

Welcome to CAE we hope you will really enjoy studying here.

You have chosen to come to study with us, and it is important to remind you that this is an adult learning environment, somewhat different from your previous school experiences. However, you are still required to meet a number of behaviour expectations during your studies.

Teachers are required to authenticate all work done by VCE students. To do this, they must see you drafting and completing course work. You are therefore expected to attend all timetabled classes and activities. You must advise CAE when you are unable to attend a class (phone 96520713, email vce@cae.edu.au or SMS 0439 374391). Relevant documentation must be provided to your teacher to explain the absence. It is your responsibility to contact your teachers to catch up on work missed or the homework set. If you are absent from assessments, you must immediately discuss alternative arrangement with your teacher. You are also required to arrive on time, and to return promptly at the end of the mid class break.

You are required to behave at all times in a manner that does not in any way negatively impact on the learning of other students. The Student Code of Conduct will be discussed with you in class, and you must keep to this.

CAE is mindful of its responsibilities towards students. Students are supervised by their teachers during classes, we have security officers on duty throughout the day and evening and we have in place all of the usual Occupational Health and Safety requirements governing educational institutions of this nature. However, CAE is an adult education institution and not a secondary school. CAE is located in the middle of a busy city, in a public building with no fences or gates to regulate pedestrian traffic. As a consequence you are responsible for your own activities outside class time.

For most students, CAE will act as the Home School that handles all enrolment details, including registering you students with the regulatory authority (VCAA). If you are also studying elsewhere you must nominate which school will be your Home School. Please inform each school of your choice. You must complete a VCAA enrolment form for each school. The Home School keeps in touch with your other schools to check your enrolment details.

Attached are documents that must be signed by both student and parent/guardian. These forms are legal documents and you are required to sign several times for different purposes.

We hope this will be a positive learning experience for you. If you have any queries, don't hesitate to contact us on 9652 0713.

Yours Sincerely,



Jenni Ireland
(Centre Manager)



Caroline Wareham
(Youth Coordinator) carolinew@cae.edu.au



ACKNOWLEDGEMENT OF LEARNING ENVIRONMENT

In signing this agreement you commit to abiding by CAE Behaviour Policies. These can be found in the learner handbook and at www.cae.edu.au/?cinfo=studentservices

I agree to abide by CAE's policies governing behaviour and learning.

Student's Name (please print): _____

Signature of Student _____ Date: _____

Email address: _____

Parent's name (please print): _____

Signatures of Parent/Guardian: _____ Date: _____

Email address: _____

AGREEMENT TO CAE INFORMATION TECHNOLOGY NETWORK GUIDELINES

In signing this agreement you commit to abiding by CAE Technology Policies. These can be found in the learner handbook and at www.cae.edu.au/?cinfo=studentservices

I agree to abide by CAE's policies governing technology usage.

Signature of Student _____ Date: _____

I give permission for my son/daughter to have access to the CAE IT Network.

Signatures of Parent/Guardian: _____ Date: _____

EXCURSION CONSENT FORM

Excursions:

CAE has two types of excursions for students – private and supervised.

- Private excursions
 - may occur outside normal class hours
 - you must make your own transport arrangements to and from the venue
 - no supervision will be provided by CAE
 - CAE does not accept responsibility or liability for any loss or injury suffered.
- Supervised excursions.
 - staff will inform participants of the purpose and details including costs and travel arrangements
 - they will assess and minimise any risks involved and will ensure all emergency procedures are followed in the event of an accident
 - the attached excursion consent form and medical form must be signed and returned or attendance at supervised excursions may be restricted.

I give consent for my self/son/daughter to attend excursions organised and supervised by staff at CAE. I give my consent for staff to seek immediate medical assistance in the event of an emergency.

I agree to meet any costs or expenses incurred in seeking such medical assistance. In the event of any accident or injury sustained by my self/son/daughter, I will not hold the CAE or its staff responsible for any difficulty that a prudent person could not have foreseen. Supervising staff need to be aware of my/son's/daughter's relevant medical information (see also medical form):

Signature of Student _____ Date: _____

Signatures of Parent/Guardian: _____ Date: _____

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Parental/Guardian Consent for Students under 18 Years of Age to join Melbourne Library Service

I give my permission for _____ (name of student)

to join Melbourne Library Service. I accept responsibility for all materials borrowed and agree that he/she will abide by the terms and conditions of membership and policies of Melbourne Library Service

Parental/Guardian Consent to access Melbourne Library Service computers

I give permission for _____ (name of student)

to access the computers at Melbourne Library Service and agree that he/she will abide by the following terms and conditions

Computer use terms and conditions

- Users must be current members of Melbourne Library Service
- Access to the Internet and Microsoft applications is available free of charge for a maximum of one hour per day. CAE accredited course students may have a maximum of 3 hours per day if available.
- Charges are made for printing. Printing is available on paper supplied by the library.
- Bookings will be cancelled after 10 minutes if a user does not arrive on time.
- Users are responsible for abiding by copyright and all applicable Federal, State and Local laws, and Library policies and regulations.
- The Melbourne Library Service is not responsible for any loss or damage occurring from the use of this resource, including accuracy or content of web sites, technical difficulties, service interruptions or the transmission of computer viruses.
- Melbourne Library Service runs anti virus software, if a virus is identified the software will attempt to clean the infected file. If the file can not be cleaned, the document will be left in its current location and original state and can not be opened on a library PC.
- Users must not attempt to make changes to the setup or configuration of the PCs; this includes loading software applications including games.
- The library is a public place, and users must not behave in a manner, which may cause inconvenience or discomfort to any person in the library. This also applies to the public display and distribution of inappropriate or offensive material.
- The intentional downloading and/or viewing of material on the Internet that contains content considered to be offensive as defined by the Victorian Equal Opportunity Act 1995 is not condoned.
- Offensive material includes, but is not limited to: absence or harassing language or images; racial ethnic, sexual, erotic or gender specific comments or images; and other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, physical features, national origin or age.
- Breaches of library policy will result in: in the first instance, a verbal explanation of the policy, its rationale and the procedures to be undertaken when it is breached. In the second instance, a written warning, detailing the nature of the breach, the time it occurred and procedures to be undertaken. In the third instance, written notification of withdrawal of access to the Internet service.
- Melbourne Library Service reserves the right to change the policies relating to the use of the computer equipment at any time without notice.
- Melbourne Library Service is entitled to monitor any activity on its computer equipment for statistical reports. Activity is monitored in accordance with the Information Privacy Act 2000.

Signatures of Parents/Guardians

1 _____ Date _____

2 _____ Date _____