



# Western Adelaide Secondary Schools Network

## STUDENT GUIDELINES FOR CONDUCT WESTERN ADELAIDE REGIONAL VET PROGRAMS

Student name: \_\_\_\_\_ Home School: \_\_\_\_\_

Program name: \_\_\_\_\_ Host School/Organisation: \_\_\_\_\_

Students enrolled in Western Adelaide Regional VET Programs have a responsibility to meet a code of conduct that is based on safe, considerate behaviour and a respect for others.

### ATTENDANCE

- Students should notify their Home School and the Host School/Organisation (or workplace provider in the case of Structured Workplace Learning (SWL)) if they are going to be absent from a Regional VET Program.
- This should be done as early as possible on the day or if possible, in advance.
- It is the students' responsibility to catch up on any work missed due to absence from Regional VET Programs.

### KEEPING UP WITH OTHER SCHOOL COMMITMENTS

- It is the students' responsibility to keep up with work missed while participating in Regional VET Programs.
- Students are encouraged to seek support from their Home School subject teachers and/or VET Coordinator/Year Level Coordinator.

### WORK HEALTH AND SAFETY EXPECTATIONS

- Students should follow their Host School's/Organisation's instructions regarding appropriate dress/uniform/wearing of name badges so that they can be identified as Regional VET students.
- Students should follow their Host School's/Organisation's instructions regarding signing in/out, Work Health and Safety and emergency procedures.
- Students (and parents/caregivers) should provide to the Host School/Organisation up-to-date emergency contact and medical information (using the Student Enrolment and Medical form).

### BEHAVIOUR EXPECTATIONS

- Students must follow the behaviour expectations of their Home and Host School/Organisation (or workplace provider in the case of Structured Workplace Learning (SWL)), including respect for property, being on time, use of mobile phones, smoking, drug use, bullying and harassment, possession of offensive weapons etc.

### TRAVEL IN PRIVATE VEHICLES TO AND FROM REGIONAL VET PROGRAMS

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

### STRUCTURED WORKPLACE LEARNING (SWL)

- Students undertaking SWL as part of their Regional VET Program must ensure they have a Workplace Learning Agreement Form from their Home School signed by all parties (student, parent/caregiver, workplace provider and Home School Principal).

### MANAGING GRIEVANCES/CONCERNS

- Students are encouraged to discuss any grievances or concerns regarding their Regional VET Program with their VET teacher/trainer, and /or home school VET Leader.

I agree that I will abide by these expectations while a participant in a Regional VET Program. I understand that if I cannot do this, then my right to be a participant may be withdrawn.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Caregiver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home School VET Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete this form and return it to your Home School VET Leader.  
VET Leader – please forward a copy to the Host School/Organisation.*