



## Master Class Program – Semester One & Semester Two - 2024

### Student Orientation Manual

### Welcome to the Master Class Program!

Our dedicated and enthusiastic staff are looking forward to meeting you when classes commence and will be on hand to provide you with assistance as required. If you have any questions or concerns that have not been addressed in this manual, please do not hesitate to contact our administration staff.

### Structure of the Master Class Programs

Master Classes incorporates:

- 2.5 hours of classroom instruction over 8 classes (These will be at EBS).
- 2.5 hours of Livestreamed class instruction covering SAC preparation over 2 classes (Weeks 5 & 10).
  - Students will be sent registration links via email 3-days before each session.  
(Refer to Page 3 section 3 of the **Website & eLearning Access Guide link on Page 9**)
  - You access the SAC classes via a web browser and **do not** attend the venue.
- 7.5 hours of Exam Booster On-Demand classes.
- A trial Examination followed by a detailed 2.5-hour Exam Correction Session delivered by a senior VCE exam marker (VCAA).
- A set of commercial exams to work through.
- Access to recordings for all sessions of your enrolled subject with access until 01 December 2024.

During the course of the weekly classes, students will work through the entire Unit 1 or Unit 3 syllabus. In the event that course materials are not completed within the allocated time, additional classes will be scheduled free of charge.

### Student eLearning account

Your Master Class subject class recordings where this was included in your enrolment will be added to your eLearning profile. Access instructions for eLearning are provided on **page 9 (Class Recordings)**.

TSFX use the student email address to tie all enrolment functions together under one profile. The email address used for your Master Class enrolment will be used to setup your eLearning access. This may be in a parent's name/email and not the students email address. Please speak to TSFX admin staff if you need to have this amended/changed.

### Periodic Payments

Periodic Plan applicants are reminded that their first instalment is due from the **12 February 2024**. Payments will be automatically deducted via direct debit from the given credit card details on a weekly basis.

Please note that overdue payments will incur additional charges. If you have problems meeting your payments, please speak to our administration staff to discuss alternate payment arrangements.



## VCE Master Classes Schedule: Semester One 2024

### In Person (Face to Face) Classes

Venue: Elizabeth Blackburn School of Sciences  
The University of Melbourne (Parkville Campus)

Week	Fridays	Saturdays	Sundays
1	16.02.24	17.02.24	18.02.24
2	23.02.24	24.02.24	25.02.24
3	01.03.24	02.03.24	03.03.24
4	08.03.24	09.03.24	10.03.24
5*	15.03.24	16.03.24	17.03.24
6	22.03.24	23.03.24	24.03.24
Term 1 Holidays/ Easter Break (2-Weeks)			
7	12.04.24	13.04.24	14.04.24
8	19.04.24	20.04.24	21.04.24
9	26.04.24	27.04.24	28.04.24
10*	03.05.24	04.05.24	05.05.24

### Interactive Live Streamed Classes

Week	What Will Be Covered?	Delivery Mode
1 to 4	Area of Study 1	In Person Classes
5	SAC 1 Preparation Class	Interactive Live Streamed Class
6 to 9	Area of Study 2	In Person Classes
10	SAC 2 Preparation Class	Interactive Live Streamed Class

The SAC Preparation Classes (Weeks 5 & 10) are being delivered as live-streamed **online classes** i.e. They are **NOT being held** at The University of Melbourne (Elizabeth Blackburn School of Science).

You'll receive an invite and access link for the SAC Preparation Classes 3 to 5 days before each live streamed event is scheduled to occur. Invitations will be sent to you **by email**, using the address you provided when you enrolled in the Master Classes.

Date: 24 January 2024 – FX3.



## VCE Master Classes Schedule: Semester Two 2024

### In Person (Face to Face) Classes

Venue: Elizabeth Blackburn School of Sciences  
The University of Melbourne (Parkville Campus)

Week	Fridays	Saturdays	Sundays
1	14.06.24	15.06.24	16.06.24
2	21.06.24	22.06.24	23.06.24
3	28.06.24	29.06.24	30.06.24
4	05.07.24	06.07.24	07.07.24
5*	12.07.24	13.07.24	14.07.24
6	19.07.24	20.07.24	21.07.24
7	26.07.24	27.07.24	28.07.24
8	02.08.24	03.08.24	04.08.24
One-Week Break			
9	16.08.24	17.08.24	18.08.24
10*	23.08.24	24.08.24	25.08.24

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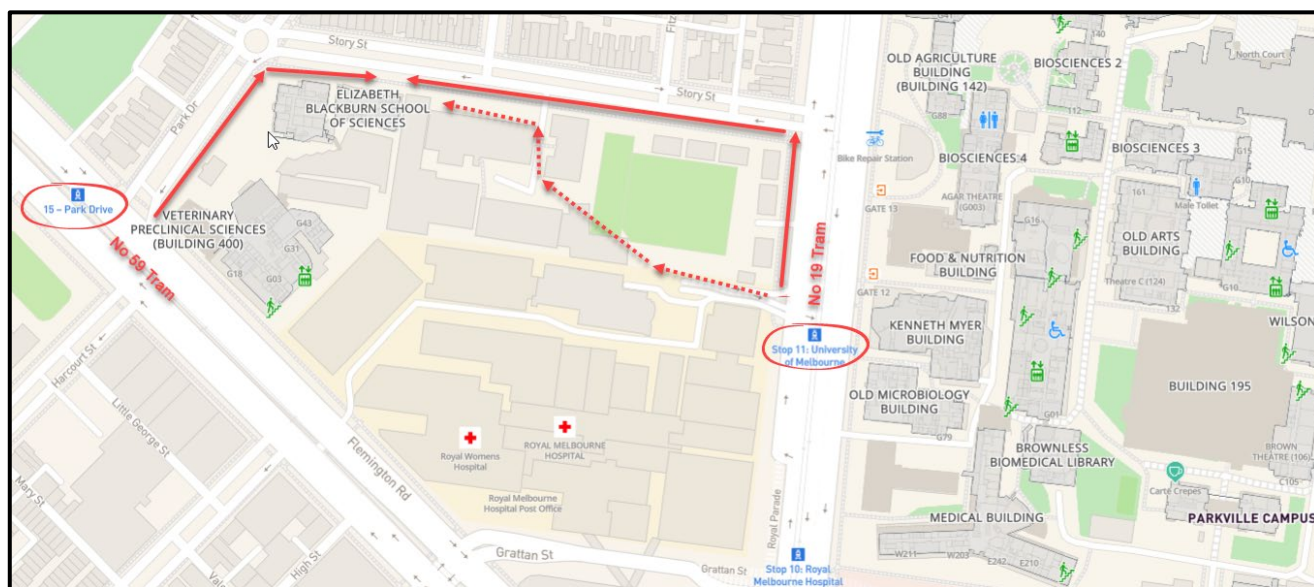
Date: 24 January 2024 – FX3.



# The Master Class Study Centre

## The Elizabeth Blackburn School of Sciences

Classes are held at The Elizabeth Blackburn School of Sciences, 133/99 Story St Parkville.



Please report directly to your allocated room upon arrival, or approach TSFX staff for assistance.

## Directions to the Elizabeth Blackburn School of Sciences

### *By Public Transport*

EBS can be accessed from the number 59 and number 19 trams and is a quick tram ride from Flinders St (Tram Stop 1) or Melbourne Central train station (Tram Stop 5).

From Melbourne Central Station, walk along Elizabeth St towards La Trobe St. Take the number 59 or 19 tram. (If starting at Flinders St Station, walk to Tram Stop on the corner of Flinders St & Elizabeth St).

- If you take the number 59, get off at the Murphy St/ Flemington Rd stop (Tram Stop 15), walk along Park Dr and turn right at the roundabout into Story St.
- If you take the number 19, get off at the University of Melbourne/ Royal Parade stop (Tram Stop 11), walk along Royal Parade and turn left into Story St.

Walk along Story St until you come to a red brick staircase, leading to the EBS.

Dotted line is a pathway along the side of the oval and across the University High School grounds.





## By Car



Access to the Elizabeth Blackburn School of Sciences is via Story St, but **street parking is limited in this area.**

We recommend that students take advantage of public transport to attend Master Classes. Alternatively, there are a number of paid parking garages nearby. The closest is the Royal Parade Car Park, which is \$12.50 for 4 hours during business hours, and \$8 after 5pm on Friday and on weekends. This car park **does not accept cash** payment, and **you will not be able to enter without a debit or credit card.**

## Disabled Access

If you require an alternative to stairs, please enter via the University High School driveway, and continue West along the outside of the building, close to Story Street.

Within the building, a lift to the second floor is available.

## Emergency Evacuation Protocol and Assembly Point

In the event that the evacuation alarm sounds, all staff and students must exit the building immediately. Please follow the instructions of teachers and TSFX staff.

## COVID Safe Policy

TSFX follows a strict COVID-Safe policy and full information, and requirements will be provided to students in a separate document. Access to this document can also be found at [www.tsfx.edu.au/mc-updates](http://www.tsfx.edu.au/mc-updates).

## LEVEL ONE – DOWNSTAIRS

### BUILDING EVACUATION DIAGRAM

Elizabeth Blackburn School Sciences Ground Floor (EB10, staff room/lab/prep room)



#### AREA 2

1. Check all classrooms
  2. Check all offices
  3. Check all toilets
- Make your way to evacuation point and hand the card to evacuation point officer**

#### IN CASE OF FIRE SAFETY CONSIDERATIONS

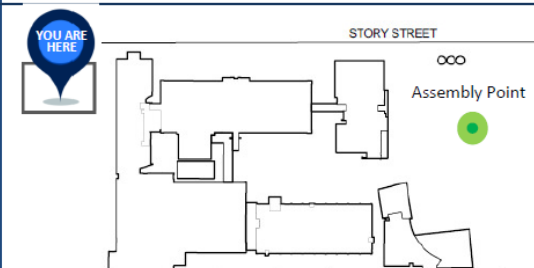
- R**EMOVE OTHER PEOPLE FROM IMMEDIATE DANGER
- A**LER T OTHERS—RAISE THE ALARM
- C**ONTAIN FIRE AND SMOKE  
close all windows and doors (if safe to do so)
- E**VACUATE TO ASSEMBLY AREA  
remain in assembly area until given the all clear

#### IN CASE OF EMERGENCY RING 000

#### UHS EVACUATION PROCEDURE

1. Evacuate classrooms with students—**counting** students as they exit the classroom
2. Close doors behind you
3. Make your way to the evacuation point via the nearest exit (**taking the quickest route outside the building**).
4. Year 7-9 line up students behind cones on oval in alphabetical order. **STUDENT SIT DOWN.**
5. Take the roll or count students
6. 10-12 = gather a Year 10 – 12 markers and mark c class roll or count students
7. Report any missing students to Evacuation Point Manager

#### SITE DIAGRAM



THE UNIVERSITY  
HIGH SCHOOL  
77 STORY ST  
PARKVILLE, 3052

## LEVEL TWO – UPSTAIRS

# BUILDING EVACUATION DIAGRAM

Elizabeth Blackburn School Sciences First Floor (EB20-EB24)



## AREA 1

1. Check all classrooms
2. Check all offices
3. Check all toilets

**Make your way to evacuation point and hand the card to evacuation point officer**

## IN CASE OF FIRE SAFETY CONSIDERATIONS

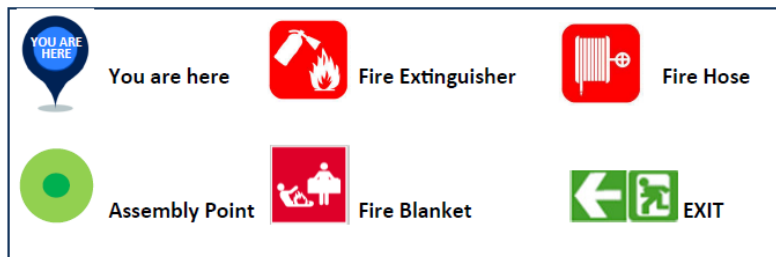
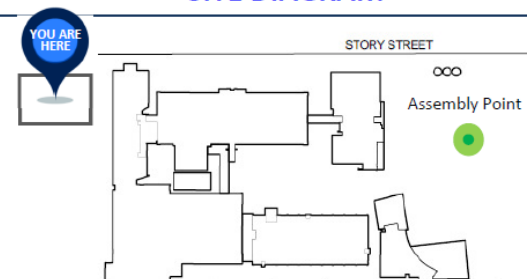
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PARKVILLE, 3052



## Study Centre Opening Hours

9am – 5pm Saturdays and 9am – 3pm Sundays.

## The Master Class Program

### What Do I Bring to the Master Classes?

Please bring pens, paper, highlighters, calculators, face mask and your confirmation email. A bottle of water may be brought into the classrooms however food and other drinks are to be consumed ONLY in the breakout areas. We ask that mobile phones are switched off or set to silent before each class.

Please also ensure that your personal details on your confirmation email are correct. If any changes are required, please alert TSFX staff as soon as possible. In the event of an emergency or change in class times, we need current contact details, and therefore request that families promptly inform us of any changes to contact details as they arise.

URGENT/ Last minute changes (e.g., change to venue date or time) will be communicated via SMS and email.

Please ensure we have both your email address and mobile phone number on record.

### What Will the Classes Be Like?

During the first few weeks, we find that students are somewhat quiet – which is not surprising when you consider that the teachers are unfamiliar, and that it is likely that you will not know many of the other students in your class. By about the third week, everyone has relaxed, and you will find that you have made some great friends, many of whom, we hope, you will remain in contact with in future years.

At TSFX, administration staff and teachers operate on a first name basis. We believe that learning is maximised in a friendly and fun environment, so you will find that our classes are quite relaxed and informal. Our staff members are always friendly, approachable, and dedicated – they will do everything they can to help you through these final, challenging school years.

### Question Times

No matter how foolish you may think your questions are, please ask them as the need arises. You will not be frowned upon or ridiculed – no matter how insignificant you perceive your questions to be. Many questions that students label as “stupid” are in fact concerns that other students share, and often highlight areas or concepts that may need further clarification. So, if you don't ask your questions – you and your classmates will lose out on these benefits, and this may cost you valuable marks in SACs and examinations. If you do feel awkward asking questions during class time, please approach your teacher during breaks and/or after class. We do, however, require that teachers leave the classroom 15 minutes following the completion of their class, so that they – like you – may have a break before their next class.

### The Teachers

Please be sure to keep in contact with your teacher(s). The teachers are there to help you, so utilise this valuable resource to address course work concerns as they arise.





If you find that a teacher is proceeding too fast or too slow in class, please be sure to notify them. Teachers will not be inconvenienced or offended – in fact, they rely on your feedback so that each-and-every student can derive the full benefits from this unique and powerful course. If you do not understand a concept in class, ask your teacher(s) to cover the materials of concern again.

It is our policy that students attending our weekly classes are not to be placed into a class that is being delivered by one of their teachers at their daytime school. If any of your TSFX teachers are your actual teachers at school, please see reception to arrange a class change. If your allocated teacher for any of the classes, you are attending at TSFX teaches at your daytime school but is not one of your classroom teachers this year – you may choose to remain in your currently allocated TSFX class.

## Breaks During Classes

Your teacher will grant a short break during each of your classes. So that classes can start on time, we ask that students do not leave the building during these breaks.

## Class Recordings

All of your classes for Semester One and/or Semester Two 2024 will be recorded in audio + screen-capture format, so you will be able to watch any class you missed, or anything you want to see again, whenever you like!

Livestream classes (SAC weeks 5 & 10) will also have a camera feed for the presenter in the recording.

You can access these recordings through your main TSFX website account.

- Please follow pages 6 and 7 to access your courses.
- Please follow pages 7 – 9 to learn how to use the eLearning Portal.

[Website and eLearning Access Guide](#)

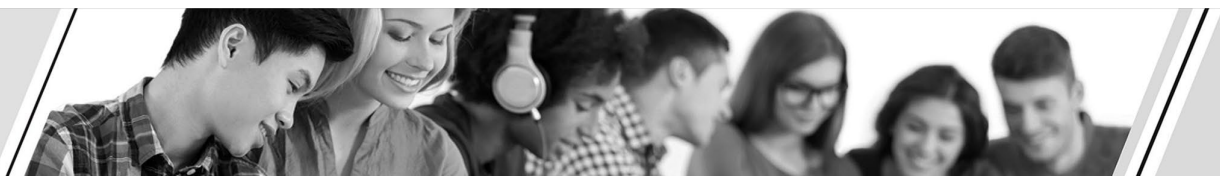
Students will be introduced to this system in the first week of classes, and login information will be emailed. Please contact the office for further information.

## Your First Class

Please arrive **at least 15 minutes prior** to your first class to allow sufficient time to locate your allocated room(s). Your teacher will meet you in your allocated room and will distribute the notes and materials at the beginning of each class.

All students are required to be in their allocated classrooms at least 5 minutes before the official start time.

Please refer to your confirmation email for room allocations. Please make your way directly to your allocated room when you arrive.



## Administration

### TSFX Staff

Our staff will be present at the EBS during the Master Classes, and are available to assist students with general enquiries and class change requests. Alternatively, our main office is open between 10am and 5pm, Monday to Friday, and can be reached at 9663 3311 during those hours. TSFX staff can be reached by email at [admin@tsfx.edu.au](mailto:admin@tsfx.edu.au) during business hours Monday to Friday, and this inbox will be monitored on weekends only when Master Classes are running.

### Missed Classes & Notes

All TSFX Master Classes are recorded, and class audio and screen-capture can be accessed through the TSFX LMS. If you miss a class in which notes were handed out, the book will be available in your classroom for you to pick up the following week.

### Lost or Forgotten Notes

If you forget to bring your notes to class, please ask your teacher for some paper so that you can take notes during class. If notes have been lost, replacement copies can be purchased. Please contact TSFX staff to organise a replacement book if necessary.

### Temporary Class Changes

If you are unable to attend your usual class time(s), please contact TSFX administration as early as possible to organise a temporary class change. Class changes are only possible if the class that you want to move into is not yet at capacity. If you contact TSFX before 5pm on the Friday before your class, we are able to advise you as to which classes have space. If you are unable to contact TSFX ahead of time, please come to our study centre half an hour before the class you wish to attend that week, and request a temporary class change form from TSFX staff. However, you do run the risk that the class you wish to attend may be full. In this case, you will not be admitted unless another student fails to attend on the day (in which case you may take their place).

Temporary Class Changes are designed for students to attend an alternative time slot on isolated occasions. If you wish to make a permanent class change, please contact TSFX staff.

It is important to note that although we do our best to keep classes moving at a consistent pace, this is not always possible. As the different classes move at different paces, your temporary class may be ahead of or behind your normal class.

### Permanent Class Changes

We understand there may be personality differences between teachers and students, as well as different preferences for teaching styles. Therefore, if you cannot identify with your teacher after the first two sessions, you may contact reception to change your class times and/or teachers. Permanent class time changes must be submitted on a Permanent Change Request Form, which is available at [www.tsfx.edu.au/mc-updates](http://www.tsfx.edu.au/mc-updates). Students are expected to attend their normal allocated classes until the Program Coordinator has officially confirmed your request change, and **no refunds will be issued for any class that you miss** while waiting for a permanent class change to be processed.



## Repeat Classes

Students may also, subject to spaces being available, attend multiple classes of the same subject in a weekend. Students interested in participating in a repeat class should contact TSFX staff to reserve a position in an available class.

## Dissatisfaction with the Course

The School for Excellence employs strict quality control processes so that we can maintain our excellent reputation in the education sector. If you are in any way dissatisfied with the classes, please notify our administration staff immediately so that the appropriate action can be implemented. If you have any suggestions regarding how we can further improve our courses, please do not hesitate to approach the administration team with your ideas.

## Refund Policy

No refunds will be issued for cancellations made after the closing date or for missed classes, as indicated in the conditions of enrolment form that was submitted with your application. Students are, however, entitled to the notes that accompany the program. Closing date is defined as the commencement of the program.

## Lost Property

Please submit found items to TSFX staff. If you have lost an item, please report to TSFX staff.

## Amenities

TSFX are located in the Elizabeth Blackburn School of Sciences. Students have access to the breakout areas for study before/after class. Bathrooms are located on the ground and upper floor.

Cafes are located around the facility (within 5-minute walk). There are microwaves on site for students to use if you wish to bring your own lunch. The teacher staff room has a fridge that may be used.

The list of Café's below may change. Please refer to maps/signage within the venue that are updated.

Zouki Café – in the Foyer of Royal Melbourne Hospital*	Café Piccolina - 52 Morrah St *
Guzman y Gomez – Flemington Rd *	Tiger Café – Uni. of Melb., Royal Parade (closed Sun)
Sargon Café – Grattan St (closed Sunday)	Super 8 – Uni. of Melb (Peter Mc Building – Closed Sun)
Joe's Eatery – Flemington Rd (Closed Sun)	Bureau Provisions & Periodicals – Royal Parade - Closed Sun

\* Venues open 7 days a week.



## Master Class Student Code of Conduct

To ensure the comfort and safety of all venue users, students participating in The School for Excellence tuition programs are required to adhere to the following Conduct Policy.

### **It is a condition of enrolment that students follow the following rules:**

1. Only bottled water may be consumed within classrooms. Food and other drink **is** not to be consumed inside classrooms, but may be consumed in the breakout areas.
2. Smoking anywhere in the building is **STRICTLY PROHIBITED**.
3. Students will behave respectfully in the common areas of the venue.
4. Students must stay aware of noise levels and use appropriate language when moving through, in and out of the building.
5. Students must show courtesy and respect to the other tenants and patrons using the building.
6. Students will not overcrowd foyers, lifts and other common areas of the building.
7. Students will keep the facilities in a clean and tidy condition. Rubbish is to be thrown in the bins provided throughout the venue.
8. Students agree to keep the toilets and lounges in a **CLEAN and hygienic condition at all times**. Please notify reception of any mess or disorder as soon as possible.
9. Students found to be causing wilful damage will be required to pay for replacement/repair of damaged items and will forfeit their enrolment in the Master Classes.
10. Only those students enrolled in the Master Classes are permitted to partake in these programs and/or participate in the actual classes.
11. Students can only attend the classes that they are permanently allocated to, unless they have permission from Administration to attend another class. Your teacher cannot give you permission to attend their class.
12. Students will follow all COVID safe protocols and procedures as directed by TSFX staff.

Failure to follow the Code of Conduct could result in the termination of your enrolment in the Master Classes. Should this occur before the end of the course, no refunds will be issued for classes missed.