

Tocal College

CB Alexander Campus

2011

HANDBOOK

FULL TIME and TRAINEESHIP PROGRAMS

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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: 'Tocal' Paterson NSW 2421

TELEPHONES: Reception **02 4939 8888**
Course Enquiries **1800 025 520**
Main Student Residence 02 4938 5090
Glendarra Residence 02 4939 8855

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

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Duty Officer 0428 973 372
Principal 0427202948
Deputy Principal 0428237005
Students As above

Police Emergency 000
 Maitland 4934 0200
 Paterson 4938 5191

Ambulance Emergency 000
 Maitland 4961 6555

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

Fire Brigade Emergency 000
 Maitland 4933 5122
 Paterson 4938 5011

Taxi Maitland 4933 7333

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Welcome

Tocal College has been in operation since 1965. During that time the College has developed an excellent reputation for providing relevant training in all aspects of agriculture.

Tocal College is the only agricultural college in NSW. It has 2 campuses: CB Alexander campus near Paterson and Murrumbidgee Rural Studies Centre at Yanco. The CB Alexander campus operates full-time youth educational programs and is the centre for the external studies programs. An extensive short course program for farmers under the trademark PROfarm operates across NSW from both campuses and in association with other NSW I&I services.

Since 1966, the College has been producing graduates to operate and manage farms and other rural businesses throughout Australia.

Full-time courses at Tocal have a strong practical component with students spending a large proportion of their time on the 2200ha college property and other commercial farms throughout NSW, Qld, Northern Territory and New Zealand. There is also an extensive skills training program on campus.

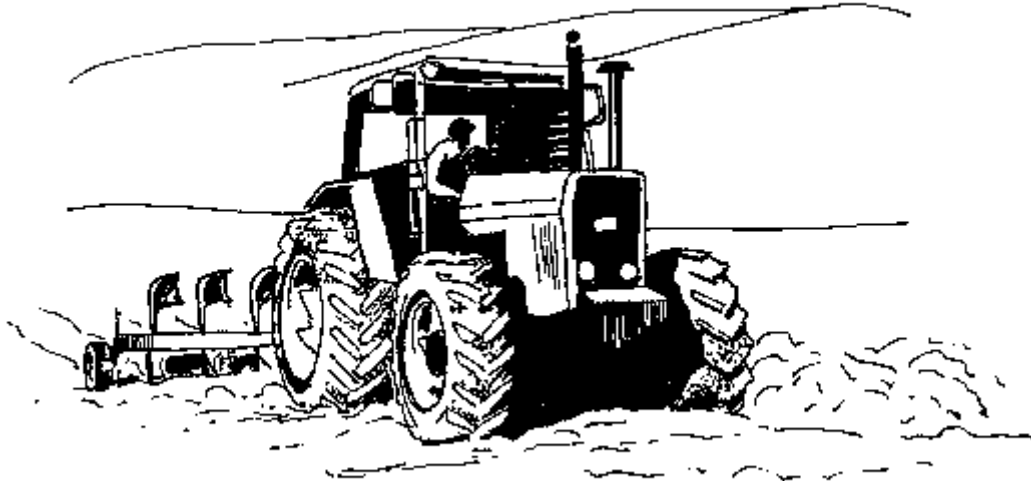
All courses have been developed in consultation with the industries which employ College graduates.

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 a career in agriculture. The development of appropriate attitudes and personal skills is 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. I am sure that your association with the College will be a rewarding one.

CAMERON ARCHER
Principal

Introduction to Tocal



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College Calendar - 2011

Term I (8/9 weeks)

Term starts - Certificate IV students
Term starts - Certificate III students
Graduation Day
Term ends

Monday February 7
Monday February 14
Friday March 25
Thursday April 7

Term II (10 weeks)

Term starts
Tocal Field Days
Term ends

Wednesday April 27
April 29, 30 May 1
Thursday June 30

Term III (10 weeks)

Term starts
Term ends

Monday July 18
Thursday September 22

Term IV (7 weeks)

Term starts
Foundation Day
Term ends

Monday October 10
Friday November 4
Thursday November 24

Due Dates for Assignments

Certificate III Courses

First Individual Study
Second Individual Study
Third Individual Study

April 1
June 24
September 9

Certificate IV

Industry Assignment

March 25
June 24
September 16

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.

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 Dairy Farmers factory at Hexham.

Numeralla

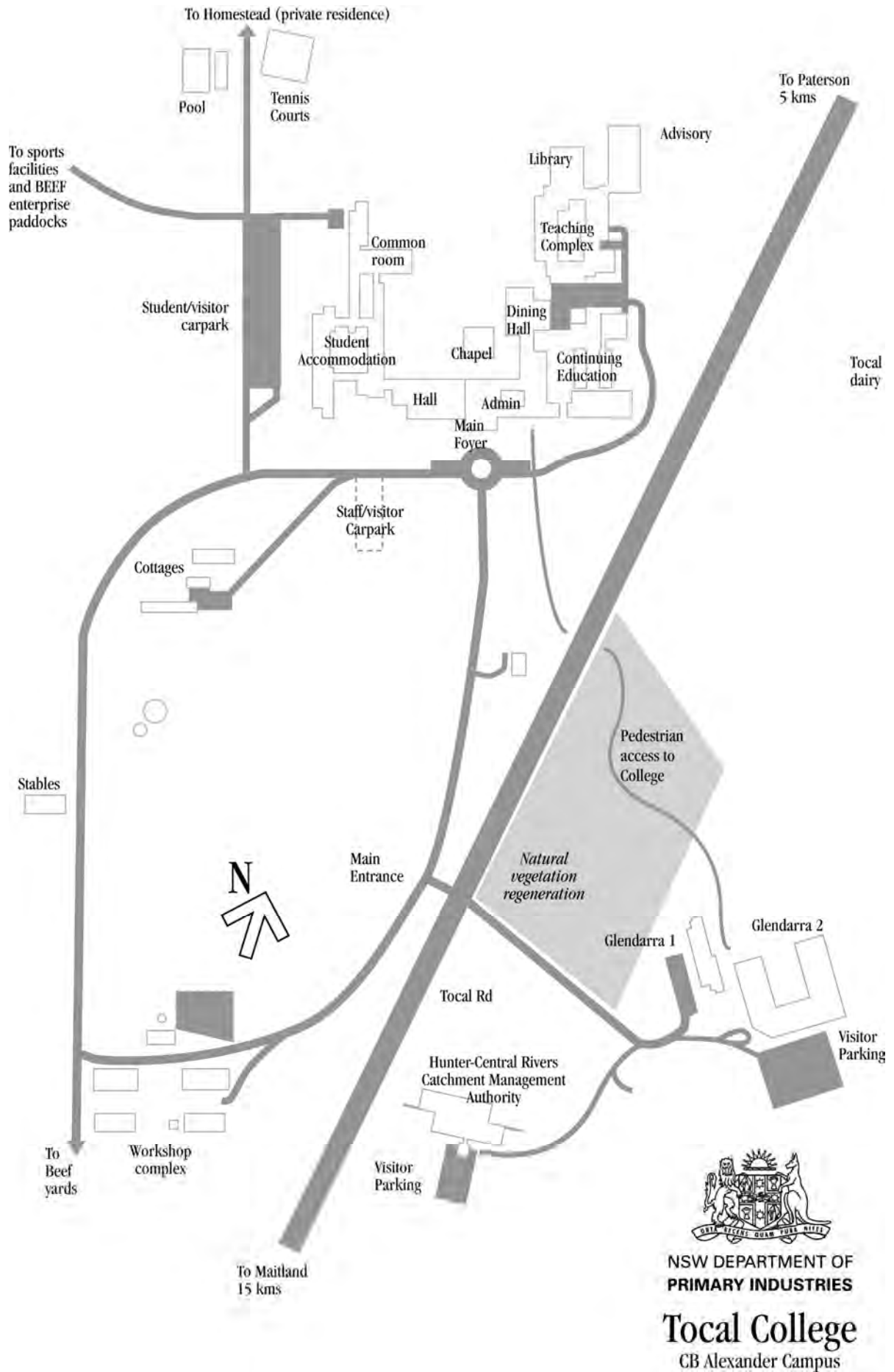
The Numeralla property, a broiler farm, was purchased by the C.B. Alexander Foundation in 1981. It has five sheds and is capable of producing over 1 million broiler chickens each year. Chickens arrive as day-olds, and are turned off at six to eight weeks of age.

Bona Vista

Unlike the other farms, which are of commercial proportions, Bona Vista is essentially a demonstration farm. It runs a flock of about 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

Certificate III in Agriculture - 1 year
Certificate III in Horse Husbandry -
1 year
Certificate IV in Agriculture - 1 year
Diploma of Agriculture – up to 2
years

Part-time Courses

Dairy Traineeships - 1 to 3 years
Rural Traineeships - 1 to 3 years

Short Courses

Usually 1- 2 days

External Courses

Diploma of Conservation and Land
Management
Diploma of Agriculture

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 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.

Graduation Day

This annual ceremony 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 10am to 3pm.

Section Managers and Tutors

MANAGERS

Cameron Archer
Principal

Bill Kinsey
Deputy Principal

Basil Gijbers
College Manager

Darren Bayley
Manager, Continuing Education

Wayne Courtney
Registrar

Malcolm Burke
Beef Manager

Matt Hogan
Dairy Manager

Lyn Barham
Librarian

Denise Presland
Domestic Supervisor

Bill Peden
Numeralla Broiler Farm

TUTORS

Jill Clayton - General

Bob Dunn
Farm Machinery

James Hooke
Dairying

Steve Krick - General

Warwick Lawrence
Horses

Ian Nunan - General

Zona Porter
Student Support

Travers Powell
Sustainable Agriculture

Steph Teterin
General

COURSE COORDINATORS

Certificate III – Steve Krick
Certificate IV/Dip – Jill Clayton
Certificate III in Horse Husbandry
- Warwick Lawrence

Course Tutors

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

Students should get to know their tutor as quickly as possible by seeing them at least once a week to discuss their progress and any concerns.

Students should make sure that tutors are fully aware of any problems that may affect their performance in the course.

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
- organise recreational and social activities
- purchase and maintain recreational equipment and furniture
- represent student concerns and needs to staff
- participate in staff and Advisory council meetings.

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 8.30am-4.30pm Mon-Fri

The library has an extensive range of agricultural and related resources including books, journals, agfacts, newspapers and videos. The library catalogue provides access to the resources of all NSW I&I libraries. The catalogue and other finding 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 administrative charge of \$50 for each item.

Computer/Internet

Internet and email access is available via the computer room. After hours access to this room is available through the Duty Officer.

Students with their own computers can arrange through an internet service provider for wireless access to the internet. This may require the attachment of a small aerial to get the best 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 providing they take care not to damage the 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.

Activities in the Hall should cease at 10.30pm, except when formal functions have been arranged.

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, discussion groups and the like.

Introduction to Tocal

Swimming Pool

The swimming pool is available for use by the public who pay an entry fee or hold 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 rules.

Students are also asked to set a good example with their behaviour, particularly when around families with young children. Conduct and behaviour is to be such as to 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 District Amateur Swimming Club, which holds sessions at the pool each Tuesday evening.

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.

Vehicles are not allowed on the oval.

General Information

Office hours are 8.30am to 4.30pm
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 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 **0427202948**

Deputy Principal 0428237005

All calls to students should be directed to

Main Residence

4938 5090

Glendarra Residence

4939 8855

Calls by students should be made through the coin operated telephones in the student residence and in the foyer.

Banking

Banking facilities and ATMs are available in Maitland. Paterson Post Office is an agent for the Commonwealth Bank.

Duty Officers

The College employs Duty Officers to assist students at night and on weekends. They generally cease work between 1 and 2am.

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

Jill Clayton - Ext 8840
Principal - Ext. 8802

Student Transport

Students can arrange to be picked up from Maitland Railway Station on Sundays at 2.30 to 3 pm or at 7.30 to 8 pm. College staff will pick them up at these times if they ring the

College from the station on **0428 973 372**.

Students can arrange with their tutors for a lift to train or bus stations after 4.00 pm.

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.

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

An ID card is issued to students. It contains a CityRail logo allowing students to travel on CityRail, Countrylink and public buses at student concession rates.

Students under 18 years as of the 1st January and who reside at the College, will be reimbursed by the Department of Transport for up to 9 return trips (home-College) per year. These trips must be by public transport and not by private vehicle. However, the cost of private vehicle transport from home to the nearest train or bus terminal may be reimbursed.

Introduction to Tocal

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 also allow students to gain concessions at cinemas, sporting events and on public transport.

Replacement cards will cost \$10.

Farm Safety

Because there are risks to those who work on farms, staff provide training in farm safety to all students during the first weeks of the course. In all training carried out at the College, students are shown how to minimise risk of injury to themselves and others.

Students working on College farms are closely supervised when operating tractors and machinery until they are assessed as competent in this area. Similarly, those riding horses are supervised until considered competent. Training in safe use of chemicals, safe tractor operation, chainsaw use, safe riding and handling of horses, safe riding and handling of bikes and ATVs,

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.

Accident Insurance

The College does not have accident or medical insurance policies for students. Students may wish to consider taking out an accident insurance policy for themselves.

Students who are injured while on work experience arranged by the College will have their medical expenses covered 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

The College and NSW I&I will not accept liability for the payment of hospital, medical, dental, ambulance, chemist or similar expenses incurred by a student either through sickness or accident whilst attending, residing or working as a College student, on or off 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 First Aid Officer between 7.30 & 8.30am. Emergency situations should be reported to First Aid Officers, Duty Officer or any member of staff.

Other

Students are required to advise First Aid staff before 8.30am if they are sick or injured to the extent that they cannot attend College activities. Appointments to consult a doctor or dentist may be made by staff or Duty Officer as needed. 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 students who drive College vehicles 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. The driver **ONLY** shall ride on any tractor. No student shall ride on any 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

Introduction to Tocal

- 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 limit **(40 km/hr)**
- the College office is notified of the vehicle's make and Registration No.

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. A fine is provided for such breaches. Staff may inspect students' vehicles 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.

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

Parking Areas

West of the main residential blocks, in the student car park.

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 or smoke 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.

General

Each student assigned to a room is responsible for the good care and condition of that room. While other students are permitted in the room **until 11.30pm** each night, **no one else may stay in that room without prior approval.** The only items permitted other than usual personal effects are a TV, radio, other sound equipment and kettle. Motorbikes, heaters and stoves are not allowed in student rooms.

Sound equipment must be kept to a volume that will not offend the privacy of others. **After 10pm 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, inflammable 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 any posters and furnishings that are considered by the Domestic Supervisor or Deputy Principal to be in questionable taste.

Students must keep floors free of clothes and all other objects to allow the cleaners free 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.

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.

There are heavy penalties for tampering with fire safety devices.

Other Matters Concerning Rooms

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

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. If the student is under 18 years of age and wishes to move out of residence, written permission must be presented from his/her parent or guardian.

Introduction to Tocal

Failure to give one week's notice of intent to move out of residence may result in one week's board and lodging being charged.

Rooms must be completely cleared by their occupants before vacations.

Personal items may be stored beneath the bed during short vacations.

Students are expected to depart no later than lunchtime on the first day of vacations.

The Deputy Principal's permission must be obtained to live on College during vacations, except when on practical work.

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.

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.

Conference Room

This is located near the front 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, table tennis and so on. 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:

Breakfast	7.00 - 7.30am (8.00-8.30am on weekends and public holidays)
Lunch	12.00 - 12.30pm
Dinner	5.30 - 6.00pm

Meals cannot be served outside 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 required to notify the dining hall staff by Friday

lunch time. If this is not done, meals cannot be provided.

Visitors, subject to the 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 breakfast in the dining hall.

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

Muddy boots, gumboots, slippers, pyjamas, dressing gowns, work singlets, football gear and bare feet are not permitted in the dining hall. Hats or beanies 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 10pm.

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 \$200.

Also, offenders may be charged under the Occupational Health and Safety Act - the maximum penalty being \$2,000.

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 or the College.

Leaving the Campus

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

General Regulations

Behaviour

The College community expects its members:

- to act always with concern for the well-being of others
- always maintain and enhance respect for the College and its people
- to fully use the opportunity they have been given to benefit from the College

Students usually 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
- cheating
- possession, use or supply of drugs
- possession or use of alcohol on College premises
- drunkenness
- irresponsible use of motor vehicles
- violence
- any other matter that may arise that is deeply offensive to the College community

The cost of damages by unknown students may be 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 be concerned to safeguard its good name and the good name of its students.

The College also considers itself obliged to notify a student's feeper 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.

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

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 and reports from Duty Officers about student behaviour and 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/parents, and 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
- show a 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 the College.

Attendance

Students are expected to attend all teaching and practical work activities. 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. Forms are available from tutors or the library. Students who are ill must report to First Aid staff by 8.30am on weekdays. At other times, the Duty Officer should be informed. Students who are unable to attend weekend practical work due to illness, should 'phone the section or ask the Duty Officer to do this.

A doctor's certificate will be required if time lost through ill health is considered excessive.

All assessments or practical work missed for any reason must be caught up. This should be negotiated with the appropriate staff member.

All practical work commitments must be completed before a Certificate may be awarded.

However, up to three days per year may be excused for good reasons if approved by the student's tutor.

Introduction to Tocal

Absences

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. No such arrangement is possible if the absence was not approved.

NB: More than 2 unsatisfactory entries for punctuality or more than 2 unapproved absences each term could result in failure of the course.

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 – 2011 (subject to confirmation)

Certificate III in Agriculture

<i>RESIDENTIAL STUDENTS</i>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>	<u>Total</u>
Board and Lodging	\$1606.80	\$2295.40	\$2066	\$1606.80	\$7575
<small>Note: Board and lodging is based on students being in residence for 32 weeks.</small>					
Student Welfare & Recreation Levy	\$908				\$908
General Deposit	\$140				\$140
Resource & Equipment Allowance	\$572				\$572
Tuition	\$525	\$525	\$525	\$525	\$2100
TOTAL	\$3751.80	\$2820.40	\$2591	\$2131.80	\$11295

NON RESIDENTIAL STUDENTS

Student Welfare & Recreation Levy	\$776				\$776
General Deposit	\$140				\$140
Resource & Equipment Allowance	\$572				\$572
Service Fee	\$40				\$40
Tuition	\$525	\$525	\$525	\$525	\$2100
TOTAL	\$2053	\$525	\$525	\$525	\$3628

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

Introduction to Total

PROPOSED FEES – 2011 (subject to confirmation)

Certificate III in Horse Husbandry

<i>RESIDENTIAL STUDENTS</i>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>	<u>Total</u>
Board and Lodging	\$1606.80	\$2295.40	\$2066	\$1606.80	\$7575
Note: Board and lodging is based on students being in residence for 32 weeks.					
Student Welfare & Recreation Levy	\$908				\$908
General Deposit	\$140				\$140
Resource & Equipment Allowance	\$1572				\$1572
Tuition	\$525	\$525	\$525	\$525	\$2100
TOTAL	\$4751.80	\$2820.40	\$2591	\$2131.80	\$12295

NON RESIDENTIAL STUDENTS

Student Welfare/Rec Levy	\$775.10				\$776
General Deposit	\$140				\$140
Resource & Equipment Allowance	\$1572				\$1572
Service Fee	\$40				\$40
Tuition	\$525	\$525	\$525	\$525	\$2100
TOTAL	\$3053	\$525	\$525	\$525	\$4628

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

PROPOSED FEES – 2011 (subject to confirmation)

Certificate IV in Agriculture

<i>RESIDENTIAL STUDENTS</i>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Total</u>
Board and Lodging	\$2066	\$1377.35	\$2295.50	\$5738.85
<i>Note:</i> Board and lodging is based on students being in residence for 25 weeks.				
Student Welfare & Recreation Levy	\$908			\$908
General Deposit	\$140			\$140
Resource & Equipment Allowance	\$572			\$572
Tuition	\$700	\$700	\$700	\$2100
TOTAL	\$4386	\$2077.35	\$2995.50	\$9458.85

NON RESIDENTIAL STUDENTS:

Student Welfare & Recreation Levy	\$776			\$776
General Deposit	\$140			\$140
Resource & Equipment Allowance	\$572			\$572
Service Fee	\$40			\$40
Tuition	\$700	\$700	\$700	\$2100
TOTAL	\$2228	\$700	\$700	\$3628

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

Introduction to Tocal

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 parents.

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 support, the Student Association and Recreation levies are not refundable should a student withdraw during the course.

Welding, Wool Classing & Other TAFE Courses - the TAFE administration fee applies unless students are exempt.

Note: Students who receive Youth Allowance may be exempt from TAFE administration fees for some courses.

Student Welfare & Recreation Levy - this covers recreational equipment, use of pool and membership of the Students Association. Part of the fee is used to employ a staff member to assist with tutoring and recreational activities.

General Deposit - this fee will be 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, pay the deposit.

\$20 of this deposit covers the issue of a room door key and lockable drawer key. The deposit is refundable on return of the keys.

Other Fees - where a student has not met course requirements at the end of the course, an opportunity may be given to be reassessed. A fee of \$50-100 per unit is charged for setting and assessing this work.

Financial Assistance

Students may qualify for Youth Allowance subject to a means test.

Scholarships

The following sponsors provide scholarship support to students.

Western Division/Riverina Award - \$2000 for students from this region.

Australian Stockhorse Society - \$2000

Bill Bannister Trust – 4 x \$2000 each

Industry and Investment NSW - 3 scholarships of \$2000 each.

W & S Gill Memorial - \$1000 provided by descendants of the Gill family.

Holiday Coast Credit Union - for students who reside in the area from Coffs Harbour to Maitland - \$1000

The Hunt Family - \$2000

North Australian Pastoral Company - \$2000

The Gardiner Family - \$2000.

University of Newcastle - \$2000

Paspaley Pearls Properties - \$2000.

Paterson Rotary Club - \$2000

Case New Holland Scholarships - \$5000

Tocal Ex-Students Association – 2 at \$1000 - \$1500 each.

NSW Farmers' Association - for sons/daughters of members. approx \$5000.

C B Alexander Foundation - \$2000.

Friends of Tocal - 2 scholarships x \$2000 each.

BBM Ltd - a number of awards are granted each year ranging from \$1000 to \$3000.

GRDC - \$3000 scholarships from the Grains Research and Development Corp.

George and Jenny Hammond - \$2000

Hunter/Manning Hereford Club - \$1000

Hunter Water – 3 scholarships of \$1000-\$2000

Jeff Stevenson Memorial - \$2000

Rosemary Dunlop Memorial - \$2000

Sydney Rotary (Soukup) - up to \$4000

Sandy and Amanda Brooks - \$2000

Widden Stud Scholarships - \$2000

Australian Wool Education Trust – 3 scholarships of \$3000 each

COURSE REQUIREMENTS and GUIDELINES



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-time and part-time courses are to assist students to develop:

- relevant attitudes required by industry eg reliable, safety conscious, responsible, willing to learn and to adapt to change
- competence in a range of practical skills
- a broad knowledge of agricultural practices and technology
- developing competence in information accessing, 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 practical skills as well as competency in planning and management of farm enterprises.

Teaching Methods

College courses are made up of:

- **practical work** on farms at Tocal and throughout NSW, QLD, Northern Territory and New Zealand
- **practical skills training**
- **case studies** - units covering a wide range of agricultural knowledge

- **independent studies** - self-directed learning projects in a student's particular area of interest.

Practical farm experience and problem-based learning activities are used widely at Tocal to make learning as relevant and interesting as possible.

Case studies are drawn from the problems and decisions faced by farmers and follow as closely as possible the activities that are actually occurring on Tocal and local farms.

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 Outlines

A schedule of competencies and other units in each Certificate and Diploma course plus a brief description of content covered is set out on the following pages.

Note: The Certificate III in Agriculture also covers practical units from the Certificate II in Agriculture.

Course Requirements & Guidelines

RTE20103 Certificate II in Agriculture

Unit Name	Unit Number	Competency Name
COMPULSORY UNITS (5)	These units must be attended and passed by students	
TOTAL COMPETENCY	TOC301	Demonstrate appropriate attitudes and interpersonal skills
ENVIRONMENT	RTC2702A	Observe environmental work practices
FARM SAFETY II	RTC2701A	Follow OHS Procedures
WORKING IN INDUSTRY	RTC2705A	Work effectively in Industry
WORKING IN TEAMS	RTD2703A	Operate in isolated and remote conditions
	RTC2801A	Participate in workplace communications
OTHER UNITS		
BUSHFIRES	RTE2002A	Assist with prescribed burning
CHEMICALS II	RTC2706A	Apply chemicals under supervision
COMPUTERS II	BSBCMN107A	Operate a personal computer
FENCING	RTC2209A	Install, maintain and repair fencing (Fencing Skills 1-5, DS3)
	RTC2201A	Carry out basic electric fencing operations (Fencing Skills 1-5, DS3)
FARM TREES	RTC2012A	Plant trees and shrubs
FIRST AID	HLTFA301B	Apply first aid
CROPS & FODDER	RTE2030A	Assist agricultural crop harvesting
HORSES	RTE2104A	Carry out regular horse observations
	RTE2121A	Provide daily care for horses
LIVESTOCK II (SKILLS)	RTE2103A	Carry out milking shed routines (Dairy Skills DS4, 5, 6)
	RTE2111A	Identify and mark livestock (Beef Case Study + LS1, LS8)
	RTE2112A	Milk livestock (Dairy Skills DS4, 5, 6)
	RTE2115A	Muster and move livestock (Beef Case Study + LS1, LS8)
	RTE2118A	Handle livestock using basic techniques (Livestock Skill LS2)
	RTE2127A	Castrate livestock (Beef Case Study + LS10)
	RTE2130A	Ride and care for horses and equipment (Horse Skills S2, 3)
RTE2144A	Carry out regular livestock observation (Livestock Skill LS7)	
MACHINERY II (SKILLS)	RTC2301A	Undertake operational maintenance of machinery (MS10 – 16)
	RTC2304A	Operate and maintain chainsaws (MS15)
	RTC2307A	Operate machinery and equipment (MS6, 7, 8, 9)
	RTE2308A	Operate ride-on vehicles (MS17, 18)
	RTC2309A	Operate tractors (MS1, 2, 3, 4, 5)
	RTE2205A	Fabricate and repair metal and plastic structures
WELDING II	RTE2205A	Fabricate and repair metal and plastic structures

Pass Requirements:

- 6 compulsory competencies**
- + 13 other competencies (3 may come from Level 3)**
- + 45 skills**
- + Pass in practical work**

The Certificate covers a range of practical farm skills. Students enrolled in the Certificate III in Agriculture also cover Certificate II units. Those who don't meet the requirements of Certificate III may qualify for a Certificate II in Agriculture.

Certificate II in Agriculture

Total Competency 301: This unit covers the attitudes and personal skills required by employers. It includes areas such as punctuality, ability to follow instructions, 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.

Beef Production: Introduction to the beef industry covering markets, routine operations, meat quality and breeds. Students will visit beef cattle properties, saleyards and abattoirs. Provides background knowledge for a range of practical beef skills.

Bushfires: Fire behaviour and control, fire safety, equipment and procedures, fire prevention.

Chemicals: Students complete the 'Apply chemicals under supervision' competency which allows them to apply farm chemicals under supervision.

Computers: Basic operation, spreadsheet and word processor operation.

Environment: Environmental issues, catchment issues and legislation relevant to farming.

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

Farm Trees: Species, establishment, planning tree planting projects.

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

Horses: Students gain an understanding of horse riding, handling techniques, daily care, nutrition, welfare, legislation, maintaining equipment, OHS requirements and an overview of horse industry.

Welding: Metal arc and gas welding techniques. This unit is delivered by Hunter Institute of TAFE, Cessnock.

Working in Industry: General industry knowledge, employment requirements, being able to accept responsibility for quality of own work, maintain safety of self and others, participate in teams and follow instructions.

Working in Teams: Group skills, teamwork, communication skills, leadership skills.

Practical Skills

Covers a wide range of farm skills required for employment in rural industries.

Practical Work

Students gain experience on College farms and properties in the Hunter Valley. Students are required to do at least 3 weeks off campus farm experience during the course.

Course Requirements & Guidelines

RTE30103 Certificate III in Agriculture

Unit Name	Unit Number	Competency Name
<u>Compulsory Units</u> (2)	These units must be attended and passed by students	
TOCAL COMPETENCY	TOC301	Demonstrate appropriate attitudes and interpersonal skills
FARM SAFETY	RTE3713A	Carry out workplace OHS procedures
INDIVIDUAL STUDIES	TOC302	3 Individual Studies to be completed
<u>Other Units</u>	Level III competencies from the RTE03 Training Package	
ANIMAL HEALTH	RTE3402A	Implement animal health control programs
ANIMAL WELFARE	RTE3136A	Comply with industry animal welfare requirements
CLIMATE/WEATHER	RTE3506A	Monitor weather conditions
COMPUTERS	BSBCMN213A	Produce simple word processed documents
	BSBCMN214A	Create and use simple spreadsheets
	BSBEBUS302A	Use and maintain electronic mail system
CROPS AND FODDER	AHCBAC301A	Conserve forage
ENVIRONMENT	RTF3503A	Sample soils and analyse results
FARM CHEMICALS	RTC3704A	Prepare and apply chemicals
	RTC3705A	Transport, handle and store chemicals
FENCING	RTC3209A	Plan and construct conventional fencing
	RTE3210A	Plan and construct an electric fence
IRRIGATION	RTE3607A	Measure irrigation delivery system performance
MACHINERY (MACHINERY SKILLS)	RTC3310A	Operate specialised machinery and equipment
	RTC3311A	Perform specialised machinery maintenance
PASTURES	RTE3006A	Establish pastures and crops for livestock production
SELECTION & HANDLING	RTE3113A	Identify and draft livestock
SHEEP PRODUCTION	RTE3115B	Implement livestock husbandry practices
WORKING IN INDUSTRY	RTC2705A	Work effectively in industry
WORKING IN TEAMS	RTC2801A	Participate in workplace communications
ANIMAL NUTRITION	RTE3114A	Implement feeding plans for livestock

PASS REQUIREMENTS: **Compulsory** Total and Farm Safety Competencies
 + 15 other units (3 may be from Level 2)
 + 3 Individual Studies
 + 45 skills
 + a Pass in practical work

MERIT PASS: As above (with no '0' or NYC's), plus:
 Majority of prac and all individual studies at Merit level
 Majority of competencies (listed above) at Merit level
 Majority of Practical Skills at Merit level
 Record of extra work throughout the year

Certificate III in Agriculture

Core Units

Total Competency 301: 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.

Animal Health: Common diseases and ailments, control and treatment, veterinary support, methods of treatment, administering medications, record keeping and first aid. Implementing animal health programs, castrating livestock.

Animal Nutrition: Nutrient requirements, rations, feed preparations.

Animal Welfare: Students gain an understanding of welfare issues in the livestock industries and husbandry practices and procedures that minimise livestock stress.

Climate/ Weather: Monitoring weather conditions, weather records, climate change, weather forecasting for agriculture.

Computers: Basic operation, spreadsheets and word processor, use of Internet and e-mails.

Crops/ Fodder: This unit involves students developing the skills and

knowledge to produce high quality hay as well as gain knowledge of the NSW grain industry. This involves monitoring weather, pasture/crop assessment, mowing, raking, baling and stacking hay. Students will also participate in a tour to visit cereal and cotton properties in south western NSW.

Environment: Sustainable management systems, environmental issues, catchment issues, Streamwatch, pest control and wildlife value.

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

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

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

Irrigation: Analysis of spray irrigation systems, soil and water resources, operation and maintenance of pumps and assessing the efficiency and output of pressurised irrigation systems.

Machinery: Safely operate and perform maintenance on a range of specialised farm machinery.

Course Requirements & Guidelines

Pastures: This unit covers the functions required to establish pastures and crops for livestock production. pasture assessment, soil and climate analysis, selection of pasture varieties, fertilizers, pasture establishment and pasture management. Students are required to sow a pasture.

Selection and Handling: Identify and handle livestock. Selection criteria, selection methods, transport requirements, marketing principles. Draft livestock. Animal welfare.

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

Individual Studies

Students are required to undertake 3 projects in their own area of interest during the year. Requirements for these can be found later in this Handbook.

Practical Skills

A range of practical skills are taught including horse skills, fencing, machinery operation and beef, sheep dairy and general skills. Students are rostered on skills training throughout the year and must achieve at least 45 practical skills to pass the course.

Students should keep a record of skills achieved to ensure they are recorded.

Practical Work

Students gain experience on College farms and properties in the Hunter Valley. Students are required to do at least 3 weeks off campus farm experience during the course.

Community Involvement

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

Course Requirements & Guidelines

RTE30703 Certificate III in Horse Husbandry

Unit Name	Unit Number	Competency Name
<u>Compulsory Units (2)</u>	These units MUST be attended and passed by students	
TOTAL COMPETENCY	TOC301	Demonstrate appropriate attitudes and interpersonal skills
FARM SAFETY	RTE3713A	Carry out workplace OHS
INDIVIDUAL STUDIES	TOC302	3 Individual Studies to be completed
Group A		
FENCING	RTC3209A	Plan and construct conventional fencing
HOOF CARE	RTE3137A	Carry out basic hoof care procedures
HORSE BREEDING	RTE3106A	Carry out mare mating procedures
	RTE3121B	Prepare animals for parturition
HORSE CONFORMATION	RTE3148A	Assess conformation of horses
HORSE DENTITION	RTE3104A	Carry out basic dentition care procedures on horses
HORSE HEALTH	RGRH317A	Maintain horses in a healthy state and safe environment
HORSE NUTRITION	RGRH318A	Determine nutritional requirements for standardbreds or thoroughbreds
HORSE TRAINING	RTE3102A	Educate, ride and care for horses and equipment
Group B		
COMPUTERS	BSBCM213 A	Produce simple word processed documents
	BSBCM214 A	Create and use simple spreadsheets
	BSBEBUS302 A	Use and maintain electronic mail system
FARM CHEMICALS	RTC 3704A	Prepare and apply chemicals
	RTC 3705A	Transport , handle and store chemicals
FENCING	RTC3210A	Plan and construct an electric fence
HORSE HEALTH	RTE3144A	Prevent & treat equine injury & disease
	RTE3712A	Administer medication to animals
PASTURES	RTE3006A	Establish pastures and crops for livestock production
SHOW PREPARATION	RTE3133B	Prepare livestock for competition
Group C		
ANIMAL WELFARE	RTE3136A	Comply with industry animal welfare requirements
CHEMICALS	RTC2706A	Apply chemicals under supervision
HORSE HEALTH	RTE2121A	Provide daily care for horses
HORSE NUTRITION	RTE2128B	Provide feed for livestock
HORSE RIDING	RTE2130A	Ride and care for horses and equipment
WEANER HANDLING	RTE2148A	Handle young horses

PASS REQUIREMENTS:

Compulsory Total and Farm Safety Competencies

- + 6 competencies from group A
- + additional 6 competencies from group A or B
- + additional 3 competencies from group A, B or C
- + 3 Individual Studies + a Pass in practical work
- + 45 skills (including 12 equine skills)

Certificate III in Horse Husbandry

Core Units

Total Competency 301: 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.

Animal Welfare: Students gain an understanding of welfare issues in the livestock industries and husbandry practices and procedures that minimise stress to animals.

Chemicals: Students complete the SMARTtrain AQF III "Chemical Application" course and will be issued with a SMARTtrain card that allows them to apply farm chemicals.

Computers: Basic operation, spreadsheets and word processor, use of Internet and e-mails

Farm Safety: Farm hazards, safety checklists, hazard reduction, safe workplace practices and OH&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: Horse foot management, methods of restraint, hoof care procedures, replacing a loose/lost shoe.

Horse Breeding: Managing brood mares, husbandry and care at foaling, stallion handling, artificial breeding.

Horse Conformation: Following ASHS judging guidelines, learn to identify desirable and undesirable conformational traits in horses

Horse Dentition: Includes teeth identification, mouthing, identifying problem teeth and basic rasping of sharp molars.

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: Basic riding skills. Care for horses and equipment, safely catch and saddle a horse. Term 1 and 2 concentrate on improving riding skills and training methods. Allocation of a horse to break in during Terms 3 and 4 will depend upon assessment of riding skills at end of Term 2.

Horse Training: Handling unbroken horses, selection and use of gear, horse breaking techniques, riding “green” horses, use of aids.

Note: Students must demonstrate they are competent riders by passing a qualifying test before being eligible to attempt this unit.

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 untrained animals.**

Pastures: Establishing pastures for animal production, including soils, fertilizers, pasture selection and sowing.

Show Preparation: Feeding, grooming, clipping and showing of horses, both ridden and led. Preparing horse for ridden competition at end of year.

Team Building: Group skills, teamwork, communication skills, leadership skills, bush craft.

Weaner Handling: Draft and handle young horses. Quietening, teaching young horses to lead, tie up, pick up feet. Horse safety.

Practical Skills

A range of practical skills are taught including horse skills, fencing, machinery operation and beef cattle handling. At least 45 practical skills need to be achieved to pass the course, including at least 12 of the specialist horse skills.

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

Individual Studies

Students are required to undertake 3 projects in their own area of interest during the year. Requirements for these can be found later in this Handbook.

Practical Work

This is spent working with College horses and beef cattle and on horse properties in the Hunter Valley.

Community Involvement

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

Course Requirements & Guidelines

RTE40103 Certificate IV in Agriculture

Units	Unit Number	Competency Name
Compulsory Units	These units MUST be attended and passed by students	
PERSONAL SKILLS/ATTITUDES	ATOC401	Demonstrate appropriate attitudes and personal skills
INDUSTRY ASSIGNMENT		Study of Agricultural Industry
PRACTICAL WORK		Work experience on commercial farms (2 periods each of 4 weeks)
CAREER PREPARATION	ATOC402	Communicate effectively with employers
FARM ANALYSIS	RTE4913A	Analyse and interpret production data
LEVEL 3 UNITS		
A I	RTE3101A	Artificially inseminate stock
CHEMICALS	RTC3704A	Prepare and apply chemicals
	RTC3705A	Transport, handle and store chemicals
FARM BUTCHERY	RTE3134A	Slaughter livestock
SHEEP BREEDING	RTE3147A	Prepare for and implement natural mating of livestock
WOOL CLASSING	RTE3108A	Class fleece wool (TAFE)
LEVEL 4 UNITS	10 level 4 units required to pass the course	
ADVANCED TEAMBUILDING	RTC4908A	Supervise work routines & staff performance
BREEDING & GENETICS	RTE5107A	Identify and select animals for breeding
CROPS	RTE4010A	Supervise agricultural crop maintenance
EXHIBIT LIVESTOCK	RTE4115A	Plan to exhibit livestock or fleece
FARM SAFETY IV	RTE3801A	Provide on-job training support
	RTC4701A	Implement and monitor the enterprise OH&S program
FARM WATER	RTC4905A	Cost a project
FEEDLOT	RTE4125A	Supervise nutrition and feeding in an intensive production system
IRRIGATION	RTE4604A	Determine seasonal irrigation scheduling tasks
LIVESTOCK NUTRITION	RTE4104A	Develop livestock feeding plans
MACHINERY SERVICE	RTE3307A	Coordinate machinery and equipment maintenance and repair
PASTURES IV	RTE4009A	Plan a pasture establishment program
QUALITY ASSURANCE	RTE4915A	Implement and monitor quality assurance procedures
RESEARCH ONLINE	ICAITU204A	Locate and evaluate online information
SHEEP BREEDING	RTE4110A	Supervise natural mating of livestock
TOTAL CATCHMENT MANAGEMENT	RTD4811A	Provide information on environmental issues and policies
WOOL HARVESTING	RTE4111A	Manage shearing and crutching operations
YARD DESIGN	RTE4202A	Design livestock handling/accommodation facilities
LEVEL 5 UNITS		
ORGANIC FARMING	RTE5526A	Develop an organic management plan
The following units do not cover full competencies and do not count towards a Certificate IV.		
OTHER UNITS		
MEAT JUDGING	TOC4M1	Assess carcase/product quality
PREGNANCY TESTING	TOC4P1	Pregnancy test animals
FARM PLANNING	TOC4F	Develop a whole farm plan
WORKING DOGS	TOC4WD1	Care for and train working dogs
Pass: Pass 12 units of competency (at least 10 from Level 4 group) and pass the compulsory units. Note the Farm Analyse unit is a level 4 competency. It is recommended that students <u>attempt at least 16 units of competency.</u>		
Merit: Meet course requirements plus achieve Merit in at least 14 units of competency plus a record of extra work.		

Certificate IV in Agriculture

Total Competency ATOC401: 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, the ability to work effectively with others, knowledge of current industry issues and being able to manage personal finances. This unit will be assessed via attendance, practical work reports, assessment of the student's ability to act responsibly, an industry assignment to keep abreast of current issues and a personal budget prepared by the student.

Total Competency ATOC402: 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.

Advanced Teambuilding: Advanced group skills, teamwork, communication and leadership skills, bush craft.

Artificial Insemination: Artificial breeding programs, AI technique, semen collection and storage, reproductive diseases. This unit is not offered by the College but students can gain credit for AI courses completed with other providers. Cost approx. \$400.

Breeding and Genetics: Genetic principles, breeding objectives for specific markets, estimated breeding

values and participation in an on farm artificial breeding program.

Chemicals: Students complete the SMARTtrain AQF III "Chemical Application" course and will be issued with a SMARTtrain card that allows them to apply farm chemicals for the control of weeds, pests and diseases.

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.

Farm Analysis: The collection and organisation of data relating to farm resources and farming systems, gross margins, analysis of farm sustainability and management practices.

Farm Butchery: Prepare and slaughter poultry and sheep, skin and butcher sheep carcass, animal care and welfare, safe work practices.

Farm Planning: Farm planning including the human, physical and financial aspects.

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.

Course Requirements & Guidelines

Farm Water: Operation and maintenance of pumps, bores and windmills, location of windmills, water requirements for stock and homestead use. Also covers competency unit on project costing.

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

Irrigation: Design of irrigation systems including irrigation scheduling.

Leadership: Group leadership, chairing meetings, communication skills, public speaking, working effectively with others.

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

Machinery Management: Machinery types, costs of operating machinery, selection of machinery for specific purposes, finance options, OH&S.

Machinery Service: Machinery and engine operation and maintenance, small and large farm engines and motors.

Meat Judging: External course covering meat cuts and quality assessment. Some students may be selected to participate in the Australian Intercollegiate Meat Judging competition. A course fee may apply.

Organic Farming: Principles of organic farming, market potential for organic products, develop an organic management plan.

Pastures: Planning a pasture establishment program to match feed requirements of livestock.

Pregnancy Testing: Instruction in beef cattle breeding cycles, anatomy and physiology, pregnancy testing cattle.

Quality Assurance: Establish quality specifications for products, identify hazards and critical control points in production, and assist in planning and implementation of quality assurance procedures.

Research Online: Develop online research and library skills.

Sheep Breeding: Selecting and preparing ewes & rams for mating, monitoring breeding progress.

Total Catchment Management: Environmental and financial sustainability of farms, social, political and economic factors. Issues affecting the natural environment, eg water quality, loss of habitat, biodiversity, soil degradation, salinity and weeds. This unit involves a tour to the Central West to investigate sustainability issues on a range of enterprises.

Wool Classing (Stage 1&2): TAFE course conducted at Tocal 1 night per week. TAFE Admin fee applies.

Course Requirements & Guidelines

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

Working Dogs: Caring for dogs, nutrition and housing, training, health care and other common issues.

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.

Property Report

While on work experience students are required to seek information from the property manager in order to prepare a detailed report on the enterprise.

Students should not ask questions about the financial position of the business. They should be able to estimate this by finding out about products sold, average prices and main costs of production.

Students must also keep a pocket note book of work performed each day.

Individual Studies

Students are not required to do individual studies in the Certificate IV program. However, those wishing to graduate at Merit level are encouraged

to complete at least 2 individual studies as part of their program of extra work.

Students can cover competency units in individual studies if the range of units offered doesn't cover their particular areas of interest.

Industry Study

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.

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.

NOTE: Students can gain credit for competencies completed at TAFE or undertaken in their own time. Participants in some units may be chosen by written application.

RTE50103 Diploma of Agriculture

Diploma Competency Descriptions

RTE4104A Develop livestock feeding plans:

Design and develop feeding plans for livestock

RTC5914A Prepare reports:

Demonstrate ability to research material, evaluate information, prepare document and deliver an oral presentation.

RTC5913A collect and manage data.

Collect analysis and manage data.

RTD5402A Develop a strategy for the management of target pests:

Assess pest and land management information and develop a strategic plan for the management of pests.

RTE5103A Manage livestock production:

Plan for livestock production and manage the implementation of such a plan taking into account environmental, animal welfare and production efficiencies.

RTE5107A Identify and select animals for breeding:

Identify and select animals for breeding and determine selection criteria to meet enterprise goals.

RTE5304A Implement a machinery management system:

Identify the machinery and equipment requirements for a property, select and manage the range of machinery services provided by external

suppliers and manage machinery maintenance procedures.

RTE5515A Manage natural areas on a rural property:

Plan the management of natural property areas to enhance the ecological and economical sustainable land capacity.

RTE 5516A Develop a whole farm plan:

Developing a whole farm plan will examine sustainable land management practices, property planning process, land capability and conservation management strategies.

RTE5523A Develop climate risk management strategies:

Research climate and enterprise data, analyse and interpret climate and enterprise data and prepare risk management strategies for an agricultural enterprise.

RTE5524A Develop and implement sustainable land use strategies:

Assess land requirements and improve the land production by applying sustainable growing practices

RTE5526A Develop an organic management plan.

The plan is developed to guide the conversion of a farming system to the principles of organic agriculture.

Course Requirements & Guidelines

RTE5603A Design irrigation, drainage and water treatment systems:

Identify design requirements for an irrigation system and determine the specifications for suitable pumping and power systems. Provide a capital and operating expense budget.

RTE5604A Develop an irrigation and drainage management plan:

Developing an irrigation and drainage management plan requires knowledge of measuring and monitoring procedures, soil/plant/water relationships and interpreting data to prepare a new or upgraded irrigation system.

RTE5902A Develop and review a business plan:

The application of knowledge and skills to determine the scope of the enterprise business plan, determine goals and prepare the business plan, monitor and review the business plan.

RTE5901A Develop a marketing plan:

Develop an enterprise marketing plan. Analysis market conditions and distribution options.

RTE5906A Monitor and review business performance:

Using economic and accounting methods analyse market conditions and business data to determine the appropriate business structures and the potential performance of the business.

RTE5909A Develop a sales strategy for rural products:

A rural products sales strategy is determined through the analysis of existing sales plans and review of market outlets. Customer specifications are established. Target markets and promotional strategies are created.

RTE5916A Prepare and monitor budgets and financial reports:

Prepare and monitor budget and financial reports for an agricultural enterprise.

RTF5521A Monitor and manage soils:

Develops a detailed knowledge of soil types, physical and chemical properties and plant nutrition through soil management and sustainable production techniques.

Pass Requirements: 8 Level 5 units
 + 2 other units at Level 3, 4 or 5

Guidelines for Individual Studies

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

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

- the library
- commercial companies
- farmers
- NSW Agriculture 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:

Author/year of Publication/Title of Article/Edition/Publisher

eg: BLOOD, K. (2003)
Environmental Weeds: a field guide for South East Australia. C.H. Jerram and Associates, Mt Waverley, Victoria

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 about 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 the Certificate III course, students will often be rostered on practical work which may or may not involve 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 practical work during vacation time at the College in their first year. If students have not fulfilled their practical work requirements they must do so before being deemed to have completed the course.

Substitutions for Practical Work

Students may arrange substitutes for practical work on weekends or vacations. However, these must be arranged well in advance and have the approval of the Section Manager and the Practical Work Coordinator.

A substitution form, obtainable from the Practical Work Coordinator, must be completed and presented to the Coordinator.

Dress

Students attending practical work must be dressed in working clothes and appropriate boots. Long hair must be suitably restrained when working with machinery. Jewellery of a pendulous nature 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.

Thongs, sandals and sandshoes are not permitted. Approved smooth-soled riding boots with a heel must be worn when on horse work. Protective headgear is available for students riding horses and they are required to wear it.

Practical work is not an excuse to wear torn, untidy or dirty clothes.

Hearing Protection

This must be worn when operating all equipment unless:

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

Course Requirements and Guidelines

Students are encouraged to provide their own hearing protection equipment which must meet Australian Standards (28Db or higher).

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 which has an SPF of 15+
- wearing a wide-brimmed hat (caps are usually not appropriate for working outdoors)
- wearing a shirt with sleeves and a collar (singlets should not be worn)

N.B. Occasionally, unexploded shells are found in some of the College's back paddocks. This is because the area was used as a practice artillery range during World War II. Some of these shells are high explosive, originally designed to destroy property and life. 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

College staff are keen to encourage students to be involved in community activities. This is because communities - be they College, suburban, town or regional - can only function through the joint efforts of all their members.

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 the community.

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

Students are asked to 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 Assignments

It is in the interest of each student that his or her assignment be presented in the best possible format to enable accurate and efficient marking.

All assignments must be fixed in a folder with the name of the student, subject and lecturer printed on the front cover.

Writing must be on ONE SIDE of the paper only.

It should be clear and easy to read.

Copying of assignments will result in zero marks being awarded to the person who copied and to the person who allowed his/her assignment to be copied.

Assignments typed on a computer should be accompanied by a hand written draft of the work and/or a disk with a copy of the assignment.

Late assignments will attract a maximum mark of satisfactory.

Students may ask for an extension if they have a good reason for not being able to complete an assignment.

Extensions must be requested before the due date.

No marks will be awarded if assignments are more than 2 weeks late. Assignments must be placed in the Assignment Box outside CC 6 offices, 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.

Guidelines for Skills Recognition

Students may apply for credit in their course for previous study or experience. Evidence of having attained the learning outcomes of any unit should be presented at least a week before the unit commences.

There is no limit on the number of units for which credit may be granted providing that competence is also demonstrated in the important areas of personal attributes and interpersonal skills.

Guidelines for Merit

To gain a Pass with Merit students need to:

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

Background

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, it was decided to define only a minimum standard for Merit but leave it up to the individuals to select 'extra work' appropriate to their needs and abilities.

What form can extra work take?

Examples include:

- extra individual studies
- outside courses
- extra competencies/ units (Certificate 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.

What will happen?

Towards the end of Term 4, all students will be interviewed by a panel of staff. The interview panel will then make a recommendation to the staff assessment meeting based on:

- extra work undertaken during the year (Merit applicants)
- personal attributes and interpersonal skills as required by industry (all students).

What if the student interviews badly?

It is the worth of the activities and performance during the year which determines Merit, NOT the student's communication skills in an interview situation.

Members of the interview panel will do all they can to assist the communication process during the interview.

Formula for Awards

Certificate III in Agriculture

Course Units	Average Assessment	X 40
Individual Studies	Average Assessment	X10
Practical Work	Average Assessment	X 30
Skills	<u>Points</u> 60	X 10

Certificate III in Horse Husbandry

Course Units	Average Assessment	X 40
Individual Studies	Average Assessment	X 10
Practical Work	Average Assessment	X 20
Skills	<u>Points</u> 70	X 10

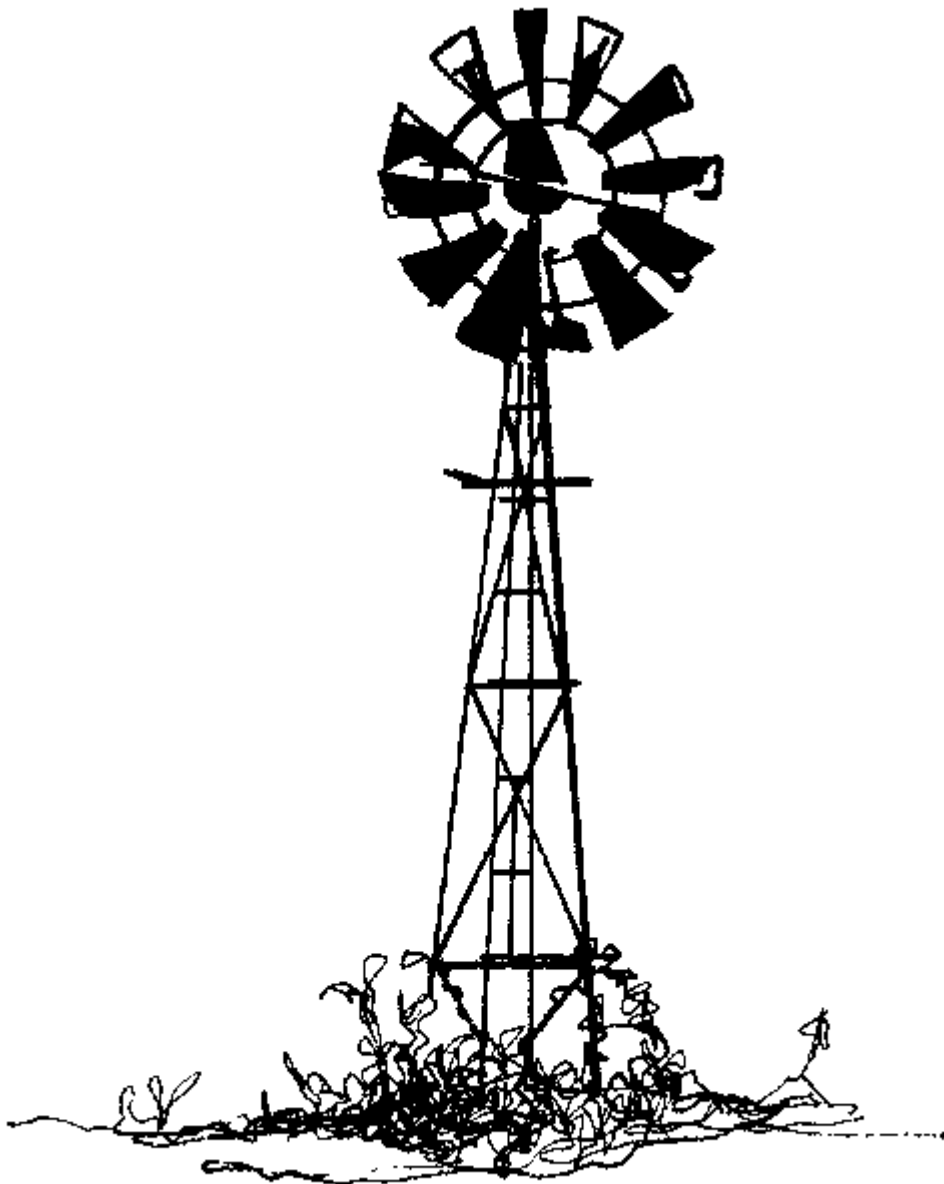
Certificate IV in Agriculture

Course Units	Average Assessment	X 30
	+ No Units	X 3
Property Report	+ Property Report	X 10
Industry	+ Average Mark	X 10
Assignment		

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 Horse Husbandry course 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.

OTHER COLLEGE INFORMATION



COLLEGE STAFF

Centre Management

Principal

A (Cameron) Archer, PSM B Sc Agr (Hons.), B Ed Stud, M.Ed, PhD, Cert IV TAA (BSZ40198)

Deputy Principal

Bill Kinsey, B App Sc (Rural Technology), B Ed Stud, Cert IV TAA (TAA40104)

College Manager

Basil Gijbers, B Rur Sci, Cert IV TAA (BSZ40198)

Manager, Continuing Education

Darren Bayley, B App Sc (Sys Ag) Honours, Grad Dip App Sc (Agr), Cert IV WPTA (BSZ98)

Registrar

Wayne Courtney

Full-time and Part-Time Courses

Education Officers/Library

<i>Agronomy</i>	Travers Powell, B Sc, Dip Ed, Cert IV TAA (TAA40104)
<i>Beef Production</i>	Bruce West, Dip App Sc (Agric), Dip Ed, Cert IV TAA (TAA40104)
<i>Farm Machinery</i>	Bob Dunn, B FET, Dip Ag, TACA, Cert IV TAA (TAA40104)
<i>Dairying</i>	James Hooke, B Ag Sc, Dip Ed
<i>Horse Husbandry</i>	Warwick Lawrence
<i>General</i>	Ian Nunan, Cert in Ag, Advanced Cert in Ag Jill Clayton, B App Sc (Ag), Dip Ag, Cert IV TAA (TAA40104) Stephanie Teterin, TCA, TACA Steve Krick, Dip Teaching, Cert IV TAA (BSZ40198)
<i>Student Welfare</i>	Zona Porter, TACA
<i>Librarian</i>	Lyn Barham, HDFT, BA (Lib Info Sc), M App Sc (Lib Info Mngt)
<i>Technical Assistant</i>	Richele West

Other College Information

Administration

<i>Assistant Registrar</i>	Vicky Delany
<i>Principal's Secretary</i>	Val O'Brien
<i>Clerical Officers</i>	Leanne Jago, Debbie Guy, Rebecca Lord
<i>Stores Officer</i>	Daniel Runchel
<i>Technical Support</i>	Andrew Procailo (Maitland Office)
<i>Duty Officers</i>	Joe Fairbanks, Mandy Hayes, Geoff Keppie, Paul Corocher

Continuing Education

<i>Education Officers</i>	Charlie Bell, B App Sc (Systems Ag), Cert IV WPTA David Brouwer, HAD, B Ed Stud, M App Sc (Ag Ed), Cert IV TAA (BSZ40198), JP Eric Elliott, Dip App Sc (Agric) Sally Friis*, B App Sc (Sys Ag) Jo Hathway, B App Sc (Coastal Mngt) Jennifer Laffan, B Sc Ag, BA, Dip Ed, Cert IV WPTA Ken Ryall, WDA, M App Sc (Ag Ed) Rebecca Spinks B App Sc (Systems Ag), Cert IV WPTA (BSZ98) Julie White, BA (Hons)
<i>(Gosford)</i>	Virginia Brunton, B App Sc (Envt Biol), M Sus Agr, Dip V.E.T, Cert IV WPTA (BSZ98) Steven Honeywood, B Env Sc (Environmental Management) Dip Education Sc, Cert IV WPTA Michelle Smith, Assoc Dip Hort, Cert IV WPTA
<i>(Tamworth)</i>	Cassie Gardiner, B Ed
<i>(Camden)</i>	Maryke Archbold-Hession, Cert Event Management

Production Manager/Designer Dean Morris, Dip Comm Art

<i>Clerical Officers</i>	Kim Griffiths, Cert IV Bus Admin Keran Dillon-Richards, Dip.Teach (E.C), Cert IV WPTA (BSZ98) Cert IV Bus Admin Simone McCarthy, Cert IV Small Bus Management
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Other College Information

Beef/Sheep/Horses

Manager Malcolm Burke, Dip Ag
Technical Assistants Bill Buckley
Jim Hudson, Butchery Trade Cert.
Graeme Fernance, Cert III in Ag.

Dairy

Manager Matt Hogan, Cert IV in Ag (Dairy)
Technical Assistant Kevin Watts, Dip Ag, FAC (Dairy)
Farm Assistants Donna Nichols, Alfred Vidler

Numeralla

Manager Bill Peden
Assistant Manager Laurie Frost

Maintenance

Manager Tony Martin ACBS - Advanced Cert in Building
Assistant Manager Marc Cheadle, Carp & Join (Trade)
Gardener Martin White

Domestic

Domestic Supervisor Denise Presland
Cooks Kate Ashard, Michael Nottingham
Kitchen/Cleaning Staff Christine Williams (Cert III in Hospitality), Debra Presland, Denise Johnson, Kourtney Goldspring, Anne Martin, Kelly McInnes (Cert III in Hospitality), Ingrid Ware, Nada Mossman

Students' Association Shop Manager Carol Avery

Tocal Homestead

Caretakers Jo Sippel and Paul Bowers
Homestead Coordinator Sandy Earle, BA (Mass Comm)
Tour Guides Joan Everingham BA, Dip Ed, Julie Staib,
Mim Bailey, Julie Doran
Visitor Centre Supervisors Sandy Earle/June Saunders

Tocal Field Days Coordinator Wendy Franklin

Other College Information

Staff Coordinators

Certificate III in Agriculture		Steve Krick
Certificate III in Horse Husbandry		Warwick Lawrence
Certificate IV in Agriculture		Jill Clayton
Diploma of Agriculture		Jill Clayton
Dairy and Rural Traineeships		James Hooke
Welding		Bob Dunn
Skills Training		Bob Dunn
Practical Work		Ian Nunan
Student Welfare		Zona Porter/Jill Clayton/Ian Nunan
Student Association		Steve Krick/Ian Nunan
Student Residences		Steve Krick/Bruce West
Teaching Resources		Bruce West
Computers		Travers Powell
Field Days Representative		Travers Powell
Off Campus Practical	- Certificate III	Travers Powell
	- Certificate IV	Bruce West
Promotion		Travers Powell
Student Records		Zona Porter/Travers Powell
First Aid		Zona Porter/Jill Clayton
Student Employment		Bill Kinsey/Bruce West
OH&S Representative		Zona Porter
Managers	Beef Section	Malcolm Burke
	Dairy	Matt Hogan
	Maintenance	Tony Martin
	Numeralla Poultry	Bill Peden

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)
Richard Chaffey, Attunga
Duncan Fraser, Hay
Grant Delves, Hanwood
Kevin Watts, Wagga Wagga
Darren Price, Carwoola
Kathy McRae, Millthorpe
Troy Setter, Darwin
Reg Kidd, Orange

I&I NSW Representatives:
Director – Education, Planning and Private Forestry
Cameron Archer, Principal
Bill Kinsey, Deputy Principal
Darren Bayley, Manager - Continuing Education, CB Alexander campus
John Collins, Manager – Continuing Education, MRSC campus
Basil Gijsbers, Tocal Centre Manager
Representatives from Tocal Students Association

Alternate Members:
Sandy Brooks, Caparra
John Hodgens, Inverell
Rod Morris, Highfields, Qld
Jim Geltch, Moama

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 Broiler Farm
- supporting study tours by staff

The current members are:

Dr Richard Sheldrake, Chairman
Ms Beth McDonald
Ms Susan Hunt
Mr John Price, MLA (retired)

Tocal Ex-Students Association

The Tocal Ex-Students Association (TESA) is a body of ex-students whose purpose is to maintain links among all members of the College community and to support the College.

There is a link to the Tocal Ex-Students Association website at www.tocal.com

Other College Information

The members of the present TESA Council are:

Chairperson Lisa Neis
Vice Chairman Stuart Murphy
Secretary Alison Muir
Treasurer Scott Whiston

Committee Members

Michelle Edwards
John Lennon
Steve Fry
Annette McFarlane
Ian Moxham
Mal Henderson
Cathy Murphy
Rod Morris
Brad Marfleet
Rita Hough

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 for 2011 will consist 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 Rex Kingston

Vice Chair Ruth Dircks

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.

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.

Applicants who wish to reside on campus must demonstrate that they are capable of living independently with minimal supervision.

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 individual students.

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 firstly discuss it with your tutor or the staff member who did the assessment. They will explain the reasons for the assessment outcome and give additional feedback where possible.

If after discussion with the College staff member, 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-

Other College Information

assessment, you may appeal to the Deputy Principal. If still not resolved, you can ask for the College Credential Committee to review your case.

You should lodge an appeal in writing, setting out the grounds for your case, to The Principal, Tocal College, PATERSON NSW 2421. If you are not satisfied with the decision of the credential committee you can have your appeal heard by an independent person who is acceptable to you and to the College.

Complaints and grievances

If you have a complaint, contact the appropriate College staff member (usually your tutor). They will try to solve the problem with you.

If you do not agree with the way your complaint is resolved you can appeal to the Deputy Principal or Principal. 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.

If 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 Industry and Investment NSW.

with the College's registering body (NSW VETAB) or the National Training Complaints Hotline, telephone: 1800 000 674. Complaints to the National Training Complaints

Hotline are referred to the appropriate registering body.

Plagiarism and 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 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 to note the following:

You may quote from someone else's work (for example 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.

After Hours Supervision

Duty Officers are employed from 4.00pm to 1.30am on weekdays and 8am to about 1.30am on weekends. Their role is to provide limited supervision and to assist students.

Other College Information

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 0428973372. In an emergency, students or parents can contact resident staff on the following numbers:

Gatehouse: 4939 8840 (internal call for students 8840)

Principal: 4939 8802 (internal call 8802)

Emergency Procedures

The following emergency procedures are in place.

1. **Ring 000 from coin phone (free call) or 0-000 from a College phone**
2. **State clearly the nature of the emergency and location of Tocal. (815 Tocal Road, 15km North of Maitland, NSW on the road to Paterson)**
3. **Then contact 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.

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 10pm. 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. Where necessary, an appointment will be made with a doctor and transport provided. After hours, Duty Officers have first aid training and can provide transport to the 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

Other College Information

- 2 staff members assist the Students Association with their programs and help organise after hours activities. Other tutors also assist as required.
- appointments with qualified counsellors can be made for students to discuss personal issues
- 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.

Students are asked not to 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 will assist their son or daughter 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 will need to 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 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/evenings. The procedures are:

1. Plan to arrive between 1 and 2.30pm or 6 to 7.30pm.
2. Ring the Duty Officer from the station on 0428973372.
3. 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 and 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.

Contact Sports

Students at Tocal are encouraged to participate in local sporting teams and

social and sporting activities on and off the College. Those who play football are encouraged to join a local club as the College usually does not have a student team.

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

Farm Safety

The College has Occupational 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 motor bike 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 until they are considered competent.

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.

Other College Information

Student Privacy Policy

Tocal College complies with the Privacy and Personal Information 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, subject to the availability of staff. Personal information is destroyed according to the relevant disposal schedule from the State Records 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 activities.

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.

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.

Compliance with Legislation

The college complies with all relevant legislation regarding OH&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 can 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 any of the university courses should be obtained from the individual university.

The following table lists the universities and courses for which articulation arrangements have been granted.

University	Degree	Contact Details
Charles Sturt University, Wagga Wagga	Bachelor of Science (Agriculture) Bachelor of Environmental Science	Charles Sturt University Faculty of Science and Agriculture Locked Bag 588 Wagga Wagga NSW 2678 Tel: 02 6933 2420 Fax: 02.6933 2812 Email: inquiry@csu.edu.au Web: www.csu.edu.au
Charles Sturt University Orange campus	Bachelor of Agricultural Business Management	PO Box 883 Orange NSW 2800 Tel.: 02 6360 5555 Fax : 02 6360 5590 Email: inquiry@csu.edu.au Web: www.csu.edu.au
University of New England, Armidale	Bachelor Agriculture Bachelor of Natural Resources	Contact Details Administrative Officer The University of New England Faculty of Sciences Armidale NSW 2351 Tel: 02 6773 3344 Fax 02 6773 3376 Web: www.une.edu.au/sciences
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 Fax: 02 4921 6918 Web: www.newcastle.edu.au Email: admissions@newcastle.edu.au

Other College Information

University of Qld, Gatton	Diploma of Applied Science Bachelor of Ag Sc Bachelor of Environmental Management	University of Qld, Gatton Faculty of Natural Resources, Agriculture and Veterinary Science Qld 4343 Tel: 07 5460 1143 Fax: 07 5460 1170 Web: www.uqe.edu.au
University of Western Sydney, Hawkesbury	Bachelor of Agriculture Bachelor of Environmental Management	UWS Hawkesbury Faculty of Environmental Management & Agriculture Locked Bag 1 Richmond NSW 2753 Tel: 02 4570 1333 Fax: 02 4570 1553 Web: www.hawkesbury.uws.edu.au Email: hawkininfo@uws.edu.au