SCHOOL No: 2062



PARENT + STUDENT HANDBOOK 2027

ECG
Secondary College

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2. Welcome to ECG Secondary College

ECG Secondary College is a senior secondary college with campuses in Warragul, Pakenham, Dandenong, Leongatha and Virtual. Established as an alternative to mainstream schooling, we offer:

- Victorian Pathways Certificate (VPC) — All campuses.
- VCE Vocational Major (VM) — All campuses (except Virtual).
- Years 10 — All campuses.
- Years 9 — All campuses.

Our teaching and learning model has a strong focus on student wellbeing and wholistic development.

We share the learning journey with our students, with mutual respect and teamwork, by celebrating successes and facing challenges together.

We work together with each student to develop personal, social, academic and life skills.

We design each student's learning plan to meet their individual needs.

3. Campus locations

ECG Secondary College has five campus locations and can be contacted via:
Email: schooladmin@ecg.vic.edu.au
Phone: 03 5622 6000.

Warragul Campus
71 Korumburra-Warragul Road, Warragul 3820
Campus Principal: Michelle Lilford

Pakenham Junior Campus – Princess Highway
126 Princes Highway, Pakenham 3810
Campus Lead: Jack Talbot

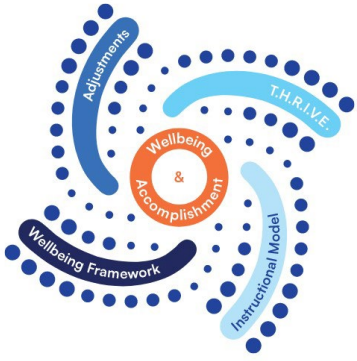
Pakenham Senior Campus – Toomah Community Centre
18 Golden Green Street, Pakenham 3810
Campus Principal: Tim Dewar

Leongatha Campus
Howard Street, Leongatha 3953
Campus Principal: Bridget Cornish

Dandenong Campus
Level 3 and Level 4,
126 Walker Street, Dandenong 3175
Campus Principal: Eamon Hatley-Smith

Virtual Campus
18 Golden Green Street, Pakenham 3810
Lead Teacher - TBC

ECG Education Model



4. The Curriculum

At ECG, learning is guided by our T.H.R.I.V.E learning model designed to support students in every aspect of their growth. Our T.H.R.I.V.E. model offers a Therapeutic environment focused on the Holistic development of skills for success in life, Relationships with staff and peers that are positive, Individualised approaches for each learner based on their needs, a Vocational pathway with internal and external VET courses and VET taster programs leading to Engagement and Enrichment.

Year 9 and 10 Curriculum

The years 9 and 10 program at ECG Secondary College is blended over two years and has been tailored to meet modified requirements of the Victorian Curriculum to provide students with access to a range of educational pathways.

The school follows a applied learning approach to teaching and learning, which enables teachers to actively engage students and focus on developing their knowledge and skills in English, Mathematics, Health and Humanities through authentic, active and connected learnings.

The curriculum places a strong emphasis on developing student wellbeing and building social and emotional skills such as stamina, self and co-regulation, and learning to be more confident.

The Victorian Pathways Certificate (VPC)

The Victorian Pathways Certificate (VPC) is an inclusive Year 11 and 12 certificate that:

- Meets the needs of students who are not able or choose not to complete the VCE (including the VCE Vocational Major).
- Provides an enriched curriculum and excellent support for students to develop the skills, capabilities, and qualities for success in personal and civic life.

VPC is not a senior secondary qualification but can be a pathway to VCE, VCE VM, or VET certificates. VPC is an accredited foundation secondary qualification and aligns to Level 1 in the Australian Qualifications Framework.

The VPC is suitable for students:

- Whose previous schooling experience may have been disrupted.
- With additional needs.
- Who have missed significant periods of learning.
- Who are at risk of disengaging from their education.

The VPC is designed to develop and extend pathways for young people, while providing flexibility.

VPC students gain the skills, knowledge, values, and capabilities to make informed choices about pathways into further education, entry level Vocational Education and Training (VET) courses or employment.

The curriculum:

- Accommodates student aspirations and future employment goals.
- Connect students to industry experiences and active participation in the community.
- Provides necessary foundation skills to support a post-school transition.

Find out more about VPC in the ECG Secondary College VPC VCE VM Student Handbook available on the ECG Secondary College website.

VCE Vocational Major (VM)

The VCE Vocational Major (VM) is a vocational and applied learning program within the VCE designed to be completed over a minimum of two years.

The VCE VM gives students greater choice and flexibility to pursue their strengths and interests and develop the skills and capabilities needed to succeed in further education, work, and life. It prepares students to move into apprenticeships, traineeships, further education and training, university (via non-ATAR pathways) or directly into the workforce.

The purpose of the VCE VM is to provide students with the best opportunity to achieve their personal goals and aspirations in a rapidly changing world by:

- Equipping them with the skills, knowledge, values, and capabilities to be active and informed citizens, lifelong learners, and confident and creative individuals.
- Empowering them to make informed decisions about the next stages of their lives through real life workplace experiences.

Find out more about VCE VM in the ECG Secondary College VPC VCE VM Student Handbook available on the ECG Secondary College website.

5. ECG Virtual Campus

A Virtual Learning Environment (VLE) is an online platform where students can access learning materials, interact with teachers and peers, submit assignments, and track their academic progress.

Enrolment at ECG Virtual Campus is a collaborative commitment between student, parent / care giver and ECG Secondary College (ECG). The virtual Learning Environment will require students to display high levels self-efficacy in relation to their learning.

Find out more about the Virtual Campus in the ECG Virtual Campus Parent and Student Handbook available on the ECG Secondary College website.

6. Our vision

Our vision is to positively change lives and enhance social inclusion through the transformative power of education.

7. Our mission

Our mission is to provide quality, inclusive and innovative learning opportunities to realise individual potential and benefit community.

8. Our values

Our values are Collaboration, Inclusion, Integrity, Quality and Safety.

- Collaboration - working with communities for communities.
- Inclusion - including safety and respect for all people, cultures, and the environment.
- Integrity - in who we are and all we do.

- Quality - delivering excellence of experience and services.
- Safety - Upholding the highest standards to ensure safety for all.

At ECG, we model, demonstrate, and strive for these values through the encouragement, support and affirmation of our people.

9. Our democratic principles

The programs and teaching at ECG support and promote the principles and practice of Australian democracy, including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

You can find out more about our Statement of Values and Philosophy Policy on the ECG Secondary College website.

10. Student safety

We are committed to the Child Safe Standards for all ECG Secondary College students. Students have the right to be safe and free from abuse, including while at ECG Secondary College.

- ECG is a child safe organisation who welcomes all children, young people, and their families.
- ECG is committed to providing a culturally safe and inclusive learning environment where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.
- We have zero tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our educational environments
- Our child safe policies, procedures and practices are inclusive of the needs of all children and students.
- ECG promotes positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.
- ECG takes proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.
- Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQA+) and other students experiencing risk or vulnerability.
- Child safety is a shared responsibility. Every person involved in our organisation has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's
- ECG are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

ECG staff and volunteers are provided guidance on how to report or respond to concerns or allegations of suspected child abuse and how ECG will deal with any complaints raised.

Child abuse includes:

- Physical violence inflicted on a child
- Sexual offences committed against a child
- Grooming of a child by an adult
- Family violence committed against or in the presence of a child
- Serious emotional or psychological harm to a child
- Serious neglect of a child

The definition of child abuse is broad and can include student-to-student incidents and concerns, as well as behaviour committed by an adult.

If you are worried about child abuse for you or someone you know, there are people you can talk to. That might be a parent or relative, a teacher, or someone who works at your campus. ECG Secondary College also has Child Safety Officers, Champions and Wellbeing staff that you can talk to anytime you are at the campus.

ECG Secondary College has specific policies, procedures, and training to support our leadership team, staff, and volunteers to achieve these commitments. These policies are available on the ECG Secondary College website.

11. Enrolment

Students will be required to meet the eligibility criteria for enrolment in ECG Secondary College prior to an offer of enrolment being made by the school. The eligibility criteria is outlined in 601-4 ECG Secondary College Enrolment Policy and Procedure.

1. Students must have an interview with the College Principal, Associate Principal, Campus Principal, Lead Teacher - Campus or delegate before enrolling.
2. All students complete a Language, Literacy and Numeracy (LLN) assessment to assist the student to be placed in an appropriate class.
3. All new students must complete an online enrolment application form before an offer of placement will be given.
4. Fees must be paid to attend the college. A fee of $150 will be taken at the time of the enrolment and the remainder is to be paid in full or via an approved payment plan at the commencement of the school year.
5. Returning students are required to pay all outstanding fees prior to their re-enrolment either in full or by establishing an agreed payment plan via compass pay or via CCG's Direct Debit request form (refer 32 Tuition Fees for further details).
6. ECG Student Enrolment Applications are completed through an online program "Digistorm". The following items are required to be uploaded to enable completion of the enrolment application:
    a. Proof of identity/citizenship and age. Accepted forms of ID are:
        i. Driver's License/Photo ID.
        ii. Birth Certificate.
        iii. Passport.
        iv. Visa/Citizenship papers
    b. Medicare Card

c. Health Care Card/Pension Card/Veterans card if applicable
d. Students who require a medical plan e.g., anaphylaxis, diabetes, or asthma will need to attach a copy to the enrolment and are unable to start until the required plan/s have been provided.
e. Mental Health Plans if applicable
f. Forms to be completed. Enrolments of students under 18 will require parent/guardian/carers signatures.
g. Students are required to provide proof of exit from their previous school prior to commencing at ECG.

7. Prior completed credits/units may be carried across and applied to their VPC/VCE VM.
8. Please inform us immediately of any changes to personal details, medical details, or enrolment information.

Unique Student Identifier Number (USI)

All enrolling students for accredited courses must provide a USI to ECG Secondary College at the time of enrolment. A USI is required for the student's VDSS component of their certificate. Students can create a USI at: https://www.usi.gov.au/students/get-a-usi

If an individual feels that ECG Secondary College may have breached one of the Australian Privacy Principles (APP's) please contact the School Principal in writing or by phone.

12. School terms and public holidays

We use a similar calendar to the public school system and share the same term dates. We are closed on all Victorian and National Public Holidays.

We will give at least a week's notice of student free days, via the COMPASS Parent Portal.

The session times for ECG students enrolled in VCE VM or VPC are as detailed below.

Senior VCE-VM/VPC

Session Times:

- 9:15am — 10:30am (75 min) Session 1
- 10:30am — 11:00am (30 min) Break
- 11:00am — 12:15pm (75 min) Session 2
- 12:15pm — 1:00pm (45 min) Lunch
- 1:00pm — 3:00pm (120 min) Session 3

The session times for ECG students enrolled in Year 9/10 are as detailed below.

Junior 9/10

Session Times:

- 9:15am — 11:00am (105 min) Session 1
- 11:00am — 11:30am (30 min) Break
- 11:30am — 1:00pm (90 min) Session 2
- 1:00pm — 1:45pm (45 min) Lunch
- 1:45pm — 3:00pm (75 min) Session 3

13. ECG Secondary College hours and student supervision

1. Students are supervised:
    a. From 15 minutes prior to first class.
    b. 15 minutes after the end of last class.
2. During breaks.
3. Students must remain within the campus boundaries. A map for each campus is included at the back of this Handbook.

Students are free to move around the campus during their breaks but are reminded to follow safety warnings and requirements specific to each area.

Compass Kiosk

ECG College use a Compass Kiosk at each campus to assist in the management of students, visitors and contractors. The Compass Kiosks are a touch screen unit that provides an integrated online terminal for student late arrivals, parents, guardians, carers, visitors and contractors to sign in and out when attending the sites.

Leaving the campus

All students must remain on campus during student school hours, including break times.

1. Students are not supervised outside campus boundaries.
2. Students departing early must have consent prior to signing out.
3. Students with written permission, must be signed out each instance prior to leaving the campus and sign in on their return.
4. Students must not use their vehicle during the school day, including at recess or lunchtime, unless approved by the Campus Principal or delegated campus staff member and parent/guardian.
5. Student drivers may only carry another student as a passenger if written permission has been provided by the driver's parent/guardian and the passenger's parent/guardian. (refer Student Driving to school Policy available on our ECG Secondary College website)

Attendance

ECG believes that student attendance and student achievement are closely connected. Students who develop patterns of good attendance are more likely to be successful at school.

We have clear attendance requirements detailed in our Attendance Policy and Procedures, available on our ECG Secondary College website or at reception.

1. ECG students will have their attendance and conduct monitored during their enrolment.
2. Attendance rolls will be marked three times a day for each morning, mid-morning, and afternoon class, by ECG teachers.
3. All student absences require an explanation and/or a medical certificate. Confirmation from a parent/guardian/carer is required unless enrolment is in the student's name.
4. Automatic notification is sent via SMS to a parent/guardian/carer of students who are not in attendance for the first and last session and are marked as unexplained absences on COMPASS.

5. Poor attendance can harm the success of a student's study program. It's important for students to attend regularly for them to have the ability to successfully complete units and outcomes.
6. Absent students are responsible for finding out what work was covered in missed classes and organise to complete any work that may have been set during that time.
7. Any attendance issues are followed up by the teacher, assisted by the Campus Principal/Campus Lead if required. Additional support from the Student Engagement and Support Co-ordinator is available to assist students and families when students may be disengaged or at risk of disengaging from school.

Student absences

Parents/guardians/carers must notify ECG of student absences via Compass or phone the school on 03 5622 6000 (option 1 for ECG secondary college and then option 1 for the absence line).

1. We will notify a parent/guardian/carer via SMS if the student is absent in first session and last session.
2. If there is no reply the absence is classified as 'unexplained'.
3. Unexplained absence letters are emailed to parents/guardians/carers weekly.

Lateness

1. Lateness impacts each student's ability to participate in daily learning and assessment within their class.
2. Lateness has a negative effect on the whole class, as students often have to wait while instructions are repeated.
3. Parents/guardians/carers need to advise us if a student is going to be late via Compass or call the school on 03 5622 6000 (option 1 for ECG secondary college and then option 1 for the absence line)
    a. If a student has self-enrolled and over the age of 18, it is the student's responsibility to notify the school.
4. When arriving to the school after the required time the student will need to sign in via the Compass Kiosk located at the College administration office.

Centrelink

Centrelink regularly request attendance details for students receiving payments. ECG will provide this attendance information when required. Documented poor attendance or non-attendance may affect your Centrelink payments.

Youth support organisation involvement

1. Students may receive fee help from an employment or youth service. The service may request attendance and progress updates.
2. We can offer support referrals in some situations, like Headspace etc. These services are not paid for by our school.
3. ECG students have access to an Associate Principal - Wellbeing and Inclusion, Wellbeing staff, Counsellors, Student Support and Engagement Coordinator and a Careers and Pathways Practitioner that are employed by the school.
4. Please let us know when you enrol if you are involved with any other support agencies. For example, DFFH, youth justice/parole officer, community organisations, youth support services, community health etc. Meetings with students during school hours needs to be

formally arranged through our wellbeing team, a private meeting place on campus can be booked in advance.

5. If you have medical professionals that may need to be kept up to date with progress it would also be useful to know this in advance so we can record anything specific to the situation. A third-party contact form will need to be completed before we can talk directly to them on your behalf.
6. Students need to inform the teachers of any student appointments at the commencement of each day.
7. Externally available services:
    a. Abuse/Sexual Assault — GCASA Central 1800 806 292
    b. Baw Baw Food Relief — 03 5622 3891
    c. Beyond Blue — 1300 224 636
    d. Commonwealth Carer Respite and Carelink Services - COPMI 13 11 14
    e. DirectLine (Drug & Alcohol Service) — 1800 888 236
    f. Head to Health Clinics — 1800 595 212
    g. Headspace — (03) 9027 0100
    h. Kids Help Line — Crisis — 1800 55 1800
    i. Lifeline — 13 11 14
    j. Latrobe Valley Community Mental Health Services — 1300 363 322
    k. Mind Australia — 1300 286 463
    l. Orange Door— Morwell/Warragul/Leongatha 1800 319 354, Pakenham/Dandenong 1800 271 170
    m. Q Life — 1800 184 527
    n. Rainbow Door — 1800 729 367 or text 0480 017 246
    o. Safe Steps (family violence) — 1800 015 188 or webchat available
    p. Sexual Assault Crisis Line — 1800 806 292
    q. Victims of Crime Helpline — 1800 819 817 or text 0427 767 891
    r. Youth Support & Advocacy Services (YSAS) — 1800 014 446
    s. Youth Drug and Alcohol Advice (YoDAA) — 1800 458 685
    t. Youthlaw — 1800 950 570
    u. 1800RESPECT — 1800 737 732

14. Occupational health and safety

We are committed to ensuring the health, safety, and welfare of all stakeholders and to providing a safe and acceptable healthy environment consistent with the provisions of the Occupational Health and Safety Act 2004 and any updates. Refer to the Occupational Health and Safety Policy located on the ECG Secondary College website.

Accidents or incidents

It is everyone's responsibility to report any accidents, incidents, safety risk or hazard that may lead to injury to their line manager, facilities Manager, or their respective campus' reception staff as soon as reasonably practical.

Medical conditions

At enrolment or when a health care need is identified, parents/carers should provide accurate information about the student's condition or health care needs, ideally documented by the

student's treating medical/health care practitioner on a Medical Advice Form (or relevant equivalent).

Management plans from a doctor also need to be on file for Anaphylaxis, Asthma, Diabetes, Epilepsy, and life-threatening allergies/conditions. Enrolment is not finalised until the relevant medical management plan/s is on file and the student and a parent/guardian/carer has met with the CEO/Principal or delegate.

Please refer to the Health Care Needs Policy, Anaphylaxis Policy and Asthma Policy and Procedures located on the ECG Secondary College website.

Mental Health

Students who visit mental health professionals can have a confidential discussion arranged with the Campus Principal/Lead Teacher at enrolment to discuss their needs. This information helps us provide the best learning options for you.

Medication

We must be notified of any prescription medicines and any changes that may impact on your learning and wellbeing in class. It is important that all students are alert and not drowsy or create a danger to themselves or others.

1. If medications need to be administered on campus:
    a. The Medication Management Policy must be followed (refer to ECG Secondary College website).
    b. Forms to be completed — Authorisation-Storage of Medication Management Plan, Student Health Support Plan and Medication Action plan
    c. The student is responsible for ensuring the medication is administered.
    d. Staff will not administer medication except in the event of a life-threatening emergency.
2. If a student is unable to participate in activities due to a specific condition, please inform the Assistant Principal Student Wellbeing, Campus Principal, or Lead Teacher-Campus.

Health care

We have a Health Care Needs Policy which covers the processes and procedures in place to support students with health care needs at ECG.

The policy is relevant to all students who have been diagnosed with a health care need that may require support, monitoring or medication. The Health Care Needs Policy is available on the ECG Secondary College website.

Emergencies

We have an Emergency Management Plan that covers a range of emergencies, including lockdowns, evacuations, move to the safe room, severe weather events and catastrophic fire days. Catastrophic fire days in our region may mean the campus is closed or transport is unavailable due to extreme Fire Danger. Refer to the Catastrophic Fire Days Policy available on the ECG Secondary College website.

We have regular Emergency Response Drills at each campus throughout the year. The Code Mauve — Lockdown, Code Yellow — Move to Safe Room and Code Orange — Evacuate signs along with the facility evacuation maps are located around each campus.

If you have an emergency at home outside college hours leave a message with the College Reception on 035622 6000.

Pandemic response procedures

We follow the Department of Education directions for managing pandemic situations in schools.

We have a Covid Management Plan to guide our response to pandemic situations. The Covid Management Plans is available on the ECG Secondary College website and are updated as directed by the Department of Education.

First aid

The First Aid Policy and Procedures Handbook applies to all people within the CCG/ECG community who may be affected by injuries or illness resulting from work and/or educational related activities, whether onsite, offsite or learning via the virtual campus.

ECG provides first aid kits plus Asthma and Anaphylaxis medication in various locations at each campus. We also provide portable first aid kits for staff and student to utilise during offsite activities.

Each campus has a First Aid/Sick Bay area available. Students can use the room until arrangements are made for student pick up.

The Qualified First Aid Staff are responsible for maintaining their currency and will undergo refresher training when required.

For further information please refer to the First Aid Policy and Procedures Handbook that is available from reception.

15. Activities, Excursions and camps

Excursions offer students the opportunity to participate in learning related experiences outside the normal educational environment.

Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved. If a student's behaviour does not meet required standards, then the College Principal or delegate may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

All camps and excursions, other than local and intercampus excursions require parents/guardians/carers to provide consent for excursion attendance at least three (3) days prior to the event via the Compass Parent Portal, or by completing a Compass consent form, which can be printed and supplied upon request through ECG Administration.

For Intercampus visits and local excursions, ECG requests parents and carers to complete annual consent when they complete the enrolment application or the returning student form. ECG will provide advance notice to parents/carers of an upcoming intercampus/local excursion through Compass.

Please refer to the ECG College Activities, Excursions and Camps Policy located on the ECG Secondary College website.

16. Uniform

We have no formal uniform.

We encourage all students to dress in a neat and tidy fashion as they would in a workplace.

To ensure students are protected and SunSmart please choose outfits that offer full coverage and fit comfortably, ensuring everything stays covered while we enjoy outdoor activities. We encourage the wearing of hats during Term 1 and 4 and use of sunscreen.

Footwear in the form of flat, comfortable shoes such as sneakers is required. High heels, UGG boots or thongs are not safe, and therefore are not permitted. Safety boots may be needed for some activities.

We appreciate our student's right to wear the clothing that they feel comfortable in, however student safety and the comfort of all staff and students is our priority.

17. Equipment

We provide access to learning technology, classroom resources and course materials. There are currently no textbooks required.

Students may have extra requirements for VDSS or work placement such as safety boots, work uniforms or PPE (Personal Protective Equipment). These additional items are to be supplied by the families to enable the student to participate.

18. Internet use

We provide students with ICT (Information and communications technology) access. All students must read and sign the Internet and Digital Media Acceptable Use Agreement Form in the enrolment application prior to accessing our technology. The form outlines all the requirements and conditions relating to digital media and technology use.

For further information please refer to the Information and Communications Technology Policy located on the ECG Secondary College website.

19. Mobile phones

ECG is committed to a learning environment that promotes a positive approach to student behaviour.

- Students are prohibited from using mobile phones during class times.
- Students are required to place their mobile phones into the designated locked cabinet in each classroom.
- Students are not to use their mobile phone for any illegal activity which may include accessing social media, bullying, sending inappropriate texts/images.

If urgent contact needs to be made with a student during this time, please contact school administration on 035622 6000.

For further details on mobile phone use please see the Student Mobile Phone Policy and the Student Code of Conduct which are available on the ECG Secondary College website.

20. Personal and Digital Devices

Personal Electronic Devices

In 2027 there will be new legislative requirements for all Victorian schools to implement in regards to electronic devices.

The summary of these changes are:

- mobile phones and smart glasses must be turned off during school hours and stored in a way that restricts their access to them;
- wearable devices, such as smartwatches, must have notifications, cellular connection and recording functions turned off during school hours; and
- personal audio devices such as headphones and earbuds must not be used during school hours.

The school is able to make exemptions for these restrictions under the following conditions:

Schools can provide exemptions to the new restrictions on mobile phones, wearable devices and personal audio devices for learning, health and wellbeing reasons, as well as to manage risks related to students being offsite.

Due to the unique privacy risks posed by smart glasses, schools can only provide an exemption to a student to use them where:

- it is a reasonable adjustment for a student with disability, for example a student with vision impairment, and
- the adjustment cannot be reasonably provided through another device or approach.

We are fully cognisant that access to noise cancelling headphones and access to personal music choices for regulation are a regular adjustment that we make to the learning environment for our students.

- We will be able to continue to allow and support these adjustments through our ILP's that are developed in student SSGs.

Further details on personal and digital devices is available on the ECG Secondary College website or from reception.

21. Food and drink

Students at each campus have access to basic kitchen facilities which they can utilise during break times and class cooking. Students are required to clean any kitchen equipment used and tidy up after use. ECG encourages students to consider healthy eating options.

22. Classwork and assessment

All work is completed during the school sessions.

Applied learning allows the learner to demonstrate they are competent in a task. Where possible we combine several outcomes into a task so that students can achieve a greater learning experience, but separate assessment tasks are required. For competency to be given there needs to be an independent process and result completed by the student without assistance or prompting.

Special provision

Special Provision is available to VCE (VM) and VPC students for classroom learning and School-based Assessment, and VCE external assessments.

Specific eligibility criteria apply to the granting of Special Provision and ECG Secondary College is primarily responsible for determining eligibility and the nature of the provisions granted.

Students may be eligible for Special Provision if they are affected by:

- An acute or chronic illness.
- A long-term impairment or disability.
- Personal circumstances.
- Other circumstances as permitted by VCAA.

ECG Secondary College adheres to the guidelines outlined in the VCAA, VCE and VPC Administrative Handbook as well as VASS, the Victorian Assessment Software System for recording results.

23. School Bus

Community College Gippsland and ECG Secondary College has developed a bus safety policy. The policy articulates the organisation's commitment to risk management, the development of a positive safety culture and continuous safety improvement.

All ECG bus drivers have successfully completed mandatory bus safety training and regularly participate in refresher training to maintain current safety standards.

The CCG/ECG Bus Driver is responsible for operating buses in a manner which ensures the safety of themselves, their passengers and the public and in accordance with all relevant safety legislation and organisational requirements.

When traveling by bus for camps and excursions students are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved. If a student becomes ill or displays inappropriate behaviour while on the bus it is the parent/carer's responsibility to collect them and cover any associated costs.

24. VET Delivered to Secondary Students (VDSS)

VET (Vocational Education and Training) courses provide students with an opportunity to learn about a specific industry which can then lead to career opportunities.

Students at ECG Secondary College are encouraged to undertake VET units and/or courses during their time at the school. VET is a requirement for students undertaking the VCE VM to meet the requirements of the certificate. Students are required to meet the expectations and requirements around attendance, behaviour and rules outlined by the Registered Training Organisation (RTO) providing the VET services.

Enrolment into a VDSS course is discussed at enrolment. Students are required to have a USI to register into any VDSS course. Refer to section 11 Enrolment.

25. Discrimination, harassment and bullying including cyber bullying

ECG is committed to fostering a safe, respectful and inclusive learning environment for everyone. The Bullying, Harassment and Discrimination policy outlines CCG's intent for the management, prevention and response strategies of any incidents of bullying (including cyberbullying), discrimination and harassment.

Sexual harassment

1. Sexual harassment is a general term covering unwelcome sexual behaviour. This could include a demand for sexual activity (subtle or explicit) or offer of sexual favours, unwanted and deliberate physical contact, unwelcome sexual jokes, innuendos, or comments of a sexual nature. It could also be the display of offensive pictures or publications, or the use of offensive language.
2. If at any time a student is subjected to sexual harassment, they should contact their teacher, youth worker, Lead Teacher, Campus Principal or ECG College Principal.
3. All requests for assistance with sexual harassment are handled in the strictest confidence.

Bullying

1. Bullying behaviour, including cyber bullying is never tolerated.
2. There is no place for bullying at our campuses. Safe and respectful work environments are a priority.
3. Bullying behaviour is repeated unreasonable behaviour which occurs on or off CCG premises and is directed towards a member of staff, volunteer or student, or group of, that creates a risk to health and safety, either physically or psychologically, or their property, reputation, or social acceptance. Types of bullying include physical, verbal/written, social, and cyberbullying.
4. Bullying can be a form of racism, sexism, homophobia, transphobia or other type of social prejudice when the behaviour is targeted at an individual or group because of a personal characteristic, such as race, religion, sex, sexual orientation, gender identity or disability. If a student is concerned about bullying, it is important to tell someone. It may be sufficient to make it clear to the individual/s that the behaviour is not welcome, that it offends and interferes with the student's ability to work.
5. If a student witnesses bullying behaviour, the student must either:
    a. Approach those displaying bullying behaviour and tell them that they disapprove of the behaviour and request that it stops.
    b. Report the behaviour to a teacher, wellbeing staff, Lead Teacher, Campus Principal or ECG Principal.
    c. If the behaviour persists, report it to a teacher, wellbeing staff, Lead Teacher, Campus Principal or ECG Principal.

Harassment and discriminating behaviour

1. Harassment is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment.
2. Discrimination is behaviour that treats someone unfavourably because of a personal characteristic (for example, race, religious belief or activity, disability, sex or intersex status, gender identity or sexual orientation).

3. Discrimination, harassment, and any other inappropriate behaviour is not tolerated at our organisation and there may be serious consequences for students engaging in this behaviour. This includes any form of racism, religious or disability discrimination, sexism, homophobia, transphobia, or any other behaviour that targets an individual or group. Further information about discrimination and harassment, including definitions, is set out in our Inclusion and Diversity Policy.

For more information, please refer to our Bullying, Harassment and Discrimination Policy that is available on the ECG Secondary College website.

26. ECG College student management

ECG College is committed to working with students and parents through a model of restorative practice in response to behaviour.

ECG staff approach students with unconditional positive regard and are responsive to observed or reported behaviours in line with documented college policies and procedures.

ECG College is an inclusive and supportive environment that actively promotes positive relationships and encourages all to contribute to an environment where we can THRIVE.

ECG College applies principles of Trauma Informed Practice and the necessity to respond with an equity lens to ensure that responses and supports are aligned to the needs of the individual. ECG staff and students have a right to a safe working environment and all members of our learning community have responsibilities to conduct themselves in line with the student/parent and staff codes of conduct.



Minor behaviours in the classroom are managed by the classroom teacher in consultation with appropriate support mechanisms within the school including Learning Support Officers,

Wellbeing team members and where necessary due to high frequency or lack of response to interventions, campus leadership.

Minor behaviours occurring outside of the classroom will be responded to by ECG/CCG staff with support from available and appropriate staff.

Major behaviour responses are managed by the Campus Principal with support from identified staff.

Critical behaviour responses are managed by the College Principal with support from the Campus Principal or identified staff.

Minor unacceptable behaviours may include but are not limited to:

- Arriving late to class
- Not following instructions from staff
- Disruption to learning
- Work refusal
- Name calling
- Use of profanity
- Not telling the truth
- Mobile phone usage
- Wearing offensive, graphic or revealing clothing
- Playing offensive music

Major unacceptable behaviours may include but are not limited to:

- Displaying threatening or intimidatory behaviour
- Bullying including cyberbullying
- Fighting
- Destruction of property belonging to others
- Throwing harmful objects
- Using equipment dangerously
- Being substance affected
- Any students' behaviours that infringe on the safety of others

Critical unacceptable behaviours may include but are not limited to:

- Possessing a weapon
- Distributing illegal substances on school property
- Assault
- Grooming and child abuse

Possible Behaviour Management Strategies that may be utilised:

- Implementing Zones of Regulation
- Addressing the function of the behaviour
- De-escalation strategies
- Use of agreed documented strategies from student plans
- Being removed from the relevant area(s)
- Time to reflect on their behaviour
- Making up for lost time at lunch/recess
- Wellbeing support
- External supports
- Cleaning the school

- Investigation into incident by the relevant staff
- Apologies to the people(s) concerned / mediation
- Explanation of their behaviour to Senior Staff
- Corroborated discussion
- Contact home to advise of behaviour and seek support from parents/guardians
- Formal meetings to amend Support Plans and develop improvement strategies
- Exclusion from learning or activities / removal of privileges
- Discussion of potential Behaviour Management Strategies
- Restitution/replacement of damaged or stolen property
- Banned from using items or equipment
- Re-Set days
- Notify authorities, any action that is a criminal offence, will be reported to authorities
- Serious, extreme, or repeated instances may lead to suspension.
- Return to school interview and contracts, post-suspension
- Withdrawal of enrolment

For more information, please refer to our ECG College Student Behaviour Support and Management Policy & Procedure, ECG College Policy for Considering and Managing Student Suspensions and Expulsions, and ECG College Procedure for Considering and Managing Student Suspensions and Expulsions.

27. Prohibited actions and items

Smoking/vaping

Smoking and vaping is banned within the grounds of all schools in Victoria and applies whether the e-cigarette contains nicotine or is prescribed for therapeutic use.

Smoking and vaping is also banned within four metres of any part of a pedestrian access point (entrance) to all ECG premises.

All ECG campuses are smoking and vaping free zones, this also includes excursions and College sanctioned events that are held off premises.

Students are not permitted to have any cigarettes, vapes, smoking or any associated paraphernalia on site or at any school activity.

Further information on the ECG Smoking and/or Vaping Policy is available on the ECG Secondary College website .

Alcohol and drugs

No alcohol or drugs of any kind are permitted at ECG. This applies to all on campus and off campus activities.

Students are to be free from the influence of alcohol and/or drugs on campus. Students who are under or appear to be under the influence will be requested to leave the campus. These students cannot be sent home on public transport and are required to be collected and taken home by their parent/guardian/carer.

This policy applies to all staff including management, contract and service staff, students, clients, and visitors while on ECG Secondary College premises.

Firearms or weapons

No firearms or weapons of any kind are permitted at ECG. This applies to all on campus and off campus activities.

Bringing a firearm or weapon on campus will lead to disciplinary action which may include termination of enrolment and the police being notified.

Further information can be located within the Code of conduct (available on the ECG Secondary College website).

28. Plagiarism, Collusion and Cheating

ECG expects students to act with integrity and honesty in learning and assessment and respect for the work of others. Contravention of this policy will result in students being penalised as per the Student Code of Conduct and the Student Disciplinary Procedures.

Plagiarism is the act of presenting the work of someone else as your own work. For example:

1. Copying and/or using information, words, ideas, work directly from published source without acknowledgement. For example: the internet, a book, chapter, article, database, pamphlet, brochure, or any other source, including AI.
2. Handing in an individual assignment or task that was written in part or whole by someone else.

Collusion is an understanding or agreement between two or more people to intentionally cooperate and gain an unfair advantage in assessment and may include unauthorised and unacknowledged joint authorship in an assessment task, copying or use of material prepared by another person for use in assessment.

Cheating is to seek to obtain an unfair advantage in an Assessment.

This may include:

- Copying from other students.
- Taking unauthorised notes or materials into an assessment.
- Accessing internet files in practical computing and other assessments.
- Using notes handwritten in allowed/authorised texts.
- Using another student's copy of an assessment prior to sitting for it.
- Letting someone else complete the assessment.

For further information please refer to the Plagiarism, Collusion and Cheating policy and procedure available on the ECG Secondary College website.

29. Access and equity

We are committed to providing opportunities to all people for advancement, regardless of their background. We support government policy initiatives and provide access to our training for all those seeking to undertake it.

We ensure that our student selection criteria are non-discriminatory and provide fair access to training for those who are disadvantaged. In addition, we liaise with agencies and government departments for assistance in a range of student related services.

30. Complaints and appeals

Students have the right to submit an appeal or complaint in writing, if they feel that they have been unfairly treated in some way. Complaints are welcomed to ensure we identify and overcome problems and provide opportunities to improve our service and/or the delivery of our training programs.

The Complaints and Appeals Policy and Student Complaint Procedures can be viewed on the ECG Secondary College website or at our reception desks.

31. Privacy information summary

ECG Secondary College is required to collect, hold, use, and disclose a wide range of personal and sensitive information on individuals involved in training and educational programs as legally required.

Information we collect

We collect and hold information including but not limited to:

- Contact details, next of kin, date of birth, gender, language background and previous school.
- Parent/guardian/carer education, occupation, and background.
- Medical information.
- Educational background and previous school reports and notes.
- Counselling reports.
- Any court orders.
- Demographic information.
- Banking details and billing information.
- Course progress and achievement information.

We collect health information to:

- Support student's health and wellbeing when reasonably practicable.
- Assist in maintaining the student's safety.

This includes information about medical condition/s, disabilities, learning difficulties, required medication/s, any known allergies and contact details of the student's doctor and any supporting agencies.

Refer to the Information Privacy Policy available on the ECG Secondary College website for more information.

CCTV

The installation and use of CCTV systems within ECG can support and enhance the ability to provide a safe and secure college environment for students, staff, and visitors. ECG will ensure that privacy is considered in the installation and use of CCTV systems.

Consistent with CCGs obligations set out above, ECG may use CCTV cameras to:

- Prevent, support, and verify incidents involving:
  - criminal behaviour — of anyone on college grounds
  - staff misconduct

- other inappropriate behaviour — including that of students, staff, visitors, or members of the public.
- Verify and investigate other incidents involving students, staff, and visitors.

The CCTV Installation and Management Policy and the CCTV Privacy Notice is available on the ECG Secondary College website.

How We Collect, Use, and Hold Information

We use personal information collected from students and parents/guardians/carers to:

- Provide appropriate education and support.
- To fulfill our duty of care.
- Perform administrative duties and fulfil legal requirements.

We may disclose personal information, including sensitive information, held about an individual for educational, administrative, and support purposes.

How we treat and maintain sensitive information

We define sensitive information as information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information, health information and biometric information about an individual.

Sensitive information is used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless students and parents/guardians/carers agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Our staff are required to respect the confidentiality of student and parent/guardian/carer personal information and the privacy of individuals. We protect information from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

All individuals have a right to request access to their personal information held and to request its correction at any time. To request access to personal records, individuals are to contact the CEO, Executive Manager or the School Principal in writing.

The principal can deny a request if they deem the release of the information may:

- Have an unreasonable impact on the privacy of others; or
- Result in a breach of our duty of care to the student.

We may, at our discretion, grant a student access to the information we hold about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/guardians/carers. This would only occur when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and complaints

For more information about the way we manage personal information, or to make a complaint about a breach of the Australian Privacy Principles please contact the School Principal/Executive Manager Training in writing or by phone.

We investigate all complaints and notify the complainant of the decision made about their complaint as soon as is practicable.

For more information refer to:

- Information Privacy Policy
- CCTV Privacy Notice
- Information Privacy Complaints

The policies are available on the ECG Secondary College website or in hardcopy on request.

32. Tuition fees

As an independent school, ECG requires each student to make a small contribution each year towards their learning experience in the form of a tuition fee.

The annual tuition fees will remain the same as they were in 2026 at $750 per student. For eligible concession card holders, the total amount payable will be $150 which will be applied on receipt of relevant documents (see Fee Schedule section below for further details).

On completion of the enrolment form a fee of $150 will be payable to secure your place at ECG. Returning students will also be required to pay a $150 deposit towards the 2027 fees. This fee will be credited off your annual fees once they have been invoiced in Compass.

The amount payable is comprised of:

(a) Annual tuition Fee, $350, which includes:
- School Jumper (entitled at year of entry to ECG).
- Classroom resources
- ICT access
- Resources required for curriculum outcomes

(b) Camp, Sports & Excursion Charge, $400

Eligible Concession Card holders will be required to agree that the $400 Camps, Sports and Excursions Fund (CSEF) payment received by the College from the state government, can be allocated against the Camp, Sport and Excursion charge, this will reduce this charge to a zero cost for eligible concession card holders.

The tuition fee does not include the additional equipment requirements for VDSS, or work placement as outlined in section 17.

Payment requirements

All outstanding fees are due and payable in full by 14 days from date of invoice unless:

- A payment plan is in place through Compass Pay in the month the invoice is due, or
- A payment plan is in place through CCG's Direct Debit Request form or
- Another arrangement has been pre-agreed in writing between the applicant and the college.

Payment options

Payments can be made via Compass Pay (preferred method), direct credit, EFTPOS, and cash.

Instalment Schedule

Instalments through Compass Pay are available between February to November:

1. Friday Fortnight 1 (starting 5/2/27)
2. Friday Fortnight 2 (starting 12/2/27)
3. Monthly 12th (Feb-Nov)
4. Monthly 26th (Feb-Nov)

Where a student commences enrolment after the start of the year the payment plan option chosen will start from the next scheduled instalment and continue to November.

Statements will be sent out to families at the end of each term.

Where a payment plan instalment has failed, CCG reserves the right to adjust the payment plan, in consultation with the family, to ensure payment in full by November.

Early exits

Where a student ceases enrolment before the end of the year (refer section 34 and 35) their exit also ceases their parent, guardian or career access to the Compass parent portal.

Our finance team will contact the parent, guardian or career to make arrangements to refund any credit balance or arrange settlement of the outstanding balance.

Refer to the Enrolment Agreement for further information regarding fees and payment requirements.

Fee schedule

Students enrolling in the College throughout the year will be charged on a per term basis:

Commencement	Pro-Rata Tuition Fee	Pro-Rata Camp, Sports & Excursion Charge	Pro-Rata Total Full Fee Paying Student	Concession*
Term 1	$350.00	$400.00	$750.00	$150.00
Term 2	$262.50	$300.00	$562.50	$150.00
Term 3	$175.00	$200.00	$375.00	$150.00
Term 4	$87.50	$100.00	$187.50	$150.00

Tuition fees and the Camp, Sport and Excursion Charge are adjusted on a per term pro-rata basis for students who withdraw from the College before the end of a school year and give one full term's notice in writing.

Withdraw on or before	Pro-Rata Tuition Fee Adjustment	Pro-Rata Camp, Sports & Excursion Charge Adjustment	Pro-Rata Total Full Fee Paying Student Adjustment	Concession*
End of Week 3, Term 1	- $200.00	- $400.00	- $600.00	$0.00
End of Week 3, Term 2	- $150.00	- $300.00	- $450.00	$0.00
End of Week 3, Term 3	- $100.00	- $200.00	- $300.00	$0.00
End of Week 3, Term 4	- $50.00	- $100.00	- $150.00	$0.00

Fee Concession*

Category 1 Concession – Eligible Centrelink Concession Card Holders

Fee concession is available to parents/guardians responsible for payment of fees who hold a Centrelink Concession card, listing the students for which the concession is to be applied and who is eligible for the Victorian Government Camps, Sports, Excursion Funding (CSEF).

Category 2 Concession – Financial Hardship Consideration

The school will also consider providing financial assistance for any application able to demonstrate they are experiencing genuine financial hardship.

All applications require the provision of supporting documentation and completion of the application form to substantiate financial hardship and are subject to an assessment process. For further details contact your campus principal.

Applications should be submitted either by email to schooladmin@ecg.vic.edu.au or in writing — Attention: To the Principal re: Financial hardship application.

Financial Hardship consideration approval is at the discretion of the ECG College Principal.

*Applicants who enrol after the CSEF eligibility date, are encouraged to apply for Category 2 Concession — Special Consideration referred to in the Enrolment Agreement — Section 8 Fee Concession

33. Student Conveyance Allowance (SCAS)

The conveyance allowance is a contribution towards transport costs and is not intended to cover the full cost of transporting students to and from school.

The conveyance allowance may be available to students attending government or non-government schools and:

- A student attending a non-government school is attending the nearest appropriate school (that is 4.8km or more from the student's residence).
- Travelling by public transport or by private car, motorbike, bicycle, or bus, and

- Whose nearest school is not serviced by a free school bus provided under the school bus program.

Public transport

As of January 2026, children under 18 are eligible for a Youth myki. The Youth myki will cover transport on all metropolitan and regional public transport services in Victoria. Students will need to apply for a Youth myki from the public Transport Victoria (PTV) website, selected stations and some retail outlets. For further information visit the Transport Victoria website.

For eligible students 18 years and older, ECG will purchase on your behalf half yearly or yearly Victorian student pass which covers unlimited travel on metropolitan trains, trams, and buses, on all regional town bus services and all V/Line train and coach services.

Parents/guardians/carers will need to authorise the school to use their conveyance allowance towards procured bus services/tickets by providing written consent. If the consent is not signed, we will be unable to purchase the ticket for you.

Private car

If your student travels to school via private vehicle you may be entitled to SCAS. Application forms will be provided to students once enrolled with the College.

34. Withdrawal of enrolment

The Education Training and Reform Act 2006 states that schooling is compulsory for students aged from 6 — 17 years.

If a student wishes to withdraw their enrolment with ECG College, an exit interview is required to ensure the following:

- The student's needs have been discussed and it is determined that exiting ECG is in the student's best interest.
- If the student is under 17 that the student is transferring to another school or the requirements for an application for exemption has been discussed.
- Exit paperwork can be signed for withdrawal to be processed.

35. Suspension and expulsion

ECG is committed to a learning environment that promotes a positive approach to student behaviour and attempts to support its students in their educational journey, however if a situation arises where a student's actions are deemed to have reached a point where suspension or expulsion is to be considered, the College will refer to the documents 685-1 ECG College Policy for Considering and Managing Student Suspension and Expulsions and 685-1A ECG College Procedures for Considering and Managing Student Suspension and Expulsions.

36. Parent occupation group codes

Use the group codes listed below when providing family occupation details for the enrolment form. This information is used by the Victorian Government for determining funding allocations to schools.

Group 1

Senior management in large business organisations, government administration and defence, and qualified professionals.

1. Senior executive/manager/department head in industry, commerce, media, or another large organisation.
2. Public service manager (section head or above), regional director, health/education/police/fire services administrator.
3. Other administrator (school principal, faculty head/dean, library/museum/gallery director, research facility director).
4. Defence forces commissioned officer.
5. Professionals - generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat, and advise on problems; and teach others:
    a. Health, education, law, social welfare, engineering, science, computing professional.
    b. Business (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer).
    c. Air/sea transport (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller.

Group 2

Other business managers, arts/media/sportspersons, and associate professionals.

1. Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
2. Specialist manager (finance/engineering/production/personnel/industrial relations/sales/marketing).
3. Financial services manager (bank branch manager, finance/investment/insurance broker, credit/loans officer).
4. Retail sales/services manager (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency).
5. Arts/media/sports (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsman/woman, coach, trainer, sports official).
6. Associate professionals — generally have diploma/technical qualifications and support managers and professionals:
    a. Health, education, law, social welfare, engineering, science, computing technician/associate professional.
    b. Business/administration (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales rep, retail buyer,
    c. office/project manager).
    d. Defence forces senior non-commissioned officer.

Group 3

Tradesmen/women, clerks and skilled office, sales, and service staff.

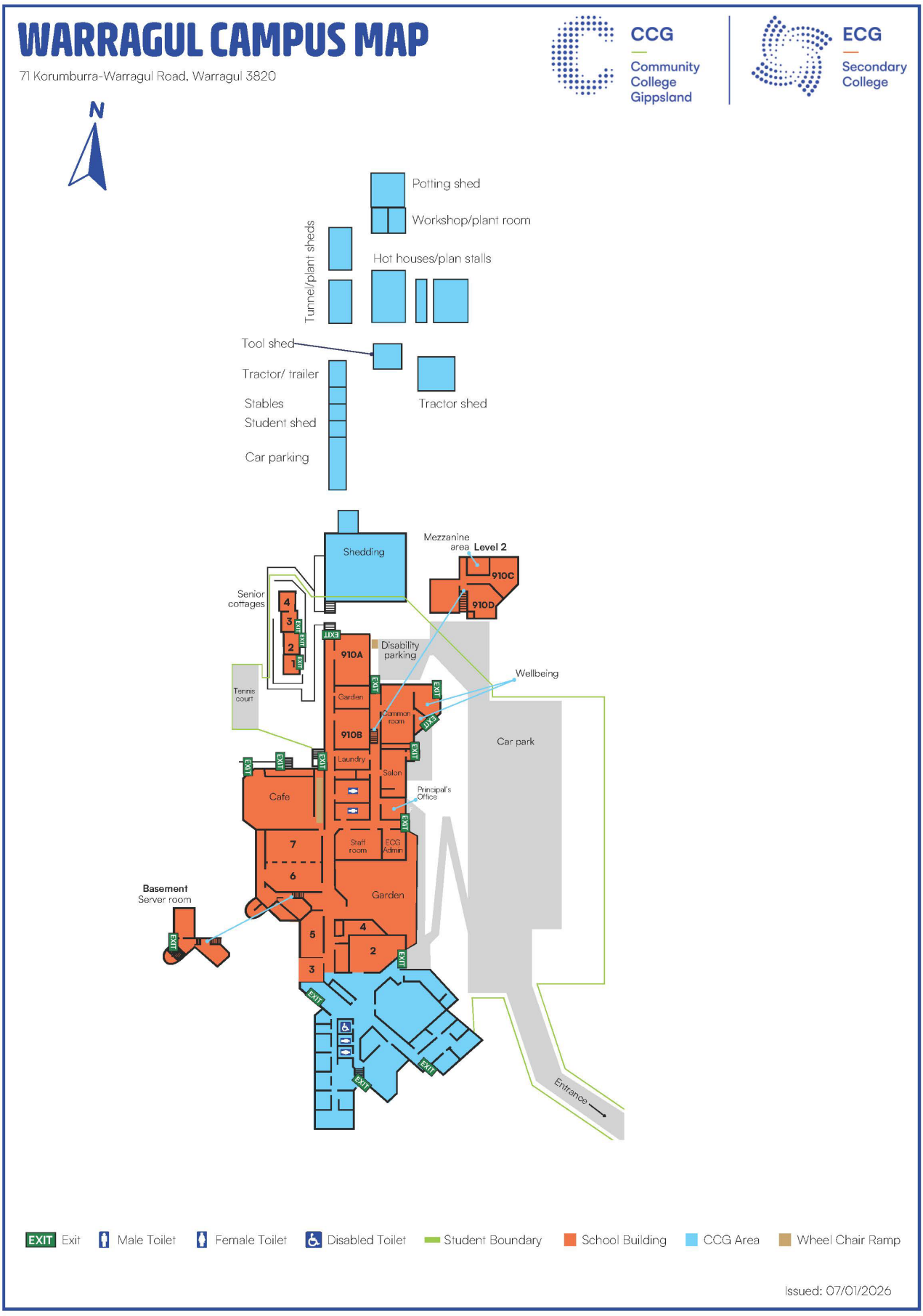
1. Tradesmen/women generally have completed a 4-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.
    a. Clerks (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk).
    b. Skilled office, sales, and service staff:
    c. Office (secretary, personal assistant, desktop publishing operator, switchboard operator).
    d. Sales (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher).
    e. Service (aged/disabled/refuge/childcare worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor).

Group 4

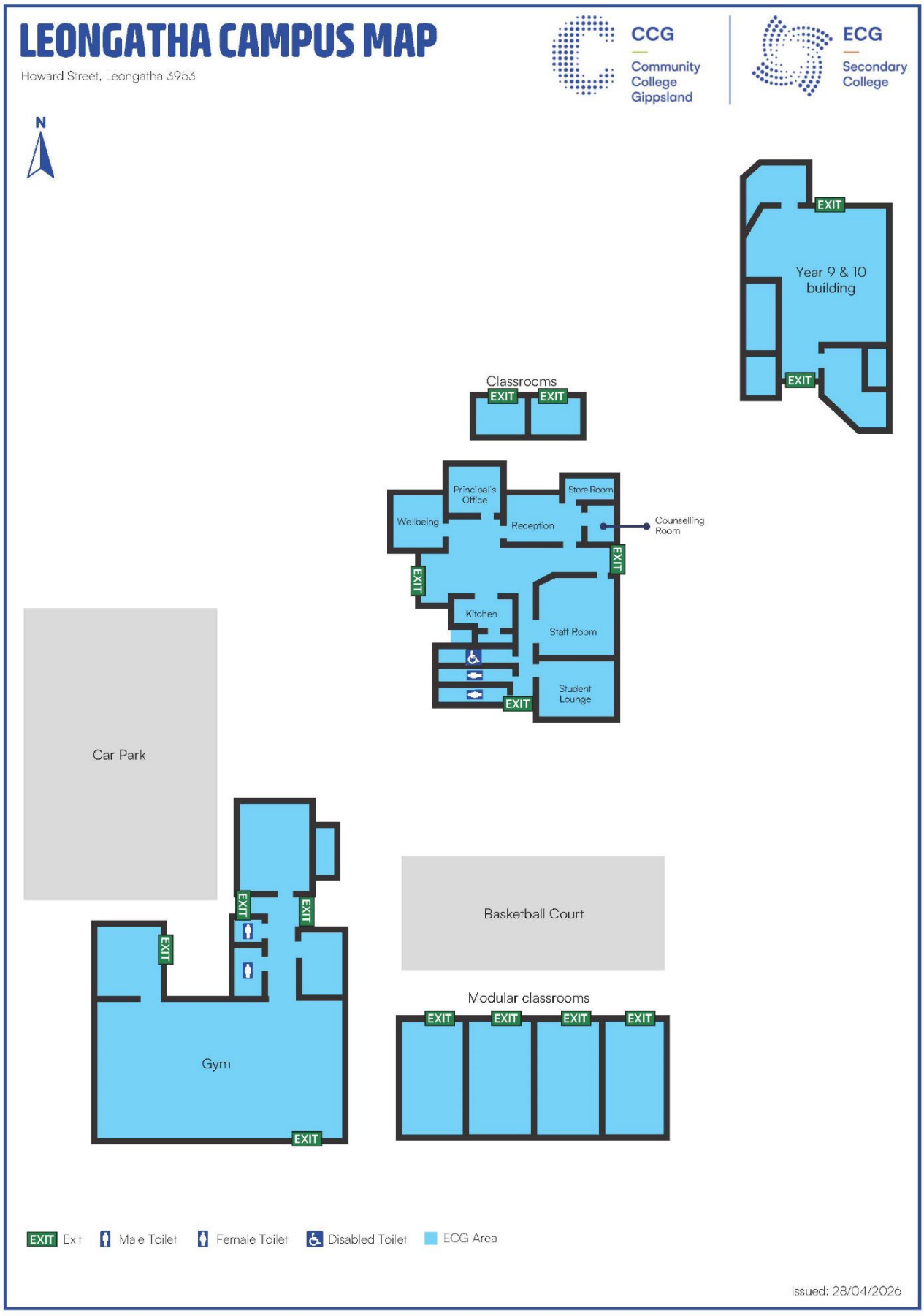
Machine operators, hospitality staff, assistants, labourers, and related workers.

1. Drivers, mobile plant, production/processing machinery and other machinery operators.
2. Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper).
3. Office assistants, sales assistants, and other assistants:
    a. Office (typist, word processing/data entry/business machine operator, receptionist, office assistant).
    b. Sales (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker).
    c. Assistant/aide (trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant).
4. Labourers and related workers
    d. Defence forces - ranks below senior NCO not included above.
    e. Agriculture, horticulture, forestry, fishing, mining worker (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand).
    f. Other worker (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor).

37. Warragul Campus map



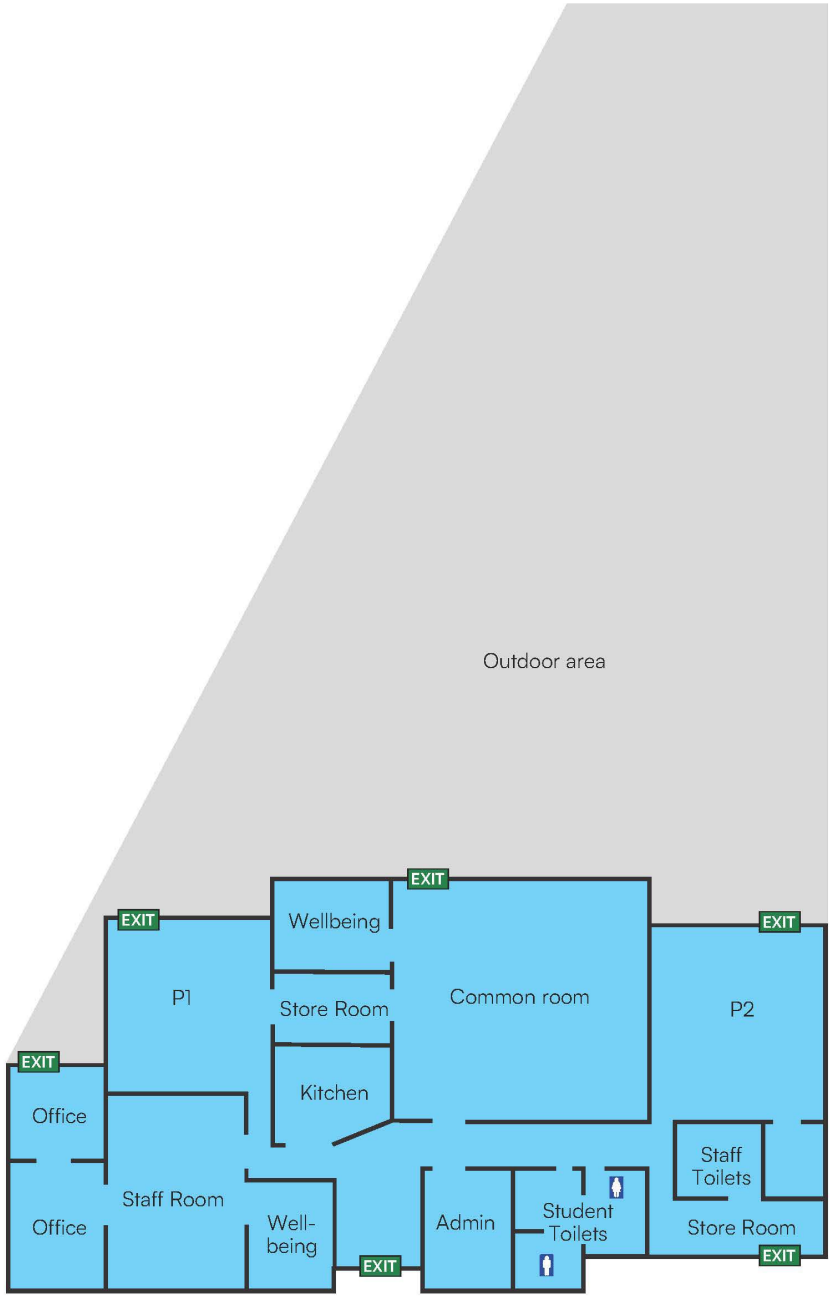
38. Leongatha Campus map



39. Pakenham Junior Campus, Princess Hwy Map

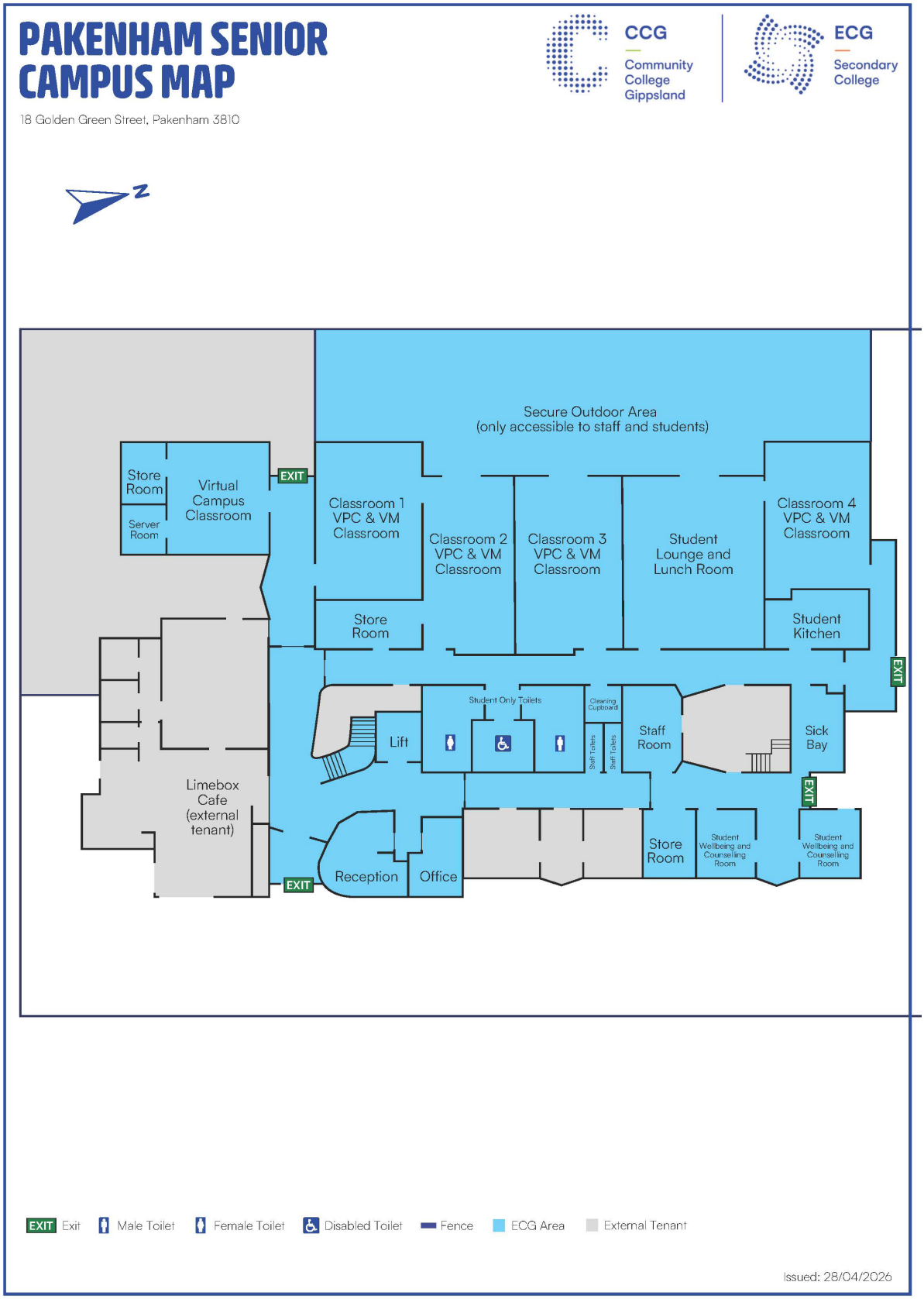
PAKENHAM JUNIOR CAMPUS MAP

126 Princes Highway, Pakenham 3810



Issued: 28/04/2026

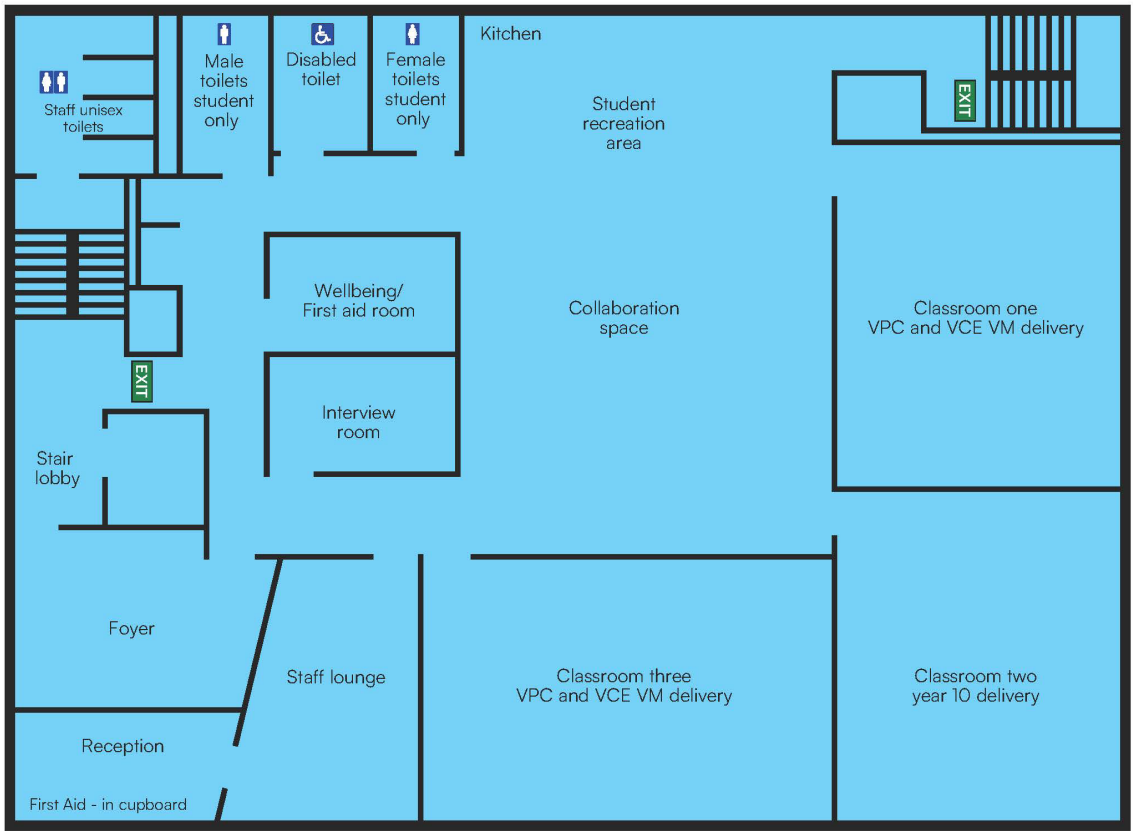
40. Pakenham Senior Campus, Toomah Community Centre Map



41. Dandenong Campus Map — Level 3

DANDENONG CAMPUS MAP

Level 3, 126 Walker Street, Dandenong 3175



EXIT Exit | Male Toilet | Female Toilet | Disabled Toilet | ECG Area

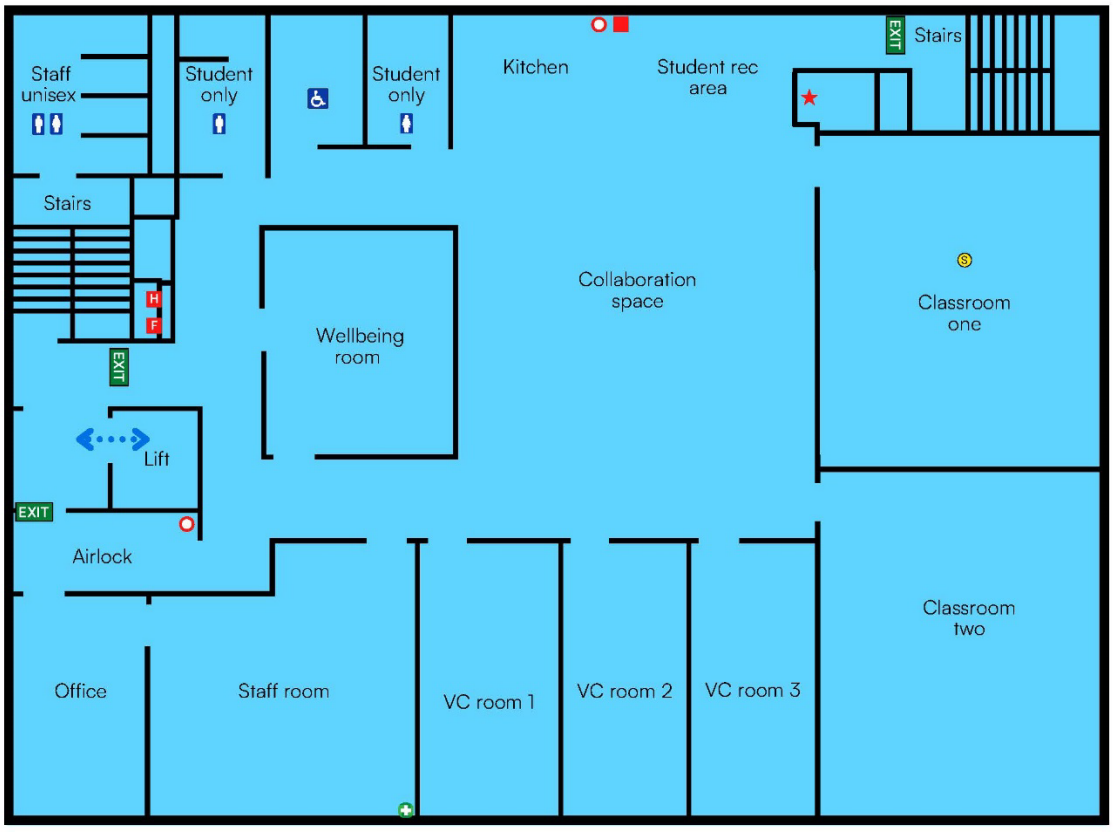
Issued: 28/04/2026

42. Dandenong Campus Map — Level 4

DANDENONG CAMPUS MAP

Level 4, 126 Walker Street, Dandenong 3175

CCG Community College Gippsland | ECG Secondary College



EXIT Exit | Male Toilet | Female Toilet | Disabled Toilet | ECG Area

Issued: 16/09/2026