

SKCP22 Students Rights & Responsibilities Policy

1. PURPOSE

Steel Mains Pty Ltd is committed to ensuring that as a student of Steel Mains Pipe Installation Training Department you have adequate information about your rights and responsibilities.

2. STUDENTS RIGHTS

Students who participate in training programs provided by Steel Mains have the following rights:

- You have the right to be treated fairly and with respect by other course members and staff
- You have the right to learn in an environment free of discrimination and harassment
- You have the right to learn in a supportive and safe environment which includes assistance with any language, literacy or numeracy concerns you may have
- You have the right to study a program which meets current industry standards and assessment requirements
- You have the right to have your work assessed as promptly as possible and to receive feedback where necessary
- You have the right to have personal records kept private and made available only to authorized users
- You have the right to appeal results and access the review process in accordance with principles
- You have the right to ensure you receive equal opportunities and gain the maximum insight from your time with us; these rules apply to all people that attend any of our workshops

3. STUDENT RESPONSIBILITIES

Steel Mains believes that a promotion of a mutually acceptable partnership between the student and Steel Mains can be ensured if the student is aware of the following responsibilities:

- To show consideration and respect and behave in a manner which does not cause undue disruption to staff or other students
- To be polite and considerate of staff and other students
- To be respectful of people, venues and property
- To maintain confidentiality regarding information about other students
- To provide complete and accurate information to the trainer in order to receive the best training

4. STAFF RESPONSIBILITIES

All staff at Steel Mains has a thorough working knowledge regarding the training and services provided and are aware of and adhere to the students' rights and responsibilities as outlined above.

Document Name	SKCP22 Students Rights & Responsibilities Policy	Reference to SNR	16.3; 24.1
Issue Date	20.06.13	Review Date	06.11.17
		Next Review	06.11.19
		Version No.	3:0