

CODE OF CONDUCT

The Code of Conduct outlines the expected standard of behaviour for learners attending courses delivered by or on behalf of the College of Electrical Training (CET).

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1. INTRODUCTION

The Code of Conduct outlines the expected standard of behaviour for learners attending courses delivered by or on behalf of the College of Electrical Training (CET).

2. WHAT WE EXPECT

In general it is expected that CET learners will:

- be responsible for their programmed training, by attending as per their timetable, with appropriate personal resources
- treat staff and fellow learners courteously and with consideration at all times
- maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing and
- take reasonable care of CET property, equipment, and facilities (if applicable).

This is explained in more detail below.

Disciplinary action, such as suspension or expulsion from CET, may be applied where learners fail to conduct themselves in an appropriate manner. Learners who are unsure about what appropriate behaviour is are encouraged to speak to CET staff.

3. WORK HEALTH AND SAFETY

The use of all forms of knives by workers, apprentices and learners is prohibited at all College of Electrical Training campuses and facilities.

You agree to observe CET's isolation tagging and testing procedure (Danger & Out of Service) in accordance with AS/NZS 4836 Safe Working on or Near Low Voltage Electrical Installation and Equipment.

You agree to follow safe work procedures.

Conductive jewellery such as watches, rings, chains or piercings must not be worn whilst conducting electrical work. You may be refused permission

to participate in practical projects if trainer and assessors consider the jewellery to be a safety hazard.

4. FIRST AID

You agree to report all accidents and injuries to staff, no matter how minor.

5. EMERGENCY EVACUATION PROCEDURES

In case of emergencies you agree to follow instructions from your trainer and assessor/wardens. You should make yourself familiar with the locations of emergency exits and agree to notify CET staff of any emergencies immediately.

You agree that during an emergency evacuation you will leave the building in an orderly manner and gather at the emergency assembly point. At the emergency assembly point you are required to report to your trainer and assessor so that CET can ensure all learners have been safely evacuated. You may not re-enter the building or leave the emergency assembly point until advised by CET staff that it is safe to do so.

6. DRESS CODE

All learners, be they apprentices or post trade, must wear long and long clothing (long pants and long tops, made of non-flammable material) when they are in the workshop or any other practical assessment areas.

While learners are encouraged to wear traditional industry long and long clothing, casual clothing is also acceptable, as long as it consists of full-length pants and a long-sleeved top.

Learners who do not comply with the long and long clothing requirement will not be permitted into the workshop and practical assessment areas.

Long and long clothing is not required in classrooms.*

Learners in classroom environment are expected to dress in a manner that is neat, clean, and safe at all times, as would be expected in the workplace.

Singlets, tank tops or clothing with logos or slogans that may be determined as lewd, crude, vulgar, racist or sexist are not permitted, and learners may be asked to leave the premises and change into appropriate clothing before continuing with their training.

Facial piercings may need to be removed for some work placement activities.

**Note: EGT apprentices are required to wear their EGT long and long uniforms, whether their training is classroom or workshop based.*

7. FOOTWEAR

You agree to wear safety footwear at all times when working in the workshops or attending work experience. You are also required to wear fully enclosed footwear in all other locations of CET. If you do not meet the footwear requirements you will be required to leave the premises and change into appropriate footwear before continuing with training.

8. PERSONAL PROTECTION EQUIPMENT (PPE)

You agree to wear any Personal Protection Equipment (PPE) that is necessary to complete tasks safely or as directed by trainer and assessors/supervisors.

9. SMOKING

You agree to obey all 'No Smoking signs' as CET premises and grounds are smoke free. This includes electronic cigarettes and other personal vaporisers.

10. ALCOHOL AND DRUGS

The possession, use or sale of illicit substances or consumption of alcohol on CET premises is

forbidden.

You agree that you may be required to undertake a drug or alcohol test, if CET management considers you to be under the influence of drugs or alcohol. Testing will be at the cost of CET. If a positive result for drugs or alcohol is returned you will be immediately suspended from any further training at CET. Re-instatement may be granted on production of clean drug and/or alcohol test results. This will be at your own expense, and at the discretion of CET management. All testing is conducted in accordance with AS/NZS 4308.

11. LEARNER COMPLAINT, GRIEVANCE RESOLUTION AND APPEALS PROCEDURES

The document outlining CET's Learner Complaint, Grievance Resolution and Appeals Procedures is available from administration or CET's website: <https://cet.asn.au/terms-and-conditions-policies>.

12. FEES

You agree to pay college fees, put a payment plan in place or inform CET that your employer is paying your fees, prior to course commencement. If fees have not been paid CET may cancel enrolment or refuse entry to class.

No Certificates, statements of attainment or any other course completion documents will be issued until all outstanding course fees have been paid in full.

A copy of the Government's VET Fees and Charges Policy can be obtained from the WA Department of Training and Workforce Development website: <https://www.wa.gov.au/organisation/department-of-training-and-workforce-development/legislation-policy-and-guidelines>.

13. UNIQUE STUDENT IDENTIFIER (USI) 17. ASSESSMENTS

All learners who enrol in nationally recognised training must provide their USI to CET. No qualifications or statements of attainment can be issued without a learner's USI. Learners must provide their USI to receive government funding for training (e.g. apprentices, pre apprentices). For further information and to apply for a USI go to www.usi.gov.au.

14. SPECIFIC LEARNING AND PHYSICAL REQUIREMENTS

Learners with specific learning, physical or medical requirements are encouraged to advise CET staff, to enable CET to provide assistance for the learner's needs.

15. LEARNER SUPPORT

As CET recognises that some learners require support with understanding electrical concepts, we provide opportunities for learners to attend remedial sessions. CET provides the remedial sessions for these learners free of charge and these will be scheduled outside normal delivery hours. Learners will need to contact administration to book into the sessions.

CET encourages learners to view the relevant Support & Language, Literacy and Numeracy (LLN) Services documents on **CET's website** for information on a range of mental health and learner support services.

16. SKILLS RECOGNITION

Learners who have completed training prior to attending CET may be eligible for skills recognition. Skills recognition includes recognition of prior learning (RPL), credit transfer, exemption and recognition of current competencies. Evidence, such as certificates and statements of attainment, will be required to support a skills recognition application. An assessment fee may be charged and the learner will be advised at the time of the application.

You agree to comply with CET's Assessment Policy which can be found on CET's website: <https://cet.asn.au/terms-and-conditions/policies>.

The use of smart devices including tablets and phones is not permitted during assessments.

18. SUPPLEMENTARY TRAINING AND ASSESSMENT

Assessment Re-sits

- Assessment re-sits and re-enrolment requirements are outlined in the CET's Assessment Policy.
- Learners with a "not yet competent" result outstanding are expected to address this within three months of the result being issued.
- A Learner may be advised by CET to register for the next available remedial session to prepare them to re-sit their assessment. Failure on the part of the learner to register for the remedial could result in re-enrolment for the unit. No assessments are conducted at remedial sessions.
- Learners who are not enrolled to attend a particular assessment re-sit will not be permitted to attend.
- A fee is payable for every assessment re-sit and should be paid prior to sitting the re-sit. These fees are payable regardless of the assessment results achieved (should a learner fail to attend a re-sit night they have enrolled for without notifying the College beforehand - by 4.30pm on the day of the re-sit - they will invoke a resit charge).
- Learners who are deemed "not yet competent" after three re-sit attempts will need to discuss this with the Training Manager and their employer as this may result in them being re-enrolled in the full unit.

19. ON THE JOB TRAINING – WORKPLACE EVIDENCE

As part of an apprenticeship, evidence of on-job training is required.

You agree to record on-the-job evidence using whichever profiling tool CET decides upon and abide by the related operational conditions of that system.

20. CONSUMER RIGHTS

Learners can obtain information in regards to their consumer rights from <https://www.commerce.wa.gov.au/consumer-protection> or and the 'ASQA Fact Sheet – Choosing a Training or Education Provider' from <https://www.asqa.gov.au/students/choosing-course-and-provider>.

21. CERTIFICATION

On completion of training a Certificate and Record of Results or a Statement of Attainment is issued to learners, dependant on the course undertaken. If a certificated course is completed the learner must submit a Certificate Issue Application form to administration. This ensures that the certificate is sent to the correct address. If a replacement of the certificate is required a fee will be incurred

22. PRIVACY

CET is committed to protecting learners' privacy and the security of personal information. CET's privacy policy can be obtained from administration or CET's website: <https://cet.asn.au/terms-and-conditions/policies>.

23. PERSONAL RELEASE

CET may record learner's audio and visual images, and use these for educational and marketing purposes, without charge. If you do not agree with the personal release clause please advise the administration accordingly.

24. ATTENDANCE / PUNCTUALITY

You agree to attend CET as per the hours scheduled on your time table and if for any reason you are going to be absent or running late, you will contact CET as early as possible.

You understand that you may not be able to sit assessments if you have missed large parts of a course. You understand that eligibility to sit an assessment will be determined by the trainer and assessor or the Training Manager.

25. UNACCEPTABLE BEHAVIOUR

You agree and understand that dangerous conduct which is harming anyone's health and safety or well-being, affects the learning of others or the delivery of training by trainer and assessors, is not acceptable and will be dealt with in accordance with CET's disciplinary action processes.

Conduct that is not acceptable includes harassment, discrimination, threatening behaviour, physical and verbal abuse, games, including ball games, practical jokes or similar behaviour.

26. DISCIPLINARY ACTION

You understand that if you breach the Code of Conduct you will meet with CET management and where necessary a First Warning may be issued and your employer, parent/guardian may be informed. Should a further breach occur, a meeting will be arranged with you, your employer and parents/guardian (if under the age of 18). A final warning may be issued or this may result in suspension or termination of training with CET.

27. ACADEMIC INTEGRITY

You understand that assignments and assessments must be your own work and cheating is never acceptable.

If you are caught cheating or committing plagiarism, your assessment will be declared unacceptable and disciplinary action will be taken.

28. FOOD AND DRINKS

You understand that no food or drink, other than water in a resealable container, is to be consumed in CET classrooms or workshops.

29. DAMAGE OF PROPERTY

You understand that if you intentionally damage CET or other learner's property or equipment through acts of misuse, vandalism, theft, malicious damage, defacing or graffiti you will face disciplinary action.

30. INTERNET / COMPUTER / WI-FI USAGE

You agree that when you are using CET computer equipment you will apply the following rules:

- No food or drink near the computers
- Report all faults immediately
- Take precautions to secure passwords.

You agree and understand that the use of personal computing devices (smart phone, tablets) during class time, other than for learning purposes at the direction of the trainer and assessor is not permitted.

31. CAR PARKING

You agree to follow car park direction signage and speed limits whilst in a CET car park.