While attending a Goodstart Institute Learning Hub, or participating in on-line forums or workshops, teleconferences, telephone calls learners will be required to adhere to the following rules:

• Fraudulent activity will not be accepted to any degree at any time. Any form of cheating on assessments will be treated as a serious matter and immediately referred to the appropriate Senior Professional Learning Consultant for disciplinary action. The Institute reserves the right to suspend and refuse entry and/or participation to any student suspected of cheating or entering into any form of fraudulent activity.

• Assessment must be completed in full (all questions completed) to the required standard and submitted with a cover letter on-line through MyPortal.

• Students are expected to progress as per the training plan. Goodstart Early Learning and Goodstart Institute of Early Learning have agreed that the expected duration of study is 1.5 years for the Certificate III qualification and 2 years for the Diploma of Early Childhood Education and Care. The complete assessment tasks are to be submitted to the Professional Learning Consultant for one or two modules (dependent on plan) each 10 week term. The Institute reserves the right to cancel a student’s enrolment should he or she show signs of significant non-progression.

• Communicate regularly with your Professional learning Consultant to discuss progress, learning and to highlight any issue that may affect the student’s progress or study success. Your Professional Learning Consultant and Student Services Coordinator are experienced staff who will engage with you in a professional manner. In turn, professional behaviour and communication are expected at all times.

• Read and understand the policies and procedures of Goodstart Institute of Early Learning and follow these procedures are required.

• To maximise learning opportunities, workshops and training opportunities have student numbers capped. If you book a training session we expect you to attend. If due to unforeseen circumstances you are not able to attend, please communicate this to your Professional; learning Consultant as soon as possible, so that we can offer this space to another student.

• Professional Learning Consultants will schedule and confirm student visits at your local area to undertake training or complete practical assessments. Once booked and confirmed, it is the student’s responsibility to contact the Professional Learning Consultant as soon as possible to inform them if their circumstances have changed (e.g. if they are away sick) so that the visit can be rescheduled.

• No smoking inside any part of training sites at any time. Whilst smoking is permitted outside the building, learners cannot smoke within 4 metres of any doorway, or within 5 metres of the boundary of an Early Learning Centre. Please use the bins provided to dispose of butts. Smokers will be required to pick up all any butts not disposed of properly.

• Respect your peers. Respect your Professional Learning Consultant. Respect our staff. The Institute understands and supports the idea that all staff are treated as part of the work team. This may include playful banter and using first names with all staff. However, the Institute does not support, and will not tolerate abusive language and degrading references towards any student, staff member, or visitor for any reason.

• Every Goodstart Institute of Early Learning student has the right to attend workshops and/or training sites. Students have the right to participate fully, free from bullying or other forms of abuse. Individuals who...
Student Obligations

behave inappropriately including engaging in activities that could lead to injury to another person or themselves or who engage in discriminating activities including sexual harassment will be expelled immediately. This is a zero tolerance policy.

- Whilst swearing may be a normal part of some industries, given our core focus is the education and development of children in children’s education and care, students are required to refrain from swearing.

- Goodstart Institute of Early Learning requests that all students and staff dress appropriately when they are in attendance at any campus or at a work placement site. This includes wearing sensible and appropriate footwear – rubber thongs are not deemed to be appropriate footwear.

- Food and drinks are not to be taken into classrooms. The exception is bottled water. Food and drinks are to be consumed in the designated break areas, or outside of the classrooms.

- Goodstart Institute of Early Learning requests that learners refrain from using their mobile phones during training sessions and study days except in cases where a student needs to be contactable for emergency purposes.

- Sitting on desks or benches is not permitted at any time.

- Students are to vacate classrooms during meal breaks, unless a staff member is present.

- Students are not permitted into any of the storerooms unless accompanied by a staff member.

- Fire/smoke doors are not to be propped open at any time.

- While students may leave the training site at meal breaks, they are required to advise their Professional Learning Consultant or a fellow students of the absence. This is to ensure the Professional Learning Consultant is aware of your absence should an emergency evacuation occur.

- Goodstart Institute of Early Learning has a strict “No Alcohol, No Drugs” position. Students who exhibit signs of intoxication either by alcohol or drugs will be refused entry or re-entry to the Institute. This is a zero tolerance policy that student should consider carefully before consuming alcohol or drugs during attendance at the Institute. The Institute reserves the right to cancel a student’s enrolment should he or she show signs of intoxication either by alcohol or drugs.

Any learner who is found abusing Institute rules, people, the facilities and/or equipment will be escorted from the premises and their employer notified immediately.