



Student Rights & Responsibilities

Community College - Northern Inland Inc requires that:

- 1** Students recognise other peoples' human worth and dignity
- 2** Students are able to request their password and log in to the College Student Management Systems to view their training progress and history with the College. This must be undertaken in accordance with the Privacy Policy see pages 13-15 of the VET Student Handbook or the College website www.communitycollegeni.nsw.edu.au Proof of ID may be requested to confirm your identity and protect the privacy of other student's information. Once this has been issued the Student is responsible for the security of the Log In.
- 3** The student's right to learn in an appropriate environment and that all people using the CC-NI service have a right to be free from any form of harassment and/or discrimination.
- 4** Students are required to dress appropriately, keeping in mind the nature of the course they are attending. Dress should reflect industry and community standards.
- 5** Students should come to class sober and drug free and smoke only in open areas away from other people.
- 6** Students with a disability have a right to access CC-NI programs and activities without discrimination, however they also have a responsibility to disclose their disability to ensure their learning needs known and addressed by the organization.
CC-NI's website for Policy & Procedures and forms for Policy on Disabilities
www.communitycollegeni.nsw.edu.au.
- 7** Students pay all fees and charges associated with the course. Should this cause hardship the student can discuss the matter with the Program Coordinator where other payment arrangements may be possible.
- 8** Unless otherwise stated, the course fee will include all learning resources, text books and workbooks. If a student misplaces or damages any resource which has been supplied, and requires replacement, CC-NI reserves the right to charge the cost of replacement to the student.
- 9** Students have the right to expect a competent tutor and achieve the expected course outcomes.
- 10** Students have the right to be re-assessed if the competency is not achieved first time
- 11** Students are responsible for personal possessions while attending the course.
- 12** Each student is expected to take responsibility for cleaning and tidying their work area at the end of each session and assisting with general class/venue tidying.
- 13** Students have the rights to normal privacy afforded all citizens in personal matters. Refer to CC-NI's Privacy Policy on page 13 or website
www.communitycollegeni.nsw.edu.au



14 Students have a right to a prompt refund of course fees in accordance with the refund policy. Refer page 11 or website www.communitycollegeni.nsw.edu.au.

15 Students should report all injuries or incidents of harassment by another student or tutor promptly to the Program Coordinator to allow a written report to be entered in the incident record book and further action undertaken.

16 Students have access to College IT facilities at no cost while they are training and by arrangement with Program Coordinator.

17 All students are expected to take responsibility, in line with all current workplace practices and legislation, for their own learning and behaviour during both on- and off-the-job training and assessment.

18 Students, in accordance with legislation, have a responsibility to obtain and provide to the College their Unique Student Identifier number (USI) by registering through www.usi.gov.au prior to completion of training. The College is not able to issue any qualifications or Statements of Attainment until the USI is provided and validated.

19 Any breaches of discipline will result in the student being given a verbal warning. Further breaches will result in the client having to “show cause” as to why they should not be excluded from further participation in the program