

TOTAL COLLEGE YOUTH EDUCATION

STUDENT HANDBOOK

Total College, CB Alexander Campus

2024



Total
COLLEGE

Tocal College

RTO # 91166

CB Alexander Campus

2024

HANDBOOK

FULL TIME 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.

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WEBSITE:	www.tocal.nsw.edu.au
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FACSIMILE:	02 4938 5549
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	Duty Officer 0428 973 372
	Principal 0447 486 760
	Deputy Principal 0427 540 226
	Residential Supervisor 02 4939 8956

Emergency Services

Police	Emergency	000
	Maitland	02 40871000
	Paterson	02 4938 5191
Ambulance	Emergency	000
	State Headquarters (Not for emergencies)	02 9320 7800
Hospitals	Maitland	02 4939 2000
	John Hunter (Newcastle)	02 4921 3000
Fire & Rescue NSW	Emergency	000
	Maitland	02 4934 7258
NSW Rural Fire Service	Lower Hunter Fire Control Centre	02 4015 0000

Counselling and Support Services

Lifeline	24 hr telephone crisis support	13 1114
Beyond Blue		1300 224 636
Mental Health Line		1800 011 511
Kids Helpline		1800 551 800
1800 RESPECT		1800 737 732
Maitland Sexual Assault Service	Daytime phone number	02 4931 2000
	After hours phone number	02 6757 0000

Other Services

Maitland Taxi Service	02 4933 7333 or 13 1008
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Welcome

Tocal College has been in operation since 1965. During that time the College has developed an excellent reputation as one of the nation's premier agricultural training institutions and provides an extensive range of courses, programs, and products.

Tocal is the only agricultural college in NSW. It has 2 campuses: CB Alexander campus near Paterson and the Yanco Campus near Leeton. The CB Alexander campus operates full-time and part-time youth education programs and is the centre for the external studies programs. An extensive short course program for farmers operates across NSW from both campuses and in association with other NSW DPI offices.

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 2,200 hectare College property and other commercial farms throughout NSW, Qld, the Northern Territory and Tasmania. 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 careers in the agriculture and horse industries. 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.

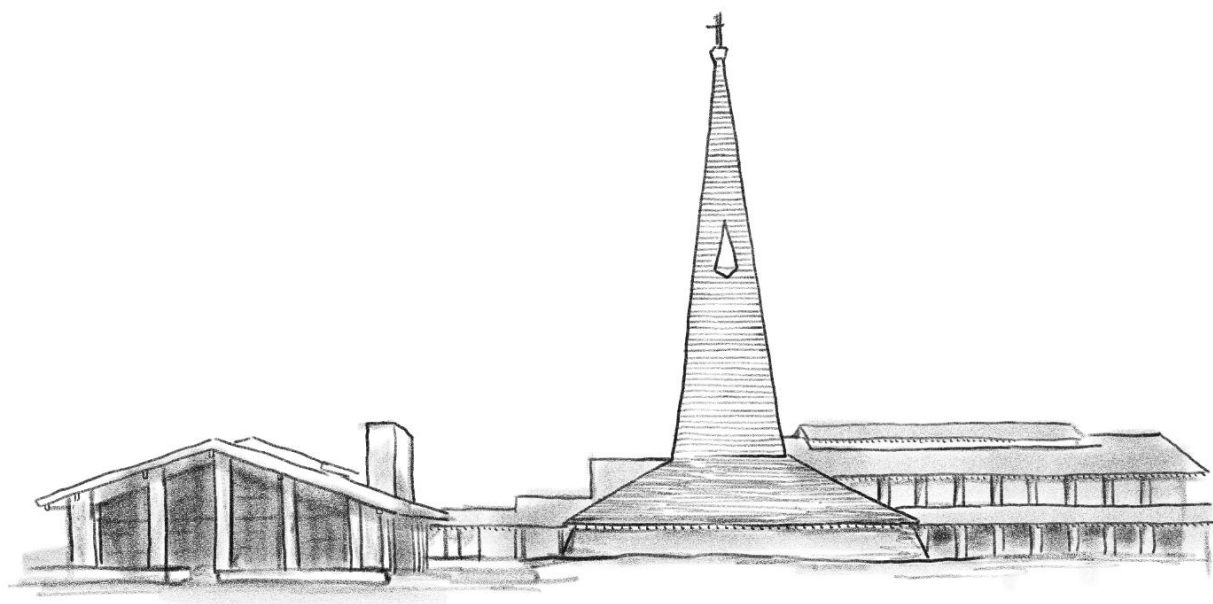
Tocal College has always enjoyed a strong network of former students, cooperating farmers, and industry supporters. In 2015 the Tocal Alumni was launched linking all those with a relationship to Tocal College, including past students. All graduating students automatically become part of the Tocal Alumni.

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

Our College, and its students and staff, have overcome many significant challenges in recent years without ever allowing those challenges to distract us from our true goals. I look forward to everyone of this year's students showing the same focus and commitment.

DARREN BAYLEY,
Principal

Introduction to Tocal



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

College Calendar - 2024

Term 1

Commences	Direct Entry	From Monday, January 29 (if required)
	Cert IV	Monday, February 5 (10 weeks)
	Cert III	Monday, February 12 (9 weeks)
	<i>Trainees (Cert III) *</i>	<i>Monday, February 5 *First block</i>
	<i>Trainees (Cert IV) #</i>	<i>Monday, March 11 #First block</i>
Concludes*		Friday, April 12

Term 2

Commences	Wednesday, April 29
Concludes*	Friday, July 5 (10 weeks)

Term 3

Commences	Monday, July 22
Concludes*	Friday, September 27 (10 weeks)

Term 4 (Only First Year Return to Residence, Second Year on Off Campus)

Commences	Monday, October 14
Concludes*	Cert IV Friday, October 25 (4 weeks, Off Campus)
	Cert III Friday, November 22 (6 weeks)

* Includes "Pack-and-travel" day.

Graduation Days:

• Yanco Campus	Thursday, February 29
• CB Alexander Campus	Friday, March 15
Royal Easter Show	March 22 – April 2
Tocal Field Days	May 3, 4 & 5
College Open Days	July 12 & 19; October 4 & 11
Foundation Day	Friday, November 1
Tocal Stock Horse Sale	Sunday/Monday, November 3 & 4

Due Dates for "Individual" and "Industry" Assignments*

Certificate III Ag - Individual Study

- Progress Check Mid-May
- Final Submission September 12

Certificate III Horse Car - Individual Study TBC with Coordinator

Certificate IV Ag – Tocal Special Award Project Task

- Term One Progress Check April 2
- Term Two Progress Check June 19
- Term Three Final Submission September 6

*Please note: The due dates for other assessment items will be clearly provided at the beginning of each case study or unit of competency. These will also be accessible from within your student, online training and assessment platform, Cloud Assess.

Tocal property and farms

Beef

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

In 2019 Tocal was selected as a NSW DPI Research Centre to participate in a Meat & Livestock Australia supported crossbreeding trial. As a result, Tocal's Brangus herd will be reduced to also accommodate 100 Shorthorn, 100 Angus, and 100 Charolais cows. Bulls will include Angus, Brangus, Charolais and Shorthorn plus use AI sires, including Wagyu.

Horses

The beef cattle are run jointly with over 100 Australian Stock horses 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 (including maize silage). Average production is 42,300 litres/week.

The milking herd is made up of up to 300 mainly Holstein Friesian cows. Milk is supplied to Norco, a farmer owned cooperative.

Bona Vista Sheep & Cattle

Unlike the other farms, which are of commercial proportions, Bona Vista includes a demonstration Dohne flock of approximately 300 ewes. Prime lambs and wool are the major products. Replacement dairy heifers and fodder crops are also grown.

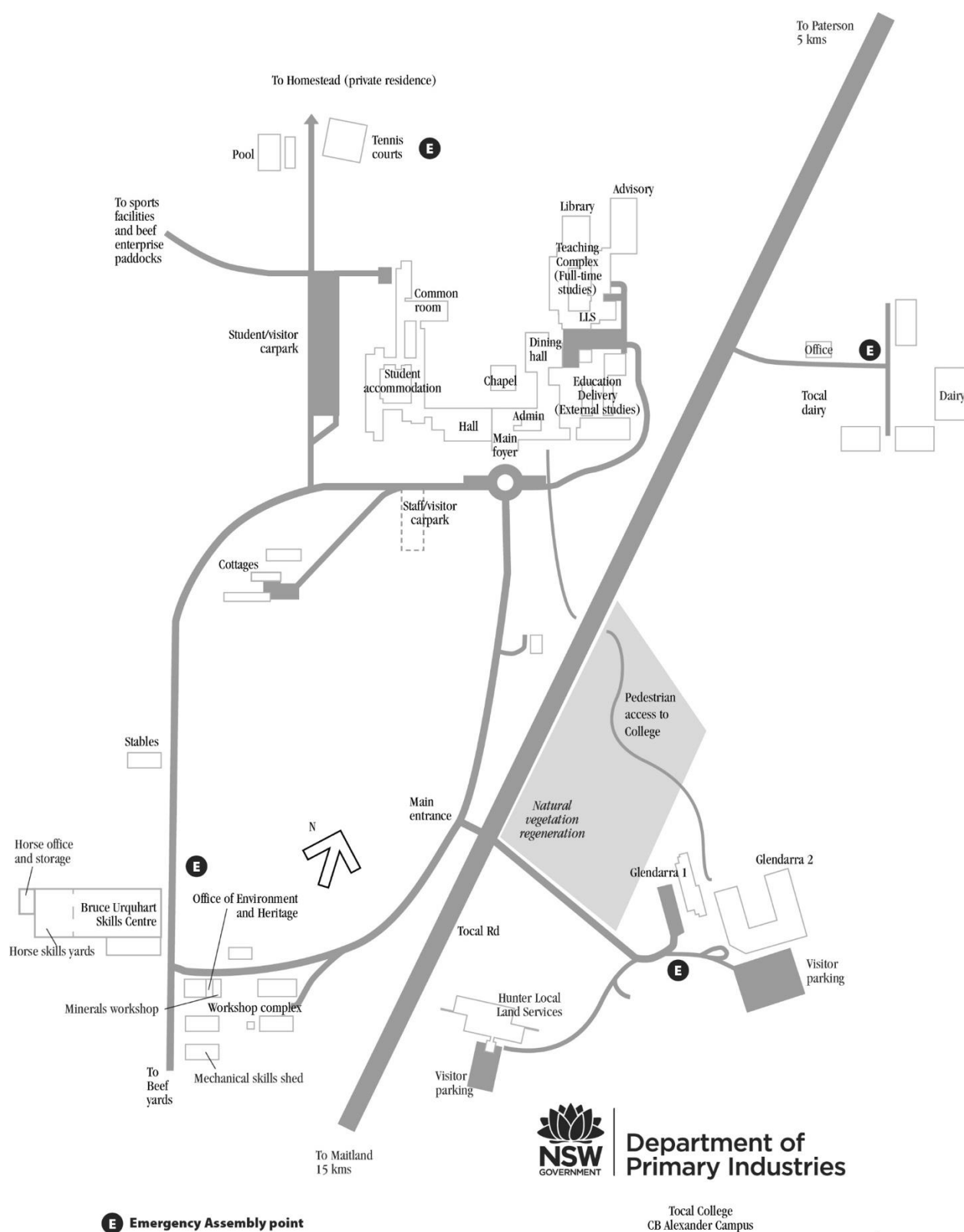
Homestead

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.

Numeralla

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

Campus map



Summary of Activities at Tocal

Full-time Courses (All one year)

AHC30122 Certificate III in Agriculture:

- Agricultural Production program

ACM30821 Certificate III in Horse Care:

- Stock Horse Breeding & Training program

AHC40116 Certificate IV in Agriculture:

- Farm Supervisor and Agribusiness program

Part-time Courses

Dairy Traineeships (1 to 2 years)

Rural Traineeships (1 to 2 years)

Industry Skills Courses

Usually 1- 2 days

External / Online Courses

AHC50116 Diploma of Agriculture /

AHC50122 Diploma of Agriculture

AHC51120 Diploma of Conservation and Land Management

Aboriginal Rural Training Program

The Aboriginal Rural Training Program (ARTP) offers culturally appropriate vocational education and training for Aboriginal organisations, properties, and communities.

Open Days

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

Graduation Day

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

Foundation Day

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

Tocal Field Days

These occur over the first weekend in May each year. They attract a large number of people from all over NSW and have a balance of commercial exhibits, educational demonstrations, and crafts.

Farm and Homestead Tours

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

Managers, Coordinators & Youth Education Staff

Managers

Darren Bayley
Principal

James Hooke
Deputy Principal

Robert Rein
College Manager

Julie White
Manager, Education Delivery

Sandra Ognibene
Registrar & Business Manager

Matt Brett
Dairy Manager

Clint Cole
Beef Manager

Jess Hewitson
(Relieving Beef Manager)

Patrick Gallagher
Numeralla Free Range
Egg Farm Manager

Glen Beletich
Maintenance Manager

Michael Baxter
Accommodation Services Manager

Georgina Evans
Snr Compliance & Quality Assurance
Officer

Course coordinators

Certificate III in Agriculture:

Agricultural Production,
- **Ian Nunan**

Certificate III in Horse Care:

Stock Horse Breeding & Training,
- **Simone Harvey**

Certificate IV in Agriculture:

Farm Supervisor and Agribusiness,
- **Justine Baird**

Dairy & Rural Traineeships:

- **Jill Clayton / (Tanya Henry, Relieving)**

Youth Education staff

Lakin Agnew - Student Welfare

Justine Baird - Cropping

Karen Bufi - Student Administration

Jill Clayton - Traineeships

Luke Collard - Horse Breeding &
Training

Emorfia Cutler - Livestock Production

Paul Geddes - Farm Compliance &
Machinery

Simone Harvey - Horse Breeding &
Training

Mark Hickson - Beef & Sheep Production

Belinda Hopson-Coker - Pastures

David Higgins - Precision Agriculture &
Cropping

Steve Krick - General Ag

Georgia Lantry - General Ag

Jeff Miller - Skills Training

Ian Nunan - General Ag

Lisa Parkinson - Information Services
Assistant

Steph Teterin - General Ag

Chantelle Vella - Horse Breeding &
Training

Course Tutors

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

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

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

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

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

Tocal Students Association

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

- appointment of a manager to the student's shop
- organisation of recreational and social activities
- purchase and maintenance of recreational equipment and furniture

- representation of student concerns and needs to staff

The committee is made up of the following positions:

- *President*
- *Secretary*
- *Treasurer*
- *Social Rep*
- *Sports Rep*
- *Rotary Connect Rep*
- *Residential Representatives*
- *First Year Representatives*
- *Staff including:*
 - *Student Association Shop Manager*
 - *Student Welfare Support Officer*
 - *Lecturer Representatives*

Tocal College Rotary Connect

Tocal College Rotary Connect Club is comprised of energetic and innovative young people (students) who bring their ideas for College and Community projects to group meetings. They then plan the steps involved to bring these ideas to life. Each year the group has delivered upon many great initiatives. They include social activities and regular support of charities such as Lifeblood, Dolly's Dream and various rural and mental health welfare initiatives.

Typically, a Chairperson, Treasurer/ Secretary and Communications Officer are elected each year. They also have a representative on the Student Association. The club enjoys the strong support of Rutherford Telarah Rotary Club and are pleased to be partners in several activities with them. It is also supported by the Student Welfare Support Officer and the Deputy Principal.

General College Information

College Facilities

Library

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

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

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

The library is available as both a study and relaxation/enjoyment space. It has comfortable furniture, including outside the northern glass doors, as well as team and coffee making facilities. If students wish to use it for social and entertainment events, they should ask the Student Welfare Support Officer if it is available for booking.

Computer/Internet

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

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

Edward Hunt Hall

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

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

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

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

Chapel

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

It is frequently used for formal occasions such as weddings and funerals and often by past students. Please be alert for such occasions and show your respect.

Swimming Pool

In 1977 work commenced on the Tocal Community Swimming Pool to encourage local schools and community groups to learn to swim. Through the use of CB Alexander Foundation funds, local government grants, and kind support from the local quarry and various local community fundraisers, the pool was completed and officially opened in 1979.

Being a community swimming pool (not a public pool), it has NO lifeguard service. Unlike other local community pools though, Closed Circuit TV (CCTV) operates across the pool grounds and pool carpark for the safety and security of all patrons. To ensure the pool remains open, students are asked to familiarise themselves with the terms and conditions on the Tocal College website as these do change from time to time.

Please read and abide by the pool rules.

Students are also asked to set a good example with their behaviour and their choice of swimwear, particularly when around families with young children. Conduct and behaviour must allow the quiet enjoyment of the pool by others. A number of schools and groups use the pool for sport and swimming lessons, usually on weekday afternoons. Students are asked to avoid these and other organised groups at those times. Students are welcome to join the Paterson Valley Swim Club, which holds sessions at the pool each Tuesday evening, approx. 4.30 p.m. to 7.00 p.m.

The pool season typically opens the first day of Term 4 and ends the last day of Term 2 (generally Sept/Oct through to April). This can be subject to Public Health Orders. Access to the pool is only available via the purchase of a Season Pass. Students pay a small levy as part of their College tuition fees and therefore have automatic access. Season Pass Fees are regularly reviewed against other local pools.

Tennis Courts

Students have free access to the two courts available. Other sports are welcome on these courts provided participation is safe and does not interfere with others.

Oval

The oval is located below the swimming pool and College and community use is encouraged. Please discuss potential activities with the Deputy Principal as its surface may be unsuitable for some purposes. Vehicles are strictly not allowed on the oval.

Dams and Watercourses

Students are welcome to fish and swim in Tocal's waterways. Care must be taken to ensure they are safe. If in doubt check with staff. Permission must be asked to access any dam or watercourse on Tocal Property and if granted, safe return must be reported afterwards.

General Information

Business Hours

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

Mail

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

Telephones

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

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

The **Deputy Principal** may be contacted anytime on **0427 540 226**.

The **Principal** may be contacted after hours on **0447 486 760**.

Banking

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

Duty Officers

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

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

Peter Marshall – 0428 973 372 (Diverted Duty Officer number)

Principal - 0447 486 760

Student Transport

Students can arrange to be picked up from Maitland Railway Station on Sundays at 2.30 to 3 p.m. or at 7.30 to 8 p.m. Arrangements should be confirmed before the previous Friday lunchtime. College staff (normally the Duty Officer) will then pick up at these times if they *also* ring the College before arrival or from the station on **0428 973 372**.

It is recommended that students begin calling 30 min before arrival as the Duty Officer may need time to respond due to their other commitments around the College.

A lift to train or bus station after 4.00 p.m. on weekdays *may* be possible if students arrange with tutors *well in advance* (24 hours)

When there is sufficient demand a bus is provided for students to go to Maitland for shopping, banking, or movies on Thursday evenings.

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

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

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

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

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

Student ID 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 dining or borrowing books.* The card *may* allow students to gain concessions at some cinemas and sporting events.

Replacement cards will cost \$30.

Sickness and Injury

Farm Safety

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

Students working on the College are intensely supervised when initially operating tractors and machinery or riding horses. Supervision is only reduced if assessment suggests it is suitable and safe to do so. Training in the safe use of chemicals; the operation of tractors, bikes, side by side vehicles and quads; the safe riding and handling of horses and safe cattle and sheep handling is carried out for all students. Agricultural Production students are also introduced to chainsaw operation. Specialised safety training e.g., confined spaces, working at heights, forklifts, may be provided as extra-curricular activities.

Vaccination

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

Accident Insurance

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

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

Ambulance

Students are covered by the College's Ambulance Scheme membership during term time when involved in scheduled, College activities only. Coverage may not exist for students out of normal college hours or when undertaking recreational or personal pursuits on site. NSW Ambulance have indicated this requires case by case consideration.

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

Liability

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

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

First-Aid

Routine treatment is available at any time. Students who are ill or injured should report to the Student Welfare Officer as soon as possible. **Emergency situations should be reported to First Aid Officers, Duty Officer, or any member of staff.**

Other Medical Illness

Students must advise the Student Welfare Officer, Student Administration Officer, or their Tutor if they are sick or injured to the extent that they cannot attend College activities*. They will be provided with local GP, contact details, and encouraged to make appointments as necessary.

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

*If you are unable to attend a scheduled practical work shift, such as at Tocal Dairy, please contact the supervisor, such as the Dairy or Beef Manager, so that they can account for you and also make alternative staff arrangements. This is also good practice for the workplace.

Outdoor Education

These important activities develop communication, teamwork leadership and remote work skills. They may involve camping, bushcraft and navigation, swimming in natural waterways or various sporting or teambuilding activities.

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

Programmed outdoor activities are risk assessed with guidance and supervision provided to students as necessary; either during general inductions or prior to engaging in specific activities.

Parents, carers or fee payers of students under 18 are asked to communicate any specific concerns they may have via the general consent form at enrolment AND via their student's tutor or the Student Welfare Officer. **Attention is drawn to the fact that students have unsupervised access to local waterways, including Tocal 40 Acre Dam and Webber's Creek for swimming, kayaking and fishing.**

Use of College Vehicles

Students may occasionally be asked by staff to drive College vehicles. Any student who drives a College passenger vehicle must have a current NSW driver's licence.

Seat belts must ALWAYS be fastened and specified speed limits, on and off the College, must not be exceeded.

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

College Tractors & Other Machinery

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

To drive College tractors & machinery unsupervised, students must achieve the required level of assessment and be authorised to do so by a member of staff.

Private Motor Vehicles

Students may bring a motor vehicle onto College provided that:

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

Disciplinary action will be taken for breaches and repeat offenders will have driving privileges removed indefinitely, or permanently. All keys must then be provided to the Deputy if the vehicle remains onsite.

Staff may inspect a students' vehicle at any time. The Principal or Deputy may withdraw permission to have a vehicle on College premises for any reason at their discretion.

Use of Students' Vehicles on College Property

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

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

Parking Areas

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

Student designated car parks are located to the west and south west of the main residential block and on the ridge opposite the main hall.

College Residences

Main Residence

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

Glendarra Residence

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

Cottages

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

Bathrooms and Laundries

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

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

Common Rooms

Two are located at each end of the Main Residence and are for student recreation. The Shop is located in the northern room. A third is beside the student gym. Furnishings and equipment are provided by the Association. Please respect their use and report any damage ASAP.

Conference Room

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

Dining Hall

Meal hours in the dining hall are:

Breakfast	7.00 - 7.30 a.m. (8-8.30, weekends and public holidays)
Lunch	12.00 - 12.30 p.m.
Dinner	5.30 - 6.00 p.m.

Meals can only be provided outside these hours with good reason and if prior, 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 most welcome but must notify the dining hall staff by Friday lunch time. If this is not done, meals cannot be provided.

Visitors (subject to Principal or Deputy Principal approval) may purchase meals from the dining hall. Non-resident students rostered on weekend or vacation practical work have these meals included in their lunch meal fee for the year.

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

Non-Resident Student Lockers

Lockers in lower Crawford Court are available for use by non-residents. A key can be obtained by paying a deposit to the Association Shop.

Room Regulations

The good care and condition of each room is the resident's responsibility. **Other students are permitted in the room until 10.30 p.m. each night but no one else may stay without prior approval.** The only items permitted other than personal effects are a TV, computer, sound system and kettle. Electrical equipment such as heaters, and microwaves are not allowed.

Sound equipment and other noise must be kept to a volume that will not offend the privacy of others.

After 9 p.m. the volume must be reduced to a level which will not disturb those who wish to sleep.

Pets of any kind, firearms, knives (including pocketknives), ammunition, flammable liquids, alcoholic drinks, liquor containers, illicit drugs, etc. are not permitted for students anywhere on the College property (including in students' vehicles). If you must transport any of the above *legal* items through the College, you MUST have prior approval from the Deputy.

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

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

Students must keep floors free of clothes and all other objects to allow the cleaners easy access. They must also empty wastepaper bins and dust the desk and bookshelves. Rooms will be checked regularly 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.

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

Heavy penalties by Fire and Rescue NSW are possible for either deliberate or careless, accidental activation of a fire safety device.

Fire Safety

College fire alarms, extinguishers and hoses are maintained to ensure the safety of all. Tampering with these may cause a malfunction in the event of a fire. The penalty for tampering with this equipment is up to \$500 and may constitute an illegal act under Workplace Health & Safety legislation.

Smoking Area Restrictions

Smoking and e-cigarettes are not permitted according to Department Policy anywhere on the Tocal property. A smoking area for cigarettes* is however available while nicotine dependent students give up their addiction. Those using this area will have their parents/carers notified, and asked to join a quit smoking program. **e-cigarettes or vapes are prohibited at all times.*

To reduce the risk of passive smoking, non-smokers are prohibited. Smokers must not use the area for purely socialising, should be present for no longer than 15 mins and must remain a reasonable distance apart.

No seating is available, and the area must be kept clean.

Smoking is strictly not permitted in student rooms or common rooms. It is against the law for people under 18 years to purchase cigarettes. E-cigarettes are not harm-free and expose users and bystanders to chemicals that are harmful to health and so are prohibited.

Security

Students should always leave their doors and drawers locked while absent from their rooms.

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

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

Other Matters Concerning Rooms

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

Any student wishing to change rooms must request this through the Deputy Principal with at least one week's notice. Due to the cost of having to conduct room inspections and administer key exchanges a \$50 room transfer fee will apply. The fee may be waived at the Principal or Deputy Principal's discretion if there are valid welfare reasons for requesting the change.

Any student wishing to move out of residence must give one week's written notice to the Deputy Principal. Students under 18 years of age wishing to move out of residence must provide written permission from their parent or guardian. Failure to give a full week's notice of intent to move out of residence will result in board and lodging fees continuing to be charged.

Personal items may be secured beneath the bed during vacations.

Rooms must be fully accessible for cleaning by 8.30 a.m. on the last day of term and left locked and secured.

The Deputy's permission is needed to live on College during vacations and fees will be charged, (except during practical work when it is automatically provided).

A weekly late fee or cost of replacement will apply to keys not handed in to the office on completion of the course.

Leaving the Campus & Curfew

Students, and staff, are asked to please text the Duty Officer when leaving or entering the campus outside normal office hours. This helps monitor visitors and keep the site secure. This is especially appreciated after dinner and dark when Duty Officers are especially vigilant.

Living in a residential campus where students have varying start times and responsibilities requires guidance to ensure all students have adequate rest and can perform safely and to their best ability. For these reasons **the following curfews** exist:

From Sunday to Thursday, residents must be on campus by 10 pm. The same applies to students on weekend rosters the night before their shift. If they are running late, they must inform the Duty Officer.

Extensions to curfew are routinely provided if requested well in advance and to allow participation in a worthwhile activity that could not otherwise be reasonably rescheduled or postponed. Examples include work or sporting commitments and significant family or friendship events. Attendance at major entertainment events *may* be considered. "Weekday" extensions still prefer return before 11 pm and no later than 12 am.

On weekends the same deadline applies but prior written requests (text or email) to the Duty Officer or Deputy Principal are regularly approved up until 1 am.

Curfew extension requests are to be made as early as possible and must be made to the Deputy Principal or Duty Officer well before leaving campus. **All parents, carers and fee payers are also kindly asked to please text the Duty Officer on 0428 973 372**

to let them know that they are aware and alert to their student's late travel movements. **Under 18 students cannot leave the campus until their late return has been approved by a parent or carer.**

See below for additional information on staying off campus, overnight.

Please note: A student quiet time of 9 pm exists on weekdays AND weekends.

For welfare, safety, and catering reasons the College requires students to inform the College of their movements on weekends.

Students must notify the College of their destination* when staying off campus, including on weekends. The method for reporting this will be described to them. Students under 18 yr. will have their destination provided to their guardian and all others to their fee payer. This is an important emergency safety requirement.

*Destinations are only reported in general terms e.g. Home, Family/Friends, Other.

Non-Resident Students and Visitors

All visitors must sign in at the office or Duty Officer. Non-residents and visitors are required to leave the College no later than 10 p.m.

Conditions of Residence

Students should display respect for other people and College facilities.

Staff and students 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.

Defects

Any defects to student rooms, common rooms, bathrooms, laundries, furniture, or equipment should be promptly reported.

This can be done by providing a defect notice through the Student Shop or reporting to the Maintenance Manager through the main (front) office.

General Regulations

Behaviour

The College community expects its members:

- to always act with concern for the well-being of others,
- to always maintain and enhance respect for the College and its members,
- to fully respect, and utilise, every opportunity to train at the College.

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

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

These include:

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

Generally, Tocal students understand and respect community expectations. Off-College misdemeanours may be followed by disciplinary action at College irrespective of any outside action that may be brought against the offender. The College will take this action because it must safeguard the good name of all its students; past, present, and future.

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

Students will be given a copy of the Student Discipline Points System which details the demerit points that apply to specific offences. Students will be expected to be familiar with these. Although they are an extensive list, originally devised in consultation with the Student Association, they are not exhaustive. This means that the College reserves the right to discipline students, including by the Demerit Points system, for any infringement it finds contrary to the respectful and safe operation of the College.

Students are expected to act as adult members of the Tocal and local community and therefore take full responsibility for their behaviour and conduct. However, the College provides fee payers (or legal guardians if under 18) with automatic notification of serious, or repeated, breaches of its Behaviour or Respectful Relationships Policies.

Acceptable Behaviour and Eligibility for Awards and Extra-Curricular Activities.

Most students willingly comply with Tocal's expectations for a respectful and safe College. Those that do not may lose Discipline Points with consequences including possible suspension or withdrawal, ineligibility for awards and denied access to specific activities.

Students that have lost more than five Discipline Points during the year or have not made a reasonable effort to redeem any loss, may be ineligible for Tocal Special Awards. They may also be denied access to extra-curricular activities such as tours, or after hours activities, with other students entitled to priority access.

Students "owing" points will be directed to activities to allow them to "earn" these back, rather than participate in extra-curricular activities, such as the Ag or Breaker Challenges, tours, etc.

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; loss of student discipline/behaviour points; reports from Duty Officers; cooperation with staff and feedback from the Student Association.

Probation

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

- Where a student is not performing in the course and is in danger of failing (academic probation).

OR

- Where a student has exhibited a particular behavioural problem or poor attitude (behavioural probation).

Terms of Probation may include:

- meet with tutor every week,
- hand in all assignments on time,
- attend all course activities,
- have strong interest in the course,
- be of good behaviour,
- seek help from relevant staff in areas of difficulty,
- abide by *individually set* curfews.

Further Action

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

Attendance / Absence

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

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

Forms are available from tutors or the library.

Unwell students must report to the Student Welfare Officer before their scheduled activity or they should inform the Duty Officer.

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

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

All absences and lateness will be reported. These and in particular, "Unapproved Absences", may affect award of the National Competency "AHCWRK212 Work effectively in the industry" as well as eligibility for Tocal Special Awards (described later).

It is the responsibility of the student to catch up on all assessments or practical work missed due to absence or lateness. This should be negotiated with the appropriate staff.

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

Approved absences from theory may be caught up by arrangement with the appropriate staff member but only if it is reasonable to allocate time for this. It must be requested within a week of the absence.

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

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

NB: More than one unapproved absence or more than two unsatisfactory entries for punctuality each term are unacceptable for the unit *AHCWRK212 Work effectively in the industry* and could also result in being asked to leave the course.

In general, lateness or unapproved absences make it difficult to pass the competencies needed for a National Qualification or to meet the requirements of a Tocal Special Award.

Awards for Excellence

Medals may be awarded in each course for:

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

The College reserves the right not to award a particular medal. Published formulae are a guide only and moderated each year. Student attitudes are also considered. The formula used for course awards appears later in this document.

Appreciation Certificates

The College encourages students to contribute to the Tocal, local and wider community. This generosity of spirit is critical for rural and regional communities to thrive and prosper. For this reason, Tocal awards Certificates of Appreciation (CoA) to students who volunteer their time to assist with activities on the College campus and farms, or in coordination with other worthwhile organisations.

A CoA can be awarded for volunteer work given to a registered charity or community group. A position holder or committee member simply provides the Deputy with an official letter or email logging the hours and type of work performed.

The number of Certificates a student accumulates will influence their eligibility for awards and preferential access to extra-curricular activities. **Every five Certificates entitle a student to a voucher, redeemable at the Student Association shop.**

Students are expected to obtain at least three during the year to indicate their good attitude to potential employers and to meet the requirements of the Tocal Special Award. **Those striving for Merit are expected to attain at least five.**

Non-resident students are encouraged to discuss opportunities for earning CoA, either at the College or in their local community. **It is not uncommon for non-resident students to be among the highest awardees, with 50 or more Certificates.**

Remember, Certificates of Appreciation contribute to Tocal Special Awards and Merit. It is usually disappointing for a student to miss out on the Tocal Special Award, Merit, or even Dux, only because they did not earn enough Certificates of Appreciation.

Fees and Financial Assistance

Fees – Certificate III in Agriculture (Agricultural Production program)

RESIDENT STUDENTS	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>	<u>Total</u>
Board and Lodging					
Note: Board and lodging is based on students being in residence for 35 weeks.	\$3,312.13	\$3,680.14	\$3,680.14	\$2,208.09	\$12,880.50
Student Association & Recreation Levy	\$1,525.98				\$1,525.98
General Deposit & Bond	\$500.00				\$500.00
Resource & Equipment Allowance	\$1,406.13				\$1,406.13
Student Fee	\$547.50	\$547.50	\$547.50	\$547.50	\$2,190.00
TOTAL	\$7,291.74	\$4,227.64	\$4,227.64	\$2,755.59	\$18,502.61
NON RESIDENT STUDENTS					
Meals	\$315.22	\$350.24	\$350.24	\$210.14	\$1,225.84
Student Association & Recreation Levy	\$1,232.71				\$1,232.71
General Deposit & Bond	\$500.00				\$500.00
Resource & Equipment Allowance	\$1,406.13				\$1,406.13
Student Fee	\$547.50	\$547.50	\$547.50	\$547.50	\$2,190.00
TOTAL	\$4,001.56	\$897.74	\$897.74	\$757.64	\$6,554.68

Note: The Student Association and Recreation Levy and Resource and Equipment Allowance are not refundable if a student withdraws during the course.

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

***Fees – Certificate III in Horse Care
(Stock Horse Breeding & Training program)***

<i>RESIDENT STUDENTS</i>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>	<u>Total</u>
Board and Lodging					
Note: Board and lodging is based on students being in residence for 33 weeks.	\$3,312.13	\$3,680.14	\$3,680.14	\$2,208.09	\$12,880.50
Student Association & Recreation Levy	\$1,525.98				\$1,525.98
General Deposit & Bond	\$500.00				\$500.00
Resource & Equipment Allowance	\$2,526.53				\$2,526.53
Student Fee	\$547.50	\$547.50	\$547.50	\$547.50	\$2,190.00
TOTAL	\$8,412.14	\$4,227.64	\$4,227.64	\$2,755.59	\$19,623.01

NON RESIDENT STUDENTS

Meals	\$315.22	\$350.24	\$350.24	\$210.14	\$1,225.84
Student Association & Recreation Levy	\$1,232.71				\$1,232.71
General Deposit & Bond	\$500.00				\$500.00
Resource & Equipment Allowance	\$2,526.53				\$2,526.53
Student Fee	\$547.50	\$547.50	\$547.50	\$547.50	\$2,190.00
TOTAL	\$5,121.96	\$897.74	\$897.74	\$757.64	\$7,675.08

Note: The Student Association and Recreation Levy and Resource and Equipment Allowance are not refundable if a student withdraws during the course.

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

Fees – Certificate IV in Agriculture (Farm Supervisor and Agribusiness)

RESIDENT STUDENTS	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Total</u>
Board and Lodging				
Note: Board and lodging is based on students being in residence for 25 weeks.	\$3,680.14	\$2,208.09	\$3,680.13	\$9,568.36
Student Association & Recreation Levy	\$1,443.86			\$1,443.86
General Deposit	\$200.00			\$200.00
Student Fee	Fee will need to be selected from list below and applied equally across the 3 terms.			
TOTAL (less Student Fee)	\$5,324.00	\$2,208.09	\$3,680.13	\$11,212.22
NON RESIDENT STUDENTS				
Meals	\$350.24	\$210.14	\$350.24	\$910.62
Student Association & Recreation Levy	\$1,232.71			\$1,232.71
General Deposit	\$200.00			\$200.00
Student Fee	Fee will need to be selected from list below and applied equally across the 3 terms.			
TOTAL (less Student Fee)	\$1,782.95	\$210.14	\$350.24	\$2,343.33

Note: The Student Association and Recreation Levy and Resource and Equipment Allowance are not refundable if a student withdraws during the course.

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

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

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

	First Qualification	Second Qualification
Full Fee	\$2770	\$3240
With Concession (e.g., Youth Allowance)	\$240	\$240
With Exemption (e.g., ATSI, Disability)	Nil	Nil

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

College Fees

Deposit instalments are required first in mid-December and then 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 with unpaid fees may be requested to move out of residence or withdraw from the Course.

Students with unpaid fees cannot be provided with their results.

At the Principal's discretion fines may be levied for unacceptable behaviour or damage to property.

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

Withdrawal from Course

In cases of voluntary withdrawal, at least one week's written notice must be provided.

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

Student Association & Rec Levy

This covers pool and recreational equipment use and Student Association membership.

General Deposit

This fee is used to offset against damages and loss if necessary. It is refundable in whole or in part. We recommend it is paid by the student.

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

Lost keys incur an \$80 replacement fee.

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

Practical Work Bond.

This bond to the value of \$300 is paid by first year students.

It is refunded in full at the end of the year provided they complete *all* their rostered practical work obligations at Tocal Dairy and Numeralla Egg Farm (Agriculture students) plus Sale Preparation (Horse Care students). *This includes holiday and weekend work as rostered.*

The bond recognises the value of this work to the College but also the cost of finding substitute labour, especially when at short notice.

Wool Classing & TAFE Courses

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

Other Fees

Opportunities for reassessment vary depending on the activities undertaken but will be described for each unit. Once the advised deadline for re-assessment has elapsed an additional fee may be requested.

A late fee of \$40-\$100 per assessment item will be charged depending on whether it requires late marking (\$40), re-setting and assessment (\$80) or re-assessment of a practical activity (\$100).

Financial Assistance

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

Scholarships

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

Australian Wool Education Trust: 3 x \$3000 each

BBM Youth Support: a significant number of students are granted scholarships each year ranging from \$1000 to \$3000

Bill Bannister Trust (John A Murray Memorial): 3-4 up to \$3000 each

Bowe and Lidbury: \$2250 for a student in Stock Horse course

Sandy and Amanda Brooks: \$2250

C B Alexander Foundation: \$2250

CWA, Hunter & Tilligerry Branches: up to \$1500

Davies & Davey Scholarship: \$2000

Margo & Bruce Duncan: 2 x \$3000 each

Colin H Dunlop Memorial: \$3000

Rosemary Dunlop Memorial: \$3000

Friends of Tocal: 2 x \$2500 each.

The Gardiner Family: \$2250

W & S Gill Memorial: \$3000 provided by descendants of the Gill family.

George and Jenny Hammond: \$2250

Glencore Community Investment Program: significant support via 8 x \$5000 scholarships to recipients in affiliated LGA's.

GRDC: 4 x \$3000 scholarships from the Grains Research and Development Corp.

Hayward Family Scholarship: \$5000

The Hunt Family: \$2250

Hunter Local Land Services (LLS): 3 x \$2250 for students willing to contribute to future sustainable agricultural productivity outcomes in the Hunter Local Land Services (LLS) region.

Livingston Brangus Stud Scholarship: \$3000

NSW DPI: 3 x \$2250 each. (One is for an Indigenous student)

Orana Region, Cotton and Cropping: 2 x \$3000 to eligible students from the Orana Region committed to a cotton or cropping industry career.

Paspaley Pearls Properties: \$2250

Paterson Rotary Club: 2 x \$2000

Professor Stephen Powles: \$1500

Jeff Stevenson Memorial: \$2250

WA Todd Scholarship: \$3000

Tocal Alumni: \$2250

University of Newcastle: \$2000

Bruce Urquhart: \$1500

Western Division/Riverina Award: \$2250 for students from this region

H C White Memorial Scholarship (Daphne McLachlan Trust): a significant number of students are granted scholarships each year ranging from \$1000 to \$3000.

Widden Stud Scholarships: 2 x \$2250

John Widdup Memorial: \$5000

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 and part-time courses are to assist development of:

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

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

National Qualifications and Tocal Special Awards.

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

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

Extra requirements for assessment are clearly indicated within the Student Handbook and the Tocal Practical Skills

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

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

Teaching Methods

College courses are made up of:

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

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

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

Case Studies (Subject Areas)

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

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

Practical Skills Training and Assessment

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

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

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

Practical Work.

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

Problem Based Learning and Group Work

Students work in small groups ranging from 2-4 on practical work and up to 6-7 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.

Merit Grades.

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

Tocal also recognises a special grade of "Merit". This is awarded when the student not only achieves the minimum standards

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

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

Graduating with Merit

As well as being able to achieve a Merit grade for individual units of competency or in skills assessment it is possible for a Tocal student to

"Graduate with Merit" in a course overall. This award indicates consistent and sustained performance above minimum standards. It is to a standard preferred by the employers of Tocal graduates. For this reason, a student that "Graduates with Merit" might be considered a "Tocal Preferred Graduate" by employers. Graduating with Merit is a Tocal Special Award.

Nationally Recognised Qualifications

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

AHC30122 Certificate III in Agriculture - Tocal Agricultural Production Program.

A preliminary, general agricultural course. Includes opportunity to achieve Tocal Special Award in Agricultural Production.

ACM30821 Certificate III in Horse Care - Tocal Stock Horse Breeding and Training Program.

Offered as a specialised, equine course. Includes opportunity to achieve *Tocal Special Award in Stock Horse Breeding and Training*.

AHC40116 Certificate IV in Agriculture – Tocal Farm Supervisor and Agribusiness Program.

Offered as advanced, general agriculture course. Includes opportunity to achieve *Tocal Special Award in Farm Supervisor and Agribusiness*.

AHC50116 Diploma in Agriculture

(available online, self-study with residential support).

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

Total Agricultural Production Program

AHC30122 Certificate III in Agriculture - Qualification requirements

The requirements for the AHC30122 Certificate III in Agriculture can be found on the training.gov.au website @ <https://training.gov.au/Training/Details/AHC30122>. In order to achieve this qualification students must complete sixteen (16) units made up of two (2) core units and fourteen (14) *elective** units. The *elective** units must come from a specific combination of Group A, B, C, D or Other units. These requirements can be described as:

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

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

Students undertaking the *Total Agricultural Production program* have the opportunity to be trained and assessed in more units than are required for the AHC30122 Certificate III in Agriculture. A full list of units at level II and III that may be offered to Tocal students and their grouping is provided in the Table on the following page. If a student achieves the minimum required number of units in each Group they are eligible to be awarded the AHC30122 qualification. Completing all units offered is still recommended as the employers of Tocal graduates prefer this broader range of experience. This includes completing Total Special Competencies at the bottom of the table. These do not contribute to a Nationally Recognised Qualification but may contribute towards a Total Special Award.

Eligibility for the Total Special Award

The minimum requirements of the AHC30122 Certificate III in Agriculture and the full list of units offered at Tocal have been described above and in the Table on the following page. However, as part of the Agricultural Production Program, Tocal recommends students attempt additional units of study including Total Special Competencies. These requirements have been developed in consultation with industry to ensure students that achieve them have appropriate attitudes & interpersonal skills and proficiency in a range of commonly required, general, farm skills. Tocal students who meet AHC30122 standards *plus* achieve the recommended extra requirements are eligible for the Total Special Award in Agricultural Production.

To be eligible for this award students must meet AHC30122 standards including AHCWRK212 Work effectively in the industry *plus* achieve 3 x Total Special Competencies (TOC301-303). They must also achieve at least three Certificates of Appreciation and have “Acceptable Behaviour” (page 18).

Graduating with Merit.

To Graduate with Merit a student must achieve the Total Special Award in Agricultural Production. As a *guide* they should also aim to achieve:

- At least "Competent" in nearly all available units. (A maximum combination of two "Non Competent" and / or "Withdrawn" grades are permitted, except where withdrawal is unavoidable),
- A minimum total of 5 x Merit grades,
- The Total Special Competencies TOC301-303 achieved at Merit,
- Record of extra work throughout year. (I.e., Five Certificates of Appreciation, or their equivalent).

Course Requirements and Guidelines

Unit summaries

AHC30122 Certificate III in Agriculture- Tocal Agricultural Production program

Unit Code	Competency Name	Subject Area
COMPULSORY UNITS: These Two units must be achieved by students		
AHCWHS302	Contribute to work health and safety processes	FARM SAFETY
AHCWRK320	Apply environmentally sustainable work practices	ENVIRO SUSTAINABILITY
GROUP A ELECTIVES: A minimum of 5 competencies must come from group A.		
AHCAGB302	Keep production records for a primary production business	FARM RECORDS
AHCBAC313	Establish pastures and crops for livestock production	PASTURE ESTABLISHMENT
AHCCHM304	Transport and store chemicals	FARM CHEMICALS
AHCCHM307	Prepare and apply chemicals to control pest, weeds, and diseases	
AHCINF306	Plan and construct an electric fence	FENCING
AHCINF307	Plan and construct conventional fencing	
AHCLSK305	Maintain livestock water supplies	FARM WATER
AHCLSK308	Identify and draft livestock	BEEF & SHEEP PRODUCTION
AHCLSK309	Implement animal health control programs	ANIMAL HEALTH
AHCLSK311	Implement feeding plans for livestock	ANIMAL NUTRITION
AHCLSK324	Care for and train working dogs	WORKING DOGS (EXTRA CURRICULAR ACTIVITY)
AHCMOM302	Perform machinery maintenance	MACHINERY
AHCMOM304	Operate machinery and equipment	
AHCWRK212	Work effectively in the industry	WORKING IN INDUSTRY
AHCWRK315	Respond to emergencies	EMERGENCY RESPONSE
GROUP B ELECTIVES: Plus, a minimum of 5 competencies must come from group A or B		
AHCMOM202	Operate tractors	MACHINERY
AHCMOM216	Operate side by side utility vehicles	
AHCMOM217	Operate quad bikes	
AHCMOM311	Operate precision control technology	PRECISION FARMING
OTHER ELECTIVES (Including GROUP C or D): A maximum of 4 Other Elective units from group A, B, C or D, or elsewhere in any currently endorsed Training Package or accredited course. Please note: group D can only be selected where required as a prerequisite.		
ACMEQU212	Handle horses safely	BASIC HORSE HANDLING AND RIDING*
ACMEQU218	Perform horse riding skills at walk, trot and canter	
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity	FARM BIOSECURITY
AHCDRY202	Milk livestock	DAIRY PRODUCTION
HLTAID011	Provide first aid	FIRST AID

*Tocal offers basic horse handling and riding training to all students. Individual progress will vary due to previous experience and natural ability. **Therefore, not all students will progress to riding at walk, trot or canter.**

Course Requirements and Guidelines

TOTAL SPECIAL AWARD IN AGRICULTURAL PRODUCTION: Total awards students who have achieved above AHC30122 requirements. To qualify students must meet AHC30122 requirements <i>including</i> AHCWRK212 Work effectively in the industry <i>plus</i> achieve 3 x Total Special Competencies- TOC301, TOC302 & TOC303, receive at least 3 x Certificates of Appreciation and be of "Acceptable Behavior".		
TOTAL SPECIAL COMPETENCIES: These are NOT required for the National Qualification AHC30122 but are necessary for Total Special Awards as described above.		
INTERPERSONAL SKILLS	TOC301	Demonstrate appropriate attitudes and interpersonal skills
INDIVIDUAL STUDIES	TOC302	An Individual Study to be completed by conducting independent research or projects
PROFICIENCY IN FARM SKILLS	TOC303	Demonstrate proficiency in a range of commonly required general farm skills
Guide for Graduating with Merit: Meet <i>Total Special Award in Agricultural Production</i> requirements <i>plus</i> at least "Competent" in all nearly all available units (a maximum combination of two "Non Competent" and / or "Withdrawn" grades are permitted, except where withdrawal is unavoidable) <i>plus</i> a minimum total of 5 x Merit grades <i>plus</i> TOC301, TOC302 & TOC303 at Merit <i>plus</i> a record of extra work throughout the year (equivalent to 5 x Certificates of Appreciation).		
The following units do not cover any full competency and so do not count towards the AHC30122. Neither do they count towards any Total Special Awards. They are introductory training units without any formal assessment.		
NORTHWEST CROPPING TOUR	CT301	Participation in and reporting on, NW cropping tour.

Case Study Descriptions

Case Study (or Subject Area), providing Training and Assessment towards the AHC30122, are listed immediately below.

Animal Health: Common diseases & ailments, control & treatment, veterinary support, administering medications, record keeping & first aid. Castrating livestock. Includes welfare issues, husbandry practices and procedures that minimise livestock stress.

Animal Nutrition: Nutrient requirements, rations, feed preparations.

Basic Horse Handling and Riding: Develop basic knowledge of horse behaviour, read horse body. Safely catch, control and handle calm, consistent and obedient horses. Control a horse under saddle that is suitably educated for a beginner rider during controlled, supervised horse riding activities.

(Please note: Not all students will progress to riding at walk, trot or canter and no commitment is made to include students in stock work on horseback activities on the College farms. Some students may progress to this if their previous experience and /or natural ability allow them to be assessed as suitable for this).

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

Dairy Production: Handling and milking of dairy cattle, observation of cow behaviour and

health, basic maintenance and repairs to equipment.

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

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

Farm Biosecurity: Awareness of farm biosecurity hazards and techniques to make sure machinery, tools and equipment are kept clean.

Farm Chemicals: SMARTtrain AQFIII Chemical Application course.

Farm Records: Maintain physical and financial farm records including inventories and a cash book.

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

Farm Water: Estimate stock water requirements and ensure quality and volume are maintained; complete farm water design and servicing tasks for scenarios on Tocal.

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

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

Course Requirements and Guidelines

Machinery & Equipment: Safe operation and maintenance of a range of farm machinery e.g. tractors, quad bikes. Includes sessions on fodder conservation equipment used for hay and silage making.

Pasture Establishment: Establishment of pastures and crops for livestock production: pasture assessment, soil and climate analysis, fertilizers, pasture establishment and pasture management. Includes sessions on monitoring weather.

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

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

Working Dogs: Select suitable dog for the workplace; teach commands and introduce specialist skills for controlling livestock; care for health and welfare of dog. (Please note: although all students have access to an introduction to working dog care and training, only a limited number can be accepted into the full training program, delivered mostly outside normal class hours).

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

Total Special Competencies that provide Training and Assessment towards the Total Special Award in Agriculture, are listed below. Please Note: These are NOT required to meet the National Qualification AHC30122.

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

assessment of the student's ability to act responsibly. **Practical Work- Students gain experience on College farms and other properties in the Hunter Valley.*

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

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

Core Skills are linked to specific National Competencies and contribute towards the AHC30122. Some skills are called Total Additional Skills. These contribute towards Total Special Competencies and Awards as described in the Handbook and Skills Manual.

Students are rostered on skills training throughout the year and must achieve at least 110 practical Skills Points to achieve the Total Special Competency, "TOC303 Proficiency in Farm Skills". Merit requires 120 Skills Points.

Community Involvement

Students are encouraged to become involved in community activities and to keep a record of this. Students are expected to have earned at least three Certificates of Appreciation during the year. (Five are required for Merit).

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

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

Tocal Stock Horse Breeding and Training program

ACM30821 Certificate III in Horse Care - Qualification requirements

The requirements for the ACM30821 Certificate III in Horse Care can be found on the training.gov.au website @ <https://training.gov.au/Training/Details/ACM30821>. In order to achieve this qualification students must complete eighteen (18) units made up of nine (9) core units and nine (9) *elective** units. The *elective** units must come from a specific combination of Group A, B, C, D and Other units. These requirements can be described as:

**9 Core Competencies + 9 Electives*
(Min. 5 x group A and/or B, + Max. 4 x group A, B, C or D, + a Max. 2 x Other)**

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

Students undertaking the *Tocal Stock Horse Breeding and Training program* have the opportunity to be trained and assessed in more units than are required for the ACM30821 Certificate III in Horse Care. A full list of units at level II and III that may be offered to Tocal students and their grouping is provided in the Table on the following page. If a student achieves the minimum required number of units in each Group they are eligible to be awarded the AHC30122 qualification. Completing all units offered is still recommended as the employers of Tocal graduates prefer this broader range of experience. This includes completing Tocal Special Competencies at the bottom of the table. These do not contribute to a Nationally Recognised Qualification but may contribute towards a Tocal Special Award.

Eligibility for the Tocal Special Award

The minimum requirements of the ACM30821 Certificate III in Horse Care and the full list of units offered at Tocal have been described above and in the Table on the following page. However, as part of the Stock Horse Breeding and Training program, Tocal recommends students attempt additional units of study including Tocal Special Competencies. These requirements have been developed in consultation with industry to ensure students that achieve them have appropriate attitudes & interpersonal skills and proficiency in a range of commonly required, general, farm skills. Tocal students who meet ACM30821 standards *plus* achieve extra requirements are eligible for the Tocal Special Award in Stock Horse Breeding and Training.

To be eligible for this award students must meet ACM30821 standards *including* AHCWRK212 Work effectively in the industry *plus* achieve 5 x Tocal Special Competencies (TOC301-302 & TOC304 – TOC306). They must also achieve at least three Certificates of Appreciation and have “Acceptable Behaviour” (page 18).

Graduating with Merit.

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

- At least "Competent" in nearly all available units. (A maximum combination of two "Non Competent" and / or "Withdrawn" grades are permitted, except where withdrawal is unavoidable),
- A minimum total of 5 x Merit grades,
- The Tocal Special Competencies TOC301-302 & TOC304 - 306 achieved at Merit,
- Record of extra work throughout year. Requires at least five Certificates of Appreciation (or equivalent).

Course Requirements and Guidelines

Unit summaries

ACM30821 Certificate III in Horse Care- Total Stock Horse Breeding & Training program

Unit Code	Competency Name	Subject Area
COMPULSORY UNITS: These 9 units must be achieved by students		
ACMEQU212	Handle horses safely	HORSE HANDLING
ACMEQU217*	Load and unload horses	
ACMEQU221	Manage personal health and fitness for working with horses	PERSONAL HEALTH & FITNESS
ACMEQU305*	Implement a horse health program	HORSE HUSBANDRY & WELFARE
ACMEQU306*	Provide routine care for horses	
ACMEQU311*	Prepare horses for presentation at an event	STOCK HORSE CHALLENGE & SALE
ACMEQU313*	Work safely in equine workplaces	EQUINE SAFETY
ACMINF302	Follow equine biosecurity and infection control procedures	BIOSECURITY - EQUINE
RGRPSH308	Provide first aid and emergency care for horses or other equines	HORSE HUSBANDRY & WELFARE
GROUP A and B ELECTIVES: A minimum of 5 competencies must come from group A and B. (I.e., All listed below)		
ACMEQU218*	Perform basic horse riding skills at a walk trot and canter	HORSE RIDING
AHCLSK218*	Ride educated horses to carry out basic stock work	STOCKWORK - RIDING
AMCEQU220*	Lunge educated horses	HORSE HANDLING
ACMEQU307*	Introduce horses to lunge exercise	
RGRHBR302*	Carry out natural mare mating procedures	HORSE REPRODUCTION
GROUP C and D ELECTIVES: Plus, a maximum of 4 competencies may come from group A, B, C or D. Please note: group D can only be selected where required as a prerequisite. Overall, the 9 electives must have minimum of 5 x AQFL3.		
AHCCHM304	Transport, handle and store chemicals	FARM CHEMICALS
AHCCHM307	Prepare and apply chemicals to control pests, weeds and disease	
AHCINF307	Plan and construct conventional fencing	FENCING
AHCMOM202	Operate tractors	MACHINERY (Normally only one of Quads or SxS Vehicles is delivered per student)
AHCMOM216	Operate side by side utility vehicles	
AHCMOM217	Operate quad bikes	
HLTAID011	Provide first aid	FIRST AID
Refer to "Case Study Descriptions" for special notes on <i>AHCBAC313 Establish pastures for livestock production</i> (PASTURE ESTABLISHMENT). Students interested in general farm work or AHC40116 Certificate IV in agriculture studies may find it valuable to include this unit.		
OTHER ELECTIVES: A maximum of 2 Other Elective Units may be selected from any currently endorsed Training Package or accredited course. Therefore, other Cert II, III or IV units can be included in the ACM30821 Qualification.		
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity	BIOSECURITY - FARM
AHCLSK205	Handle livestock using basic techniques	STOCKWORK – LIVESTOCK HANDLING
AHCWRK212	Work effectively in the industry	WORKING IN INDUSTRY
TOTAL SPECIAL AWARD IN STOCK HORSE BREEDING AND TRAINING: Total awards students who have achieved above ACM30821 requirements. To qualify students must meet ACM30821 requirements <i>including</i> AHCWRK212 Work effectively in the industry <i>plus</i> achieve 45 x Total Special Competencies- TOC301 - 302, TOC304 – TOC6, receive at least three Certificates of Appreciation and be of "Acceptable Behavior".		
TOTAL SPECIAL COMPETENCIES: These are NOT required for the National Qualification ACM30821 but are necessary for Total Special Awards as described above		
INTERPERSONAL SKILLS	TOC301	Demonstrate appropriate attitudes and interpersonal skills
INDIVIDUAL STUDIES	TOC302	An Individual Study to be completed as independent research or projects
PROFICIENCY IN FARM AND EQUINE SKILLS	TOC304	Demonstrate proficiency in a range of commonly required general farm and specialised equine skills
FOAL HANDLING	TOC305	Demonstrate appropriate techniques for handling foals and young horses
BROODMARE AND NEWBORN FOAL CARE	TOC306	Demonstrate appropriate care of broodmares and newborn foals
Guidelines for Graduating with Merit: Meet Total Special Award requirements <i>plus</i> at least "Competent" in nearly all available units (a maximum combination of two "Non Competent" and / or "Withdrawn" grades are permitted, except where withdrawal is unavoidable) <i>plus</i> minimum total of 5 x Merit grades <i>plus</i> the Total Special Competencies TOC301-302 & TOC304 - 306 achieved at Merit <i>plus</i> a record of extra work throughout year (equivalent to 5 x Certificates of Appreciation).		
* An asterisk (*) next to the unit code indicates that there are prerequisite requirements which must be met when packaging the qualification.		

Course Requirements and Guidelines

The following units do not cover any full competency and so do not count towards the ACM30821. Neither do they count towards any Total Special Awards. They are introductory training units without any formal assessment.

STOCK HORSE CHALLENGE	SHC301	PREPARATION OF HORSE AND PARTICIPATION IN Tocal STOCK HORSE CHALLENGE
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Case Study Descriptions

Case Study (or Subject Area), providing Training and Assessment towards the ACM30821, are listed immediately below.

Equine safety: Farm hazards, safety checklists, hazard reduction, safe workplace practices, WH&S obligations. Collaborate with others to create a supportive and safe work environment. Respond to a range of emergency situations.

Horse Handling: Develop basic knowledge of horse behaviour, read horse body language. Safely catch, control and handle calm, consistent and obedient horses. Load and unload horses. Introduce a horse to lunge activities and safely maintain horse welfare and performance.

Horse Riding: Handle and ride calm horses educated to muster and move livestock. Address potential risks associated with working with and around horses and livestock.

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

Fencing: Conventional Fence design, materials, construction & maintenance.

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

Biosecurity: Interpret and apply control measures in a biosecurity plan to protect a property from the entry and spread of biosecurity threats. Ensure good hygiene practice prevents spread of disease, weeds and pests.

Horse Breeding: Carry out mare mating procedures using Tocal’s two, resident, stallions for natural service to maximise conception rates and live foal outcomes. It includes identifying mares in oestrus, attending mares for service, providing support for reproductive services, and keeping accurate

records. During the year students will also observe artificial insemination of Tocal mares.

Horse Husbandry & Welfare: Welfare issues in the equine industry and husbandry practices and procedures that minimise stress to animals and maintain good health and fitness. It includes the assessment and application of first aid prior to veterinary attention.

Machinery: Safe operation and maintenance of a range of farm machinery e.g., tractors, side by sides and quad bikes.

Pasture Establishment:

Establishment of pastures and crops for livestock production: pasture assessment, soil and climate analysis, fertilizers, pasture establishment and pasture management. Includes sessions on monitoring weather.

Please Note: This unit is not considered a regular inclusion in the Stock Horse Breeding & Training program. However, students that wish to work in an equine business and contribute to its grazing program, should discuss the possibility of including it in their training plan with their Course Coordinator.

It is also considered a critical unit to include if a student is considering continuing onto the AHC40116 Certificate IV in Agriculture program.

Personal Health & Fitness: Identify challenges to personal health and fitness; develop action plans to manage risks; provide support to others in maintaining their personal health and fitness.

Stock Horse Challenge: Prepare horses for the Stock Horse Challenge and the Tocal Australian Stock Horse Sale events.

Stockwork (Livestock Handling and Riding): Understand the behaviour of a variety of livestock and techniques to handle and move them. Handle and ride horses educated to muster and move livestock. It addresses the potential risks associated with working with and around horses and livestock. Opportunities to train with bison will be made available during the year.

Course Requirements and Guidelines

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

Total Special Competencies that provide Training and Assessment towards the Tocal Special Award in Stock Horse Breeding and Training, are listed below. Please Note: These are NOT required to meet the National Qualification ACM30821.

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

Individual Study, TOC302: Students are required to undertake a project during the year. Stock Horse students are directed to choose from a variety of activities that are provided as enrichment during the course e.g. horse education register, breaker challenge tasks, leatherwork, broodmare observation, etc. General requirements for Individual Studies can be found later in this Handbook.

Practical Skills and TOC 304: A range of practical skills are taught including horse skills, fencing, machinery operation and beef cattle handling.

Core Skills are linked to specific National Competencies and contribute towards the ACM30821. Some skills are called Tocal Additional Skills. These contribute towards Tocal Special Competencies and Awards as described in the Skills Manual.

To achieve the Tocal Special Competency, "TOC304 Proficiency in Farm & Equine Skills" at total of at least 90 practical Skills Points to achieve the Tocal Special Competency, "TOC304 Proficiency in Farm & Equine Skills". Merit requires at least 100 Skills Points. They include a mandatory set of critical equine skills. These will be described by the Course coordinator. Also refer to the Tocal Practical Skills Manual for more information.

Foal Handling TOC305: Students are required to catch, restrain, and handle foals and young horses, including assisting with the weaning process and introducing them to exercise activities and riding equipment.

Broodmare and Newborn Foal Care, TOC305: Students prepare broodmares for foaling. They also monitor their health and stages of foaling by observation and electronic surveillance. Progress is reported and assistance provided to support neonatal survival.

Community Involvement

Students are encouraged to become involved in community activities and to record this. Students are expected to have earned at least three Certificates of Appreciation during the year.

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

Total Stock Horse Challenge, SHC301.

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

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

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

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

Tocal Farm Supervisor and Agribusiness program

AHC40116 Certificate IV in Agriculture - Qualification requirements

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

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

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

***Tocal Farm Supervisor and Agribusiness program** students at Tocal can select from a carefully prescribed set of units from the AHC40116. This set has been developed on the feedback of industry and the employers of Tocal graduates.*

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

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

Eligibility for Tocal Special Award

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

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

To be eligible for this Tocal Special Award students must meet AHC40116 standards including BSBCMM401 Make a presentation *plus* achieve Tocal Special Competencies TOC401 & TOC404*. They must also achieve at least three Certificates of Appreciation and have “Acceptable Behaviour” (page 18).

***Achieving a Diploma unit replaces TOC404.**

Graduating with Merit:

A student must first be eligible for the Tocal Special Award in Farm Supervisor and Agribusiness plus record:

- "Competent" in nearly all available units. (A max of two "Non Competent" and/or "Withdrawn" grades are permitted, unless withdrawal unavoidable),
- A minimum total of 5 x Merit grades,
- The Tocal Special Competencies TOC401 & TOC404 at Merit level,
- Extra work throughout year, equivalent to five Certificates of Appreciation.

Course Requirements & Guidelines

Unit summaries

AHC40116 Certificate IV in Agriculture Total Farm Supervisor and Agribusiness program

Unit Code	Competency Name	Subject Area
COMPULSORY UNITS: This unit must be achieved by students		
AHCWHS402	Maintain work health and safety processes	FARM SAFETY SUPERVISION
GROUP A ELECTIVE UNITS: A minimum of 4 competencies must come from group A		
AHCBAC411	Manage pastures for livestock production	PASTURE MANAGEMENT
AHCBAC412	Supervise agricultural crop establishment	CROPS
AHCBAC413	Plan and implement agricultural crop maintenance	
AHCLSK341	Coordinate artificial insemination and fertility management of livestock	LIVESTOCK BREEDING (AI)
AHCLSK402	Develop livestock feeding plans	LIVESTOCK NUTRITION
AHCLSK409	Supervise animal health programs	LIVESTOCK HUSBANDRY
AHCLSK421	Supervise natural mating of livestock	LIVESTOCK BREEDING (NATURAL)
AHCLSK422	Identify and select animals for breeding	LIVESTOCK BREEDING (GENETICS)
AHCMOM402	Supervise maintenance of property, machinery, and equipment	MACHINERY MAINTENANCE
AHCPMG412	Develop a pest management plan	PEST MANAGEMENT
GROUP B ELECTIVE UNITS: Plus, a minimum of 5 competencies must come from group A or B		
AHCAGB405	Analyse and interpret production data	PRECISION FARMING
AHCBUS408	Operate within a budget framework	FARM BUDGETING
AHCSOL406	Sample soils and interpret results	SOILS
AHCWRK403	Supervise work routines and staff performance	SUPERVISE WORK & STAFF
BSBCMM411	Make a presentation	PROPERTY REPORT
OTHER UNITS: A maximum of 2 Other Elective units from here or elsewhere in Cert III, IV or V can be included in the AHC40116 Qualification		
AHCLSK307	Euthanase livestock	FARM BUTCHERY
AHCLSK319	Slaughter livestock	
AHCPMG307	Apply animal trapping techniques	VERTEBRATE PEST CONTROL (EXTRA CURRICULAR ACTIVITY)
AHCSHG301	Prepare livestock for shearing	SHEEP & WOOL
AHCWOL308	Prepare facilities for shearing and crutching	
* AHCINF204 Fabricate and repair metal or plastic structures does not count towards the AHC40116 Certificate IV in Agriculture		

TOTAL SPECIAL AWARD IN FARM SUPERVISOR AND AGRIBUSINESS: Total awards students who have achieved above AHC40116 requirements. To qualify students must meet AHC40116 requirements *including* BSBCMM401 Make a presentation *plus* achieve Total Special Competencies TOC401 & TOC404, receive at least three Certificates of Appreciation and be of "Acceptable Behavior". Achieving at least one Diploma unit replaces TOC404.

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

INTERPERSONAL SKILLS	TOC401	Demonstrate appropriate attitudes and interpersonal skills
INDUSTRY STUDY	TOC404	Study of an Agricultural Industry
Graduating with Merit: Meet Total Special Award requirements <i>plus</i> record at least "Competent" in all nearly all available units (a maximum combination of two "Non Competent" and / or "Withdrawn" grades are permitted, except where withdrawal is unavoidable) <i>plus</i> achieve Merit in at least 5 units of competency <i>plus</i> achieve Merit in Total Special Competencies TOC401 & TOC404 <i>plus</i> a record of extra work (equivalent to 5 x Certificates of Appreciation).		

The following units do not cover any full competency and so do not count towards the AHC40116. Neither do they count towards any Total Special Awards. They are introductory training units without any formal assessment.

NEW ENGLAND BEEF INDUSTRY TOUR	BT401	PARTICIPATION IN AND REPORTING ON BEEF TOUR
NW & TABLELANDS SHEEP INDUSTRY TOUR	ST401	PARTICIPATION IN AND REPORTING ON SHEEP TOUR
PRECISION FARMING AND CROPPING TOUR	PFT401	PARTICIPATION IN AND REPORTING ON PRECISION FARMING & CROPPING TOUR

Case Study Descriptions

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

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

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

Students considering enrolling in the Diploma of Agriculture AHC50116 are strongly encouraged to attempt this Case Study as it will help them with that course.

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

Farm Welding (Basic): basic metal fabrication and repair including a farm workshop and welding course, tentatively intended to be held at Trangie Agricultural Research Centre. A Level 2 unit that cannot be included in the AHC40116 Certificate IV in Agriculture. However, it trains critical skills required for Machinery & Property Maintenance.

Farm Safety Supervision: Facilitate meetings and document actions that relate to the consideration of WHS issues in the workplace at Tocal and its enterprises.

Livestock Breeding: Separate units include either the selection of breeding animals or their mating by either artificial or natural methods. Preparation for mating and techniques and practices needed to ensure good pregnancy rates. Students participate in on farm natural or artificial breeding programs.

Livestock Husbandry: Maintaining the health of the herd flock through vaccination and parasite control programs.

Livestock Nutrition: Nutrient requirements, rations, feed preparations, development of feeding plans. Includes: *Feedlot Case Study*- Selection of cattle, ration formulation, feedlot management, legal and animal welfare

requirements, record keeping, animal health considerations, budgets, marketing of cattle.

Machinery Maintenance: Identify, implement, and supervise the maintenance requirements of property, machinery, and equipment for an enterprise. May include optional welding course and regional tour.

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

Pest Management: Identification of regionally significant weeds, pests and diseases of pastures and crops. Monitoring and control methods including IPM.

Precision Farming: Plan and manage Variable Rate Applications; Interpreting NDVI Imagery (Normalised Difference Vegetation Index) and Yield Data on farm; Calibrate, prepare and use Variable Rate spreading equipment; Introducing GPS Guidance, variable rate controllers and auto steer technologies.

Property Report: Communication and presentation techniques are developed to allow informative and persuasive reporting. Report on findings made during month long, off campus placement. Due to the value of this unit in analysing a farm business and then presenting ideas it is considered **necessary as part of Tocal's Special Award requirements**. *Alternatives to live, classroom presentation may be valid and should be discussed with the lecturer delivering the unit.*

Sheep & Wool: Sheep husbandry and care including crutching, efficient and low stress sheep handling, shearing, maintaining handpieces, safe work practices, shed hygiene, pressing bales.

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

Supervise Work & Staff: Understand job requirements including pay conditions. Advertise & recruit. Organise schedules. Monitor & evaluate performance. Provide feedback, resolve conflict.

Vertebrate Pest Control: Study and understand target animal behaviour and numbers, account for non-target animals,

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prepare traps and effectively deploy them according to legislative requirements and animal welfare codes of practice, check traps and handle captured animals humanely.

Please note: Units offered will depend on the number of students interested and the availability of staff and resources. Units will not run if there is insufficient interest by students. Numbers may be limited in some case studies.

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

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

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

Industry Study, TOC404: Students select an industry they see as a potential and preferred employer. During the year they nominate a developing issue, emerging technology or practice, unusual trend, or interesting analysis of the industry they would like to research further. The research can include a review of literature, practical trials, interviews or participation in industry activities.

The project must be approved by the students tutor who will also schedule *at least one* progress check. The final report is due near the end of Term 3. A satisfactory Industry Study report should require approximately 10 hours of work. It should include a log of where time

was spent in its preparation, research and completion. After submission the tutor will schedule a short interview with the student to ensure they have good understanding and to further explore the findings.

*The Industry Study is a requirement for the Tocal Special Award. However, Diploma students may substitute completion of one AHC50116 unit for TOC404 and still be eligible for the TSA. Completing multiple Diploma units also provide additional points towards Dux calculation and this is explained later.

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

New England Beef Industry Tour,

BT401: Visits progressive beef production farms and related businesses, principally in the New England area. A major focus is on new technology and its application. Includes visit to UNE Smart Farm.

NW and Tablelands Sheep Industry

Tour, ST401: Visits a wide variety of sheep meat and wool producing farms and related businesses, principally in the North West and Tablelands regions. A major focus is exploring the wide breadth of opportunities with sheep production.

Precision Farming and Cropping,

PFT401: Visit a range of farms, agribusinesses, and research centres throughout Central NSW that utilise the latest digital farming technology and machinery as part of their cropping operations.

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

Diploma of Agriculture

AHC50116 Diploma in Agriculture - Qualification requirements

The self-study, online, Diploma Program for Fulltime students is currently under review and the following is intended as a guide only. The Diploma Coordinator will have more information available during enrolment and orientation presentations.

It is Tocal's intention to support students in a transition to the recently released AHC50122 Diploma of Agriculture during 2024. Students will be initially enrolled in the AHC50116 and then have a choice as to which qualification they complete. It must be noted that students that do not transition to the newer qualification must complete the AHC50116 by 23/01/2024.

The requirements for the AHC50116 Diploma in Agriculture can be found on the training.gov.au website @ <https://training.gov.au/Training/Details/AHC50116>. In order to achieve this qualification students must complete ten (10) *elective** units. The *elective** units must come from a specific combination of Group A, Group B and Other units. These requirements can be described as:

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

The requirements for the AHC50122 Diploma in Agriculture can be found on the training.gov.au website @ <https://training.gov.au/Training/Details/AHC50122>. In order to achieve this qualification students must complete ten (10) units made up of two (2) core units and eight (8) *elective** units. The *elective** units must come from a specific combination of Group A, Group B and Other units. These requirements can be described as:

2 Core Competencies + 8 Electives* (Min. 2 x group A + Min. 4 x group A or B + Max. 2 x Other)

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

minimum requirements. Diploma students at Tocal are required to select a carefully prescribed set of units. This set has been developed on the feedback of industry and the employers of Tocal graduates. It also allows the contribution of some AHC40116 Certificate IV in Agriculture program assessments towards specific AHC50116 Diploma in Agriculture units.

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

Before enrolment, students are asked to consider the units from the recommended course structure outline over the page. Appropriate study materials will then be provided to the student in a logical sequence. There are two core subjects in the AHC50122 Diploma in Agriculture, two foundation subjects and a range of others from different streams. Foundation subjects are recommended for inclusion in the Diploma as they apply to nearly all agricultural enterprises and because they are normally a part of each stream of study.

The other subjects have been pre-selected to include those that allow the greatest use of AHC40116 Certificate IV in Agriculture program studies. Currently these are livestock industry orientated but agronomy related units will be added in future.

If a student wishes to substitute a recommended subject for another it must be emphasised that limited support can be provided while concurrently undertaking the AHC40116 Certificate IV in Agriculture course. They also need to be careful that this change still complies with the packaging rules. Their course

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coordinator can help you choose relevant alternatives.

One subject from the AHC40116 Certificate IV in Agriculture course is recommended for inclusion due to its importance in general farm management.

For more in depth information of the Diploma course, including individual subjects please refer to the External Diploma Handbook available @ https://www.tocal.nsw.edu.au/data/assets/pdf_file/0004/1142473/Diploma-agriculture-course-guide.pdf.

Please Note: The Diploma program as offered concurrently to full time, AHC40116 Certificate IV in Agriculture students is undergoing review and some changes may be implemented. Students will be well informed of these changes.

AHC50116 DIPLOMA OF AGRICULTURE PROGRAM WITH TRANSITION TO AHC50122 DIPLOMA, 2023 (as recommended for Full Time Students concurrently studying the AHC 40116 Certificate IV in Agriculture)			
		Competency Number and Name	Group
CORE SUBJECTS			
Core Subjects	FARM SAFETY	AHCWHS503 Manage workplace health and safety processes	CORE
	ENVIROMENTAL SUSTAINABILITY	AHCWRK520 Develop workplace policy and procedures for environment and sustainability	CORE
RECOMMENDED ELECTIVE SUBJECTS			
Foundation Subjects	Manage Soils	AHCSOL505 Monitor and manage soils for production*	A
	Manage Climate Risk	AHCAGB518 Develop climate risk management strategies*	A
Livestock Subjects	Develop livestock health and welfare strategies	AHCLSK504 Develop livestock health and welfare strategies*	A
	Develop a livestock breeding strategy	AHCLSK509 Develop and implement a breeding strategy*	A
	Develop a livestock production plan	AHCLSK510 Develop production plans for livestock*	A
Business Subjects	Farm Budgeting	AHCBUS404 Operate within a budget framework [#]	B
Two, Cert III, Level Units can be transferred from your AHC30122 Certificate III in Agriculture Qualification.			Other
*Valid training and assessment from relevant AHC40116 Certificate IV in Agriculture Units can be considered and included in specific Diploma units. Students then submit assessment towards the identified "Gap".			
[#] Students that achieve this unit as part of the AHC40116 Certificate IV in Agriculture can use it as Credit Transfer towards their Diploma.			

Guidelines for Individual Studies

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

Please Note: Stock Horse students may be able to include their horse education register, breaker challenge tasks, leatherwork, broodmare observations, etc. as Individual Studies.

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

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

Students need to consult with their tutor to decide on a suitable project and keep them informed of their progress. A minimum and maximum size of the study report will also be provided to ensure a reasonable amount of time is dedicated.

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.

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

Practical Individual Studies

These can include practical activities such as leatherwork, building a fence and fabrication of structures and equipment. They can include activities at Tocal or elsewhere e.g. holidays.

Practical individual studies must include the following:

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

They must also

- involve at least 10 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.

A check of progress by the student's tutor will occur in late May.

Final submission of the completed study is due in early September.

Guidelines for Practical Work

Term Practical Work

During the year students will be rostered on practical work. This may also include week-end work.

Practical work can involve students working on College farms or other farms and rural businesses. When working off campus, students must take work clothes and those 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, tidiness, helping in the house and privacy to the family.

Vacation Practical Work

Students are rostered for up to 10 days of vacation practical work during first year. Students must meet their practical work requirements to be eligible for Tocal Special Awards and the Practical Work Bond refund.

Substitutions for Practical Work

Students will be given the opportunity to indicate which dates they are *unavailable* for holiday or weekend work at the start of the year.

Once drawn up, the weekend and holiday work roster can only be altered by organising a substitution with another student at least one week before the scheduled work or by requesting an Approved Absence. (An Approved Absence may be for events such as sickness or personal emergency). Forms are available for these purposes.

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

Instructions on this process are provided as part of the "Information for Fulltime students" provided each year.

Dress and PPE

Students are provided with Hi-Vis work shirts and a range of PPE. Depending on the course this may include bike and horse* helmets, protective glasses, ear plugs, "ninja" safety gloves, wipes, and hand steriliser. * Horse Care students bring their own helmet.

Students dressed inappropriately must change into the correct clothing and be marked as late or unapproved absence. Unless otherwise advised they must bring their full PPE kit, as provided, plus their Skills Manual, to skills training and practical work. Students that repeatedly dress inappropriately or forget PPE will fail the WHS component of training and be withdrawn from those activities until further notice.

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

Boots appropriate to the work being carried out **must** be worn, e.g.

- ***Horse work-** Approved, smooth-soled riding boots with a heel. Horse riding boots cannot be lace up style.
- ***General farm work-** Sturdy boots with non-slip tread and good ankle support. For stock work, equipment operation and fencing a safety toe conforming to AS/NZS 2210.3:2009 is required.

*Thongs, sandals, sandshoes / runners or any shoe with a thin, light-weight upper are not permitted while on practical / field work or skills training.

Protective headgear must be worn while riding horses, quads, two wheel bikes or side-by-side vehicles. Horse Course

students must bring their own riding helmet conforming to AS/NZS3838. A vehicle helmet will be available to them. Other students will be provided with both styles of helmet.

Long hair must be suitably restrained when working with machinery. Hanging jewellery must not be worn as it may be dangerous if caught in machinery or equipment. Students are strongly advised not to wear rings on practical work as they can be dangerous in certain situations. Torn, untidy or dirty clothes are unacceptable.

Unexploded Ordnance

Rarely, unexploded shells are found in the College's back paddocks (the area was used as a WWII practice artillery range). These shells can be highly explosive. Live ones have been subsequently exploded by the Army. *Do not disturb newly found shells in any way - mark the spot and report to staff.*

Protection from the Sun

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

The College recommends:

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

Hearing Protection

This must be worn when operating all equipment unless:

- labelling states protection is not required,
- students are being instructed in the operation of the machine (e.g. during skills training at low engine revs).

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

Guidelines for Community Involvement

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

Tocal rewards students with "Certificates of Appreciation" (page 20). Students are expected to obtain at least three during the year to indicate their good attitude to potential employers, and five or more if striving for Merit.

Community activities include sport, assisting at Agricultural Shows and other events, involvement with youth groups/charities and volunteer work. Tocal has an active Rotary Connect club who work with the local Rutherford Telarah Rotary. They have achieved great community outcomes and are respected for their efforts.

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

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

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

Guidelines for Submission of Assessments

Types of Assessment

Staff will ensure assessment is fair, flexible, valid, and reliable. Assessments may include short tests, direct observation of students, assignments or group reports, presentation of products or projects, feedback from farm supervisors and verbal reports by students. Large exams are avoided and rarely necessary. Staff will ensure assessments are consistent for each student and for each assessor. This is done by regular meetings among staff to compare assessment methods and moderate standards.

Online Assessment

Tocal uses online learner management systems. The main platform used for fulltime students is called “Cloud Assess”. (Another is called “Canvas”). It provides an accessible library of resources and complements traditional training and assessment methods at the College. Training and support are provided in how to use Cloud Assess which includes completion and submission of assessment.

Most student assessment will be collected and reported online and only within Cloud Assess itself. Traditional handwritten or printed assessments will still need to be scanned and uploaded into Cloud Assess (or Canvas).

Alternatives exist for students who have difficulties accessing or using online technology, but it is the responsibility of the student to discuss this with the subject lecturer. They will work with you to ensure you have an opportunity for fair assessment.

Written or Printed Assessment

All written or printed work submitted (whether hard copy or uploaded onto

Cloud Assess or Canvas) must be clearly identified with student name, due date, subject and lecturer on the front. Writing / printing must be on ONE SIDE of the paper only and be clear and easy to read.

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

Hard copy assessments must be placed in the Assignment Box outside CC 6, not given to Lecturers. The Assignment Box is cleared each day.

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

Plagiarism

Copying of assessments will result in zero marks being awarded to the person who copied and to the person who allowed their assessment to be copied.

Resubmission may be possible but depends on the extent of plagiarism. Repeat offences may result in withdrawal from the course.

Overdue or late assessment

The staff member responsible for an assessment task will inform you of specific deadlines for submission of assessment or for re-assessment. This will include deadlines for satisfactory upgrade, after which no further attempts are possible. These do not extend beyond Dec 10, at the latest.

Failure to hand in or attempt assessment by the due date can result in no marks being given, loss of national competencies or Tocal Special

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Competencies and failure to pass the course or program overall.

This is the main reason for students not achieving their Certificate or Tocal Special Award each year.

Students may request an extension if they have good reason for being unable to complete an assessment. This must be done before the due date. Details describing this are provided later.

If an assessment is submitted late but without prior approval, then it WILL NOT be accepted UNLESS “Special Consideration” has been applied for and granted.

Results, Feedback, and “Upgrades”

You will be given feedback on whether you passed each assessment. If you were unsuccessful, it will be explained why. Results will be provided on the noticeboard outside the library but labelled only by student ID number. Where appropriate results and feedback will also be provided on Canvas.

The Trainer will also tell you about opportunities available to resubmit or “upgrade” your assessment in a unit to an improved grade. Wherever possible, students will be given more than one opportunity to be assessed.

If re-assessment or upgrade is required, you must contact and organise this with the staff member responsible for the unit within 10 working days of the marks being made available. If you do not do this, then you will not be given an opportunity for re-assessment unless you apply for and are granted “Special Consideration”.

Special Consideration Application

A student may request that special consideration be granted when requiring an extension of assessment due date, relaxation of attendance requirements or resitting of exam or other assessment.

An application form, which also describes grounds for eligibility and types of acceptable evidence, is available on request from tutors, year coordinator and the Student Welfare Support Officer.

Fees for late assessment

Students are well informed of the date for assessment to be completed or attempted. This includes opportunities for upgrades and reassessment. Normally reminders are provided during class, through Canvas, on notice boards, and in specific circumstances, by text. There is no excuse for a student being unaware of a deadline or not requesting an extension beforehand.

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

Where a student is provided “Special Consideration” it may be necessary to charge a fee to recover additional assessment costs. This fee ranges from \$40 to \$100 depending upon the extra resources required. E.g., \$40 for late marking, \$80 for resetting of alternative assessment, \$100 for rescheduling of practical assessment.

Where opportunities for extension or upgrade no longer exist the student will be notified that they are withdrawn from that unit. Should “Special Consideration” allow the reopening of a closed units, an administration fee of \$50 will apply.

If you do not agree with an assessment process you can ask for a review. Discuss this with the staff concerned or the Deputy Principal. Another avenue of appeal is through the Principal and the Tocal Governance and Standards Committee via an online Complaints and Appeals form on the Tocal website.

Reporting to parents and fee payers

The College provides fee payers (and legal guardians if under 18) with both mid and final, academic reports. However, at the completion of their course each student is expected to be a fully independent, tradesperson or supervisor. Students are therefore required to take full responsibility for their progress in the first instance. If there are ongoing concerns for a student's academic performance then their tutor or year coordinator may initiate contact with a fee payer (or guardian) to investigate ways of providing personal support. Any support provided must still allow a valid and fair assessment of each student's own skills, knowledge, and attitudes. Fee payers (and guardians) are welcome to contact the above staff, or the Student Welfare Support Officer, if they have any specific concerns.

Access to Extracurricular Activities

Tocal seeks, wherever possible, to enrich a student's experience and training with additional activities, beyond and above the minimum requirement of their qualification. For this reason, Tocal graduates are highly respected by industry.

However, where a student is in danger of not meeting the requirements of their qualification, they will be diverted from extra-curricular activities to those that are core to their course.

As a result, they may be required to submit and upgrade assessment, complete skills, or carry out practical work, instead of engaging in activities that do not directly help them pass the course.

For example, students owing assignments, needing skills or having to upgrade assessments, may be required to do this rather than participate in activities such as industry study tours, after hours enrichment training or the Ag or Breaker Challenges.

Guidelines for Recognition of Prior Learning

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

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

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

Guidelines for Credit Transfer

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

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

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

Additional Guidelines for Merit

To gain a Pass with Merit students need to:

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

Requirements for Extra Work

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

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

What form can extra work take?

Examples include:

- extra individual studies
- outside courses
- extra competencies/ units (2nd Year)
- extra work experience (after hours/weekend)
- community involvement (pages 20 & 46).

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. As a minimum it should be equivalent to five Certificates of Appreciation.

Merit Grade in Knowledge Assessments

The requirements for Merit will be clearly described to students at the beginning of each Case Study. They generally require

the student to demonstrate skills and knowledge above the minimum requirements of a National Competency.

A Merit pass, in the knowledge component of a Case Study, is normally only available with the original assessment. It is expected that Merit level students will have prepared or invested enough time to ensure their first assessment is likely to be their best.

Students therefore cannot normally upgrade to Merit, except where there are exceptional circumstances. A form is available for those who wish to apply for "Special Consideration".

Merit in Skills

The awarding of Merit in Skills is described in detail in the Skills Manual. As with other Merit awards it generally requires the demonstration of skills above the minimum requirements of a National Competency. It is generally considered similar to a person with several years' experience and working at a high level.

Summative Interview

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

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

The interview is an opportunity to make a case for Merit. However, any recommendation will be based on their performance and results over the year.

Formula for Dux Awards and Rankings in the Course.

AHC 30122 Certificate III in Agriculture / ACM30821 Certificate III in Horse Care

Course Units	Average Assessment	X 50
Individual Studies	+ Average Assessment	X10
Practical Work	+ Average Assessment	X 20
Skills	+ $\frac{\text{Points}}{60}$	X 30
Appreciation Certificates	+ No. Certificates / 6 (Ag) or 3 (Horse)	X 1*

*To a maximum of 20 points

AHC40116 Certificate IV in Agriculture

Course Units	No Units	X 3
	+ Average Weighted Assessment	X 30
Practical Work*	+ Average Practical Score	X 30
Property Report (Make a Presentation)	+ Score (S = 2, M =3)	X 10
Tocal Special Award Tasks	+ Score (S = 2, M = 3)	X 10
Diploma Studies	+ No. of units completed by EOY (College), up to a maximum of 6.	X 5
Appreciation Certificates	+ No. Certificates / 2	X 1*

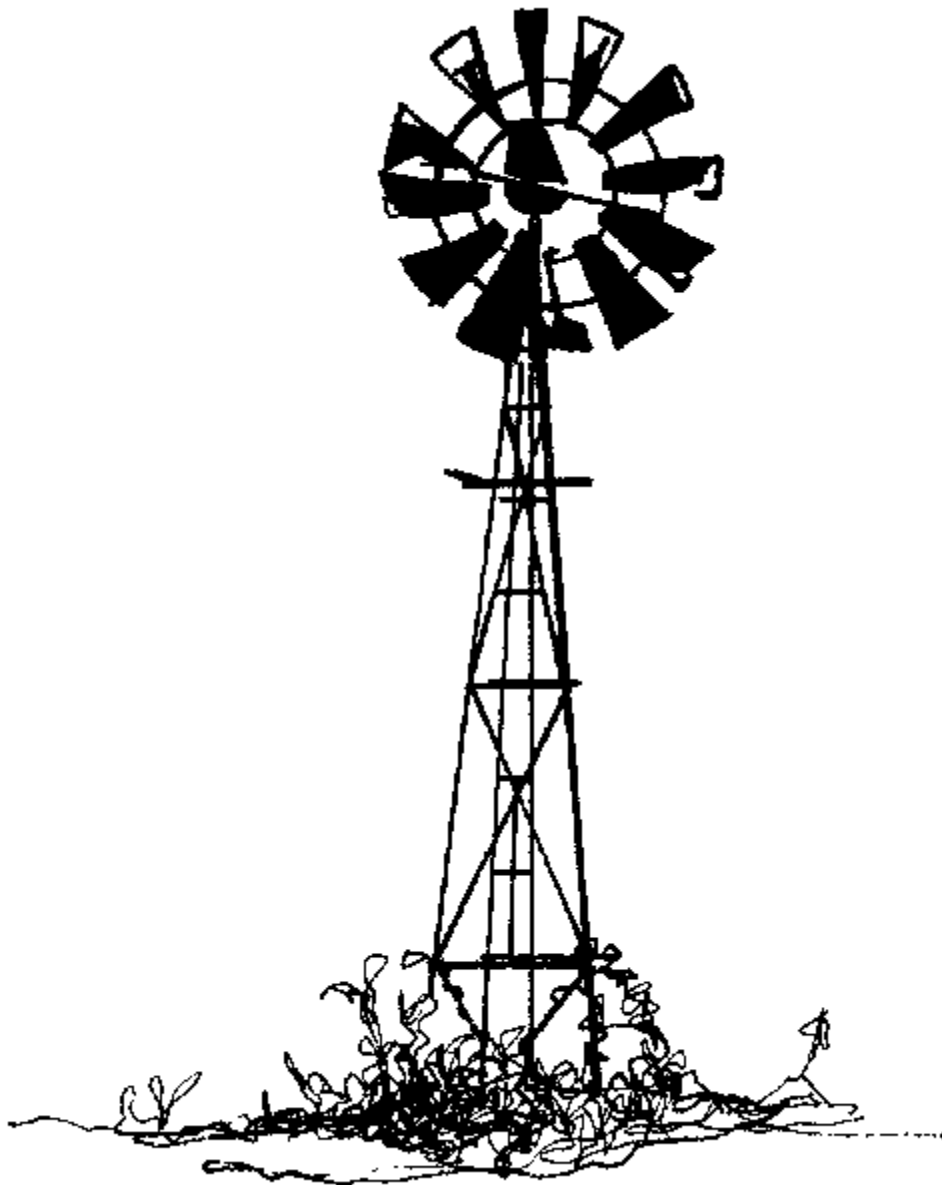
*To a maximum of 10 points

Note: Practical Work Assessments may include both Off and On Campus reports to determine Dux for AHC40116 Certificate IV in Agriculture. Equal weighting is given to both in calculation of a student's final Practical Work Score. (Except in rare circumstances where a student has been unable to complete Off Campus due to ill health, host unavailability or failure of host to provide feedback).

Published formula should be used as a guide only. Modifications and moderation may be necessary depending on individual program activities. Student attitudes are also considered. Students who have not demonstrated the ideals and standard of behaviour* expected by Tocal will be ineligible.

Please note that students that have lost more than five Discipline Points during the year or have not made a reasonable effort to redeem any loss, are normally ineligible for Tocal Special Awards (unless Special Consideration is granted by the Principal, in consultation with the Deputy, Year Coordinators, Student Association Staff Representatives and Student Welfare Support Officer).

OTHER COLLEGE INFORMATION



College staff

College and Centre Management	
Principal, Director Education and Centre Director	Darren Bayley, B App Sc (Sys Ag) (Hons), Grad Dip App Sc (Ag), Grad Cert (PSM), Diploma (GAICD), Cert IV TAE
Deputy Principal	James Hooke, B Rur Sc (Hons), Dip Ed, Cert IV TAE
Centre Manager	Robert Rein, Tocal Certificate in Dairying, (DUX)
College Business Manager	Sandra Ognibene, B Com, FCPA, GAICD
Manager Education Delivery	Julie White, B A (Hons), Cert IV TAE, Grad Dip Digital Media
Executive Support Officer	Robyn Papworth, Cert IV Bus Admin
Governance and Compliance	
Senior Compliance Officer	Georgina Evans, Certified ISO9000 Lead Auditor, Cert IV Frontline Management included <i>Skill set upgrades</i> , Dip Training Design & Development Cert IV Training and Assessment, Cert IV occupational Health and Safety, B Social Science - Psychology (Hons) Chartered Institute of Personal & Development (Human Resources)
AgSkilled Coordinator	Simone McCarthy, Cert IV Small Bus Man, Cert IV TAE
Executive Officer Boards and Committees	Vicki Priest
Leader Industry Adoption	Matt Adkins, B. Biological Science (Hons)
Youth Education	
Deputy Principal	James Hooke, B Rur Sc (Hons), Dip Ed, Cert IV TAE
Agronomy	Belinda Hopson-Coker, B Ag Sci (Hons), Cert in AI for Dairy Cows
Animal Production	Emorfia Cutler, B Ag Prod & Mgt, UNE, B Teach/B Arts (Technology) ACU, Cert IV TAE, Adv Dip Agri-Business, Dip Ag; Cert III Ag, Cert II Ag, Cert II Hort, Cert II Chem App. Mark Hickson, B App Sc (Sys Ag), Grad Dip Sec Ed, Cert IV TAE
Cropping	Justine Baird, B App Sc (Sys Ag), Grad Dip Sec Ed, Grad Cert in Marketing, Cert IV TAE
Farm Compliance & Machinery	Paul Geddes, Cert IV TAE, Cert Mech. Eng. (Fitting)
General Agricultural Production Lecturers	Stephen Krick, Dip Teaching, SISSS00061 Horse Riding Instructor, Cert IV TAE, Cert III Ag Ian Nunan, Dip Ag, TCA, TACA, SISSS00061 Horse Riding Instructor, Cert IV TAE, Cert III Ag Stephanie Teterin, TCA, TACA, SISSS00061 Horse Riding Instructor, Cert IV TAE, Cert III Ag
Industry Traineeship Development Officer	Jill Clayton, B App Sc (Ag), Dip Ag, SISSS00061 Horse Riding Instructor, Cert IV TAE, Cert III Ag
Library	Lisa Parkinson, Library Information Assistant Kathryn Hopson, Archivist
Precision Farming & Chemical Training	David Higgins, Adv Cert Ag, Cert IV Ag Mgt, Cert IV CLM, Cert IV OHS, Cert IV TAE, Trade Certificate Fitter (Diesel), Tradespersons Certificate NSW Motor Mechanic, OHS White Card, Cert II Rail Inf., Cert's & Licenses - FEL (Skid steer), Conf. Space, Elevated Work Platform, C6 Crane, Forklift, HC Class Truck, Canid Pest Ejector License.

Other College Information

Skills Training Assistants	<p>Ian Crouch, Advanced Cert Textiles, Cert III Process Manufacturing, Forklift licence</p> <p>Darren Hawkins, Cert IV TAE, AHC30116 Cert III Ag</p> <p>Georgia Lantry, Cert III in Ag (Agricultural Production), Cert III in Ag (Stock horse Breeding & Training, Cert IV in Ag</p> <p>Jeff Miller, Welding, Mechanical Trade Experience, Cert IV TAE</p> <p>Peter Olsen, Cert III in Engineering (Mech Trade), Cert IV TAE, Telehandler ticket</p> <p>Rebecca Trappel, Industry Livestock Presenter</p>
Stock Horse Breeding & Training	<p>Simone Harvey (Course Coordinator), SISSS00062 Horse Riding Instructor - Senior, B Teaching/B Early Childhood Studies (Hons), Cert IV TAE</p> <p>Luke Collard, SISSS00061 Horse Riding Instructor, Trade certificate (Plant Mechanic)</p> <p>Chantelle Vella, (Stock Horse Lecturer) B. Management (Accounting, Human Services), Cert IV TAE, Cert III Financial Services, Cert III Animal Studies, SISSS00061 Horse Riding Instructor, Cert III Horse Breeding</p>
Student Administration	Karen Buft, Cert IV Bus Admin
Student Welfare Officer	Lakin Agnew, B A Soc (UoN), Post Grad Dip Law Hons (SCU), Youth Mental Health First Aid and Alcohol and other Drugs (TAFE)
Education Delivery	
Manager Education Delivery	Julie White, B A (Hons), Cert IV TAE, Grad Dip Digital Media
Team Leader Digital Delivery and Resources	Michelle Smith, M Sus Agr, Assoc. Dip Env control, Dip Leadership & Management, Cert IV TAE
Project Officer eXtensionAUS Digital Delivery	Ruth Luckner, Dip RBM, Cert IV TAE, Cert IV Bus Admin
Graphic Designer	Jessica Green, B Design (Visual Communication)
Publications Officer	Victoria Gow, Dip Land & Eng Survey Drafting, Cert III Ed Support, Cert III Beekeeping, HBDI Practitioner
Education Officer (Resource Development)	Jennifer Laffan, B Sc Agr, BA, Dip Ed, Cert IV WPTA
Education Officer	Annette tenBroeke, B Sc Ag (Bus Man), Cert IV WPTA, Cert IV (Teaching and Learning Online)
Education Officer Farming Systems	Ian Elliott, B App Sc (Sys Ag); Assoc Dip Animal Production
Education Officer Digital Delivery	Natacha Hes, B A (Hons), Cert IV TAE
Project Officer, Digital Delivery	Kate Powell Bachelor of Visual Communication Design
Project Officer Digital Delivery	Aleisha Holmes, B Ed Studies
Administration Officer	Naomi Rawle, Cert IV Bus Admin
Administration Officer	Anna Calabro, Cert IV TAE, Cert Sec Admin, Cert IV Bus Admin
Administration Officer	Sharon Leach, Cert II Retail Operations, Food Safety Supervisor, Cert III Business Admin, RSA: White Card; Forklift licence, Cert IV Bus Admin
Administration Officer	Belinda Bellamy Certificate III in Education Support 2018
Information Technology Trainee	Marcus Wilson, Cert IV Information Technology (completing)
Team Leader Industry Qualifications	Sally Friis, B App Sc (Sys Ag), Cert IV TAE
Administration Officer	Sharlone Graham, Cert IV TAE, Cert IV Human Resources Management, Certificate III Business Administration
Administration Officer	Nicole Redfern, Cert IV Business, Cert IV Frontline Management, Cert III Financial Administration
Education Officer Recognition of Prior Learning (RPL)	Mia Mackay, B Ag, Cert IV TAE, HBA, Cert III Ag
Education Officer Conservation and Ecosystem Management	Steven Honeywood, B Env Sc (Environmental Management) Dip Ed Sc, Cert IV TAE, Grad Cert Education for Sustainability
Training Coordinator Certificate III Conservation and Ecosystem Management	Andrew Lucas, Cert III Hort, Cert III CEM, Cert IV TAE, Trade and Workcover
Education Officer, Industry Partnership	Charlie Bell, B App Sc (Sys Ag), Cert IV TAE

Other College Information

Traineeship Coordinator	Melanie Williams, B Ed, Cert IV TAE, Cert IV Wool Class
Education Officer Honeybees	Kelly-Ann Lees, B Visual Art, Grad Dip of Teaching (Secondary) Merit, Cert III Beekeeping, Cert IV TAE
Honeybee Training Coordinator	Mark Page, Certificate III Beekeeping, Cert IV TAE
Education Officer Diploma of Agriculture	Noeleen Clarke, MScTech (Risk Management), MSc (OHS), Dip OHS, Dip Ag, Dip Agribusiness, Cert IV OHS, Cert IV TAE, Cert III Beekeeping
Team Leader Workforce Skills Training	Vicki Magann, B Adult Ed & Voc (VET), Dip Leadership & Management, Dip VET TAE, Dip Trng Des & Dev, Cert IV TAE, HBDI Practitioner
Education Officer – Business Development	Heidi Smith, B. AgEc, Cert IV TAE
Business Development Officer	Tracey Valenzisi, BBus (Tourism Major), Justice of the Peace, Cert IV in TAE (completing)
AgSkilled Coordinator	Alice Campbell, B Com (Economics and Finance Majors), B Innovation and Entrepreneurship, Cert IV in TAE (completing)
Skills Training Officer – Paterson	Karen Stevenson Cert IV in Business Administration, Cert IV in Telecommunications, General Construction Induction Training (White Card)
Skills Trainer (Non-Graduate)	Darren Hawkins, Cert III Ag, Cert IV TAE, Trade and Workcover Certificates
Skills Training Coordinator – Tamworth	Jayne Wood, Dip Bus Admin, Cert IV TAE, Dip in Project Management (completing)
Skills Training Administration Officer – Tamworth	Rachel Catterall, Certificate IV in Business Administration, Bookkeeping and Advanced Excel
Skills Training Coordinator – Yanco	Courtney Langenbacher, Cert IV Bus Admin, Cert IV in TAE (completing)
Skills Training Administration Officer – Yanco	Andrea Baker-Basham, Cert III Bus Admin, First Aid Cert IV in Bus Admin (completing)
Skills Training Administration Officer – Yanco	Stephanie Harvie, Cert III Bus Admin, Cert II in Small Business, General Construction Induction Training (White Card)
Skills Trainer (Non-Graduate)	David Kelly, Cert IV TAE, Cert IV WHS, Commercial pool technician course, NSW wastewater operator course, Trade Cert – Forklift-telehandler-dangerous goods, Cert III in Agriculture (completing)
Trainer (Non-Graduate) ARTP	Duane Ingram, Cert III Ag, Cert IV TAE, SMARTtrain Level 3 Cert III in CEM (completing)
Schools Program	
Coordinator Schools Program	Michelle Fifield, B Applied Science (Environmental Science), Diploma of Education (Secondary Science), Cert IV TAE.
Project Officer Education	Joanne Hathway, B Applied Science (Coastal Management), Master of Teaching (Primary), Master of Disability Studies, Cert IV TAE.
Project Officer Education, Orange	Meagan Dunford, B of Science (Agriculture), Bachelor of Teaching (Secondary), Dip Leadership and Management, Cert IV TAE, Cert II Hort, Cert II Ag.
Finance and Administration	
College Business Manager	Sandra Ognibene, B Com FCPA GAICD
Admin Support Team Leader	Michael Gaffney, B Com, Dip Applied Commerce
Account Receivable Officer	Bek Cowan, Cert IV Bus, Cert III Accounts Admin
Customer Service Officer	Alison Teasdale, Cert IV Bus
Receptionist	Drucilla Crouch, Cert III Bus Admin
Duty Officers	Wayne Burgess*, Cert II Security Operations Class 1A, Forklift Licence, Cert IV TAE Tim Smith*, Cert II Security Operations Class 1A
Residential Supervisor	Lauretta Stace*, Cert II Security Operations Class 1A Licence Peter Marshall, Certificate II Security Operations Class 1A Licence
Beef and Bona Vista	
Beef Manager	Malcolm Burke, Ass Dip App Sc, Cert IV TAE
Technical Assistant	Georgia Neilson, Cert III Ag-Stock Horse Breeding and Training, Cert IV Veterinary Nursing

Other College Information

Technical Assistants (Casual)	Paul Young*, Cert IV Ag
Dairy	
Dairy Manager	Matthew Brett, Dip. Ag, Cert IV TAE
Farm Technical Assistant	Kevin Watts, Dip Ag, FAC (Dairy)
Senior Livestock Attendant (3 days/week) Senior Livestock Attendant (AM milking) Senior Livestock Attendant (2 days/week) Senior Livestock Attendant (Casual weekend) Farm Assistants (Casual)	Emily Elliott, Cert III Ag, Cert IV Ag, Dip Ag, Cert IV TAE Tara Gray, Cert III Ag, Cert IV Ag Alex Berry, Stock and Station Agent Cert of registration, National Judging Panel, Dairy Goat Society Aus. Lyn Dillon, Cert III Disability Care Ursula Watts, Cert III Off Prac, Cert IV Vet Nurse Angelo Caamano-bruvel
Administration Assistant	Gaylene Marquet, Ass Dip Bus (Accounting), Dip Rural Bus Man, Advanced Commerce Cert, Bookkeeping & Keyboarding Cert Ursula Watts, Tocal Farms Admin*
Numeralla	
Farm Manager	Patrick Gallagher, Cert IV in Frontline Management 2015 BSB40812, Cert IV in Underground Coal Operations RII40415, Strategic Corporate Training, Manage First Aid in the Workplace, HLTFA403, Parasol Training, Cert Ag
Assistant Manager	Carol Mears
Maintenance	
Maintenance Manager	Glen Beletich, Plumber, Drainer and Gas Fitter
Maintenance Tradesperson, Tocal	Marc Cheadle, Carp and Join (Trade)
Maintenance Assistant	Colin Cummings, Electrical (Trade)
Domestic Services – CBA Campus	
Accommodation Services Manager	Michael Baxter, Cert IV Commercial Cookery, Dip Quality Auditing, Food Safety Supervisor, RSA, Senior First Aid, AGSVA Defence NEGVET1 Security Clearance
Domestic Services Manager	Carrie Butler, Dip Man, Cert Marketing, Small Bus, Man and Travel Agency Man
Customer Service Officer – Bookings	Alison Teasdale, Cert IV Bus
Cooks	Kathleen Ashard, Trade Cert Commercial Cookery, Food Safety Supervisors Cert Janice McGoldrick, Cert in Catering & Hospitality, Food Safety Supervisors Cert
Domestic Service Officers	Anne Martin, Cert III in Hosp, First Aid Kelly McInnes, Cert III in Hosp, Cert III Library, Cert II Floristry (Assistant), Cert III Bus Admin Sonya McDonald, AIN Cert Debra Presland, Food & Hygiene Cert Natalie Convery, Cert III Hosp, (Commercial Cookery) Jessy Page, Cert II Hosp, Statement of Attain. Childrens Services & Bus, Chem Safety training Jo-anne Everingham* Olivia Playford, Trainee Narelle Lightfoot, Food Safety Supervisor* Lyndel Kable* Chloe O'Loughlin* Vicki Hughes* Kent Tonks*
* Casuals	
Tocal Homestead	
Homestead Coordinator	Tess Neilson, B A (Comm)

Other College Information

Schools Coordinator	Sandra Earle,* B A (Comm), Cert IV TAE
Accommodation Coordinator	Rennae Coleman,* Cert IV Sales and Marketing
Caretaker	Nick Lewis
Tour Guides	Philip Naughton Robyn Dunford, B Ed, Dip Teach, Grad Dip Ed Jacque Field Helen Ferguson, B Health Services, OT Kathryn Hopson, MIT LIS Kath Gijbers, Dip Teaching Denise Presland
Accounts Administration	Carol Cairney,* Cert IV Bookkeeping
Total Field Days	
Manager	Charise Foulstone
Accounts Administrator	Carol Cairney,* Cert IV Bookkeeping
Events Administrator	Kate Burns
Students' Association Shop	
Manager	Ashton Price, Sue Watson
* Casuals	
Alumni Officer	Danielle Fordham*, Cert III Bus, Cert III in Ag, Cert IV Ag, Dip Ag
Contractors and casual staff presenting courses for the College during 2023	
Peter Berry	Cert IV TAE, Dip Forest & Forest Products (Harvesting) and (Growing and Management) Cert IV Forest Ops, Cert III Sawmilling & Processing, various trade certificates
Richard Carter	Cert IV TAE, Cert IV WHS, Dip. Drilling Operations, various trade certificates
Huw Coleman	B Farm Management, Cert IV TAE, various trade certificates
Craig Day	B App Sc Agriculture, Cert IV TAE, Cert IV Agriculture
Geoff Dunlop	Cert IV TAE, AQF4 Chemical Training
Rebecca Fing	B Rural Science (Hons), Diploma of Human Resource Management, Cert IV TAE, Certified DiSC Behavioural Practitioner
Benjamin Fischer	B Agricultural Science
Gerard Fullerton	B App. Sc., Cert IV TAE
Thomas Gillard	B Veterinary, Cert III Beekeeping, Cert IV TAE
Ken Gilvear	Cert IV in TAE, Forklifts and other trade certificates
Stephen Goode	Cert IV TAE, Forklifts and other trade certificate
Andrew Grete	B Appl. Science in Systems Agriculture
Neil Griffiths	Master App Sc Ag, Dip App Sc Ag, Grad Dip System Ag, Cert IV TAE
Steve Hancock	Diploma Agriculture, Cert IV TAE, Cert IV Transport and Distribution, Forklifts, Chemicals, Working at Heights and other trade certificates
Michelle Houghton	Dip Vocational Education and Training, Dip of Training Design & Development, Dip Agribusiness Management, Cert IV Project Management Practice, Cert IV Training & Assessment, Cert IV Business Administration
Tony Hudson	B. Ag. Sci. (Hon), Enterprise Presenter skills set: TAESS00014
John Hughson	Cert IV TAE, Dip CLM, Ass Dip Park Management, Ass Dip Environmental Management
Stirling Keayes	Cert IV in TAE, Dip Viticulture for Wine Production, various agriculture and trade certificates
Mike Krause	B. Ag. Ec. (Hon), M. Comm. (Hon), Enterprise Presenter skills set: TAESS00014
Greg Lawton	Cert IV TAE, AQF3 Chemical Training, Adv. Cert in Agriculture
Alexandra McCarthy	Masters of Env Mgmt, B Science (Physical Geography), B Teaching, Ass Dip Engineering, Cert IV TAE, Cert IV Bus Mgmt
James McRae	B Agr Bus Mgmt, Dip AG, Cert IV Ag, Cert IV TAE
Phil Milling	B Management (Land resources) Cert IV TAE, Ad Dip Land Management, remote pilot licence
Daniel Murphy	Cert IV TAE, Certificate II & III in Public Safety (Firefighting and Emergency Operations)

Other College Information

Judy O'Keefe	B Arts, Grad Dip Ed, Grad Dip Bus (Industrial Relations), Dip Project Mgmt, Cert IV TAE, Cert IV Doc Control in a Project Environment
Peter Olsen	Cert IV TAE, various trade certificates
Sophie Parks	PhD Hort Science, Mst Teaching, Mst Horticulture, B Science
Ricky Peters	Cert IV TAE, Cert II & III in Forest and Forest Products, Cert IV in Forest Operations
Darren Price	Dip Ag, Cert IV TAE
Belinda Radford	Dip of Occupational Health & Safety, Cert IV in TAE, various trade and safety certificates
Max Rae	Cert III in Beekeeping, Cert IV TAE
Liz Riley	B Applied Science (Wine) majoring in Viticulture, B Horticultural Science
Adrian Roles	B Sc, Cert IV TAE, Certificate in Precision Agriculture (Purdue)
Heidi Smith	B Ag Economics, Cert IV TAE
Ben Watts	Cert IV TAE4011, Cert III in Aviation (Remote Pilot) AVI30419, RePL – Multi Rotor & Fixed Wing, AROC - Aeronautical Radio Operator, Masters in Sustainable Agriculture
Brooke Watts	B Business Management
Bronwen Wicks	B Science, Cert IV TAE, Diploma Conservation Land Management
Scott Woods	B Arts (major Geography & Land Management), Dip Agriculture, Cert IV in Frontline Management, Cert IV in TAE
Zoe Butler	Administration Officer Digital Delivery

* **Part time/Casual** † **Duties in more than one section**

Primary Industries Staff located at Tocal Agricultural Centre		
Water Policy and Planning Officer	Agriculture - Plant Systems	Danny Norris, B Sc, Dip Ed, M Env Mgt, Cert IV TAE
Development Officer - Poultry Eggs	DPI Agriculture - Livestock Systems	Joanne Blunden, B App Sc (Systems Ag) M Ag Sc, Cert IV TAE
Development Officer	Honey Bee Industry	Madlen Kratz, B Sc majoring in Biochemistry and Marine Biology. Hon Sc majoring in Conservation Biology
Management Officer	DPI Emergency Response	Jamie Maddocks
Regulatory Specialist	Biosecurity and Food Safety Compliance	Genevieve Leonard, Cert IV Govt (Statutory Investigation and Enforcement), Cert IV Govt (Statutory Compliance)
Regulatory Officer	Biosecurity and Food Safety Compliance	Mick Thompson
Program Coordinator	Rural Resilience Authority	Shannon McCormack
Bee Biosecurity Officer	Biosecurity Plant Biosecurity and Product Integrity	Rod Bourke, Grad Dip App Sc (Aquaculture)
NSW Bee Biosecurity Officer	DPI Biosecurity and Food Safety	Mark Page
Technical Officer Honeybees	Tocal College	Melinda Brown
Technical Specialist Honeybees	Tocal College	Elizabeth Frost, MA Candidate with UNE Animal Genetics and Breeding Unit, BA
Alumni Coordinator	DPI Strategy & Engagement	Stephanie Presland, Cert III FinServ, Cert III Accounts, Cert IV Leadership and Management

Staff Coordinators

AHC30122 Certificate III in Agriculture:

Agricultural Production

Ian Nunan

ACM30821 Certificate III in Horse Care:

Stock Horse Breeding and Training

Simone Harvey

AHC40116 Certificate IV in Agriculture:

Farm Supervisor and Agribusiness

Justine Baird

Course Promotion

Ian Nunan

Governance and Standards Committee

Georgina Evans

Off Campus Practical - Certificate III & IV

Steph Teterin

Practical Work

Ian Nunan

Skills Training

Paul Geddes

Student Association (Staff Representatives)

Lakin Agnew / Ian Nunan /
Ashton Price

Student Employment

Steph Teterin / Lakin Agnew

Student Records

Karen Bufi

Student Residences

Ian Nunan

Student Welfare / First Aid

Lakin Agnew / Karen Bufi

Teaching Resources

Lakin Agnew / Justine Baird

Traineeships, Dairy and Rural

Jill Clayton (Tanya Henry
Relieving)

WH&S Representative

Rob Rein

Section Managers Beef / Horse / Sheep

Clinton Cole (Jess Hewitson
Relieving)

Dairy

Matt Brett

Maintenance

Glen Beletich

Numeralla Poultry

Pat Gallagher

Organisations Assisting Tocal

C B Alexander Foundation

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

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

The current members are:

Vacant (Director General, NSW DPI), Chair

Mr Simon Fraser

Susan Hunt

Mr Glenn Kennedy

Mr John Lennon

Mr Gurmesh Singh MP

Ms Vicki Priest, Secretary

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:

Mr David Anthony, Sydney (Chair)

Mr Jamie Andrews, Gloucester

Ms Margo Duncan, Seaham

Mr Duncan Fraser, Hay

Ms Cate Hardy, Coleambally

Ms Sandra Ireson, Booligal

Mr Reg Kidd, Orange

Ms Vicki Tuck, Narromine

NSW DPI Representatives:

Ms Kate Lorimer-Ward, Deputy Director General DPI Agriculture

Mr Darren Bayley, Principal

Mr James Hooke, Deputy Principal

Mr Rob Rein, Centre Manager

Ms Julie White, Education Delivery Manager

Ms Sandra Ognibene, Registrar and College Business Manager

Representatives from Tocal Students Association

Tocal Alumni

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

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

All graduating students will automatically be provided membership, but individuals may opt out at any time.

An alumni website (*Potentiality*) has had great success under the coordination of Tocal Alumni Officer, Danielle Fordham.

Other College Information

Tocal Alumni committee members are:

- Mr John Lennon – Chair
- Mr Ms. Jessica Perry – Vice Chair
- Ms Danielle Fordham – Ex Officio & Secretary
- Ms Ruth Dircks (Representing Friends of Tocal)
- Ms Kate Blair-Hickman
- Ms Glenda Briggs
- Mr Jack Finch
- Ms Rita Hough
- Mr Andrew Mills
- Mr Milton Smith
- Mr Glen Walker
- Mr Scott Whiston

Tocal Students Association Inc.

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

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

The committee for Tocal Students Association consists of:

President - Mr Jesse Emery

Secretary - Ms Lily Webber

Treasurer - Mr Hamish Mitchell

Rotary Connect Representative
- Ms Grace Nesbitt

Residential Representative
- Ms Eliza McClaren

Social Convenor - Ms Sacha Bennell

Sport Representative - Ms Meg Leslie

Staff Representatives - Ms Lakin Agnew, Ms Justine Baird, Mr Ian Nunan, Ms Ashton Price

First Year Representatives

- To be appointed

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 - Ms Ruth Dircks

Vice Chair - Mrs Jacqueline Field

Secretary - Ms Tess Neilson

Treasurer - Mr Breck Hayward

Publicity Officer

- Ms Sandy Earle

Catering Coordinators

- Ms Helen Ferguson

- Mrs Jacqueline Field

All associated with the College are invited to join The Friends. Over the years they have greatly contributed to the College and Homestead and have been instrumental in many events and improvements. 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 in order for students to achieve to their potential. 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 hour's activities. Students are expected to support these activities by actively participating whenever possible.

Training & Assessment

Tocal College Code of Practice

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

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

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

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

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

students, and students are informed of these procedures.

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

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

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

Assessment procedures are regularly reviewed by networks of assessors.

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

Access and Equity

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

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

Fairness in Training and Assessment

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

consider, wherever possible, the needs and abilities of individuals.

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

Students are encouraged to ask for support when required.

Appeals regarding assessment outcomes

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

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

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

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

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

If you are not satisfied with the decision of GASC you can have your appeal heard by an independent person who is acceptable to

you and to the College (see also the complaints and grievances policy below).

Complaints and grievances

If you have a complaint, contact the appropriate College staff member (usually your course coordinator, tutor or skills recognition case officer). They will try to solve the problem with you and will also help you to fill out a complaint form if required. The Complaints and Appeals form can be found on the Tocal website. Staff will endeavour to deal with your complaint within two weeks. If this is not possible, you will be kept informed of progress and advised of the reasons for any delay.

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

Notwithstanding the above response times, the College will act within one working day, if feasible, on complaints where extenuating or extraordinary circumstances require an urgent response.

If you still disagree with the outcome you have the right to have an independent person (someone who is acceptable to you and to the College) recommend what should happen. This will be explained to you.

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

- with the College's registering body, the Australian Skills Quality Authority. Details can be found on their website at www.asqa.gov.au;

- the National Training Complaints Hotline, 13 38 73. Complaints to this Hotline are referred to the appropriate registering body.

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

Cheating

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

Plagiarism

Plagiarism is a form of cheating.

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

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

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

- you may quote from someone else's work (e.g. textbooks, journals, other published materials) but you must always indicate the author and source of the material;
- you should name sources for any graphs, tables or specific data, which you include in your assignment;
- you must not copy someone else's work and present it as your own;
- you may include Artificial Intelligence tools and chatbots, such as ChatGPT, in your research. However, they must have their information reliably verified and all sources referenced;
- regardless of your information source all submitted work must demonstrate your own understanding, opinions and problem solving ability. You may be orally examined to ensure this is the case;

- you must sign the Declaration on the Assignment sheet for each assignment.

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. Please Note: Residential fees for accommodation and meals are only refunded when two weeks prior notification of permanent movement off campus is given. Student fees are heavily subsidised by the NSW State Government. In determining them it is assumed that each student will attend each term in full. For this reason, there is no refund if a student chooses not to attend specific modules of training or activities. The College Fee Policy can be found on its website.

Re-issue of certification

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

Student Privacy Policy

Total College complies with the Privacy and Personal Information Protection Act 1998. The College collects personal information from students to provide statistical data to the Federal Government for planning purposes, to minimise health

threats, to arrange accommodation and for recognition of academic achievement.

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

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

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

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

Student Health & Safety

Emergency Procedures

The following emergency procedures are in place.

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

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

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

Student Health

Students who are ill can seek assistance from staff trained in first aid. Details of local GP's can be provided for making appointments. Emergency contact numbers for Ambulance and Hospital are provided at the start of this Handbook. After hours, Duty Officers have first aid training and can provide transport to Maitland Hospital. Students are covered for free ambulance transport when engaged in normal College activities during term time (cover may not exist for recreational activities or overnight). A medical certificate is required for an Approved Absence when ill for greater than one day unless otherwise cleared by the Student Welfare Officer.

Student Safety & Supervision

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

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

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

After Hours Supervision

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

There is usually one Duty Officer rostered for each shift. They can be contacted on 0428 973 372.

In an emergency, students or parents can contact the following:

**Residential Supervisor: 02 4939 8956
(internal call for students 8956)**

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.

For maximum security students should ensure they keep their doors and windows locked when they are away from their room.

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

Leaving the Campus

Students are generally allowed to come and go as they please from Tocal provided that curfews, quiet times, and reasonable notice of destinations are observed. **See more details on page 17.**

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.

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

Horse Riding

Students must wear approved helmets and riding boots and are generally required to ride with others and not alone. Students must be supervised while riding unless riding level, environment and horse history satisfy risk assessment criteria.

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:

Care and assistance from the College's Student Welfare Support Officer who monitors the progress and wellbeing of students. They are readily accessible to individual students and will develop personalised and confidential support plans as required.

Personal development and education opportunities are provided throughout the year. These reinforce the "Respectful Relationships" policies described later.

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

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

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

Policies and procedures are in place to assist students adversely affected by the behaviour of others. In particular policies exist to ensure the Tocal College Community nurtures respectful relationships at all times. These are described in more detail below.

The College has discipline procedures to deal with behaviours that are unacceptable. These are clearly explained to students during their first week and in more detail below.

"Respectful Relationships" Policies

Tocal College is committed to maintaining a culture of dignity, respect, and inclusion to enhance students' personal and learning goals and create a positive experience during their time at the College.

Tocal College's respectful relationship policies include:

- Student Code of Behaviour Policy
- Bullying, Discrimination and Harassment Policy
- Sexual Misconduct Policy
- Alcohol Testing Policy
- Social Media Policy
- Student Complaints Policy

Some are described in more detail below but full policy details can be found at:

<https://www.tocal.nsw.edu.au/students/future-students/student-policies>.

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.

Discipline Procedures

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

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

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

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

Bullying, Discrimination and Harassment 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.

Sexual Misconduct Policy

Tocal College demands that all staff, students, contractors, and volunteers are treated with dignity, courtesy, and respect at all times in their working, learning and social environments. Its policy on Sexual Misconduct clearly describes what constitutes sexual harassment, sexual assault, stalking, sexual exploitation, and relationship or dating violence.

Involvement in such activity will not be tolerated and any person with knowledge of sexual misconduct is encouraged to report all forms to Tocal College and / or NSW Police via the methods described.

All reports will be handled with absolute confidentiality and a full range of support services made available.

Please Note: Sexual activity without consent is sexual assault and is always a crime. The policy clearly describes what does and does not constitute sexual consent.

Alcohol and Illicit Drugs

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

As in all other workplaces Tocal has a responsibility to ensure that students and staff do not engage in dangerous activities while under the influence of alcohol. For this reason, an "Alcohol & Illicit Drug Testing Policy" exists whereby students and staff may be asked to provide a sample of their breath for analysis of alcohol content, or, accompanied to an authorised laboratory for illicit drug testing.

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

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

Students must not smoke on campus unless their nicotine addiction requires access to a designated smoking area.

The use of illicit drugs is a serious matter and can harm an individual’s physical and mental health. It can also cause harm to the reputation of all other students of the College.

Internet and Social Media Policy

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

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

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

Sport Involvement

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

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

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 if arrangements are made with their tutor or the Student Welfare Support Officer well in advance (at least 24 hours beforehand). Please refer to Page 11 for more detail.

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 Student Welfare Support Officer well in advance (at least 24 hours beforehand). Lifts on other afternoons may be possible but cannot be guaranteed. Please refer to Page 11 for more detail.

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

Compliance with Legislation

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

Articulation to University Courses

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

Articulation arrangements have been put in place with most universities that have agriculture or related programs. Students should note that granting of academic credit is based on the student's individual achievement and on the mix of modules

studied during the Tocal course. Each student's entitlement to credit points will be negotiated separately with the relevant university. Details regarding university courses should be obtained from the individual university.

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

University	Degree	Contact Details
Charles Sturt University, Wagga Wagga	Bachelor of Animal Science Bachelor of Agricultural Business Management Bachelor of Agricultural Science Bachelor of Equine Science Graduate Certificate in Sustainable Agriculture	Charles Sturt University Faculty of Science and Agriculture Locked Bag 588 Wagga Wagga NSW 2678 Tel: 02 6933 2022 Fax: 02.6933 2639 Email: to contact by email go to http://www.csu.edu.au/contactss Web: www.csu.edu.au
University of New England, Armidale	Bachelor of Agribusiness Bachelor of Agricultural and Resource Economics Bachelor of Agricultural Production and Management Bachelor of Agriculture Bachelor of Animal Science Bachelor of Rural Science Graduate Certificate in Agriculture	The University of New England University of New England Armidale NSW 2351 Australia Tel: 1800 818 865 Email: to contact by email go to http://www.une.edu.au/contact-us Web: http://www.une.edu.au/
University of Newcastle, Newcastle	Bachelor of Science Bachelor of Business Bachelor of Commerce Bachelor of Environmental Science and Management	University of Newcastle University Drive Callaghan NSW 2308 Tel: 02 4921 5000 Web: https://www.newcastle.edu.au/ Email: admissions@newcastle.edu.au
Western Sydney University	Bachelor of Science (Animal Science) Bachelor of Science (Environmental Futures) Bachelor of Sustainable Agriculture and Food Security	Western Sydney University - Hawkesbury Campus. Bourke St, Richmond NSW 2753 T: (02) 9852 5222 or 1300 897 669 Web: https://www.westernsydney.edu.au/ Email: study@westernsydney.edu.au

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