

# COLLEGE MANAGEMENT SYSTEM

## Element 1 Board Commitment

Enrolment Policy

Communication & Parent  
Involvement Policy

Complaint Policy & Procedure

Computer & Internet Use Policy

the Constitution of HCP Inc.

College Management System Outline

Board Guidelines

Regulatory Compliance Manual

## Element 2 Curriculum

Curriculum Policy

Vocational Training Manual

Education Outside the Classroom Manual

## Element 3 Student Welfare

Child Protection Policy

Bullying Policy & Procedure

Discipline Policy & Procedure

Parent Handbook

Student Handbook

Pastoral Care Procedure

## Element 4 Staff Management

Staff Policy

Human Resources Manual

Staff Handbook

Professional Development Plan

Volunteer Handbook

## Element 5 Health & Safety

Environment Policy

Fitness for Work Policy

Injury Management Policy

Health Safety & Welfare Policy

No Smoking Policy

Health & Safety Manual

Emergency Response Plan

Crisis Management Plan

Maintenance Manual

## Element 6 Administration

Privacy Policy

Enrolment Procedure

Administration Manual

Classroom Management Procedure

Accounting Handbook

## Element 7 Performance Assessment

Performance Assessment Policy

College Performance Management

Staff Performance Management

### Key:

Policy or Procedure In Preparation

Policy or Procedure In Use