



STUDENT CODE OF CONDUCT

The Uniting RTO is committed to ensuring a safe and productive study environment. All students should feel comfortable while they are engaged with us on their journey of education and advancement. This code of conduct is a simple guide to the rights and responsibilities students have to ensure they form part of the positive culture we strive to maintain.

By adhering to this code, you will be part of a culture that embraces positivity and a high standard of achievement.

1. Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Uniting RTO holds about them.
- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Uniting RTO on the client services, training, assessment and support services they receive.

2. Students' responsibilities

Throughout your training and involvement with Uniting RTO, all students are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Not bring into Uniting RTO facilities, any articles or items that may threaten the safety of self or others.
- Notify us if any personal or contact details change within 10 days of occurrence.
- Provide relevant and accurate information to Uniting RTO in a timely manner.
- Approach their course with due personal commitment and integrity.

- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Uniting RTO if any difficulties arise as part of their involvement in the program.
- Notify Uniting RTO if they are unable to attend a training session for any reason.
- Make payments for their training within agreed timeframes, where relevant.

STUDENT SIGNATURE: _____

DATE: _____

** Please see below the Student Disclaimer

STUDENT DISCLAIMER FORM

Physical or Mind Activities in Training

I, _____ (full name)

In receiving physical training by a representative/s of Uniting RTO understand and agree to comply with all of the following instructions and situations.

- I will comply with the directions of the instructors at all times
- I will notify the instructor of any pre-existing injuries
- I will notify the instructor of any injuries that occur during the physical training
- I will ask the instructions to clarify any instructions or directions I do not fully understand
- I will not engage in physical contact with any person unless instructed to do so by the instructor
- I will not undertake any contact, which is likely to injury myself or others
- I understand that particular care must be taken when participating in any physical techniques
- I will take care to avoid any pain or damage such as eyes, throat, face, kidneys and groin
- I acknowledge that the physical activity is dangerous and will respect the instructors rules
- I will not engage in any careless behaviour or foolish mannerisms while training
- I will notify the instructor of any injury or pain immediately
- I acknowledge that I waiver any liability that applies to all damages or injuries while in training
- I agree on behalf of myself, my heirs, or personal representatives to indemnify any damages against Uniting RTO.

Please sign once you have read and understood the above information and accept these terms prior to undertaking the training.

Name: _____

Signature: _____

Date: _____