

PREAMBLE

Welcome to the Senior Handbook for St Edmund's College, Canberra. We are a Catholic school living the tradition of Blessed Edmund Rice, where faith is translated into action. At St Edmund's College, we are focused on the students taking responsibility for both their actions and their learning. We encourage a spirit of inquiry and the development of independent learning skills.

In Years 11 and 12, we are part of 28 other ACT colleges whose students are accredited by the Board of Senior Secondary Studies (BSSS) with the ACT Senior Secondary Certificate. At St Edmund's College, we have developed two distinctive pathways for our senior students. The Tertiary pathway is designed for students who, in addition to the ACT Senior Secondary Certificate, are also seeking entrance to university. The Accredited (A) pathway is for those students seeking the ACT Senior Secondary Certificate as a means to employment, an apprenticeship or study at Canberra Institute of Technology (CIT). Our classes are constructed to have like-minded students being taught by a team of professionals who engender an atmosphere also seeking understanding. The pathways available are explained further in this booklet.

The pastoral focus of the College is to develop young men who will be just, honest and of service to others. The Co-curricular program offers a large number of team and individual sports as well as opportunities in the performing arts and cultural pursuits. Students are expected to maintain involvement in Co-curricular in Years 11 and 12.

While we seek to extend all of our boys and encourage the pursuit of excellence in all endeavours, our focus is to emphasise the importance of achieving one's personal best, of setting realistic goals, of building resilience to deal with inevitable setbacks and, most importantly, to develop a sense of service to the wider community.

Daniel Lawler

Principal

VOCATIONAL (V)/ ACCREDITED (A) PACKAGE

Unique Student Identifier (USI)

All students studying a vocational course are required to register for a USI. The USI is linked to the National Vocational Education and Training (VET) data collection. This means that an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations will be kept together. To register for your USI visit www.usi.gov.au Please ensure that you inform the VET Coordinator of this number so it can be added to your file. ahausen@stedmunds.act.edu.au

A vocational/accredited Package could be for those students who seek to gain a Senior Secondary Certificate, then pursue employment and/or CIT. Students should select from tertiary subjects (including tertiary/vocational), or from accredited subjects (including accredited/vocational). Students who select accredited subjects are very strongly recommended to select at least one vocational subject.

Vocational/Accredited students must select six subjects for study in Years 11 and 12.

Vocational Education

Competency based training is designed to meet the requirements of industry as well as individual needs. Vocational Education aims to:

- train people in the skills required in the workplace to current industry standards and make entry level industrial training more flexible, i.e. people are given credit and recognition for the skills they have already learnt
- provide training to the national framework that is recognised anywhere in Australia.

Employment Pathways

The College provides Vocational Education and Training that is responsive to the changing needs of students in today's workforce. Students can select work based programs that are designed to articulate into further study, and assist students to obtain employment upon graduation. The courses have been developed in partnership with industry, unions and employers.

As a nationally accredited Registered Training Organisation (RTO), the College is able to structure work based training that has been approved at a national level. Students are able to graduate with full or partial VET qualifications that are recognised across Australia

Students must keep a full copy of all work they submit. In rare cases, work will go missing, so it is important to have an electronic submission. In such a case, the student must be able to present a full copy of his original in order for the work to be marked. If either is missing, late penalties will apply according to the late policy.

Submission Requirements

Most assessment items will state requirements of submission on Canvas. These may include, but are not limited to; word limits, formatting requirements and the inclusion of a bibliography. Failure to meet the submission requirements constitutes non submission of the task and late penalties will apply until such time as the requirements are met.

If an assessment item has a stated word limit (or time limit in the case of oral presentations), students must adhere to this within + or – 10%, otherwise, the task will be deemed to have not met its submission requirements. Work over the limit will be disregarded.

It is essential that students make a thorough check of their assignment prior to submission. Students may not be alerted that submission requirements have not been met for some time after the due date, and late penalties accrue in this time.

It is possible to check the authenticity of work by submitting it through ‘Turnitin’ on the Library Canvas page, before submitting to the course.

Late Submission of Take Home Assessments

In line with ACT BSSS policy, late submission of work will incur a penalty of 5% (of possible marks) per calendar day late (including weekends and public holidays).

All work is still assessed according to the criteria and marks and outcomes determined. Penalties are then deducted.

When Work is More than Seven Days Late

Years 11 and 12 Courses:

If an item is more than 7 days late, it receives the notional zero. Submissions on weekends or public holidays is not acceptable. Calculation of a notional zero is based on items submitted on time or with an approved extension. A notional zero will be a score that lies between 0.1 of a standard deviation below the lowest genuine score for that item and zero. If the lowest genuine score is zero, the notional zero is zero.

Opening Hours:**Monday – Friday**

8.00am – 11.00am

11.20am – 5.00pm

Contact Details:

Telephone: 6239 0619

Email: library@stedmunds.act.edu.au**PRINCIPAL'S DISCRETION**

The Principal or his ACT BSSS representative, the Director of Teaching and Learning, may exercise discretion with respect to the application of any school or ACT BSSS Policy, provided adequate documentation is available to support any decision.

Teachers and Heads of Faculty are responsible for implementing and applying all school and ACT BSSS Policies. They may not exercise discretion with respect to their application.

Any changes to policy that occur during the life of this handbook will be given to you in writing. Should a member of staff give advice that contradicts the information and policies provided here, students are advised to politely ask for the advice in writing.

The best course of action for a student to take if given advice that contradicts school or BSSS Policies is to check with the Director of Teaching and Learning prior to following the advice.

Application: Consideration for Status/Estimate

Student name and surname:									
Reason to be considered: (Circle one)	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Medical</td> <td style="width: 25%;">Family</td> <td style="width: 25%;">Compassion</td> <td style="width: 25%;"></td> </tr> <tr> <td>Severe misadventure</td> <td></td> <td>Other</td> <td></td> </tr> </table>	Medical	Family	Compassion		Severe misadventure		Other	
Medical	Family	Compassion							
Severe misadventure		Other							
Year level (Circle one)	<table style="width: 100%; border: none;"> <tr> <td style="width: 12.5%;">7</td> <td style="width: 12.5%;">8</td> <td style="width: 12.5%;">9</td> <td style="width: 12.5%;">10</td> <td style="width: 12.5%;">11</td> <td style="width: 12.5%;">12</td> </tr> </table>	7	8	9	10	11	12		
7	8	9	10	11	12				
Semester:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1</td> <td style="width: 50%;">2</td> </tr> </table>	1	2						
1	2								
Date of application:									

Is there evidence attached?

Provide details:

Indicate which item(s) student are seeking an estimate or status for.

Status = no work completed

Estimate = some work completed, some outstanding

Course	Task 1 Estimate	Task 2 Estimate	Task 3 estimate	Task 4 Estimate	Status for course
Eg English	x		x		
Eg History					x
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Has a plan been put in place to assist student in catching up on outstanding tasks?

Provide details:

Application made by: _____

Approved? Director of teaching and learning: _____

Added to status list? Studies admin: _____

