CAMDEN HAVEN COMMUNITY COLLEGE INC

PO Box 301 Laurieton NSW 2443 Phone: (02) 6559 6699 Email: admin@chace.org.au



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 and on-line. We contribute to the wellbeing of our community through the creation of opportunities for lifelong learning and vocational education, and the development of educational opportunities, for adult members of the community. Our VET programs and courses are designed and delivered to ensure students acquire current, relevant industry skills and capabilities, leading to positive employment outcomes and further study pathways.

Student Support Services

Camden Haven Community College's primary concern is to enhance lifelong learning for its clients. We commit to identifying and responding to the individual support needs of each student throughout their learning journey, ensuring timely and effective assistance to maximise their success. To this end we provide the following services:

- Training structured to meet the needs of individual students
- 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
- Disability access and support wherever possible
- Access to financial support to enable study
- Outreach Student Support

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 are committed to assessment practices that are fair, flexible, valid, reliable, and sufficient, ensuring that all learners are assessed equitably and competently against industry standards.
- 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 orientation, 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.

PREPARED/RE	J Troup	J Troup	J	J Troup	J T & C'tee	Ross Butlin	C'tee	J Troup	J Troup & C'tee	C'tee	G Paxton
VIEWED BY			Troup			& J Troup					
DATE	May 2002	May, June 2006	Oct 2009	May 2011	Aug 2011	Sept 2011	Sept 2011	June 2012	May 2016	Oct-Dec 2017	Dec 2022
VERSION	1	2	3	4	5	6	7	8	9	9.1	9.2
PREPARED/RE VIEWED BY	G Paxton	C'tee									
DATE	July 2025	July 2025									
VERSION	9.3	9.3									

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- 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 to best meet
 community needs.
- We will deal professionally with all those with whom we work. We will be true and ethical in all our
 dealings. We will observe our duty of care to them, uphold their privacy and the security of their personal
 information, 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 and support 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 ensure the accuracy, integrity, and security of all
 student and operational data, fulfilling our reporting obligations to regulatory bodies and funding
 agencies.
- 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.

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