

# Code of Conduct

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Upon enrolment, Skill Hire students acknowledge the Code of Conduct and the Disciplinary Procedures.

Students are expected to adhere to the following, including other behaviours stated in the Critical Incident and Student Support Policy and Procedure:

- Treat other students, the RTO staff and the training facility with respect and fairness.
- Follow any reasonable directions from a member of Skill Hire.
- Always wear course appropriate clothing
  - whilst in construction-based training PPE steel capped boots and Hi Vis is to be always worn.
  - during any other training program participants are to follow the directive of the trainer relating to the course appropriate attire.
- Always apply work health and safety practices on site and in the workshop.
- Always respect the training facility and equipment and abide by good housekeeping practices in and around the training facility (littering, stealing, graffiti or misusing the equipment or facility is not tolerated).
- Gain permission from the Trainer before using a machine or any equipment.
- Do Not use Mobile phones, headphones, or any other electronic device whilst in training unless directed otherwise by the Trainer.
- Behave responsibly by not being under the influence of drugs or alcohol. Any student showing signs of being under the influence will be suspended or withdrawn from training. If student is referred by a JobActive agency, they will be notified.
- Complete all assessment tasks and examinations honestly and to the best of your ability.
- Record course attendance daily.
- Ensure site cleanliness and participate in clean up sessions at the end of each training session
- Inform the Skill Hire Trainer of any planned leave, absences, or late arrivals by sending a message to the Trainer prior to 9.00 am on the day of course. Any unexplained absences will be logged as non-attendance and an attendance rate lower than 80% may result in withdrawal from the activity.
- Sign in and out for training. In the instance where a participant needs to leave training early, prior approval must be obtained from the trainer.
- Arrive on time to training, any late arrivals may result in a participant being turned away and this will be logged as an absence.
- Abide by the Skill Hire Code of Conduct and behave appropriately during all training activities.

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## Disciplinary Procedure

Action	Description	Recording
First warning	Verbal warning recorded against the student's profile	Trainer and/ or Mentor (as witness) to record on aXcelerate
Second warning	Verbal warning recorded against the student's profile	Trainer and/ or Mentor (as witness) to record on aXcelerate
Third warning	Verbal warning recorded against the student's profile. Parents/guardian/school notified via phone call.	Student to be informed that guardian/school will be notified by phone.  Trainer to contact guardian/school to notify that third verbal warning has been given and the next offence would warrant a written warning.
Written Warning	Student notified that written warning will be sent to guardian/school.	Written warning (behaviour)  Trainer to notify Admin staff that student has offended again, and that student has been notified that guardian/school will be notified in writing
<p>Please Note: recorded/verbal warnings will be accumulated based on any type of breach of conduct and do not have to be particularly referenced to the same offence.</p>		
Suspension	<ul style="list-style-type: none"> <li>Suspension with immediate effect. Recorded against student's profile.</li> <li>School notified in writing.</li> <li>Parents/guardian/school notified immediately and requested to collect student.</li> <li>No attendance allowed until the meeting has taken place.</li> <li>Skill Hire to arrange a meeting with the following parties present:</li> </ul>	<p>Operations Manager/Senior Trainer/Trainer/Senior Mentor to notify guardian/school by phone to collect student from site.</p> <p>Admin to send Suspension template</p>

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	<ul style="list-style-type: none"> <li>○ Parent/guardian/VET Coordinator</li> <li>○ Student</li> <li>○ Skill Hire Senior Mentor</li> </ul> <p>Skill hire Operations Manager/Senior Trainer</p>	<p>and organise meeting time</p> <p>Senior Mentor to prepare 'Behaviour Agreement' for meeting</p>
Interview	<ul style="list-style-type: none"> <li>● Discussion of issue/s at hand that led to the suspension.</li> <li>● Skill Hire makes decision on the outcome of interview, with consideration of risk to student and other students in the course.</li> <li>● Option 1 – Student remains in the course               <ul style="list-style-type: none"> <li>○ Skill Hire will develop a Behaviour Plan, stipulating measures.</li> <li>○ All parties to sign</li> <li>○ Student return to training A.S.A.P.</li> <li>○ If any breach of conduct occurs again during the duration of the course, student will be withdrawn from the course.</li> <li>○ Skill Hire to notify ALL parties A.S.A.P.</li> <li>○ Follow the withdraw procedure below.</li> </ul> </li> </ul> <p>NOTE: No further chances given/issues occur.</p> <ul style="list-style-type: none"> <li>● Option 2 – Student NOT allowed back into the course.               <ul style="list-style-type: none"> <li>○ Student to be withdrawn from qualification, without further notice.</li> <li>○ All actions to be recorded on student's file.</li> <li>○ SOA to be issued, If applicable.</li> </ul> </li> </ul> <p>Skill Hire to communicate to all parties in writing.</p>	<p>Meeting with Skillhire, Student Guardians/School representative</p>

## Examples of unacceptable behaviour

<p>Some examples (but not limited to) breaches of conduct that will warrant a recorded/verbal warning below.</p>	<ul style="list-style-type: none"> <li>● Offensive language or behaviour to others</li> <li>● Unauthorised use of mobile phones.</li> <li>● Intentional failure to follow instructions.</li> <li>● Intentional failure to make progress with the course.</li> <li>● Failure to wear correct PPE in the workshop when instructed.</li> </ul>	<p>Verbal warning-Trainer</p>
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	<ul style="list-style-type: none"> <li>• Disrespectful behaviour / language to other students or staff</li> <li>• Repetitive late attendance</li> <li>• Repetitive poor attendance</li> <li>• Intentional time wasting in toilets or welfare areas.</li> <li>• Eating in classrooms</li> <li>• Not returning from breaks at stipulated times</li> <li>• Unauthorised use of tools</li> </ul>	
<p>Some examples (but not limited to) breaches of conduct that will warrant an immediate suspension below</p>	<ul style="list-style-type: none"> <li>• Committing any further breach of conduct following THREE previous recorded warnings for other offences</li> <li>• Intentional dangerous behaviour in the workshop</li> <li>• Violent behaviour towards students and staff</li> <li>• Caught in possession or using a vaping device or smoking.</li> <li>• Any proven/directly observed acts of racism.</li> <li>• Any proven /directly observed acts of bullying &amp; harassment.</li> <li>• Intentional dangerous use of tools towards anyone directly within the vicinity.</li> <li>• Leaving the venue without permission and authorisation</li> <li>• Intentionally damaging/graffitiing Skill Hire's equipment, premises, or public property.</li> <li>• Any reported incidents/abuse towards the public when commuting to and from Skill Hire.</li> <li>• Suspected theft of any tools and equipment</li> </ul>	<p>Operations Manager/Senior Trainer/Trainer/Senior Mentor to notify guardian by phone to collect student from site.</p> <p>Admin to send Suspension template and organise meeting time</p> <p>Senior Mentor to prepare <i>Behaviour Agreement</i> for meeting.</p> <p>Admin to send Suspension Letter</p>