

- Introduction** ATTAR recognises that a variety of Students will attend ATTAR Training Courses, both at ATTAR organised premises and at Client sites, when a client specific Training Course is provided.
- ATTAR prides itself on professionalism, both internally and externally, and on the outcomes Students can achieve from ATTAR Training Courses.
- Purpose** The purpose of the POL014 ATTAR Student Code of Conduct is to ensure Students contribute to a positive learning environment and obtain the most out from their experience on an ATTAR Training Course.
- The POL014 ATTAR Student Code of Conduct covers ATTAR's expectations with respect to Student behaviour and disciplinary action.
- Attendance** Students are required to:
- attend the ATTAR Training Course every day – promptly;
  - attend on time for all classes, lectures, practicals etc; and
  - return from lunch and other breaks and be ready to start as requested by the Trainer/Assessor.
- In the event of absence due to illness, Student's need to present a certificate from a Registered Medical Practitioner on the day of return to the ATTAR Training Course. If you are absent for two (2) or more days from the ATTAR Training Course and are unable to make the hours up in accordance with the alternatives provided, it may result in the Student being withdrawn from the ATTAR Training Course.
- Prior consent for special absence due to extenuating circumstances may be granted. Students must notify the Trainer/Assessor immediately in this case. Please refer to **ATTAR Training Course Refund and Transfer** Policy for details of fee refunds in this circumstance.
- Presentation** Students are entering a professional work environment and as such are required to present in an appropriate manner at all times. E.g. things, singlets, and shorts are not appropriate.
- A well groomed appearance, neatly presented clothing, appropriate to the Workplace is expected.
- Behaviour** In accordance with a number of ATTAR polices, ATTAR will not tolerate certain behaviour including, but not limited to:
- Harassment;
  - Discrimination;
  - Workplace Bullying or Violence; and
  - Occupational, Health & Safety requirements.
- Please note: Any breach of these areas may also constitute serious misconduct**
- Other specific behaviour that will not be tolerated, and may constitute serious misconduct includes, but is not limited to:
- Swearing;
  - Horseplay or unruly behaviour demonstrated during participation in training and assessment activities;
  - Attendance at a training or assessment activity under the influence of alcohol, illegal drugs or recreational substances;
  - Cheating; and
  - Entering other areas of ATTAR organised premises unauthorised;

**Behaviour cont.** Students are expected, at time to work as a team and as such to participate and actively contribute in all group activities and practicals.

Students are also expected to be considerate of and foster co-operative and supportive relationships with their Trainer/Assessor, as well as other course participants and any other personnel you may be in contact with as a result of attending an ATTAR Training Course.

**Mobile Phones** Mobile Phones and Pagers can interrupt ATTAR Training Courses and can disturb concentration of other Students. Mobile Phones and Pagers should be switched off, or turned to silent mode and any incoming calls must only be taken after a Student quietly excuses themselves from the Training Room.

Any Student who is expecting an important call must notify their Trainer/Assessor at the commencement of the day.

**Cleanliness** ATTAR takes pride in the Training Facilities provided, and therefore Students must

- avoid eating in the Training Room, unless permitted by the Trainer/Assessor;
- clean their mug and re-use it while on the ATTAR Training Course;
- remove any rubbish and place it in the rubbish bin at the end of each day;
- place aluminium cans in the recycling bin where provided;
- **not** place any other waste material in the aluminium can recycling bin, where provided;
- not use fluorescent sprays on any surface other than the specimens provided during practicals; and
- clean up any workstation and specimens used in practicals, in accordance with appropriate standards/procedures and return them to their storage place when requested.

**Disciplinary Procedure** ATTAR will not support unacceptable behaviour demonstrated by any Student. The ATTAR Student Disciplinary procedure is:

1. Unless the behaviour is constitutes serious misconduct, the Student will be taken aside by the ATTAR Trainer/Assessor and advised of:
  - a. the unacceptable behaviour observed;
  - b. the consequences of repeating this behaviour and;
  - c. the appropriate behaviour.
2. Where ATTAR considers unacceptable behaviour to be serious misconduct on the part of a Student, this may result in the notification to their Employer of their behaviour and/or their immediate withdrawal from the ATTAR Training Course they are enrolled in.
3. If a Student wishes to raise an appeal or grievance in relation to a Student disciplinary matter, refer to the ATTAR Customer Complaint Resolution Procedure
4. An ATTAR Trainer/Assessor may also refer unacceptable behaviour by a Student through the ATTAR Customer Complaint Resolution Procedure, either as a result of a complaint from another person or at their own initiation.

Where a Student has been withdrawn from an ATTAR Training Course due to unacceptable behaviour, the Student should refer to the Refund Policy for information on how to apply for a partial refund (less non-refundable deposit) of the ATTAR Training Course. The ATTAR Technical Director reserves the right to decline any refund in these circumstances on a case-by-case basis.

# STUDENT CODE OF CONDUCT



**ATTAR**

Advanced Technology Testing and Research

**Further Information**

Additional information on the ATTAR Student Code of Conduct may be obtained from an ATTAR Trainer/Assessor or the ATTAR Office & Finance Manager.

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**Employee Understanding & Agreement**

The Employee listed below acknowledges that they have read understood, sought clarity on any areas of concern and agrees to abide by the ATTAR Student Code of Conduct.

Employee Name	Signature	Date