



Department of Education & Training, CRICOS code: 00861K

# **McClelland College**

# **International Student Handbook**

This handbook provides essential information for all international students at McClelland College. It covers Australian lifestyle, homestay life, school policy and other relevant information.

## Welcome

Thank you very much for applying to McClelland College. This welcome pack will tell you more about our wonderful school.

### **Our School**

McClelland College is recognised for being a research-based, innovative school with a clear focus on first getting to know our students and then tailoring programs to suit their individual needs. McClelland is a wonderful place to learn. The school's academic results are continually improving and this is consistent with a highly structured and disciplined environment that encourages effort and commitment.

Students are supported by award-winning teachers and have access to modern facilities including library, music centre, sporting ovals and soon, a brand new gymnasium.

Currently we have 930 students enrolled in six year levels, from Year 7 to Year 12. From Year 7 to Year 10, students study core subjects (e.g., English or Maths) and have a choice of many elective subjects to select (e.g., Food Technology, Health and Human, Information technology, Drama). VCE is Year 11 and Year 12, includes one core subject (EAL/English) and other subjects of their own choice.

### **Activities and Programs**

McClelland College aims to develop and grow the whole child and various co-curricular and extra-curricular programs are one way to achieve this, including:

- Academy Program to help students follow their passion and perfect their skills
- Accelerated Learning Programs to support and extend high achieving students
- School Musical
- Sport Competitions (basketball, table tennis, soccer, volleyball etc.)
- Drama plays
- Two-week Central Australia Camp
- International Exchange Trips to countries including Japan, USA and Fiji
- Snow and surf Camps.

### **Personalised Targeted Care**

We have small personalised programs so that your child will be cared for and known by every teacher.

They also have access to:

- Specialised language aides to help student with study and life
- An after school study club staffed by caring and experienced teachers

- Part-time psychologist and full-time access to a personal counsellor
- Careers Resource Centre and access to a personalised Career Pathway Advisor.

### **International students**

McClelland College looks after international students carefully to ensure they are well-supported and working to maximise their chances for success at the College. This includes:

- Taking great care in screening homestay families and matching the needs and interests of the international student with the homestay family.
- Valuing international students and their culture. The College has employed an international student aide with a Mandarin-speaking and student welfare background who can provide both academic and emotional support for international students from Asian countries, and help students have a smoother transition.
- Having an international student ambassador to liaise between international students and local students, as well as one to one “buddies” who are local students to assist new international students to know more about their course and the College.
- Inviting International Students to the school Open Night to share their culture with local students’ parents. School principals, year leaders and other staff also celebrate each international student’s birthday at school. In addition, cultural events such as Chinese New Year and Cultural Diversity Week are celebrated together with other mainstream students.
- Parents can be assured they will receive regular reporting and contact about their child’s progress.
- The College is made up of 93% Caucasian families and a small number of international students which offer an excellent opportunity to learn English and Australian culture.
- An onsite English Language Centre which most colleges do not have will provide students with the solid foundation required for future academic success. Excursions are a part of our program to encourage students to familiarise themselves with the modern multicultural city of Melbourne.
- They will also undertake taster lessons in mainstream classes to prepare them for the transition from the English Language Centre

If you have any queries or questions, please contact the College: +613 9789 4544, or Ming (Mandarin if needed): [liu.minggang.m@edumail.vic.gov.au](mailto:liu.minggang.m@edumail.vic.gov.au).

## Pre-departure Information

Dear Students:

This handbook will tell you what you need to prepare before departure and what will happen when you arrive.

### Customs

Before flying to Australia, please be aware that it is not safe to carry too much cash while travelling. If you choose to carry more than \$10,000, you must tell the Customs officials upon entry.

Please also note that Australia has very strict rules around bringing in food or animal or plant products. Please be sure to declare this to Customs Officials if you are bringing any food or animal products.

Please bring your bilingual dictionaries with you as you will need it for class and exams.

### Picking-up and Visiting

We will send you an "Arrival Support Form" to show who and where we are going to meet the student, including our contact details, and you will be picked up by one of our school staff from the airport. We will contact your parents to let them know you have arrived safely, and then we will take you to your homestay.

Most of our students come to Australia alone without parents as a companion so we will organise everything for you. However, if your parents decide to come with you, please inform us in advance. According to the law, we can only drive students to their homestay, and we cannot take parents to their accommodation. Thus, if parents need to get to hotels, we can show them how to take a taxi which might cost one hundred dollars.

If parents want to visit your homestay or our school, please make an appointment with us first, because we have to ask the homestay's consent and available time, schedule our staff's timetable and arrange a translator in case we are busy and have no time to welcome you. It is not appropriate and may cause problems if you hang around the school by yourself.

### Homestay Fees (If you are going to live in a homestay)

You will need to pay your homestay fees four weeks in advance (\$1080), and you can make this payment when you are first at school. The school will give you a receipt.

### Banking, Transport and Shopping

When you arrive during holidays, your host mother/father will show you nearby shopping centres and public transport. You will know how to go to school and come back home. You will buy Myki card for Victorian public transport (bus, trains and trams) at school, but if you need to use the card immediately, you can ask your homestay for help. Your homestay will also provide tableware and bedding. You can also

ask your homestay to take you to get some other daily necessities that you may require. If you arrive on a school day, your homestay will show you around when both of you have time.

You will need to arrive at school on the next school day by 8.40am. You need to wait at the Reception and our staff will come to see you. You will need to bring your passport, visa and some money (payment for your rent and bond at least \$1080, school uniform and school shoes at around \$600, and Myki card and mobile phone card at around \$150) to the school. On that day, our school will give you an orientation session to introduce our school, staff and other information. Then, you will be taken by school staff to buy school uniform, open an Australian bank account, buy a mobile phone sim card and other important things.

For more details regarding homestay and Australian education, please read “**Homestay Information for Students**”. These will help you understand Australia and have a much smoother transition.

## **Homestay Information for Students and Parents**

If you are going to live in a homestay environment, please read the below information.

### **What is Homestay**

Homestay is an accommodation option for international students and the provision of quality homestay accommodation is one of the most important responsibilities undertaken by schools in the Department of Education and Early Childhood Development's (DEECD) International Student Program.

The homestay experience is an excellent way for students to improve their English, learn more about Australian culture and to make the most of their international education experience.

### **Placement of a Homestay**

Students' best interests are the first thing we keep in mind. All host families will be inspected and assessed by the school before taking international students according to Department of Education and Training, International Student Program Quality Standards. An international student will be carefully matched to a compatible homestay family.

### **Payment**

The current homestay rent is \$270 per week. Usually a minimum of a 6 months stay is required. This rent includes: a single room for students, three meals a day and seven days a week, facilities (a bed, bedding, a wardrobe, a desk and a lamp) and utilities (gas, water, electricity and Internet bills). The homestay cannot charge students extra money, for example, asking for petrol money when taking you to school. However, if you dine out in a restaurant with your homestay, or visit a theme park, you need to pay for your own bills. Students cannot borrow or lend money from or to the homestay family.

Students or their parents directly pay for their homestay rent to the school, and then the school will transfer the money to your homestay fortnightly. On the first day you attend school, you will pay for your homestay rent (at least \$540) to the school, and then make sure you will pay at least one month ahead in the following days.

If students travel back to their home country, the homestay fee will charge in a half rate (\$135 per week). In addition, the student must notify the school their plans two weeks before they depart.

### **Students' Wellbeing**

International students studying in the school's sector are teenagers, and coming to a strange country can be a new and daunting experience for them. They will have to adjust to a different lifestyle, food, culture and language and many will also have very high expectations for academic achievement. Therefore, host families and schools are encouraged to be supportive, and you are also encouraged to develop communication and interpersonal skills,

and be responsible and independent for yourself.

### **Conflicts and Coping Strategies**

Students in teenage years usually do not have strong social skills to tackle issues in their life, which may cause potential problems when they are living with a homestay. In addition, western and eastern cultural differences will make this problem worse. We find that most of these problems are from lack of communication and cultural misunderstanding.

When you have some concerns with the host family and hope your host mother could be aware of this and solve it, you may feel frustrated in a few days if the problem is still there. In this case, instead of doing nothing with your homestay and turning to complaining to your parents, it is encouraged to communicate with your homestay family first regarding any issues you are worried about. In western cultures, no one will know your issues if you do not tell them. If this issue still exists and bothers you a lot after you speak with your homestay, you can speak to Ming (International Student Support) or Mr Hickey (International Student Coordinator). We will find a way to solve this problem and make you and your homestay happy. We may have a chat with you, ring your homestay or have a homestay conference. Moving out is the last thing you, your homestay and we want you to do.

However, some Asian students feel shy and reluctant to speak out because they think it is impolite to ask for things. They tend to hide their feelings and expect others to ask/guess their needs first, while westerners do not have this belief. Westerners are straightforward and tell others what they are thinking. For example, when your food is not enough and hosts ask you whether you are hungry or not, in China guests usually tell that they are already very full, but then the hosts will still let them to eat more because Chinese hosts know their guests not really full. However, in Australia, if you tell your homestay mother that you are full or their food is tasty, but actually you are still hungry or hate the taste, your host mother will think you mean what you mean, and then she will not give you more food or change the taste. Another example of cultural difference is that some people from north Asia usually have an all-day heating in winter and dress a little at home, but when they come to Australia they will find that wearing a t-shirt in a warm house in winter is not appropriate. Because of this cultural misunderstanding, you may start to think that your homestay is not nice to you, and treat you badly. But the truth is that she does not know what you need, and it is YOU who do not talk to her, build a barrier between you and cause yourself discomfort. Therefore, it is very important to tell your host families what you really think and want, and what you expect them to do.

### **Respect the Homestay**

Please be polite, respectful and friendly to all members of the homestay family and respect their privacy. It is customary and polite, to say "please," when asking, and "thank you" when taking. Australians generally do not have locks on their internal doors, so please do not enter other people's bedrooms without permission, even if the door is open. Do not enter the bathroom if the door is shut, knock first to make sure that no one is using the bathroom. It is also customary to say "thank you" to your homestay after having meals, which may be not common in many Chinese families. Of course, your host family will respect you in the same

way. Your homestay will tell you their house rules, such as keeping your room clean or not cooking after 10pm. You will sign a homestay agreement provided by the school. Please abide by the house rules and the homestay agreement. A sample of homestay rules is attached.

Also, when you are negotiating your requests with your homestay, please do it in a polite but direct way. For example, you can say “Thank you very much for preparing food for me every day. I really appreciate it. But if it is possible, can you please give me more meat for my lunch because I still feel hungry. Thank you!”

Sometimes it is impolite to ask too personal questions in Australia. It is not appropriate to ask others’ age, occupation, income, marital status and religion. It is also rude to judge others’ appearance. Australian people treat others in a respectful and equal way.

### **Expectations of Students**

Some students may feel reluctant to speak English because they think their English is poor or are afraid of making mistakes. However, since everyone knows English is not your first language, it is totally acceptable if you speak slowly or make mistakes and no one will laugh at you at all. After all, most of them cannot speak Chinese as well as you speak English. Instead, you are encouraged to speak English as much as possible either at home or school. In addition, you are encouraged to talk with your host families, read or watch Australian news/shows and make local friends. Also, it is maybe necessary to bring a paper translation dictionary for the sake of exams or tests because no electronic dictionaries will be allowed in tests.

It is also expected that students participate in host families’ activities to get a taste of Australian family life, such as visits to parks, the beach, local shopping centres, movies, sporting activities. Sitting in front of a computer or TV every night and weekend is not encouraged.

### **General Cleanliness**

- Please keep your bedroom tidy and clean at all times and please leave the kitchen and the bathroom clean and tidy as well.
- Please do not put your used toilet paper in the waste bin – put in toilet only.
- Dispose of sanitary pads properly – wrap them and put in waste bin provided. Do not put them in the toilet.
- Australian people usually bath daily, usually in the morning. As we have a shortage of water, please keep your showers short (approximately 5 minutes).
- **The homestay family is not students’ servant** and students are not living in a hotel where everything is done for them. They are living as part of a family and are expected to contribute to light duties around the house.



**Food:**

Besides the cultural differences mentioned above, another cultural shock for most Asian students who live in a western country is food. Please do not have a high expectation of Australian food if you are from an Asian country which has thousands of cuisines. Host families will normally provide typical Australian food for you as one important aspect of experiencing Australia. Different from Asia, we do not usually have cooked, hot food for breakfast and lunch. Foods are provided by the homestay host and students sometimes help themselves and prepare their own breakfast and lunch. Usually cereal, toast or milk are for breakfast; a sandwich or left-overs for lunch. A cooked dinner will be provided by the host. Although the Australian style food is different from your home country food and you need to get used to it, you also should be aware that it is homestay's responsibility to provide ENOUGH and HEALTHY food for you. Note: Pizzas, McDonalds and KFC are NOT healthy food and is very bad for a teenager's health if you eat a lot. You may discuss with your homestay family to see if they would like to learn to cook your country food occasionally. If your homestay allows, you are also encouraged to cook for yourself when you have time. Please discuss with your homestay family about your food preferences and requirements once you live in.

Please call the homestay family, at least one hour before meal time, if you will not be home for the dinner or you will be late for dinner.

**Going Out**

Students and the homestay should establish appropriate times for students to arrive home on week nights and weekends. Students will need to notify and ask permission from their homestay family if they wish to go out. For safety reasons students should tell their host family where they are going, with whom, and the expected time of return. If students think that they will be home later than the agreed time they must notify their homestay family.

**Visitors**

Students should ask permission from their homestay family before inviting friends to visit them.

**Overnight Stay Arrangements**

According to student visa conditions, it is not allowed that students stay overnight somewhere else (unless staying with parents in hotels by notifying the school beforehand). Please contact Mrs Fox or Ming 3 working days before you decide to do so. You will need your parents' written approval, homestay's agreement and school's approval. Unless living with parents, anyone else students stay with overnight will be checked by school. This includes: Work With Children Check from all people older than 18, home inspection and etc.. It will take 3-4 weeks. If a student in homestay accommodation leaves without notice or commences staying overnight without permission, this will cause a breach of the student's visa conditions. A breach of this visa condition is a very serious matter and could result in a student's visa cancellation.

## Changing Homestay

For homestays who breach the homestay agreement and responsibility, we will prioritise your interests and help you move you out of these homestays as soon as possible. In other cases, you are expected to live in a homestay for at least 6 months. We will regularly monitor homestays and make sure we meet the ISP guidelines, and encourage you to adapt to Australian lifestyle. However, it is beyond our ability to give you the type of lifestyle you are used to.

To be consistent with other Victorian government schools, you can only apply to change homestays in Dec/July (as this is when we have new student arrivals, therefore a pool of homestays). If you want to change, you fill out a form and will be counselled. Also, you will be shown the list of homestays we have available (in terms of: family members, pets, time to travel to school) and sometimes, you may realise that what you have now is better and choose to stay where you are. If you request a change, you must stay at the next homestay for **1 year**.

If you need to move out your current homestay, you must give at least 2 weeks' notice to the school and the homestay. If you fail to do so, you will be charged an extra 2 weeks' homestay fee.

## Monitoring Homestay

Our school will monitor students who are placed in homestay accommodation and maintain regular contact with providers of the accommodation to ensure the students' best interests and their successful adjustment to life and study in Victoria.

Here attached is a sample of our homestay rules:

### Homestay Rules

1. Students are not permitted to smoke
2. Students are not permitted to drink alcohol or use illegal drugs.
3. Students are not permitted to own a car. They can drive to school if they possess an Australian License. If you do happen to go cycling, a helmet **MUST** be worn.
4. Students are expected to live in a homestay situation as a visa requirement.
5. Going out after school and on weekends:
  - (i) Monday to Thursday      No going out at all. To be home **by 5.30pm** after school unless otherwise agreed to by Homestay parents and Ms Karin Miller
  - (ii) Friday                      Students have permission to go out after school.

Students must inform Homestay Parents on Thursday re the arrangement for Friday afternoon. They must provide contact numbers and details of the outing.

Students must return by **6.00pm** unless otherwise agreed to by Homestay parents (except when parents are in town)

(iii) Saturday

Students are allowed to go out:

Students must inform Homestay Parents on Friday re the arrangement for Saturday. They must provide contact numbers and details of the outing.

Students must return by **6.00pm** unless otherwise agreed to by Homestay parents (except when parents are in town)

(iv) Sunday

Students should do a minimum 2 hours study. Students can go out after study time with the permission of the Homestay parent. (Must provide contact numbers and details of the outing).

Students must return by **6.00pm** unless otherwise agreed to by Homestay parents (except when parents are in town)

6. Use of telephone

Students will have their own mobile phones

7. Internet Access

Students cannot access Internet after 11pm each night for Years 11 & 12 and 10.00pm for Years 9-10.

8. Homework/Prep Time

Each student is expected to complete homework and review school work from 7.30pm until bedtime.

9. Room Doors

Except when sleeping all room doors must remain ajar so homestay parents can check that students are not playing computer games or surfing the net or downloading movies to watch.

10. Bedtime

Year 9&10 – 10.30pm

Year 11 – 11pm the latest

Year 12 – 11pm the latest

11. No overnight stay

Students are not permitted to stay overnight except when parents are in town.

Students must not invite friends to stay overnight.

Unless living with parents, anyone else students stay with overnight will be checked by school. This includes: Work With

Children Check from all people older than 18, home inspection and etc..

12. Attendance A 95% attendance rate is required. This will be carefully monitored. If a breach occurs, the Department of Education will be involved and Visa may be cancelled. Must contact Ms Karin Miller on the day of absence. Students/homestay parents must ring in on 9789-4544.
13. Change of Guardian  
(Students living with Relatives) If your parents have organised a change of address or guardian, please inform Ms Karin Miller, or if you wish to change your guardian or accommodation you should discuss this matter with Ms Karin Miller.
14. Homestay Rules Students must abide by the rules set by homestay parents eg:
- Help with minor household chores,
  - Turn off lights and computers when leaving rooms
  - Keep the room and toilet tidy and clean at all times
  - Every Saturday or Sunday morning student to vacuum and dust the room and clear all rubbish
15. Changes of Homestay 2 weeks' notice needs to be given from either party should the Homestay be no longer convenient.
16. Mobile Contacts Students must provide homestay parents with mobile numbers.

## **International Students Obligations and Entitlements**

The Australian Government wants international students to have a rewarding and enjoyable experience when they come to Australia to study. Australia offers high quality education services and protects the rights of international students to ensure you make the most of your time here.

You can find more information about your obligations and entitlements from this fact sheet: <https://internationaleducation.gov.au/Regulatory-Information/Documents/esosstudentfactsheetv4 - Final clean copy.pdf>. This sheet also covers what your employment rights are and help you get a good job. Please find the sheet in the attachment.

### **Legal Advice and Consumer Protection**

Your international student coordinator and other international student team members are always here to help you and answer your questions. If you want to find legal advice from other places, you can simply go to <https://www.australia.gov.au/information-and-services/public-safety-and-law/legal-aid> where provides free legal advice for you.

In addition, <https://www.accc.gov.au/consumers/consumer-protection> gives you very good information on your consumer rights.

### **Dispute Resolution Procedures**

As you know, McClelland College is always helping and supporting you while you are in Australia. However, if there is a complaint or dispute, you can talk to anyone in our school – your international student coordinator, the Assistant Principal or the Principal. In addition, your agent is a good way to contact with us or with the Department of Education and Training directly. Alternatively, you can go the Department of Education and Training website (<https://www.education.vic.gov.au/Pages/default.aspx>) or the International Student Division website (<https://www.study.vic.gov.au/en/Pages/default.aspx>) to find extra help.

## Important School Policy

For general school policy, please refer to your Personal Learning Journal. The following part is specifically for international students.

### **Absence, Lateness and Attendance Process.**

This protocol recognises that the process for dealing with international students absences is different from local students. The school and the student are required to meet higher standards of safety, guardianship and ensure adherence to visa requirements.

There is a need for immediate and decisive consequences for unapproved attendance, impacting the students personal time. The implementation of this policy will attempt to draw in the student to take responsibility for their attendance and productive work output.

### Sickness

If a student is sick, please let your parent/guardian/homestay parent know and let them ring the school attendance line (on PLJ) or text Ming saying you are sick in the morning. School will approve this absence up to four times per semester. If beyond four times, you need to see a doctor and a doctor's medical certificate must be needed.

### Lateness

Please attend school every day in time. Over 10 minutes late to one class will be counted as absence. Students with frequent lateness will be counselled and issued a behavior card.

### Approved absence.

If a student misses a class they must see the teacher and complete the absence form, find out what was missed and then attend Monday and/or Thursday study space to complete the work from the missed lesson.

Students need to check off their attendance at study space with co-ordinators or international students program staff members.

VCE attendance requirements must be strictly observed. SAC absences require a doctor's certificate. Parental permission is not enough.

### Unapproved absence/ skipping a class.

If a student does not attend school for no reason, they will be marked unapproved absence. When it happens, student will complete P5 detention, 3.20-4.30pm on the next school day, to make up the time missed. They will be required to see the teacher, complete the absence form, then complete that work in detention. This includes MAP. No phones will be allowed, laptop use restricted at this time.

### Ongoing poor attendance.

If a student's attendance falls below 95% unapproved overall, or in a specific subject, they will be put on a behaviour card until their attendance improves. Co-ordinators to manage behaviour card process.

If the process reveals ongoing issues with school, the student will be offered counselling and support, timetable and subject review. The parents will be informed at each point that the student is putting their enrolment in jeopardy by not attending. Red behaviour cards will trigger AP involvement concerning the student and the issues the behaviour card has revealed. If attendance percentage falls below 80%, Department of Education will be notified and students' visa may be cancelled.

#### End of Semester/Term/ Return home process/ Term commencement.

International students and their families will be given the dates of first and final classes at the beginning of each semester and students are expected to attend all classes until their final day. Students are expected to start on the first day of term like all other students.

Attendance policy and processes remain in place until the final classes are completed.

Permission to start late or leave before the final day will not be granted, unless evidence of special circumstances can be provided. Sick of school is not a legitimate excuse.

Consequences for early finishing remain the same as approved absence. Work is to be tracked and students must follow up missed classes upon their return. The switch to Semester 2 and HeadStart sequence demands that students attend to ensure they can meet all assessment requirements.

#### **Course Progress and Classroom Behaviour**

It is very important to ensure that international students satisfy behaviour requirements and maintain satisfactory enrolment (refer to visa condition 8516). It is required that all international students pass all their subjects, do their work at school and at home and follow school policies. If a student finds difficulty in passing a subject, a counselling meeting will be arranged. If a student does not do what they are required to do in class, behavior cards will be issued. There are three levels of behavior cards: Green, Yellow and Red. Students will usually be given a green card to start with. If no improvement after 2-3 weeks, yellow cards will be given. If not improved, a red card will be issued. When it escalates to red cards, the principal team will be involved and final warning will be given. If it still fails, the Department of Education will be notified and visa may be cancelled due to not meet the course requirement on the Visa requirement.

## DIBP Student Visa Conditions

Current visa conditions can be found on the DIBP website at:

<http://www.immi.gov.au/students/visa-conditions-students.htm>

**In general, a student must meet the attendance requirement, course and behavior requirement and homestay requirement to ensure their visa not cancelled.**

### Mandatory Conditions

The following table describes the mandatory conditions that are attached to **all** Student visas in the following subclasses.

No.	Subclasses	Description
8105	All Mandatory only where Student visa granted on or after 26 April 2008  Discretionary where Student visa granted before 26 April 2008	You <b>cannot</b> work more than 20 hours per week* when your course is in session (other than work which has been registered as a part of the course). <b>Note:</b> No work limits apply during recognised periods of vacation offered by your education provider.  You <b>cannot</b> undertake work until you have commenced your course in Australia.  *A week begins on a Monday and ends on the following Sunday.
8202	All	You <b>must</b> remain enrolled in a registered course (unless you are an AusAID/Defence student or secondary exchange student in which case you must maintain full-time enrolment in your course of study or training). <b>Note:</b> a registered course is one that is on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). <b>See:</b> <a href="#">CRICOS website</a> You <b>must</b> maintain satisfactory attendance in your course and course progress for each study period as required by your education provider.
8501	All	You <b>must</b> maintain adequate arrangements for health insurance during your stay in Australia. <b>Note:</b> Under policy, this means that you must maintain Overseas Student Health Cover (OSHC).
8516	All	You <b>must</b> continue to satisfy the requirements for grant of your student visa. This means, for example, that your main course of study must continue to be a course in the education sector



		that matches your student visa, and that you must continue to have sufficient financial capacity to support your study and stay in Australia.
8517	All	You <b>must</b> maintain adequate schooling arrangements for your school-age dependents who joined you Australia on a student dependent visa for more than 3 months.
8532	All (except 576)	<p>If you have not turned 18 you must maintain adequate arrangements for your accommodation, support and general welfare for the duration of your stay in Australia.</p> <p>To maintain adequate arrangements for welfare you must stay in Australia with:</p> <ul style="list-style-type: none"> <li>• your parent or legal custodian or</li> <li>• a relative who has been nominated by your parents or custodians who is aged over 21 and is of good character or</li> <li>• accommodation, support and general welfare arrangements that have been approved by your education provider.</li> </ul> <p><b>Note:</b> You <b>must</b> not change those arrangements without the written approval of your education provider.</p> <p>If your welfare arrangements are approved by your education provider you must not travel to Australia until your welfare arrangements are due to commence.</p>
8533	All	You <b>must</b> notify your education provider of your residential address in Australia within 7 days of arriving in Australia. You <b>must</b> notify your education provider of any change in your residential address within 7 days of the change. You <b>must</b> notify your education provider of a change of education provider within 7 days of receiving the electronic Confirmation of Enrolment certificate or evidence of enrolment.
8534	<ul style="list-style-type: none"> <li>• 570</li> <li>• 572</li> <li>• 573</li> <li>• 574</li> <li>• 575</li> </ul> <p>Assessment Level 3 and 4 applicants only,</p>	<p>You are <b>not</b> entitled to be granted a further substantive visa, other than:</p> <ul style="list-style-type: none"> <li>• a Student visa with Permission to Work</li> <li>• a further Student Guardian visa or</li> <li>• a visa to engage Australia's obligations under the 1951 United Nations convention relating to the status of</li> </ul>

	where the course duration is 10 months or less.	refugees.
8535	576	<p>You are <b>not</b> entitled to be granted a further substantive visa, other than:</p> <ul style="list-style-type: none"> <li>• a Student visa with permission to work <b>Note:</b> if you apply for and are granted permission to work, this will change only the work conditions on your Student visa, all other conditions will remain the same including 8535</li> <li>• a Student visa that is supported by the sponsoring government agency or</li> <li>• a visa to engage Australia's obligations under the 1951 United Nations convention relating to the status of refugees.</li> </ul> <p><b>Note:</b> The effect of this visa condition is that, except in extremely limited circumstances, it will not be possible for you to remain in Australia beyond the date authorised by your visa.</p>

## Discretionary Conditions

The following table describes the discretionary conditions relating to each subclass that **may** be attached to a Student visa.

No.	Subclasses	Description
8101	All	<p>You <b>cannot</b> work in Australia.</p> <p><b>Note:</b> You may apply for a new Student visa with Permission to Work when you have arrived in Australia and commenced your course.</p> <p><b>See:</b> <a href="#">Working While Studying</a></p>
8203	<ul style="list-style-type: none"> <li>• 573</li> <li>• 574</li> <li>• 576</li> </ul>	<p>You <b>must not</b> change your course, or your thesis or research topic, unless the department has granted approval.</p>
8204	<ul style="list-style-type: none"> <li>• 570</li> <li>• 571</li> <li>• 572</li> <li>• 575</li> </ul>	<p>You <b>must not</b> undertake or change a course, or a thesis or research topic for a:</p> <ul style="list-style-type: none"> <li>• graduate certificate</li> <li>• graduate diploma</li> </ul>

		<ul style="list-style-type: none"> <li>• masters degree</li> <li>• doctorate</li> <li>or</li> <li>• a bridging course required as a prerequisite to a course of study or research for a master degree or a doctorate.</li> </ul> <p><b>unless</b> the department has granted approval.</p>
8303	All	You <b>must not</b> become involved in any activities that are disruptive to, or in violence threaten harm to, the Australian community or a group within the Australian community.
8523	All	Your family unit members must not leave Australia later than you.
8534	All (except 576)	<p>You are <b>not</b> entitled to be granted a further substantive visa, other than:</p> <ul style="list-style-type: none"> <li>• a Student visa with Permission to Work <b>Note:</b> if you apply for and are granted Permission to Work, this will change only the work conditions on your student visa, all other conditions will remain the same including 8534</li> <li>• a Graduate-Skilled (subclass 497) visa</li> <li>• a further Student Guardian visa</li> <li>or</li> <li>• a visa to engage Australia's obligations under the 1951 United Nations convention relating to the status of refugees.</li> </ul> <p><b>Note:</b> The effect of this visa condition is that, except in extremely limited circumstances, it will not be possible for you to remain in Australia beyond the date authorised by your visa.</p>
8535	All (except 576)	<p>You are <b>not</b> entitled to be granted a further substantive visa, other than:</p> <ul style="list-style-type: none"> <li>• a Student visa with permission to work <b>Note:</b> if you apply for and are granted permission to work, this will change only the work conditions on your student visa, all other conditions will remain the same including 8535</li> <li>• a Student visa that is supported by the sponsoring government agency</li> <li>or</li> <li>• a visa to engage Australia's obligations under the 1951 United Nations convention relating to the status of refugees.</li> </ul> <p><b>Note:</b> The effect of this visa condition is that, except in extremely limited circumstances, it will not be possible for you to remain in Australia beyond the date authorised by your visa.</p>

## Introduction of Classes and Tests

### Year 7- Year 10

Victorian schools have six years in Secondary school (Year 7 to Year 12). From Year 7 to Year 8, students are introduced in the remaining domains of Languages, History, Geography, Economics and Communication. In Year 9-10 schools construct programs which include: Each of the disciplines; a strong focus on developing the full range of interdisciplinary and physical, personal and social knowledge, skills and behaviours; and the capacity for students to pursue pathway-related studies which meet their needs, and connect with programs the school provides in Years 11–12. You will have some elective units to choose in these years.

### Years 11 and Year 12 – VCE

Victorian Certificate of Education (VCE) is a pathway for students in Years 11-12 to study for and it is generally taught in years 11 and 12. About half of Year 10 students undertake some VCE units in advance. The VCE is recognised internationally, and is generally required to study at university. In the VCE students can choose from a large range of subjects to study.

All VCE studies are organised into units. VCE subjects typically consist of four units with each unit covering one semester of study. Each unit comprises a set number of outcomes (usually two or three); an outcome describes the knowledge and skills that a student should demonstrate by the time the student has completed the unit. Subject choice depends on each individual school. Units 3/4 of a subject must be studied in sequential order, whereas units 1/2 can be mixed and matched. Students are not required to complete all the units of a subject as part of the VCE course, meaning they are able to change subject choice between years 11 and 12.

### VCE Assessment

VCE studies are assessed both internally (in school) and externally (through VCAA). During units 1/2 all assessment is internal, while in units 3/4 assessment is conducted both internally and externally.

#### Internal Assessment

Internal assessment is conducted via "school assessed coursework" (SACs) and "school assessed tasks" (SATs). SACs are the primary avenue of internal assessment, with assessment in every VCE study consisting of at least one SAC. SACs are tasks that are written by the school and must be done primarily in class time; they can include essays, reports, tests, and case studies. Some studies in the visual arts and technology areas are also assessed SATs. SATs are generally practical tasks that are examined in school.

#### External Assessment

External assessment is conducted in the form of examinations set by the Victorian Curriculum and Assessment Authority for units 3/4 studies. All subjects only having one external assessment with the exceptions of mathematics subjects, and LOTE studies, which consist of both a written and oral external test. All these examinations are held in late October and most of November.

Subjects in the LOTE field (languages other than English) are also assessed in the form of oral examinations. Subjects in the Music field are assessed by a performance for a VCAA panel of examiners as

part of their external assessment. All performance based external assessment (Oral Examinations and Music Performances) are typically held in early October.

### **General Achievement Test (GAT)**

The GAT is an essential part of VCE external assessment. It provides the basis of a quality assurance check on the marking of examinations. Any student who is enrolled in a VCE units 3/4 study is expected to sit the GAT in June.

### **VCE Scoring**

On completing a unit, a student receives either a 'satisfactory' (S) or 'non-satisfactory' (N) result. If a student does not intend to proceed to tertiary education, a 'satisfactory' result is all that is required to graduate with the VCE. If a student does wish to study at a tertiary level then they will require an ATAR. In order to gain an ATAR a student must satisfactorily complete sixteen units in all subjects including at least three units in EAL (international students only). Because students in Year 12 usually study 5 subjects in one year, which is 10 units, Year 11 students have to get at least six 'Satisfactory' units to go to Year 12 including at least one 'Satisfactory' unit in EAL. However, in this case, you have to get 'Satisfactory' results in **all** ten Year 12 units; otherwise, you have to repeat Year 12.

### **Study scores**

A student who satisfactorily completes units 3/4 of a VCE study is eligible for a study score of between 0 and 50. Study scores are calculated according to a normal distribution, where the mean is 30 and the standard deviation is 7.

Your study score is added by:

- Your EAL Score, plus
- The Subject Scores of your next best three studies, plus
- 10 per cent of the Subject Score for a fifth study (where available), plus
- 10 per cent of the Subject Score for a sixth study (where available).

Your SAC results (internal assessments) in Year 12 and final Year 12 exam (external assessments) results will be both calculated into your study score.

### **Scaling**

Scaling is the process that adjusts VCE study scores into ATAR subject scores. The Victorian Tertiary Admissions Centre (VTAC) adjusts all VCE study scores to equalise results between studies with stronger cohorts, and those with weaker ones. Contrary to common perception, scaling is not based on the difficulty of the subject, as each study score is in fact a ranking. The score adjustment ensures that in those subjects where it is easier to overtake the cohort, the score is adjusted downwards, while in those subjects where it is difficult to rank highly, it is moved upwards.



# McClelland College Student Contract

Student Name: \_\_\_\_\_

I, \_\_\_\_\_, agree to follow the conditions listed below, which are necessary for my enrolment at McClelland College. If these conditions are not followed, the school will notify the Department of Education & Training (DET) and this notification may lead to a contract with the International Education Division (IED) and the cancellation of my visa.

1. Attend College regularly and bring a medical certificate, explaining any absence, to the relevant Head of Year Level immediately upon my return to school.
2. Maintain an attendance rate of a minimum of 95%.
3. Parents phone school by 9 a.m. if I am not going to attend school on that particular day.
4. Attend all school days and arrive at all classes on time.
5. Make a genuine effort to maintain my studies by:
  - Being punctual in presenting work,
  - Bringing correct equipment to class,
  - Completing homework,
  - Completing all outcome tasks satisfactorily,
  - Attending all tests and examination sessions,
  - Paying attention in class and participating in class activities, and
  - Using my class-time effectively.
6. Must satisfy course requirements.
7. Follow all school Code of Conduct, including wearing the correct uniform, not leaving the school premises without permission and not smoking or bringing cigarettes to school.
8. If I have a part-time job, I must report to the school
9. Follow all required homestay rules (if applicable)

I am aware that if I do not meet the above conditions that school will notify the IED of DET. In particular, I am aware that I will be in breach of:

- Visa condition 8202 if my attendance falls below 95% and/or my academic performance is unsatisfactory.
- Visa condition 8532 if I do not follow the homestay rules

Where a breach of visa condition has occurred, the IED will convene a non-compliance meeting, at which time my continued enrolment as an International Student will be examined. The IED may inform the Department of Immigration and Border Protection (DIBP) of the breach of visa conditions which may lead to the cancellation of my student visa.

## Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_ Parent \_\_\_\_\_ Date \_\_\_\_\_