

RTO-POL-30

Purpose:	<p>In establishing a Safe Learning Environment, selectability Training acknowledges that some basic ground rules must be observed in creating the best possible learning environment for students and trainers/employees. Any possible problems arising during training can be resolved by showing mutual respect for each person and addressing the issues in a concerned and understanding way.</p> <p>All students are required to refer to the selectability Training Code of Conduct and adhere to policies set out therein.</p> <p>To keep the learning experience positive and friendly, selectability Training requires every student to be responsible for their personal conduct throughout their training, and any grievances that may occur should be reported to the course trainer/assessor in the first instance for resolution. However, failing this, all complaints must be submitted in writing via our online complaints form located at https://form.jotform.co/82170112610844.</p>
Reference:	ASQA – Standards for Registered Training Organisations (RTOs) 2015
Who is responsible:	Selectability Training employees and students
When:	As required
Definition/s:	
Policy:	<p>Behaviours that will not be tolerated</p> <ul style="list-style-type: none"> ✓ bullying ✓ Sexual Harassment – towards any selectability Training employees (training, administrative or other) or other students ✓ plagiarism or cheating ✓ stealing from selectability Training, or another student or employee ✓ Drugs and / or Alcohol – if a student arrives to class intoxicated, they will be asked to leave selectability Training premises immediately. A taxi may be arranged, if required, at the student’s cost ✓ acting in an unsafe manner or violent manner ✓ racial discrimination ✓ verbal abuse ✓ wilful damage of selectability Training property or another student or employee’s property ✓ any breach of the signed Code of Conduct
Process:	If a situation arises that is particularly dire, the trainer/assessor may request the student to leave the training venue. The trainer has the right to withdraw the student

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from training immediately if there is an unsafe learning environment for students. The trainer/assessor would be required to maintain a record of conversation for all such situations for management's perusal.

In the event of breach of this policy, students have the right to appeal a decision to suspend or cancel the enrolment. If the situation can be amended quickly or on the spot, and the trainer/assessor feels confident that the objectionable behaviour will not continue, then training may continue at the discretion of the trainer/assessor or management.

Relevant Records:

✓ Student Handbook