



Participant Behaviour Policy Statement

It is in the interests of the Geelong Training Academy, including participants, trainer/assessor staff, administrators and or any external training contractors, for the Organisation to establish rules that support an orderly, safe and harassment-free learning environment.

This policy clearly defines all participant's rights and responsibilities and the Geelong Training Academy's acceptable participant behaviour standards in order to foster a learning environment in which all people can interact safely and effectively. The standards provide boundaries of conduct within the learning environment and are of particular relevance in the orientation of new, inexperienced and/or potentially disruptive participants. When expressed in behavioural terms, the standards provide participants with clear expectations for their participation in any Geelong Training Academy training course or program.

A breach of the expected standards of behaviour outlined in this policy will make a participant liable for disciplinary action which may result in the following action/s being taken, depending on the nature of the situation:

- Verbal warning;
- Written warning - matter documented in writing on disciplinary report;
- Suspension and/or withdrawal from training, either temporarily or permanently;
- Matter reported to Geelong Training Academy management;
- Matter reported to police.

Geelong Training Academy Participant Behaviour Standards

All participants are expected to fulfil the following behavioural standards:

1. Observe rules and behaviour guidelines set by Geelong Training Academy staff, employees and contractors;
2. Conduct themselves in a responsible manner whilst on either Geelong Training Academy premises, the premises of an Geelong Training Academy training contractor or on industry work experience where required by their course or program;
3. Demonstrate respect for other people, property and equipment;
4. Take responsibility for their own behaviour;
5. Not use abusive/offensive behaviour;
6. Not attend under the influence of drugs and/or alcohol;
7. Allow others to present their point of view on any subject matter;
8. Share responsibility when working as a member of a team or group; and
9. Communicate effectively with all training staff and workplace personnel.

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During training sessions and/or workplace learning, all participants must:

- a. Attend all pre-arranged training, workplace learning or assessment activities;
- b. Arrive on time or report any absences by phone prior to scheduled attendance time;
- c. Attend for training or workplace activities in the appropriate dress code;
- d. Participate in all scheduled workplace and group activities;
- e. Follow the instructions given by the trainer/assessor and/or workplace supervisor;
- f. Meet OS&H requirements and help maintain a high standard of OS&H;
- g. Report on any OS&H issues related to workplace or training equipment;
- h. Monitor their own progress towards meeting training/assessment outcomes; and
- i. Attend interviews with the trainer/assessor or supervisor to discuss their progress.

Excused Absences

Excused absences from scheduled training or assessment activities would be:

- Personal illness with a physician's note;
- Death in the immediate family;
- Religious holidays as prescribed by the State Department of Education (For an excused absence for religious holiday, a note must be submitted in advance to the training representative or workplace supervisor); or
- Extended periods of illness that is covered by a written statement from a physician indicating that he/she ordered the absence.

George Marks
Managing Director
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