Echuca Community Education Group [ECEG] trading as Campaspe College of Adult Education is a small but vital part of the Education and Training Industry in the Echuca and Moama district.

We cater for students who are 15+ years of age.

ECEG began with a small group of people meeting in a private house in 1979 and is now home for 800 students each year studying education programs [Certificates in General Education for Adults, Certificates in Foundation Skills] and over 50 nationally accredited industry certificate and diploma qualifications in fields such as:

- Aged Care, HACC, Disability, Community Services.
- Early Childhood Education & Care, Youth Work, Education Support.
- Financial Services, Bookkeeping, Accounting, Management.
- Business, Retail, Information Digital Media & Technology.
- Hospitality, Commercial Cookery, Holiday Parks & Resorts.
- First Aid, CPR, Asthma & Anaphylaxis Management, External Defibrillation.
- Use Hygienic Practices for food safety, Participate in safe food handling practices.
- Responsible Service of Alcohol [RSA—Victoria].

We also provide a diverse range of pre-accredited training such as: MYOB, Creative Art, Welding, Foods, Digital Literacy, Careers, Nutrition and Training Circuits, Tai Chi, Adventure studies, Community kitchen - programs as diverse as our community. We pride ourselves, as a committed team of qualified educational leaders, in tailoring programs to meet the education and training needs of the community we serve.

Since 1979 Campaspe College of Adult Education has been assisting students identify their education and training needs and tailoring programs to deliver those desired outcomes.

I am sure we can also assist you.
ABOUT CAMPSPE COLLEGE

BOARD of MANAGEMENT
The operation of ECEG is overseen by a Board of Directors. They are volunteers from the local community who are committed to seeing that your needs are met. The Board Members are:-

Peter Williams (Chairman)  Anne Peace  Gwen Smith
Bryan Pickthall  Jodi Spence  Rod Young

The Board employs a Manager, Mr Richards Francis, who oversees the work of trainers and implementation of the policy decisions of the Board. We work as a team to achieve successful learning and employment outcomes for students by following these broad principles:

OUR VISION
To be the leaders in successful learning outcomes in Community, Business and Youth Training and Education. ECEG strives to maximize successful outcomes for:

- young people and adults who have not completed their formal education
- those seeking a nationally recognised training certificate
- the unemployed seeking a return to work
- those with a disability
- Aboriginal people
- older citizens
- members of our community who are functionally illiterate
- those who are marginalised or experiencing social and economic difficulties

OUR MISSION
To be recognised for connecting the community to professional delivery of Community, Business and Youth Training and Education.

OUR UNIQUE SELLING PROPOSITION
We deliver the best personal, tailored, Community, Business and Youth Training and Education in the Region.

OUR VALUES
Students:
ECEG provides quality, customer focused training by highly qualified staff that meet individual needs for skill development and successful learning outcomes.

Community:
ECEG promotes and facilitates positive relationships through learning and social interaction.

Leadership:
The staff and volunteer Board of Management are committed to creating a professional, accountable and socially responsible organization.

Professional Ethics:
ECEG provides informative and accurate communication to community, industry and students regarding education and training options supportive of access and equity.

Innovation:
ECEG strives to be current, modern and relevant to community needs and service delivery.

OUR STRENGTHS
- ECEG provides a wide variety of training and learning experiences for all to share.
- ECEG is community owned, based and operated.
- ECEG is driven by the community for the community, taking care of the needs and requests for self-directed learning, training and retraining.
- ECEG provides up-to-date information on alternative training for potential work access.
- ECEG is in constant contact with a range of business employers, community organisations and in communication with a large number of other educational bodies.
- ECEG responds quickly to community training and skills-based needs to deliver accredited courses and training required for business and industry.
- ECEG is part of a statewide network sharing ideas, skills and opportunities through our affiliation with Adult Community Education Victoria (ACE/Vic) and Adult Community and Further Education (ACFE) in Victoria.
- We provide learning pathways for smaller towns and isolated communities via partnerships with Neighbourhood Houses in the Shire of Campsae.

COURSES - ENROLMENT to COMPLETION

COURSE FEES and CHARGES
The Victorian Government requires all students to make a minimum 20% contribution to TUITION fees for funded training or education. ECEG also requires students to pay for course RESOURCES.

ALL ECEG courses have fees and charges students must pay in return for education and training. Fees and charges vary depending on the course undertaken and any eligible concessions. These are determined based on information you provide to us at the time of your interview and/or point of enrolment.

Although ECEG reserves the right to change course: schedules; fees; resources; trainers/teachers where necessary, our fees and charges are published from time to time and are available on the web site: www.ECEG.vic.edu.au

However, we suggest that you confirm fees with our office staff when you enroll.

ENROLMENT CONDITIONS
- enrolment occurs upon full payment or 25% deposit of course fees and payment plan.
- entry to class is by receipt issued by the office.

WITHDRAWAL and REFUNDS
- Withdrawal from a course application for a fee refund must be made in writing using the ECEG Course Withdrawal form available from reception.
- Withdrawal from a course within 5 working days of the commencement date of the course will attract a $75 administrative fee.
- Where a course has been commenced by the student and a Withdrawal Form is completed, a refund will only be given for units not yet commenced. An administration fee of $125 will be withheld from the amount refundable to cover costs associated with reporting to SVTS and the issuing of a Statement of Attainment.
PRE-ENROLMENT PROCEDURES
- Students must complete a Student Data Form and Pre-Training Review on enrolment.
- The course must be paid for in advance or with a 25% deposit and payment plan.
- General Education for Adults [CGEA] or Foundation Skills [FSK] students are required to complete a Literacy and Numeracy Assessment.

INDUCTION and ENROLMENT PROCEDURES
Induction is a formal welcome to ECEG and our expectations of those seeking to enroll in courses. If you are eligible for Recognition of Prior Learning (RPL) or Credit Transfer (CT), bring relevant paperwork and qualifications with you.

RECOGNITION OF PRIOR LEARNING (RPL)
RPL is a process of giving formal recognition to skills acquired from life experiences that can be directly related to the elements of an intended training program. Life skills learning is measured against the course criteria.

RPL can be requested for any accredited course, but the student must provide evidence to demonstrate that all elements of the unit are addressed by their prior learning.

Students must make an appointment with our RPL coordinator if you think you are eligible for RPL. A RPL request attracts a fee of $150 per unit. A successful RPL may reduce the cost of the course but sometimes an RPL is unsuccessful, in which case the student will be required to enroll in and complete all the work associated with that unit.

CREDIT TRANSFER
If you have previously completed a unit listed in your intended training program, you do not have to do it again if you show the Office Staff the ORIGINAL Certificate, Transcript or Statement of Attainment identifying such units. We record a Credit Transfer for those unit/s.

FLEXIBLE LEARNING and ASSESSMENT
ECEG is committed to student-centered education and flexible methods of training and assessment. This is not to be entered into lightly as it is often more difficult to complete work and to stay on task when you are at home rather than in class.

HELP WITH "THE BASICS"
From time to time extra support is required. Please see your trainer if you need extra assistance with language, literacy or numeracy, or if you need welfare and guidance support.

TRANSITION to the LATEST VERSION of a QUALIFICATION
When a new version of a superseded qualification is added to ECEG’s scope of registration, ECEG guarantees to transition students to the latest version of that qualification within 12 months of the current qualification’s commencement on ECEG’s scope of registration.

STRUCTURED WORKPLACE LEARNING (SWL)
SWL is structured on-the-job training during which you are assessed on a designated set of skills related to your course. The following programs undertake SWL as part of their assessment:
- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- Certificate III and IV in Aged Care, HACC, Disability
- Diploma of Community Services Work

PRE-REQUISITES FOR SWL
- Aged Care & HACC: Personal Care & WHS
- Early Childhood Education and Care: Participate Effectively in the Work Environment, Ensure Children’s Health & Safety, WHS, Working With Children Check
- Community Services Work: WHS
- All the above require: a National Police Check and Level II First Aid/CPR Certificate.

YOUR RESPONSIBILITIES FOR SWL
- Participate in pre-placement activities to optimize your safety and achievement during your workplace learning opportunity.
- Be aware of your rights, responsibilities and emergency contact arrangements if needed.
- Perform duties during the work-placement to the best of your ability, support occupational health and safety and comply with all reasonable directions of host employer/employees.
- Inform both the host employer and SWL coordinator as soon as possible if you are unable to attend the workplace and inform your Supervisor and SWL coordinator promptly of any injury, accident or incident that has occurred.
- If you have access during placement to information which is private and confidential, you must not convey this information to any person outside the host employer’s workplace.
- Attend at the workplace on each day at the agreed time.
- Dress appropriately for the workplace.
- You must have completed the Work Health & Safety program that is part of the accredited course of study you are undertaking.

ORGANISING SWL
- Decide which centre or business you are attending and arrange the dates and times.
- Contact the SWL Coordinator with these details.
- You have a meeting with the SWL provider before starting, where all paperwork is completed. (This needs to be returned to ECEG)
- You provide us with your original Police Check, First Aid Certificate, and Working with Children Check
- Complete your placement and be assessed in the workplace by one of our assessors.
CODE of CONDUCT

GOOD CITIZENSHIP

EECG courses occur in an adult education environment and we expect all students to act accordingly and know the Good Citizenship code and culture of EEEG:

RESPECT: LEARN IT, EARN IT.

All persons, employed or learning with EEEG, are expected to show respect for themselves, their classmates and College personnel by:

- Observing equal opportunity: everyone treated equally, fairly, respectfully, courteously
- Avoiding harassment or discrimination and being inclusive of all persons
- Respecting the rights of others and implementing responsibilities at all times
- Respecting property and working together to provide a safe and harmonious environment
- Respecting the right of other people to learn and respecting the opinions of others.
- Promoting learning, personal development, self-esteem and achievement of goals.
- Being punctual, prepared, persistent and completing agreed tasks by their due dates
- Observing confidentiality, privacy and all EEEG policies in relationships with others

PLAGIARISM and CHEATING

Plagiarism is using another's work without appropriate reference or acknowledgment.

Cheating is presenting work for assessment as your own when it has not been independently prepared by you.

Students are often asked to do additional reading and research to develop their own stance on issues. It is expected your ideas and beliefs may be influenced by what you have read and seen in your research. It is critical when submitting assessable work that you can attest it is your own work, or where you have used someone’s ideas to help form your own stance, that you reference appropriately their contribution to your thinking. Failure to do so is a disciplinary matter.

DISCIPLINARY ACTION

As a student you have responsibilities. Disciplinary action is implemented when behaviour breaches our Good Citizenship code of conduct and/or if Plagiarism or Cheating are involved.

Consequences may involve:

- A disciplinary interview with your trainer/teacher and/or Manager.
- The direction of your trainer/teacher, under written instruction from the Manager, to enter a not yet competent in the unit outcome of the work that is in dispute.
- A behavioural contract the breach of which results in expulsion.
- Exclusion from EEEG and its programs for up to three months.
- Expulsion and permanent exclusion from EEEG.

LEGAL ISSUES

Any behaviour which is deemed illegal or questionable under relevant legislation [drugs, theft, harassment for example] will be referred to the appropriate external authorities.
ATTENDANCE
Participation in class activities and discussion is a major part of your course, as is the completion of tasks set to be done outside class. No student will be required to attend for more than 8 hours on any given day. Students are required to:
- attend ALL classes wherever possible
- If unable to attend, contact the General Office with an apology and valid reason
- Maintain a minimum attendance level of 80%

CONSEQUENCE OF NON-ATTENDANCE
Failure to attend class without an excuse for 2 days consecutive scheduled days will result in the student being contacted by Office Staff.

A subsequent failure to attend class without a reasonable excuse will result in the student being invited to a meeting with administrative staff to explain why they should not be withdrawn from the course.

Failure to attend this meeting will result in an automatic withdrawal and void the possibility of a refund.

ENCOURAGED BEHAVIOURAL HABITS
ECEG encourage students to practice the following ‘Habits of Highly Effective People’. These were developed by Stephen Covey and are summarised below:

Be Proactive – accept responsibility and do not cast blame for your behaviours and consequences. You have the ability to choose a moral/socially acceptable response. Behaviour is a conscious choice: act responsibly.

Begin with the End in Mind – have a clear understanding of your long term vision, direction, destination. Each day work in a meaningful way on the short term steps to this long term vision you have for your life as a whole.

Put First Things First – organise and manage time and events to do those things you find most worthwhile doing to provide the greatest personal benefit to you achieving your long term desired vision, direction and destination.

Think Win/Win – maintain personal integrity. Consider the feelings and convictions of others. Live cooperative relationships: a compromise is not seen as weakness, but as a mutually satisfying and beneficial accommodation.

Seek First to Understand, Then be Understood – listen empathetically to understand, but not necessarily agree with, another’s viewpoint, then express your own opinion. Focus debate on issues, merits. Be open to compromise.

Synergise – value differences between people and through team building, and team work, harness the creativity that different perspectives bring to a relationship. Two people, creatively cooperating, usually produce better results than either one working in isolation.

Sharpen the Saw – care for yourself through reflection. Balance 4 areas of life to provide a vision, passion and a sense of adventure to life. These are: physical [nutrition, exercise, rest], social/emotional [key personal relationships], mental [learning via communication and thinking] and spiritual [literature, the arts, prayer, meditation, enjoyment of nature].

COMMITMENTS TO YOU

PRIVACY
ECEG takes all reasonable steps to ensure that the collection, use, handling and disclosure of your information complies with the Privacy Act 1988 and the Information Privacy Act 2000. We do not divulge any personal information to a third party for any reason other than the primary purpose for its collection, or where required by law.

We use your information to:
- Assess eligibility to enroll in a course and access government concessions.
- Provide Government agencies with statistical data and evidence of compliance.
- To meet legal obligations of disclosure to agencies such as Centrelink.

ACCESS TO YOUR INFORMATION
Under Privacy legislation, an individual has the right, with the approval of the Manager, to access their personal information and learning progress/outcomes in order to:
- View and inspect the information for its accuracy and currency.
- View, inspect, take action as the parent/guardian of a child [U18] or guardian of an adult.
- Ascertain a current and accurate record of their participation and progress in the training and education.
- Take notes and/or obtain a copy.
- Make corrections if they believe data is not: accurate, complete or current.

ACCESS TO YOUR LEARNING OUTCOMES
On completion of your course you will receive a statement of results. Results are kept by ECEG for 30 years. Course progress reports can be obtained directly from the trainer in the normal course of discussion and feedback associated with work assignment, submission and assessment.

ACCESS TO A CERTIFICATE or STATEMENT OF ATTAINMENT
A Certificate or Statement of Attainment is issued to all students where all fees or monies owed to ECEG have been paid in full. A student owing ECEG fees or monies will have their Certificate or Statement of Attainment withheld until all outstanding fees are paid.

CONFIDENTIALITY
Student information is secure and confidential. Where ECEG is required to disclose information about students, the student will be informed.
- Under Government regulations, student personal information is provided to ACFE, VRQA and Skills Victoria for reporting purposes only
- Where other Government agencies require student information the student will be notified that such requests have been made.
- Staff who handle information are required by law to respect student privacy.
- If a student needs to access their information, you must contact the manager.
STUDENT SUPPORT SERVICES

People often use counselling services to help with a range of problems that make it difficult to enjoy life and/or concentrate on studies. Counsellors listen respectfully and impartially to understand your situation and help you to work out what is needed to assist you find peace of mind.

Please note: Where support services are accessed or provided, ECEG asks that you complete a short feedback form to help us refine the provision of these services for future students.

- Talk with your trainer/teacher about study issues and strategies such as:
  - Time management
  - Study plans
  - Meeting dead-line dates
  - Learning and Study: methods / strategies / skills.
- Talk with the Manager and Finance Officer about financial issues affecting your study.
- Talk with the Welfare Coordinator for assistance in making a referral to see a counsellor. We can refer you to another service for assistance once we know the issue of concern.
- Talk with a counsellor to help with: relationships; dealing with a crisis; loss and grief; drug-related issues; stress; anxiety; depression; psychiatric disabilities; confidence & self esteem.
- The Campaspe/Murray Family Information Card supplied in your induction kit provides a range of possible sources of assistance for:
  - General family violence
  - Children
  - Police
  - Accommodation
  - Legal matters
  - Financial assistance and material aid
  - Medical
  - Transport
  - General counselling and emergency services
- ECEG provides 1:1 and small group support to those with identified learning difficulties.

VISUAL PERCEPTUAL IRLEN DYSLEXIA REFERRAL SERVICE for CGEA STUDENTS

ECEG provides a free Irlen referral service for all Certificate In General Education (CGEA) students. For some people, a particular ‘colour’ in the spectral light sensitivity range interferes with the transmission of visual information between the eye and the brain making it difficult to see printed text or diagrammatic information.

It is a physiological issue and once identified, it is within the power of the person to overcome this. Once the visual processing is physically adjusted, either by changes to the learning environment or through the acquisition of spectral filtered lenses in glasses, the person can read and interpret diagrams just as well as a person who does not have Irlen Dyslexia.

CHILDRENCARE

Campaspe College will pay 50% of your childcare fees if you need to use childcare when you are attending ACFE funded courses. Please check with reception when enrolling for eligibility.

COMPLIANCE WITH GOVERNMENT LEGISLATION

ECEG complies with the following Acts or Parliament:
- Sex Discrimination Act (1984)
- Disability Discrimination Act (1992)
- Disability Act (2006)

CONTINUOUS IMPROVEMENT

ECEG is committed to continuous improvement. If you are not satisfied with a course, trainer, facilities, or administration your opinion is encouraged. You can raise a matter with your trainer or in a more formal manner by use of a complaint form available from the General Office.

ECEG requires formal questionnaires to be completed by you about your course, trainer, facilities and administration. You decide if you wish your answers to remain anonymous or not.

COMPLAINTS

ECEG is committed to providing high quality courses, taught by qualified staff, using up-to-date equipment in pleasant, safe environments. If we don’t meet expectations please tell us. Complaints are a Continuous Improvement opportunity addressed in a constructive, timely manner.

If a complaint is about a trainer, there is an obligation on the complainant to firstly raise their concern in a confidential manner with the trainer either verbally or in writing. If the problem remains unresolved, complete a complaint form available from the office or web site at www.ccae.vic.edu.au and hand it in to the office staff.

Complaints will be recorded in the Continuous Improvement Register by the office staff and the Manager will ensure that the following steps are taken:
- Discussion with relevant persons to establish the facts.
- Discussions with the complainant to seek resolution.
- Where resolutions cannot be reached, the matter will be referred to the next available Committee of Management meeting for discussion/decision.
- The complainant will receive a written statement of the decision and reasons.
- Where the complaint cannot be resolved internally, we will tell you which body to contact for further assistance.

APPLYING for a UNIQUE STUDENT IDENTIFIER (USI)

From January 1st 2015, all students are required to apply for a USI. Permission will be requested at the time of enrolment for ECEG staff to apply on your behalf.
ADMINISTRATIVE MATTERS

DRESS CODE
Personal hygiene is expected to be a priority of all students. ECEG expects clothing, footwear and jewelry to be safe, practical and comfortable at ECEG and on work-placement. in the Workshop and Kitchen/Restaurant, enclosed footwear is required by law.

Your choice of clothing must allow ease of movement and in no way hamper interactions or work with other students/students. It should not be at risk of getting caught in equipment or machinery. Inappropriate clothing includes:
- shoe-string straps on tops, plunging necklines and/or bare midriffs
- thongs or slides
- short skirts or short shorts
- dangly jewellery
- long hair will be tied back or netted where required

CHILDREN in CLASS or on PREMISES
ECEG is an adult education provider catering for people 15 years of age and older. Adults enrolling in our classes expect to be in child-free zone. Children are not permitted to be in attendance at classes, nor left unsupervised outside a class or anywhere on ECEG property.

For ESL and CGEA classes an exception is made. Students with children who are not crawling or walking are encouraged to attend with their child but must be in care and supervision of their child at all times. Once a child is crawling/walking, a student must find appropriate day care. ECEG is not a day care facility although we have baby changing facilities in the disability toilet.

CONFIDENTIALITY RESPONSIBILITIES
Confidentiality of workplace observations, interactions, debriefing and class discussions are fundamental to the integrity of ECEG programs.

Being critical and raising criticisms is essential for learning. However, comments must remain restricted to the trainer/teacher/workplace supervisor and fellow students in the class. They are not to be repeated in the public domain. Class notes and/or Reflective Journals must not identify names of students, carers, or fellow students. Proven breaches of confidentiality will result in:
- Termination of a student's enrolment with ECEG.
- Issuance of a Statement of Attainment for all units completed to that date.
- Student's file entry citing breach of confidentiality as the reason for termination.
- Possible legal action being initiated by ECEG against the student[s] involved.
- Possible legal action being initiated by person's affected by the published comments.

MOBILE PHONES
As mobile phones are distracting and disruptive to everyone in the classroom students must:
- Switched off mobile phones or set on ‘silent mode’ during class times.
- Not use mobile phones in class unless they have prior permission of the trainer to do so.

STATE-OF-THE-ART INTERNET and TRAINING FACILITIES
ECEG has state-of-the-art internet connected training facilities within its historic buildings with:
- 5 electronic touch screen boards; 4 flat screen TV's; 40 Desktop and 28 laptop computers.
- Industrial Kitchen for 14 students and Restaurant for up to 30 patrons.
- Workshop fully fitted for materials: wood; metal; arc, mig, tig welding and ceramics.
- Classrooms for fashion design and creative arts [oil, water color, pastels, charcoal, digital].

INTERNET CAFÉ - FOOD and DRINK
Tea, coffee, milo, milk, sugar, fridge, microwave, sandwich toaster, hot water together with tables, chairs and 4 computers with internet connection are available for student use. It is expected that food and drink will be consumed in the internet café area. In classrooms, only bottled water is permitted. Please keep the café area and classrooms clean and tidy.

CAR PARKING
ECEG is unable to provide off-street parking for students. Metered all-day parking is available in the streets around ECEG. At nighttime, we recommended students park on Harre Street which is well lit by street lights and College security lighting. Please consider leaving the College via the front door in pairs or small groups for your general safety and convenience.

SMOKING, DRINKING and DRUGS
In common with all Victorian facilities used for education, smoking is prohibited in ECEG grounds, buildings and on the verge in front of the College. Both staff and students, if they wish to smoke, may do so at the rear of the property in the Council car park or in the Alton Reserve. If you are found to have brought onto ECEG premises, alcohol, illegal drugs or drug paraphernalia the police will be immediately informed and other consequences may follow.

LITTERING
Students, visitors or guests who litter will be required to clean up the area. Cigarette butts are legally considered litter and must not be discarded anywhere on ECEG grounds or you will be required to clean up the area. A cigarette butt container is provided in the smoking area at the rear of the property in the Council car park and in Alton Reserve.

PHOTOCOPYING
Personal photocopying entails a fee. Costs are available from reception.

SATISFACTION SURVEYS
ECEG is proud of its quality education and training provision. Satisfaction Surveys provide a means to monitor the quality and content of a course, suitability of venues, equipment provision and identify problems, where learners may not feel able to raise them directly with a trainer.

For most courses the Satisfaction Survey will be issued at the completion of your course unless otherwise advised by your teacher. The Surveys can be completed anonymously.

CHANGE OF ADDRESS/PHONE NUMBERS
We may need to contact you urgently, for example, regarding your class times. So please let the office staff know if you change your address, mobile number, internet address or phone number.
SAFETY and SECURITY

ECEG is committed to achieving access, equity and excellence in tertiary education and training. All staff, students and volunteers have a right to study and work in a positive environment that values diversity and protects them from discrimination or harassment.

SEXUAL HARASSMENT

ECEG desires an environment which is free from sexual harassment and where all staff, students and volunteers are treated with dignity, courtesy and respect.

Any unwanted or uninvited behavior of a sexual nature, which makes a person feel humiliated or offended, will be considered sexual harassment and should be immediately reported to the Manager for the matter to be referred to the Police.

Sexual harassment is against the law and will not be tolerated. Legal action may be taken against an employee, student or volunteer who breaches the relevant laws and ECEG’s own policy.

EQUAL OPPORTUNITY

Access and Equity in an underpinning philosophy of ECEG’s operation as a not-for-profit community based Registered Training organization. We endeavor to ensure that our students have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location, socio-economic background or ability.

EMERGENCY EVACUATION

CODE RED BUSH FIRE POLICY

If a Code Red Bush Fire Day (the highest alert warning of the CFA) is declared in Northern Country ECEG will be closed. **No staff or students are to attend.**

Ahead of a Code Red Fire Danger Rating Day, an immediate warning will be issued to staff and students located in identified high-risk regions where Echuca ECEG has a campus.

If a Code Red Rating is applied on the CFA website by 2pm for the following day to any of the following Fire Danger Ratings Regions: Central, North Central and Northern Country ECEG will be closed. Should the CFA downgrade the Code Red rating after 2pm ECEG will remain closed.

It is the responsibility of the student to be aware that a Code Red day has been declared for the Northern Country. This is particularly important for those with Saturday classes.

EVACUATION OF CAMPASPE COLLEGE SITE

In the event of a fire, medical, or other potentially threatening scenario, please remain calm. Your teacher has been briefed on ECEG’s emergency procedures.

Emergency evacuation maps are located in each classroom, office, and toilet areas.

If necessary, **or immediately upon hearing the fire horn**, evacuate the building via one of the marked exits and make you way to the assembly point in Alton Reserve. Leave all classroom materials in the classroom.

Trainers are to ensure that: all windows are closed; all fans and air-conditioners are turned off; all lights are turned off; that all students have exited the room; that the classroom door is closed but not locked. At Alton Reserve all trainers and their class group should reassemble for roll check.