



Orientation

GTEC Geelong
Technical
Education
Centre

guide

2012

Contents

- Welcome to GTEC **3**
- Student facilities **4**
- Student expectations **7**
- Use of digital technology **8**
- Student User Account information **9**
- Other policies **11**
- Governance **16**
- GTEC, trade school & employer expectations **17**
- What will I study? **18**
- GTEC uniform policy **19**
- Uniform & personal protective equipment **21**
- Campus map **24**
- GTEC Code of Conduct Student Agreement **25**

Welcome to GTEC



Congratulations on being accepted into the Geelong Technical Education Centre (GTEC).

You will be provided with an innovative and supportive education program that recognises the qualities of every individual. Our teaching team embraces a diversity of talent, and work in positive cross-collaboration, with holistic learning and participation in community projects, fitness programs and a variety of extracurricular activities.

GTEC is recognised as a leader in creating work readiness and securing work placements. This is the result of the efforts of dedicated Industry Liaison Officers (ILOs) working alongside teachers and trainers to meet employer expectations of students' skills and their behaviours. We all operate in an adult and respectful learning environment.

As a GTEC student, you will be expected to adhere to strict attendance requirements, uniform policy and the student Code of Conduct at all times, whether you are on-campus or in the workplace.

GTEC also maintains a clear bullying and harassment policy, and employs a health and wellbeing officer to ensure the wellbeing of all its students.

We look forward to seeing the positive impact GTEC will have on your future.

Michael Metzger
GTEC Manager



Student facilities

Bookshops

A bookshop is located at the East Geelong campus and provides textbooks, equipment and a great range of stationery items, plus everyday items from newspapers and postage stamps to greeting cards and nail polishes. If we don't stock it we can usually order it in for you!

Cafeterias

The East Geelong Cafeteria is open morning and evening to cater to your every need. Hot and cold breakfasts, lunch and snacks are sold at student prices.

Customer Service Centres

Customer Service staff can assist you with enrolments, fees, receipts, refunds, travel concessions, ID cards, course information, course applications, results, awards, academic statements and certificates, graduation and general enquiries.

Internet and email

A free internet cafe is located next to the cafeteria at the East Campus and is open 8.30am - 5.00pm weekdays. Library computers are also available to students. All enrolled students are eligible to open an email account with The Gordon.

Libraries

The East Geelong Campus library offers a large range of books, videos, periodicals and online databases to support your course. The libraries also have PCs and internet access. For more information and opening hours check the Library page of our website.

Student wellbeing

GTEC is committed to the wellbeing of its students and as such employs a student wellbeing officer. The student wellbeing officer is able to provide one on one counselling and link students with community welfare services.





Counselling & Careers

The Counselling and Careers Unit is staffed by a team of professional, personal and career counsellors.

Vocational counselling

The unit provides free and confidential vocational counselling appointments to both prospective and current students. The computer program Career Voyage is available to help users match their skills and interests with a suitable career.

Current students are also able to obtain assistance with job applications, resumes, interview skills and employment information. The Career Resource Centre located in 'Building H' (ground floor next to the Library) at The Gordon's City Campus provides a range of resources including university handbooks, TAFE course directories and the latest VTAC guides. This is an open access facility, which we encourage students to use at their leisure.

Personal counselling

Counsellors offer a free and confidential personal counselling service to currently enrolled students. Personal counselling provides current students with an opportunity to speak to professional counsellors about personal issues affecting their life as a student. Mediation services are also offered for students and staff requiring dispute resolution.

Financial counselling advice is available for students experiencing financial hardship particularly in regard to course and material costs.

In addition, the Counselling and Careers Unit holds a range of workshops and groups including internet job searching, career decision making, relaxation and stress management.

Where to find us

East Geelong campus
Building A Room A1.01

Office Hours
Monday—Friday: 9.00 am–5.00 pm

Contact details:
Phone: (03) 5225 0687
Email: counsel@gordontafe.edu.au

Student Activities

Student Activities philosophy is to promote the social and educational well being of students. This is achieved by providing advocacy, supporting the SRC and the organisation of social, sporting, cultural, recreation and personal development activities for all students irrespective of age, experience and background. We support balanced lifestyles and aim to enhance the experience of studying at The Gordon.

A portion of the amenities fee paid at enrolment is used to fund services, amenities, and activities for students.

Not only do we provide the “fun and free” stuff we also produce the student diary, student newsletter and maintain the student intranet. Students are invited to get involved in the production and promotion of all Student Activities publications.

We offer a range of services for students including equipment loans, fax service, Internet cafe, cheap movie tickets and student discounts. Student Activities staff support the Student Representative Committee to achieve their objectives and provide students with advocacy and support.

Student Activities staff encourage all students to develop networks and broaden their life experiences via interaction with other students.

Where to find us

East Geelong campus
Building A (next to the student lounge)
T: 03 5225 0475
F: 03 5225 0474



Student expectations



Attendance

With so much to do in only two years, you can see why student attendance and punctuality is paramount, and we expect that students will be committed to completing their Year 12 studies whilst undertaking their trade training throughout their time at GTEC.

It is a requirement at GTEC that you attend all timetabled classes so that teaching and learning opportunities can be maximised. Irregular attendance makes it difficult to meet the requirements for assessment of VCAL outcomes and for your teachers to authenticate work submitted for assessment. For the purpose of this policy attendance relates to attendance at GTEC scheduled classes, Gordon trade classes and at the workplace.

Attendance is closely monitored and recorded as an indicator of employability and work readiness. GTEC reserves the right to inform host employers of a student's attendance record.

GTEC classes

- You are only allowed to miss three days per semester without a medical certificate. If you are absent for more than two consecutive days, a medical certificate must be produced.
- An explanatory note must be produced after any absence. It is your responsibility to ensure that all absences are explained. All medical certificates and explanation notes should be handed in at reception. Explanation notes should be signed by your parent or guardian.
- In the case of a family emergency, you can apply to the Skills Centre Manager for leave.
- If you continue to suffer ongoing effects from an illness and obtaining medical certificates could prove costly then contact should be made with the Skills Centre Manager to explain the situation so that the illness can be documented and monitored.
- It is your responsibility to follow up with their teachers on work you have missed as a result of the absence.
- Leave for any other matter should be approved by the Skills Centre Manager prior to the event.

Gordon trade classes

Attendance at Gordon trade classes is subject to the policy and procedures of The Gordon Institute. Please refer to The Gordon student handbook. In addition, GTEC reception should be notified of any trade class absences.

Work place

It is your responsibility to notify your employer if you are unfit to work on any particular day. In addition, GTEC reception should be notified of any work related absences.

Procedure for a student's late arrival to School

- Report to GTEC reception area and sign in leaving any explanation note for the Skills Centre Manager. You will be issued with a late pass.
- Go directly to your timetabled class/activity. Hand the late pass to your teacher.

Use of digital technology

All members of GTEC are obliged to avoid any use of digital technology that is likely to be construed as offensive, inappropriate or in contradiction of the ethos of GTEC.

You should:

- Maintain the privacy of your own passwords – you will be held responsible for any use of computers carried out with your user name and password unless the person who has used his account can be identified
- Backup all files regularly – GTEC is not responsible for lost files
- Be polite and use appropriate language when emailing
- Correctly acknowledge other people's work in accordance with copyright laws
- Inform a teacher of anything considered inappropriate
- Handle all equipment with care
- Personal Internet browsing and e-mail use should be conducted at home.

You must not:

- Use another student's account or let another student use your account
- Bring to GTEC via disk or e-mail, any games or other software or any material that is inappropriate or offensive
- Damage the hardware or interfere with the software or settings of any computer
- Use the Internet to attempt to access offensive, inappropriate information or information unrelated to your study research.
- Access or interfere with other students' and staff members' email and/or files
- Download any material from the Internet unless instructed by your teacher
- Send a network message
- Join any List Serve email services unless approved by your teacher
- Cause any unsolicited e-mail to be sent to another person's e-mail address
- Send a message with someone else's name or a false name
- Send a message that is inconsistent with the school's code of conduct and standards
- Send a personal email during lesson time, that is of a private nature or unrelated to schoolwork.

Inappropriate material, unless for use in particular educational context, would include the following:

- Gambling sites
- Game sites
- Nudity
- Sexually explicit or suggestive material
- Material relating to violence
- Material that is discriminatory or offensive to a person's nature or to a particular social group. This can include: physical, intellectual, emotional aspects; religious beliefs; race; gender and gender preference
- Language that is generally considered obscene
- Sites not related to the study or research being conducted.

Consequences for misuse

Misuse of computing facilities will result in disciplinary procedures being instigated.

Student User Account information

While you are an enrolled student at The Gordon you are eligible to have a personalised computer login account. This account allows you to use an Institute computer and take advantage of available software and services.

Once you enrol and pay your fees your account will be automatically created and ready to access on the **next working day**. Please note that your account will only be active within 14 days of your course start date.

Keep your Enrolment Details form in a secure place. You will need it at your first login, or to reset your password some time in the future if you forget it.

Access to Student Portal and Web mail

You will be able to access the students' portal and your web mail from outside The Gordon via the website; or in The Gordon Library, Open Access areas or at your first class.

You will also have access to an email account. Your email address will be your username (the 8 numbers from your Student ID); eg "12345678@gordontafe.edu.au". However, it will be displayed as your name with the username in brackets to recipients of your email; eg "Fred Bear (12345678)".

To use your account

You need to login to the computer with the following details:

Username: this is the 8 numbers from your Student ID eg "12345678"

Password: this can be found on your Enrolment Details form

Note: You will be asked to change this password at your first login to one of at least 6 characters.

If you lose your Enrolment Details form

If you lose your Enrolment Details form, which contains your initial password, please contact Customer Service who can reprint the document for you; or your teacher, who can use the utility on the staff portal to supply your initial password. Students are required to provide proof of their identity when requesting this information.

If you have forgotten your password

There is a link on The Gordon web page ("Other Gordon Sites" – see earlier extract) "Student Password Reset" that allows you to reset your password to the password printed on your Enrolment Details form.

You will be requested to enter:

Username: this is the 8 numbers from your Student ID

Password: this is the initial password from your Enrolment Details form

Date of Birth:

If all three entries prove to be correct, as per our records, your password will be reset to the initial password on your Enrolment Details form. You will then be able to login using your username and this initial password. You will be prompted to change the password at your next login.

Disablement of your account

Your account remains active for the duration of your enrolment and will be automatically disabled three months after your last enrolment completion date.

Your account can also be disabled for any one of the following reasons:

- Your account expiry date has been exceeded
- You have withdrawn from all enrolments
- Your student status has been marked “suspended”, “unpaid” or “library” which indicates that you have fee payments overdue or have an outstanding library fine. Your account will be re-instated when you pay these debts.

Student Internet usage policy

Students are encouraged to make use of The Gordon’s computer network and public Internet for educational purposes. The Gordon has a policy in place to ensure these resources are used sensibly, responsibly and with legal and ethical guidelines. Guidelines are displayed in the libraries and other access areas throughout The Gordon.

Unacceptable use includes:

- Sending, receiving or viewing obscene, offensive or defamatory material
- Using the Internet or email for gambling or illegal activities
- Wasting time on non-educational pursuits
- Intentionally interfering with normal operation of the network
- Other inappropriate uses that may be identified by the network administrator.

Use of the Internet is subject to monitoring for security and/or network management reasons. Breaches of the student Internet usage policy may result in disciplinary action, as outlined under The Gordon’s Student Conduct Policy.

Access to The Gordon Wireless Network

The Gordon has recently introduced wireless networking facilities that students using their own laptop/PDA can access.

If you are familiar with connecting to a wireless network simply choose the “GIT-NONSOE” network and select connect. On your first connection to a website you will be prompted to login in. Please read the Network Usage policy enter your Institute network credentials and click on “I Agree to Policy Above”.

If you are not familiar with accessing wireless networks and need some assistance, you will find some helpful hints on the Student Portal <https://students.gordontafe.edu.au/sites/WCS/default.aspx>

Please note that privately owned devices are not supported in any way by The Gordon.

Other policies



Use of mobile phones when attending GTEC

Your mobile phone:

- Is permitted to be carried at GTEC at your own risk
- Is to be turned OFF before entering the classroom/workshop or placed in your locker.
- Conversations on the mobile telephone are not to be used as a reason for lateness to class.
- Can be used before GTEC, at breaks, at lunch and after GTEC on GTEC grounds.
- Can be used when instructed by a teacher as part of the learning program. Example would be the use of phones to photograph stages of a project as evidence or to be contactable when on an unaccompanied excursion.

Consequences for inappropriate use

Where you do not adhere to this policy then the following will occur:

- Teaching staff may give you a warning and ask you to turn off the phone and place it in your locker
- Teaching staff may confiscate the phone where a breach occurs and the phone will be delivered to the Skills Centre Manager.

Sharing of The Gordon facilities

When you are attending The Gordon East campus whether at scheduled GTEC classes or The Gordon trade classes, you are subject to the Code of Conduct for GTEC students. You are required to respect the facilities and equipment provided. Any directives from Gordon staff should be followed cheerfully and without question. Any issues requiring clarification should be directed to the Skills Centre Manager.

Smoking

GTEC discourages smoking. However, while The Gordon provides designated smoking areas, any students who choose to smoke must only do so in the areas provided. In the event that students do not abide by Gordon policy, they may be removed from the Campus.

Students will continue to be offered counselling, including the QUIT program being made available.



Recreational drug use

GTEC has a policy of zero tolerance against students attending class or work under the influence of alcohol or recreational drugs as they have the capacity to impair judgement, response times and decision making.

The workshop environment is such that serious injury could occur to the person or to their class or work colleagues. GTEC reserves the right to undertake the following action if you are suspected of being under the influence of alcohol or recreational drugs:

- Random or targeted drug tests
- Notification of parents and/or employer
- Suspension from classes

Occupational Health and Safety

As a GTEC student you must adhere to the requirements of the OH&S Act at all times when attending GTEC. As all classes are scheduled in multi-function classrooms with workshop facilities, you are required to wear the required GTEC uniform including steel capped safety boots/shoes when at school. You are also required to wear the appropriate Personal Protective Equipment when using tools and machinery. Failure to follow safety instructions given by teachers or other GTEC staff and failure to comply with OH&S requirements in a workshop will result in removal from the workshop and disciplinary procedures being instigated.

Use of tools

GTEC provides a range of good quality hand and power tools for use in the workshops or at off site projects. You will be held responsible for the tools that you are using and will be held to account for tools that are damaged through inappropriate use or irresponsible behaviour. When you require the use of a tool, that tool will be booked out to you and you will be responsible for it until it is returned.

Where damage to a tool occurs as a result of misuse or irresponsible behaviour, an invoice will be sent home for the repair or replacement cost of the tool.



Excursions

Owing to the nature of the teaching programs, there will be a requirement for you to leave the campus on a regular basis as either an organised excursion or an unaccompanied excursion. Unaccompanied excursions could be to obtain quotes or source materials for projects.

An excursion form will be signed at the commencement of the school year to cover all excursions from GTEC. All unaccompanied excursions will require verbal permission from your parents on the day.

It is a requirement as a student of GTEC to be on your best behaviour when on these unaccompanied excursions. Where there are reports of you doing the wrong thing on these excursions, the privilege will be withdrawn.

Travel in own vehicle

If you wish to drive to school in your own vehicle then you will need to use the application 'Permission to Drive a Private car to School'. This will require the signature of your parent/guardian. This conditionally gives the student permission to travel to and from school but does not give permission for the student to use the vehicle during the course of the school day. Students who leave the school in their vehicle during scheduled breaks and who transport other students in their vehicle will be subject to disciplinary procedures.

Travel in another student's vehicle

If you wish to travel as a passenger of another student of GTEC, you will need to use the application form 'Permission to travel to and from School in a Private Car'. This permission is subject to stringent conditions and the form will require the signature of the driver's parent/guardian as well as that of your own parent/guardian.

Buses

While travelling on buses, the normal school expectations regarding behaviour apply. Students are expected to be considerate of the rights of other travellers, to follow the driver's instructions at all times and to board and alight from the bus only at designated bus stops.

Food and drink in classrooms

Students will refrain from eating or drinking in classrooms. No food or drink is allowed to be taken into a computer laboratory or a computer area. Bottled water may be exempt in non computing classrooms at the discretion of the teacher. Chewing gum is discouraged at school. Breaches will result in disciplinary procedures.

Submission of work

Students are expected to submit work by the due date. Students are expected to submit work that is their own. Cheating, copying and plagiarism are unacceptable. Copied work will not be recognised for assessment.



Work habits

Students are expected to contribute to a positive work climate and to participate purposefully during lessons, making effective use of this time to complete work set by the teacher. Students are expected to bring all necessary materials for the lesson including PPE for practical classes. Students are responsible for the care and tidiness of the classroom during a lesson.

A student, who fails to meet behavioural expectations, will be reminded of the teacher's expectations. If the behaviour does not change, the student will be warned of the consequences. If there is still no change, then the teacher will act on the warning.

Non-class time

During recess and lunch times, students are to remain in the areas allocated to student use and outside GTEC buildings unless supervised by a teacher.

Students who have been issued with a leave pass may leave GTEC grounds at lunchtime to go to the shops or home for lunch. Students must not loiter in groups outside the school at lunchtimes.

Non-co-operative behaviour

Students are expected to cooperate and follow all reasonable instructions.

Examples of uncooperative behaviour include refusing to follow an instruction, talking at inappropriate times, and late back from breaks. Teachers have the authority to negotiate classroom rules of operation and issue appropriate punishments within the guidelines of this Code of Conduct.

Where students continue with this pattern of behaviour this will result in disciplinary procedures being instigated.

Abuse, inappropriate language, fighting, throwing

Abuse of staff or other students, inappropriate language, fighting and throwing of objects are totally unacceptable and will result in disciplinary action, with potentially automatic disqualification from the entire learning and employment program.

For minor infractions, the student is reminded of his/her responsibilities and warned of the possible consequences. If a subsequent infraction occurs, the teacher will issue an appropriate punishment. If the pattern of behaviour continues, the matter will be further dealt with.

For serious infractions, the student is immediately excluded until a meeting with parents/guardian can be arranged.



Bullying and harassment

Students have the right to receive their education free from humiliation and abuse. Bullying or harassment in any form has no place at GTEC.

Students who bully and harass others through put downs, teasing, provoking, intimidating, discriminating, libelling or through sexual comments, innuendo and/or unwanted physical approaches will be subject to GTEC's Bullying, Harassment policy.

Students are encouraged to report all incidents of bullying/harassment to the Skills Centre Manager or the Health and Wellbeing officer or a member of staff.

All reports of bullying and harassment will be taken seriously.

All parties involved will be required to discuss the incident with the Skills Centre Manager or a member of staff appointed by the Skills Centre Manager.

If further bullying or harassment occurs (by the same student), the parents will be required to attend interviews to discuss a course of action.

Anyone who is present when bullying/harassment occur has an obligation to try to prevent it or to report it.

Searches

The Skills Centre Manager and teachers have a duty to take reasonable measures to protect students in their care from reasonably foreseeable risks of injury. This duty is owed to the entire student body as well as individual students, and is the basis by which students or their property can be searched and/or seized.

Students and Parent/Guardians are advised that lockers and desks remain the property of GTEC. It is a condition of use that, if a teacher has cause for concern, the locker or desk may be searched at any time. Every effort will be made to have the student present during such a search and students can be instructed to open any personal containers such as bags that are in the locker or desk.

Where a teacher has cause for concern, that teacher can instruct the student to empty their pockets. Under no circumstances will a teacher undertake a random search of personal containers such as bags that are not with the student.

Awards

GTEC celebrates the achievements of its year 12 students at an annual Awards ceremony held at the end of the year. A number of awards for industry excellence, leadership, staff award and student of the year, as well as Geelong Regional Training Awards, VCAA Achievement Awards, and the Australian Vocational Student Prize are given, together with a Yearbook commemorating the highlights of student engagement with the GTEC program.

Governance

GTEC falls under the umbrella of The Gordon and is State Government funded through Skills Victoria under the Education and Training Reform Act 2006 (ETRA). The Victorian Certificate of Applied Learning (VCAL) and Victorian Certificate of Education (VCE) are offered under the guidelines of the Victorian Curriculum and Assessment Authority (VCAA).

GTEC adheres strictly to the administrative guidelines set down by these bodies to ensure the smooth operational management of the program as well as ensuring that students can achieve a recognised and valid qualification.

Requirements for successful completion of VCAL Certificates

Responsibilities of GTEC:

- To ensure students are enrolled in the correct units to complete their VCAL Certificate as stipulated by the VCAA
- To provide opportunities for students to meet all outcomes either through integrated studies or tutorials
- To ensure that students have access to adequate facilities, resources and the teacher expertise required to complete any VCAL or VCE study
- To ensure that assessment tasks/activities are grounded in a relevant context
- To ensure that instructions for assessment tasks/activities are clear and explicit
- To allow for special provision for students where appropriate
- To ensure that students work is appropriately assessed. Students will be awarded an **S** for satisfactory completion, **N** for unsatisfactory completion or **J** for student withdrawal.

Responsibilities of Students:

- Minimum attendance of 80% for scheduled classes
- Satisfactory participation in all scheduled classes
- To communicate with relevant staff regarding any special needs or extenuating circumstances which may affect their work performance
- Submission of all assessment tasks as required.

Australian Government Department of Education, Science and Training requirements

The Centre curriculum addresses the following Australian Government requirements:

- Specialised trade training involving Australian School-based Apprenticeships (ASbAs) at Certificate III level
- Trade training delivered within a broader program of study addressing English, Mathematics, Science & Information Technology as relevant to the students trade careers
- Learning programs incorporating Enterprise Education, Small Business and Employability Skills
- Well established programs of pastoral care, study support and pathways (careers) guidance and advice.



GTEC, trade school & employer expectations



When you start in a new job, there are certain behaviours and characteristics an employer expects from you as an employee. At GTEC we have similar expectations of you. We wish to instil in our students the types of behaviours and qualities that employers value.

Listed below are some of the expectations an employer will have of you as an employee:

1. **Initiative:** Employers will expect you to complete your own job and if you haven't been told what to do, look around to see what needs to be done and offer to do it.
2. **Willingness to learn:** Your employer will expect you to learn the way things are done in the company.
3. **Willingness to follow directions:** Always follow directions exactly as you are told, unless you consider the directions put yourself or others at risk.
4. **Honesty.** Employers will expect you to be honest and to tell the truth. Other forms of dishonesty on the job are: starting work late, leaving work early and stealing company property. Stealing time is the most costly form of dishonesty on the job. You "steal" time for example when you come in late, leave early or use work time to make or take calls on your mobile phone.
5. **Dependability.** Your employer will expect you to be on the job every day and on time. If you will be absent or late, you must call your supervisor. If you have an appointment with your doctor, dentist, etc. let your supervisor know in advance. Try to make appointments before or after work so you won't lose time from your job.
6. **Enthusiasm.** The most successful employees are those who are enthusiastic about their work.
7. **Acceptance of criticism.** Criticism is the way a supervisor tells you how they want a job done. You are expected to improve because of it. Listen and learn from the constructive criticisms your supervisor will share with you. Try to see how it can help you become a better worker. Even if you feel the criticism is unfair, try not to lose your temper.
8. **Loyalty.** Show loyalty to your company.
9. **Punctuality.** Arrive at work on time and don't leave early.
10. **Dress appropriately.** Dress the way your co-workers do or in accordance with your Company's policy.
11. **Ask for further instructions** if the task is unclear. Request clarification if you are unsure how to complete an assignment.
12. **Be flexible** and accept assignments that may not fall under your specified duties in order to accommodate time constraints and demands faced by other staff. (However, you must not undertake roles for which you have not been properly trained and would represent a risk to yourself or others.)
13. **Observe and respect chain of command.** Learn what position each of your co-workers hold in your workplace and how their position relates to yours.

Whether you are studying at GTEC, at Trade School or on a work placement, you are expected to practise the principles that underlie the above expectations.

What will I study?



Your attendance at GTEC is broken up into three parts:

1. Your Senior Secondary School studies

You will attend class in your assigned group at GTEC. You will be taught by a group of teachers with complementary skill sets. You will be studying to achieve your Victorian Certificate of Applied Learning (VCAL), themed to your chosen trade. For example, if you are enrolled as a Builder, you will study VCAL with a focus on Building and Construction. VCAL subjects are integrated into what we call PAL (Project Applied Learning). During PAL, hands-on tasks will drive your learning and all subjects will be related back to how you will use them on the job.

2. Your Certificate II or III in vocational training

You will attend the Gordon Institute of TAFE, with whom GTEC shares its campus. There you will participate in your selected trade course for 'off the job training' as part of your apprenticeship requirement.

3. On the Job

While it is not possible to guarantee an apprenticeship, you will be supported by Industry Liaison Officers to find work experience opportunities. This may come in the form of Structured Workplace Learning (SWL), an Australian School based Apprenticeship (ASbA - also known as a School Based Apprenticeship) or a Traineeship. As an Australian School Based Apprentice, you will be paid while on the job throughout the year. You have an obligation to your employer to earn this wage by displaying a good work ethic and strong commitment to the industry.

GTEC uniform policy



To meet employer requirements and ensure both safety and a professional appearance, it is to students' benefit that they wear the GTEC uniform at school, at Trade School and at work.

The following is the GTEC uniform policy.

- GTEC Uniform is to be worn neatly and correctly at all times but particularly when travelling to and from school and at all GTEC functions.
- Hair must be neat and clean and, if longer than collar length, worn tied back. When undertaking workshop based activity, either as part of Trade training or paid part time employment, you must wear the required PPE. This may require either a GTEC cap or appropriate hairnet while working on or around potentially dangerous machinery.
- GTEC caps should be worn for sun protection whilst outdoors and should not to be worn in classrooms. No flamboyant or multi coloured jackets are to be worn. A recommended jacket is available from the supplier noted below.
- Earrings, studs, rings and neck or wrist jewellery should be considered in the context of Occupational Health and Safety, and the potential impact the wearing of such items may have on your employability. The Skills Centre Manager reserves the right to request that any such material be removed at his/her discretion.
- Outrageous or flamboyant hairstyles and colours (at the discretion of the Skills Centre Manager) are prohibited.
- All articles of clothing should be labelled for identification in the case of loss.
- Items such as tracksuits, hoodies, thongs, slippers and moccasins are unacceptable as they are unsafe in the workplace and because they do not reflect the standards of professionalism we are seeking to encourage.

GTEC enforces its uniform policy strictly as in any workplace where a dress code is applied. Students will not be admitted to classes or workshops unless properly attired and equipped.

Uniform Requirements – mandatory

- A GTEC polo with personal name and GTEC logo.
- Long dark blue or khaki cargo trousers.
- GTEC jumper (fleecy)
- Safety boots
- Personal Protective Equipment including safety glasses, ear muffs and where required, prescription glasses.
- Black socks
- Plain black leather or vinyl belt.

Uniform requirements – optional

- Cargo shorts
- GTEC beanie
- GTEC vest
- Sunhat
- GTEC winter jacket
- GTEC peaked cap.

Uniform requirements – workshop and on the job

- Overalls or Coveralls as determined by industry stream
- Safety footwear
- Safety headwear as appropriate*
- Safety Glasses (Clear)*
- Hearing protection as required*
-

* Items indicated with an asterisk are provided by GTEC as part of OH&S responsibilities. GTEC will provide an initial one-off issue of PPE. This will consist of one issue of overalls, glasses and hearing protection.

Note: The items listed are indicative of the type and style required. If for example due to a medical issue you require a different type of safety boot than that specified, the additional expenditure would be met by your parent i.e. the standardisation of GTEC uniform would be met but through a different product.

Uniform and personal protective equipment

Arrangements have been made for the preferred supply of uniform and PPE from Hip Pocket Workwear Geelong. Students are required to purchase all mandatory uniform items, according to trade.

You will not be permitted to come to class, trade school or the workplace without regulation clothing.

GTEC uniform items are available from our recommended suppliers:
(Prices shown are indicative and subject to change.)



Hip Pocket Workwear
180 La Trobe Terrace, Geelong
Phone: 5222 5523

Students may already have some of the tools essential for their trade. Arrangements for the discounted purchase of tools as required have been put in place with Total Tools upon presentation of a GTEC or Gordon student card.



TOTAL TOOLS GEELONG
252 Thompson Road, North Geelong 3215
Phone: 5215 8888
Fax: (03)52158889
Website: www.totaltools.com.au/geelong
Email: geelong@totaltools.com.au

Uniform & personal protective equipment

Mandatory uniform



Oliver Hy Test leather safety boot (Black)

Sizes: 4 - 14
(Code: 35480)

\$49.95 pr.**



Men@Work Cargo trousers (Navy/Khaki)

Sizes: 77R - 102R; 84L-94L;
92S-117S
(Code: MW2603)

\$30.80 ea.**

(Construction trades.
White for painters)



Biz Collection Needle Out Polo with logo (Navy)

Sizes: S - 5XL
(Code: P4009)

\$26.10 ea.**



Men@Work Cargo trousers (Navy/Khaki)

Sizes: 77R - 102R; 84L -
94L; 92S - 117S
(Code: MW2603)

\$30.80 ea.**

(Electrical trades)



Men@Work A/B Overalls with logo (Navy/Khaki)

Sizes: 77R - 107R; 74L -
94L; 92S - 132S
(Code: MW1513)

\$30.80 ea.**

(Construction trades)



Men@Work C/D Coveralls with logo (Navy/Khaki)

Sizes: 77R - 107R; 74L -
94L; 92S - 132S
(Code: MW0113)

\$59.95 ea.**

(Engineering/Auto trades)

Personal Protective Equipment (PPE)

(One issue of this safety equipment - according to trade - supplied by GTEC)

Additional supplies may be purchased from the customer service desk at GTEC.



Ear muffs

\$11.50 pr.



Hard hat (White)

\$9.95 ea.

(Only Building & Construction students receive these)



QB2 Ear plugs

\$9.95 ea.**



Pro Choice tsunami safety glasses (Smoke/clear)

(Code: P1600)

\$3.95 ea.



Riggers gloves

\$4.50 pr.

(For Plastering and Fitting/
Fabrication students only)



Slouch Hat (Navy)

Sizes: 57 - 61 cm.

(Code: ESH)

\$10.00

(Mandatory for outdoor
education activities)

Recommended optional uniforms



J/B long sleeve contrast Polo with logo (Navy)

Sizes: S - 5XL
(Code: 210XCW)

\$26.10 ea.



J/B AT Jacket with logo (Navy)

Sizes: X - 4XL
(Code: JBATJ)

\$65.00 ea.



COC full zip Fleecy with logo (Navy)

Sizes: XS - 5XL
(Code: 3SFFN)

\$38.00 ea.



Shiny Polar Fleece Vest (Navy)

Sizes: XS - 5XL
(Code: PF02)

\$25.00 ea.



Beanie (Navy)

(Code: EBH)

\$8.50 ea.



Cap (Navy)

(Code: EBH)

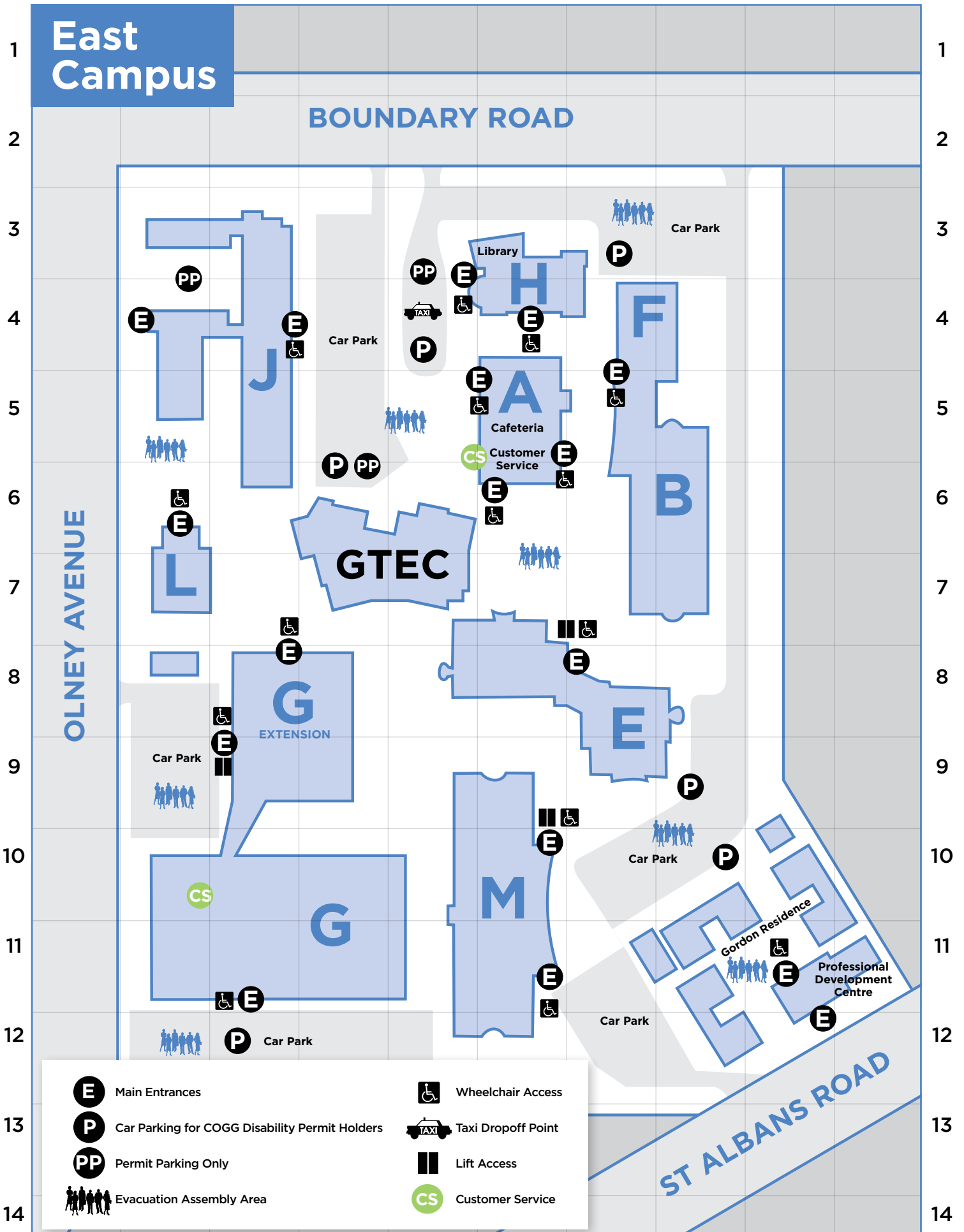
\$8.50 ea.

East Campus

BOUNDARY ROAD

OLNEY AVENUE

ST ALBANS ROAD



- E** Main Entrances
- P** Car Parking for COGG Disability Permit Holders
- PP** Permit Parking Only
- Evacuation Assembly Area
- Wheelchair Access
- Taxi Dropoff Point
- Lift Access
- CS** Customer Service



Code of Conduct Student Agreement

I have read the GTEC Orientation Guide 2011 for students studying at The Gordon including the Code of Conduct and agree to abide by the Core Values and responsibilities expected of GTEC students as stated in this document.

I understand any breach of the values and responsibilities expected of me may result in disciplinary action by GTEC, which may include exclusion from all aspects of the GTEC program including any apprenticeship undertaken through GTEC.

STUDENT NAME:
(Please print)

STUDENT SIGNATURE:

DATE:

Witnessed by:

Parent/Guardian NAME:
(Please print)

Parent/Guardian SIGNATURE:

DATE:



GTEC

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