

Code of Conduct

The College of Electrical Training (CET) undertakes an important role in providing training and learning opportunities, and takes seriously its responsibility to provide a duty of care to all students. CET strives to provide a pleasant environment which is safe, enjoyable and conducive to learning.

This "Code of Conduct" is designed to provide a clear indication to staff and students of the standards of behaviour, dress and attendance etc required by the College of Electrical Training (CET).

While attending the College all students will follow the instructions of the staff and observe the following Code of Conduct.

NOTE: All reference to the "Student" in this code implies the "Learner".

All students will observe the College's isolation tagging and testing procedure ('Danger' and 'Out of Service') as laid down in AS/NZS 3000.1.1. Apprentices are reminded of their obligations to safe working practices as outlined in the conditions of their Electricians Training Licence.

All students will observe the outlined safety procedures of the College at all times. Apprentices are reminded of their obligations to safe working practices as outlined in the conditions of their Electricians Training Licence.

Course participants are reminded to conform to the "Code of Conduct" as it forms an integral component of the College's training, particularly in relationship to general behaviour and safety.

College Campuses

Details of the CET Campuses are as follows:

CET Balcatta Campus

9 Cressall Road, Balcatta WA 6021
Phone (08) 9240 7700, Fax (08) 9240 4349

CET Jandakot Campus

5 Avior Avenue, Jandakot WA 6164
Phone (08) 9417 8166, Fax (08) 9417 8766

Visit CET's comprehensive website on www.cet.asn.au

Behaviour

Failure to follow this code may result in suspension or cancellation of enrolment.

The College of Electrical Training (CET) maintains high standards, which require students to be committed to their studies in order to achieve the highest possible goals. If you are committed to your studies, the CET will be devoted to helping you achieve success.

Students are expected to:

- complete all assignments and work allocated to them
- attend their classes on time
- be prepared for their classes
- treat their peers and teachers with respect
- behave in a manner which does not interfere with the learning rights of others
- seek help or guidance with any difficulties they may be experiencing by talking to the teaching staff, the Senior Instructor, the Training Manager or by taking advantage of the extra study programs offered
- have regard for the large number of resources available to them within the College and ensure that such property is treated with respect
- ensure that student common rooms and open areas are kept clean and tidy
- ensure you give your full attention to the instructor in charge and apply yourself to the task of learning.

Students should observe that at all times:

- Horseplay, skylarking, fighting, playing of practical jokes or use of abusive language etc, is not permitted in the College.
- Racial vilification in any form will not be tolerated.
- Personal electronic equipment/devices (excluding calculators) are not to be operated in the College. Under no circumstances are mobile phones permitted to be used within the buildings of the CET. Persons with mobile phones should have them turned off and out of view while in class and use is restricted to outside CET buildings. Mobile phones are not permitted on the student's person during assessment.

WARNING: Should a student choose to ignore this requirement, the College may refuse to issue an assessment to that student until they comply.

- Walk, do not run in the College premises and grounds.
- The throwing or kicking of balls in or around the College premises is not permitted.
- Students should concentrate on the task at hand and not distract others from their work.
- Please ensure appropriate respect and courtesy is paid to College staff.
- Bullying or intimidation of any type will not be tolerated.
- Students must wear the appropriate Personal Protective Equipment when instructed to do so. Should there be any doubt about the instructions given, respectfully request for the instructions to be repeated - don't proceed until you are sure of the task required.

Litter

Everybody must place personal litter i.e. food scraps, wrappings, drink containers, cigarette butts and other litter in the bins and ashtrays provided throughout the campus.

Dress Code

It is the student's responsibility to ensure that dress standards are maintained at all times and these are to be in accordance with the area:

- The upper part of the body must be **fully covered** including the upper parts of the arms
- Safety Boots are to be worn at all times
- Sleeveless tops such as singlets and tank tops are **not permitted**.
- When working in the welding area students **must** have long sleeved shirts and wear the appropriate protective clothing.

NOTE: Clothing with logos that may be classified by management as lewd, crude, vulgar, racist or sexist is not permitted to be worn. Students that choose not to follow the dress code will be required to leave the premises and change the offending or inappropriate attire before resuming the course. This could result in a student not being able to complete there required training.

Footwear

Fully enclosed shoes **must** be worn at **all** times in CET buildings. Safety boots/shoes must be worn when working in the workshop and for prevocational students whilst on 'work experience'.

Jewellery

Students who wear jewellery do so at their own risk as the College considers all forms of jewellery a safety hazard for tradespersons or apprentices. However, the management reserves the right to refuse entry to any student wearing jewellery considered to be a safety hazard or inappropriate.

Head and Eye Protection

Hard hats must be worn by students when instructed. Generally, teaching staff will require students to wear safety glasses in the CET workshops when it is considered the activity requires them to be worn.

First Aid

A number of First Aid cabinets are located within the training college and are to be used only in the event of an injury or accident. In the case of accidents or injuries “no matter how minor” they must be reported immediately to the instructor in charge of the class or management. Details of the incident will be recorded on an accident report form and signed by the student and supervising staff.

Should urgent medical treatment be required then the following medical centres are available and the student will be taken to the closest available venue for treatment:

Balcatta

Northern Districts Medical Centre

217 Wanneroo Road
BALCATTWA WA 6021
Phone: (08) 9349 7996

Warwick Medical Centre

419 Coolibah Drive
GREENWOOD WA 6024
Phone: (08) 9246 1662 Fax: (08) 9246 1668
After hours: (08) 9321 9133

Okely Medical Group

56 Almadine Drive
CARINE WA 6020
Phone: (08) 9448 7799 Fax: (08) 9246 4767

Seacrest Medical Centre

28 Seacrest Drive
SORRENTO WA 6020
Phone: (08) 9448 4433

Boulevard Medical Centre

121 Moolanda Boulevard
KINGSLEY WA 6026
Phone: (08) 9309 3699 Fax: (08) 9309 4252

Jandakot

Yangebup General Practice

Phone: (08) 9417 7979
Lakeland Shopping Centre, Suite 12, 31 Moorhen Drive
YANGEBUP WA 6164
Phone: (08) 9417 7979 Fax: (08) 9417 1344

Student Accommodation

Students attending the CET from regional areas may require accommodation in close proximity to the campus they are attending. The following accommodation is listed as a guide to students:

Balcatta

Oceanview Motel

<http://www.oceanviewmotel.com.au/>

10 Lawley Street, North Beach WA 6020, Phone: 9246 4699

Karrinyup Waters Resort

<http://www.kwr.net.au/motel.html>

467 North Beach Road, Gwelup WA 6018, Phone: 9447 6665

Western Beach

<http://www.westernbeach.com/>

6 Westborough Street, Scarborough WA 6019, Phone: 08 9245 1624

Palms Bed and Breakfast

www.palmsbb.com.au

24 Dorchester Ave, Warwick WA 6024, Phone: 9246 9499

Jandakot

Lakes Hotel Jandakot

Hartwell Pde, Jandakot WA 6164, Phone: (08) 9417 9400

Jandakot Caravan Park

12 Hammond Road, Jandakot WA 6164

(08) 9417 9362

Tradewinds Hotel

59 Canning Highway, Fremantle WA 6158, Phone: (08) 9339 8188

Heritage Country Motel Armadale

Cnr. Albany and South Western Highway, Armadale WA 6112, Phone: (08) 9399 5122

CET Emergency Evacuation Procedure

If there is an emergency in the building (fire, etc) the following procedure should be followed: (Note: Emergency procedures are listed at the fire panel and in each classroom)

- Students should notify CET staff of any emergency as quickly as possible.
- Where a fire is identified or an incident that requires emergency services, staff should Dial 000. A call can be carried out on all telephone systems within the building. In case of an emergency, anyone can use the phone system. Triple Zero can only be dialled after an outside line has been chosen.

Procedure for obtaining an outside phone line:

1. Select an outside line from the top row of buttons on the phone handset
2. Listen for the dial tone
3. Dial 000

Evacuation Procedure

Emergency Evacuation Procedures and campus maps are displayed throughout the College and are available at reception upon request. Please make yourself familiar with the location of all emergency exits. Help us protect your well-being by knowing what to do in any emergency and always follow the directions of the Area Wardens appointed to guide you to safety during an evacuation.

The building has a fire alarm system which will be set off by smoke etc. In the event of a situation arising that the site/training area requires evacuation all students are required to leave the building in an orderly manner as directed by their instructor. All personnel will congregate at the Emergency Assembly Point as directed where the instructor will check the attendance register to ensure that all students are present.

Under no circumstance are students to re-enter the building until they are advised that it is safe to do so by College staff.

Substance Abuse

The consumption or inhalation of any form of illegal substance or alcohol will not be tolerated while attending the College.

Any person considered being under the influence of drugs/alcohol risks immediate suspension/dismissal from the course. Re-instatement may be affected by production of a clean drug test result but will be the discretion of the CET Management. Where it is the considered opinion of management that a person may be under the influence of drugs, by signing of this Code of Conduct the student agrees to undergo drug testing at the cost of the College. All drug testing will be conducted in accordance with Standard AS/NZS 4308:2001.

Where CET is notified that an individual has returned a positive drug test the individual will be immediately suspended from any further training at the College. To be considered for re-instatement the individual must, at his/her expense, provide a clean drug test result.

Smoking

The College is a smoke free zone, therefore smoking is only permitted outside the building during specified breaks. Please obey the **NO SMOKING SIGNS**. Cigarette butts, matches, etc must be placed in the ashtrays provided.

Protocol

All instructors and College staff will be addressed as Mr, Mrs, Ms, Miss and their Surname, unless otherwise directed by the Instructor concerned.

Vandalism/Antisocial Behaviour

The use of offensive language on campus is unacceptable. Acts of vandalism or antisocial behaviour, including graffiti, carried out within the campus grounds or immediate precincts will be dealt with in accordance with CET policy or the Police Act.

Students are to treat CET property with care and will be held responsible for any damage that they cause. Help us preserve your environment and facilities by reporting such acts immediately to the Training Manager.

Should a student be guilty of an act of vandalism to the College, its equipment or other student's belongings, dependent on the severity of the act, their course enrolment may be suspended or cancelled. Where it is found that the act was deliberate the student's enrolment may be cancelled immediately and payment for repair of the damage required.

Lunchroom

A student lunchroom is provided at the College. It has an adjoining patio area outside which may also be used as a lunch area, etc. All other building areas of the College are not to be used to consume food and under no circumstances is food or drink to be consumed in classrooms or the workshop area.

Cleaning

Full time publically funded students will be involved in a cleaning roster system for the workshop, lunchroom, outside area and store to ensure the College is kept tidy. Cleanup is performed at the end of each day by the nominated training group.

Toilets

Male, female and disabled toilets are provided at the College.

These facilities are to be maintained in a clean and tidy state at all times. This is a matter of hygiene and it is the responsibility of the students to use these facilities appropriately. Contract cleaners clean toilets each night.

Punctuality

Students are required to attend the College at the required course times. As training at the College is viewed as training for employment, general lateness is not acceptable. Should a student be running late they should make every effort to contact the College and advise of the problem.

Where a student arrives late for class without contacting the College, the Instructor may refuse them entry to that class.

Disciplinary Action

Should students fail to follow the "Code of Conduct" the College will provide counselling and where necessary issue a "First Warning". Should there be a second instance where the student fails to observe the "Code of Conduct" another counselling session will be arranged and the parents (if the student is under 18 years) or employer or both will be advised. This may result in a "Final Warning" being issued to the student. Any further indiscretions in relation to the "Code of Conduct" may result in dismissal from the course.

Student Support and Guidance Service

The CET will ensure that the student selection process is fair and will conform with the requirements of the equal opportunity policy/legislation. The CET will provide students with accurate, relevant and up to date information on student support strategies prior to the commencement of training. Where a student is identified as in need of support in order to cope with the course or an aspect of the course the following action will be taken:

- Use a counselling/conciliation process to clearly identify what is the major source of the student's problem.
- CET will endeavour to ensure all students are provided with a harmonious learning environment. Under no circumstances will any intimidation, bullying or racial vilification between students or staff be tolerated. Persons found guilty of this type of behaviour risk suspension.
- Jointly, develop strategies to address the problem either within the time constraints of the course or in the student's time.
- Where the student is under 18 years of age the guardian is to be informed of the situation and where it is considered of benefit to the student, invited to be involved in the process.

The CET will provide tutorial lessons as a strategy to address poor academic results or contact details of outside tutors where that is agreed appropriate.

Where it is considered that the student cannot complete the full time course without substantial remedial training their enrolment should be deferred until such training is completed, at no additional cost to the student.

Attendance – Publicly Funded Students

Students are required to attend the College for the total hours of the course. The course may include excursions to venues outside of the College. Course hours are from 8.00 am till 4.00 pm each day unless otherwise arranged. Students should aim to arrive at College ready to commence at 8.00 am.

Students are required to attend classes on a regular basis. Where, for any reason, a student is absent they must ring the College and advise the reasons, at their earliest opportunity on the morning of the absence. All apprentice absences will be reported to the employer the same day by email or phone.

Prolonged absences due to sickness, etc while unavoidable in some circumstances may render the student unable to complete the course due to the amount of missed course content.

Students are expected only to leave the College between 12:00 and 12:30pm or 12.30pm to 1.00pm in their designated lunch break to attend to their private business. The instructor has the discretion to alter the designated half hour slightly, in order to meet their training commitments.

Students are not permitted to leave the College training site at any other time unless approved by the Training Manager, or the Senior Instructor in the Training Manager's absence.

To be eligible to undertake unit assessments, students are required to attend 50% of that unit. Students not meeting this requirement may be refused assessment and go to re-enrol.

Breaks from training are in accordance with the Award (15 minutes for morning and afternoon tea and 30 minutes for lunch) and will be at times directed by the Instructor in charge. However, at the instructor's discretion, students may be afforded a short (5 minute) break on the hour.

College Fees

All College fees must be paid prior to course commencement. For publically funded students course fees are set through the WA Department of Training and Workforce Development Fees Policy. In any case of non payment the College reserves the right to cancel the enrolment or refuse entry to the class.

All College course brochures will contain written information to all students regarding fees and charges prior to the commencement of training.

Course fees must be paid by the student or where an employer is paying fees a Purchase Order or written commitment to pay must be received prior to the student commencing training. An exception may be made where a publically funded student is claiming "Financial Hardship". Where a publically funded student claims 'Financial Hardship' they may pay fees on a short instalment arrangement though the Training Manager/Senior Administration Officer - Training.

In extreme circumstances a publically funded student may be granted an exemption from fees payment through the Campus Manager or General Manager.

The College will safeguard the fees paid by students and refunds will only be granted where exceptional circumstances exist or in accordance with the Cancellation Policy.

Where a student wishes to cancel their enrolment, the policy is outlined on all course brochures.

For CET's Refund Policy please refer to the individual course brochures.

Tutorials and Re-sits

Remedial Classes

- Regular remedial evenings will be scheduled in advance for students who are deemed 'not yet competent.'
- Students with a 'not yet competent' outstanding may be advised by their Instructors to register for the next available remedial evening. Failure on the part of the student to register for the remedial could result in a re-enrolment for the unit.
- All tutorials are free of charge.

Assessment Re-sits

- Re-sit assessment and re-enrolment requirements are outlined in the 'Assessment Policy' on the College noticeboard.
- The appropriateness of a student to participate in the re-sit is always at the discretion of the Training Instructor/remedial Instructor. In the final analysis, the Instructor may decide the student is not yet ready for a re-sit and requires further remedial training.
- Students who are not enrolled to attend a particular re-sit assessment will not be permitted to attend.
- A \$20.00 fee is payable for every re-sit assessment, including verbal assessments. This fee is payable regardless of the assessment results achieved (should a student 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 \$20 fine).
- Assessment re-sit results can be verbally issued but will not be included on a student's Statement of Results until full re-sit payment has been received by the College. Where more than one re-sit assessment has been completed for a unit, payment received will be allocated to the earliest re-sit assessment and the earliest results entered on the student's Statement of Results.

- Students unable to be deemed competent after an additional three re-sit attempts may be required to re-enrol in that unit.

All required student information can be obtained from the College Administration by telephone between 8:00am and 4:45pm (12:30pm for re-sit registrations) Monday to Friday or in person during the designated College break times only.

Assessments

All assessments within the College will be conducted under the CET's Assessment Policy. A copy of the policy can be viewed on the College noticeboard or in the classroom.

Referencing and Plagiarism

Assignments and other forms of assessment must be your own original work. Copying directly from your research sources or another student's work, without acknowledgement, is plagiarism. Plagiarised work will not be accepted and will result in disciplinary action.

Log Books (Profiling)

All apprentices/vocational students will be issued with a CET Work Log Book at the commencement of their enrolment or enrolled in eLearning for the recording of their 'on the job training.' It is a requirement that evidence of 'on the job' activity is collected. Monthly log sheets need to be handed into the College or emailed to the appropriate campus address worklogsbalcatta@cet.asn.au or worklogjandakot@cet.asn.au.

If insufficient log sheets have been received by the College the apprentice and employer will be notified by mail, outlining the lack of work logs. If no action is taken to rectify the lack of work logs, the apprentice will be suspended from further training until the matter is corrected. Any suspension may delay the completion of 'off the job training' and extend the length of the apprenticeship, possibly delaying the Capstone assessment, etc.

Student Travel

Students attending block release from a remote area are provided with free travel through the WA Department of Training and Workforce Development Travel and Accommodation allowance arrangements. The College will arrange flights at no cost to the apprentice or the employer.

NOTE: However, should the flights need to be changed after the initial booking has been processed, the apprentice or the employer will be required to pay the charge for changing flights. This may vary from \$50.00 to \$100.00.

Car Parking

Jandakot Campus

Parking facilities are provided for students within the College grounds.

Balcatta Campus

Limited parking facilities are provided for students within the College grounds. Where no parking is available within the College grounds students may use the parking area in Gibbard Road. Students should speak to CET reception staff to obtain details.

A strict maximum speed limit of 8 km/hr must be adhered to in all parking areas and car sound systems must be kept to a minimum volume.

Students, who drive their vehicles in an unsafe manner whilst entering or leaving the College grounds, for example exceeding the speed limit or squealing tyres, will be banned from bringing the vehicle onto College grounds. All students will follow the directions of the CET Parking Officers.

Sexual Harassment

Under the WA Equal Opportunity Act 1984, sexual harassment is unlawful. Sexual harassment may be defined as any unwelcome or uninvited physical or verbal sexual advance. It is unacceptable and degrading behaviour which includes the improper assumption of power by one person over another.

Sexual harassment can include:

- Teasing, calling names or making rude signs
- Making suggestive comments or telling smutty jokes
- Ridiculing, leering, wolf-whistling or making sexual comments
- Spreading rumours or questioning someone's private or sexual life
- Pestering someone to go out or asking for sexual favours
- Kissing, embracing
- Patting, pinching, touching
- Discriminating against people on the basis of gender

Sexual harassment is not:

- Behaviour based on mutual attraction
- Developing friendships, sexual or otherwise, between consenting people

What are its effects?

Sexual harassment reflects on the integrity of CET and can cause:

- Hostile, intimidating or oppressive work or learning environments
- Poor work or academic performance
- Embarrassment, stress, ill health
- Students avoiding classes, abandoning courses

What NOT to do:

- Think you are the problem

- Blame yourself
- Do nothing – most sexual harassment, rather than going away, escalates if nothing is done.

What to do:

For confidential help, support and information on how to deal with sexual harassment contact your Training Manager.

Student Complaint, Grievance Resolution and Appeal Procedures

Refer to College of Electrical Training's Student Complaint, Grievance Resolution and Appeal Procedures for further details.

Certification

The CET will provide accurate, relevant and up to date information to students prior to commencement of training, concerning:

- Certification to be issued to the student on completion or partial completion of the course.
- Competencies to be achieved, assessment procedures employed; and arrangements for recognition of prior learning
- Statements of Attainment will be issued automatically to completing students. If a certificate is required the student must submit a completed 'Application for Certificate Issue' to administration. This form can be obtained from the College Administration
- Where a student loses or misplaces their Certificate a replacement can be provided on request.

NOTE: The issue of all qualifications requires students to make an application. This will ensure the qualification goes to the correct address.

A summary of employability skills developed through qualifications can be downloaded from <http://employabilityskills.training.com.au/>

Privacy Act

By signing this Code of Conduct the student agrees for their details (i.e., name, address, phone number, attendance record and academic achievements) to be passed on to the student's employer, prospective employer, College employees and internal/external auditors. Further to this, the student authorises the CET to publish his/her academic results on the student notice board.

Computer, Internet and Network Usage

Users of the network are responsible for adhering to local, state, federal and international laws. CET will co-operate with any authority seeking to enforce these laws.

A student's account is their personal property and is not for use by other people.

Students will notify CET of any changes of account information and provide new account information when requested.

Students are solely responsible for all action taken using their user ID once received.

Computing resources are a valuable aid to teaching and learning. Therefore, while all users have a right to be treated fairly, they also have an obligation to act responsibly.

The following guidelines apply:

- Keep food and drinks away from computers and other electronic equipment.
- Realise that e-mail and other Internet forms of communication (discussion groups, chat etc) are not private. Users should comply with accepted conventions when using Internet communications.
- When conversing with others, proper conduct and courtesy should be employed. Conform to the specific guidelines of discussion groups.
- Report all faults immediately.
- Respect the privacy of other people's data and work
- Exercise due diligence not to distribute viruses, worms, Trojans or similar.
- Take reasonable care of your safety and health by using correctly the ergonomic aids provided and taking rest breaks.
- Take precautions to secure passwords, accounts, software and data; e.g. always logout of the system when departing.
- Use only software and hardware provided by CET.
- Use the facilities and equipment provided (including printers, scanners and other peripheral equipment) solely for work related to academic programs.

Inappropriate uses

The use of the networks, computer systems, Internet and databases is a privilege, so that inappropriate use or access will result in a cancellation of that user's account. CET reserves the right to withdraw access to computer services if users are found to have used these services to:

- Communicate inappropriately with others. In particular (but not limited to) using abusive, aggressive or obscene language or using the systems to misrepresent, defame, harass or stalk others.
- Using the systems or equipment provided to obtain, duplicate, demonstrate or transmit offensive, obscene or objectionable materials.
- Disconnecting cables or power sources, or re-configuring equipment.

- No user may install unauthorised software.
- Doing intentional damage or disruption to the network or computing systems, including that which alters normal performance or causes a malfunction.
- Making deliberate attempts to circumvent network and data security systems.
- Using the systems for commercial purposes.
- Using the systems provided to illegally access computer systems outside of CET.
- Copying of programs, applications or other materials. All these materials are protected by copyright legislation or license agreements and may not be copied.
- Connecting personal computer equipment to CET networks or computer systems.
- Deliberately installing or using the networks provided to distribute viruses, worms or Trojans.

Personal Release

By signing this Code of Conduct the student authorises the College of Electrical Training to record his/her face, voice, actions, performance, and commentary made by the student and about the student for educational and marketing purposes without any charge to the College of Electrical Training.

NOTE: This is not compulsory – where a student is not agreeable it may be removed from this document.

Provision of Information about Legislation

Upon request, the CET will provide the student with information about legislation, which may significantly affect their participation in vocational education and training.

Skills Recognition

If applicable, applications for Skills Recognition, which includes recognition of prior learning (RPL), credit transfers, exemptions and recognition of current competencies (RCC) can be obtained from the College and may incur an additional assessment charge. Students will be advised of this option during course induction.

Students with Special Needs

Students with learning difficulties, physical and/or medical conditions must advise the College, which will ensure all student needs will be met accordingly.

Summary

This Code of Conduct is an integral part of the training program, allowing groups of students to work safely together with the minimum of disruption to the smooth running of the training College.

NOTE: Should any student require further information on any subject or this Code or wish to view College policies or guidelines mentioned in this Code of Conduct they should seek the assistance of the College administration team.

Student

I _____

fully understand and agree to abide by the conditions of the above "Code of Conduct".

Student Signature: _____ Date: _____

Parent/Guardian

If the student is under 18 years of age then parents/guardians are required to sign.

I/WE _____

fully understand and agree to the requirements and conditions of the above "Code of Conduct".

Signature: _____ Date: _____

Signature: _____ Date: _____

- Please tick if you do not authorise the Personal Release Clause mentioned on Page 15 of this document.