

- 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 ATTAR Student Code of Conduct is to ensure Students contribute to a positive learning environment and obtain the most from their experience on an ATTAR Training Course.
- The 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;
 - be in attendance, 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and are unable to make the hours up in accordance with the alternatives provided, it may result in the Student being withdrawn from the ATTAR Training Course.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.
- Presentation** Students are entering a professional work environment and as such are required to present in an appropriate manner at all times. E.g. thongs, singlets, and shorts are not appropriate.
- 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
 - Breach of 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:
- Excessive 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: any suspected cheating involving an external examination i.e. AINDT or PCN, will be reported.
 - Entering other areas of ATTAR organised premises unauthorised;

Behaviour

Cont.

Students are expected, at times 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/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 electronic devices can interrupt ATTAR Training Courses and can disturb concentration of other Students. Mobile Phones and electronic devices 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;
- 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 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 their immediate removal from the ATTAR Training Course they are enrolled in and possible refusal from future course enrolments.
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.
5. Where a student has been withdrawn from an ATTAR Training Course due to unacceptable behaviour, there will be no refund of fees per the Refund Policy.

STUDENT CODE OF CONDUCT



Further Information

Additional information on the ATTAR Student Code of Conduct may be obtained from an ATTAR Trainer/Assessor or the ATTAR Technical Director.

Student Understanding & Agreement

The Student 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.

Student Name	Signature	Date