

## Student Roles & Responsibilities

Students are required to be punctual whether they are engaged in work-based learning or attending training at the premises of Challenge. Please ensure that you keep training and assessment appointments as pre-arranged with your trainer. Delays in completing training and assessment activities may cause delays to completing training for yourself and others.

### 1. Health and safety

All workplaces, including Challenge are bound by the Work, Health and Safety Act 2011. Students are required to ensure their behaviour or actions do not put themselves or others at risk. Any accidents or injuries must be reported immediately to the trainer or workplace supervisor. If you have a medical condition (e.g. diabetes) that could require emergency treatments, please advise your trainer.

All trainers and project supervisors are issued with a full copy of Challenge's Workplace Health and Safety Policy. Students must cooperate with and follow all instructions from their trainer or supervisor in any matter concerning health and safety.

***Disobedience of any direction given on a safety matter will be regarded as misconduct justifying dismissal from the course.***

### 2. Behaviour

Challenge has a **zero-tolerance policy** regarding:

- Aggressive behaviours of any type including violence and bullying;
- Possession and/or use and/or dealing in any unlawful drugs or consumption of alcohol in any of our programs;
- Sexual Harassment of any kind. Sexual Harassment is defined below;
- Wilful damage to any property owned by Challenge or any of its staff, contractors and students;
- Theft.

Such behaviours will be deemed to constitute serious misconduct, will lead to disciplinary action and dismissal from Challenge programs. Before any dismissal action, the student or students involved will be afforded procedural fairness, that is they will be informed of the allegations made against them, be provided the chance to present a defence and will be afforded fair judgement by decision makers.

### Our Commitment to Eliminating Harassment

Challenge is committed to providing a work, program and services, participation and study environment which is free from sexual harassment, racism and racial harassment, harassment and bullying of all kinds for all members of staff, clients and students.

Students who believe they have been bullied or harassed should immediately contact the Manager of Labour Market Programs or the RTO Manager who will follow the Group Policy to investigate and manage allegations of abuse. Students are also entitled to lodge a complaint with the Anti-Discrimination Commission of Queensland [www.adcq.qld.gov.au](http://www.adcq.qld.gov.au)

Behaviour which may constitute sexual harassment is impossible to describe exhaustively but includes any verbal or physical conduct of an explicitly or implicitly sexual nature which is unsolicited and unwelcome, and may include:

- leering, patting, pinching, touching, embracing, hugging, kissing
- repeated requests for dates or social activities, especially after prior refusal
- requests for sexual favours
- sexual comments or innuendo about a person's physical appearance
- sexual comments or innuendo about a person's sexual preference
- sexually offensive or electronic messages and offensive telephone calls, or smutty jokes or comments
- groups of people leering, wolf whistling or making sexual comments at a person or group of people
- offensive or humiliating displays of sexually graphic material

Some forms of behaviour with a sexual element to them are criminal matters, such as sexual violence and obscene communications. We will not tolerate criminal acts and will refer such matters to the appropriate authority.

### **3. Smoking and alcohol**

Challenge actively discourages smoking. Smoking is not permitted except in designated areas. Consumption of alcohol is not permitted.

Students who smoke are not allowed extra breaks (i.e., in addition to tea and lunch breaks) in order to smoke. They are expected to utilise rest and lunch breaks for smoking.

Any student who attends a course under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), is deemed unfit to participate.

The trainer and/or project supervisor is able to use fair judgement to assess whether or not a student is intoxicated or under the influence of a drug. Where the Trainer/Supervisor makes such an assessment they will stand down the student and direct them off the premises. This action will be taken in the interests of safety.

#### **4. Mobile phones**

Mobile phones are to be turned off during training sessions. If you are expecting an urgent call, please discuss with your trainer prior to the commencement of the training session.

#### **5. Emergency evacuation of a building**

It is necessary that you are aware of evacuation procedures for your venues where your training and assessment takes place – this may be your workplace or external training room.

Information is required to be displayed and will include evacuation alarms, evacuation procedures, assembly points and safest exit path. Your trainer will go over these with you prior to the commencement of training.

#### **6. Student absences**

If you expect to be absent from a training session, you are required to advise Challenge administration. Students who miss training sessions are expected to follow up on any training missed.

Persistent absences may result in disciplinary action being initiated and may result in exclusion from the course.