



## **CODE OF PRACTICE POLICY**

- We are an independent community-based organisation that contributes to the wellbeing of our community through the creation of opportunities for lifelong learning and vocational education, and the development of educational pathways, for adult members of the community.
- We will regularly consult with our staff, students, tutors, clients and the community generally, and work collaboratively with business, industry and other local organisations and educational bodies so that we might best meet the community's needs wherever possible.
- Our programs and courses will be of high quality and reflect the principles of adult learning. We will recognise and appreciate students' individual needs and learning styles, provide opportunities for negotiated learning and self-directed learning, encourage ongoing evaluation and positive reinforcement, create an appropriate, relaxed learning environment, and establish pathways to other learning opportunities.
- We will treat all students with dignity and fairness, acknowledging the adult environment in which we operate and the experience and life skills that they bring to it.
- We will ensure that adults have access to our courses and services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation.
- We will encourage, assist and subsidise people with disadvantages to participate in our programs and courses, although access for all disadvantaged people may be limited by financial resources and available facilities. We will provide funding to assist targeted equity groups to participate in our programs and courses.
- We will deal professionally with all those with whom we work - our staff, tutors, students and clients, and the greater community - and will be true and ethical in all our dealings. We will observe our duty of care to them and will be open and transparent in our dealings with them, to the extent permitted by law.
- We will respect the rights of our staff, students, tutors and clients, and will treat them fairly and ethically at all times. In return we expect them to observe their responsibilities for the welfare of others and the proper care of the organisation's property when engaged in activities conducted by the organisation.
- We will exercise sound financial management in all areas of our operation, including the control of the organisation's assets, and will plan, monitor and regularly report on our progress against our plans to ensure our continuing viability.
- We will be ethical in all our dealings and will observe all relevant legislative, regulatory, industrial award and funding requirements.
- We endorse the AQTF Standards for RTOs as a framework for the documentation of our policies and procedures, the consistent delivery of our courses and support services, and ongoing improvement in all areas of operation.
- We will be a fair, equitable and supportive employer, meeting our financial and other obligations to our employees promptly and efficiently. We will encourage them to participate in further education and provide them with opportunities for further professional development.

### **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.

**(This Code is available to staff, tutors and students at all times.  
It will be included in each Staff and Tutors Handbook.)**

**Camden Haven Community College Inc.**

<b>PREPARED/REVIEWED BY</b>	J Troup	J Troup	J Troup	J Troup		
<b>DATE</b>	May 2002	May 2006	June 2006	Oct 2009		
<b>VERSION</b>	1	2	3	4		