

Student Code of Conduct

As a participant in VET course of study:

- I shall strive to meet the attendance, participation and work requirements of the VET program
- I will notify the VET Coordinator at my home school in advance, if I will be absent from VET for any reason, or first thing in the morning on the day of attendance if I am unwell. *(The VET Coordinator will then advise the respective training provider of such absence)*
- I will arrange with my VET program trainer to catch up any missed work in my own time
- I agree to work cooperatively with other students in the VET Program
- I will abide by the VET trainers' rules and rules of the Registered Training Organisation whenever I am on site
- I will treat staff, other students and property with respect at all times
- I will pay the material costs associated with my VET Program if a material fee is required
- I agree to bring all necessary resources (*books, pens, etc*) to enable me to participate in the VET program each week and I will dress in accordance with the dress requirements of the program
- I agree to abide by the Registered Training Organisation's occupational health and safety requirements and will follow directions given by trainers and other staff in the event of an emergency
- I acknowledge that my attendance at VET is reported to my home school
- I understand that all facilities delivering a VET courses and transportation services are smoke/vape free environments, (including bus stops), and I will refrain from smoking/vaping while in attendance

Bus Travel

- If required to travel by bus to/from/during my VET program, I will do so in a responsible and considerate manner.
- I acknowledge that if I cause problems on the bus, I may be suspended from travelling on the bus for a period determined by my school, in consultation with the bus company and other relevant persons. I am also aware that if suspended from bus travel it is my responsibility to arrange the alternative travel to and from VET for the period of the suspension

I understand that:

- The bus driver has authority to designate seats to students and/or to move a student to another seat on the bus
- Serious breaches may be referred to the "Transit Safety Division" of Victoria Police for investigation and action

Declaration to be signed by student and parents/guardian

I have read and understand the above Code of Conduct relating to my/the students involvement in VET and agree to follow the conditions set out above. I understand that failure to do so may jeopardise my/the student's place in the VET program and I/the student maybe withdrawn from the program as a result of my/the student's behaviour.

Student Name _____

Student Signature _____

Date ____/____/____

Parent/guardian Signature _____

Date ____/____/____

PLEASE RETURN COMPLETED FORMS TO YOUR SCHOOL VET COORDINATOR



Department
of Education

