

What are my rights and responsibilities as a VCAL student?

Diamond Valley Learning Centre (DVLC) is a registered non-school provider of the Victorian Certificate of Applied Learning (VCAL) and has responsibilities to you, the VCAL student, and the Victorian Curriculum and Assessment Authority (VCAA). For more information about the VCAA please visit www.vcaa.vic.edu.au.

DVLC is responsible to the VCAA for:

- giving VCAL students written information on VCAA rules and DVLC's responsibilities (this document);
- basing our teaching and learning programs on accredited VCAA curriculum and assessment documents;
- ensuring that any topics or activities that VCAL students investigate through self-directed research align with community standards, are appropriate for school students, and do not put students at risk of contravening Victorian or Australian law;
- reporting VCAL enrolments and student results; and
- keeping accurate information about a student's achievement and ensuring personal student details are kept confidential;

DVLC is responsible to you, the VCAL student, for:

- giving you comprehensive course advice;
- recording your learning progress on the VCAA database;
- checking your personal details on the VCAA database on an annual basis;
- keeping your personal details secure from unauthorised access;
- ensuring that there are established procedures for assessment and that these are applied consistently;
- allowing you to appeal an adverse DVLC decision; and
- ensuring that you understand and have access to Special Provision for your VCAL studies if required.

At DVLC we 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; and
- the values of openness and tolerance.

Your rights as a student are based on the 20 basic rights protected under the Victorian Charter of Human Rights, which include:

- Choice
- Privacy
- Safety

What are my rights and responsibilities as a VCAL student?

- Communication
- Participation
- Comment and be heard

For further information, please refer to: www.humanrightscommission.vic.gov.au

What are your rights as a VCAL student at DVLC?

You have the right to:

- be taught by experienced and qualified staff;
- access relevant facilities and resources;
- information about how your studies are going and what you need to do to achieve your qualification;
- be treated fairly and with respect, no matter who you are or where you come from;
- be involved in decisions VCAL staff make to support you; and
- your personal information being kept private.

What are your responsibilities as a VCAL student at DVLC?

DVLC is an adult education centre where students are expected to take responsibility for their own learning and to respect the rights of others in the classroom.

As a VCAL student you should:

- arrive on time and try to attend every session;
- make a genuine effort to complete set tasks;
- be respectful of everyone's contribution;
- leave the classroom and kitchen area in a clean and tidy state;
- attend class free from the influence of drugs and alcohol and not be in possession of these;
- respect the rights of other DVLC staff and students;
- provide information to help us work with you; and
- be responsible for decisions you make.

What is unacceptable behaviour by a VCAL student?

Examples of unacceptable behaviour include (but are not limited to):

- violence of any kind, intimidation, bullying or threatening others;
- damaging property both personal or belonging to others;
- harassment, including sexual harassment;
- use of drugs and/or alcohol;
- any inappropriate use of technology;
- theft or any kind of criminal activity;
- carrying and/or using weapons on VCAL premises or outings; and
- using language to purposely offend.