

Participant Responsibilities

Attendance

Part of completing their qualification, students are required to attend all the scheduled training sessions as agreed prior to enrolment and have active participation.

Erratic attendance may put the student at risk of not being able to complete their qualification, and their enrolment may be cancelled.

Apprentices/SBAT's will also have their employer contacted.

The Department Coordinator or Administration will write to the students informing them about their impending cancellation, reminding them to make contact and make arrangements for attendance.

The student will also be reminded that if they are government subsidised, they have used one commencement from the 'two in a lifetime' allowance for government subsidies.

IT Post School

- Informal reminders will be sent from the Department Coordinator if student hasn't attended for 2 weeks asking for them to make contact.
- Student hasn't attended or had any communication with the Department Coordinator for a further 2 weeks (4 in total) a formal email/letter and SMS will be sent to the student advising they are at risk of being withdrawn, if no communication is received from them within the next 2 weeks.
- After a further two weeks (6 in total) and there has been no communication from the student a letter will be emailed to them advising that they have been cancelled from their current course and they will be required to reenrol if they wish to finish their qualification.
- Department Coordinator/Admin is to save all correspondence on student enrolment File Notes on Axcelerate and attach all emails sent.

Apprenticeships/SBAT

- Each time a student doesn't attend class as scheduled and communication hasn't been made morning of or prior the Department Coordinator will make contact with the employer or GTA (Group Training Organisation) to advise of the student's nonattendance.
- If the student hasn't attended or had any communication with the Department Coordinator for a further two classes (3 in total) a formal email/letter and SMS will be sent to the student and their employer or GTA advising they are at risk of being withdrawn if no communication is received from them within the next 2 weeks.
- After a further two weeks if there has been no communication from the student a letter will be emailed to them and their employer or GTA advising that they have been cancelled from their current course.

The employer or GTA is responsible for contacting their Agency and making amendments to Epsilon/Registering with an alternative RTO.

Department Coordinator/Admin is to save all correspondence on student enrolment File Notes on Axcelerate and attach all emails sent.

Formal cancellation letter templates are saved at: Y:\FROM 2011\RT BUSINESS\STUDENT SERVICES\STUDENT FORMAL LETTERS

Responsibilities Policy & Procedure

Appropriate Behaviour

All students are to take responsibility for their own behaviour. Students are expected to conduct themselves in a mature and appropriate manner.

All students are expected to respect our code of appropriate behaviour, as follows:

- All students must behave in a courteous and respectful manner towards other students and staff.
- All students must conduct appropriate behaviour that ensures all students have an environment conducive for learning.

Exclusion from a training program may occur for the following reasons (but not limited to):

- Not respecting Ringwood Training's code of appropriate behaviour
- Arrival at training under the influence, or in possession, of drugs or alcohol
- Taking drugs or alcohol during working day
- Acts of vandalism
- Involvement in a fight or engaging in dangerous behaviour
- Abuse of staff, trainers and other trainees
- Failing to attend scheduled training and assessment sessions
- Disobeying reasonable requests or rules as set
- Involvement in unlawful or criminal activities
- Interfering with other trainees learning opportunities.

If a student does not adhere to Ringwood Training's expectations of responsibilities and conduct they put their enrolment at risk.

Ringwood Training will follow their procedure in taking steps to ensure the student, employer and school (where applicable) is aware that their behaviours will not be tolerated and it may include temporary or permanent removal from the course.

Responsibilities Policy & Procedure

Result of Conduct Issues

If a student is not meeting their responsibilities and Ringwood Training's expected conduct the Department Coordinator and Centre Manager will follow the below steps.

This procedure is a guide only and dependant on the severity of the student's actions at the discretion of the Centre Manager.

1. An informal discussion with the student advising them that their behaviour is not acceptable at Ringwood Training and if they continue a formal process will commence.
The employer &/or home school are notified that this meeting has occurred if they are an Apprentice/SBAT
2. The student continues with their actions; a formal meeting will be held with the student and the department coordinator, minutes taken and first warning. Employer and/or Home School informed in writing if Apprentice/SBAT.
3. If the student continues they have a meeting with the Department Coordinator and Centre Manager. The student will be asked to sign a behavioural contract.
If the student is an Apprentice/SBAT this will also be signed by their employer & home school.
Each party is provided with a copy and this is uploaded to their file. Behavioural contract saved at: Y:\FROM 2011\RT BUSINESS\STUDENT SERVICES
4. Student continues they are withdrawn from their qualification, a formal letter is given to them, their employer and home school if an Apprentice/SBAT to finalise their cancellation.

Department Coordinator/Admin is to save all correspondence on student enrolment on Axcelerate Files Notes and attach all emails sent.

If they are an Apprentice/SBAT the employer or GTA is responsible for contacting their Agency and making amendments to the DELTA/Registering with an alternative RTO.