



# 2024

## ANNUAL REPORT



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## FOCUS

*Through the provision of accessible learning, community and work opportunities that build skills, confidence and hope, we shape the community of tomorrow, break the cycle of poverty and disadvantage and enable people to improve their quality of life.*

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## VISION

*Changing lives through education*

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Prace College is a registered independent secondary school, offering VCE VM (Victorian Certificate of Education Vocational Major) and VPC (Victorian Pathways certificate) to young people with an enrolment age of 16 to 17 years.

Prace College is part of Prace, a not-for-profit community education provider, Registered Training Organisation and registered charity.

Prace has provided education opportunities, including programs for young people, since its beginnings in 1993 and in addition to VCE VM and VPC, Prace offers a range of VET (Vocational Education and Training) courses both accredited and pre-accredited.

Prace College is funded through a combination of State and Commonwealth Government funding.

Prace College operates from two campuses:

- 35 Sturdee Street, Reservoir
- 56 Schotters Road, Mernda.





**Amaya Munoz**  
**Principal**  
**Prace College**

Prace College celebrated a significant year of growth and a high level of student graduations in 2024. Following the 2023 rollout of the new VCE Vocational Major (VCE VM) and Vocational Pathways Certificate (VPC), 2024 focused on refining our approach to the new curriculum, improving the way we incorporate the applied learning model to the Unit Three and Four studies of Literacy, Numeracy, Personal Development Skills (PDS) and Work Related Skills (WRS). Student feedback was resoundingly positive, indicating that there was significant improvement in the nature of their learning in 2024 in comparison to that of 2023, which students had reported to be too 'paperwork heavy'. With the first year of a new curriculum behind us, teachers were able to identify ways to weave hands-on learning into the working week and move the new learning closer to the practical classwork that has proven in previous years to net greater engagement and task completion for our students.

2024 was the first year the College had delivered the Unit 3 and 4 sequence of the VCE VM and we were incredibly proud to have a record number of graduates last year. 20 students graduated with the VCE VM certificate and an additional 17 completed the VPC studies. In addition to this, a further 21 completed the Units 3 & 4 sequence and are, therefore, well positioned for graduation this year.

Following from this, the College was also happy to see a high level of new enrolments, particularly relating to our Mernda Campus. The interest within the community was high and we have been able to not only fill the vacancies formed from our high graduation rate in 2024, but also increase enrolments at the Mernda campus sufficiently to justify the opening of a fourth classroom.

The College thanks staff from all areas of college operations for their dedicated efforts in service delivery throughout 2024. The combination of tailored teaching and learning opportunities and the high level of relational trust established across our campuses has benefitted the college community and helped the promotion of the College profile among neighbouring service providers.

In terms of acknowledging the wide range of specialised supports offered at the College, some key programs from 2024 include:

- **Active Volunteering:** 2024 saw the rollout of a new experience in the Active Volunteering program delivered through the VET program. The initiative was such a success that we have adopted the program in 2025 through the Work Skills work unit, maintaining what proved to be a range of opportunities for students to work in highly engaging real life work experiences, gaining invaluable experience building interpersonal communication skills, and applying their learning of work-related practices such as customer service skills and occupational health and safety requirements in true work contexts.
- **Inaugural College Carnival:** 2024 was the first year the College had held a carnival. Located in and around the grounds of the Mernda campus and taking advantage of the adjacent Mernda Recreation Reserve, students and staff pulled together to plan, develop and implement the carnival. The day was a key highlight of the year and students and staff alike really celebrated together, competing in tabloid sports, 'dunk the teacher', balloon darts, ring toss, and the egg and spoon race to name a few. Students collected tokens each time they played and the prize tent was abuzz with a constant stream of young people coming to cash in their tokens. The inclusion of the fairy floss, popcorn and snow cone machines along with amazing carnival decorations added the finishing touches for an amazing day of community fun. As a result, the carnival is now planned to be an annual feature for the College with strategic planning including considerations for widening the experience in future years to include parental involvement.



- Outreach and wellbeing work continued throughout 2024, with young people experiencing significant barriers to school access being supported through home visits, care pack provision and in some cases individual pickup and return college bus services.
- Pathways support and work placements remained a strong feature of additional support in 2024. Working with individual students at their point of need, the Youth Work team did an excellent job finding work placements for those that were ready to start planning for pathways beyond school.
- Responsible Service of Alcohol, First Aid Certificates and the serving of Non-Alcoholic Beverages were additional certificates offered last year to better support students with job readiness. The acquisition of these certificates will provide an edge to student job applications within the job market.
- Breakfast and lunches have remained an integral component of the work we do. They provide students with a place to be, and Mernda students, in particular, have developed a strong culture of early arrival at school, sitting in the kitchen and school grounds socialising and waking up for the day over a cuppa and cooked breakfast.
- Gumbaya World was another major highlight as we finished off the year by taking the students out to the adventure and water park. The students had an absolute ball.
- The End of Year Celebration of 2024 boasted the biggest attendance in the history of the College. Families enjoyed round table seating, cheese platters at each table and a smorgasbord of sweets and savouries, as they celebrated the amazing achievements of our young people.

As we embark on the 2025 school year, I look forward to working alongside our dedicated staff, families and community to support our young people to grow, thrive, and achieve their goals.

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## COLLEGE PHILOSOPHY

Prace College's educational philosophy is intricately linked to Prace's vision, focus and values.

Prace College strives to develop dynamic, responsive and innovative educational programs, teaching and learning experiences that ensure equitable access to resources and strengthens the capacity of all young people to participate fully in their community and society overall.

We believe that all young people should be able to positively engage in education regardless of their life circumstances and barriers to learning. Education should not just focus on academic attributes but on the whole person, providing active support for their social and emotional development and their immediate living circumstances while supporting the development of knowledge and skills needed to feel they successfully contribute to a prosperous, equitable and socially inclusive society.

In doing so, Prace aims to provide relief for young people of such human poverty, sickness, suffering, distress, misfortune, disability, destitution or helplessness as arouses compassion, unrestricted by gender, race, sectarian belief or political ideology for the betterment of the quality of life of the disadvantaged in the community.

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# OUR STAFF

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## TEACHER STANDARDS AND QUALIFICATIONS

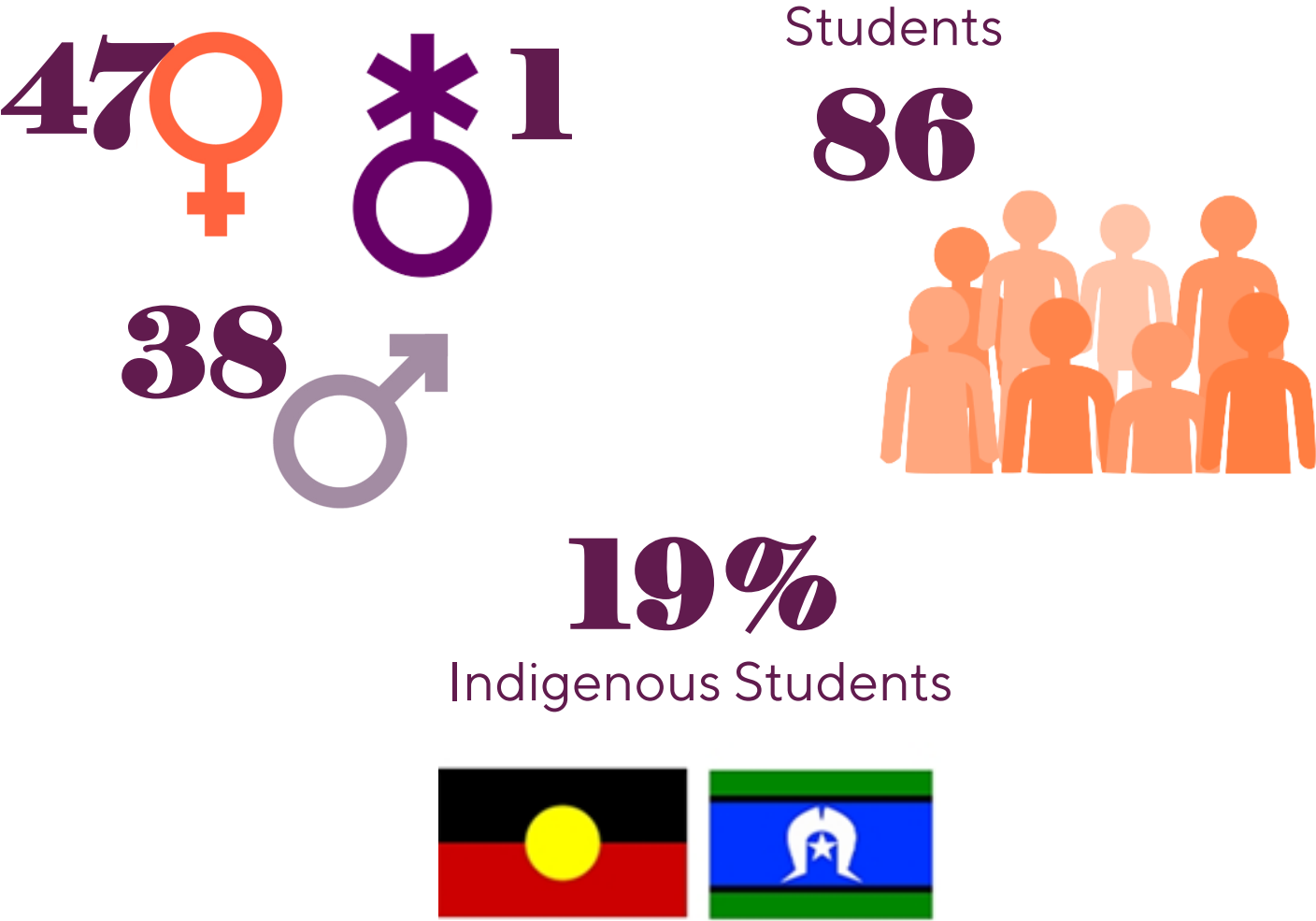
All Prace College teaching staff are registered with the Victorian Institute of Teachers (VIT), or have Permission To Teach (PTT), as required. To be registered as a teacher with VIT, a teacher must hold:

- four years of full-time or equivalent higher education study, including an approved initial primary and / or secondary teaching qualification of at least one year's duration
- or
- an approved Certificate of Proficiency / Completion in a trade together with:
  - relevant industrial experience combined with a period of apprenticeship that totals no less than eight years
  - an approved trade technician course or an approved equivalent program of post-apprenticeship studies
  - an approved course of teacher education
- or
- an approved Certificate of Technology, together with a minimum of six years of approved industrial experience and an approved course of secondary teacher education.

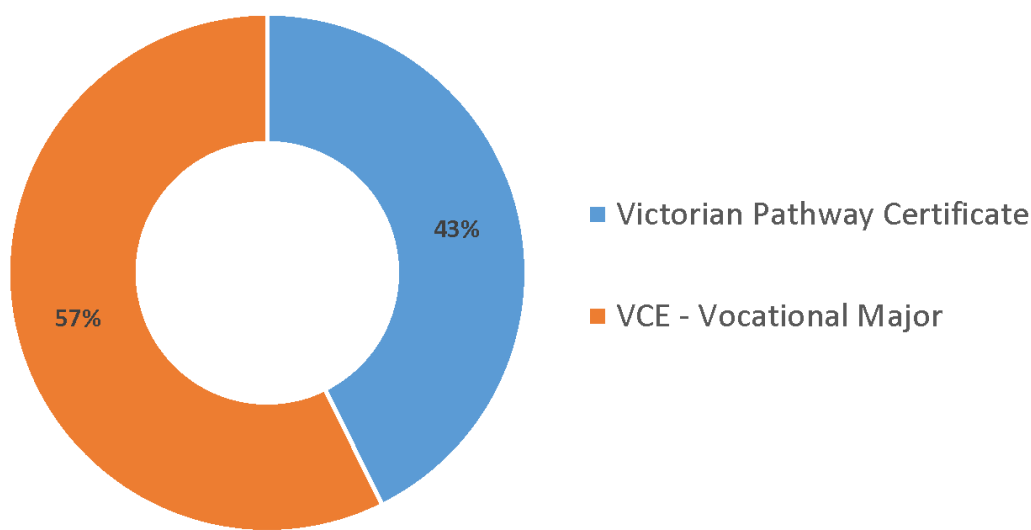
## WORKFORCE COMPOSITION\*

TEACHING STAFF	6 Full-time 0 Part-time
SPECIALIST SUPPORT STAFF	6 Full-time 5 Part-time
NON-TEACHING STAFF	7 Full-time 1 Part-time

\*Please note that the overarching organisational structure of Prace Inc., within which Prace College operates, gives the college access to several positions that contribute to the administrative running of the college. These include reception services, marketing and general administration.



ENROLLED STUDENTS BY COURSE AT END OF 2024



The data on this page is sourced from Prace College student data at Census in August, 2024 unless otherwise indicated.



# CHILD SAFETY

Protection of children and child safety at Prace is ensured through a range of strategies, which aim to embed an organisational culture of child safety. Below are the strategies Prace employed as a means of embedding a culture of child safety within the organisation, along with our progress against these strategies.

Standard 1	Actions
Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.	<ul style="list-style-type: none"><li>• All Prace staff required to undertake professional development related to fostering cultural safety for aboriginal students, staff, families, including PD on Aboriginal Kinship systems; and critical reflection on own assumptions, attitudes, beliefs and biases. Aboriginal Kinship systems.</li><li>• Reconciliation Week and NAIDOC Week external events promoted to staff, including “Beyond Colonialism” workshop attended by two Prace representatives.</li><li>• Staff and students participated in Reconciliation Week activities, including Hibiscus Flower activity for Sorry Day.</li><li>• Students engaged in a project learning about People, Painting, Stories, Land Practices, Advocacy and Rights.</li><li>• Students undertook the VET unit CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety.</li><li>• Students wrote their own acknowledgements of country.</li><li>• Guest speaker Lachlan from the Wurundjeri Council spoke to the whole school.</li><li>• Acknowledgement Plaques from (Kinya Lerrk 100% Aboriginal owned and operated business) purchased for Prace buildings.</li><li>• Students and staff worked on planning and designing a Yarning Circle for the Prace Community Garden. Feedback sought from local elder and Wurundjeri Council representative.</li><li>• A local elder conducted a Smoking Ceremony at the College End of Year Celebration.</li></ul>



Standard 2	Actions
Child safety and wellbeing is embedded in organisational leadership, governance and culture.	<ul style="list-style-type: none"> <li>The following policies and procedures reviewed and updated, approved by the Board and/or CEO, and disseminated to staff: <ul style="list-style-type: none"> <li>* Access and Equity</li> <li>* Equal Opportunity and Non-Discrimination</li> <li>* Bullying and Harassment</li> <li>* Prace College Asthma Management</li> <li>* Prace College Medical Conditions Management</li> <li>* Child Safety Reporting Procedure (updated to reflect changes to Reportable Conduct Scheme)</li> <li>* Prace College Information Sharing Schemes Procedure (updated to include information about Child Link).</li> </ul> </li> </ul>

Standard 3	Actions
Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.	<ul style="list-style-type: none"> <li>Student Support Group meetings were held each term. These meetings are held with parents, carers, care team and the student to discuss where the student is at with their goals, attendance, social connections. As opportunity for us to learn more about the student and how we can best support them.</li> <li>Parent newsletter for term 1, 2024 included information about the Prace Complaints Policy and Procedure.</li> <li>Healthy relationships curriculum – Safer socialising and positive self-talk – activities and assessment.</li> <li>Curriculum on human rights, workplace rights and responsibilities, bullying and harassment.</li> <li>Students engage in Safer Streets project. Students share their personal experiences of safety when out in the community; critical analysis of media reporting on youth crime.</li> <li>Student voice Surveys conducted: <ul style="list-style-type: none"> <li>* Contribution to ideas for End of year activities and celebration</li> <li>* Consultation/feedback on Prace.</li> </ul> </li> </ul>

Standard 4	Actions
Families and communities are informed and involved in promoting child safety and wellbeing.	<ul style="list-style-type: none"> <li>Student Support Group meetings undertaken each term. These meetings are with parents, carers, care team and the student to discuss where the student is at with their goals, attendance, social connections. As opportunity for us to learn more about the student and how we can best support them.</li> <li>Translations of Child Safety and Wellbeing Policy offered via Prace website.</li> <li>Child Safety page on Prace website includes invitation to have input into, or provide feedback about, Prace's child safety and wellbeing statements, policies, procedures or strategies.</li> <li>Prace College Student &amp; Parent Handbook contains information about child safety and how to have input / give feedback or raise a concern.</li> <li>Email sent to families asking for feedback or ideas on ways Prace can improve the Child Safety Code of Conduct, or other aspects of its approach to child safety and wellbeing.</li> </ul>

Standard 5	Actions
Equity is upheld and diverse needs respected in policy and practice.	<ul style="list-style-type: none"><li>• Induction program for all new staff includes professional development activities on the following topics:<ul style="list-style-type: none"><li>* Unconscious bias, cultural awareness</li><li>* Disability awareness</li><li>* LGBTIQA+ awareness.</li></ul></li><li>• Topics on inclusive practice and culturally sensitive curriculum are included in the annual Prace staff professional development calendar.</li><li>• The College employs support strategies for all students that consider their diverse needs.</li><li>• Students engaged in the following activities:<ul style="list-style-type: none"><li>* Disability awareness week activities. Guest Speaker Carly Findlay.</li><li>* Cultural Diversity and Harmony Day activities.</li><li>* IDAHOBIT Day activity and reflection.</li><li>* Daffodil Day and RUOK day activities.</li></ul></li></ul>

Standard 6	Actions
People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.	<ul style="list-style-type: none"><li>• Policies and procedures are in place to ensure all staff, contractors and volunteers are appropriately screened for suitability for child-related and child-connected work.</li><li>• Induction program for all new staff includes professional development activities on the following topics:<ul style="list-style-type: none"><li>* Child Safety, including mandatory reporting</li><li>* Unconscious bias, cultural awareness</li><li>* Disability awareness</li><li>* LGBTIQA+ awareness.</li></ul></li><li>• Topics on child safety, mandatory reporting, empowerment of children and young people, inclusive practice, and culturally sensitive curriculum are included in annual Prace staff professional development calendar.</li><li>• Undertook internal audit of employment files for staff who commenced at Prace in 2024 - in relation to compliance with recruitment, screening and induction requirements.</li></ul>



## Standard 7

## Actions

Processes for complaints and concerns are child-focused.

- Child Safety Reporting Procedure updated to reflect changes to Reportable Conduct Scheme.

## Standard 8

## Actions

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

- Induction program for all new staff includes professional development activities on the following topics:
  - \* Child Safety, including mandatory reporting
  - \* Unconscious bias, cultural awareness
  - \* Disability awareness
  - \* LGBTIQ+ awareness.
- Topics on child safety, mandatory reporting, empowerment of children and young people, inclusive practice, and culturally sensitive curriculum are included in the annual Prace staff professional development calendar.



# CHILD SAFETY

Standard 9	Actions
Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.	<ul style="list-style-type: none"><li>• Regular risk monitoring undertaken.</li><li>• Evacuation and Lockdown drills held at both campuses.</li><li>• Healthy relationships curriculum covered the following topics<ul style="list-style-type: none"><li>* Sextortion</li><li>* My Body My Right</li><li>* Safer socialising</li><li>* Resilience, Rights and Respectful Relationships.</li></ul></li></ul>
Standard 10	Actions
Implementation of the Child Safe Standards is regularly reviewed and improved.	<ul style="list-style-type: none"><li>• Annual anaphylaxis review conducted. A small number of actions identified and completed.</li><li>• Child safety is a standing item on the agenda of all relevant team meetings.</li></ul>
Standard 11	Actions
Policies and procedures document how the organisation is safe for children and young people.	<ul style="list-style-type: none"><li>• Relevant policies and procedures updated in 2024:<ul style="list-style-type: none"><li>* Access and Equity Policy and Procedure</li><li>* Bullying and Harassment Policy and Procedure</li><li>* Child Safety Code of Conduct</li><li>* Child Safety Reporting Procedure</li><li>* Critical Incidents Policy and Procedure</li><li>* Emergency Management Plans</li><li>* Equal Opportunity and Non-Discrimination Policy and Procedure</li><li>* Occupational Health and Safety Policy and Procedure</li><li>* Placement with Employers Policy and Procedure</li><li>* Prace College Medical Conditions Management Policy and Procedure</li><li>* Prace College Asthma Management Policy and Procedure</li><li>* Prace College Anaphylaxis Management Policy and Procedure</li><li>* Staff Induction Policy and Procedure.</li></ul></li></ul>



# COLLEGE FUNDRAISING

In 2024, Prace College students raised \$5,482.80 for Cancer Council Victoria. From term 1 to term 3, students fundraised through sales at their Y Connect Cafe and Food for Folk stalls, held every Tuesday and Wednesday at the Reservoir campus. All food items were lovingly made by the students, and all proceeds were donated to Cancer Council Victoria to support life-saving cancer research. We applaud the hard work of our students and the amazing outcome.





# OUR STUDENTS

## Characteristics

Prace College's community education learning environment offers an alternative to mainstream education for young people who have left school or who have struggled within mainstream education for a variety of reasons. Many of our young people navigate a range of risk factors every day.

Prace College's philosophy is underpinned by a '*strength based approach*' that focuses on the young person's areas of competency, capacity, insight and drive to improve their life circumstances. Prace College's VCE VM (Victorian Certificate of Education Vocational Major) and VPC (Victorian Pathways Certificate) Program aims to improve the learning outcomes for young people and re-engage them not only with education, but also with society and their community.

Prace College offers both VCE VM and VPC. These are taught concurrently in composite classes. The benefits of this approach are numerous. It allows VCE VM students to help guide and mentor VPC students; numbers of students are divided equally rather than having very uneven class sizes; and most importantly, when a student completes their certificate, another young person can take up a place regardless of the certificate they want to complete.

Prace College's policy of allowing rolling enrolments throughout the year also benefits our student cohort as it enables students to begin school when they are ready. As a result, student outcomes may be staggered due to the fact that students begin and finish at different times, not necessarily within the parameters of the school year.



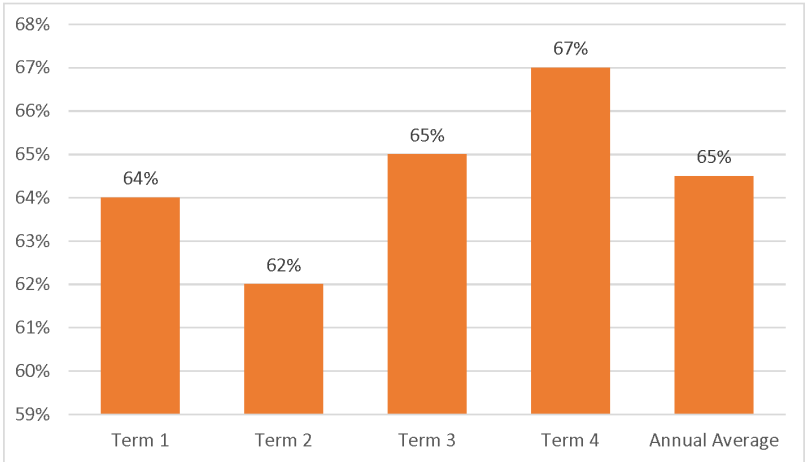
Attendance Rates

Attendance rates in 2024 averaged 65% across the four terms taking into account rolling student enrolments. Attendance rates fluctuate as students often navigate a range of risk factors and need to meet with outside support services.

Please see the chart for attendance averages per term.

We communicate attendance expectations to students and their parents at enrolment, and are committed to working towards attendance rates of 100%. We acknowledge that many students will have developed poor attendance patterns while at a mainstream school. For students experiencing difficulties with attendance, we work alongside students and families

ATTENDANCE BY TERM



to provide supports to better enable attendance, including working with families to establish an attendance plan, and initiating home visits to establish face-to-face contact with wellbeing support and promote and maintain connection with school.



# OUTCOMES

Please find a breakdown of 2024 student outcomes below.

It is essential to note that Prace College’s outcome figures reflect our policy of accepting rolling student enrolments. Such enrolments give rise to staggered student outcomes as students begin and finish at different times, not necessarily within the parameters of the school year.

The figures below were calculated at the end of 2024.

## 2024 Student Outcomes

No	Percentage	
17	20%	Completed VPC
41	48%	Completed Units 3 and 4 - VCE-VM
39	45%	Completed VET Certificate
20	23%	Graduated
40	47%	Continuing with Prace College in 2025
5	6%	Full-time work
20	23%	Further education (TAFE)
0	0%	Apprenticeships or traineeships
3	3%	Transferred to another provider
4	5%	Not currently in training or education due to mental health
0	0%	Full time parent

In 2024, 79% of the students either continued with their education or gained employment.

“I would have dropped out by now if it wasn’t for Prace. But aside from that, I have actually useful skills that I will use in my future. I’ve had help with driving, gov and legal stuff and help getting jobs, this is more than I could have asked for.”

—College student’s reflection on achieving goals



# FEEDBACK FROM STUDENTS, PARENTS & CARERS

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Prace College gathers feedback from both parents and students throughout the year, both formally with a survey at the end of the year and informally at parent/teacher interviews, and one-on-one interviews with the students.

## 2024 Student Experience Feedback

Among the issues & barriers students reported that they have overcome whilst attending Prace are: attendance and school work; social anxiety and depression; confidence, and feeling ok about the future. All respondents agreed that the flexibility of Prace College's program helped in overcoming their issues.

Respondents cited the following skills and benefits which they have developed whilst undertaking their certificate: leadership, teamwork, communication, confidence, work skills, multi-tasking and completing work.

*"I love it here so much, I genuinely don't know what my life would be like now if I hadn't come here. It's helped my confidence, mental health, and my general perspective on life."*

## Parent & Carer Feedback

95% of parents & carers surveyed agreed that

- Their child is happy and feels safe at school
- The school is effective at helping their child achieve their best
- Parents/carers were given opportunities to find out how their child is going

*"Staff have been very supportive with my child. They helped my child set realistic goals that was achievable. This had a positive impact with my child's outlook with her education and further education.*

*Staff were always contactable. "*

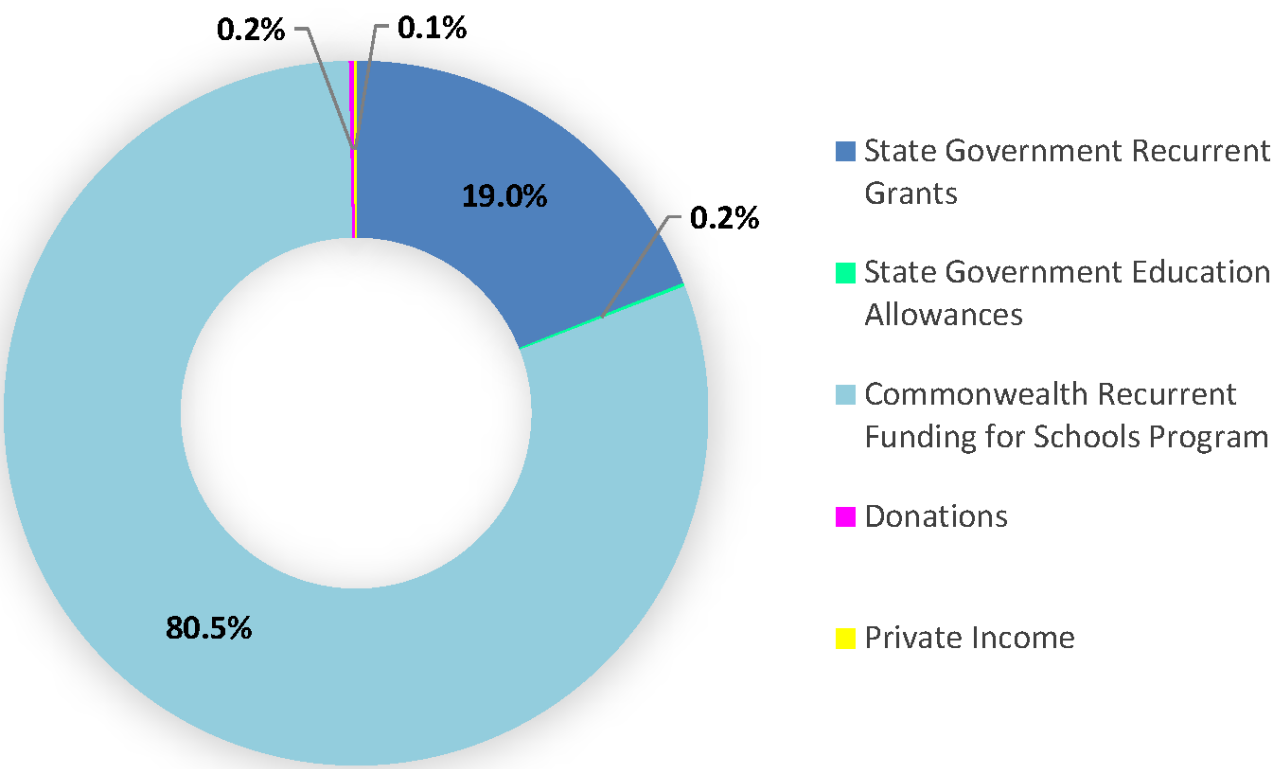
*"All students seem to be not only accepted but celebrated for their diversity and unique qualities and traits. Success is recognised individually and no child is measured against another or an average."*

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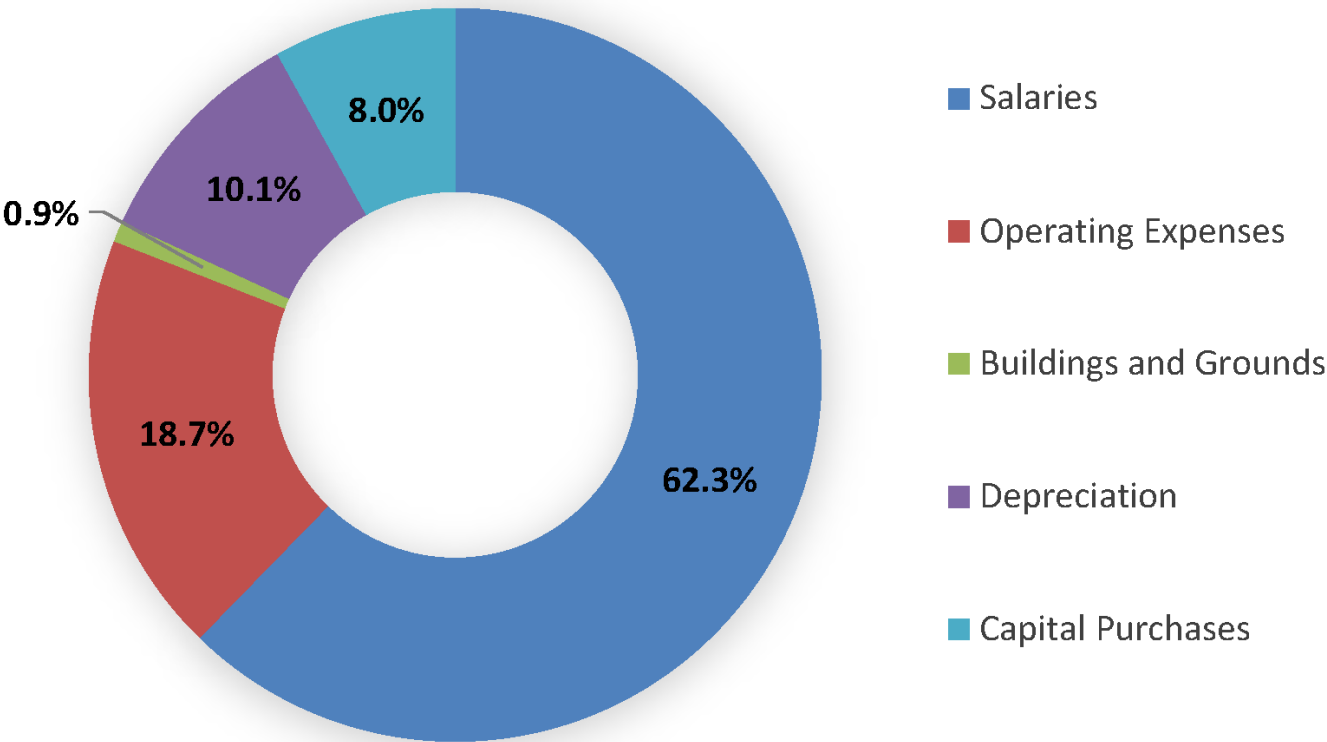
*"I cannot praise the staff enough, they communicated with me and helped my child. They went above and beyond to help my daughter with her issues and finish high school. Thank you. "*



2024 Prace College  
Income Data



Expenditure Data

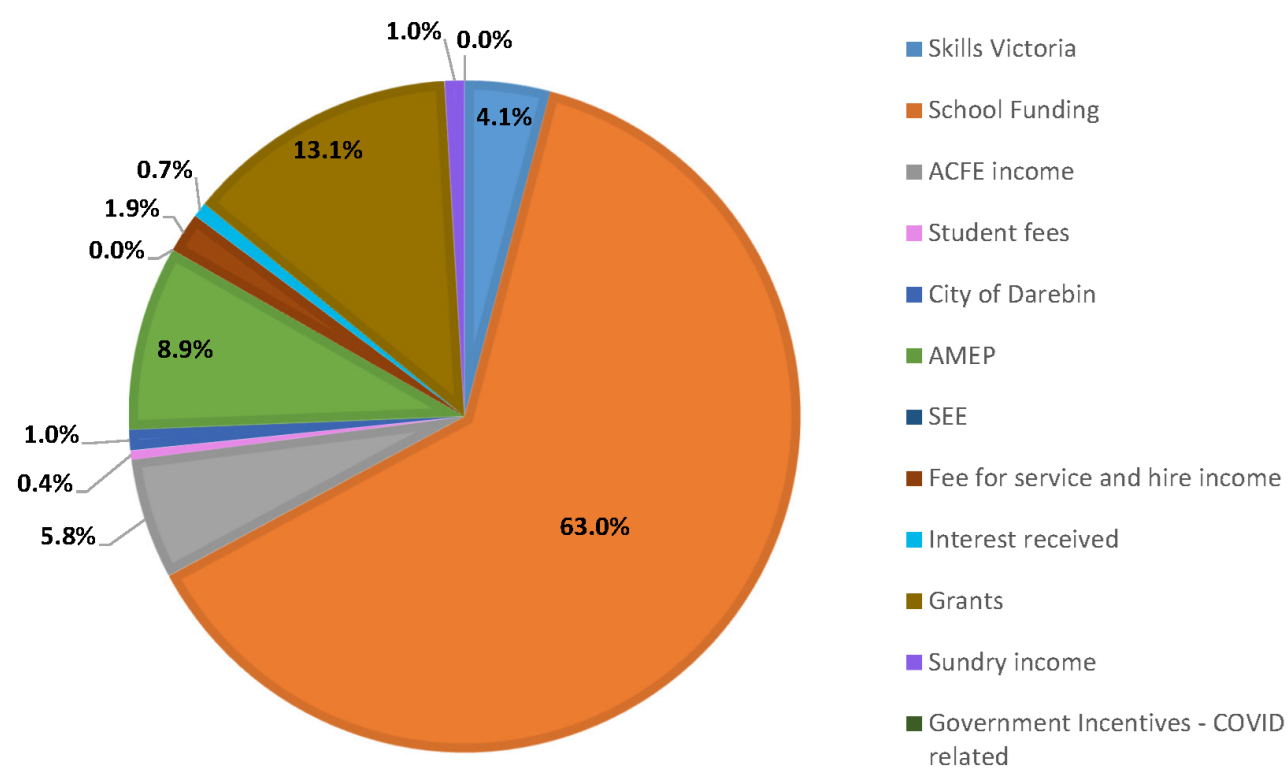


On these pages is a summary of 2024 operating data for Prace College and Prace Inc. Prace Inc is the entity within which Prace College operates.

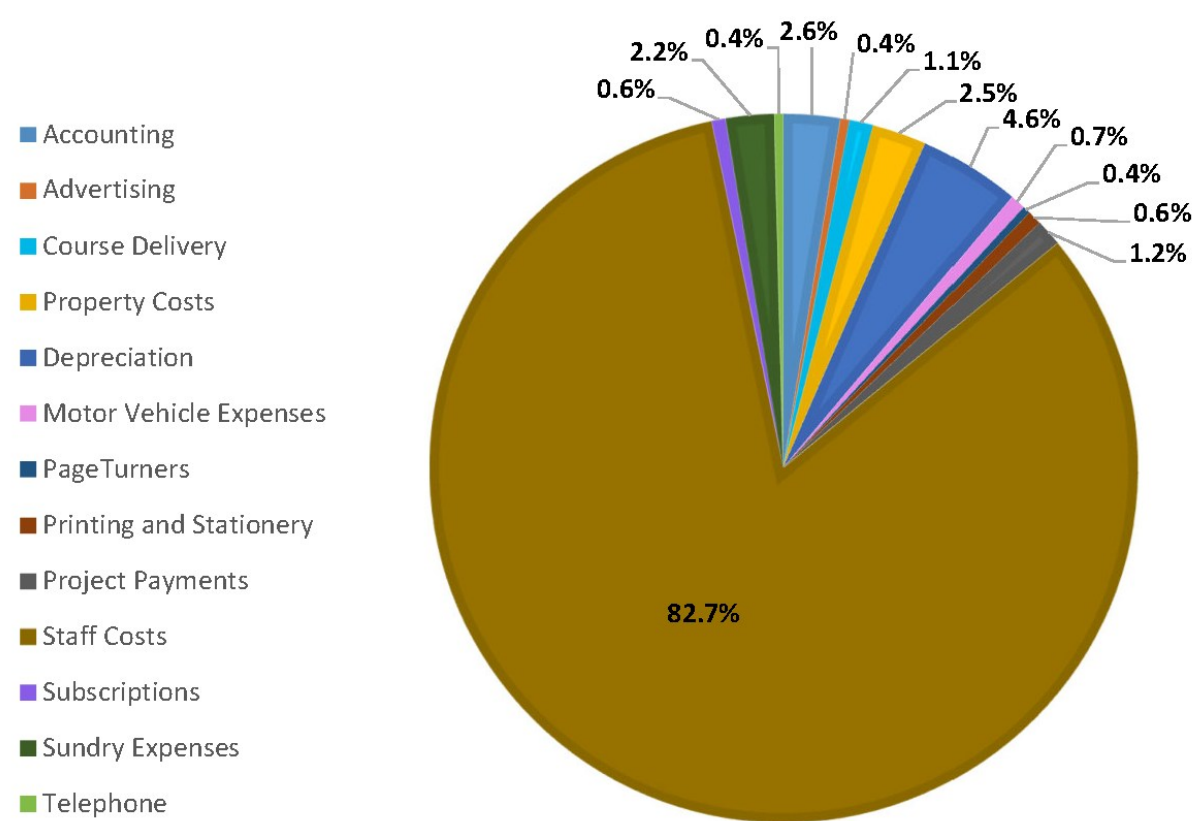
To view Prace Inc.'s full financial statement, please visit our website.

## 2024 Prace Inc

### Income Data



### Expenditure Data





**Reservoir Campus**

35 Sturdee Street, Reservoir, Victoria

**Mernda Campus**

56 Schotters Road, Mernda, Victoria

9462 6077 | [office@prace.vic.edu.au](mailto:office@prace.vic.edu.au)

[www.prace.vic.edu.au](http://www.prace.vic.edu.au)

Registration Number 2110

Member of Independent Schools Victoria