

# Student Obligations

## Version Information

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## Purpose

The purpose of this policy is to define the student obligations of studying with Goodstart Institute of Early Learning. These obligations are in place to ensure all students, staff, and employers are aware of the obligations and responsibilities of study and to ensure a safe, respectful, and satisfactory learning environment for all parties.

## Scope

This policy applies to all students studying with Goodstart Institute of Early Learning, staff, and employers.

## Policy

### General Rules and Obligations

While studying with Goodstart Institute of Early Learning students must be aware of, and adhere to the following:

- Know where to access the relevant policies and procedures of Goodstart Institute of Early Learning and follow the relevant policies and procedures as outlined.
- Communicate regularly with your Lead Trainer to discuss progress, learning and to highlight any issue that may affect the student's progress or study success. The Lead Trainers and Student Services Officers are experienced staff who will engage with you in a professional manner. In turn, professional behaviour and communication are expected at all times.
- Respect your peers. Respect your Lead Trainer. 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 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 participate fully, free from bullying or other forms of abuse. Individuals who 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 have their enrolment terminated 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.

## Student Obligations

- 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. Students are to comply with the relevant uniform or workplace attire policy of their employer or host employer when undertaking work placement.
- Goodstart Institute of Early Learning requests that students 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.
- Goodstart Institute of Early Learning has a strict “No Alcohol, No Drugs” position. The Institute reserves the right to cancel a student’s enrolment should he or she show signs of intoxication either by alcohol or drugs.

### Learning and Assessment Obligations

- Goodstart Institute of Early learning will provide all learning materials and resources to support the students learning, the student is to ensure they have access to a computer that has internet.
- Assessment must be completed in full (all questions and tasks completed) to the required standard and submitted on-line through MyPortal.
- Fraudulent activity will not be accepted to any degree at any time. Any form of plagiarism on assessments will be treated as a serious matter and immediately referred to the appropriate Lead Trainer for disciplinary action. Goodstart Institute of Early Learning reserves the right to suspend and refuse entry and/or participation to any student suspected of plagiarism or entering into any form of fraudulent activity. See Plagiarism Policy
- Students are expected to progress through the course as per their training plan. Course progression is determined by the completion of units, not by simply submitting assessments. The Institute reserves the right to cancel a student’s enrolment should they show signs of significant non-progression as per the Student Progression policy.
- Lead Trainers will schedule and confirm student monitoring conversations, skype sessions, or centre visits with you. Once booked and confirmed it is the student’s responsibility to contact the Lead Trainer as soon as possible to advise if their circumstances have changed (i.e. if they are away sick) so that conversation/skype/visit can be rescheduled.

### Personal Information Obligations

- Students are required to inform Goodstart Institute of Early Learning when their personal information has changed to ensure accurate records are retained and the student does not miss any critical communications.
- It is suggested that student's grant access to Goodstart Institute of Early Learning within the USI Portal to allow the Student Services to update their information on their behalf.
- Students must advise their Lead Trainer or Student Services if their centre of employment has changed. This is particularly important for Trainees and Apprentices as changes to employment conditions must be communicated to the relevant state training authority.