



## CODE OF PRACTICE

Camden Haven Community College is a Registered Training Organisation (RTO 90018) offering a diverse range of quality vocational and general education learning opportunities. The college is independent, not-for-profit and community owned. Courses, training and assessment are available at the college, at other training sites or workplaces, on-line and by distance education. We contribute 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.

### 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.

### Code of Practice

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

- 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 encourage the engagement of students 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 reject discrimination in all its forms.
- 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 regularly consult with our staff, students, trainers, clients, the community and industry, 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.
- We will deal professionally with all those with whom we work - our staff, trainers, students, clients and volunteers, 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, trainers, clients and volunteers, 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 be a fair, equitable and supportive employer, meeting our financial and other obligations to our employees promptly and efficiently. We will encourage staff and trainers participate in professional development.
- We will exercise sound financial management in all areas of our operation, and observe all the legislative and regulatory obligations under which we operate.
- We comply with the Standards for Registered Training Organisations (RTOs) and the Australian Qualification Framework (AQF) for our Vocational Education and Training delivery.
- We aim to integrate sustainability into our courses and manage our facilities in a sustainable way.

#### Camden Haven Community College Inc.

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