com.au

*The STAT is held throughout the year. There are age restrictions associated with the STAT test

**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. You can find these schedules in institutions' admissions guides or in the QTAC Guide. These schedules are subject to change each year.

**How many subjects should I study?**

**Subject Prerequisites:** Subject prerequisites may be satisfied by Senior External Examination subjects, or if you have previously completed year 12. There may also be alternative 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.
A. CERTIFICATION

The QCAA makes available EXTERNAL SENIOR EXAMINATIONS as an alternative to full-time internal study. At the end of each academic year the QCAA issues Senior Certificates, these certificates 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

B. QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY & EXTERNALLY ASSESSED SUBJECTS

The QCAA is responsible for the procedures related to the assessment of students for the award of Senior Certificates. Student candidates for the 2016 External Examinations will be advised of procedures in mid-year.

C. 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

D. NOMINATIONS FOR SENIOR EXTERNAL EXAMINATIONS

Responsibility for nominating rests solely with the student. Students will be reminded of the deadlines for payment of nomination fees. Fees are paid online. Deadlines are rigidly adhered to.

*The Senior External Examination fees for 2016 are $59.10 per subject (nomination fee — closing date 30 June 2016) and $64.85 (late nomination fee — from 1 July 2015 onwards). Acceptance of the late nomination fee is at the discretion of the QCAA.

E. EXTERNAL EXAMINATION HANDBOOK

The Queensland Curriculum and Assessment Authority (QCAA) usually places the 2016 “Senior External Examination Handbook” online (http://www.qcaa.qld.edu.au) by August.
F. EXTERNAL EXAMINATION DATES

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

G. CERTIFICATION

Senior Certificates are issued by QCAA during 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 and 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 senior and 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
- Prevocational Mathematics
- Creative Arts – Visual Art Studies
- Information and Communications Technology
- Social and Community Studies

These subjects are offered during the day with two contacts each week. Art and Social and Community Studies 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).
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Information and Communications Technology (1)</td>
<td>Prevocational Mathematics (1)</td>
<td>Information and Communications Technology (2)</td>
<td>Prevocational Mathematics (2)</td>
<td>Certificate II in:</td>
</tr>
<tr>
<td>MORNING</td>
<td>9.15am – 11.45am</td>
<td>9.15am – 12.15pm</td>
<td>9.15am – 11.45am</td>
<td>9.15am – 12.15pm</td>
<td>Health Support Services (HLT21212)</td>
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<td>Logistics (TJI21810)</td>
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<td>Hospitality (SIT20213)</td>
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<tr>
<td>MORNING</td>
<td>Senior English (1) 9.15am – 12.15pm</td>
<td>Senior Modern History 9.15am – 12.45pm</td>
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<tr>
<td>AFTERNOON</td>
<td>Social and Community Studies 12.30 – 5.00pm</td>
<td>English Communication (1) 1.30pm – 4.30pm</td>
<td>Creative Arts – Visual Art Studies 12.30pm – 4.30pm</td>
<td>English Communication (2) 1.30pm – 4.30pm</td>
<td>Tutorials, exam preparation &amp; catch-up lessons for public holidays.</td>
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<tr>
<td></td>
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<td></td>
<td>Engineering Skills 12.30pm – 4.30pm</td>
<td></td>
<td>Excursion / Field Trips</td>
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<tr>
<td>AFTERNOON</td>
<td>Senior Mathematics A (1) 1.30pm – 4.30pm</td>
<td>Senior Biological Science 1.30pm – 5.00pm</td>
<td>Senior Accounting 1.30pm – 5.00pm</td>
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<tr>
<td>EVENING</td>
<td>Senior Mathematics B (1) 6.00pm – 9.00pm</td>
<td>Senior Chemistry 6.00pm – 9.30pm</td>
<td>Senior Mathematics B (2) 6.00 – 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 – 2016

## SEMESTER 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Thursday, 4 February 2016</td>
<td>ORIENTATION</td>
<td>6.00pm to 7.00pm in the Auditorium</td>
</tr>
<tr>
<td>Monday, 8 February 2016</td>
<td>Classes Commence for Term 1</td>
<td></td>
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<tr>
<td>Thursday, 24 March 2016</td>
<td>Last day of Term 1</td>
<td></td>
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<tr>
<td><strong>Friday, 25 March 2016 to Sunday, 10 April 2016</strong></td>
<td><strong>EASTER VACATION – NO CLASSES</strong></td>
<td></td>
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<tr>
<td>Monday, 11 April 2016</td>
<td>Classes commence for Term 2</td>
<td></td>
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<tr>
<td><strong>Monday, 25 April 2016</strong></td>
<td><strong>ANZAC DAY – NO CLASSES</strong></td>
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**Nominations for QCAA External Examinations open Monday, 1 June 2015**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>Monday, 2 May 2016</td>
<td>LABOUR DAY – NO CLASSES</td>
<td></td>
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<tr>
<td>Friday, 24 June 2016</td>
<td>Last day of Term 2</td>
<td></td>
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**Nominations for QCAA External Examinations close Tuesday, 30 June 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>Saturday, 25 June 2016 to Sunday, 10 July 2016</td>
<td>WINTER VACATION – NO CLASSES</td>
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</tbody>
</table>

**Closing Date for QCAA Nominations Tuesday, 30 June 2016**

*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 – 2016

### SEMESTER 2

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Monday, 11 July 2016</td>
<td>Classes Commence for Term 3</td>
</tr>
<tr>
<td>Wednesday, 10 August 2016</td>
<td>EXHIBITION (SHOW) HOLIDAY – NO CLASSES</td>
</tr>
<tr>
<td>Friday, 16 September 2016</td>
<td>Last day Term 3</td>
</tr>
<tr>
<td>Saturday, 17 September to Monday, 3 October 2016</td>
<td>SPRING VACATION – NO CLASSES (includes Queen’s Birthday on Monday, 3 October 2016)</td>
</tr>
<tr>
<td>Tuesday, 4 October 2016</td>
<td>Classes Commence for Term 4</td>
</tr>
<tr>
<td>Friday, 14 October 2016</td>
<td>Last day of Term 4 – External Classes Only</td>
</tr>
<tr>
<td>Week Commencing 17 October 2016 (approximate date only)</td>
<td>STARTING DATE OF SENIOR EXTERNAL EXAMS</td>
</tr>
<tr>
<td>Friday, 11 November 2016</td>
<td>Last day of Senior External Examinations</td>
</tr>
<tr>
<td>Friday, 11 November 2016</td>
<td>Last day internally assessed classes</td>
</tr>
<tr>
<td>Friday, 18 November 2016</td>
<td>Graduation of internally assessed students</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>Senior Certificates posted by QCAA</td>
</tr>
</tbody>
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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>MATHS A</td>
<td>Q Maths</td>
<td>Text hire</td>
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<tr>
<td>MATHS B</td>
<td>Maths Quest – 11B</td>
<td>Text hire</td>
<td></td>
</tr>
<tr>
<td>MATHS B</td>
<td>Maths Quest – 12B</td>
<td>Text hire</td>
<td></td>
</tr>
<tr>
<td>PHYSICS</td>
<td>New Century Senior Physics 1st and 2nd edition Essentials of Physics Practical Workbook</td>
<td>Text hire</td>
<td>Class Set</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>Exploring Chemistry</td>
<td>Text hire</td>
<td></td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>Chemistry Laboratory Manual (Prentice Hall)</td>
<td>Class Set</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>Nature of Biology 2nd Edition - Books 1 &amp; 2</td>
<td>Text hire</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>Nature of Biology 2nd Edition - Books 1 &amp; 2 Manuals</td>
<td>Text hire</td>
<td></td>
</tr>
<tr>
<td>MODERN HISTORY</td>
<td>Legacies Volumes 1 - 4</td>
<td>Text hire</td>
<td></td>
</tr>
<tr>
<td>ENGLISH</td>
<td><strong>To be purchased by students</strong></td>
<td></td>
<td><strong>To be purchased by students</strong> ISBN: 0-949206-31-8 $18.95 (approx) Angus &amp; Robertson Online Novel - available at most book stores $15.95 (approx) ISBN: 0-14-118263-6 ISBN: 978-0-7645-8568-5 $14.95 (approx from Dymocks Online)</td>
</tr>
</tbody>
</table>

**Suggested Bookstores**

Angus and Robertson Brisbane Ph 3229 0717 OR Dymocks Brisbane Ph 30072800

Purchasing online appears to be a cheaper option

Texts may be purchased at second-hand bookstores

The College does not offer a textbook purchase service.


**ADULT TEXT HIRE ARRANGEMENTS**

**Internal Program**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TEXT</th>
<th>ISSUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCIAL and COMMUNITY STUDIES</td>
<td>To be advised</td>
<td></td>
</tr>
<tr>
<td>ENGLISH COMMUNICATION</td>
<td>To be advised</td>
<td>Text hire</td>
</tr>
<tr>
<td>INFORMATION AND COMMUNICATIONS TECHNOLOGY</td>
<td>Practice IT Books 1 &amp; 2</td>
<td>Class Set</td>
</tr>
<tr>
<td>PRE-VOCATIONAL MATHS</td>
<td>Pre-vocational Maths Books 1 &amp; 2</td>
<td>Class Set</td>
</tr>
<tr>
<td>CREATIVE ARTS – Visual Art</td>
<td>To be advised</td>
<td></td>
</tr>
</tbody>
</table>

**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 and selected subject costs at $100.00 a subject. This includes text hire expenses with the exception of some English based subjects.

Students under 18 years of age and who are considered full time students (15 hours per week / 5 subjects) are resourced under the text/resource hire scheme for years 10-12 adolescent students. The variance is cheaper in this mode.
Refund of Student Fees and Other Collections

General Principles:

i. 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.

ii. 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. The enrolment fee is a one off fee.

iii. The Refund Policy is designed to align with Education Queensland Policy.

iv. All requests for a refund of College charges must be in writing stating the full circumstances for requesting the refund.

v. 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.

vi. Refunds must be claimed in the year that costs are incurred.

vii. The amount of the refund is calculated as a fraction, based on the number of weeks remaining in the school year.

viii. If resources are lost or damaged, the College will make adjustments to the refund to compensate for the estimated loss.

ix. If any monies are outstanding, the outstanding amount will be deducted from the refund amount.

x. The College does not refund monies to students who change their enrolment after the last Friday in February each year.

xi. 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.

Government Textbook Allowance

Some Adult Students will be eligible for the Government Textbook Allowance. Each student’s circumstances need to be appraised individually.

Students who are eligible for the Government Textbook Allowance and for whom the College has received the allowance are entitled to a pro-rata refund of the Government Textbook Allowance.
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.

Also the Centrelink Publication: ‘A guide to Australian Government Payments’


will provide you with useful information.

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, which means that we don’t tell anyone else. The only exceptions to this are:-

- If you ask to tell someone else for you, 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 Contact

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

RESOURCE CENTRE (LIBRARY)

ALL enrolled students are welcome to use the Library resources. Librarians will require photo ID.

Services

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

Hours of Operation

MONDAY to FRIDAY from 7.45am to 3.00 pm

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

Students are welcome to use the library at all other times.

Loan Period

Non Fiction (only 2 books per subject): 1 week
Fiction: 2 weeks

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 space provided inside the front door. Please be aware there is a security system in place.

Computers

Library 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

Vehicles are permitted inside the college grounds in specified areas. This area is 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

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 Secondary College. Harassment may take the form of physical, verbal, emotional or sexual. All incidents will be dealt with seriously.

YOU HAVE THE RIGHT TO:

(a) Tell the person to stop
(b) discuss the situation with a staff member
(c) 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 ID card. 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

- An alarm will sound by **continuous ringing** through the College sound system. (If the alarm is inoperative, a hand siren will be used). This alarm signals that all students and personnel are to evacuate the College buildings and move to the College oval.

- The signal to notify staff and students that the Fire Emergency situation has ended is the continuous ringing of the College bell. That is, the same ringing of the bell that indicated the emergency.

- The purpose of these evacuation procedures is an efficient and ordered movement of classes via predetermined exits to open areas clear of College buildings.

- Students are to stay in their class groups and be escorted by their teacher. **Class groups must stay together at all times.** Teachers will mark the class roll at the destination. **NO BAGS ARE TO BE TAKEN WITH STUDENTS.**

- Names of missing students/individuals are to be given to the key administrator on duty. (**Person wearing a RED HARD HAT**).

- **COMMON SENSE** should be exercised ensuring personal safety.

- **Teachers should use their judgment** to vary the procedure below based on degree of danger.

- **Staff not teaching, ancillary staff & visitors** are to check with the Fire Warden and register their name. Fire Warden will be wearing a red hat and based at the shelter on the outer oval. This Fire Warden will stand near the oval shelter.

EMERGENCY EVACUATION DIRECTIONS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROUTE</th>
<th>DESTINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBRARY</td>
<td>Main door. Through to Carpark 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>CCSE BLOCK</td>
<td>Directly onto the 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>
EVACUATION PROCEDURE FOR LOCKDOWN EMERGENCY

- **An intermittent ringing** of an alarm indicates a security lock down (if the electric alarm is inoperative, a hand siren will be used).

- All students and personnel must remain in rooms and should attempt to be out of sight from outside the room. The door should be secured, if possible.

- If students are on recess they should make their way to the nearest classroom and take reasonable measures to ensure their safety, including being out of sight.

- The signal to notify staff and students that the lock-down emergency situation has ended is the intermittent ringing of the College bell. That is, the same ringing of the bell that instigated the emergency.

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.

- For fire emergencies, the buildings will be checked by the Senior Officer on duty with the assistance of selected teachers. For bomb emergencies, the Senior Officer on duty will issue instructions/requests when the buildings have been evacuated.
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)

FAX: 07 3394 8800

Email:
admin@coorparoosecondarycollege.eq.edu.au

Internet:  www.coorparooccse.eq.edu.au

Coorparoo CCSE Coordinator - Con Kontos
Mobile: 0400 049 080

College Office Hours:  Block E (Ground Floor) - Monday to Friday*
8.00 am – 3.30 pm
(* except holiday periods)