IPROWD SCHOOL 2013 Guidelines-Dubbo

About the IPROWD SCHOOL program?

IPROWD SCHOOL is one of the programs conducted under the IPROWD state project and in Dubbo the IPROWD SCHOOL program is managed by TAFE Western.

Secondary schools in western NSW are offered the opportunity to become a partner of the IPROWD SCHOOL program. School students in western NSW are then provided with an opportunity to participate in IPROWD SCHOOL as part of their HSC program. If the students successfully complete year 1 and year 2 of the IPROWD SCHOOL program they will be eligible for the Certificate II in Government Services. Students must apply for IPROWD SCHOOL and their applications are screened by NSW Police, students who pass the screening are then invited to attend an interview and successful students are then offered a place in the IPROWD SCHOOL program in November each year.

How does the IPROWD SCHOOL program work?

IPROWD SCHOOL courses start at the end of January each year and the course includes workshops, fortnightly video conferences and IPROWD SCHOOL Online activities. Students are required to attend 9 x 3 day workshop blocks over a two year period. Five workshops are held in year 1 and 4 workshops in year 2. Students who live away from Dubbo travel to Dubbo for their workshops and generally travel on Monday and back home on Fridays. Travel and accommodation support is provided.

<table>
<thead>
<tr>
<th>Workshop dates</th>
<th>Video Conference</th>
<th>Online</th>
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<tbody>
<tr>
<td>1. 22 January- 25 January 2013</td>
<td>4 Videoconferences between each workshop</td>
<td>Students must complete 6-8 hours of online activities between each workshop</td>
</tr>
<tr>
<td>2. 9 April - 11 April 2013</td>
<td>4 Videoconferences between each workshop</td>
<td>Students must complete 6-8 hours of online activities between each workshop</td>
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<tr>
<td>3. 25 June- 27 June 2013</td>
<td>4 Videoconferences between each workshop</td>
<td>Students must complete 6-8 hours of online activities between each workshop</td>
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<tr>
<td>4. 24 September – 26 September 2013</td>
<td>4 Videoconferences between each workshop</td>
<td>Students must complete 6-8 hours of online activities between each workshop</td>
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<tr>
<td>5. 10 December – 12 December 2013</td>
<td>4 Videoconferences between each workshop</td>
<td>Students must complete 6-8 hours of online activities between each workshop</td>
</tr>
<tr>
<td>2014 4 Workshops will be conducted in 2014 ( January, April, June and Sept) dates to be confirmed by the end of 2013</td>
<td>12 Videoconferences in 2014</td>
<td>Students must complete 6-8 hours of online activities between each workshop</td>
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</tbody>
</table>
What student support is available from TAFE IPROWD team?

IPROWD SCHOOL will provide a range of targeted support for students to ensure students can successfully complete the program, this includes:

- **Connie Ah See** - the head teacher of the Yarradmarra Centre who manages the IPROWD SCHOOL program in Dubbo
- **Matthew Goodwin** - the IPROWD SCHOOL Coordinator who will monitor students progress and liaise where required with schools and parents
- **Peter Gibbs** - the IPROWD SCHOOL Mentor who will provide personal support for each students during blocks and via phone, email or VC where required
- **Nicole Ah See** - the TAFE Western Aboriginal Student Support Officer who will work with the IPROWD SCHOOL team to ensure students are well supported
- **Peter Gibbs** - the IPROWD State Wide Project Officer who can assist if any serious student issues occur
- **Janay Gentles** - the IPROWD State Wide Student Administrator who supports students for travel and accommodation requirements
- **Jason Nolan** - the Dubbo Aboriginal Community Liaison Officer for NSW Police who is a role model and an informal mentor for the IPROWD SCHOOL students
- **Dubbo IPROWD SCHOOL police team** - 2-3 police staff who support the program as required
- **Maxine Greenfield** - Coordinator for TAFE Western of Aboriginal Partnerships
- **Sandra Gray** - IPROWD Project Coordinator who is responsible for the development and implementation of the IPROWD SCHOOL program across NSW

See contact sheet on page 6 for phone and email details for the IPROWD SCHOOL team for Dubbo

What support is available for the student from their school?

Schools have committed to working collaboratively with the IPROWD program to ensure students successfully complete the program and then pathway into further education and employment opportunities.

Support includes:

- Supervision and support for students when participating in the fortnightly IPROWD SCHOOL monitoring video conferences
- Supervision and support for the IPROWD SCHOOL online activities including access to computers with internet
- A contact person who can work collaboratively with TAFE IPROWD SCHOOL team if any issues arise and to assist with communication of arrangements for travel to workshops and work placement arrangements
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About Work Placement with NSW Police

Students participating in the IPROWD SCHOOL program are offered an opportunity to complete work placement opportunities with the NSW Police Force. To be eligible for work placement students must demonstrate the following:

- Students complete all work placement application and screening forms
- Attendance in IPROWD SCHOOL workshops must be a minimum of 95%
- Attendance in IPROWD SCHOOL videoconferences must be a minimum of 95%
- Completion of all online IPROWD Activities by activity deadlines
- Successful completion of assessments by the assessment deadlines
- Following the requirements of the IPROWD SCHOOL Code of Conduct and all TAFE Western Discipline requirements
- Feedback from schools confirms the student is participating well with other school commitments
- Feedback from NSW Police and TAFE staff about participation in IPROWD SCHOOL is positive

Students who live in small remote communities may need to complete work placement at a larger Police Station but this will be organised to align with workshops to minimise further travel and will be conducted on Mondays or Fridays. Where possible placements will occur at the students home location. The IPROWD SCHOOL Work Placement Coordinator will work with TAFE IPROWD SCHOOL Coordinator to liaise with schools, parents and students regarding the dates and requirements of work placement. Work placements will not commence until after June 2013 and students can complete between 6-10 days of placement depending on location and availability of police supervision.

Our Expectations of IPROWD SCHOOL students

To ensure you succeed in IPROWD SCHOOL we encourage active participation, communication and responsibility from all students

Our expectations include:

- Meet the IPROWD SCHOOL Code of Conduct and TAFE Western Discipline procedures at all times
- Notifying the IPROWD SCHOOL Coordinator Matt Goodwin if you cannot attend any workshops or if you are struggling with any of the course requirements
- Talking with the IPROWD SCHOOL Mentor Peter Gibbs if you have any personal difficulties or need any personal support
- Be a role model for IPROWD at school and in your community
- Complete all IPROWD School assessments, projects and activities on time
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Our Expectations of Parents of IPROWD SCHOOL Students

To ensure the IPROWD SCHOOL student is successful we encourage active participation and support from parents and families.

Our expectations include:

- Notifying the IPROWD SCHOOL Coordinator Matt Goodwin if the student is not going to be attending any workshops or if the student is struggling with any of the course requirements
- Talking with the IPROWD SCHOOL Mentor Peter Gibbs if the student has some personal difficulties which may cause issues
- Encouraging students to successfully complete the IPROWD school program
- Liaison with IPROWD staff re travel and accommodation arrangements
- Attend IPROWD SCHOOL events to support students
- Contact us if you have any questions about the IPROWD SCHOOL program

Other Arrangements

Details for Accommodation:

- Students who live away from Dubbo are supported to attend the IPROWD SCHOOL program with access to safe and secure housing
- Students will stay at CSU University student housing for workshops
- Male and female students will be accommodated separately with house supervisor on site at all times
- All meals will be provided for students staying at CSU and lunch provided for Dubbo students
- Students will not be able to leave the CSU campus once they return there each afternoon and CSU is a secure gated community from 6pm to 7am each day
- Students will not be able to smoke, drink alcohol or take any kinds of drugs while at TAFE or at CSU accommodation
- Students will be expected to complete tasks to assist the accommodation supervisor with meal preparation and cleaning up after meals
- Student sill be expected to keep personal rooms and living rooms in a tidy state to meet CSU requirements

Details for Clothing

- Students must bring their IPROWD uniforms and are also expected to have 2 pairs of black trousers/slacks and black shoes to bring to work shops
- Students must also bring casual and sports clothing including sports shoes and swimming costume as fitness may include swimming activities
- Student must bring a cap or hat and sports drink bottle
- Students must bring personal toiletry items such as tooth brush and toothpaste,
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Details of Travel Arrangements

- Students who live away from Dubbo are supported to attend the IPROWD SCHOOL program with access to safe transport options.
- Students travel arrangements will be negotiated prior to the workshops with parent and schools and bus tickets purchased by the IPROWD Program if required. If students travel arrangements are changed and not communicated to the IPROWD SCHOOL team students may have travel support removed.
- Student will be collected from the railway station or bus depot by the IPROWD SCHOOL Coordinator or Mentor on the day before the workshops and returned to the railway station or bus depot on the day after the workshops and supervised until the bus or train leaves.
- Students who have a licence and are planning to drive their own vehicles must have written parents’ permission to do this and are not allowed to drive other students unless permission is given by both sets of parents.
- Parents and schools are encouraged to assist students with travel if possible.
- Parents will be required to sign a waiver to allow students to be transported in TAFE Western vehicles and buses and for TAFE Western Staff to organise travel for students on public transport to attend workshops.

Student Medical Issues

- All students will complete a medical form that must be signed by parents to communicate any student medical issues for TAFE Western IPROWD staff if medical attention for students is required.
- The school on call staff member and the parent will be notified if any serious medical issues arise.
- Students must bring medication for any serious medical issue to the workshop with a note from parents if this medication has not previously been declared on the medical form.

Discipline Issues

IPROWD School Students must meet all TAFE Western Student Discipline requirements and also meet the IPROWD SCHOOL Code of Conduct.

- **Level 1 Breach** - a minor behavioural issue will receive a warning from the teacher or the IPROWD SCHOOL Coordinator. Examples include smoking, bullying, swearing at student or staff member, poor attitude, noise disturbances in class or accommodation, minor vandalism.
- **Level 2 Breach** - a repeated issue with the same behaviour as in previous level 1 breach. The TAFE Coordinator will notify school and parents and the student place in the IPROWD SCHOOL program may be at risk. Examples include swearing at students or staff, bullying, smoking, poor attitude, noise disturbances in class or accommodation, minor vandalism.
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- **Level 3 Breach** - an ongoing repeat of the issue recorded previously in a level 1 and 2 breach will result in removal from the program and consultation will occur with parents and school. A student may also reach a level 3 breach for single breach for serious breach. Examples include violence, alcohol, drugs, safety, major vandalism, major safety risks, sexual activity between students or leaving the accommodation at CSU or TAFE campus without permission. TAFE Western /DET policy has zero tolerance for drugs and alcohol.

**IPROWD SCHOOL Contact List – Dubbo**

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<thead>
<tr>
<th>Position Name</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>TAFE Dubbo Team</strong></td>
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<tr>
<td>IPROWD SCHOOL Coordinator</td>
<td>Matt Goodwin</td>
<td>6883 2665</td>
<td><a href="mailto:iprowdschool@tafensw.edu.au">iprowdschool@tafensw.edu.au</a></td>
</tr>
<tr>
<td>IPROWD SCHOOL Mentor</td>
<td>Peter Gibbs</td>
<td>0419 798 394</td>
<td><a href="mailto:iprowdschool@tafensw.edu.au">iprowdschool@tafensw.edu.au</a></td>
</tr>
<tr>
<td>TAFE Western Aboriginal Student Support Officer</td>
<td>Nicole Ah See</td>
<td>0418 650 187</td>
<td><a href="mailto:Nicole.ahsee@tafensw.edu.au">Nicole.ahsee@tafensw.edu.au</a></td>
</tr>
<tr>
<td>Head Teacher</td>
<td>Connie Ah See</td>
<td>6883 3654</td>
<td><a href="mailto:Connie.ahsee@tafensw.edu.au">Connie.ahsee@tafensw.edu.au</a></td>
</tr>
<tr>
<td>IPROWD SCHOOL Work Placement Coordinator</td>
<td>Matt Goodwin</td>
<td>6883 2665</td>
<td><a href="mailto:iprowdschool@tafensw.edu.au">iprowdschool@tafensw.edu.au</a></td>
</tr>
<tr>
<td>IPROWD SCHOOL TAFE teachers</td>
<td>Matt Goodwin Antoinette Franken Linda Robinson Meg Donnison David McClennan Barry Robinson</td>
<td></td>
<td>Email <a href="mailto:iprowdschool@tafensw.edu.au">iprowdschool@tafensw.edu.au</a> or phone 6883 2665 and messages will be passed on by Coordinator</td>
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<tr>
<td><strong>TAFE IPROWD NSW Mgt and Project Support</strong></td>
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<tr>
<td>Coordinator Aboriginal Partnerships TAFE Western</td>
<td>Maxine Greenfield</td>
<td>0407679132</td>
<td><a href="mailto:Maxine.greenfield@tafensw.edu.au">Maxine.greenfield@tafensw.edu.au</a></td>
</tr>
<tr>
<td>IPROWD SCHOOL NSW Project Coordinator</td>
<td>Sandra Gray</td>
<td>0459 821 427</td>
<td><a href="mailto:Sandra.gray@tafensw.edu.au">Sandra.gray@tafensw.edu.au</a></td>
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<tr>
<td>NSW IPROWD Project Officer</td>
<td>Peter Gibbs</td>
<td>0419 798 394</td>
<td><a href="mailto:iprowd@tafensw.edu.au">iprowd@tafensw.edu.au</a></td>
</tr>
<tr>
<td>NSW IPROWD Student Administrator</td>
<td>Janay Gentles</td>
<td>0419 889 913 1300 830 177</td>
<td><a href="mailto:iprowd@tafensw.edu.au">iprowd@tafensw.edu.au</a></td>
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<tr>
<td><strong>NSW Police</strong></td>
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<tr>
<td>ACLO</td>
<td>Jason Nolan</td>
<td>0421042283</td>
<td><a href="mailto:nola2jas@police.nsw.gov.au">nola2jas@police.nsw.gov.au</a></td>
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