

Tracmin aims to provide a supportive, ethical and professional training and assessment system to all students enrolled. This Code of Conduct details the behaviours and responsibilities that all students must adhere to during their enrolment. Each student must read and sign this Code prior to undertaking any training and assessment activities.

Breaches of the Code of Conduct may result in the following actions being taken against the student based on the severity of their actions:

- The Trainer may ask a student to leave the classroom or refuse entry to a training room if their behaviour is disruptive or dangerous.
- A student may be suspended or expelled from the program for behaviour that threatens the safety of others, interferes with the duties of staff or other student's study, or damages or threatens Tracmin property.
- Relevant authorities may be called upon due to serious misconduct.

This form is in addition to any other written document that forms part of the student's enrolment/contract with Tracmin.

As a Student enrolled at Tracmin, I must:

1. Follow Tracmin policies and procedures as outlined in enrolment and the Student Information Guide.
2. Communicate effectively with all Tracmin staff and/or other relevant stakeholder whether verbal or in writing.
3. Take responsibility of own learning by participating, setting goals, making decisions, apply feedback and evaluating own performance.
4. Attend all scheduled training sessions and notify the trainer / branch before the scheduled start time, if unable due to sickness or any other appropriate reason.
5. Ensure all behaviour, actions and practices support the trainer in delivering the training whether one to one or in a group setting.
6. Respond to any reasonable instruction from a member of staff
7. Refrain from any form of discrimination, bullying or harassment.
8. Contribute positively in all modes of training and refrain from disruptive behaviour.
9. Produce necessary forms of identification to Tracmin when required.
10. Complete all necessary paperwork accurately within the specified timeframe.
11. Treat fellow Students, Tracmin Staff, host employers and/or Tracmin staff with respect, honesty, dignity and sensitivity at all times.
12. Do not endanger or potentially endanger the safety, health and well-being of others unintentionally or deliberately by breaching the Tracmin's policies and procedures.
13. Raise any issues, concerns and/or breaches of the Code with Tracmin in a timely manner avoiding any form of escalation.

14. Respect the privacy and confidentiality of Tracmin, staff and students in the collection of any business or personal information.
15. Care for the property of students, staff and the property of Tracmin or host employer.
16. Conduct myself in a professional manner at all time (including hygiene, neat and clean attire).
17. Not attend class under the influence of alcohol and/or illegal drugs or legal drugs that might impair my ability to safely participate in the training / assessment, including the use of equipment / machinery.
18. Ensure that all communication devices are switched off or put on 'silent' during class times.
19. Refrain from taking / making phone calls or text messages during class time except in extenuating circumstances that have been approved in advance with the Trainer.
20. Only submit work that is original and not plagiarised.
21. Refrain from any form of bribery and/or cheating during assessments to achieve a positive outcome.

I, <Student Name> _____ understand that as a result of **breaking the code of conduct, disciplinary action will be taken** which may include one or all of the following:

- The Trainer may ask a student to leave the classroom or refuse entry to a training room if their behaviour is disruptive or dangerous.
- A student may be suspended or expelled from the program for behaviour that threatens the safety of others, interferes with the duties of staff, or other student's study, or damages or threatens Tracmin property.
- Relevant authorities may be called upon due to serious misconduct.

Student Signature: _____ Date: _____