

Student Conduct Policy

This Blueprint Employment and Training Inc (Blueprint) Student Conduct Policy does not replace or diminish any existing legislative requirement upon the individual.

Students are expected to conduct themselves in an appropriate manner in relation to the environment, the trainers and other participants. This includes such issues as:

- Respecting other people's property
- Respecting other people's cultural differences
- Attend and participate in a manner so as not to negatively impact on other student's learning (ie timekeeping)
- To conduct themselves in a manner appropriate to workplace standards (ie harassment, bullying, inappropriate language is not acceptable)
- Students are not to bring in computer software and are to utilise computers for learning purposes or job seeking only
- Respecting that Blueprint's training venue is a smoke free environment
- No student is allowed on site if the Trainer believes the student to be under the influence of any substance which could impact upon the learning process and or workplace health and safety of others
- Although there is no dress code Blueprint request students wear appropriate workplace clothing

Students who do not comply with the Student Conduct Policy above will receive a verbal warning in the first instance, further inappropriate action may result in cancellation from the training course. If cancellation for these reasons occurs no refund of fees apply.

Any disciplinary procedure is subject to the Blueprint Complaint and Appeals policy and procedure.