

EJEHS – VET AND SPECIALIST PROGRAM – GUIDELINES FOR CONDUCT

Students enrolled in Edward John Eyre High School VET have a responsibility to meet a code of conduct that is based on safe, considerate behaviour and a respect for others.

Attendance

- Students need to notify EJEHS and the relevant RTO (TAFESA or Foundation Education) or workplace provider in the case of Work Placement, if they are going to be absent from any VET session, this should be done as early as possible on the day or if possible, in advance.
- EJEHS support sessions must be attended if the student is located in Whyalla.
- Attendance to block weeks is compulsory, and takes priority in the set weeks.

KEEPING UP WITH OTHER SCHOOL COMMITMENTS

- It is the students' responsibility to keep up with work missed while participating in VET courses.
- It is the students' responsibility to catch up on any work missed due to absence but should seek support from EJEHS Support Teacher or Career Hub staff as required.
- It is the student's responsibility to monitor assessments and apply for extensions when required.

WORK HEALTH AND SAFETY EXPECTATIONS

- Personal Protective Equipment (PPE) and appropriate clothing for the course should be worn at all sessions.
- Students should follow instructions regarding signing in/out, Work Health and Safety and emergency procedures while attending all course delivery.
- Students (and parents/caregivers) should provide to EJEHS up-to-date emergency contact and medical information (using the Student Enrolment and Medical form).

BEHAVIOUR EXPECTATIONS

Students must follow the behaviour expectations of the VET/ Specialist Program guidelines for conduct (or workplace provider in the case of Work Placement), including but not limited to:

- Demonstrate respect for property
- Ensure work submitted is your own
- Arrive and leave on time
- Appropriate use of mobile phones (follow EJEHS mobile phone policy)
- No smoking or drug use
- No bullying and harassment

TRAVEL IN PRIVATE VEHICLES TO AND FROM VET COURSES PROGRAMS

Students, who drive themselves, take student passengers or are a passenger with another student must have signed consent from parents/caregivers (using the Transport of Students form).

WORK PLACEMENT

Students undertaking Work Placement as part of their VET courses must ensure they have a Workplace Learning Agreement Form signed by all parties (student, parent/caregiver, workplace provider and School Principal). Please note: Career Hub staff will have the workplace provider and school principal sign the paperwork, this is not the responsibility of the student.

DRESS STANDARDS

Students should always be presented appropriately for the VET course / Specialist Program they are undertaking: PPE/uniform/wearing of name badges so that they can be identified as an EJEHS VET student. If the VET course / Specialist

Program does not have a required uniform, then full school uniform is expected to be worn to all VET / Specialist Program sessions.

MANAGING GRIEVANCES/CONCERNS:

Students are encouraged to discuss any grievances or concerns regarding their VET courses / Specialist Programs with their VET Support Person/ Class teacher/trainer, and /or Career Hub Staff Member.

ADULT LEARNING ENVIRONMENT:

Students are responsible for their own learning when they engage in a vocational course. Students will be responsible to be self-directed in their learning. If a student misses any delivered content it is their responsibility to contact the lecturer to ensure they can catch up on work. The RTO will not contact the parent about any of the content for the student's course.

AGREEMENT:

The student agrees they will abide by the expectations detailed in these guidelines. By signing the guidelines for conduct they understand that if they cannot meet them, then they may be withdrawn from the course in line with EJEHS policies.

AGREEMENT

I _____ (students name) agree that I will abide by these expectations while a participant in a VET course / Specialist Program. I understand that if I cannot do this, then my right to be a participant may be withdrawn in line with EJEHS policies.

Student's Signature: _____ Date: _____

Parent/Caregiver's Signature: _____ Date: _____