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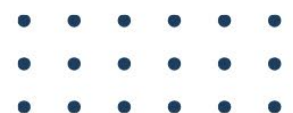
IDEA ACADEMY Handbook



2026



www.ideacademy.com.au



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Welcome

It is with great delight that we welcome you to IDEA. We look forward to supporting you and watching you grow during your time with us.

We are incredibly proud of IDEA, which was sparked by our experiences as parents and educators after seeing first-hand the impact the one-size-fits-all approach to education has on many young people.

Taking matters into our own hands, we have worked tirelessly alongside education, training, business and industry advisors to build a program that provides a better fit for young people like you. IDEA has been a way of using our backgrounds and experience in education to create something that can support young people who thrive when given opportunities outside of the status quo approach to education.

At IDEA, we are committed to always walk the talk and challenge ourselves to provide you with only authentic and relevant learning experiences. We have firsthand experience of what it requires to take something from concept to creation; the grit, determination, empathy and courage it takes to continuously learn and push beyond our perceived limits. It is this experience that will ultimately benefit you.

During your time with us, we will help you to build your self-understanding, grow in confidence, identify and develop your unique skills and talents and explore the many pathways and opportunities available to you as you transition into adulthood. We promise to do our best to support and guide you during your time with us.

We feel that the most innovative thing about IDEA is not the program model or the portfolio, it is our relentless focus on supporting each individual to thrive and find their reason for being in the world. Please consider yourself one of the team and tell us how we can make your time with us exceptional. Here's to new beginnings!

Thank you for choosing IDEA.



Nicole Gazey
Director



Rebecca Loftus
Director

The IDEA Experience

The Community

At IDEA, we don't just offer a different model, we've created a different culture. You will be mentored, championed and supported by an expert team and connected community who care about your future and want to help you to be on track for success (whatever success looks like to you).

Our program is delivered by qualified, industry-current trainers and human service professionals who share a passion for innovative education and a track record of success in supporting young people to reach their full potential. The IDEA team are your mentors, coaches and learning facilitators. They see your magic and help you build upon your natural talents and skills.

In addition to the team, IDEA draws on a network of IDEA Alumni, partners and mentors, including our parent community, who are on hand to support you, providing advice and guidance throughout the year.

Families are a key part of IDEA and are invited to contribute to the design and development of their young person's program.

As a graduate of IDEA, you will be invited to join a growing team of Alumni mentors for future IDEA cohorts. You are welcome back at any time whether for a catch up, to complete qualifications, or to access additional pathways support.

The Culture

IDEA's culture is straightforward: Be Cool!

That means:

- Being curious.
- Being creative.
- Being courageous.
- Being courteous.
- Being kind.
- Being on time.

At IDEA, we model our conduct and expectations on the workplace. Our hubs are located in real-world settings where you will co-work with other IDEA students and members of the wider community. You *are* IDEA and your conduct represents everything IDEA stands for. The Student Code of Conduct safeguards our culture and describes the expectations placed on you at IDEA and the consequences of misbehaviour.

IDEA is designed with young adults in mind. The learning environment we have selected, the way we interact with you, the structure of your day and our expectations reflect life in the real world, designed purposefully to help you transition more seamlessly into adult life. By learning in this context, you will gain greater autonomy, become more self-directed and develop the skills to manage your time effectively.

IDEA's main objectives set out what we intend to achieve:

1. To provide a personalised learning experience in a supportive environment that meets individual aspirations, interests, and needs.
2. To build young people's confidence, autonomy, and agency by empowering them to co-design their program, make strategic decisions and seize opportunities when they are presented.
3. To unlock young people's potential by helping them to identify their strengths and talents and by brokering opportunities to build upon this innate potential.
4. To guide students into young-adulthood as mature, confident and happy individuals with a greater self-awareness and an understanding of how they can contribute to the world and make it a better place.

Our Values

Our values guide our program and the experience we provide for you, but what do our values look like in action? We live the value of:



Care Deeply

- ✓ For our selves
- ✓ For our community
- ✓ For our planet

We are emotionally intelligent. We demonstrate self-awareness, empathy, optimistic and reflection. We operate with a sense of purpose – with a deep passion to be changemakers.



Mission to Mastery

- ✓ You're your craft
- ✓ Know yourself
- ✓ Know your crowd

We are lifelong learners - intuitive, courageous, and data driven. We are hardworking - conscientious, diligent and committed to realising our mission.



Be adaptable

- ✓ We are open minded
- ✓ We collaborate.
- ✓ We got this.

We embrace a growth mindset – curious, collaborative in our approach, and willing to fail to learn.

Our Promise

A safe space for helping out-of-the-box creative and innovative thinkers thrive, those who don't fit the traditional school learning system. A space where you're heard, understood, nurtured and celebrated. A space where your learning is shaped around you, the individual, not the other way round. A space that gives you the space to explore your big ideas. A space that prepares you for the actual real adult world. A space where empathy, care, understanding, encouragement and empowerment are the catalysts for the life our kids want to lead and the difference they want to make.

Social Experiences

You will co-create the social calendar to include all the fun parts of the education experience: graduation, IDEA Gala, camps and a healthy events calendar including community events, and regular incursions and excursions.

Dress Code

At IDEA, we are preparing you for work and adult life, we emulate a workplace. "Start-up founder" is the unofficial dress code which requires you to be dressed neatly, with smart/casual business attire. We don't waste time enforcing a strict uniform policy or policing outfits. Our intention with the dress code is to help you interpret what is generally considered appropriate for the workplace. We want you to feel that you can express your own identity, and you can by finding the 'business' version of your own unique style.

If you are not sure what to wear, ask yourself, "Would I wear this if I worked at Google, Lego or Apple HQ?" Understanding how to present yourself is all a part of the learning journey, so if you are not sure, just ask or draw inspiration from the characters below. We will help guide you to determine what is, and what isn't appropriate.

What is Not Appropriate?

While individuality is encouraged, certain items are not suitable for the professional environment, including:

- Crocs, thongs, Uggs, or slippers
- Clothing that is overly revealing or transparent
- Clothing with offensive, discriminatory, or controversial language or imagery
- Pajamas or loungewear-style clothing
- Excessively ripped, dirty, or worn-out attire

While there is no compulsory uniform, you are required to purchase an IDEA T-shirt and your choice of an IDEA hoodie or crew neck (see 2026 additional charges). An order form will be provided in your Welcome Pack.

Cohorts

We have three student cohorts at IDEA:

IDEA Rookie: The first year at IDEA is a chance for students to "un-school" their thinking, recalibrate their approach to learning, and open their minds to future possibilities. It's a transformative year where they build confidence, make meaningful connections, and develop the courage to step outside their comfort zones.

Typically, students undertake Certificate III qualifications in partnership with IDEA's registered training organisation, Nua Learn (RTO code 46284). Rookies focus on mastering fundamental skills for project-based learning, work readiness, and creative problem-solving strategies. They complete a range of credentials integrated into the program, with additional qualifications and tailored experiences co-designed to align with their unique interests and aspirations.

IDEA Intern: In the second year of the IDEA program, students typically undertake Certificate III qualifications in partnership with IDEA's registered training organisation, Nua Learn (RTO code 46284).

In Intern year, students begin to ideate, considering how their particular skills, interests and talents might be applied in the context of their careers. They look at multiple career 'clusters' and start to explore fields of interest. They design their resume and engage in work placements and volunteering, building their professional networks. They begin to develop their digital portfolio and engage in micro-credentials relevant to their interests. They may add university units, additional qualifications and internships to their portfolio.

IDEA Grad: In the third year of the IDEA program, students typically undertake a Certificate IV qualification delivered by IDEA in partnership with IDEA's registered training organisation, Nua Learn (RTO code 46284). In Graduate year, students prepare for their transition from IDEA by bringing together and implementing the skills and experience they have developed during their time at IDEA.

It is a year to deep dive into a topic of choice through their graduate project and to develop a comprehensive and strategic pathway plan. They finalise their digital portfolio and complete higher-level credentials to ensure they have a competitive portfolio. They build their professional profile on LinkedIn and attend events to boost their professional networks. They may begin to apply their skills by engaging in contract work.

Campus Locations

IDEA CBD HQ @ Flux

FLUX Basement, 191 St Georges Terrace, Perth WA 6000.

IDEA CBD @ The Nest

Level 3, 10 William Street, Perth WA 6000.

IDEA Fremantle HQ @ The Piazza

18-36 South Terrace, Fremantle WA 6160

IDEA Fremantle @ Freo Ed Centre

6 Parry St, Fremantle WA 6160

Technology

Students are required to bring their own laptop, fully charged and with a charger each day. The vocational components of the IDEA program are accessed through our online platform. It is essential that students have a functioning laptop to engage fully with the program. Below are the minimum and recommended specifications for student laptops at IDEA:

Minimum Requirements

Windows Laptop

- Operating System: Windows 11
- Processor: Intel Core i5 (8th gen or newer) *or* AMD Ryzen 5 (4000 series or newer)
- Memory (RAM): 8 GB (non-negotiable)
- Storage: 256 GB SSD (no HDDs)
- Display: 13–15.6"
- Webcam & Mic: Built-in, functional
- Battery life: At least 6 hours real-world use

Mac

- Model: MacBook Air or Pro
- Chip: Apple M1 or newer
- Memory (RAM): 8 GB
- Storage: 256 GB SSD
- macOS: Current or previous major version

Recommended

Windows

- Processor: Intel Core i7 (10th gen+) or AMD Ryzen 7
- RAM: 16 GB
- Storage: 512 GB SSD
- Battery life: 8–10 hours

Mac

- Model: MacBook Air M1/M2
- RAM: 16 GB (especially for Intern/Graduate students)
- Storage: 512 GB SSD

Unsuitable

Chromebooks, iPads, Android Tablets and Linux based PC's are not usable as the students primary device.

Additional Items

We recommend that all students bring a pair of headphones or earbuds each day.

Phone use and Gaming

IDEA is preparing you for life in the real world i.e., the workplace or adult learning environment. You are allowed to keep your phones on you and use your phones to listen to music (through headphones) while completing project work, but there are very clear responsibilities that go with these freedoms:

- Use of social media, other apps and gaming is not permitted during class time i.e., all times other than morning tea and lunch.
- You may check your phone briefly on occasion, but this should not distract from your work, and you should not actively use your phone during class time.
- Phones should not be used for any purpose and earphones/air pods should be removed and put away when your facilitator, other staff and visitors are present and presenting.
- Taking pictures and videos at IDEA is not permitted unless you have permission from staff and the person/people you are photographing/filming.

These are the same expectations that are placed on you in a workplace. We will work with you to develop the skills to manage your phone (including your social media use and gaming). Our aim is that by the end of your time with us, you have healthy habits when it comes to phone use and can self-manage your phone use without the need for adult supervision/intervention.

Device Access

Rookies:

- Phones must be stored away on arrival at IDEA
- Students have limited access to their phones during session time. Phone access reserved for the breaktimes only
- Music can be managed on laptops
- If parents need to contact their child during session time, please message the Experience Leads and/or Student Services staff to pass on any urgent messages.

Interns:

- Phones may be accessible, however social media and gaming is not permitted.
- Phones must be stored in their bags or group phone box at the request of staff.

Grads:

- Phones are fully accessible, however social media and gaming is not permitted.

Meals and Breaks

There are kitchen facilities on campus with all the essentials: fridge, microwave, sandwich press, air fryer, kettle, dishwasher etc. Mid-morning and afternoon break times are flexible and depend upon what is going on at IDEA on the day. Lunch break will typically take place at 12.50pm each day.

With parental/carer approval, you will be permitted to leave campus during break times to get food on the condition you return in time to participate in the after-break learning sessions. There are plenty of dining and take away options within a short walking distance from each hub.

Calendar and Academy Hours

IDEA follows the usual four term academic calendar. Key dates are available in the Academy calendar. IDEA observes a 3-week mid-year break (end of term 2) and shorter term in Term 4. We emulate the world of work, so there are no school bells or rigid timetables. Doors open at 8:30am and close at 4.30pm.

Students are expected to arrive by **8:45am for a 9.00am** start unless otherwise arranged. Punctuality is important so that students are fully briefed and prepared for the day.

Late arrivals miss out on critical information regarding daily milestones and expectations, reduces one-on-one time with the team and undermines the morning flow and sense of community within the cohort.

The day ends at 3:45pm.

For Rookies students who have **completed all their work** to an acceptable standard for the day **may be permitted to leave at 3.15pm** once cleared by the Experience Leads. A 3.15pm completion is completely at the discretion of staff. In the interest of supporting student progress, if a student is required to stay for task completion, we ask for parent support by encouraging their child to remain at IDEA until the end of the day if their child seeks permission from them to leave early.

Later start and finish times may be required depending on the program timetable. Flexible hours can be arranged based on student needs.

Schedule

The co-learning component of the program is run over three days at an IDEA hub and the personalised learning days or 'Flex Days' are run over the remaining two days as follows:

Perth CBD	Program delivery days	Flex days
Rookie 1	Tues, Thurs, Fri	Mon & Wed
Rookie 2	Mon, Thurs, Fri	Tues & Wed
Intern 1	Mon, Wed, Thurs	Tues & Fri
Intern 2	Mon, Wed, Fri	Tues & Thurs
Intern 3	Mon, Tues, Fri	
Grad 1	Tues, Wed, Thurs	Mon & Fri
Grad 2	Tues, Wed, Fri	Mon & Thurs
Freo		
Rookie/Intern/Grad	Mon, Tues, Wed	Thurs, Fri

There are a range of activities that a student may participate in on Flex days as designed as a part of their IDEA pathway plan and brokered or coordinated by the IDEA team.

Flex Days

The expectation is that students are engaged in earning or learning at least 4 days a week with up to one "catch-up" day. IDEA offers extensive pathways /career coaching and personalised, flexible learning opportunities though the

provision of Flex Days, to facilitate learning opportunities and experiences beyond the classroom. IDEA endeavours to accommodate all opportunities that are in the best interests of the student. Alternative days may be arranged on a case-by-case basis if a Flex Day fall on a program delivery day.

Parents or carers need to complete a Flex Day Agreement confirming where a student will be on their Flex Day and what they'll be working on during that time.

Flex days are not days off. They are designed for you to build your portfolio and skills. Managing your attendance is part of demonstrating independence and employability

Attendance

To get the most benefit out of the IDEA program and your personalised learning days, attendance and engagement is key. Students should aim for attendance at or **above 97%**. We understand that circumstances like illness and mental health challenges can prevent you from attending or being fully present; the IDEA team will endeavour to support you to keep progressing towards your goals and to reach your potential.

At IDEA “if we don't need it, then we don't do it”. That means that every day of our program counts. Our integrated program has been designed as a holistic project-based learning experience and supports learners to create a portfolio of evidence to meet the requirements of the VET qualifications embedded in the program. This evidence is built upon throughout the year, so **engagement and participation are imperative to achieve success**, unless alternative arrangements have been made. Similarly regular late arrivals and early finishes should be minimised so students gain the full experience and support of the IDEA program and team.

When students miss a day (especially those only attending two co-learning days per week) they can lose up to a third of their weekly learning time. That's a significant gap in project work, support, collaboration, and learning opportunities.

At IDEA, we are preparing students not only for academic achievement but also for life beyond the program. Attendance, punctuality, and communication are foundational workplace habits. Arriving on time and attending consistently are part of showing up for their future.

Absences

On days when you are absent, you (if you are aged over 18 years), or a parent or guardian must submit an Absentee Notice, via Compass. This includes Flex Days where you are meant to be at training, work placement or volunteering, for example. If you are absent and under 18 years of age and we haven't received a

notification via the online absentee form from a parent or guardian, they will receive an automatic email from us notifying them of your absence.

You will also need to notify your work placement, community service or training provider on the days that you are absent.

A student's good standing is contingent on them maintaining consistent attendance. Absences must be reported by 9am using IDEA Compass student management system.

Working from home

IDEA is a face-to-face program. If you are absent from the IDEA Hub on the IDEA co-learning days, but you can work from home, then you will not be marked absent. A parent or guardian is required to notify IDEA via Compass of the alternative arrangements. Students will need to notify their Experience Lead what they will be working on and report on progress at the end of the day. Occasional work from home days is a way of keeping you connected with the program and your peers. They are not meant to be a regular arrangement, unless otherwise approved by Student Services through a formalized support plan.

Hub Check in/Check out Procedures

You will be required to scan in as you arrive at the IDEA hub each day. Early departures will require parent permission and students to notify their Experience Lead and administration on departure. Students will also need to scan out.

Student Supervision and Safety

The Academy has been designed to provide a fully immersive real-world experience for young adults and a supported, supervised transition to the world beyond the structure of a traditional classroom. To effectively deliver this experience while ensuring student safety, we seek to strike a balance between student freedoms and responsibility to ensure appropriate duty of care.

IDEA's selection process considers a student's maturity and capacity to effectively manage their behaviour and actions to ensure they gain the full benefit of the program in safe and responsible manner. The *Student Code of Conduct* outlines in detail the expectations and behaviours required by students of IDEA. These requirements ensure the safety of individuals and others and outlines the communication process if any concerns need to be raised, or assistance is required.

IDEA students will at times be required to walk or catch public transport within the local area to access another IDEA campus, a venue for a learning opportunity,

such as work placement, or to participate in an excursion. In the event the student is travelling from one location to another pre-arranged location, they will be required to check in with an IDEA staff member at their destination, according to the IDEA student safety procedures.

IDEA follows the 10 National Principles for Child Safe Organisations. Staff and partners are committed to always providing a safe and secure environment as outlined in the IDEA Child Protection, Safety and Mandatory Reporting Policy. Students are expected to consider their psychological and physical safety as well as the safety of others and approach IDEA staff if they witness or experience any perceived or real breach. This process is outlined using the procedures set out in both the IDEA Complaints and Grievances policy and the Child Protection, Safety and Mandatory Reporting Policy. All reports of complaints and concerns will be treated seriously and expediently. If the information leads to an investigation, it will be dealt with in confidence and with impartiality.

Behaviour Expectations and Management

At IDEA our culture is built on freedom, trust, and responsibility. We treat you like a young adult, and we expect you to uphold the IDEA Code of Conduct and operate within the IDEA policy suite at all times — in person, online, and when representing the Academy in the community.

The Code of Conduct is the foundation of how we work and learn together. When expectations aren't met, our approach is consistent, transparent, and always focused on helping you learn from the experience.

Our Approach

IDEA uses a restorative model; we seek understanding before consequence. Our goal is to maintain a safe, respectful environment where everyone can learn and grow. Most issues can be resolved through a simple coaching conversation, but ongoing or serious concerns will follow the process below.

Behaviour Management Process

1. Reminder or Warning

You'll receive a clear reminder of expectations and a chance to correct your behaviour before any formal action is taken.

2. First Breach

If behaviour continues or a clear breach occurs, a Behaviour Alert will be logged, and parents/carers will be notified by email outlining what happened and reiterating expectations.

3. Second Breach

A further breach triggers a meeting between students, their Experience Lead and Student Services to identify the source of the behaviour and agree on strategies for improvement. Parents will again be notified.

4. Third Breach — Loss of Good Standing

Three logged breaches will result in Loss of Good Standing. This may limit your participation in off-campus activities, social events, your freedoms at IDEA and/or result in modifications to your on campus routines until a Return to Good Standing Plan is agreed upon and successfully followed.

Serious Breaches

Serious breaches (for example: bullying, discrimination, safety risks, possession of prohibited items, or actions that seriously damage trust or wellbeing) are referred immediately to Student Services and senior leadership. Parents are contacted immediately, and appropriate actions — including suspension of privileges — may follow.

Restoring Good Standing

The goal of IDEA's approach is to support students to return to good standing, albeit the ultimate determinant being the student's own accountability and intent. Students work with Experience Leads and Student Services to create a short Return to Good Standing Plan, focusing on rebuilding trust, demonstrating accountability, and showing tangible deliverables as indicators of positive change.

This process isn't meant to be punitive, it's about learning, accountability, and respect. By following the Code of Conduct, you help keep IDEA a community where everyone feels safe, supported, and proud to belong.

Alternative to full-time schooling

Under the School Education Act (1999) the legislation stipulates that young people are to be enrolled in full-time education, training, or employment (or a combination) up until the end of the year that they turn 17 and 6 months or, turn 18, whichever occurs first.

To meet the requirements for an alternative to full-time schooling, IDEA students are enrolled in a full-time training solution, delivered by IDEA through our own private RTO, Nua Learn (RTO code: 46282).

Rookies

Exemption Form: An Exemption is only available for students in (or about to begin) Year 10. This means that the child will reach the age of 15 years and 6 months (or older) in the year for which an exemption is sought. An Exemption permits your child to pursue an alternative to full-time schooling.

A school or education region office (for homeschooled children) will need to process an Exemption for approval. Families can do this by completing the relevant form and attaching a Proof of Enrolment from Nua Learn.

Interns and Grads

Exemption Form: Some students in the Intern cohort may require an Exemption if they are Year 10 aged.

Notice of Arrangement (NOA): a 'Notice of Arrangement' is required for students that would be in year's 11 and 12 if they were enrolled in mainstream education. Students are required to demonstrate an alternative full-time option or combination of activities that would be the equivalent to full-time schooling. More information can be found in the Alternative to Full-time Schooling Information sheet on the Parent Portal.



Key Contacts

Head Office Phone: 1300 354 872.

Head Office Postal Address: Lvl 1, 191 St Georges Tce Perth, WA 6000.

Quick reference contact guide

- admin@ideacademy.com.au
For enrolment onboarding queries, including uniform, scholarships, and enrolment forms.
- accounts@ideacademy.com.au
For fee and payment queries.
- studentservices@ideacademy.com.au
All student experience related matters including, program queries, Notice of Arrangements/Exemptions, university/training queries.

Communication Channels



On enrolment families will be invited to join [Slack](#) which is currently the main communication channel between staff and families. Please ensure that the application is turned on for notifications to ensure communication is received.



Students will communicate directly with staff through Microsoft Teams and Microsoft Outlook. This is important to ensure records of conversations can be retained and consistency in communication.

Parent Portal

Our Parent Portal can be found on our website and contains key information including:

- Student Academy Handbook
- 2026 Calendar
- Fees & Payments Forms and Direct Debit Links
- Flex Day Agreement
- Smart Rider Forms

Parent portal access: [Parent Portal](#)

Password: NUALearn@IDEA



Program Experience

The Academy provides a contemporary, customised approach to education pathways and transitions, that is designed around a young person's unique talents, interests, and aspirations.

Strategic Approach

Academy programs are co-designed with each student. Your journey begins with a strategic meeting with a member of the IDEA leadership team and your parents or guardians. This meeting explores where you have been, where you are now, and where you aspire to be in the future. This marks the beginning of an ongoing process of co-design that includes a customised portfolio plan.

You are guided to re-evaluate your plan, assess your progress and modify your learning journey throughout your time at IDEA.

Big picture

This isn't a conventional internship or school program. It's about real-world learning with a mentorship-first approach, where learners take charge of their future by exploring career pathways, building project portfolios, and step into responsibility and accountability. We're not here to prepare learners for the next test, we're here to prepare them for life and work.

The IDEA ethos: autonomy, creativity, critical thinking, and collaboration.

The IDEA Journey

At IDEA your learning journey isn't just about skills, it's about who you're becoming.

Each year, you'll move through a modern Rite of Passage that reflects the inner journey we all take as we grow, change, and step into new versions of ourselves.

This process repeats every year, deepening your self-awareness, resilience, and sense of purpose as you move through Rookie, Intern and Grad.

1. Connect — Belonging and Safety

Every journey begins with connection. You build trust, find your place in the community, and create a sense of belonging that allows you to feel safe enough to take risks and be yourself.

2. Reflect — Self-Awareness and Discovery

You look inward, exploring who you are, what matters to you, and what drives your choices. Reflection helps you understand your strengths, values and emotions, the compass for your personal growth.

3. Challenge — Courage and Transformation

Growth happens through challenge. You'll face moments that test your confidence, patience, and adaptability. These challenges help you discover your inner strength and the power of perseverance.

4. Celebrate — Purpose and Contribution

Each cycle ends with celebration, acknowledging your growth, your learnings, and your contribution to others. You step forward ready to begin the next cycle with greater wisdom and confidence.

Every year at IDEA, you'll journey through these stages again, deepening your understanding of yourself and the world, and strengthening your ability to live with courage, compassion, and purpose.

What happens on Co-Learning Days?

Meetings and Briefings

Team meetings are an important part of the day. They focus specifically on supporting students with project management and goal tracking. This includes developing skills such as scheduling, time management, task prioritisation, follow up, feedback, and asking for help. Students build use tech tools such as Kanban boards and use our online project management workspaces to monitor their progress and report to mentors.

Masterclasses

Masterclasses focus on the key skills you will need to be successful at IDEA (and beyond) such as project management, design and entrepreneurship, technology, career development, self-development, and life skills. Masterclasses may also be used to unpack content and tasks from our vocational qualifications.

Sprints

Sprints take up the majority of the day and are a student's opportunity to complete their work. At the start of each sprint, students decide what they will work on, and what they want to achieve by the end of the sprint. During sprints, mentors may bring small groups together for tutorials. We often follow the Pomodoro Technique during sprints, working for 25-45 minutes, followed by a five to ten-minute break.

Coaching

One-on-one coaching sessions with IDEA Mentors take place throughout the week.

Community Connect

Community Connect activities bring the hub community together and invite the community in to present to students.

- **Topical Talks.** Students come together to discuss topics of interest. The principle of *good-faith dialogue* is used to demonstrate healthy dialogue across a spectrum of ideas and perspectives.
- **Speakers.** We invite speakers to attend the hub regularly to discuss their career and industry areas and tell their 'path less travelled' story. The aim is to spark curiosity and ignite student interests.
- **Activities.** These are 'added extras' that are co-designed with students as an optional activity within the week. Past activities have included boxing, breathwork, STEM club, Reformer Pilates, and art-hour.
- **Excursions.** We aim to take students on short excursions at least once per term.

Portfolio Builders

Portfolio Builders are additional opportunities offered to students throughout the term. They are typically run by our partners or other external providers, curated by the IDEA team, including:

- Events
- Workshops
- Competitions
- Micro-credentials

Portfolio Builders are optional, but highly recommended to boost a student's portfolio and help them explore multiple possibilities relevant to their transition, while at IDEA.

IDEA projects are grouped under three main headings:

IDEA Future Ready: Nationally Recognised VET qualifications. Future Ready prepares you for life beyond school by building foundational literacy and numeracy skills, as well as developing your creativity and innovation capacity. You will be introduced to design thinking and use this creative process to solve a problem that matters to you, and to a chosen community through interest driven projects (you choose your project focus). These skills can help you to become an intrapreneur, innovating within a workplace, or an entrepreneur, creating your own job by launching your own product or service

IDEA Pathways: Career development and advice, individual pathway planning and work readiness skill development. This is a structured program that spans two years and includes one on one pathway planning, opportunity brokering and advice. Example activities include career exploration, developing resumes and interview skills, developing a career portfolio, personal branding and creating a digital portfolio (website).

IDEA Citizen: These projects acknowledge that young people are growing up in a world that is complex, beautiful, unjust, interconnected, and changing fast. IDEA Citizen invites students to pause, look around, and ask deeper questions about the world - not just the one that's handed to them, but the one they might help shape. Students investigate ideas, follow their curiosity, reflect on their values, and begin to define what it means to be an active and informed citizen. IDEA students already have two superpowers; Curiosity – the drive to understand and, Compassion – the drive to care. These projects are about using both.

IDEA Axis: is a specialised Rite of Passage (RoP) program that spans the 3-year journey with a focus on wellbeing and providing opportunities for personal development. Axis was co-designed with leaders in RoP, including Mike Dyson and Dr Arne Rubinstein. You are taken through a range of themed topics during your IDEA journey to develop life skills and self-awareness. You will also have the opportunity to participate in the usual teenage rites of passage including camp, ball and graduation from the program.

The timing and delivery of these activities may change, based on the energy in the room and group consensus.

Flex Days

IDEA offers personalised, flexible learning opportunities through the provision of flexible learning days ("Flex Days"), to facilitate learning opportunities and experiences beyond the classroom. Flex Days vary depending on your cohort. (alternative days may be arranged on a limited, case-by-case basis).

External Activities

Students may use their Flex Days for any of the following activities, external to IDEA ("External Activities"), at the approval of parents/carers and Student Services:

- Vocational Education and Training at a TAFE or Private RTO.
- Paid employment or work placement.
- Learning Support.
- University or other formal studies. E.g. Curtin Rising Scholars or UniReady, Murdoch Accelerate, UWA Starter+, Notre Dame UniPrep
- Mental health support and/or physical therapies (as required).
- Volunteering and/or community services.
- Elite sports development program.

Self-Directed Study

IDEA students are typically engaged in two Flex Days of approved External Activities beyond the classroom. There may be times however, where you are not engaged in such activities during the academic year. For example, when your VET study has been completed or when you are between work placements etc.

Where a student is not engaged in an approved External Activity on their Flex Days, they should attend an IDEA hub to engage in self-directed study. Self-directed study involves completion of IDEA project work, micro-credentials or other personal learning projects under the supervision of IDEA staff.

You may elect to complete one self-directed study day from home ("Remote Study"), or other approved location, with consent from your parent or guardian.

Parents and guardians are required to complete a Flex Learning Agreement each semester, and to update our records if your circumstance change.



The IDEA Portfolio

Your IDEA portfolio is what you will build during your journey at IDEA and is your ticket to further education training and employment once you complete the program. It is an important resource that provides you with access to alternative entry pathways to post compulsory education pathways. By the end of your time at IDEA your portfolio should tell a story about your journey, who you are and the skills and knowledge that you have gathered along the way.

We know that employers and tertiary education institutions are now looking for more than just good grades, they want individuals that have applied their learning across different contexts and have real world experience. The IDEA portfolio emphasises building a suite of nationally recognised qualifications, micro-credentials and recognised skillsets, university units, work placements, community activities, professional references and other experiences that help to paint a comprehensive picture of who you are and what you have achieved beyond just academic achievement.

Vocational Education and Training (VET) qualifications

IDEA delivers a suite of nationally recognised VET qualifications through its own registered training organisations (RTO), Nua Learn and in partnership with other RTOs. These include:

- ICT20120 Certificate II in Applied Digital Technology* + FSK Numeracy Skill Set*
- BSB20120 Certificate II in Workplace Skills**
- BSB30120 Certificate III Business**
- BSB40120 Certificate IV Business**

You may undertake additional VET qualifications through other RTOs and access online or off-campus personalised learning on Flex days.

**Skills Strategies International (RTO Code 2401) **NUA Learn (RTO Code 46284)*

University pathway program

IDEA has established recognition of the IDEA program with all WA universities. IDEA provides students the opportunity to access university through a range of pathways facilitated by IDEA staff:

- Certificate IV qualifications.
- University enabling programs which can be completed as a part of the IDEA program.
- Access to first year university units with participating universities.
- Portfolio entry to university.

Micro-credentials and other programs

To support your interests and aspirations, you can include additional credentials to your portfolio by taking part in Massive Open Online Courses (MOOCs) and partner programs. Hobbies, volunteer experiences and extracurricular activities can also be included in your portfolio.

Real World Learning

Real World Learning is about shifting learning into the world beyond the classroom, preparing you for your transition from the program. Real World Learning provides an opportunity to discover work and study pathways that connect your talents and interests with meaningful and rewarding career options.

Project Briefs

Project briefs are developed by IDEA and our partners. These are short-term to medium-term projects with real outcomes. When undertaking project briefs, you will help businesses and start-ups with key tasks like social media and event management, content development, business administration and tech support.

Work Placement, Job shadowing and Internships

We arrange work placements, job shadowing and/or internships once you demonstrate work readiness and capability. IDEA brokers that align with your interests and education pathways. Students may also be supported to gain paid employment opportunities.

Community Service and Volunteering

IDEA supports you to become an active citizen, an advocate for social inclusion and one of the new guardians of our planet. IDEA encourages you to engage in social impact projects and volunteering by arranging opportunities for you to engage positively with your community.

Graduate Project

The value and impact of IDEA's project-based learning approach is demonstrated through the Graduate Project. Second year IDEA students complete a year-long project, based on a research topic of interest, a production piece and/or pitching their journey as a start-up founder.

The Graduate Project is a key component of the IDEA program providing students the opportunity to embark on an interest-driven journey of exploration, discovery and personal development. The project supports students to develop a diverse range of attributes, knowledge and skills to help them prepare for further education, work and life. Students who complete IDEA's final year project graduate with a sophisticated understanding of project and time management, well developed personal accountability, high level communication and presentation skills and creative and critical thinking skills to name a few.



The People of IDEA

The Academy is made up of a team of individuals at the top of their career game who have come together to deliver on a shared vision and passion for supporting young people to thrive.

Expectations of IDEA Learners

IDEA learners are:

- Emerging professionals, not students
- Accountable for their goals and daily productivity
- Responsible for using the space, time, and people around them to build their skills and portfolios
- Expected to ask questions, solve problems, share progress, and show evidence of work weekly
- Co-creators of their learning journey, treating others with respect and showing pride in their space

Expectations of IDEA Parents and Guardians

At IDEA, parents and guardians are valued partners in supporting young people as emerging professionals.

IDEA Families:

- work collaboratively with the IDEA team to reinforce learner accountability, independence and problem-solving,
- encourage their young person to take ownership of goals, productivity and progress.
- trust the real-world learning model, supporting respectful communication, and engaging constructively when questions or challenges arise.
- engage in ongoing, open and good-faith dialogue with staff, maintaining a solution-focused approach when questions or challenges arise, and staying informed by keeping up to date with IDEA communications and platforms.
- model curiosity, patience and respectful communication, to create the conditions for learners to grow in confidence, agency and professionalism—both at IDEA and beyond.

Experience Design Team:

Experience Leads

Experience Leads are the most important people in a learner/parent's experience. They deliver, design and broker the learner's program and portfolio, and help to shape their relationships at IDEA (and network). They help parents to understand what IDEA is and how it is working for their young person, they guide them through the process.

Experience Leads are:

- A workplace mentor and facilitator
- A project and portfolio coach
- A cultural leader of IDEA's professional environment
- A guide for goal setting, feedback, and real-world accountability
- A connector between learners, internal support, industry, family, and broader opportunities

Well-being Lead

- Leads wellbeing culture of the campus (staff and students).
- Case manages, triage and report on student mental health and wellbeing.
- Coordinates wellbeing opportunities for staff and students.
- Works with Experience Leads and Student Services to co-ordinate and implement student support.

Learner Support

- Supports the student wellbeing culture of the campus.
- Case manages, triages and report on student learning needs and wellbeing.
- Provides support to learners through targeted 1:1 and small group mentoring.
- Works alongside Experience Lead to enhance learner experience.

Student Services

Co-ordinates:

- student/parent experience.
- student experience and program cohesion.
- learner support.
- Pathways and Transitions planning.
- RWL, liaises with community and industry stakeholders.

Operations

Co-ordinates:

- student/parent queries
- onboarding and scheduling
- fees distribution and collection
- communications and events

Appendix A

Parent and Guardian Code of Conduct

The aim of this Code is to outline the standards of behaviour expected of all parents, guardians and family members as vital members of the Innovation, Design, Entrepreneurship Academy (IDEA; the Academy) community.

The underpinning values which guide IDEA are:

Care Deeply – Adaptability – Mission to Mastery

Key Message

Parents, guardians and families are integral to creating and maintaining IDEA's vibrant, inclusive culture and modelling tolerance, empathy and positivity to our students. The Academy sees parents and guardians as partners in their child's education and actively encourage their involvement. We believe that adolescents require unconditional encouragement, understanding, and patience from their adult support team in order to successfully navigate the complexity and challenges presented to them in the final years of schooling. At IDEA we celebrate uniqueness and expect nothing less than respectful conduct from all members of our community. Academy staff will always endeavour to listen to concerns and take a constructive, solutions focus approach to navigating issues.

OVERVIEW

The foremost principle behind IDEA resides in the recognition that all people have unique talents that, can greatly benefit the individual and greater society. IDEA offers not only an alternative educational model, it provides a different culture for students and families. Our programs offer flexible integrated learning embedded in the real world, with the student at the centre of the program's design. The Academy is dedicated to empowering students to thrive and find their reason for being in the world. The team at IDEA are committed to helping student's build self-understanding, confidence and identity in order to develop their unique skills and talents to share with their community.

PURPOSE

This *Parent and Guardian Code of Conduct* has been developed with the expectation that parents and guardians of current students at IDEA will act in ways that support IDEA's values of fairness, personal courage, perspective taking, respect for self and others, self-awareness and self-responsibility in order to provide a safe and enjoyable environment to learn and work at IDEA.

GENERAL EXPECTATIONS

IDEA parents and guardians are expected to:

- Conduct themselves and communicate (written and spoken) in a respectful and courteous manner and in compliance with the law;
- Not intimidate, harass or use aggressive behaviour or language at any time when engaging with IDEA staff students, partners or other members of the community.
- Act in the best interests and welfare of students.
- Respect the rights, beliefs and views of IDEA's diverse community refrain from actions and behaviour that constitutes harassment, discrimination or vilification.
- Comply with reasonable requests from IDEA staff.
- Support staff in maintaining a safe, secure and respectful learning environment for students.
- Refrain from using social media to express discontent or discredit IDEA. The team at IDEA are receptive to parent and guardian feedback or concerns and will respond in a timely, constructive and collaborative manner.

COMMUNICATION AND CONDUCT

IDEA anticipates that parents and guardians will support their child and the IDEA team in developing the qualities advocated by IDEA. These are:

- Respect and openness towards diversity and diverse points of view. This may be in the form of religious, political or other beliefs. It is important to recognise the validity of every individual's experience.
- Recognising the power of words (whether written or spoken) and to apply self-inquiry especially when addressing potentially sensitive topics. Communicating in a way that promotes conversation, sharing and collaboration, can be supported through:
 - Becoming aware of one's own biases.
 - Understanding how each person perceives the world differently and that may result in misunderstandings.
 - Being prepared to listen to alternative points of view.
 - Remaining curious and open to seeking and providing clarification on areas that are potentially challenging or new.

RAISING CONCERNS

It is important that appropriate communication channels are utilised when raising concerns. To protect all students, it is important that confidentiality is maintained of any information received about any student.

Parents are expected to:

- Direct all concerns about IDEA's teaching and learning quality to IDEA teaching staff or the Directors.
- Raise any behavioural, bullying or peer group issues with a member of IDEA teaching staff or Director or Student Services.
- Refrain from either speaking to or disciplining a child who is not their own and report concerns relating to another student directly with IDEA teaching staff or

Directors who will address concerns appropriately according to IDEA policy and procedures.

- Not publish malicious or false statements against IDEA.
- Raise concerns about their child's learning directly with IDEA teaching staff at a time mutually suitable.
- Acknowledge that IDEA's priority is the welfare and education of students and as such:
 - understand the time available for staff to meet with parents or guardians is limited and must be scheduled at a time that does not disrupt the education program. Parents should be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed
 - appreciate that IDEA staff may not be in a position to respond to emails or telephone calls immediately. IDEA accepts that responses within 2 working days is acceptable and staff are not obliged to respond outside of working hours or during school holidays, with the exception of an emergency.

IDEA, through the Academy Directors, reserves the right to limit communication or terminate the enrolment contract where repeated occurrences of written or verbally abusive language is used, or where harassment, bullying or discrimination is demonstrated by parent or guardians towards IDEA staff, students or any other member of the community.

RELATED POLICIES AND PROCEDURES

- *Bullying and Harassment Prevention Policy*
- *Child Protection, Safety and Mandatory Reporting Policy*
- *Concerns, Complaints and Grievances Policy and Procedure*
- *IDEA Academy Handbook*
- *Student Behaviour and Management Policy*
- *Slack Code of Conduct*
- *Student Online Policy*
- *Student Code of Conduct*

Appendix B

Student Code of Conduct

The aim of this Code is to outline the standards of behaviour expected of all students at the Innovation, Design Entrepreneurship Academy (IDEA; the Academy) both on campus, in public and while engaging in external learning experiences.

The underpinning values which guide IDEA are:

CARE DEEPLY | ADAPTABILITY | MISSION TO MASTERY

Key Message

At IDEA we celebrate uniqueness and expect nothing less than respectful conduct from all members of our community including our students. You have been selected for the Academy because we recognise your maturity, kindness, openness and potential. We ask you to think before you act, reflect often on your behaviour and practice empathy towards others at all times.

It is never okay at IDEA for words or actions to harm others, and we will act promptly to ensure the emotional, psychological and physical safety of our community members is maintained. Significant or ongoing breaches of the Student Code of Conduct will not be tolerated and may result in a student's removal from the program.

OVERVIEW

The foremost principle behind IDEA resides in the recognition that all people have unique talents that can greatly benefit the individual and greater society. The Academy offers not only an alternative educational model, it provides a different culture for students and families. Our programs offer flexible, integrated learning embedded in the real world, with the student at the centre of the program's design. IDEA is dedicated to empowering students to thrive and find their reason for being in the world. The team at IDEA are committed to helping student's build self-understanding, confidence and identity in order to develop their unique skills and talents to share with their community.

PURPOSE

This *Student Code of Conduct* has been developed with the expectation that students of the Academy will act in ways that support IDEA's values of fairness, personal courage, perspective taking, respect for self and others, self-awareness and self-responsibility in order to provide a safe and enjoyable environment to learn and work at IDEA.

GENERAL EXPECTATIONS

IDEA students are expected to:

1. Always represent themselves and IDEA in a positive and mature manner.
2. Conduct themselves according to IDEA's values.
3. Be punctual and maintain communication with IDEA staff and external learning providers (where relevant) if late or absent.
4. Be prepared for their day and follow through on commitments.
5. Confront workload issues or other challenges by asking for support.
6. Take pride in their appearance and present neatly.
7. Arrive to classes, external learning experiences and events sober and unaffected by any form of illicit drug or alcohol. Students must not consume or possess illicit drugs, alcohol, cigarettes, e-cigarettes or vapes.
8. Take pride in their work without plagiarism, collusion or cheating.
9. Understand that inappropriate or antisocial behaviour, bullying, harassment, or any other behaviour that poses a risk to the safety and wellbeing of self, others or jeopardises IDEA's reputation will be actioned upon promptly.
10. Abide by IDEA's *Bullying and Harassment Prevention Policy*, *Student Online Policy*, *Good Standing Policy* and *Slack Code of Conduct*.

COMMUNICATION AND CONDUCT

IDEA anticipate that students will support their peers and the IDEA team in developing the qualities advocated by IDEA. These are:

- Respect and openness towards diversity and diverse points of view. This may be in the form of religious, political or other beliefs, recognising the validity of every individual's experience and perspective.
- Recognising the power of words (whether written or spoken) and to apply self-inquiry especially when addressing potentially sensitive topics. Participating in 'good faith dialogue' and engaging in a way that promotes conversation, sharing and collaboration. This can be supported through:
 - Becoming aware of one's own biases.
 - Understanding how each person perceives the world differently and that may result in misunderstandings.
 - Being prepared to listen to alternative points of view.
 - Remaining curious and open to seeking and providing clarification on areas that are potentially challenging or new.

RAISING CONCERNS

To ensure constructive and timely solutions can be achieved, it is important that appropriate communication channels are utilised when raising concerns. To protect each other, it is important that confidentiality is maintained of any information received about any student.

Please direct:

- All concerns about IDEA's teaching and learning quality to your IDEA Guardian/Mentor or IDEA's Director of Teaching and Learning and refrain from using social media to express any discontent. The team at IDEA are receptive to student concerns and will respond to these in a timely and collaborative manner.
- Any behavioural, bullying or peer group issues to your IDEA Guardian/Mentor or IDEA's Director of Student Services.

IDEA, through the Academy Directors, reserves the right to manage communication as well as termination of enrolment contract where repeated situations of behavioural misconduct, written or verbally abusive language is used by students towards IDEA staff or with the publishing of malicious or false statements against IDEA.

SUSPENSION AND REMOVAL FROM THE PROGRAM

Repeated or a serious breach of the Student Code of Conduct may result in a suspension from the IDEA program. The nature and duration of the suspension will be decided by IDEA Directors based on the circumstances of the student and the context and severity of the breach. A suspension will result in a loss of Good Standing in the program as per the *Good Standing Policy*. Students and parents/carers will be required sign off on a student suspension conditions and behaviour rectification agreement, issued by the Directors.

Repeated suspensions may result in permanent removal from the program. Any Illegal activity or behaviour that poses a risk to personal safety and wellbeing of self and others may result in an immediate removal from the program.

IDEA Directors reserve the right to enact a suspension or removal from the IDEA program at any time that they see it necessary, in order to protect the welfare of other students, staff or IDEA's positive public image.

RELATED POLICIES AND PROCEDURES

- *Bullying and Harassment Prevention Policy*
- *Concerns, Complaints and Grievances Policy and Procedure*
- *IDEA Academy Handbook*
- *Student Behaviour and Management Policy and Procedures*
- *Student Online Policy*
- *Slack Code of Conduct*
- *Good Standing Policy*



**All we need to do is to have a piece
of the path to the future.**

**And that's ours and we polish that
and we hone that.**

**And we place that in the pathway
that we are building.**



**And of course, as we build, that
pathway it changes us as the
builders of the path.**

**And it also shapes the destination
that we're going to"**



- Dr Noel Nannup*
Noongar Elder

*Speaking at the Presencing Institute's GAIA series, 2020
Noel acknowledges his sister for passing on this insight and the original speaker who
is unknown. We would also like to acknowledge these story tellers.