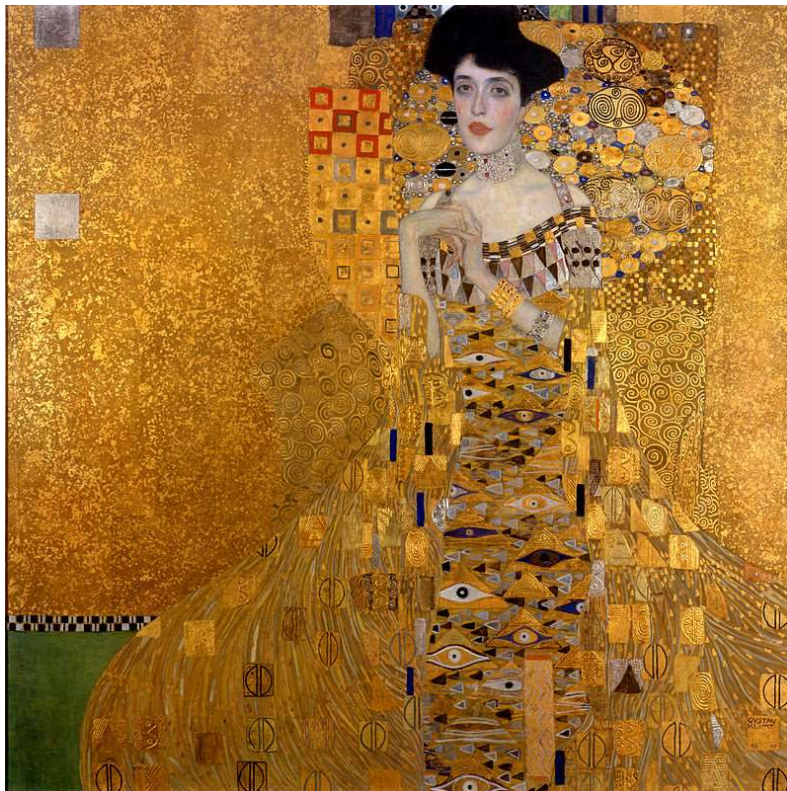




# STUDENT HANDBOOK

## Certificate II & III in Visual Arts



Gustav Klimt 'Portrait of Adele Bloch-Bauer I', 1907, oil and gold leaf on canvas, (140 x 140cm) Neue Galerie, New York

## Contents

An introduction.....	2
Current accredited courses.....	2
Competitions and exhibitions .....	3
Aims, philosophies and objectives.....	3
Access to student records.....	3
Attendance & progress policy .....	3
Assessment procedures.....	4
Access and equity policy .....	5
Code of practice.....	5
Expectations of students .....	6
Course completion.....	8
Deadlines .....	8
Evacuation procedures.....	8
Our service commitment.....	8
Student support.....	8
Privacy Notice .....	9
Recognition of Prior Learning (RPL) (Not usually applicable in high schools).....	10
Relevant legislation and regulatory requirements.....	10
Results .....	12
Safety.....	12
Sexual harassment .....	12
Telephones.....	12
Unique Student Identifier (USI) .....	12

## An introduction

Mossman State High school (**MSHS**) has been providing training services for students. **MSHS** in Visual Arts since 2013.

**VET** stands for Vocational Education and Training and is industry specific training providing you with national qualifications.

As a regional VET student, you will be receiving training from a trainer/teacher qualified to deliver and assess accredited training from a training package. If you are successful you will receive nationally recognized qualifications in your chosen field.

The training may occur at a school, TAFE or a private Registered Training Organisation (RTO). The specific qualification for your VET course will comprise of “units of competency”.

Your trainer will collect evidence of your “competence” from which they will assess whether you have met the criteria for the unit. The evidence will comprise of: Your work books and Practical activities.

The QCAA (Queensland Curriculum and Assessment Authority) acts as a delegate for ASQA (Australian Skills Quality Authority) by registering and auditing registered training that is offered by Queensland schools.

## Current accredited courses

### Nationally Recognised Training Offered by MSHS

- Certificate II in Visual Arts
- Certificate III in Visual Arts

## Competitions and exhibitions

**Receive Respond** – Gallery exhibition in Cairns showcasing student works from FNQ. Students receive and image of another student's artwork and create a piece in response resulting in 4 pieces of work displayed together. Students have a chance to meet others from the area and make professional contacts.

**Energy** – Exhibition Tanks Art Centre Pease St Edge Hill, prizes on offer.

**Creative Generation awards** – Is judged at the Energy exhibition with bursaries, prizes, further exhibitions on offer. The winning work touring Australia and spend time in GOMA, Brisbane.

**School exhibitions - various** – Library, Council, showcase evenings, slide show in the front office.

## Aims, philosophies and objectives

**MSHS** has experienced trainers that hold a Certificate IV in training and assessment and hold higher or equal to qualifications than the delivered competencies being delivered - all of whom have a strong industry background for quality skills and delivery. Our trainers are dedicated to helping students to reach their own personal best potential in a safe and supported environment.

Flexibility, availability and reliability are some of the core values of the organisation and these are reflected in the success of the projects undertaken:

## Access to student records

Students may wish to access their records to check on work completed, progress or for other reasons. Please organise with your trainer a time suitable to view your training records. Other parties will not be permitted to access student files without written consent from the student.

## Attendance & progress policy

Students are required to attend all lessons, field trips and work experience (where applicable). More than 20% absenteeism could result in a student failing their course. **MSHS** monitors attendance closely. It is proactive in notifying and counselling students who are at risk of failing to meet the attendance requirements of at least 80% of all scheduled contact hours for the duration of the course.

Students are required to produce a doctor's certificate if absence is due to illness for periods of three days or more.

### Absence due to illness

It is advisable for a student who is ill to obtain a medical certificate. This certificate is to be produced for recording, and then retained by the student. (A medical certificate does not cancel an absence; it only provides an explanation and must be presented within one month of its date of issue).

Medical and dental appointments should be made at times when they will not conflict with scheduled classes.

### Attendance monitoring

Classes commence promptly at the advised start time - please do not be late.

Each student's attendance is recorded on the classroom roll for every class for which they are scheduled.

**MSHS** will review attendance records weekly and will contact any student identified as having unsatisfactory attendance (i.e. less than 80%).

### Satisfactory academic progress policy

**MSHS** expects each student to progress through their course at a rate that will enable the student to complete the course in the nominated duration. **MSHS** monitors, records and assesses every student's progress.

### **Special consideration**

**MSHS** appreciates that from time to time, a student may not be able to attend classes due to circumstances beyond their control. In such circumstances, **MSHS** will assess each case on its individual merits, using the evidence provided, if:

- i) There is documentary evidence demonstrating that compassionate or compelling circumstances apply; and
- ii) The student is maintaining satisfactory academic progress; and iii) The student attended at least 80% of the scheduled course contact hours.

A copy of the evidence will be retained in the student's file.

## **Assessment procedures**

### **Student instructions**

Competency based assessment is the process of gathering evidence to confirm that students can perform required skills and knowledge. The assessment activities need to be conducted over a period of time, demonstrating application of skills and knowledge.

The assessment may require that the student complete different sections which may include: questions, research and work samples.

Notes regarding the assessment

- Students are required to keep a copy of their own work submitted along with their assessment.
- Please note we will keep your assessment on file for 1 year after the course being finalised.
- Please make sure that you fill in your name, sign, date and attach the cover page to your assessment.

### **Assessment activities Questions**

Require students to answer questions in their own words to demonstrate understanding of the unit. The questions can be answered during the face to face class time or outside of class time. Questions can be answered verbally with your answer being documented by either your assessor or another suitable person such as a workplace supervisor or mentor. If any of your answers are deemed not satisfactory your assessor will contact you to arrange re assessment.

### **Practical activities**

The practical assessment activities provide you with the opportunity to demonstrate your skills and knowledge of The Arts areas. Some units require students to successfully complete multiple practical assessment activities to ensure you meet industry standards consistently under normal workplace constraints.

Satisfactory demonstration of all activities is required before competency is achieved for the unit.

### **Plagiarism**

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own. Plagiarism is a serious act and may result in a student's exclusion from a unit or a course. If you have any doubts about including the work of other authors in your assessments, please consult with your assessor.

The following list outlines some of the activities for which a student can be accused of plagiarism:

- Presenting any work by another individual as one's own unintentionally
- Handing in assessments markedly similar to or copied from another student  Presenting the work of another individual or group as their own work.
- Handing in assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

### What about copyright?

You must be careful when using work from others. Copyright covers all work that is not your own including textbooks, newspapers, website information, music, magazines, movies etc.





You are allowed to do a certain amount of copying for research or study purposes. Generally, 10% or one chapter of a book is acceptable. All material taken from another source, word for word or paraphrased, must be acknowledged using an acceptable referencing system.

Students must sign, date and © on their original work for their own safety of intellectual property.

## Access and equity policy





This policy represents **MSHS's** commitment to ensuring that everyone has the opportunity to successfully gain skills, knowledge and experience through vocational education and training.

This policy has been developed to address the particular requirements of:

-  Potential students
-  Students in MSHS programs/courses
-  Other **MSHS** clients
-  MSHS staff

### Equity

Essentially, EQUITY means fairness. At **MSHS** it means that people are provided with an opportunity to access, participate in and successfully achieve outcomes. **MSHS** understands that:

-  It is common for people to identify with more than one equity group;
-  There are differences within and between equity groups;
-  Each equity group does not experience the same type of disadvantage; and
-  There remain many common barriers for equity groups.

### Policy statements

- MSHS** will ensure that equity principles for all people are implemented through fair allocation of resources and the right to equality of opportunity without discrimination.
  
- MSHS** will meet the needs of students and the community as a whole through its integration of access and equity guidelines and procedures.

## Code of practice

As a Registered Training Organisation, **MSHS** has agreed to operate within the principles and standards of the Australian Skills Quality Authority (ASQA) & state training agency.

**MSHS** is committed to integrating access and equity principles within all our services that we provide to our students. All staff recognise the rights of students and provide information, advice and support that is consistent with this Code of Practice and our scope of registration as a Nationally Recognised Training Organisation.

Regardless of cultural background, gender, sexuality, disability or age you have the right to study in an environment that is free from discrimination and harassment and be treated in a fair and considerate manner while you are studying with us.

If, at any time, you feel that we are not abiding by our code of practice then report your complaints or grievance to your supervisor/trainer, or complete our complaints and/or appeals forms.

## **Student selection, enrolment & induction / orientation procedures**

Student selection is derived from the outcomes of our learning & assessment strategies. Our enrolment process is documented in our student handbook. We conduct induction and orientation sessions for staff and students alike.

## **Fees & charges (including refund policy & exemptions where applicable)**

### **Provision for language, literacy & numeracy assessment**

We provide provisions for language, literacy and numeracy assessment for all students and on request. We also monitor the needs of our student's language, literacy and numeracy skills through our induction process, application & enrolment forms, and interviews. If at any time we feel a student requires any language, literacy and numeracy assistance we will either provide this or tailor learning and assessment materials to match student needs.

### **Complaints and appeals procedures**

We have a clearly documented procedure that covers how to initiate a complaint or appeal. Should you have a complaint or an appeal contact your trainer, training manager or Principal for more detailed information.

### **Recognition of Prior Learning (RPL) & Credit Transfer/Mutual Recognition**

**RPL:** Our RPL process is clearly documented. If you believe that you already have the skills and knowledge that will be covered in some / all of the units you are enrolling to study, either through previous study or through work experience, then discuss with your trainer.

### **Credit Transfer/Mutual Recognition:**

We recognise and accept the credentials issued by another registered training organisation based in any state/territory of Australia. This can include a statement of attainment for specific modules or units of competency, or it may be a complete qualification such as certificate or diploma. As part of this recognition we verify the issuing organisation's registration status on training.gov.au database.

### **Welfare and guidance services**

Guidance Officer's - Two guidance officers on site  
Community Education Councillor (CEC) for Indigenous students.  
Transition Pathways officer and Pathways HOD  
Physiologist  
Chaplain  
Youth Worker  
School based Nurse

## **Expectations of students**

To avoid any confusion in the future, the following expectations of behaviour are provided. Compliance with these expectations is required by all students. Failure to do so may result in cancellation of your enrolment.

- ✚ Abide by copyright and plagiarism laws and legislation.
- ✚ Comply with Workplace Health and Safety (WHS) regulations at all times.
- ✚ Comply with anti-discrimination legislation at all times. This includes but is not limited to equal opportunity, racial vilification and disability discrimination.
- ✚ Comply with workplace harassment, victimisation and bullying regulations at all times.
- ✚ Ensure that behaviour is of a level acceptable to the workplace /classroom at all times.
- ✚ Complete training and assessment activities within agreed timeframes.
- ✚ Communicate any difficulties with completion of activities or assessment with your trainer.
- ✚ Inform your trainer in advance of any intended absences.
- ✚ Inform your trainer immediately should you be unable to attend due to illness or other reasons.
- ✚ Inform your trainer if you have a medical condition that may affect your participation within a course or affect those with whom you may be training.



## **Disciplinary procedure**

To ensure all students receive equal opportunities and gain the maximum from their time with us, these rules apply to all people that attend any of our training. Any person(s) whom displays dysfunctional or disruptive behaviour may be asked to leave the session and/or the course. Dysfunctional behaviour may include:

- Continuous interruptions to the trainer whilst delivering the course content
- Being disrespectful to other students
- Harassment by using offensive language
- Sexual harassment
- Acting in an unsafe manner that places themselves and others at risk
- Refusing to participate when required in group activities
- Continued absence at required times

Any person who is asked to leave a session/course has the right of appeal through our appeals process. Students are requested to conduct themselves in an orderly manner at all times. Whilst classes are in progress students should be considerate of both teachers and fellow students.

The Principal of the MSHS reserves the right to withdraw from a course any student whose attitude or conduct is deemed to be unacceptable.

## **Quality Assurance**

External professionals are consulted over a 5 year plan to check the quality and relativity the course.

MAHS has a commitment to providing a quality service and a focus on continuous improvement. We value feedback from students, staff and employers for incorporation into future programs and are submitted to QCAA annually.

## **External review**

**MSHS** must participate in external monitoring and audit processes required by the Australian Skills Quality Authority (ASQA) & State Training Agency. This covers random quality audits, audit following a complaint and audit for the purposes of re-registration.

## **Management and administration**

**MSHS** has policies and management strategies, which ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards fees until used for training/assessment. We have a refund policy, which is fair and equitable. Student records are managed securely and confidentially and are available for student perusal on request. **MSHS** has adequate insurance policies.

## **Marketing and advertising**

We market our vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

## **Training and assessment standards**

**MSHS** has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition for Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.

This means that training and assessment you receive with us is done in accordance with the National Quality Training Framework and any qualifications you achieve with us will be recognised anywhere in Australia.

## Course completion

Student's progress will be monitored and discussed with the Training Manager throughout your study to ensure that you are on track to complete your studies within the expected duration.







## Deadlines

In order for the MSHS to simulate real working situations and time restraints, student deadlines for the completion of assignments will be strictly enforced. This will enable trainers to successfully complete the curriculum within the necessary period and students to achieve the course objectives.







## Evacuation procedures

Following the policies and Procedures of MSHS Students will be shown evacuation procedures; various exit routes and assembly points, when their course of study begins. If you have a disability that may cause you difficulty during an evacuation, please inform your trainer at the start of your course. Safety measures to be followed during evacuation: First meeting point is under the rain trees sitting in form groups alphabetically.

If this is deemed not safe the second meeting point is in front of the indoor sports centre in form groups and sitting alphabetically.

-  Follow all instructions given by staff do not walk under any buildings
-  Close all windows/doors
-  Leave all belongings
-  Keep together as a group
-  Never panic
-  Don't take refuge in the storerooms or rest rooms.

## Our service commitment

-  All student calls will be returned promptly and trainers will make reasonable time available to answer student queries.
-  Individual training plans will be developed with each student.
-  Trainers will provide regular feedback to students about their progress and will provide verbal feedback on each assessment. If you would like written feedback please indicate this on your assessment.
-  Statements of attainment/qualifications are issued within 21 working days of your completion.
-  Please advise us if you would like to withdraw or cancel your enrolment for any reason. This enables us to issue your statement of attainment for units completed.
-  For courses that have commenced—In the unlikely event that **MSHS** is unable to deliver the specified qualification in full, the student will be offered the option to enrol with another RTO and **MSHS** will assist in both finding a suitable RTO and in the transition to the new RTO.

## Student support

**MSHS** is dedicated to providing a high standard of service to students. Students can contact their trainer by phone, email, post or fax during office hours. We endeavour to respond to students as quickly as possible but students are reminded that our trainers do have other students and classes to attend to. We will provide feedback on assessments within 10 working days and to all queries, telephone calls and emails within 2 working days.

Should students require further support; **MSHS** can assist in identifying the appropriate support service as well as organising access to such service. Services referred to may include but are not limited to language, literacy & numeracy, counselling, etc. It should be noted that such services may attract an additional fee to the service provider. Such fees are the responsibility of the student should they seek to utilise such services. If you require such support, please email [mabs@MSHS.edu.au](mailto:mabs@MSHS.edu.au).



## **Privacy Notice**

### **Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment

### **How we use your personal information**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### **How we disclose your personal information**

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### **How the NCVER and other bodies handle your personal information**

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information,

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### **Contact information**

At any time, you may contact MSHS to request access to your personal information, correct your personal information, make a complaint about how your personal information has been handled or ask a question about this Privacy Notice.

## I

### **Identification Evidence**

As a government registered training organisation, regulated by the Australian Skills Quality Authority, MSHS is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated legislative instruments.

MSHS must require and confirm identification in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a Condition of Registration for all RTOs under the National Vocational Education and Training Regulator Act 2011 that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.

To ensure that Registered Training Organisations meet the national standards and offer quality training to students, the Australian Skills Quality Authority conduct regular audits. The audit process involves a review of a training organisations policies, procedures, record keeping and practices. On occasion the Australian Skills Quality Authority may contact past and present students to conduct an interview to confirm that the organisation is complying with its obligations and providing a service, which meets the needs of students and industry.

Upon request **MSHS** is required to supply the following information to the Australian Skills Quality Authority:

- 📍 Contact details including address, telephone numbers and email address

For audit purposes and in the event of a complaint or appeal, the Australian Skills Quality Authority may request to view students files. The purpose of this is to ensure compliance with regulations and standards.

We will not disclose any information that we gather about students to any third party. We use the information collected only for the services we provide. No student information is shared with another organisation. If student information is required by a third party we will obtain written consent from the relevant student prior to release of any information.

Should students seek access to their own information we have a documented procedure requiring authorisation before this can occur.

### **Recognition of Prior Learning (RPL) (Not usually applicable in high schools)**

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning such as:

- 📍 Life experiences
- 📍 Previous formal learning
- 📍 Employment
- 📍 Recreational or personal interests

### **Relevant legislation and regulatory requirements**

**MSHS** ensures compliance with Commonwealth and state legislation and regulatory requirements relevant to its operations including but not limited to:

#### **Standards for Registered Training organisations (RTOs) 2015**

The purpose of these standards is to: 1. set out the requirements that an organisation must meet in order to be an RTO, 2. ensure that training products delivered by RTO's meet the requirements of training packages or VET accredited courses, and have integrity for employment and further study and ensure RTO's operate ethically with due consideration of students and enterprises' needs. For more information visit:

<https://www.legislation.gov.au/details/f2014l01377>

### **Work Health and Safety Act 2011**

The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Australian workplaces. The objective of the Act is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high risk plant - this is achieved by preventing or minimising exposure to risk. For more information visit: <https://www.legislation.gov.au/Details/C2016C00887>

### **Privacy Act 1988**

The Privacy Act 1988 makes provision to protect the privacy of individuals, and for related purposes. For more information visit: <https://www.legislation.gov.au/Details/C2016C00979>

### **Copyright Act 1968**

The copyright Act 1968 is an Act relating to copyright and the protection of certain performances, and for other purposes. For more information visit: <https://www.legislation.gov.au/Details/C2016C00741>

### **Legislation for Managing and Minimising Risk**

Like any organisation, training organisations must have systems in place for managing and minimising risk commensurate with the nature of the services they provide. Visit the Queensland Government's <https://www.worksafe.qld.gov.au/> for more information regarding legislation for managing and minimising risk.

### **National Vocational Education and Training Regulator Act 2011**

This Act was introduced in 2011 to establish a consistent registration and accreditation framework for vocational education and training, by applying nationally agreed standards. For more information visit: <https://www.legislation.gov.au/Details/C2017C00009>

### **Anti-Discrimination Act 1991**

The Anti Discrimination Act 1991 aims to promote equality of opportunity for everyone by protecting them from unfair discrimination in certain areas of activity, including education and training.. For more information visit: [www.adcq.qld.gov.au/](http://www.adcq.qld.gov.au/)

### **Competition and Consumer Act (CCA) 2010**

The object of the Competition and Consumer Act (CCA) 2010 is to enhance the welfare of Australians through the promotion of competition and fair trading, and through a provision for consumer protection. For more information visit: <http://www.accc.gov.au/about-us/australian-competition-consumer-commission/legislation>

### **Working with Children (Risk Management and Screening) Act 2000**

The object of the Working with Children (Risk Management and Screening) Act 2000 is to promote and protect the rights, interests and well-being of children in Queensland. For more information: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2000-060>

### **Further Education and Training Act 2014**

The Further Education and Training Act 2014 provides a legislative foundation for flexible, high-quality training to support Queensland's workforce. For further information visit: <https://www.legislation.qld.gov.au/view/html/inforce/current/act-2014-025>

### **Criminal Code Act 1995**

The Australian government is committed to protecting children from the threat of sexual abuse. The measures contained in Act will result in a strengthened child sex tourism regime and send a strong message to Australians contemplating such behaviour overseas. Child Sex Tourism could be defined as travelling to a foreign country with the intent to engage in sexual activity with a child under the age of 18. For more information visit: <https://www.comlaw.gov.au/Details/C2004A04778>

## Results

All students will receive their assessment feedback and result within 10 working days of submission. On completion of a certificate or unit of study **MSHS** will issue statements of attainment/certificates within 21 days.

## Safety

**MSHS** is committed to observing Workplace Health and Safety legislative requirements. It therefore becomes an MSHS responsibility to encourage all persons working and studying in the MSHS creating a healthy and safe work environment. To achieve this you will need to comply with the following:

- Both written and verbal instructions from staff should be followed at all times
- Wear safety clothing where required
- Equipment should only be used when a person knows how to do so, all training will be provided.
- The health, safety and well-being of any person should not be risked.
- Report any WHS issues to your trainer or the Training Manager

## Sexual harassment

Sexual harassment is any form of sexual attention that is unwelcome and which causes distress. What constitutes sexual harassment to one person may be acceptable to another. Sexual harassment may be unintended and may involve a single incident or a series of incidents. Sexual harassment is illegal under anti-discrimination legislation. Sexual harassment includes a wide range of behaviours. Some examples are:

- Physical contact: touching, patting, pinching, embracing someone against their will, sexual assault
- Verbal comments: innuendo, smutty jokes, suggestive comments about someone's appearance or body, persistent invitations and personal inquiries, sexual suggestions or requests.

There are several options you have to resolve a sexual harassment situation, in the first instance please see your trainer or contact the MSHS Principal.

If you are under 18 years, any complaints of sexual harassment will be referred to the MSHS Principal so that your best interests are protected.

## Telephones

Mobile telephones must be switched off during class time.

## Unique Student Identifier (USI)

From 1 January 2015, all students enrolled in nationally recognised training, are required to provide their registered training organisation (RTO) with their USI and date of birth. Registering for a USI is simple and the registration process is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is undertaken.

You can create a USI by logging on to: <https://www.usi.gov.au/students>