

At Axial International College we are proud to be able to offer a safe and productive place to ALL of our students to gain valuable real work skills.

All students MUST agree to abide by our STUDENT CODE OF CONDUCT, to ensure a healthy, respectful and happy learning environment.

1. All students will treat all Axial Staff and other students with respect;
2. All students will ensure that they DO NOT damage any equipment supplied or provided for use to them by Axial;
3. All students agree to arrive on time for ALL classroom and practical training sessions;
4. All students must be prepared and have all resources ready before class or training session;
5. All students must wear appropriate clothing for the workplace or course (including any PPE requirements);
6. All students will follow the campus' rules at all times;
7. No student will cheat or participate in any action that may be considered cheating;
8. Acting in a disruptive, offensive or aggressive way will not be tolerated (physical and verbal aggression are considered unacceptable behaviours);
9. All students agree to follow all instructions given by Axial staff (when the direction/instruction is lawful and to ensure student/staff safety);
10. Students can only smoke on designated break times and in the areas allocated for smoking (smoking inside buildings/classes is against the law);
11. Students will ensure that they are attending a minimum of 80% of ALL scheduled classes;
12. Students will ensure that they DO NOT interfere with any other occupier of the building where the campus is located;
13. No student will engage in ANY behaviour that is discriminating or harassing to other students or staff;
14. All students are to be responsible for their own learning and for their interaction with Axial staff members and other students;
15. Students are not allowed to be under the influence of drugs, alcohol or other substance on the college's premises;
16. Students must notify student support services no later than 8:00am on days of training with an explanation if they cannot attend a scheduled class. Absences from scheduled classroom delivery will require a medical certificate;

17. Students must notify their trainer if they cannot attend a scheduled workplace training session;
18. Students must notify student support services at least 24 hours prior to the shift if they cannot attend a scheduled vocational placement shift;
19. Students must notify Axial about any changes to their names, address or phone number after enrolment;
20. Students must pay any charges as they become due.
21. Students who post any negative comments or feedback regarding Axial International College via social media will be asked to remove the post and lodge their complaint or appeal formally via the *Complaints and Appeals* policy.