



CODE OF PRACTICE POLICY

Camden Haven Community College is a Registered Training Organisation (RTO) offering a diverse range of quality vocational and general education learning opportunities.

Student Welfare and Guidance Services

Camden Haven Community College's primary concern is to enhance lifelong learning for its clients. To this end we provide the following services:

- Assistance with literacy, numeracy and general education skills.
Referral to agencies which offer vocational counselling and advice.
Advice on possible services for support.
Arrangements for additional tuition and/or support where possible.

We will be ethical in all our dealings and will observe all relevant legislative, regulatory, industrial award and funding requirements.

- Our programs and courses will be of high quality and reflect the principles of adult learning.
We will treat all students with dignity and fairness, acknowledging the adult environment in which we operate.
We will ensure that adults have access to our courses and services regardless of educational background.
We will encourage, assist and subsidise people with disadvantages to participate in our programs.
We will regularly consult with our staff, students, tutors, clients and the community generally.
We will deal professionally with all those with whom we work - our staff, tutors, students and clients.
We will respect the rights of our staff, students, tutors and clients, and will treat them fairly and ethically.
We will be a fair, equitable and supportive employer.
We will exercise sound financial management in all areas of our operation.
We endorse the AQF Standards for RTOs as a framework for the documentation of our policies and procedures.

I understand and agree to abide by the above policy.

SIGNED _____

DATE _____

Camden Haven Community College Inc.

Table with 8 columns: PREPARED/REVIEWED BY, DATE, VERSION, and 5 unnamed columns. Rows include J Troup, J Troup, J Troup, J Troup, J T & C'tee, Ross Butlin & J Troup, and C'tee.