



## Code of Conduct Agreement

Name of VET course: \_\_\_\_\_ Host: \_\_\_\_\_

As a VET student of a NASSSA school, I agree:

### TRAINING/WORK PLACEMENT

- ☐ To be punctual to all training/shifts.
- ☐ To attend all VET training and placement days and to communicate with home school and trainer/supervisor where I am genuinely unable to attend (provide medical certificate where possible).
- ☐ To take only the allocated time for morning, afternoon tea and lunch breaks and return to training/placement promptly.
- ☐ To attend my placement for the agreed hours of work.
- ☐ To take responsibility for my success and negotiate a convenient time for a meeting with my supervisor to discuss my progress.
- ☐ To ensure that I am aware of, and comply with, the Work Health and Safety Guidelines in place in the training environment and when on work placement.
- ☐ To undertake homework to manage theory work as required.
- ☐ To meet deadlines.
- ☐ To use my study time effectively.
- ☐ To balance my school and training studies with work, social, sporting and family commitments.
- ☐ To arrange transport to and from my training, between training venues or excursions.
- ☐ To consider the training environment like a workplace and understand that the trainer will have similar expectations of my participation and commitment and behaviour as an employer.

### GENERAL

- ☐ To abide by the host school/ RTO /Host employer behaviour code and expectations, as well as home school behaviour code.
- ☐ To discuss any problems that arise with my trainer, work placement supervisor with my VET Leader.
- ☐ To complete satisfaction surveys when requested during the course.
- ☐ To be contacted within the three years following completion of schooling with a simple destination survey around usefulness of my VET training in regard to work or further training.
- ☐ To allow my image/video/voice and/or creative work to be recorded and potentially used for marketing purposes, where I may or may not be identified in NASSSA, school and RTO reports and promotion, and for RTO and industry sponsor promotion generally or for VET course promotion.

### INFORMATION SHARING

By signing this form, I agree that all of the details on the form can be provided to the course supervisor and/or Registered Training the Host School and to NASSSA administration.

**When students do not behave or engage appropriately to the VET Learning Environment, in compliance with the Code of Conduct, they may be removed from the course and the parent/caregiver may be liable for costs involved.**

Student name: \_\_\_\_\_

Parent/caregiver name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/caregiver signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_