For Students in Workplace or Simulated Workplace Learning

1. I will take part in workplace learning in a manner that reflects positively on myself and TAFE NSW – Western Sydney Institute.

2. I will use my skills and knowledge for the betterment of the workplace and its clients/customers.

3. I will comply in all my behaviour and learning in accordance with appropriate legislation, including that relating to the protection of children and young people.

4. I will behave with integrity and respect in my dealings with others in the workplace including my employer, fellow workers and clients/customers.

5. I will place a high priority on meeting occupational health and safety requirements.

6. I will dress appropriately for the workplace and respect dress rules, where they exist.

7. I will be punctual.

8. I will notify the workplace as soon as possible if I am unable to attend because of illness or other unavoidable circumstance.

9. I will make every effort to fit into the workplace and work with others in a cooperative manner.

10. If I feel I am asked to undertake a task which has not been agreed upon between my teacher and the employer, I will inform my supervisor or employer and my teacher/designated Institute contact.

11. If I have any problem I will communicate with my supervisor or employer and my teacher/designated Institute contact.

12. I understand that if I do not adhere to this code of conduct I may not be allowed to participate in workplace learning in future and that if I commit serious breaches of the Student Discipline Policy I may be excluded from this course. Other penalties may also apply.

THE STUDENT’S SIGNATURE IS REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS DOCUMENT

Student name

(Please print)

Signature

Date