Tocal College

RTO # 91166

CB Alexander Campus

2017

HANDBOOK

FULL TIME PROGRAMS

Editor: 
James Hooke

Cover Design: 
Dean Morris

Special Note: The College reserves the right to add to or alter information in this Handbook. Course content and College procedures may change in response to the changing needs of rural industries and changing community expectations.
### Tocal College, C B Alexander Campus

**ADDRESS:** 815 Tocal Road Paterson NSW 2421

**TELEPHONES:**
- Reception: 02 4939 8888
- Course Enquiries: 1800 025 520
- Glendarra 1 Student Residences: 02 4939 8855
- Student Shop (8a.m. to 1p.m. weekdays): 02 4939 8859

**FACSIMILE:** 02 4938 5549

**E-MAIL:** info@tocal.com

**WEBSITE:** www.tocal.nsw.edu.au

**AFTER HOURS:**
- Answering Machine for messages: 02 4939 8888
- Duty Officer: 0428 973 372
- Principal: 0447 486 760
- Deputy Principal: 0426 540 226
- Residential Supervisor: 02 4939 8956

**Police**
- Emergency: 000
- Maitland: 02 4934 0200
- Paterson: 02 4938 5191

**Ambulance**
- Emergency: 000
- Rutherford: 13 1233

**Hospitals**
- Maitland: 02 4939 2000
- John Hunter (Newcastle): 02 4921 3000

**Fire & Rescue NSW**
- Emergency: 000
- Maitland: 02 4934 7258

**NSW Rural Fire Service**
- Lower Hunter: 02 4015 0000
- Fire Control Centre: 02 4015 0000

**Taxi**
- Maitland Taxi Service: 02 4933 7333
  - Or 13 1008

*Remember to dial “0” first to get a line out from an internal, Tocal phone.*

*E.g. 0-000 for emergency services.*
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>1</td>
</tr>
<tr>
<td><strong>Introduction to Tocal</strong></td>
<td></td>
</tr>
<tr>
<td>College Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Tocal Property</td>
<td>4</td>
</tr>
<tr>
<td>Campus Map</td>
<td>5</td>
</tr>
<tr>
<td>Summary of Activities at Tocal</td>
<td>6</td>
</tr>
<tr>
<td>Section Managers and Tutors</td>
<td>7</td>
</tr>
<tr>
<td>Course Tutors</td>
<td>8</td>
</tr>
<tr>
<td>Tocal Students Association</td>
<td>8</td>
</tr>
<tr>
<td><strong>General College Information</strong></td>
<td>9</td>
</tr>
<tr>
<td>College Facilities</td>
<td>9-10</td>
</tr>
<tr>
<td>Business Hours/Mail/Telephones</td>
<td>10</td>
</tr>
<tr>
<td>Banking/Duty Officers/Student Transport</td>
<td>11</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>12</td>
</tr>
<tr>
<td>Farm Safety</td>
<td>12</td>
</tr>
<tr>
<td>Sickness and Injury</td>
<td>12-13</td>
</tr>
<tr>
<td>Use of Vehicles/College Tractors</td>
<td>13</td>
</tr>
<tr>
<td>Students’ Private Motor Vehicles</td>
<td>14</td>
</tr>
<tr>
<td>Non Smoking Areas</td>
<td>14</td>
</tr>
<tr>
<td>Residences/Dining Hall</td>
<td>14-17</td>
</tr>
<tr>
<td><strong>General Regulations</strong></td>
<td>18</td>
</tr>
<tr>
<td>Behaviour</td>
<td>18</td>
</tr>
<tr>
<td>Attitudes/Probation</td>
<td>18-19</td>
</tr>
<tr>
<td>Attendance/Absence</td>
<td>19-20</td>
</tr>
<tr>
<td>Awards for Excellence</td>
<td>20</td>
</tr>
<tr>
<td><strong>Fees and Financial Assistance</strong></td>
<td>21</td>
</tr>
<tr>
<td>Fees</td>
<td>21-24</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>25</td>
</tr>
<tr>
<td>Scholarships</td>
<td>25</td>
</tr>
<tr>
<td><strong>Course Requirements and Guidelines</strong></td>
<td>27</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>27</td>
</tr>
<tr>
<td>National Qualifications and Tocal Special Awards</td>
<td>27</td>
</tr>
</tbody>
</table>
Teaching Methods .......................................................................................... 27

Case Studies (Subject Areas) ................................................................. 28
Practical Skills Training and Assessment ........................................... 28
Practical Work .................................................................................. 28
Problem Based Learning and Group Work ....................................... 28
Merit Grades .................................................................................. 29
Graduating with Merit in a Course ...................................................... 29
Nationally Recognised Qualifications .............................................. 29

Tocal Agricultural Production Program .............................................. 30

AHC30116 Qualification requirements .............................................. 30
The Tocal Special Award in Agricultural Production ...................... 30
Graduating with Merit ........................................................................ 30
Requirement Summaries ................................................................. 30
Training Descriptions (Case Studies, Special Competencies
and Introductory Units) ................................................................. 31 - 32

Tocal Stock Horse Breeding and Training Program ......................... 34

AHC30116 Qualification requirements .............................................. 34
The Tocal Special Award in Stock Horse Breeding and Training ....... 34
Graduating with Merit ........................................................................ 34
Requirement Summaries ................................................................. 34
Training Descriptions (Case Studies, Special Competencies
and Introductory Units) ................................................................. 35 - 36

Tocal Farm Supervision and Agribusiness Program ......................... 38

AHC40116 Qualification requirements .............................................. 38
The Tocal Special Award in Farm Supervision and Agribusiness ....... 38
Graduating with Merit ........................................................................ 38
Requirement Summaries ................................................................. 38
Training Descriptions (Case Studies, Special Competencies
and Introductory Units) ................................................................. 39 - 40

Diploma of Agriculture ........................................................................ 43 - 44

Guidelines for Individual Studies .............................................................. 45

Guidelines for Practical Work .............................................................. 46 - 47

Guidelines for Community Involvement ............................................. 47

Guidelines for Presentation of Assignments ......................................... 48

Guidelines for Recognition of Prior Learning ....................................... 49

Guidelines for Credit Transfer .............................................................. 49

Additional Guidelines for Merit .............................................................. 50

Formula for Dux Awards and Rankings in the Course ......................... 51

iv Tocal Student Handbook 2017
Welcome

Tocal College has been cementing its reputation as one of the nation's premier agricultural training institutions since opening in 1965. It has developed an extensive range of courses, programs and products and has grown its reach across the state and the nation. It is presently the only agricultural college in NSW with two main campuses: CB Alexander campus near Paterson and the Yanco Campus near Leeton.

The CB Alexander campus operates full-time and part-time youth education programs. The practical experience its students gain by training in skills and working on the various commercial farms within the 2200 Ha property gives them credibility to enter a variety of industries.

The CB Alexander campus is also the centre for external studies programs including the online Diploma and Advanced Diploma. An extensive short course program for farmers, delivered under the PROfarm trademark, operates across NSW from both campuses and in association with other NSW DPI offices.

As a result there are now graduates operating and managing farms and other rural businesses throughout Australia. These past students, together with other friends of the College, form an extensive network of supporters. Upon graduating you will automatically become a part of the Tocal Alumni and so benefit from these connections.

This booklet provides detailed information on Tocal's full-time accredited courses. College staff assist students to develop a wide range of practical skills and knowledge for careers in the agriculture and horse industries. The development of appropriate attitudes and personal skills is also fostered through a range of activities and supported by staff mentors. This personal development is a key aspect of full-time programs and strongly supported by industry.

It is my pleasure to welcome you to Tocal. During your time with us you will be provided with many opportunities, both in your training and personal development. I encourage you to make the most of these and challenge yourself to be the best student and person that you can possibly be. I am sure that your association with the College will then be a rewarding one and you will look back with great pride on what you have achieved.

DARREN BAYLEY
Principal
Special Note: The College reserves the right to add to or alter information in this Handbook. Course content and College procedures may change in response to the changing needs of rural industries and changing community expectations.
## College Calendar - 2017

### Term 1
- **Commences**
  - Direct Entry: Monday, January 30 (10 weeks)
  - Cert IV: Monday, February 6 (9 weeks)
  - Cert III: Monday, February 13 (8 weeks)
  - Trainees (Cert III): Monday, February 6
  - Trainees (Cert IV): Monday, February 20

- **Concludes***
  - Friday, April 7

### Term 2
- **Commences**
  - Wednesday, April 26

- **Concludes***
  - Friday, June 30 (10 weeks)

### Term 3
- **Commences**
  - Monday, July 17

- **Concludes***
  - Friday, September 22 (10 weeks)

### Term 4
- **Commences**
  - Monday, October 9

- **Concludes***
  - Friday, November 24 (7 weeks)

*Includes “Pack-and-travel” day.

### Graduation Days:
- Yanco Campus: Friday, March 10
- CB Alexander Campus: Friday, March 24
- Tocal Weaner Sale: Friday, March 17
- Royal Easter Show: Thursday 6 to 19 April
- Tocal Field Days: May 5, 6, 7
- College Open Days: July 7 & 14; September 29 & October 6
- Foundation Day: Friday, November 3
- Tocal Stock Horse Sale: Sunday, November 5

### Due Dates for “Individual” and “Industry” Assignments*

#### Certificate III Courses
- First Individual Study: April 6
- Second Individual Study: August 25

#### Certificate IV Courses - Industry Assignment
- Term One: April 6
- Term Two: June 29
- Term Three: September 8

*Please note: The due dates for other assessment items will be clearly provided at the beginning of each case study or unit of competency.
TOCAL PROPERTY

The Farms

Beef

The beef enterprise centres around a breeding herd of about 550 females and turns off steers either as fats or stores depending on the season - a total of up to 1500 head. The breeding program involves the use of Brangus and Angus bulls to maintain a crossbred herd.

The beef cattle are run jointly with over 100 Australian Stockhorses used by the students on the property. Young horses bred on the College are broken in and trained by students during the year.

Numeralla

The Numeralla property was purchased by the C.B. Alexander Foundation in 1981. It was originally a broiler farm and has recently been converted to a free range, egg production enterprise with up to 90,000 layer birds ranging over 20 Ha. Birds are trained to lay in their nests with their eggs transported by conveyor into a central egg packing room. It contains an automatic egg packer capable of up to 16,000 eggs per hour.

Dairy

The dairy enterprise operates on 105ha of highly improved, mainly irrigated pasture and fodder crops and produces over 25,000 litres of milk per week.

The milking herd is made up of around 220 mainly Holstein Friesian cows. Milk is supplied to the Murray Goulburn Cooperative.

Bona Vista

Unlike the other farms, which are of commercial proportions, Bona Vista is essentially a demonstration farm. It runs a Dohne flock of approximately 300 ewes. Prime lambs and wool are the major products. Some cereal and other crops are grown.

Homestead

This building was constructed in 1841 and many of the outbuildings date back to the early 1800's. The 50 hectares immediately surrounding this complex are used to run horses, beef cattle and sheep.
Summary of Activities at Tocal

Full-time Courses (All one year)
Certificate III in Agriculture:
- Agricultural Production program
- Stock Horse Breeding & Training program
Certificate IV in Agriculture:
- Farm Supervisor and Agribusiness program

Part-time Courses
Dairy Traineeships - 1 to 2 years
Rural Traineeships - 1 to 2 years

Short Courses
Usually 1-2 days

External / Online Courses
Diploma of Agriculture
Advanced Diploma of Agriculture
Diploma of Conservation and Land Management

Graduation Day
This annual ceremony is usually held in March (or occasionally early April) and involves the presentation of Certificates and Awards to graduates from the previous year.

Foundation Day
This ceremony is held on the first Friday in November each year to commemorate the opening of the College in November, 1965.

Open Days
Information days for prospective students are held on each Friday of the July and October school holidays from 9.30 a.m. to 3 p.m.

Tocal Field Days
These field days are conducted over the first weekend in May each year. They attract a large number of people from all over NSW and have a balance of commercial exhibits, educational demonstrations and crafts.

Farm and Homestead Tours
Tocal hosts large numbers of school students and other groups who participate in farm and Homestead tours each year. Other groups also visit the College and many organisations use the College facilities for meetings and conferences. The Tocal Homestead has special Open Days during the year and is open on weekends between March and November. Tocal Homestead Function Centre is also a premium venue for wedding receptions in the Hunter Valley.
Section Managers and Tutors

**MANAGERS**

**Darren Bayley**  
Principal

**James Hooke**  
Deputy Principal

**Mike Ison**  
Acting College Manager

**Julie White**  
Manager, Education Delivery

**Sandra Ognibene**  
Registrar

**Malcolm Burke**  
Beef Manager

**Stephen Pope**  
Dairy Manager

**Lyn Barham**  
Librarian

**Denise Presland**  
Domestic Supervisor

**Karen Sanders**  
Numeralla Free Range Egg Farm

**COURSE COORDINATORS**

Certificate III in Agriculture:  
*Cultural Production,*  
- **Steve Krick**  
*Stock Horse Breeding & Training,*  
- **Simone Harvey**

Certificate IV in Agriculture:  
*Farm Supervisor and Agribusiness,*  
- **Jill Clayton**

Dairy & Rural Traineeships:  
- **Matt Brett**

**TUTORS**

**Matt Brett** - Dairy Production  
**Jill Clayton** - General Ag & First Aid  
**Paul Corocher** – Skills Training  
**Bob Dunn** - Farm Machinery & Sheep Production  
**Simone Harvey** - Horse Breeding  
**Steve Krick** - General Ag  
**Warwick Lawrence** - Horse Breeding  
**Ian Nunan** - General Ag  
**Carol Rose** - Crops and Pastures  
**Steph Teterin** - General Ag  
**Chantelle Vella** - Student Administration & Welfare  
**Bruce West** - Beef Production
Course Tutors

Students are assigned to an individual staff member (tutor) for guidance on their learning and development throughout the course.

You should get to know your tutor as quickly as possible by seeing them at least once a week early in the year to discuss your progress and any concerns.

Your tutor will schedule visits with either the full group or individuals at certain times. It is however also your responsibility to seek guidance and help from your tutor when needed.

Please do not hesitate to seek advice or support from your tutor. They will be only too happy to help you. However they may not always be aware of what your needs are unless you let them know. At other times please just drop in to see them for a general catch up and chat.

Your tutor should make sure that you feel comfortable to discuss any problem that may affect your performance in the course. They will work closely with you by offering guidance and support and can discuss with you the availability of other specialist assistance if required. Feel free to contact any other member of staff including our regular counsellor or the Deputy.

Tocal Students Association

The Association consists of all full-time and part-time students. It elects a committee to carry out the following:

- appointment of a manager to the student’s shop
- organisation of recreational and social activities
- purchase and maintenance of recreational equipment and furniture
- representation of student concerns and needs to staff

The committee is made up of the following positions:

President
Secretary
Treasurer
Social Convenor
Sports Convenor
Residential Representatives

Staff Representatives
General College Information

College Facilities

Library

Open 8.30 a.m. - 4.30 p.m. Mon-Fri.

The library has an extensive range of agricultural and related resources including books, journals, fact sheets, magazines, newspapers, podcasts, videos and e-books. The library catalogue provides access to the resources of all NSW DPI libraries. The catalogue and other search aids, such as journal indexes, are available via the internet.

The loan period for books is two weeks, which can be extended for a further two weeks. The librarian will charge the borrower for any item lost or damaged. The charge will consist of the replacement cost plus an administrate charge of $50 for each item.

Computer/Internet

The computer room attached to the library is normally available for student use. Please contact the Duty Officer for after hours use.

Wireless internet is available on the main campus. A pass code for access can be obtained from the Office Reception.

Edward Hunt Hall

The Edward Hunt Hall is intended for social, sporting and other uses.

Students are encouraged to make use of the Hall. They should however take special care not to damage the timber floor.

The Hall must be booked at the Office for use in social functions. The organisers are responsible for cleaning the Hall, parking area and front entrance area after these functions. Removal of decorations and cleaning must be completed no later than midday on the day after the event.

Unless otherwise pre-arranged activities in the Hall should cease at 10.00 p.m.

Chapel

The Chapel should always be respected as a place for quiet reflection and contemplation for people of all beliefs. It may also be used for music, meetings and discussion groups, etc.
Swimming Pool

The swimming pool is available for use by the public provided they purchase a season ticket. All Tocal students have access to the pool because they pay a pool levy in their College fees, the levy being put towards the cost of pool maintenance. Certain conditions relating to the use of the pool are displayed on the notice board at the pool entrance.

Please read and abide by the pool rules.

Students are also asked to set a good example with their behaviour, particularly when around families with young children. Conduct and behaviour must allow the quiet enjoyment of the pool by others.

A number of schools use the pool for sport and learn-to-swim lessons, usually on weekday afternoons. Students are asked to avoid these and other organised groups at those times.

Students are welcome to join the Paterson Valley Swim Club, which holds sessions at the pool each Tuesday evening, approx. 4.30 p.m. to 7.00 p.m.

Tennis Courts

There are two courts available. Students have free access to these.

Oval

The oval is located below the swimming pool and is available for use by College and community. It is primarily used for equestrian events and its surface is therefore unsuitable for most other purposes.

Vehicles are strictly not allowed on the oval.

General Information

Business Hours

Office hours are 8.30 a.m. to 4.30 p.m., Monday to Friday

Mail

Mail is placed in the racks in the shop. Outwards mail should be posted through the slot in the main door to the office. Stamps may be purchased from the student shop.

Telephones

Official calls to the College should be directed to 02 4939 8888

The Duty Officer may be contacted after hours on 0428 973 372

The Principal may be contacted after hours on 0447 486 760

Deputy Principal 0427 540 226
Banking

Banking facilities and ATMs are available in Maitland. Paterson Post Office is an agent for the Commonwealth Bank. EFTPOS is available at the student shop but banking occurs frequently with very little cash kept on site. Therefore cash withdrawals are limited.

Duty Officers

The College employs Duty Officers to assist students at night and on weekends. They are generally on duty till at least 1.30 a.m.

Students with urgent matters at other times should contact the Residential Supervisor or other resident staff.

Peter Marshall – Ext 8956
Jill Clayton - Ext 8840
Principal - 0447 486 760

Student Transport

Students can arrange to be picked up from Maitland Railway Station on Sundays at 2.30 to 3 p.m. or at 7.30 to 8 p.m. Arrangements should be made before the previous Friday lunchtime. College staff will then pick them up at these times if they also ring the College from the station on 0428 973 372. It is recommended that students begin calling 20 min before arrival as the Duty Officer may need some time to respond due to their other commitments around the College.

Students can arrange with tutors in advance for a lift to train or bus station after 4.00 p.m. on weekdays.

A bus is provided for students to go to Maitland for shopping, banking or movies on most Thursday evenings.

Staff do their best to arrange transport for other sporting or social events provided these are organised well in advance. Student Association representatives can also help with the organisation of transport.

At other times students are expected to arrange their own transport.

Tocal College is registered as a tertiary institution with Transport for NSW and will assist applications for Concession Opal cards by sharing the details of consenting students with them.

Transport for NSW will reimburse eligible students who reside at the College for a limited number of return trips (home-College) per year. These trips must be by public transport and not by private vehicle.

However, where there is no public transport available for all or part of the journey, the Private Vehicle Conveyance (PVC) subsidy may be available to eligible students to offset the cost of private vehicle transport. A staff member will need to confirm the dates of these trips so please cooperate with them if requested.
Student Identification Card

Students are issued with a Student Identification Card which is valid for the duration of the course. The identification card will have the student’s name, photo and ID number printed on it. It will also identify the student as a full-time student and as a resident or non-resident. Students may need to show their card when borrowing books or dining at the College. The card may allow students to gain concessions at some cinemas and sporting events.

Replacement cards will cost $20.

Farm Safety

Staff provide training in farm safety to all students throughout the year but especially during the first weeks of the course. Students are shown how to minimise risk to themselves and others in all training carried out at the College.

Students working on the College are intensely supervised when initially operating tractors and machinery or riding horses. Supervision is only reduced if assessment suggests it is suitable and safe to do so. Training in the safe use of chemicals; the operation of tractors, bikes, side by side vehicles, quads and chainsaws; the safe riding and handling of horses and safe cattle and sheep handling is carried out for all students.

Sickness and Injury

Vaccination

Students are expected to be immunised against tetanus before enrolling at Tocal. Vaccination for Q Fever and Hepatitis B is also recommended. Q Fever vaccination is normally offered by a private pathology service at the start of each year. Tocal College helps coordinate vaccination. Details, including approximate cost, will have been provided to students and fee payers.

Accident Insurance

The College does not have accident or medical insurance for students. Students should consider taking out their own accident insurance.

Students who are injured while on College approved, off-campus, work experience may apply to have their medical costs reimbursed subject to certain conditions.

Ambulance

Students are covered by the College's Ambulance Scheme membership during term time only.

Students should take out additional ambulance cover with their health insurance company to cover all other times and situations.
Liability

Neither the College nor NSW DPI will accept liability for payment of hospital, medical, dental, ambulance, chemist or similar expenses incurred by a student either through sickness or accident while attending, residing or working at the College.

Similarly, farmers who cooperate with the College in the education of students do not accept any liability for these expenses.

First-Aid

Routine treatment is available at any time. Students who are ill should report to the Student Welfare Officer between 7.30 & 8.30 a.m. Emergency situations should be reported to First Aid Officers, Duty Officer or any member of staff.

Other

Students are required to advise the Student Welfare Officer before 8.30 a.m. if they are sick or injured to the extent that they cannot attend College activities. They will be provided with local GP, contact details and encouraged to make appointments as necessary.

Students must take with them their Medicare card or Medicare number. Routine dental treatments should be arranged by students during vacation time.

Use of College Vehicles

Students may occasionally be asked by staff to drive College vehicles.

Any student who drives a College vehicle must have a current NSW driver’s licence.

Seat belts are to be fastened AT ALL TIMES and specified speed limits, both on and off the College, must not be exceeded.

Any damage to vehicles may be chargeable to the student concerned.

College Tractors

No unlicensed student shall drive a College tractor on a public road. ONLY the driver shall ride on a tractor unless being supervised by staff from an approved dual seat. No student shall ride on an implement. It is a civil offence to ride on a trailer on a public road. Hearing protection must be used when operating tractors and machinery.

To drive College tractors unsupervised, students must achieve the required level of competence.
Students’ Private Motor Vehicles

Students may bring a motor vehicle onto College provided that:

- they have a current driver’s licence
- the vehicle is registered and is covered by comprehensive or third party property insurance
- the vehicle is driven safely and responsibly at all times and within the College speed limits (generally 40 km/hr but less where sign posted)
- notification of vehicle's make & registration number is given.

A fine is possible for such breaches and repeat offenders will have driving privileges removed.

Staff may inspect a students’ vehicle at any time. The Principal may withdraw permission to have a vehicle on College premises for any reason at his discretion.

Use of Students' Vehicles on College Property

Students are not to use their private vehicles or motor bikes to drive through the College property without the permission of management or a delegated staff member.

The College accepts no responsibility for damage to students' vehicles.

Parking Areas

Students must not park in any areas other than those specifically designated as student parking areas and must not on any account drive on lawn areas.

Student car parks are located to the west and south of the main residential blocks.

Non Smoking Areas

Students are not permitted to smoke on College grounds or anywhere on the Tocal property.

Smoking is not permitted in student rooms or common rooms. It is against the law for people under 18 years to purchase cigarettes.

College Residences and Dining Hall

Main Residence

This residence has 90 separate rooms with male and female bathrooms.

Glendarra Residence

There are 12 bed/study rooms each with an en suite bathroom and toilet.

Cottages

There are two cottages with ten single beds each. The cottages have small kitchens and a lounge room.
General

The good care and condition of each room is the responsibility of the resident. **Other students are permitted in the room until 11.30 p.m. each night but no one else may stay without prior approval.** The only items permitted other than personal effects are a TV, computer, sound system and kettle. Motorbikes, heaters and microwaves are not allowed.

Sound equipment must be kept to a volume that will not offend the privacy of others. After 10 p.m. the volume must be turned down to a level which will not disturb those who wish to sleep.

Pets of any kind, firearms, knives (including pocket knives), ammunition, flammable liquids, alcoholic liquor, liquor containers, drugs and the like are not permitted for students anywhere on the College property (including in students’ vehicles).

Posters must not be hung on the woodwork in rooms. Staff are authorised to remove posters and furnishings that are considered by the Domestic Supervisor or Deputy Principal to be inappropriate.

Students must keep floors free of clothes and all other objects to allow the cleaners easy access. They must also empty waste paper bins and dust the desk and bookshelves. Student rooms will be checked regularly by staff to ensure they are tidy and not being damaged.

Student rooms may be inspected at any time by staff authorised by the Principal or Deputy Principal.

Students must not smoke in their rooms.

A sprinkler system is installed throughout the residences and will activate in the event of a fire. Smoke and heat detectors in each room will set off an alarm and a panel in the Duty Officers room will identify the room concerned.

**Fine powder and appliances such as hair straighteners and dryers may set off heat alarms and so should be used away from detectors.**

**Heavy penalties are possible for either deliberate or accidental activation of a fire safety device.**

Other Matters Concerning Rooms

Students are not permitted to remove College property from their rooms. Students may not enter vacant rooms, or use other students' rooms without permission.

Any student wishing to change rooms or move out of residence must give one week's notice on the correct form to the Deputy Principal. Students under 18 years of age wishing to move out of residence must provide written permission from their parent or guardian. Failure to give one week's notice of intent to move out of residence may result in that week's board and lodging being charged.

**Rooms must be completely cleared by their occupants before 10.00 a.m. on the last day of term.**
Personal items may be secured beneath the bed during vacations.

The Deputy Principal's permission must be obtained to live on College during vacations and fees will be charged, (except when on practical work during which time it is automatically provided). Otherwise students are expected to depart no later than lunchtime on the first day after the end of term.

Security

It is strongly recommended that students never leave their doors and drawers unlocked while absent from their rooms.

Any loss from or damage to a student's room will result in a charge against the occupant. This includes graffiti caused by others so please supervise your guests and keep your room secure.

The College accepts no responsibility for loss, theft or damage of students' belongings.

Bathrooms and Laundries

The College supplies bed linen and launders this weekly. Students should provide their own pillows, towels and doonas or blankets. Washing machines and dryers are available for student use.

Students are advised to clearly mark all clothing and must monitor their wash to avoid accidental misplacement or theft.

Conference Room

This is located near the Main Office and is available for reading, study and quiet recreation.

Common Rooms

These are located at each end of the Main Residence and are used for watching television, playing pool or table tennis, etc. The Shop is located in the northern common room. The furnishings and facilities in the Common Rooms are provided by the Association.

Dining Hall

Meal hours in the dining hall are:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7.00 - 7.30 a.m.</td>
</tr>
<tr>
<td></td>
<td>(8.00-8.30 a.m. on weekends and public holidays)</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00 - 12.30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>5.30 - 6.00 p.m.</td>
</tr>
</tbody>
</table>

Meals must be served within these hours unless special arrangements are made with the Domestic Supervisor or Duty Officer.

Food must not be taken from the dining hall without permission.

Students remaining at College during weekends are welcome but must notify the dining hall staff by Friday lunch time. If this is not done, meals cannot be provided.

Visitors (subject to the Principal or Deputy Principal's approval) and non-resident students may purchase meals from the dining hall. Non-resident students rostered on
weekend or vacation practical work or milking, may obtain free meals in the dining hall.

Dirty, torn or untidy clothing is not permitted in the dining hall.

Dirty boots, gumboots, slippers, pyjamas, dressing gowns, singlets, sport gear and bare feet are not permitted in the dining hall. Hats / headwear must be left at the door.

**Non-Resident Students and Visitors**

All non-residents and visitors are required to leave the College property no later than 10 p.m.

**Defects**

Any defects to student rooms, common rooms, bathrooms and laundries should be promptly reported to the Maintenance Manager through the main (front) office.

Defect notices are available in the Shop.

**Fire Safety**

Fire alarms, extinguishers and hoses are maintained throughout the residences and the College to ensure the safety of all. Tampering with these may mean that the equipment cannot function in the event of a fire. The penalty for tampering with this equipment is up to $500 and may constitute an illegal act under Workplace Health & Safety legislation.

**Conditions of Residence**

Students should display respect for other people and College facilities.

Staff are required to report unacceptable behaviour or damage for disciplinary action.

Failure to comply with any condition of residence can result in a student being required to leave residence.

**Leaving the Campus**

Students under 18 are required to notify the Duty Officer if they will be away from the College after 10 p.m. If they are running late, they must ring and let the Duty Officer know.
General Regulations

Behaviour

The College community expects its members:

• to always act with concern for the well-being of others,
• to always maintain and enhance respect for the College and its people,
• to fully benefit from their opportunity to train at the College.

Students normally choose to abide by these general principles because they are clearly for the benefit of all. All College rules and regulations originate from these principles.

There are some particularly serious matters which may result in expulsion. These include:

• theft
• possession, use or supply of drugs
• possession or use of alcohol on College premises
• drunkenness
• irresponsible use of motor vehicles
• violence or repeated bullying and harassment
• repeated cheating
• any other matter that is deeply offensive to the community

If the person(s) responsible for damage cannot be identified its cost may be shared equally and deducted from all students' general deposits.

Off-College misdemeanours may be followed by disciplinary action at College irrespective of any outside action that may be brought against the offender. The College will take this action because it must safeguard its good name and the good name of its students.

The College also considers itself obliged to notify a student's fee payer about:

- academic results
- any aspect of behaviour and performance

This obligation may only be waived under written instructions from the persons paying the fees, or at the discretion of the Principal.

The Student Behaviour Policy can be found at the end of this handbook.

Students will be given a copy of the Student Discipline Points System which details the demerit points that apply to specific offences. Students and fee payers will be expected to be familiar with these.
Attitudes

Students are assessed on the attitudes they display during all College activities. An unsatisfactory attitude may lead to a student's College tenure being terminated. Attitudes are assessed in various ways including - the number of lateness and absence entries for practical work and theory; reports from Duty Officers about student behaviour; cooperation with staff.

Probation

Students may find themselves placed on probation due to problems concerning academic performance or behaviour. Its purpose is to alert, warn and encourage students and fee payers. It will be used:

- Where a student is not performing in the course and is in danger of failing (academic probation).
- OR
- Where a student has exhibited a particular behavioural problem or poor attitude (behavioural probation).

Terms of Probation

- meet with tutor every week
- hand in all assignments on time
- attend all course activities
- have strong interest in the course
- be of good behaviour
- seek help from relevant staff in areas of difficulty

Action

If the terms of the probation are not met, the student may be asked to withdraw from either the course or the College.

Attendance

Students are expected to attend all teaching and practical work activities. Absence from these will automatically be reported to parents and / or fee payers.

Absences for any reason, other than illness, must be approved by both the student's tutor and by the staff member in charge of the course activity. If not it will be recorded as an “Unapproved absence”.

Forms are available from tutors or the library. Unwell students must report to the Student Welfare Officer by 8.30 a.m. on weekdays or they should inform the Duty Officer.

A doctor's certificate is required when more than one day is lost due to ill health. This will then be reported as an “Approved Absence”. Absence due to illness for a period greater than one day without a doctor’s certificate will be reported as an “Unapproved Absence”.

Students unable to attend weekend practical work due to illness should contact the section directly or ask the Duty Officer to do this.

All absences and lateness will be reported. These and in particular, “Unapproved Absences”, may affect award of the National Competency "AHCWRK204 Work effectively in the industry" as well as eligibility for Tocal Special Awards (described later).
It is the responsibility of the student to catch up on all assessments or practical work they miss due to absence or lateness. This should be negotiated with the appropriate staff member.

Missing practical work may prevent skills being achieved that are necessary for a National Qualification. This is described in the Skills Manual. Missing other types of practical work may prevent you from achieving Tocal Special Competencies or Awards. This is described later in the Handbook.

Approved absences from theory may be caught up by arrangement with the appropriate staff member. This must be done within two weeks of the absence.

If work is missed due to an “Unapproved Absence” there is no obligation on the College or its staff to help the student catch this work up. This applies to both theory and practical work.

In some instances where extra efforts are made to catch students up an extra charge may be required. See the section on “Penalties for late assessment” later in this handbook.

NB: More than one unapproved absence or more than two unsatisfactory entries for punctuality each term could result in being asked to leave the course. In general, lateness or unapproved absences may make it difficult to pass the competencies needed for a National Qualification or to meet the requirements of a Tocal Special Award.

### Awards for Excellence

Medals may be awarded in each course for:

- Overall Excellence in the Course
- Achievement in Academic Studies
- Achievement in Personal Development
- Achievement in Practical Work

The College reserves the right not to award a particular medal. Published formula should be used as a guide only as students' attitudes are also considered.

The formula used for course awards appears later in this document.
Fees and Financial Assistance

**PROPOSED FEES – 2017**

**Certificate III in Agriculture (Agricultural Production)**

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESIDENT STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board and Lodging</td>
<td>$2183</td>
<td>$2456</td>
<td>$2456</td>
<td>$1910</td>
<td>$9005</td>
</tr>
<tr>
<td>Note: Board and lodging is based on students being in residence for 33 weeks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Association &amp; Recreation Levy</td>
<td>$1,035</td>
<td></td>
<td></td>
<td></td>
<td>$1035</td>
</tr>
<tr>
<td>General Deposit</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Resource &amp; Equipment Allowance</td>
<td>$650</td>
<td></td>
<td></td>
<td></td>
<td>$650</td>
</tr>
<tr>
<td>Student Fee</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$2190</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$4615.50</td>
<td>$3003.50</td>
<td>$3003.50</td>
<td>$2457.50</td>
<td>$13080</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NON RESIDENT STUDENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Association &amp; Recreation Levy</td>
<td>$790</td>
<td></td>
<td></td>
<td></td>
<td>$790</td>
</tr>
<tr>
<td>General Deposit</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Resource &amp; Equipment Allowance</td>
<td>$650</td>
<td></td>
<td></td>
<td></td>
<td>$650</td>
</tr>
<tr>
<td>Student Fee</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$2190</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$2187.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$3830</td>
</tr>
</tbody>
</table>

Note: The Student Association and Recreation levy is not refundable if a student withdraws during the course.

Students may be eligible for a Concession (reduction to $240) or Exemption from the Tuition/Course Fee. See the Smart & Skilled NSW website for more information.
## PROPOSED FEES – 2017

### Certificate III in Agriculture
(Stock Horse Breeding & Training)

### RESIDENT STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board and Lodging</td>
<td>$2183</td>
<td>$2456</td>
<td>$2456</td>
<td>$1910</td>
<td>$9005</td>
</tr>
<tr>
<td>Note: Board and lodging is based on students being in residence for 33 weeks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Association &amp; Recreation Levy</td>
<td>$1035</td>
<td></td>
<td></td>
<td></td>
<td>$1035</td>
</tr>
<tr>
<td>General Deposit</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Resource &amp; Equipment Allowance</td>
<td>$1650</td>
<td></td>
<td></td>
<td></td>
<td>$1650</td>
</tr>
<tr>
<td>Student Fee</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$2190</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5615.50</td>
<td>$3003.50</td>
<td>$3003.50</td>
<td>$2457.50</td>
<td>$14080</td>
</tr>
</tbody>
</table>

### NON RESIDENT STUDENTS

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Association &amp; Recreation Levy</td>
<td>$790</td>
<td></td>
<td></td>
<td></td>
<td>$790</td>
</tr>
<tr>
<td>General Deposit</td>
<td>$200</td>
<td></td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td>Resource &amp; Equipment Allowance</td>
<td>$1650</td>
<td></td>
<td></td>
<td></td>
<td>$1,650</td>
</tr>
<tr>
<td>Student Fee</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$2190</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3187.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$547.50</td>
<td>$4830</td>
</tr>
</tbody>
</table>

Note: The Student Association and Recreation levy is not refundable if a student withdraws during the course.

Students may be eligible for a Concession (reduction to $240) or Exemption from the Tuition/Course Fee. See the Smart & Skilled NSW website for more information.
## PROPOSED FEES – 2017

**Certificate IV in Agriculture**  
*(Farm Supervisor and Agribusiness)*

### RESIDENT STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board and Lodging</strong></td>
<td>$2456</td>
<td>$1637</td>
<td>$2729</td>
<td>$6822</td>
</tr>
<tr>
<td><strong>Note:</strong> Board and lodging is based on students being in residence for 33 weeks.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Association &amp; Recreation Levy</strong></td>
<td>$965</td>
<td></td>
<td></td>
<td>$965</td>
</tr>
<tr>
<td><strong>General Deposit</strong></td>
<td>$200</td>
<td></td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td><strong>Student Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fee will need to be selected from list below and applied equally across the 3 terms.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL (less Student Fee)</strong></td>
<td>$3621</td>
<td>$1637</td>
<td>$2729</td>
<td>$7987</td>
</tr>
</tbody>
</table>

### NON RESIDENT STUDENTS

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Association &amp; Recreation Levy</strong></td>
<td>$790</td>
<td></td>
<td>$790</td>
</tr>
<tr>
<td><strong>General Deposit</strong></td>
<td>$200</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td><strong>Student Fee</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fee will need to be selected from list below and applied equally across the 3 terms.</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The Student Association and Recreation levy is not refundable if a student withdraws during the course.

Students may be eligible for a Concession (reduction to $240) or Exemption from the Tuition/Course Fee. See the Smart & Skilled NSW website for more information.

Students entering directly into Cert IV are asked to attend a pre-course assessment / orientation week. This will result in an additional week's Board & Lodging.

### Smart and Skilled Co-contribution (Tuition/Course Fee)

<table>
<thead>
<tr>
<th></th>
<th>First Qualification</th>
<th>Second Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Fee</strong></td>
<td>$2750</td>
<td>$3210</td>
</tr>
<tr>
<td><strong>With Concession (e.g. Youth Allowance)</strong></td>
<td>$240</td>
<td>$240</td>
</tr>
<tr>
<td><strong>With Exemption (e.g. ATSI, Disability)</strong></td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**Note:** Students under 18 years pay the first qualification rate regardless of previous qualifications achieved.
College Fees

A deposit is required in mid January to ensure a place in the course. Remaining fees are due at the start of each term or a written arrangement can be made to pay these by fortnightly instalment.

Students who do not or cannot meet their financial commitments to the College may be requested to move out of residence or withdraw from the Course.

Students whose fees are not paid cannot be provided with their results or awards.

Fines may be levied, at the discretion of the Principal, for unacceptable behaviour or causing damage to property.

It is strongly recommended that fines are paid by the student and not the parent/guardian.

Withdrawal from Course

In cases of voluntary withdrawal, at least one week's notice must be given in writing.

As commitments are made to employ staff and provide various other supports, the Student Association and Recreation levies are not refundable should a student withdraw during the course.

Wool Classing & Other TAFE Courses

TAFE fees apply unless students are eligible for Smart & Skilled concession or exemption.

Student Association & Recreation Levy

This covers recreational equipment, use of pool and Student's Association membership. Part of the fee is used to employ a staff member to assist with tutoring and recreational activities.

General Deposit

This fee is used to offset against damages and lost equipment if necessary. The deposit is refundable in whole or in part. We recommend the student, not the parent or guardian, pay the deposit.

$100 of this deposit covers the issue of a room door key and lockable drawer key. The deposit is refundable on return of the keys.

Lost keys incur a $40 fee for replacement.

To avoid this cost being deducted from the General Deposit all fee payers should emphasise the importance of key security.

Other Fees

Opportunities for reassessment vary depending on the activities undertaken but will be described for each unit. Once the advised deadline for re-assessment has elapsed an additional fee may be requested. A fee of $20-$100 per assessment item may be charged depending on whether it requires late marking, re-setting and assessment or re-assessment of a practical activity.
Introduction to Tocal

Financial Assistance

Students may qualify for various government assistance subject to certain conditions, e.g. Youth Allowance. Contact Centrelink within the Department of Human Services for more information.

Scholarships

Tocal is extremely fortunate to have the support of an extensive scholarship program. The following sponsors provide greatly appreciated financial assistance to students.

Australian Stock Horse Society - $2250
Australian Wool Education Trust – 3 x $3000 each
BBM Youth - a significant number of students are granted scholarships each year ranging from $1000 to $3000.
Bill Bannister Trust (John A Murray Memorial) – 3-4 up to $3000 each
Bowe and Lidbury - $2250 for a student in Stock Horse course.
Sandy and Amanda Brooks - $2250
C B Alexander Foundation - $2250.
CWA, Hunter Branch - $2500
Bruce and Margo Duncan – 2 x $2250 each
Colin H Dunlop Memorial - $3000
Rosemary Dunlop Memorial - $3000
Friends of Tocal - 2 x $2250 each.
The Gardiner Family - $2250.
W & S Gill Memorial - $1500 provided by descendants of the Gill family.
GRDC - 4 x $3000 scholarships from the Grains Research and Development Corp.
George and Jenny Hammond - $2250
Holiday Coast Credit Union – $2250 scholarship for a student who resides in the area from Coffs Harbour to Maitland.
The Hunt Family - $2250
Hunter Water – 3 x $2000 each
Local Land Care / Hunter LLS - 2 x $2250 for students in fulltime or online courses who can contribute to the National Landcare Programme.
NSW DPI - 3 x $2250 each. (1 is for an Indigenous student)
Paspaley Pearls Properties - $2250.
Paterson Rotary Club - $2000
Professor Stephen Powles - $1500
Jeff Stevenson Memorial - $2250
Tocal Alumni – $2250.
University of Newcastle - $2000
Bruce Urquhart - $1000
Western Division/Riverina Award - $2250 for students from this region.
Widden Stud Scholarships - $2250
Special Note: The College reserves the right to add to or alter information in this Handbook as and when the need arises. Course content and College procedures change in response to the changing needs of College clients and the rural industries served by the College.
Course Objectives

The objectives of all full and part-time courses are to assist development of:

- relevant attitudes required by industry e.g. reliability, safety consciousness, responsibility, willingness to learn, adaptability to change
- competence in a range of practical skills
- a broad knowledge of agricultural practices and technology
- competence in accessing information, learning, problem solving and working cooperatively with others.

Certificate III courses assist students to become skilled, independent workers. Certificate IV and Diploma programs aim to further develop knowledge and skills as well as competency in planning, supervision and management.

National Qualifications and Tocal Special Awards.

Tocal College offers Nationally Recognised Training Qualifications from within the Australian Qualifications Framework. They are selected from the AHC Agriculture, Horticulture and Conservation and Land Management training package.

The majority of training and assessment carried out at Tocal is towards these VET accredited qualifications. However the College also conducts additional training and assessment based on the feedback of the employers of Tocal students. These extra requirements allow a student the opportunity to attempt Tocal Special Awards* and become a “Tocal preferred graduate”.

Extra requirements for assessment are clearly indicated within the Student Handbook and the Tocal Practical Skills Manual (both provided on enrolment). When a student undertakes a unit of competency they will be provided with information that clearly indicates the assessment requirements of that unit and where they contribute towards a Nationally Recognised Qualification or a Tocal Special Award. Whenever there is assessment requested in excess of qualification requirements it will be made clear in the information provided and by the teacher that it is towards a Tocal Special Award.

*These include: Tocal Special Awards in Agricultural Production, Stock Horse Breeding and Training and Farm Supervision and Agribusiness as well as Tocal Special Competencies, Tocal Additional Skills and award of ”Merit” grade in individual assessments and the course overall. These are described later and in the Skills Manual.

Teaching Methods

College courses are made up of:

- **case studies** - subject areas covering a wide range of agricultural knowledge and introduction of necessary skills
- **skills training** - intensive skills instruction, practice and assessment
- **practical work** on farms at Tocal and throughout NSW, QLD, Northern Territory and New Zealand
- **independent studies** - self-directed learning projects in a student’s particular area of interest.

Case studies, practical skills and practical work may contribute towards a National Qualification, a Tocal Special Award, or both. This is more clearly described later in this Handbook and before each activity. Independent studies more specifically contribute towards Tocal Special Awards.

Practical farm experience and problem-based learning activities are used widely at Tocal to make learning as relevant and interesting as possible.
Case Studies (Subject Areas)

Case Studies are like subjects. They look at areas of farming practice and introduce students to the skills and knowledge needed to carry them out. In particular case studies look at the problems and decisions faced by farmers. They follow as closely as possible the activities that are actually occurring on Tocal and local farms.

Some Case Studies will provide training in the skills and knowledge of more than one National Unit of Competency and so a number of related competencies might be trained and assessed during it. The National Units of Competency that are covered in each Case Study or Subject Area are shown on the following pages. While a Case Study will cover most of the theory or underpinning knowledge required to achieve a competency it will also introduce and explain the basic skills needed. These skills are further demonstrated, practiced and assessed during dedicated Practical Skills Training Sessions.

Practical Skills Training and Assessment using the Tocal Practical Skills Manual.

Skills may be introduced and demonstrated during a Case Study and further practiced during Practical work on Tocal or Co-operator farms. However the majority of this is done during intensive, dedicated, Practical Skills Training Sessions. It is during these that the majority of Practical Skills Assessment takes place using checklists that ensure all the crucial operations of a skill are carried out.

In order to make sure that students fully understand what is required of them in a practical assessment and so that they can monitor and review their progress, Tocal has placed these checklists into a book called the Tocal Practical Skills Manual. Each checklist was developed using criteria from relevant National Competency Standards and assessors use them to make sure that Competency requirements are met.

The checklists were also developed in consultation with the employers of Tocal graduates. Occasionally these employers have recommended additional checks above the National Competency Standards and sometimes they have recommended additional, whole skills. Where a higher standard is required than for a National Unit of Competency alone it will be described in the Practical Skills Manual and by the trainer and assessor.

Practical Work.

During the year further skills practice takes place working under the supervision of Tocal Farm staff on different sections of the Tocal Property. This will include the Dairy, Beef, Horse, Sheep, Poultry and Maintenance sections. Students will also have the opportunity to practice their skills while working under the supervision of Tocal Off-Campus Co-operators on their commercial farms.

Problem Based Learning and Group Work at Tocal.

Students work in small groups ranging from 2-4 on practical work and up to about 6 when on case studies. Working in groups helps students to develop important skills in communication, conflict resolution and negotiation. Problem-based learning also helps to develop problem-solving, decision-making and information accessing skills.
**Course Requirements and Guidelines**

**Merit Grades.**

In order to achieve a National Unit of Competency a minimum grade of "Competent" must be recorded. This indicates that all the requirements of the unit have been met including performance criteria and required skills and knowledge. These requirements are set out in the Competency Standard and will be provided to students in individual unit information and explained by the teacher.

Tocal also recognises a special grade of "Merit". This is awarded when the student not only achieves the minimum standards for a grade of "Competent" but also completes additional assessment or assessment to a higher standard. They are based on the feedback of employers who have suggested where additional skills and knowledge or a higher standard is desirable. For this reason students that achieve "Merit" might be considered a "Tocal Preferred Graduate" by employers. These additional assessment requirements will also be provided to students in individual unit information and explained by the teacher. Not only is "Merit" possible for National Units of Competency but also for Tocal Special Competencies* and skills assessment using the Tocal Practical Skills Manual (provided on enrolment). A grade of “Merit” can therefore be considered a Tocal Special Award.

*A Tocal Special Competencies in each course are described in more detail on the following pages.

**Graduating with Merit in a Course.**

As well as being able to achieve a Merit grade for individual units of competency or in skills assessment it is possible for a Tocal student to "Graduate with Merit" in a course overall. This award indicates consistent and sustained performance above minimum standards. It is to a standard preferred by the employers of Tocal graduates. For this reason a student that “Graduates with Merit” might be considered a "Tocal Preferred Graduate" by employers. Graduating with Merit is a Tocal Special Award.

**Nationally Recognised Qualifications**

Nationally recognised qualifications available to Tocal College’s full time students include:

- **AHC30116 Certificate III in Agriculture.** Under this qualification are two distinct, first year programs:
  - **Tocal Agricultural Production Program** (offered as preliminary, general agricultural course. Includes opportunity to attempt Tocal Special Award in Agricultural Production).
  - **Tocal Stock Horse Breeding and Training Program** (offered as a preliminary, equine course. Includes opportunity to attempt Tocal Special Award in Stock Horse Breeding and Training).

- **AHC40116 Certificate IV in Agriculture – Tocal Farm supervisor and Agribusiness Program** (offered as an advanced, general agriculture course. Includes opportunity to attempt Tocal Special Award in Farm Supervision and Agribusiness).

- **AHC50110 Diploma in Agriculture (available online)**

A brief description of each full time course offered and the content covered, including coverage of Nationally Recognised Qualifications and Tocal Special Awards, is set out on the following pages.
The Tocal Agricultural Production Program

AHC30116 Certificate III in Agriculture - Qualification requirements

The requirements for the AHC30116 Certificate III in Agriculture can be found on the training.gov.au website @ https://training.gov.au/Training/Details/AHC30116. In order to achieve this qualification students must complete sixteen (16) units made up of two (2) core units and fourteen (14) elective* units. The elective* units must come from a specific combination of Group A, Group B and Other units. These requirements can be described as:

2 Core Competencies + 14 Electives*
(Min. 5 x group A + Min. 5 x group A or B + Max. 4 x Other)

* These units are described as electives in the qualification because a student can potentially select which ones they use to meet minimum requirements. However students studying the Tocal Agricultural Production program are encouraged to attempt all of a carefully prescribed set of units. This set has been developed from the feedback of industry and the employers of Tocal graduates.

Students undertaking the Tocal Agricultural Production program have the opportunity to be trained and assessed in more units than are required for the AHC30116 Certificate III in Agriculture. A full list of units at level II and III that may be offered to Tocal students and their grouping is provided in the Table on the following page. If a student achieves the minimum required number of units in each Group they are eligible to be awarded the AHC30116 qualification. Completing all units offered is still recommended as the employers of Tocal graduates prefer this broader range of experience. This includes completing Tocal Special Competencies at the bottom of the table. These do not contribute to a Nationally Recognised Qualification but may contribute towards a Tocal Special Award.

Eligibility for the Tocal Special Award in Agricultural Production and Tocal Special Competencies.

The minimum requirements of the AHC30116 Certificate III in Agriculture and the full list of units offered at Tocal have been described above and in the Table on the following page. However, as part of the Agricultural Production Program, Tocal recommends students attempt additional units of study including Tocal Special Competencies. These requirements have been developed in consultation with industry to ensure students that achieve them have appropriate attitudes & interpersonal skills and proficiency in a range of commonly required, general, farm skills. Tocal students who meet AHC30116 standards plus achieve the recommended extra requirements are eligible for the Tocal Special Award in Agricultural Production.

To be eligible for this award students must meet AHC30116 standards including AHCWRK204 Work effectively in the industry plus achieve 3 x Tocal Special Competencies (TOC301, TOC302 & TOC303).

Graduating with Merit.

To Graduate with Merit a student must achieve the Tocal Special Award in Agricultural Production plus record:
- At least "Competent" in all nearly all available units. (A maximum combination of two “Non Competent” and / or “Withdrawn” grades are permitted, except where withdrawal is unavoidable),
- A minimum total of 8 x Merit grades,
- The Tocal Special Competencies TOC301, TOC302 & TOC303 achieved at Merit,
- Record of extra work throughout year.
## Course Requirements and Guidelines

**AHC30116 Certificate III in Agriculture - Tocal Agricultural Production program**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Unit Number</th>
<th>Competency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY UNITS: These two units must be achieved by students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVIRO SUSTAINABILITY</td>
<td>AHCWRK309</td>
<td>Apply environmentally sustainable work practices</td>
</tr>
<tr>
<td>FARM SAFETY</td>
<td>AHCWHS301</td>
<td>Contribute to work health and safety processes</td>
</tr>
<tr>
<td><strong>GROUP A ELECTIVES: A minimum of 5 competencies must come from group A.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANIMAL HEALTH</td>
<td>AHCLSK309</td>
<td>Implement animal health control programs</td>
</tr>
<tr>
<td>ANIMAL NUTRITION</td>
<td>AHCLSK311</td>
<td>Implement feeding plans for livestock</td>
</tr>
<tr>
<td>ANIMAL WELFARE</td>
<td>AHCLSK331</td>
<td>Comply with industry animal welfare requirements</td>
</tr>
<tr>
<td>BEEF PRODUCTION</td>
<td>AHCLSK308</td>
<td>Identify and draft livestock</td>
</tr>
<tr>
<td>EMERGENCY RESPONSE</td>
<td>AHCWRK303</td>
<td>Respond to emergencies</td>
</tr>
<tr>
<td>FARM CHEMICALS</td>
<td>AHCCHM303</td>
<td>Prepare and apply chemicals</td>
</tr>
<tr>
<td></td>
<td>AHCCHM304</td>
<td>Transport, handle and store chemicals</td>
</tr>
<tr>
<td>FARM RECORDS (under review)</td>
<td>BSBFIA301</td>
<td>Maintain financial records</td>
</tr>
<tr>
<td>FENCING</td>
<td>AHCINF302</td>
<td>Plan and construct an electric fence</td>
</tr>
<tr>
<td></td>
<td>AHCINF303</td>
<td>Plan and construct conventional fencing</td>
</tr>
<tr>
<td>FIRST AID</td>
<td>HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>MACHINERY</td>
<td>AHCMOM302</td>
<td>Operate machinery and equipment</td>
</tr>
<tr>
<td></td>
<td>AHCMOM304</td>
<td>Perform machinery maintenance</td>
</tr>
<tr>
<td>PASTURE ESTABLISHMENT</td>
<td>AHCBAC302</td>
<td>Establish pastures and crops for livestock production</td>
</tr>
<tr>
<td>SHEEP PRODUCTION</td>
<td>AHCLSK301</td>
<td>Administer medication to livestock</td>
</tr>
<tr>
<td>WORKING IN INDUSTRY</td>
<td>AHCWRK204</td>
<td>Work effectively in the industry</td>
</tr>
<tr>
<td><strong>GROUP B ELECTIVES: Plus a minimum of 5 competencies must come from group A or B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACHINERY</td>
<td>AHCMOM201</td>
<td>Operate tractors</td>
</tr>
<tr>
<td></td>
<td>AHCMOM202</td>
<td>Operate tractors</td>
</tr>
<tr>
<td></td>
<td>AHCMOM211</td>
<td>Operate side by side utility vehicles</td>
</tr>
<tr>
<td></td>
<td>AHCMOM212</td>
<td>Operate quad bikes</td>
</tr>
<tr>
<td>PRECISION FARMING</td>
<td>AHCMOM311</td>
<td>Operate precision control technology</td>
</tr>
<tr>
<td>SHEEP PRODUCTION</td>
<td>AHCLSK315</td>
<td>Prepare for and implement natural mating of livestock</td>
</tr>
<tr>
<td><strong>OTHER ELECTIVES: A maximum of 4 group C units from here or elsewhere in Cert II, III or IV can be included in the AHC30116 Qualification.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHAINSAWUS</td>
<td>AHCMOM213</td>
<td>Operate and maintain chainsaws</td>
</tr>
<tr>
<td>DAIRY PRODUCTION</td>
<td>AHCDRY201</td>
<td>Milk livestock</td>
</tr>
<tr>
<td>FODDER CONSERVATION</td>
<td>AHCBIO201</td>
<td>Inspect and clean machinery for plant, animal and soil material</td>
</tr>
<tr>
<td>MACHINERY</td>
<td>AHCMOM201</td>
<td>Operate two wheel motorbikes</td>
</tr>
<tr>
<td>POULTRY PRODUCTION</td>
<td>AHCPHY202</td>
<td>Maintain health and welfare of poultry</td>
</tr>
<tr>
<td>PROPERTY MAINTENANCE</td>
<td>AHCINF203</td>
<td>Maintain properties and structure</td>
</tr>
<tr>
<td>STOCK HORSES (under review)</td>
<td>AHCLSK212A</td>
<td>Ride horses to carry out stock work</td>
</tr>
</tbody>
</table>
Case Study (or Subject Area), providing Training and Assessment towards the AHC30116, are listed immediately below.

**Animal Health:** Common diseases & ailments, control & treatment, veterinary support, administering medications, record keeping & first aid. Castrating livestock.

**Animal Nutrition:** Nutrient requirements, rations, feed preparations.

**Animal Welfare:** Welfare issues, husbandry practices and procedures that minimise livestock stress.

**Beef Production:** Identify and handle livestock. Selection criteria & methods, transport requirements, marketing principles. Draft livestock.

**Chainsaws:** Basic, safe operation and maintenance of a chainsaw.

**Dairy Production:** Handling and milking of dairy cattle, observation of cow behaviour and health, basic maintenance and repairs to equipment.

**Emergency Response:** Respond to fire and medical emergencies, provide first aid.

**Environmental Sustainability:** Sustainable practices, environmental issues, catchment issues and land classification.

**Farm Chemicals:** SMARTtrain AQFIII Chemical Application course.

**Farm Records:** Maintain financial farm records including a cash book.

**Farm Safety:** Farm hazards, safety checklists, hazard reduction, safe workplace practices, WH&S obligations.

**Fencing:** Fence design, estimation of materials, fence construction techniques for electric and conventional fences.

**First Aid:** CPR, treatment of cuts and abrasions, breaks and sprains, shock, insect and snake bites.

**Fodder Conservation:** Hay making equipment hygiene. Production of high quality hay and silage. Monitoring weather, pasture/crop assessment, mowing, raking, baling and stacking hay.

**Machinery:** Safe operation and maintenance of a range of farm machinery e.g. tractors and quad bikes.

**Pasture Establishment:** Establishment of pastures and crops for livestock production: pasture assessment, soil and climate analysis, fertilizers, pasture establishment and pasture management.

**Poultry:** Observation of bird health, routine disease prevention, handling sick birds, recording conditions.
Course Requirements and Guidelines

**Precision Farming:** use of GPS and auto steer guidance systems. Collection and use of digital information.

**Property Maintenance:** use of basic hand tools & electrical appliances, use of different materials, maintenance of pumping systems.

**Sheep Production:** Breeding, animal health, marketing, selling systems, livestock & carcass appraisal, animal health & welfare, working safely.

**Stock horses:** safely catch & saddle horses, inspect for health and defects, basic safe riding & grooming, mustering cattle on horseback.

**Working in Industry:** General industry knowledge, employment requirements, understanding the Pastoral Award and preparing job applications.

**Tocal Special Competencies** that provide Training and Assessment towards the Tocal Special Award in Agriculture, are listed below. Please Note: These are NOT required to meet the National Qualification AHC30116.

**Interpersonal Skills, TOC301:** This unit covers the attitudes and personal skills required by employers. It includes areas such as punctuality, ability to follow instructions, being able to adapt to change, showing interest in the work and the ability to work effectively with others. This unit will be assessed via attendance, practical work* reports and assessment of the student’s ability to act responsibly.

*Practical Work- Students gain experience on College farms and other properties in the Hunter Valley.

**Individual Studies, TOC302:** Students are required to undertake two projects in their own area of interest during the year. Requirements for these can be found later in this Handbook.

**Practical Skills, TOC303:** A range of practical skills are taught including horse skills, fencing, machinery operation and beef, sheep dairy and general skills.

Core Skills are linked to specific National Competencies and contribute towards the AHC30116. Some skills are called Tocal Additional Skills. These contribute towards Tocal Special Competencies and Awards as described in the Handbook and Skills Manual.

Students are rostered on skills training throughout the year and must achieve at least 40 practical skills to achieve the Tocal Special Competency, “TOC303 Proficiency in Farm Skills”.

Students are expected to take their Skills Manual to all practical activities and to maintain it as a record of skills achieved and as a guide for future improvement.

**Community Involvement**

Students are encouraged to become involved in community activities and to keep a record of this.

**Introductory Training Units** that only indicate experience in an area or activity are listed below. They are without reported assessment and so DO NOT contribute to any National Qualification or Tocal Special Award.

**North West Cropping Tour, CT301:** Understanding of grain, oilseed and cotton production. Involves a tour of north western NSW to visit cereal, oilseed and cotton properties.

**Participation in Meat Judging, MJ301:** External, after hours course covering meat cuts and quality assessment. Some first year students may be selected to participate in the Australian Inter Collegiate Meat Judging competition. A course fee may apply.
Course Requirements and Guidelines

**Tocal Stock Horse Breeding and Training program**

AHC30116 Certificate III in Agriculture - Qualification requirements

The requirements for the AHC30116 Certificate III in Agriculture can be found on the training.gov.au website @ https://training.gov.au/Training/Details/AHC30116. In order to achieve this qualification students must complete sixteen (16) units made up of two (2) core units and fourteen (14) elective* units. The elective* units must come from a specific combination of Group A, Group B and Other units. These requirements can be described as:

2 Core Competencies + 14 Electives*

(Min. 5 x group A + Min. 5 x group A or B + Max. 4 x Other)

* These units are described as electives in the qualification because a student can potentially select which ones they use to meet minimum requirements. However students studying the Tocal Stock Horse Breeding and Training program are encouraged to attempt all of a carefully prescribed set of units. This set has been developed from the feedback of industry and the employers of Tocal graduates.

Students undertaking the Tocal Stock Horse Breeding and Training program have the opportunity to be trained and assessed in more units than are required for the AHC30116 Certificate III in Agriculture. A full list of units at level II and III that may be offered to Tocal students and their grouping is provided in the Table on the following page. If a student achieves the minimum required number of units in each Group they are eligible to be awarded the AHC30116 qualification. Completing all units offered is still recommended as the employers of Tocal graduates prefer this broader range of experience. This includes completing Tocal Special Competencies at the bottom of the table. These do not contribute to a Nationally Recognised Qualification but may contribute towards a Tocal Special Award.

Eligibility for the Tocal Special Award in Stock Horse Breeding and Training and Tocal Special Competencies.

The minimum requirements of the AHC30116 Certificate III in Agriculture and the full list of units offered at Tocal have been described above and in the Table on the following page. However, as part of the Stock Horse Breeding and Training program, Tocal recommends students attempt additional units of study including Tocal Special Competencies. These requirements have been developed in consultation with industry to ensure students that achieve them have appropriate attitudes & interpersonal skills and proficiency in a range of commonly required, general, farm skills. Tocal students who meet AHC30116 standards plus achieve the recommended extra requirements are eligible for the Tocal Special Award in Stock Horse Breeding and Training.

To be eligible for this award students must meet AHC30116 standards including AHCWRK204 Work effectively in the industry plus achieve 5 x Tocal Special Competencies (TOC301, TOC302, TOC303, TOC304 & TOC305).

Graduating with Merit.

To Graduate with Merit a student must achieve the Tocal Special Award in Stock Horse Breeding and Training plus record:

- At least "Competent" in all nearly all available units. (A maximum combination of two “Non Competent” and / or “Withdrawn” grades are permitted, except where withdrawal is unavoidable),
- A minimum total of 6 x Merit grades,
- The Tocal Special Competencies TOC301, TOC302, TOC303 & TOC304 achieved at Merit,
- Record of extra work throughout year.
# Course Requirements and Guidelines

## AHC30116 Certificate III in Agriculture-
Tocal Stock Horse Breeding & Training program

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Unit Number</th>
<th>Competency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY UNITS:</strong> These TWO units must be achieved by students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enviro Sustainability</td>
<td>AHCWRK309</td>
<td>Apply environmentally sustainable work practices</td>
</tr>
<tr>
<td>Farm Safety</td>
<td>AHCWHS301</td>
<td>Contribute to work health and safety processes</td>
</tr>
<tr>
<td><strong>GROUP A ELECTIVES:</strong> A minimum of 5 competencies must come from group A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Welfare</td>
<td>AHCLSK331</td>
<td>Comply with industry animal welfare requirements</td>
</tr>
<tr>
<td>Farm Chemicals</td>
<td>AHCCHM303</td>
<td>Prepare and apply chemicals</td>
</tr>
<tr>
<td></td>
<td>AHCCHM304</td>
<td>Transport, handle and store chemicals</td>
</tr>
<tr>
<td>Fencing</td>
<td>AHCINF302</td>
<td>Plan and construct an electric fence</td>
</tr>
<tr>
<td>First Aid</td>
<td>HLTAIMD003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>Horse Nutrition</td>
<td>AHCLSK311</td>
<td>Implement feeding plans for livestock</td>
</tr>
<tr>
<td>PASTURE ESTABLISHMENT</td>
<td>AHCBAC302</td>
<td>Establish pastures and crops for livestock production</td>
</tr>
<tr>
<td>Prepare for Foaling</td>
<td>AHCLSK314</td>
<td>Prepare animals for parturition</td>
</tr>
<tr>
<td>Working In Industry</td>
<td>AHCWRK204</td>
<td>Work effectively in the industry</td>
</tr>
<tr>
<td><strong>GROUP B ELECTIVES:</strong> Plus a minimum of 5 competencies must come from group A or B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoof Care</td>
<td>AHCHBR302A</td>
<td>Carry out basic hoof care procedures</td>
</tr>
<tr>
<td>Horse Breeding</td>
<td>AHCHBR303A</td>
<td>Carry out mare mating or artificial insemination procedures</td>
</tr>
<tr>
<td>Horse Health</td>
<td>AHCHBR306A</td>
<td>Prevent and treat equine injury and disease</td>
</tr>
<tr>
<td>Horse Riding &amp; Training</td>
<td>AHCHBR304A</td>
<td>Educate, ride and care for horses and equipment</td>
</tr>
<tr>
<td>Horse Suitability</td>
<td>AHCHBR307A</td>
<td>Assess suitability of horses for stock work</td>
</tr>
<tr>
<td>Machinery</td>
<td>AHCMOM202</td>
<td>Operate tractors</td>
</tr>
<tr>
<td></td>
<td>AHCMOM211</td>
<td>Operate side by side utility vehicles</td>
</tr>
<tr>
<td></td>
<td>AHCMOM212</td>
<td>Operate quad bikes</td>
</tr>
<tr>
<td><strong>OTHER ELECTIVES:</strong> A maximum of 4 Group C units from here or elsewhere in Cert II, III or IV can be included in the AHC30116 Qualification.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing</td>
<td>AHCINF202</td>
<td>Install, maintain and repair farm fencing</td>
</tr>
</tbody>
</table>

**Tocal Special Award in Stock Horse Breeding and Training:** Tocal awards students who have achieved above AHC30116 requirements. To qualify students must meet AHC30116 requirements including AHCWRK204 Work effectively in the industry plus achieve 5 x Tocal Special Competencies - TOC301, TOC302, TOC303, TOC304 & TOC305.

**Tocal Special Competencies:** These are NOT required for the National Qualification AHC30116 but are necessary for Tocal Special Awards as described above

<table>
<thead>
<tr>
<th>Interpersonal Skills</th>
<th>TOC301</th>
<th>Demonstrate appropriate attitudes and interpersonal skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Studies</td>
<td>TOC302</td>
<td>2 x Individual Studies to be completed by conducting independent research or projects</td>
</tr>
<tr>
<td>Proficiency in Farm Skills</td>
<td>TOC303</td>
<td>Demonstrate proficiency in a range of commonly required general farm skills</td>
</tr>
<tr>
<td>Proficiency in Equine Skills</td>
<td>TOC304</td>
<td>Demonstrate proficiency in a range of commonly required equine skills</td>
</tr>
<tr>
<td>Foal Handling</td>
<td>TOC305</td>
<td>Wean, handle and educate foals</td>
</tr>
</tbody>
</table>

**Graduating with Merit:** Meet Tocal Special Award requirements plus at least “Competent” in nearly all available units (a maximum combination of two “Non Competent” and / or “Withdrawn” grades are permitted, except where withdrawal is unavoidable) plus minimum total of 6 x Merit grades plus the Tocal Special Competencies TOC301, TOC302, TOC303 & TOC304 achieved at Merit plus a record of extra work throughout year.
The following units do not cover any full competency and so do not count towards the AHC30116. Neither do they count towards any Tocal Special Awards. They are introductory training units without any assessment.

| STOCK HORSE CHALLENGE | SHC301 | Preparation of horse and participation in Tocal Stock Horse Challenge |

**Case Study (or Subject Area)**, providing Training and Assessment towards the AHC30116, are listed immediately below.

**Animal Welfare**: Welfare issues in the livestock industries and husbandry practices and procedures that minimise stress to animals.

**Emergency Response**: Respond to fire and medical emergencies, provide first aid.

**Environmental Sustainability**: Sustainable practices, environmental issues, catchment issues and land classification.

**Farm Chemicals**: SMARTtrain AQF III “Chemical Application” course and will be issued with a SMARTtrain card that allows them to apply farm chemicals.

**Farm Safety**: Farm hazards, safety checklists, hazard reduction, safe workplace practices and WH&S obligations.

**Fencing**: Fence design, materials required, construction techniques

**First Aid**: CPR, treatment of cuts and abrasions, breaks and sprains, shock, insect and snake bites.

**Hoof Care**: Hoof care & maintenance procedures e.g. trimming, replacing a loose/lost shoe, horse restraint.

**Horse Breeding**: Assist with mare mating and artificial insemination procedures.

**Horse Health**: Common diseases and ailments, control and treatment, veterinary support, methods of restraint for treating horses, administering medications, record keeping and first aid.

**Horse Nutrition**: Nutrient requirements, rations, feed preparations.

**Horse Riding & Training**: Development of horse handling, riding and education skills throughout the year. Care for horses and equipment, safely catch and saddle a horse. Basic riding techniques with gradual progression to more advanced skills based on capability. During the unit students will work with young, broken in horses.

*Note: Students are assessed at the start of the course to ensure they are suitably matched to an appropriate horse for their skill level.*

Specific OH&S issues relating to this unit will be covered by staff. **Students and parents should be aware of the risks involved in working with young horses.**

**Horse Suitability**: Identify desirable and undesirable conformation traits, signs of unsoundness and blemishes in horses used for stock work.

**Machinery**: Safe operation and maintenance of a range of farm machinery e.g. tractors and quad bikes.

**Pasture Establishment**: Establishing pastures for animal production; includes soils, fertilizers, pasture selection and sowing.

**Prepare for foaling**: Care and observation of pregnant mares, “foal watch”, preparation of facilities.

**Working in Industry**: General industry knowledge, employment requirements, understanding the Pastoral Award and preparing job applications.
Course Requirements and Guidelines

**Interpersonal Skills, TOC301:** This unit covers the attitudes and personal skills required by employers. It includes areas such as punctuality, ability to follow instructions, being able to adapt to change, showing interest in the work and the ability to work effectively with others. This unit will be assessed via attendance, practical work* reports and assessment of the student's ability to act responsibly.

*Practical Work- Students gain experience with College horses and beef cattle and on horse properties in the Hunter Valley.

**Individual Studies, TOC302:** Students are required to undertake two projects in their own area of interest during the year. Requirements for these can be found later in this Handbook.

**Practical Skills, TOC 303 & TOC304:** A range of practical skills are taught including horse skills, fencing, machinery operation and beef cattle handling.

Core Skills are linked to specific National Competencies and contribute towards the AHC30116. Some skills are called Tocal Additional Skills. These contribute towards Tocal Special Competencies and Awards as described in the Skills Manual.

Students are rostered on skills training throughout the year and must achieve at least 45 practical skills to achieve the Tocal Special Competency, “TOC303 Proficiency in Farm Skills”. These can include Equine Skills.

In order to achieve the Tocal Special Competency, “TOC304 Proficiency in Equine Skills” at least 11 Equine Skills must be achieved. Refer to the Tocal Practical Skills Manual for more information.

Students should keep receipts for skills achieved to ensure they are recorded.

**Foal Handling, TOC305:** Draft and handle young horses. Quieting, teaching young horses to lead, tie up, pick up feet. Horse safety.

**Community Involvement**

Students are encouraged to become involved in community activities and to keep a record of this.

**Introductory Training Units** that only indicate experience in an area or activity are listed below. They are without reported assessment and so DO NOT contribute to any National Qualification or Tocal Special Award.

**Tocal Stock Horse Challenge, SHC301.**

Students are carefully assessed for their ability to safely handle, ride and educate young horses during the year. Those that demonstrate the necessary skills to safely break in a horse are provided the opportunity to prepare a horse for the Tocal Stock Horse Challenge. During preparation advanced education techniques are practiced. No assessment is reported for this activity but prizes are awarded for the top three place getters in the Challenge plus an award for “Best presented” and “Best Freestyle”. Judging is performed by an invited, independent industry representative.

All students will be given the opportunity to train and compete in the Challenge. Those students not allocated a “Breaker” for this event will be given a horse suited to their capability.

Specific OH&S issues relating to this unit will be covered by staff. Students and parents should be aware of the risks involved in working with young, unbroken horses.
Tocal Farm Supervisor and Agribusiness program

AHC40116 Certificate IV in Agriculture- Qualification requirements

The requirements for the AHC40116 Certificate IV in Agriculture can be found on the training.gov.au website at https://training.gov.au/Training/Details/AHC40116. In order to achieve this qualification students must complete twelve (12) units made up of one (1) core unit and eleven (11) elective* units. The elective* units must come from a specific combination of Group A, Group B and Other units. These requirements are:

1 Core Competency + 11 Electives* (Min. 4 x group A + Min. 5 x group A or B + Max. 2 x Other)

* These units are described as electives in the qualification because a student can select which ones they use to meet minimum requirements.

Tocal students have the opportunity to be trained and assessed in more Certificate IV units than are required for the AHC40116 Certificate IV in Agriculture. A full list of Certificate IV units that may be offered to Tocal students and the group they each belong to is provided in the Table on the following page. If a student achieves the minimum required number of units in each Group then they are eligible for the AHC40116 qualification.

Tocal recommends students attempt additional units above the minimum qualification requirements as the employers of Tocal graduates prefer this broader range of experience. Attempting additional units also decreases the risk of a student not obtaining sufficient units due to poor performance, unavoidable absence or other unforeseen circumstances. It is therefore recommended that students attempt at least 16 units of competency.

Eligibility for the Tocal Special Award in Farm Supervision and Agribusiness and Tocal Special Competencies.

It is recommended that students attempt Tocal Special Competencies. They do not contribute to a Nationally Recognised Qualification but may contribute towards a Tocal Special Award.

The minimum requirements of the AHC40116 Certificate IV in Agriculture and the full list of units offered at Tocal have been described above and in the Table on the following page. However, as part this course Tocal recommends students attempt extra requirements including Tocal Special Competencies. These requirements have been developed in consultation with industry to ensure students that achieve them have appropriate attitudes and interpersonal skills. Tocal students who meet AHC40116 standards plus achieve the recommended extra requirements are eligible for the Tocal Special Award in Farm Supervision and Agribusiness.

To be eligible for this Tocal Special Award students must meet AHC40116 standards including BSBCMM401 Make a presentation plus achieve Three x Tocal Special Competencies- TOC401, TOC402 & TOC404.

GRADUATING WITH MERIT:

A student must first be eligible for the Tocal Special Award in Farm Supervision and Agribusiness plus record:
• At least "Competent" in all nearly all available units. (A maximum combination of two “Non Competent” and / or “Withdrawn” grades are permitted, except where withdrawal is unavoidable),
• A minimum total of 10 x Merit grades,
• The Tocal Special Competencies TOC401 & TOC404 at Merit level,
• Record of extra work throughout year.
# AHC40116 Certificate IV in Agriculture -
Tocal Farm Supervisor and Agribusiness program

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Unit Number</th>
<th>Competency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPULSORY UNITS: This unit must be achieved by students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARM SAFETY IV</td>
<td>AHCWHS401</td>
<td>Maintain work health and safety processes</td>
</tr>
<tr>
<td><strong>GROUP A ELECTIVE UNITS: A minimum of 4 competencies must come from group a</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BREEDING AND GENETICS</td>
<td>AHCLSK416</td>
<td>Identify and select animals for breeding</td>
</tr>
<tr>
<td>CROPS</td>
<td>AHCBC403</td>
<td>Supervise agricultural crop establishment</td>
</tr>
<tr>
<td>FEEDLOT</td>
<td>AHCWHS402</td>
<td>Develop work health and safety processes</td>
</tr>
<tr>
<td>LIVESTOCK NUTRITION</td>
<td>AHCLSK402</td>
<td>Develop livestock feeding plans</td>
</tr>
<tr>
<td>MACHINEY SERVICE</td>
<td>AHCSD402</td>
<td>Supervise maintenance of property machinery &amp; equipment</td>
</tr>
<tr>
<td>PASTURE MANAGEMENT (under review)</td>
<td>AHCBAC401</td>
<td>Manage pastures for livestock production</td>
</tr>
<tr>
<td>PEST MANAGEMENT</td>
<td>AHCPMG412</td>
<td>Develop a pest management plan</td>
</tr>
<tr>
<td>SHEEP BREEDING &amp; HUSBANDRY</td>
<td>AHCLSK409</td>
<td>Supervise animal health programs</td>
</tr>
<tr>
<td></td>
<td>AHCLSK411</td>
<td>Supervise natural mating of livestock</td>
</tr>
<tr>
<td>YARD DESIGN</td>
<td>AHCLSK413</td>
<td>Design livestock handling facilities</td>
</tr>
<tr>
<td><strong>GROUP B ELECTIVE UNITS: Plus a minimum of 5 competencies must come from group A or B</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARM BUDGETING (required for students attempting Diploma studies)</td>
<td>AHCBUS404</td>
<td>Operate within a budget framework</td>
</tr>
<tr>
<td>FARM SAFETY IV</td>
<td>TAEDEL301</td>
<td>Provide work skills instruction</td>
</tr>
<tr>
<td>FARM WATER PROJECT</td>
<td>AHCBUS402</td>
<td>Cost a project</td>
</tr>
<tr>
<td>PROPERTY REPORT (required for Tocal Special Award in Farm Supervision and Agribusiness)</td>
<td>BSBCCM401</td>
<td>Make a presentation</td>
</tr>
<tr>
<td>QUALITY ASSURANCE</td>
<td>AHCWRK401</td>
<td>Implement and monitor quality assurance procedures</td>
</tr>
<tr>
<td>SOILS</td>
<td>AHCSOL401</td>
<td>Sample soils and interpret results</td>
</tr>
<tr>
<td>SUPERVISE STAFF</td>
<td>AHCWRK403</td>
<td>Supervise work routines and staff performance</td>
</tr>
<tr>
<td>TCM REPORT</td>
<td>AHCWRK402</td>
<td>Provide information on issues and policies</td>
</tr>
<tr>
<td><strong>OTHER UNITS: A maximum of 2 Other units from here or elsewhere in Cert II, III or IV can be included in the AHC40116 Qualification</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FARM BUTCHERY</td>
<td>AHCLSK319</td>
<td>Slaughter livestock</td>
</tr>
<tr>
<td>SHEEP &amp; WOOL</td>
<td>AHCSHG301</td>
<td>Prepare livestock for shearing</td>
</tr>
<tr>
<td></td>
<td>AHCWOL308</td>
<td>Prepare facilities for shearing and crutching</td>
</tr>
</tbody>
</table>

**TOCAL SPECIAL AWARD IN FARM SUPERVISION AND AGRIBUSINESS:** Tocal awards students who have achieved above AHC40116 requirements. To qualify students must meet AHC40116 requirements including BBCCM401 Make a presentation plus achieve Three x Tocal Special Competencies- TOC401, TOC402, & TOC404.

**TOCAL SPECIAL COMPETENCIES:** These are NOT required for the National Qualification AHC40116 but are necessary for Tocal Special Awards as described above.

| INTERPERSONAL SKILLS | TOC401 | Demonstrate appropriate attitudes and interpersonal skills |
| CAREER PREPARATION   | TOC402 | Communicate effectively with employers                    |
| INDUSTRY STUDY       | TOC404 | Study of an Agricultural Industry                         |

**Graduating with Merit:** Meet Tocal Special Award requirements plus record at least "Competent" in all nearly all available units (a maximum combination of two “Non Competent” and / or “Withdrawn” grades are permitted, except where withdrawal is unavoidable) plus achieve Merit in at least 10 units of competency plus achieve Merit in Tocal Special Competencies TOC401 & TOC404 plus a record of extra work.
The following units do not cover any full competency and so do not count towards the AHC40116. Neither do they count towards any Tocal Special Awards. They are introductory training units without any assessment.

<table>
<thead>
<tr>
<th>INTRODUCTORY PREGNANCY TESTING</th>
<th>PT401</th>
<th>Introduction to pregnancy testing animals</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTICIPATION IN MEAT JUDGING</td>
<td>MJ401</td>
<td>Participation in Inter Collegiate Meat Judging Competition</td>
</tr>
</tbody>
</table>

**Case Study (or Subject Area)**, providing Training and Assessment towards the AHC40116, are listed immediately below.

**Breeding and Genetics**: Genetic principles, breeding objectives for specific markets, estimated breeding values and participation in an on-farm artificial breeding program.

**Crops**: Soil preparation, sowing, crop varieties, pest and disease control, fertiliser application, crop rotations, machinery selection.

**Exhibit Livestock**: Preparation of cattle for showing, parading animals at shows, feeding and grooming, preparation of show cattle for transport, animal health and welfare. A Level 3 unit.

**Farm Budgeting**: Maintenance of farm cash books, creation of a cash flow budget, monitoring and reporting of farm financial performance.

This unit contributes to the AHC40116. Students considering enrolling in the Diploma of Agriculture AHC50110 are strongly encouraged to attempt this Case Study as it will help them with that course.

**Farm Butchery**: Prepare and slaughter poultry and sheep, skin and butcher sheep carcass, animal care and welfare, safe work practices. A Level 3 unit.

**Farm Chemicals**: If not achieved during Cert III students complete the SMARTtrain AQF III “Chemical Application” course. Successful participants are issued with a SMARTtrain card that allows them to apply farm chemicals for the control of weeds, pests and diseases.

**Farm Safety**: Farm hazards, safety checklists, hazard reduction, safe workplace practices and OH&S obligations. Students present a farm safety demonstration to groups of High School students.

**Farm Water Project**: Calculation of project costs. Includes knowledge of pump operation and maintenance, bores and windmills, location of windmills, water requirements for stock and homestead use.

**Feedlot**: Selection of cattle, ration formulation, feedlot management, legal and animal welfare requirements, record keeping, animal health considerations, budgets, marketing of feedlot cattle

**Livestock Nutrition**: Nutrient requirements, rations, feed preparations, development of feeding plans.

**Machinery Service**: Machinery and engine operation and maintenance, small and large farm engines and motors. Machinery types, costs of operating machinery, selection of machinery for specific purposes, finance options, OH&S.

**Pasture Management**: Many aspects of maintaining a profitable pasture including fertiliser nutrition, pest control and grazing management.

**Pest Management**: Identification of regionally significant weeds, pests and diseases of pastures and crops. Monitoring techniques. Control methods including Integrated Pest Management.

**Property Report**: Present a report which details findings made during the month long, off campus placements. Due to the value of this unit in analysing a farm business and then presenting ideas it is considered necessary as part of Tocal’s Special Award requirements.
Quality Assurance: Establish quality specifications for products, identify hazards and critical control points in production, assist in planning and implementation of quality assurance procedures.

Sheep Breeding & Husbandry: Selecting and preparing ewes & rams for mating, monitoring breeding progress. Maintaining the health of the flock through vaccination and parasite control programs.

Soils: Techniques for sampling and analysing soils, understanding soil test results, correcting soil health e.g. applying fertiliser where needed and profitable.


Total Catchment Management Report: Research and report on policies and issues surrounding water use in agriculture. Unit includes a tour to the Macquarie Marshes to visit various water users, including irrigators and graziers, and examine environmental issues in the catchment.

Wool Harvesting: Sheep shearing, maintaining handpieces, safe work practices, shed hygiene, pressing bales. Students need to apply in writing by the end of February.

Yard Design: Design livestock handling facilities, safe stock handling, animal welfare issues.

Please note: Units offered will depend on the number of students interested and the availability of staff and resources. Units will not be run if there is insufficient interest by students.

Numbers may be limited in some case studies.

Tocal Special Competencies, that provide Training and Assessment towards the Tocal Special Award in Farm Supervision and Agribusiness, are listed below. Please Note: These are NOT required to meet the National Qualification AHC40116.

Interpersonal Skills, TOC401: This unit covers the attitudes and personal skills required by employers. It includes areas such as punctuality, ability to follow instructions, being able to adapt to change, showing interest in the work and the ability to work effectively with others. This unit will be assessed via attendance, off campus practical work* reports and assessment of the student's ability to act responsibly.

*Off Campus Practical Work- This involves 2 x 4 week periods working on large commercial properties in NSW, QLD, Northern Territory or New Zealand. Some students elect to spend one of these periods working at an agribusiness enterprise.

Career Preparation, TOC402: Communicating effectively with potential employers. Students prepare an up to date resume and application letters, learn how to communicate effectively in interviews and understand award conditions.

Industry Study, TOC404: Students closely follow an agricultural industry through the year. They keep a record of industry issues such as:
- new developments/technology
- market outlook and issues
- industrial and political aspects
- price changes (weekly)
- industry outlook
- environmental issues
- animal welfare

Each term students must hand in their assignment and include a short summary of changes that occurred during the term and a graph of price changes for two key commodities throughout the year.
**Introductory Training Units** that only indicate experience in an area or activity are listed below. They are without reported assessment and so DO NOT contribute to any National Qualification or Tocal Special Award.

**Introductory Pregnancy Testing, PT401:** Instruction in beef cattle breeding cycles, anatomy and physiology, introduction and limited practice in pregnancy testing cattle.

**Participation in Meat Judging, MJ401:** External, after hours course covering meat cuts and quality assessment. Some second year students may be selected to participate in the Australian Inter Collegiate Meat Judging competition. A course fee may apply.

**Special Note: Wool Classing (Stage 1 & 2):** TAFE course conducted at Tocal 1 night per week. Units of competency which can contribute to the AHC40116 may be achievable. For more information discuss with your tutor and the TAFE representative made available. TAFE Course fees apply.
**AHC50110 Diploma in Agriculture - Qualification requirements**

The requirements for the Diploma in Agriculture (AHC50110) can be found on the training.gov.au website @ https://training.gov.au/Training/Details/AHC50110. In order to achieve this qualification students must complete ten (10) *elective* units. The *elective* units must come from a specific combination of Group A, Group B and Other units. These requirements can be described as:

10 Electives* (Min. 5 x group A + Min. 3 x group A or B + Max. 2 x Other)

* These units are described as electives in the qualification because a student can select which ones they use to meet minimum requirements. Diploma students at Tocal are able to select from a carefully prescribed set of units from the Diploma in Agriculture (AHC50110). This set has been developed on the feedback of industry and the employers of Tocal graduates.

The Diploma course offered to full time students is based on the External Course Program developed by Tocal College. Students will enrol in this online course but have their training facilitated by a Tocal staff member during regular classroom sessions.

Before enrolment, students are asked to nominate subjects from the recommended course structure outline over the page. Appropriate study materials will then be provided to the student in a logical sequence. There are a number of core subjects and a range of electives. Core subjects are strongly encouraged for inclusion in the Diploma as they apply to nearly all agricultural enterprises and because they are normally a part of each stream of study.

The electives have been pre-selected to include those that offer the best basic grounding in farm management and they have been separated into streams. By following a particular stream of studies a student can pursue their major interest in agriculture without having to undertake those that may not be of particular value.

If a student substitutes one elective subject for another they need to be careful that this change still complies with the packaging rules. Their course coordinator can help you choose relevant subjects.

The first subject, Develop a whole farm plan, is an important integrating subject and will be referred to throughout all of a student’s subjects.

Two subjects from the Certificate IV in Agriculture course are recommended for inclusion due to their importance in general farm management.

For more in depth information of the Diploma course including individual subjects please refer to the External Diploma Handbook available @ http://www.tocal.nsw.edu.au/courses/diploma-of-agriculture-external.

**Please note:** Mid way through 2017 the Tocal Diploma program will adopt the new AHC Agriculture, Horticulture and Conservation and Land Management training package. This will involve rolling fulltime students completing the online Diploma over into the AHC50116 Diploma in Agriculture which can be found on the training.gov.au website @ https://training.gov.au/Training/Details/AHC50116. This process will be clearly explained to you prior enrolling into the online Diploma course.
# Course Requirements & Guidelines

## AHC50110 DIPLOMA OF AGRICULTURE 2017

<table>
<thead>
<tr>
<th>Subjects carried from Cert IV studies</th>
<th>Competency Number and Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>FARM SAFETY IV</td>
<td>AHC0H5401A Maintain occupational health and safety processes</td>
<td>C</td>
</tr>
<tr>
<td>FARM BUDGETTING</td>
<td>AHCBUS404A Operate within a budget framework</td>
<td>C</td>
</tr>
</tbody>
</table>

### DIPLOMA SUBJECTS

<table>
<thead>
<tr>
<th>Core Subjects</th>
<th>Competency Number and Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop a whole farm plan</td>
<td>AHCAGB505A Develop a whole farm plan</td>
<td>A</td>
</tr>
<tr>
<td>Manage Soils</td>
<td>AHCOS501A Monitor and manage soils for production</td>
<td>A</td>
</tr>
<tr>
<td>Manage Climate Risk</td>
<td>AHCAGB501A Develop climate risk management strategies</td>
<td>A</td>
</tr>
<tr>
<td>Manage the farm business</td>
<td>AHCBUS506A Develop and review a business plan</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>AHCBUS507A Monitor and review business performance</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>AHCBUS508A Prepare and monitor budgets and financial reports</td>
<td>B</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Livestock Stream</th>
<th>Competency Number and Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to managing livestock</td>
<td>None</td>
<td>A</td>
</tr>
<tr>
<td>Develop a livestock production plan</td>
<td>AHCOS505A Develop production plans for livestock</td>
<td>A</td>
</tr>
<tr>
<td>MANAGE LIVESTOCK PRODUCTION</td>
<td>AHCOS501A Manage livestock production</td>
<td>A</td>
</tr>
<tr>
<td>Develop a livestock breeding strategy</td>
<td>AHCOS503A develop and implement a breeding strategy</td>
<td>A</td>
</tr>
<tr>
<td>Market livestock</td>
<td>AHCOS502A Arrange marketing of livestock</td>
<td>A</td>
</tr>
<tr>
<td>Develop livestock health and welfare strategies</td>
<td>AHCOS504A Develop livestock health and welfare strategies</td>
<td>A</td>
</tr>
<tr>
<td>Feed Livestock</td>
<td>AHCOS402A Develop livestock feeding plans</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crop and Pasture Stream</th>
<th>Competency Number and Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to managing crops</td>
<td>None</td>
<td>A</td>
</tr>
<tr>
<td>Develop a crop production plan</td>
<td>AHCBC501A Manage agricultural crop production</td>
<td>A</td>
</tr>
<tr>
<td>MANAGE CROPS AND PASTURES</td>
<td>AHCBC507A Develop production plans for crops</td>
<td>A</td>
</tr>
<tr>
<td>MANAGE CROPS AND PASTURES</td>
<td>AHCBC503A Manage integrated crop and pasture production</td>
<td>A</td>
</tr>
<tr>
<td>Weed and pest control in crops</td>
<td>AHCBC505A Plan and manage long term weed, pest and/or disease control in crops</td>
<td>A</td>
</tr>
<tr>
<td>Forage Conservation</td>
<td>AHCBC502A Manage forage conservation</td>
<td>A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People and Business electives</th>
<th>Competency Number and Name</th>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market agricultural products and services</td>
<td>AHCBUS502A Market products and services</td>
<td>B</td>
</tr>
<tr>
<td>MANAGE RISK</td>
<td>AHCBUS505A Develop a marketing plan</td>
<td>B</td>
</tr>
<tr>
<td>Report on field day</td>
<td>AHCWKR503A Prepare reports</td>
<td>C</td>
</tr>
<tr>
<td>Manage Risk</td>
<td>AGCBUS608A Manage risk</td>
<td>C</td>
</tr>
<tr>
<td>Manage staff</td>
<td>AHCBUS501A Manage staff</td>
<td>A</td>
</tr>
</tbody>
</table>

### Packaging Rules

Completion of ten (10) elective units.
- a minimum of five (5) units must come from elective group A
- a minimum of three (3) units must come from elective groups A or B
- a maximum of two (2) units may be selected from units aligned to Certificate IV, Diploma or Advanced Diploma in AHC10 or from any other currently endorsed Training Package or accredited course. Selected units must be relevant to job outcomes in agriculture.
Guidelines for Individual Studies

Individual Studies are projects chosen by students to further their knowledge and skills in areas of particular interest.

Please Note: Stock Horse students must complete a study of their horse breaking activities but will be given freedom to research individual topics of interest within this.

Projects can take the form of a review of available information from sources such as:

- the library
- commercial companies
- farmers
- NSW DPI staff and publications

Students need to consult with their tutor to decide on a suitable project and keep them informed of their progress.

These projects are designed to develop skills in finding information and presenting it in an ordered and logical manner. They also allow students to cover areas of interest in more depth.

All individual studies should be set out as follows:

- Title, Summary, References (all 3 must be on the first page)
- Main Text
- Conclusion
- Log of Activities
- Self assessment (student's reflection on how much was learned and mark they feel should be awarded).

References should be set out as follows:


Practical Individual Studies

These include leatherwork, building a fence and fabrication of structures and equipment.

Practical individual studies must include the following:

- a materials list (specifications)
- a plan or design or patterns for the study
- a complete costing of the work
- an evaluation of the completed job.

They must also

- involve at least 20 hours of work
- have a balance of knowledge and skill
- have an agricultural bias or use
- be checked at least once by a tutor before it is finished.

Failure to contact a tutor during the period of doing a Practical Individual Study will result in no marks!

Students can arrange to have assignments check-marked by another tutor. Alternatively, they may do extra individual studies to replace any they have done.

All individuals must be negotiated with a tutor before commencing.
Guidelines for Practical Work

Term Practical Work
During Certificate III courses students will be rostered on practical work. This may also include week-end work.

Practical work can involve students working on College farms or other farms and rural businesses. When working off campus, students must take a supply of work clothes and clothes appropriate for the evening meal. A high standard of personal hygiene, neatness, behaviour and courtesy is expected of students.

Particular attention should be taken to cleanliness, keeping bedroom clean, helping in the house and giving some privacy to the family.

Vacation Practical Work
Students are rostered for 5-10 days of vacation practical work during first year. Students must meet their practical work requirements to be eligible for Tocal Special Awards.

Substitutions for Practical Work
Students will be given the opportunity to indicate which dates they are unavailable for holiday or weekend work at the start of the year. Once drawn up, the weekend and holiday work roster can only be altered by organising a substitution with another student at least one week before the scheduled work or by requesting an Approved Absence. (An Approved Absence may be for events such as sickness or personal emergency). Forms are available for these purposes.

Substitutions must be arranged well in advance and forms signed by both Section Manager and the student’s Tutor.

Dress
Students dressed inappropriately will be asked to change into the correct clothing and be marked as either late or as an unapproved absence.

All students attending practical work and skills training must be dressed in working clothes including a Hi-Vis shirt. Hi-Vis shirts may also be requested at other times for safety reasons. Three shirts will be provided to each student so a clean and dry shirt should always be possible.

Boots appropriate to the work being carried out must be worn, e.g.
* Horse work- Approved, smooth-soled riding boots with a heel. Horse riding boots cannot be lace up style.
* General farm work- Sturdy boots with non-slip tread and good ankle support. For stock work, equipment operation and fencing a safety toe conforming to AS/NZS 2210.3:2009 is required.
* Thongs, sandals, sandshoes / runners or any shoe with a thin, light-weight upper are not permitted while on practical work or skills training.

Protective headgear must be worn while riding horses, quads, two wheel bikes or side-by-side vehicles. Horse Course students must bring their own riding helmet conforming to AS/NZS3838. A vehicle helmet will be available to them. Other students will be provided with both styles of helmet.
Long hair must be suitably restrained when working with machinery. Hanging jewellery must not be worn as it may be dangerous if caught in machinery or equipment. Students are strongly advised not to wear rings on practical work as they can be dangerous in certain situations. Torn, untidy or dirty clothes are unacceptable.

**Hearing Protection**

This must be worn when operating all equipment unless:

- that equipment is labelled as not requiring such protection
- students are being instructed in the operation of the machine (e.g. during skills training at low engine revs).

If students choose to provide their own hearing protection equipment it must comply with AS/NZS 1270. AND be suitable for the environment and the job according to the National Code of Practice for Noise Management and Protection of Hearing at Work.

**Protection from the Sun**

We strongly advise all students to make sure they have adequate protection from the harmful effects of the sun.

The College recommends:

- using a suitable sunscreen (SPF 15+)
- wearing a wide-brimmed hat (caps are usually not appropriate for working outdoors)
- wearing a shirt with sleeves and a collar (singlets cannot be worn)

**Unexploded Ordinance**

Rarely, unexploded shells are found in some of the College’s back paddocks as the area was used as a practice artillery range during WWII. These shells can be highly explosive. Live ones have been found and subsequently exploded by the Army. Please do not disturb in any way shells that you find - just mark the spot and report it to staff.

**Guidelines for Community Involvement**

Tocal encourages students to be involved in community activities because the communities our students join function best through the joint efforts of all members. Community involvement can therefore count as "Extra Work" towards a Pass with Merit.

Community activities can include sport, assisting at Agricultural Shows and other events, involvement with youth groups/charities, voluntary work and many other activities.

By being involved in community organisations or activities, students learn important skills and develop a network of contacts. They also have the satisfaction of using their spare time to benefit themselves and their community.

The Tocal Students Association and many College activities depend on the support of students. Students are expected to support these activities.

Students should keep a record of their community involvement through the year. Forms are available from tutors and should be handed in at the end of each term.

Students should talk to their tutor about their interests and ask for help to contact local organisations they wish to be involved with.
Guidelines for Presentation of Assessments

It is in the interest of each student that their assessment be presented in a format that allows accurate and efficient marking.

All work submitted must be clearly identified with student name, due date, subject and lecturer printed on the front. Writing / printing must be on ONE SIDE of the paper only and be clear and easy to read.

Printed assessments should be accompanied by an electronic copy e.g. on USB, to allow easy checking for plagiarism (copying) if needed.

Written assessments must be placed in the Assignment Box outside CC 6, not dropped on the Lecturer's desk. The Assignment Box is cleared each day.

Students must collect assignments and reports from tutors before leaving at the end of the year. If this is not done, they will be disposed of.

Plagiarism

Copying of assessments will result in zero marks being awarded to the person who copied and to the person who allowed their assessment to be copied. Resubmission may be possible but depends on the extent of plagiarism. Repeat offences may result in withdrawal from the course.

Overdue or late assessment

Students may ask for an extension if they have a good reason for not being able to complete an assessment but this must be done before the due date.

Late assessments WILL NOT be accepted unless an extension has been granted BEFORE the due date.

Late acceptance due to “Exceptional Circumstances” may only be granted if an application is made in writing and then approved by the lecturer / tutor and the Deputy Principal. Guidelines for this application are available.

Penalties for late assessment

Students will be well informed of the date for assessments to be completed or attempted. This includes opportunities for upgrades and reassessment.

Normally reminders are provided during class, on notice boards and in specific circumstances, by text. There is no excuse for a student not to be aware of a deadline or to have requested an extension beforehand, if needed.

Failure to hand in or attempt assessment by the due date can result in no marks being given, loss of national competencies or Tocal Special Competencies and failure to pass the course or program overall.

Failure to hand in or attempt assessment by the due date is the main reason found for students not achieving their Certificate or Tocal Special Award each year.

If “Exceptional Circumstances” is granted a student must still make every effort to provide the necessary assessment before the last day of the course in order to meet course requirements in time to graduate with their classmates.

Where a student is granted an extension due to “exceptional circumstance” it may be necessary to charge a fee to recover the additional costs of individual, late marking, resetting of alternative assessment or rescheduling of practical assessment. This fee may range from $20 to $100 depending upon the extra resources required.
Guidelines for Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment of the skills and knowledge you have built up in the workplace through experience, formal and informal training and workshops.

This ‘bank’ of skills, knowledge and abilities can be measured against nationally recognised industry standards to determine if you meet the requirements of the course or unit of competency you are undertaking.

If you believe you are eligible for RPL in one or more units of competency you should request a “Candidate Information Form” from your Course Coordinator or Trainer.

When completed, it will provide the College with information to use in considering your application to participate in RPL. We will then provide you with information on the RPL assessment process and may require you to complete other forms or participate in other processes.

Guidelines for Credit Transfer

Credit Transfer (CT) allows you to receive credit for unit(s) of competency previously achieved at Tocal or another Registered Training Organisation (RTO).

When applying for credit transfer you must provide documents as evidence. These may include course transcripts or a statement of results. Units previously completed at Tocal may be able to be automatically applied to your current enrolment.

Please Note: If you gain CT or RPL for unit(s) of competency in a government subsidised course it may reduce your fee.
Additional Guidelines for Merit

To gain a Pass with Merit students need to:

- do well in all aspects of the course
- undertake extra work consistently throughout the year
- display appropriate attitudes throughout the year as required by industry

Requirements for Extra Work

The Merit requirements for 'extra work' are deliberately unspecified because staff feel each student should work close to his or her full potential in whatever way is most appropriate to his/her learning goals.

Therefore individuals should complete 'extra work' appropriate to their needs and abilities.

What form can extra work take?

Examples include:

- extra individual studies
- outside courses
- extra competencies/ units (Cert IV)
- extra work experience (after hours/weekend)
- community involvement

How much extra work is required?

As a general guide, the student should be making good use of his/her time for most of the year. A burst of activity in September/ October, with no previous extra work, would NOT be acceptable.

Merit Grade in Case Studies

The requirements for Merit will be clearly described to students at the beginning of each Case Study. They generally require the student to demonstrate industry valued, skills and knowledge above the minimum requirements of a National Competency.

A Merit pass, in Case Studies, is only available with the original assessment.

Students cannot upgrade to Merit, except where there are exceptional circumstances. A form is available for those who wish to apply for “Exceptional Circumstances”.

Merit in Skills

The awarding of Merit in Skills is described in detail in the Skills Manual. As with other Merit awards it generally requires the demonstration of skills above the minimum requirements of a National Competency.

Summative Interview

Near the end of their final term, all students will be interviewed by a staff member. That staff member, along with the student’s tutor, will report during an end-of-year assessment meeting on the students:

- eligibility for Tocal Special Awards
- personal attributes and interpersonal skills as required by industry
- extra work undertaken during the year (Merit applicants).

Although the interview is a good opportunity for a student to make their case for Merit, a recommendation to the staff assessment meeting will not be based on how well they performed or communicated during the interview. It will be based on their performance and results over the entire year.
### Formula for Dux Awards and Rankings in the Course.

#### Certificate III in Agriculture

<table>
<thead>
<tr>
<th>Component</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Units</td>
<td>Average Assessment X 50</td>
</tr>
<tr>
<td>Individual Studies</td>
<td>Average Assessment X 10</td>
</tr>
<tr>
<td>Practical Work</td>
<td>Average Assessment X 30</td>
</tr>
<tr>
<td>Skills</td>
<td>Points 60 X 10</td>
</tr>
</tbody>
</table>

#### Certificate IV in Agriculture

<table>
<thead>
<tr>
<th>Component</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Units</td>
<td>Average Assessment X 40</td>
</tr>
<tr>
<td>+ No Units</td>
<td>X 3</td>
</tr>
<tr>
<td>Property Report</td>
<td>+ Property Report X 10</td>
</tr>
<tr>
<td>Industry Assignment</td>
<td>+ Average Mark X 10</td>
</tr>
</tbody>
</table>

Note: Practical Work Assessments are not used to determine dux for Certificate IV. This is because these students receive a low number of assessments for practical work and consistency of assessment cannot be guaranteed. Dux in the Stock Horse Breeding and Training program may also be determined without using practical work marks where a number of students have a low number of assessments in this area.

Published formula should be used as a guide only as students' attitudes are also considered. Students who have not demonstrated the ideals and standard of behaviour expected by Tocal will be ineligible.
OTHER COLLEGE INFORMATION
Other College Information

COLLEGE STAFF

Centre Management

Principal  Darren Bayley, B App Sc (Sys Ag) (Hons), Grad Dip App Sc (Ag), Grad Cert (PSM), Diploma (GAICD), Cert IV TAE40110

Deputy Principal  James Hooke, B Rur Sc (Hons 1), Dip Ed, Cert IV TAE40110

Acting College Manager  Michael Ison, Dip App Sc (Ag), M App Sc (Ag), Cert IV WPTA, Dip Bus (HR), Voc Grad Dip (FDRP)

Manager Education Delivery  Julie White, BA (Hons), Cert IV TAE

Registrar  Sandra Ognibene, B of Commerce, Fellow CPA, Grad AICD

Full-time and Part-Time Courses

Student Education and Training

Agronomy  Carol Rose, B. Rural Science (Hons), Grad Dip Bus. Studies, Cert IV TAE (TAE40110).

Animal Production  Bruce West, Dip App Sc (Ag), Dip Ed, Cert IV TAE.

Chemical Training  Nathan Friis, Cert IV TAE, Dip Ag, Dip CLM.

Compliance Reporting  Chantelle Vella, B. Management (Accounting, Human Services), Cert IV TAE, Cert III Financial Services, Cert III Animal Studies, SISSS00061 Horse Riding Instructor.

Farm Mechanisation  Robert Dunn, B FET, Dip Ag, TACA, Cert IV TAE.

General Agricultural Production Lecturers  Steve Krick, Dip Teaching, SISSS00061 Horse Riding Instructor, Cert IV TAE.

Industry Traineeship Development  Ian Nunan, Dip Ag, TCA, TACA, SISSS00061 Horse Riding Instructor, Cert IV TAE.

Business Development Officer  Natalie O’Leary, Dip Ag, Cert IV WHS, Cert IV TAE, SMARTtrain V, Cert III Irrigation

Library  Glen Walker, Dip Ag, Adv Dip CLM

Precision Farming  Matt Notley, Dip. Ag, Cert IV TAE.

Skills Training Technical Assistants  Darren Hawkins, Cert IV TAE.

Stock Horse Breeding & Training  Paul Corocher, Cert IV TAE.

Sustainable Agriculture  Simone Harvey, (Course Coordinator), SISSS00062 Horse Riding Instructor - Senior, B Teaching/B EC St (Hons), Cert IV TAE.

        Warwick Lawrence, (Senior Trainer), SISSS00062 Horse Riding Instructor - Senior, Cert IV TAE.

        Jill Clayton, B App Sc (Ag), Dip Ag, SISSS00061 Horse Riding Instructor, Cert IV TAE.
Other College Information

Administration

Compliance Officer
Keran Richards, Dip Teach, Cert IV TAE (TAE40110), Cert IV Bus Admin., Dip Ag, Dip VET, Dip TDD, Cert II Anim St

Assistant Registrar
Vicky Delany

Principal’s Assistant
Robyn Papworth, Cert IV Bus Admin

Clerical Officers
Leanne Jago, Cert IV Bus Admin
Debbie Guy, Cert IV Bus Admin

Reception
Karen Turner

Technical Support
Andrew Procailo (Maitland Office)

Duty Officers
Joe Fairbanks, Mandy Hayes, Peter Marshall, Lauretta Stace

Education Delivery

Team Leaders

Workforce Development
Charlie Bell, B App Sc (Sys Ag), Cert IV TAE (TAE40110)

Workforce Skills
Allison Blake, B App Sc (Viticulture), AD App Sc (Winegrowing), B VET, MBA, Cert IV TAE (TAE40110)

Industry Qualifications
Steven Honeywood, B Env Sc (Environmental Management)
Dip Ed Sc, Cert IV TAE (TAE40110), Grad Cert Ed Sustainability

Digital Delivery and Resources (Acting)
Ruth Luckner, Cert IV Bus Admin, Dip RBM, Cert IV TAE (TAE40110)

Education Officers
Sally Friis, B App Sc (Sys Ag), Cert IV TAE (TAE40110)

Michael Ison, Dip App Sc (Ag), M App Sc (Ag), Dip Bus (HR)

Jennifer Laffan, B Sc Ag, BA, Dip Ed, Cert IV WPTA

Emma Oke, B Agribusiness, B App. Sci. (Int Res Mgt), Grad Cert in Pub Admin, Cert IV TAE

Delphine Puxty, B Sci (Nat Res Mgt), (Hons)

Harry Rose, B Sc (Hons), Cert IV TAE (TAE40110)

EO Honey Bees Skills Recognition Officer
Elizabeth Frost, BA (Hons), Cert IV TAE (TAE40110)

Project Officer, Schools Technical Officer
Mia Mackay, B Rur Sc, Cert IV TAE (TAE40110), HBA

Jo Hathaway, B App Sc (Coastal Mgt), M Teaching (Primary)

Michelle Smith, Assoc Dip Hort, Cert IV TAE (TAE40110), Grad Cert Sustainable Agriculture

Digital Design Officer
Jessica Green, Bachelor of Design (Visual Communication)

Online Learning Officer
Natacha Hess, BA (Hons), Cert IV TAE (TAE40110)

Graphic Designer
Dean Morris, Dip Comm Art

Clerical Officers
Kim Griffiths, Cert IV Bus Admin

Simone McCanny, Cert IV Small Bus Management

Vicky Gow, Dip Land & Eng Survey Drafting, Cert III Ed Support

Tocal Field Days

Coordinator
Wendy Franklin, Dip Land & Eng Survey Drafting

Assistant Coordinator
Carol Cairney, Cert IV Bookkeeping
<table>
<thead>
<tr>
<th>Department</th>
<th>Manager/Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef/Sheep/Horses</td>
<td>Malcolm Burke, Ass Dip App Sc, Cert IV TAE (TAE40110)</td>
</tr>
<tr>
<td>Dairy</td>
<td>Stephen Pope</td>
</tr>
<tr>
<td></td>
<td>Farm Assistants: Kevin Watts, Dip Ag, FAC (Dairy), Donna Nichols, Cert IV Ag</td>
</tr>
<tr>
<td></td>
<td>Emily Latter, Dip Ag, Ursula Watts, Cert IV Vet Nursing, Cert III Office Practice</td>
</tr>
<tr>
<td></td>
<td>Administrative Assistant: Gaylene Marquet, Ass Dip Business (Accounting), Dip Rur Bus Man, Advanced Commerce Cert, Bookkeeping &amp; Keyboarding Cert</td>
</tr>
<tr>
<td>Numeralla</td>
<td>Karen Sanders</td>
</tr>
<tr>
<td></td>
<td>Assistant Manager: Vacant Pending Recruitment</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Tony Martin, ACBS - Advanced Cert in Building</td>
</tr>
<tr>
<td></td>
<td>Gardener: Martin White</td>
</tr>
<tr>
<td>Domestic</td>
<td>Denise Presland, Cert IV Small Business Management, Cert IV Business Admin</td>
</tr>
<tr>
<td></td>
<td>Cooks: Kate Ashard, Trade Cert Commercial Cookery, Food Safety Supervisors Certificate</td>
</tr>
<tr>
<td></td>
<td>Janice McGoldrick, Certificate in Catering &amp; Hospitality, Food Safety Supervisors Certificate</td>
</tr>
<tr>
<td>Tocal Homestead</td>
<td>Paul Bowers</td>
</tr>
<tr>
<td></td>
<td>Homestead Coordinator: Sandy Earle, BA (Mass Comm), Cert IV TAE</td>
</tr>
<tr>
<td></td>
<td>Carol Cairney, Cert IV Bookkeeping</td>
</tr>
<tr>
<td></td>
<td>Tour Guides: Robyn Dunford, B Ed, Dip Teach, Grad Dip Ed, Philip Naughton</td>
</tr>
<tr>
<td></td>
<td>Visitor Centre Supervisors: Carol Cairney, Robyn Dunford, Philip Naughton, June Saunders, Lee Smith</td>
</tr>
</tbody>
</table>
Other College Information

Staff Coordinators

AHC30116 Certificate III in Agriculture:
  *Agricultural Production*  
  Steve Krick

AHC30116 Certificate III in Agriculture:
  *Stock Horse Breeding and Training*  
  Simone Harvey

AHC40116 Certificate IV in Agriculture:
  *Farm Supervision and Agribusiness*  
  Jill Clayton

Dairy and Rural Traineeships  
Matt Brett

Skills Training  
Bob Dunn

Practical Work  
Ian Nunan

Student Welfare  
Chantelle Vella / Nina Curtis

Governance and Standards Committee  
Keran Richards

Student Association  
Steve Krick/Ian Nunan/Steph Teterin

Student Residences  
Steve Krick/Bruce West

Teaching Resources  
Bruce West

Off Campus Practical  
- Certificate III  
  Steph Teterin
- Certificate IV  
  Bruce West

Course Promotion  
Steve Krick

Student Records  
Joan Everingham

First Aid  
Jill Clayton

Student Employment  
Steph Teterin/Bruce West

WH&S Representative  
Keran Richards

Managers  
Beef Section  
  Malcolm Burke
Dairy  
  Stephen Pope
Maintenance  
  Tony Martin
Numeralla Poultry  
  Karen Sanders
**ORGANISATIONS ASSISTING TOCAL**

**College Advisory Council**

The Advisory Council is made up of representatives from primary industries and provides advice to staff on College courses.

Members of the Advisory Council include:

- Margo Duncan, Seaham (Chair)
- David Anthony, Sydney
- Joy Beames, Dunedoo
- Duncan Fraser, Hay
- Peter Hermann, Murrumi
- Susan Hooke, Gloucester
- Reg Kidd, Orange
- Darren Price, Carwoola
- Troy Setter, Darwin

**NSW DPI Representatives:**

- Kate Lorimer-Ward, Director – Education & Regional Services
- Darren Bayley, Principal
- James Hooke, Deputy Principal
- Mike Ison, Centre Manager

**Representatives from Tocal Students Association**

**Alternate Members:**

- Sandy Brooks, Caparra
- Richard Chaffey, Attunga
- Rod Morris, Highfields

**C B Alexander Foundation**

The C B Alexander Foundation was set up by an Act of Parliament. It assists the College by:

- provision of student scholarships
- operation of Tocal Homestead and Numeralla Free Range Egg Laying Farm
- supporting study tours by staff

The current members are:

- Scott Hansen, Chair
- Hon Richard Colless, MLC
- Dr Beth McDonald
- Ms Susan Hunt
- Dr Cameron Archer

**Inaugural Tocal Alumni**

During 2015 the groundwork for the creation of the Tocal Alumni took place. This organisation in part replaces the Tocal Ex-Students Association (TESA) but has a much wider membership and broader set of objectives. It will become a network of students, staff, members of the community and others with an interest or link to Tocal.

It will be a way of communicating with past students and also of advancing community and industry support for the College.

All graduating students will automatically be provided membership but individuals may opt out at any time.
More information will be provided as it becomes available. A new website continues to be developed in 2017.

_Inaugural Tocal Alumni committee members are:

Dr Beth McDonald (Representing the CB Alexander Foundation)
Mr Rex Kingston (Representing Friends of Tocal)
Dr Cameron Archer
Lisa Nies
David Allan
Scott Whiston
John Lennon
Sally Friis
Rita Hough
Tim Eyes

**Tocal Students Association Inc.**

The Association consists of all full-time and part-time students. It elects an executive committee to carry out the following:

- manage the students' shop
- purchase and maintain recreational equipment and furniture
- represent student concerns and needs to staff
- participate in staff and Advisory Council meetings.

The committee for Tocal Students Association consists of:

*President*

*Secretary*

*Treasurer*

*Social Convenor*

*Sports Convenor*

*Residential Representatives*

*Staff Representatives*

Steve Krick, Ian Nunan

**The Friends of Tocal**

This organisation was formed by a group of people interested in the College and its students. Its aims are to support College and Tocal Homestead activities through fundraising and other volunteer work.

*Chair*  Ruth Dircks

*Vice Chair*  Ted Cahill

*Secretary/Treasurer*  Sandy Earle

All associated with the College are invited to join The Friends. There is a small membership fee.
College Policies and Procedures

Introduction
The aim of the College is to provide a safe and secure environment for students and staff to live, work and learn together. At the same time, students are given the freedom to develop personal qualities such as responsibility, independence, initiative and ability to live and work cooperatively with others.

College activities have been planned in consultation with industry to assist this development. Students are encouraged and expected to participate actively in all College activities including practical work, theory, work experience and outdoor education activities.

College staff also regularly assist the Students Association with after hours activities. Students are expected to support these activities by actively participating whenever possible.

Tocal College Code of Practice
The College upholds the principles of access and equity. This includes:

College courses are open to all who meet the course entry requirements;

The differing needs and requirements of people being trained and assessed are handled sensitively;

Potential for conflict of interest in the assessment process is identified and handled appropriately and fairly;

All forms of harassment are avoided throughout the planning, conduct, review and reporting of assessment; appeal and grievance procedures are available to all students, and students are informed of these procedures;

Evidence gathered during assessment is verified for validity, authenticity, sufficiency and currency

Assessment decisions are based on available evidence that can be verified by another assessor. Personal factors that are not relevant to assessment will not influence the assessment outcomes;

Confidentiality is maintained regarding assessment results in accordance with Tocal College’s privacy policy. The candidate is informed of assessment reporting processes prior to the assessment;

Assessment procedures are regularly reviewed by networks of assessors;

Tocal College upholds NSW Department of Primary Industries’ values of integrity, professionalism, innovation and respect.

Access and Equity
College courses are open to all with a genuine interest in a career in agriculture. Applicants are assessed on their ability to meet entry requirements and to safely carry out practical farm tasks. Minimum literacy and numeracy standards are required and applicants assessed against qualification requirements.

Applicants who wish to reside on campus must demonstrate that they are capable of living independently with minimal supervision and in cohesion with other residents.
Training and Assessment Policy

Tocal is committed to high standards in the delivery of training and assessment. Policies are in place to ensure training and assessment procedures are fair and take into account, wherever possible, the needs and abilities of individuals.

Staff do their best to provide support to students with literacy and numeracy issues and learning disabilities.

Students are encouraged to ask for support when required.

Appeals regarding assessment outcomes

This policy relates to outcomes of assessments, commonly known as ‘results’. There is a separate policy regarding complaints and grievances for matters other than results.

If you disagree with an assessment outcome you receive from Tocal College, you should first discuss with the appropriate College staff member (usually your course coordinator, tutor or skills recognition case officer) who will explain the reasons for the assessment outcome and give additional feedback where possible.

If after discussion you still disagree with the assessment outcome, you can request a re-assessment.

If a dispute over assessment outcomes or eligibility to receive a credential cannot be resolved with the staff member by discussion and/or re-assessment, you may appeal to the Governance And Standards Committee (GASC) through the Principal.

You should lodge an appeal in writing, setting out the grounds for your case, to The Principal, Tocal College, PATERSON NSW 2421. Receipt of appeals to the Principal will be acknowledged in writing within five working days. The College will provide a response within a further ten working days where feasible (complex assessments may require more time to organise and resolve).

If you are not satisfied with the decision of GASC you can have your appeal heard by an independent person who is acceptable to you and to the College (see also the complaints and grievances policy below).

Complaints and grievances

If you have a complaint, contact the appropriate College staff member (usually your course coordinator, tutor or skills recognition case officer). They will try to solve the problem with you, and will also help you to fill out a complaint form if required.

Staff will endeavour to deal with your complaint within two weeks. If this is not possible, you will be kept informed of progress and advised of the reasons for any delay.

If you do not agree with the way your complaint is resolved you can appeal in writing to the Principal. Receipt of appeals to the Principal will be acknowledged in writing within five working days. The College will provide a written response within a further ten working days where feasible.

Notwithstanding the above response times, the College will act within one working day, if feasible, on complaints where extenuating or extraordinary circumstances require an urgent response.
If you still disagree with the outcome you have the right to have an independent person (someone who is acceptable to you and to the College) recommend what should happen. This will be explained to you.

If you are not satisfied with the handling of your complaint by the College, or there are extenuating circumstances that preclude you from lodging your complaint directly with the College, there are two further ways to lodge your complaint:

- with the College’s registering body, which is the Australian Skills Quality Authority. Details can be found on their website at www.asqa.gov.au;
- the National Training Complaints Hotline, 13 38 73. Complaints to this Hotline are referred to the appropriate registering body.

As part of the continuous improvement process, the College will take into account complaints and grievance in its ongoing review of its policies and practices.

**Cheating**

Any student who, in the opinion of the College, is found cheating could face disciplinary action which may result in the student being asked to leave the course and may have the relevant assessment outcome disregarded.

**Plagiarism**

Plagiarism is a form of cheating. Plagiarism is a serious breach of academic trust. It is the act of presenting somebody else's work and claiming it as your own.

Assessors may take reasonable action to satisfy themselves that any material submitted for assessment is the participant’s own work. Material suspected of plagiarism will be reported to, and investigated by, College management.

To avoid plagiarism and its penalties, students are advised of the following:

- you may quote from someone else's work (e.g. from textbooks, journals or other published materials) but you must always indicate the author and source of the material;
- you should name sources for any graphs, tables or specific data, which you include in your assignment;
- you must not copy someone else's work and present it as your own;
- you must sign the Declaration on the Assignment sheet for each assignment.

**After Hours Supervision**

Duty Officers are employed from 4.00p.m. to 1.30 a.m. on weekdays and 8 a.m. to 1.30 a.m. on weekends. Their role is to provide supervision and assist students. They are also responsible for the security of College buildings and equipment. At other times, or when the Duty Officer is called away, the Residential supervisor or other resident can be contacted in an emergency.

There is usually one Duty Officer rostered for each shift. They can be contacted on 0428 973 372. In an emergency, students or parents can contact the following resident staff:

Residential Supervisor: 4939 8956 (internal call for students 8956)
Gatehouse: 4939 8840 (internal call for students 8840)
**Emergency Procedures**

The following emergency procedures are in place.

**Ring 000 from a personal phone or 0-000 from a College phone**

State clearly the nature of the emergency and location of Tocal. (815 Tocal Road, 15km North of Maitland, NSW on the road to Paterson)

Then contact the Duty Officer or one of the above staff.

**Security**

Duty Officers and other staff check the security of campus buildings and equipment. Students are responsible for the security of their room and contents including College furniture and fittings.

**Students should ensure they keep their doors and windows locked when they are away from their room.**

The College does not accept responsibility for loss of possessions through theft or damage. Students are also responsible for the cost of any damage done to their rooms.

**Leaving the College**

Students can generally come and go as they please from Tocal. However, it is expected that they will attend all rostered activities. When unable to do this, they should let their tutor or supervisor know in advance.

**Students under 18 leaving the College after hours are expected to let the Duty Officer know where they will be if not returning by 10p.m.**

A sheet in the dining hall is used to record which students will be at College for weekend meals.

**Student Health**

Students who are ill can seek assistance from staff trained in first aid. Details of local GP’s can be provided for making appointments. A medical certificate is required for an Approved Absence when ill for greater than one day unless otherwise cleared by the Student Welfare Officer. After hours, Duty Officers have first aid training and can provide transport to Maitland Hospital. Students are covered for free ambulance transport during term time.

**Student Welfare**

College staff are keen to assist students to develop maturity and independence during their time at Tocal. Strategies that assist this to take place include:

Each student is allocated to a tutor (mentor) who can provide advice on course and personal matters;

2 staff members assist the Students Association with their programs and help organise after hours activities. Other tutors assist as required;

Appointments with qualified counsellors can be made for students to discuss personal issues. A mediator and counsellor regularly holds appointments for students on campus during term time.

Harassment procedures are in place to assist students who are adversely affected by the behaviour of others;

The College has discipline procedures to deal with behaviours that are unacceptable. These are clearly explained to students during their first week.
Student Behaviour Policy

Students are expected to behave in a way that enhances the reputation of the student community and the College. They are to consider the effect of their actions on other students, visitors to the College and the wider community.

Away from the College, students are to ensure their behaviour brings credit to themselves and their fellow students.

Students and staff are required to report incidents involving inappropriate behaviour to the Duty Officer, Deputy Principal or tutor.

Where evidence of illegal activities by students or others comes to the attention of staff, this will be reported to the Police. Regardless of any police action, the College may also apply penalties as a consequence of this behaviour.

Alcohol and Drugs

Students are not to bring, be in possession of, or consume alcohol on campus.

As in all other workplaces Tocal has a responsibility to ensure that students and staff do not engage in dangerous activities while under the influence of alcohol. For this reason an “Alcohol Testing Policy” exists where by students and staff may be asked to provide a sample of their breath for analysis of alcohol content.

Unless a sample is provided which shows “nil” alcohol content the person tested will be restricted in their activities and other disciplinary measures may follow.

The policy is provided to all students and parents / fee payers.

Students must not smoke on campus.

The use of illegal drugs is a serious matter. It can result in physical and mental health damage to the individual and can also cause harm to the reputation of all other students of the College.

Discipline Procedures

It is expected that students will accept and respond to reasonable advice from staff about their behaviour and that parents or guardians will assist their child or dependent to see the importance of behaving in a responsible manner.

Students who behave inappropriately may be placed on probation. Fines may be levied for damage or for misuse of safety equipment. Any penalties applied will depend on the seriousness of the behaviour and the previous record of the student.

A demerit points system is in place and students may lose points for poor behaviour. The loss of all 10 points usually results in suspension from the College.

To be reinstated, students must present a case to a panel of staff. Parents are encouraged to attend this interview. If reinstated, various agreed conditions will apply and the student’s compliance will be monitored. Non-compliance could result in the student being asked to withdraw from the College or course.

Student Transport

The College runs a bus to Maitland on Thursday evenings for late night shopping, movies or to access automatic tellers.
Students can also be picked up from Maitland Railway Station on Sunday afternoons. The procedures are:

Plan to arrive between 1 and 2.30 p.m. or 6 to 7.30 p.m.

Ring the Duty Officer from the station (or preferably 20 min before arrival) on 0428973372. At all other times, students should ensure they have enough money to cover taxi fares.

Students can arrange a lift to town on Friday afternoon by contacting their tutor or the Deputy Principal.

Apart from the above (and emergencies or urgent doctor’s appointments) students need to arrange their own transport to and from the College. This is because Duty Officers are required to remain on campus to provide supervision for the majority of students.

**Sport Involvement**

Students at Tocal are encouraged to participate in local sporting teams and social and sporting activities on and off the College.

Sports available in the local area include swimming (Paterson Swimming Club - Tocal Pool on Tuesday evenings), tennis, cricket, football, soccer, basketball, baseball, hockey, fishing, squash and boxing.

**Farm Safety**

The College has Workplace Health and Safety policies in place to minimise the risk of injury to staff and students. These include the use of risk assessments, Personal Protective Equipment such as correct boots, hats, hearing protection and helmets for horse and vehicle riding.

All students receive training in safe work practices early in the course and it is an integral part of the practical skills training program.

Students operating machinery and equipment and working with livestock are supervised intensely until assessment suggests it is suitable and safe to reduce the level of supervision. I.e. A level of supervision is always maintained that is appropriate.

**Horse Riding**

Students must wear approved helmets and riding boots and are generally required to ride with others and not alone. Students may ride their own horses alone in Homestead paddock and in pairs in certain other paddocks.

Any accidents must be reported to staff.

**Student Privacy Policy**

Tocal College complies with the Privacy and Personal Information Protection Act 1998. The College collects personal information from students to provide statistical data to the Federal Government for planning purposes, to minimise health threats, to arrange accommodation and for recognition of academic achievement.

Personal information is used for the purposes for which it was collected. It is protected from unauthorised use or disclosure and is stored in a secure location that has limited access.

Individuals may access their personal information at the College during working hours, by appointment and provision of proof of identity. Alternatively individuals may apply in writing to access their personal information. Contact the College for an
application form and identification requirements.

Personal information is destroyed according to the relevant disposal schedule from the State Records Act 1998.

NSW Department of Primary Industries has prepared a Privacy Management Plan to ensure that all personal information is collected, stored and accessed in accordance with the 12 Information Protection Principles as set down in the Privacy and Personal Information Protection Act 1998.

**Outdoor Education**

This is an important part of College programs and is used to develop leadership, teamwork, communication and bush survival skills. These activities involve camping, bushcraft, navigation and other tasks.

Resident and non-resident students are expected to participate in these.

**Harassment and Bullying Policy**

The College has procedures in place to encourage students to report harassment or bullying. These procedures provide support for those who experience harassment and a plan of action to stop it from re-occurring.

Harassment/bullying behaviours are not tolerated at Tocal and procedures for dealing with these issues are outlined to students early in the year.

**Internet and Social Media Policy**

The overall goal of this policy is to create and maintain a cybersafety culture that is in keeping with the values of the College and legislative and professional obligations.

This policy includes information about the obligations and responsibilities of students and the consequences associated with cybersafety breaches that undermine the safety of the college environment.

**All students must read and agree to abide by this policy before being able to use ICT equipment/ devices or access the internet on campus.**

**Student Fees Policy**

Students/parents must sign a formal Acceptance of Debt/Payment Option Form prior to enrolment. All fees must be paid in advance at the start of each term or by an approved instalment method. A deposit is required in mid January. This covers the General Deposit, student association, recreation and welfare levies and some other fees. Recreation and welfare levies are non refundable. Other fees may be refunded subject to approval by the Principal.

**Re-issue of certification**

Where students have lost or misplaced certificates, diplomas or statements of attainment the College will issue a replacement academic transcript on receipt of a completed application form, the prescribed fee and proof of identify of the applicant. Contact the College for an application form, identification requirements and current fee.

**Compliance with Legislation**

The College complies with all relevant legislation regarding WH&S, workplace harassment and bullying, anti-discrimination, privacy, vocational education and training, child protection and copyright.
Articulation to University Courses

Students who complete **Certificate** and **Diploma** courses at Tocal through full time or external study may gain academic credit towards a university degree. This is called articulation.

Articulation arrangements have been put in place with most universities that have agriculture or related programs. Students should note that granting of academic credit is based on the student’s individual achievement and on the mix of modules studied during the Tocal course. Each student’s entitlement to credit points will be negotiated separately with the relevant university. Details regarding university courses should be obtained from the individual university.

The following table lists universities and courses for which articulation arrangements may be granted but these must be checked with each individual institution.

<table>
<thead>
<tr>
<th>University</th>
<th>Degree</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| **Charles Sturt University, Wagga Wagga** | Bachelor of Agricultural Business Management Bachelor of Agricultural Science Bachelor of Equine Science | Charles Sturt University  
Faculty of Science and Agriculture  
Locked Bag 588  
Wagga Wagga NSW 2678  
Tel: 02 6933 2020  
Fax: 02.6933 2639  
Email: to contact by email go to [http://www.csu.edu.au/contacts](http://www.csu.edu.au/contacts)  
Web: [www.csu.edu.au](http://www.csu.edu.au) |
| **University of New England, Armidale**  | Bachelor of Agribusiness  
Bachelor of Agricultural and Resource Economics  
Bachelor of Agriculture  
Bachelor of Agrifood Systems  
Bachelor of Animal Science  
Bachelor of Rural Science | The University of New England  
University of New England  
Armidale NSW 2351 Australia  
Tel: 1800 818 865  
Email: to contact by email go to [http://www.une.edu.au/contact-us](http://www.une.edu.au/contact-us)  
Web: [http://www.une.edu.au/](http://www.une.edu.au/)|
| **University of Newcastle, Newcastle**   | Bachelor of Science  
Bachelor of Business  
Bachelor of Commerce  
Bachelor of Environmental Science | University of Newcastle  
University Drive  
Callaghan NSW 2308  
Tel: 02 4921 5000  
Web: [www.newcastle.edu.au](http://www.newcastle.edu.au)  
Email: admissions@newcastle.edu.au |
| **La Trobe University, Albury-Wodonga Campus** | Bachelor Of Agricultural Sciences  
Bachelor Of Agricultural Sciences/Bachelor Of Business  
Bachelor of Science | La Trobe University, Albury-Wodonga Campus.  
133 McKoy Street,  
West Wodonga Victoria 3690  
T: (+61 2) 6024 9700  
F: (+61 2) 6024 9797  
E: stud-admin.aw@latrobe.edu.au |