

<p>Aim of this policy</p>	<p>The aim of this policy is to clearly outline Regional Skills Training (RST)'s expectations of student behaviour during training.</p>
<p>Principles</p>	<p>RST believes all students are ultimately responsible for their own behaviour and expects students to:</p> <ul style="list-style-type: none"> > Act responsibly and safely, with respect towards all other people and property > Manage time effectively and organise their workload at work/school, at training and in the completion of any assessments, workbooks and Skills Development Records > Always adhere to workplace health and safety requirements in relation to themselves and others > Adhere to workshop expectations whilst attending workshops or any other RST organised event or training
<p>RST's Expectations of Students</p>	<p>Whilst training with RST, students must abide by the following:</p> <ul style="list-style-type: none"> > Contribute to learning in a harmonious and positive manner, irrespective of gender, race, sexual preference, political affiliation, marital status, disability or religious belief > Comply with the rules and regulations of RST > Give honest effort, and show clear evidence of learning and upholding of ethical standards – assessment malpractice eg cheating, collusion or plagiarism is not acceptable behaviour and will not be tolerated > Be responsible for own learning and development by participating actively and positively and by ensuring progress is maintained with learning modules > Monitor own progress by ensuring that assessment deadlines are observed > Utilise facilities and RST publications with respect, honour RSTs copyrights and prevent RSTs publications from being distributed to unauthorised persons > Respect other students and RST staff members and their right to privacy and confidentiality > Attend courses in full or contact RST for alternative learning pathways > Be punctual to training courses and returning from breaks, and turn off phones/pagers when in the classroom > Do not attend a training course if affected by drugs and/or alcohol or are unwell with cold or flu like symptoms
<p>Host Venues</p>	<p>RST may deliver workshops and training in host venues such as schools, working farms and other workplace locations.</p> <p>Students are expected to at all times:</p> <ul style="list-style-type: none"> > Adhere to site specific policies and procedures > Act respectfully and courteously > Wear neat and tidy work clothing including work boots > Use appropriate PPE > Comply with all safety directions > Only enter areas they have been given permission to

Workshop Expectations of Students

1. You are required to behave with respect towards other people and other people's property.
2. You must not be under the influence of:
 - Illicit drugs
 - Alcohol
 - Medicine that may impact on your ability to operate machinery, equipment, or vehicles in a safe manner.
3. The instructions of RST staff members and lecturers must be followed at all times. If your coordinator or lecturer asks you to stop doing something, or to move away from an area, you must follow their instructions.
4. You must not do anything that may have the potential to harm yourself or others.
5. If you do not feel safe or comfortable undertaking a task, please advise the RST staff person or lecturer.
6. Dangerous substances, materials and items must not be brought onto the workshop site by students. Dangerous substances, material and items includes:
 - Illegal or illicit drugs
 - Alcohol
 - Matches or lighters
 - Aerosol cans of any type (except as required for medical purposes e.g. asthma inhalers)
 - Fuels or oils
 - Illegal or dangerous objects, substances, or materials.
7. In regards to fatigue, RST expects that you shall:
 - Adhere to the requirement to present fit or work/study and, as such, maintain a balanced diet, regular exercise, adequate hydration and healthy sleeping patterns.
 - Notify your manager/trainer immediately should you become fatigued whilst at work/a workshop
 - Notify the manger or trainer of any prescription medication or any other external influence that may hinder your ability to perform your learning in a safe and productive manner
 - Assist in monitoring the fatigue of others particularly during busy periods. A copy of the Regional Skills Training Fatigue Policy can be obtained by contacting the RST head office.
8. Each workshop is a non-smoking zone.
9. Inappropriate or dangerous actions are considered serious misconduct and will not be tolerated. Inappropriate or dangerous actions include actual or threatened behaviour such as:
 - Aggressive behaviour
 - Verbal abuse
 - Physical assault
 - Sexual harassment
 - Destruction of equipment or property
 - An activity that puts yourself for others at risk
 - Failure to adhere to an RST staff member request for you to:
 - o stop doing something
 - o leave the group or the area
 - o move to another area

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10. In the first instance of serious misconduct, an Inappropriate or Dangerous Action Report will be documented and placed on your file and your parent/guardian, employer or school may be contacted.
 11. If you record a second Inappropriate or Dangerous Action Report during your course, you will be asked to leave the training and official reports will be made to your parent/guardian, employer or school.
 12. An Inappropriate Behaviour or Dangerous Action Report may result in a report being made to the relevant authority, legal action or cancellation of your enrolment in the RST course.
 13. RST staff will supervise students during the workshop session, but will not be responsible for supervision outside these times including before and after training, and during breaks. You are expected to behave responsibly during these times and to ensure you are present for the resumption of the workshop session after breaks. You are encouraged to remain at the training venue for the duration of the training.
 14. Instances of continual breaches of the workshop/training rules will be reported to your parent/guardian, employer or school and may result in the cancellation of your enrolment.
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Plagiarism and cheating

Plagiarism and cheating includes but is not limited to:

- > Deliberate copying or attempting to copy the work of other students with or without their consent
- > Submitting another student's work as their own
- > Taking or using the ideas, writing or work of another and submitting this work as the student's own
- > Enabling other students to cheat for example providing your work to others

In the event of a student being found to have plagiarised or cheated in some way in an assessment task, that student will be issued with a not yet satisfactory mark for that assessment.

Students will be given an opportunity to respond to the allegations in accordance with natural justice and resubmit the assessment using their own work.

Persistent cheating or plagiarism may result in the termination of a training account for a student.

Care of equipment

Equipment and facilities are provided by RST to support training and are to be used in accordance with RST instructions.

RST staff will provide instruction and training on correct and safe use of equipment and facilities.

Students should report any damage to or malfunction of equipment or facilities to the Trainer.

Students must not wilfully deface, damage or misuse any equipment or facility. Vandalism or causing wilful damage to the property of RST, staff, host venues or other students will not be tolerated and may lead to cancellation of enrolment. Students will be required to pay for any reckless or wilful damage.

Personal protective equipment (PPE)

PPE plays a significant role in reducing the risks associated with work-related and training activities.

RST will

- > Identify which training activities require the use of PPE and instruction/training on correct use of the PPE
 - > Provide adequate PPE that complies with Australian Standards and replace all worn or faulty PPE as required
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- > Provide adequate storage space for the safe keeping of all PPE whilst not in use in accordance with manufacturers specifications

Students are expected to:

- > Wear closed work boots and appropriate clothing to all workshop and training
- > Ensure long hair is tied back
- > Refrain from wearing dangly jewellery and false fingernails that can pose a safety risk to students or animals when handling
- > Use all required PPE provided in the manner instructed
- > Clean and store PPE as required
- > Immediately notify the Trainer upon detection of faulty/worn PPE

If a student is unsure of any aspect or does not feel capable or competent to use the PPE provided, then they MUST immediately advise their trainer and discontinue the activity.

Drugs and alcohol

RST is committed to providing a workplace in which all students are free to conduct their training without risk of injury or illness from persons affected by drugs and/or alcohol. RST seeks to achieve this objective by:

- > establishing a zero-tolerance approach to drugs and alcohol whilst engaging in work activities, including a blood alcohol limit of 0.00%
- > acknowledging students may be taking prescription or other medications and if this is likely to affect the student's ability to safely perform their assessment tasks or operate vehicles, machinery or equipment, RST will make reasonable adjustments where possible
- > Cancelling enrolments for student's who are found testing positive to alcohol, and/or illegal drugs or other breaches of this policy (whilst engaging in training activities), and
- > RST reserves the right to appoint an external service provider for the purpose of conducting random drug and alcohol testing and test for cause requirements.

RST expects that all students will demonstrate ongoing adherence to the zero-tolerance approach by:

- > Always being fit and well enough to do their job
- > Not being under the influence of alcohol or drugs while at training
- > Not using alcohol or illegal drugs while at training
- > Notify their Trainer of the following in a timely manner:
 - Any prescription medication that may affect their ability to perform their training in a safe and productive manner.
 - If they are experiencing problems with drug or alcohol use or abuse so that RST can offer appropriate support.
 - Any drug and/or alcohol related incidents occurring at the workplace

Smoke-free environment

All RST training sites are smoke and vape free environments for staff, students and others. This applies to any part of the RST vehicles, property, or offices as well as other training sites including buildings, structures, garden areas, front and rear verandas, seating areas and cars located in car parks.

There is a zero tolerance to non-compliance of this policy, and RST may cancel a student's enrolment should this policy be breached.

Bullying and harassment


RST is committed to providing a training environment that is free from bullying, harassment, discrimination and/or any other form of prejudice.

Students are expected to:

- > At all times refrain from any activity that may constitute bullying, harassment, discrimination and/or any other form of prejudice toward any other person
- > Comply with all reasonable instructions from RST to modify or cease behaviour that is being construed as bullying, harassment, discrimination or prejudice
- > Report any incident, unwanted feeling or perception of having been subject to bullying, harassment, discrimination and/or any other form of prejudice

RST will

- > Provide all students with the opportunity for an unbiased process to address all reported cases of bullying, harassment, discrimination and/or any other form of prejudice
 - > Take all reasonable steps to identify, assess and eliminate any unlawful direct, indirect or systemic cases
 - > Respond in a timely manner to all reported cases
 - > Treat all parties to the issue in a transparent, fair and just manner
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Approver Name	Signature	Date
Caroline Graham		22/1/24