

Title	Students Rights and Responsibilities Policy	Type	<input checked="" type="checkbox"/> POL	<input type="checkbox"/> PRO	<input type="checkbox"/> INS
Section	Quality Assurance	Reference Number	Standard 4, 5, 6, 7		
Endorsement Date	March 2015	Review Date	March 2017		
Version	1.0	Review Personnel	Sarah Watterson		

PURPOSE
<p>Adult Ed aims to provide an environment to support quality vocational education and training to benefit individuals, industry, business and the wider community.</p> <p>This policy is to ensure that all actual students have a clear understanding of their rights and responsibilities while training with Adult Ed. These rights and responsibilities are reflected in our Consumer protection policy.</p>
SCOPE
<p>This policy is applicable to all operations of Adult Ed Community College.</p>
PRINCIPLES
<p>Adult Ed Community College (RTO ID 6558) is a compliant organisation and takes its obligations under various legislation, standards, and contracts seriously. The organisation has quality assurance mechanisms in place to ensure ongoing compliance and continuous improvement across its operations.</p> <p>Adult Ed Community College complies with Commonwealth and State legislation and regulatory requirements on :</p> <p>WH & S Duty of care legislation Workplace harassment, victimisation and bullying Anti-discrimination, including equal opportunity, racial vilification or disability discrimination Prohibited Employment Child Care and Protection Disability Service Standards</p>

Building a better community through quality work skills and lifestyle training

Fair Work Australia
 Worker Compensation
 Taxation legislation
 Vocational Education and Training
 Provision of international education and training services
 Apprenticeships and traineeships

POLICY

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

- The student's right to learn in an appropriate environment and that all people using Adult Ed's services have a right to be free from any form of harassment and/or discrimination.
- Students have a right to have their learning needs known and addressed by the trainer
- Students have the right to expect a competent trainer and achieve the expected course outcomes
- Students have the right to be re-assessed if the competency is not achieved first time
- Students have the rights to normal privacy afforded all citizens in personal matters
- Students have a right to a prompt refund of course fees in accordance with the refund policy

RESPONSIBILITIES

- Students recognise other peoples' human worth and dignity
- Students are required to dress appropriately, keeping in mind the nature of the course they are attending. Dress should reflect industry and community standards.
- Students will come to class sober and (illicit) drug free.
- Students will not smoke in prohibited areas, and smoke in open areas without causing harm or offence.
- Students pay all fees and charges associated with the course. Should this cause hardship the student can discuss the matter with the Manager when other payment arrangements may be possible
- Students are responsible for personal possessions while attending the course
- Each student is expected to take responsibility for cleaning and tidying their work area at the end of each session and assisting with general class/venue tidying
- Students should report all injuries or incidents of harassment by another student or trainer promptly to the co-ordinator and ensure a written report is kept in the incident record book.

- Students are not to engage in plagiarism or cheating in any assessment or examination (where applicable)

PUBLISHING AND COMMUNICATION

Published March 2015

Reviewed March 2016

Published on Website

Student Rights and Responsibilities are also printed in the Student Handbook and the Trainer Handbook.

Authorised Officer Position	CEO	Authorised Officer Name	Sarah Watterson
Signature		Date	30 th March 2016