



Student Rights and Responsibilities Policy Number: TL013

Policy

Port Macquarie Community College aims to support and encourage students in their learning endeavours. The College recognizes and acknowledges that students have rights and responsibilities and that students should follow an appropriate Code of Conduct.

All students :

- have a right to have their learning needs met by a competent and appropriately qualified tutor within the scope of the competencies of the course and expected outcomes.
- will be treated with respect and provided with a safe learning environment. All people have human worth and dignity and must be respected. Students are expected to treat those they come into contact with, whether student/tutor/administration staff, with dignity and fairness. In an adult learning environment we recognise that we are all different and have different views on politics, religion and matters of community interest. We acknowledge the experience and life skills which adults bring to the class.
- with a disability are to receive support and positive approaches which will focus on their abilities and allow them to reach maximum potential.
- have a right to learn in an appropriate environment and that all people using the College services have a right to be free from any form of harassment and/or discrimination.
- have the right to one re-assessment if the competency is not achieved first time.
- will be asked to complete course evaluations. These are confidential and help us to improve existing services and introduce new services to meet the demand of our community. The students' time completing our evaluations is greatly appreciated.
- are required to record their attendance by initialing the square on the Attendance Sheet for each training session they are present, for the duration of their course.

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- are required to dress appropriately, keeping in mind the nature of the course they are attending. Dress should reflect industry and community standards.
- are required to come to class sober and free from the influence of illegal drugs. Smoking is only permitted in areas away from the premises.
- are to pay all fees and charges associated with the course. Should this cause hardship you can discuss the matter with the General Manager where other payment arrangements may be possible.
- have a right to a refund of course fees in accordance with the refund policy.
- are to report all injuries or incidents of harassment by another student or tutor promptly to your tutor or the General Manager respectively.
- have the right to normal privacy afforded all citizens in personal matters.
- are responsible for personal possessions while attending the course.
- are expected to take responsibility for cleaning and tidying their work area at the end of each session and assisting with general class/venue tidying.
- have the right to peruse the Policies and Procedures of the College which are available at the Office or on the College website.

Student Discipline

Students are expected to comply with the *Students Rights, Responsibilities and Code of Conduct* in the Student Handbook. Any breaches of this will be dealt with in accordance with the College's Student Discipline policy.

The *Student Discipline* policy provides for the fair and equitable treatment of all students and sets out a process whereby students are able to address alleged breaches of discipline. Where a tutor or a staff member believes that a student's behaviour poses a risk to other students, staff or the student him/herself, the tutor or staff member can direct the student to leave the premises. The process for dealing with alleged breaches of discipline will then be activated.

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