



# Code of Conduct

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

## What We Expect

In general it is expected that CET students will:

- be responsible for their programmed training, by attending as per their time table, with appropriate personal resources
- treat staff and fellow students 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 students fail to conduct themselves in an appropriate manner. Students who are unsure about what appropriate behaviour is are encouraged to speak to CET staff.

## Occupational Health and Safety

**The use of utility knives (Stanley Knives, Box Cutters) is prohibited at CET.**

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 instructors consider the jewellery to be a safety hazard.

## First Aid

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

## Emergency Evacuation Procedures

In case of emergencies you agree to follow instructions from your instructor/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 instructor so that CET can ensure all students 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.

## Dress Code

You agree to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace. (Long and long is CET's preferred attire whilst attending training)

You agree to not wear the following:

- ▶ Singlets or tank tops
- ▶ Clothing with logos or slogans that may be determined as lewd, crude, vulgar, racist or sexist.

If you do not meet the dress code requirements you will be required to leave the premises and change into appropriate clothing before continuing with training.

## 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.

## Personal Protection Equipment (PPE)

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

## 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.

## Alcohol and Drugs

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

You agree by signing this Code of Conduct 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.

## Student Complaint, Grievance Resolution and Appeals Procedures

The document outlining CET's Student Complaint, Grievance Resolution and Appeals Procedures is available from administration or CET's website <http://www.cet.asn.au> ([Terms and Conditions/Policies - CET](#)).

## 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.dtwd.wa.gov.au/about-us/legislative-framework-policies-and-guidelines/policy>.

## Unique Student Identifier (USI)

All students who enrol in nationally recognised training must provide their USI to CET. No qualifications or statements of attainment can be issued without a student's USI. No student who is receiving government funding for training (e.g. apprentices, pre apprentices) will be eligible for funding if they have not provided their USI. For further information and to apply for a USI go to [www.usi.gov.au](http://www.usi.gov.au).

## Specific Learning and Physical Requirements

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

## Student Support

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

## Skills Recognition

Students 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 student will be advised at the time of the application.

## Assessments

You agree to comply with CET's Assessment Policy which can be found on CET's website: <https://www.cet.asn.au/Terms-and-Conditions-Policies>.

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

## Supplementary Training and Assessment

### Assessment Re-sits

- Assessment re-sits and re-enrolment requirements are outlined in the CET's Assessment Policy.
- Students with a "not yet competent" result outstanding are expected to address this within three months of the result being issued.
- A Student 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 student to register for the remedial could result in re-enrolment for the unit. No assessments are conducted at remedial sessions.
- Students 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 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 resit charge).
- Students 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.

## 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.

## Consumer Rights

Students can obtain information in regards to their consumer rights from <http://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/resources/fact-sheets/choosing-a-training-or-education-provider>.

## Certification

On completion of training a Statement of Attainment is issued to students. If a certificated course is completed the student must submit a Certificate/Qualification 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.

## Privacy

CET is committed to protecting students' privacy and the security of personal information. CET's privacy policy can be obtained from administration or CET's website <http://www.cet.asn.au> ([Terms and Conditions/Policies - CET](#)).

## Personal Release

By signing this Code of Conduct you authorise CET to record audio and visual images, and use these for educational and marketing purposes, without charge. If you do not agree with the personal release clause you may opt out of this on the signature page.

## 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 instructor or the Training Manager.

## 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 instructors, 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.

## 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.

## 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.

## 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.

## Damage of Property

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

## 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 instructor is not permitted.

## Car Parking

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

**Student**

I \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent/Guardian**

If the student is under 18 years of age, a parent/guardian must also sign.

I/We \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please tick if you do not authorise the Personal Release Clause mentioned in this document.