

RTO-POL-39

Purpose:	The rules and guidelines Policy is intended for students to ensure safety and keeping person comfortable and included in training experiences.
Reference:	ASQA – Standards for Registered Training Organisations (2015)
Who is responsible:	Students and selectability employees
When:	As required.
Definition/s:	<p>Illicit Substances – illegal drugs prohibited from manufacture, sale or possession in Australia.</p> <p>Smoking/Vaping – tobacco products or use of handheld electronic device to breathe a mist ('vapor').</p>
Policy:	<p>Smoking/Vaping No smoking or vaping is allowed inside the buildings or outside of doorways to buildings within 5 metres.</p> <p>Alcohol No alcoholic beverages are permitted anywhere within selectability Training premises. No student will be allowed to enter class if they are intoxicated.</p> <p>Drugs/Illicit Substances Students are not permitted to bring any drugs or illicit substances onto the premises. No student will be permitted to attend training while using drugs or illicit substances.</p> <p>Disrespect or Harassment of Other Students Any disrespectful behaviour, discouragement or harassment of other students either openly or in a hidden manner will not be tolerated. This includes abusive language (verbal or written), gestures, forced invasion of personal space, intimidation, influencing other students to disregard selectability Training policies or to compromise training effectiveness. In addition to any action or activity that may be deemed by selectability Training management as representative of, or capable to render effects outlined earlier. Your care and inclusion of other students is an assessable component of the course.</p> <p>Disrespect or Harassment of Training or Administrative employees Any disrespectful behaviour, or harassment of training or administrative employees, either openly or in a hidden manner, will not be tolerated. This includes abusive language (verbal or written), gestures, forced invasion of personal space, intimidation, influencing other students to defeat policies or to compromise trainer/employee effectiveness, in addition to any action or activity that may be deemed by selectability Training management as representative of, or capable to</p>

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	<p>render effects outlined earlier. Your care and inclusion of trainers selectability Training employees is an assessable component of the course.</p> <p>The Golden Rule Please treat all others in your course, as well as those rendering administrative or support services, in the same way that you would like to be treated. Please be considerate of all people in the training facility and who support you through their administrative duties. If you find that you have offended someone, even if you haven't meant to, please be gracious and apologise for any hurt experienced. Make it easy for others to enjoy and participate in their training experience.</p>
<p>Relevant Records:</p>	<ul style="list-style-type: none"> ✓ Student Handbook ✓ Enrolment Terms and Conditions