

Student Code of Conduct



I, _____, will commit:

- To being committed to completing my study within the timeframe.
- Advising before training starts, that I have special needs that Djaringo Trainers need to know about (i.e. Disability, Learning or Medical).
- I will be on time for my training and stay for the whole class/day.
- I will not come to training under the effects of alcohol or drugs.
- I will look after my training materials and have them ready when I need them.
- Take part fully in the training and assessment process for my best chance to do well
- Ask for help if I need support, advice or guidance.
- Make sure that all the work I hand in is my own work.
- Respect others, behave responsibly and use safe practices.
- If I can't make it to training due to illness or personal reasons I will let Djaringo staff know.
- I will advise Djaringo staff if my contact details change.
- I know that Djaringo will report my attendance to my Job Active Provider, Employer.
- Give Djaringo staff, feedback so we can improve our services to you.
- Complete the AQTF feedback form when asked by your trainer.
- If I have any concerns, I can talk to the administration team or my trainer.

Please make sure you have ticked off all of the code of conduct, and that you understand your obligations. Refer to our Policies and Procedures, Student Handbook if you require any further information or assistance.

Signed: _____ **Date:** _____

Course: _____ Location: _____

Trainer: _____ Date: _____