



AMA SKILLS TRAINING

STUDENT CODE OF CONDUCT

Students attend training because they choose to – they have decided they want to learn a particular subject or gain skills. This means that adult learners “own” their learning and take responsibility for it.

You are asked to read the Code of Conduct thoroughly and sign the Student Induction Confirmation to indicate that you understand and agree to these conditions:

1. All Students are expected to attend workplace training to successfully complete their training (if applicable).
2. To treat others with courtesy and respect.
3. To know and observe student policies and procedures.
4. To participate in all training activities and carry out any tasks that may be asked by your Trainer to the best of your ability.
5. To complete Self Paced Learning Work Books and/or assessments as required.
6. To produce a Doctor's Certificate for all sick days upon returning to class. You must advise your Trainer, before course commencement, if you will be unable to attend class for a particular day. Absenteeism may result in Units not being completed, or Competencies not being achieved. Excessive absenteeism may result in your removal from the program. Excessive tardiness may result in you being marked absent for that training session.
7. If you are unable to attend off-the-job training or structured training sessions/workshops, you must contact your employer and Trainer before start time.
8. To advise your Trainer of any concern that you may have regarding your progress throughout your Traineeship or Training Program.
9. You must advise AMA Skills Training of any changes in your personal details on a Change of Participant Details Form.
10. You must keep training areas and facilities tidy at all times.
11. AMA Skills Training maintains zero tolerance of consumption of, or being under the influence of alcohol or illicit substances during training hours and will result in you being asked to leave the premises. Investigation may result in your removal from the Training program.
12. Your behaviour must not be disruptive to other Students, or company personnel. Failure to comply may result in expulsion from your program.
13. Threatening or abusive behaviour and/or physical violence will result in instant expulsion from your program.

Consequences of unacceptable behaviour (listed in 11, 12 and 13) – A Trainer can ask you to leave the classroom or refuse entry to the classroom. If your behaviour interferes with the duties of staff or other students’ study you may be suspended from the course.

Expectations:

1. To be treated with courtesy and respect.
2. To have concerns and complaints addressed promptly.
3. To have access to counselling and support services.
4. To have to opportunity to provide feedback on services.

Student Code of Conduct	Form SCC	Modified 20/08/2018
Version 2.1	Page 1 of 1	Review 19/08/2019