

NMLL Code of Conduct Agreement

*All students have a right to learn.
All teachers have the right to teach.*

Attendance and Punctuality

- I will make an effort to come to **every** class.
- I will make my appointments on days when I do NOT have class.
- If I am very sick and not able to come, I will phone and tell my teacher.
- I will come to class on time. My classes start at: 9:30am -12:00 and 12:30-3:00pm.
- If I am late I will come in quietly and not interrupt.
- I will not leave class early unless it is very important.
- If I have problems with attendance I will contact NMLL for help.

Classroom Behaviour and Attitudes

- I will bring my books and pens to every class.
- I will be quiet and listen when someone else is talking to the class.
- I accept that everyone in the class is equal.
- I will show respect for all NMLL participants & staff.
- I will not use my mobile phone in the classroom.
- I will help to keep the classroom clean and tidy.
- I will not copy another person's work during assessment tasks.

Supporting Learning and Teaching

- I will ask questions if I do not understand.
- I will ask for help when I need it.
- I will actively participate in my learning.

If you feel you have been or are being treated unfairly, you should speak with the Manager. Where appropriate, you should complete an Incident Report. The Manager will provide you with and follow the grievance procedure and communicate any actions taken as a result. If you are still not satisfied, then you can contact the Victorian Regulatory Qualifications Authority (VRQA) or the National Training Complaints Hotline. Consumers can register a complaint with the National Training Complaints Hotline by: **Phone:** 13 38 73, Monday–Friday, 9am to 5pm (Canberra time) nationally. **Email:** NTCH@employment.gov.au

The National Training Complaints Hotline uses the services of the Translating and Interpreting Service.
<https://www.employment.gov.au/national-training-complaints-hotline>

For further information see the NMLL Code of Conduct policy and NMLL Student Grievance Policy on our website.

I agree to adhere to the NMLL code of Conduct while attending any classes or activities at the NMLL.

Student name: _____

Class: _____

Signature: _____

Date: _____