

Course Participant Code of Conduct

Purpose

The purpose of this code is to outline the way in which course participants of AMOSC are expected to conduct themselves during their participation in training and assessment and outlines course participants' rights and responsibilities.

Scope

This code applies to all training provided by AMOSC to participants enrolled in one or more of our International Maritime Organisation (IMO) accredited courses, or our "Additional Qualification" courses.

Code

Course participants' rights

All course participants have the right to:

- a) Be treated fairly and with respect by all course participants, AMOSC staff and training contractors.
- b) Not be harassed, victimised or discriminated against on any basis.
- c) Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- d) Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- e) Have their personal details and records kept private and secure according to our Privacy and Personal Information Policy.
- f) Access the information AMOSC holds about them.
- g) Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- h) Make appeals about procedural and assessment decisions.
- i) Receive training, assessment and support services that meet their individual needs.
- j) Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- k) Access the support they need to effectively participate in their training program.
- l) Provide feedback to AMOSC on the client services, training, assessment and support services they receive.

Course participants' responsibilities

All course participants, throughout their training and involvement with AMOSC, are expected to:

- a) Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others.
- b) Not harass, victimise, discriminate against or disrupt others.
- c) Treat all others and their property with respect.
- d) Respect the opinions and backgrounds of others.
- e) Follow all safety policies and procedures as directed by staff.
- f) Report any perceived safety risks as they become known.
- g) Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- h) Notify us if any of their personal or contact details change.
- i) Provide relevant and accurate information to AMOSC in a timely manner.
- j) Approach their course with due personal commitment and integrity.
- k) Complete all assessment tasks and learning activities honestly and without plagiarism.
- l) Hand in all assessment tasks and other evidence of their work.
- m) Make regular contact with their Trainer/Assessor.
- n) Progress steadily through their course in line with their Participant portfolio.
- o) Prepare appropriately for all assessment tasks and training sessions.
- p) Notify AMOSC if any difficulties arise as part of their involvement in the program.
- q) Notify AMOSC if they are unable to attend a training session for any reason at least 24 hours prior to the commencement of the activity.
- r) Smoke only in the outdoor designated areas on AMOSC premises
- s) Make payments for their training at the time of booking

Applicable legislation

This Course participant Code of Conduct is informed by the following pieces of legislation, with which all course participants must comply.

Commonwealth

- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Freedom of Information Act 1982
- Occupational Health and Safety Act 1991
- Disability Discrimination Act – Education Standards 2005

Victoria

- Anti-Discrimination Act
- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health And Safety Act 2004
- Working With Children Act 2005
- Freedom of Information Regulation 2005
- Occupational Health and Safety Regulation 2001
- Privacy and Personal Information Protection act 1998

Western Australia

- Freedom of Information Act 1992
- Disability Services Act 1993
- Fair Trading Act 1987
- Occupational Safety And Health Act 1984
 - Information Privacy Bill 2007
 - Vocational Education And Training Act 1996
 - Right to Information Act 2009
 - Vocational Education, Training and Employment Act 2000

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