

Participant Code of Conduct

ISAustralia Job Central is committed to providing a safe and supportive learning environment to everyone and to the delivery of high quality teachings and learning approaches to support participants to learn standards that are expected in all industries.

AIM

The aim of the Participant Code of Conduct is to encourage active and respectful engagement between participants, staff and industry stakeholders.

PURPOSE

The purpose of the Participant Code of Conduct is to outline the expected behaviours of participants on campus during excursions, during work experience and throughout the training delivery process.

SCOPE

This Code of Conduct applies to all participants of ISAustralia Job Central while on ISAustralia Job Central sites, during excursions, during work experience, during all training delivery services and/or events organised by ISAustralia Job Central.

RESPONSIBILITIES

RESPECT

- Treat all staff, industry stakeholders and participants with respect and courtesy at all times. This includes telephone, email, text and face to face conversations;
- Act in a polite and professional manner at all times. This includes language, conduct and behaviours (swearing and profanity are not appropriate in the workplace);
- Develop positive and respectful relationships with all staff, participants and industry stakeholders;
- Respect the property and facilities of ISAustralia Job Central;
- Maintain an acceptable standard of personal presentation, including the wearing of appropriate attire on site and during work experience that is compliant with WHS regulations.

HONESTY

- Do not seek to disadvantage any participant;
- Do not seek an academic advantage to which the participant is not entitled;
- Do not cheat, plagiarise, collude or tamper with assessments or learner outcomes;
- Do not put at risk the academic integrity of any course, unit of study including theory and practical assessments;
- Refrain from conducting dishonest acts.

SAFETY

- Follow Workplace Health and Safety procedures at all times;
- Follow any reasonable direction from trainers and staff;
- Immediately report to staff any WHS concerns;
- Use PPE (Personal Protective Equipment) when and where required (as outlined in induction or directed by staff);
- Take personal responsibility for behaviours and actions and do not put other people at risk;

- Comply with the no drugs and alcohol on-site policy and ensure that they do not participate in any activities which pose risk/s while affected by drugs and or alcohol. Examples of the types of activities persons affected by drugs and or alcohol should not participate in include:
 - operating heavy machinery, plant and equipment (such as skid steers, excavators, rollers etc);
 - operating machinery and equipment requiring a licence (such as forklifts, scaffolding, dogging, rigging etc);
 - using tools and equipment (such as welders, compressors, powered saws, drills, grinders etc);
 - using potentially dangerous office equipment (such as urns, zip hot water taps, shredders, etc).
- Do not discriminate, harass, bully or adopt any unlawful or unacceptable behaviours (including Cyberbullying) whilst participating in ISAustralia Job Central training delivery;
- Ensure smoking only occurs in designated smoking areas.

The wellbeing of participants is paramount and ISAustralia Job Central takes seriously any safety concerns.

ENGAGEMENT

- Take personal responsibility for the efficient use of your own time and meeting assessment due dates;
- Consult with your trainer or ISAustralia Job Central if any concerns arise before, during and after the course delivery;
- Be punctual in attendance of training components, appointments and work experience;
- Actively participate in all components of learning, both theory and practical, including research to supplement learning materials.
- Be prepared for lessons;
- Those participants participating as part of the WorkReady program or other Government funding are required to attend a minimum of 80% of the course duration (as part of the funding contract).

A participant in breach of any of the above code or any other action/behaviour that ISAustralia Job Central deems to be inappropriate will be dealt with in accordance with the Disciplinary Action detailed within the Participant Handbook.

Notwithstanding, depending on the nature/severity of the breach, ISAustralia Job Central's response could range between giving a warning, through to directing the participant to leave the premises and suspending or cancelling the participants enrolment.

If the participant is not satisfied with the decision, a written complaint can be lodged in accordance with the ISAustralia Job Central Complaints Procedure detailed within the Participant Handbook.

I _____, acknowledge and confirm that I have been given, I have read and I understand this Participant Code of Conduct. I agree to abide by all of the points outlined in this Participant Code of Conduct.

Signed _____ Date _____

Guardian _____ Date _____

Note: where the participant is under the age of 18 years, the participant's guardian must sign this form.