

JOBS AND SKILLS PROGRAM STUDENT CODE OF CONDUCT

Communicare Group Limited RTO 50548

All students attending the JAS Program have the right to study in a safe and happy environment. Communicare RTO provide a safe learning environment aligned to the Communicare's values.

Hope	Creating Optimism and hope for the future.
Opportunity	Creating opportunities to learn, to share knowledge and experience, to grow and advance.
Perseverance	Leading with courage, passion, and determination to overcome challenges to reach and achieve goals.
Equality	Recognise, respect and value people's differences to contribute to and realise their full potential.

This code of Conduct outlines the expected standards of student behavior when enrolled in Communicare Jobs and Skills Program:

It is my choice to be here
I am here to learn and succeed
I am responsible for my actions
I contribute to a safe, respectable, and cooperative community

As an enrolled student of the Communicare Inc. RTO I understand and agree to the following:

That ***I will:***

- Treat staff and fellow students with respect. This means I will not swear at them nor take or damage their belongings.
- Attend all my scheduled classes on time and be "fit for class" – physically and emotionally.
- Ensure mobile phone use is limited to outside of class time
- Maintain a high level of attendance.
- Follow all legal and reasonable requests, directions, and instructions from staff.
- Treat all property with respect, which includes but is not limited to the building and the equipment.
- Respect the privacy and human dignity of my peers.
- Contact the trainer via SMS, phone call or email if I am unable to attend class for the day
- Not share any personal information, images (photos), video and recordings of others
- Comply with Communicare RTO's guidelines on responsible use of all IT equipment provided in the class for student use.

That ***I will not:***

- Smoke on the Communicare premises.
- If under the age of 18, leave Communicare premises during class hours unless approval has been given by a parent or guardian. (Refer to the leaving the premises permission form)
- Attend class under the influence of alcohol or other non-prescribed drugs or substances.
- Consume or supply alcohol or other non-prescribed drugs or substances at Communicare.
- Bully, harass, or abuse my peers or staff.

Community Safety

I understand that Communicare RTO is a safe learning environment for all students and also needs to be a safe working environment for all staff. If parents/guardians are abusive, violent, or aggressive, towards staff or other students then they will be asked to not return to the premises. We ask that all members of our community work with us to ensure the environment is a safe and welcoming place for all students.

Our staff undertake regular training to understand best practice strategies in behaviour support, mental health support, literacy and numeracy support, student safety, and child safeguarding. We operate under a Trauma Informed Practice Framework and any decisions made regarding student behaviour, safety, or learning are made under these guidelines.

When staff are able to feel safe and work safely, they are able to better provide for students and their families.

Mobile Phone Usage

The use of mobile phones during class time is a distraction from work. Current research shows that mobile phones and social media use provide a point of extreme anxiety for teenagers, and so the Communicare RTO believes this break without mobile phones and constant notifications provides students with a safe and restful period. Mobile phones are not to be used during class time unless instructed by your trainer.

Dress Code

The Communicare RTO premises is a combined business and learning environment. We ask students to work towards responsible, professional dress standards. This is to assist students in developing personal responsibility and understanding of presentation in the community and workplace. Some helpful guidelines are:

- Choosing tops without offensive slogans or imagery (including drug references)
- Choosing bottoms which are of a professional length (i.e not short-shorts or extreme cut offs)
- Choosing clothing suitable to the daily activities (i.e wearing appropriate active wear if doing sport, or long pants and tops for trade)
- Ensuring jewellery and hair are worn to ensure safety whilst in class
- Always wearing fully enclosed shoes for safety
- Choosing clothing that displays personal responsibility and care for presentation (nothing extremely revealing or inappropriate)

Drugs and Alcohol Policy

Communicare RTO, utilize guidelines and information from the Department of Education to inform best practice policies. In addition to the laws that govern drug use in the wider community, the Department of education policy is that students may not:

- Consume, posses, or be under the influence of alcoholic beverages
- Smoke tobacco products or vape
- Bring to class or to have on them more than the prescribed limit of legal medication required for their personal use.

These regulations place the same restrictions on teaching staff, ancillary staff, parents and visitors when students are present:

- On RTO premises
- At RTO functions

Smoking is always prohibited on RTO premises or during school events.

I, _____ confirm that I have read the Jobs and Skills Program Student Code of Conduct and understand what is expected of me. I acknowledge that repeated breaches of this Code and failure to adhere could result in my place at Communicare RTO being reviewed.

Signed: _____

Date of agreement: ____/____/____