

Advance OHS

Student Handbook

Our Location

We are located at suite 104 level 1/30 Cowper Street, Parramatta, NSW

Phone: 9635 4444

Email: info@advanceohs.com.au

We might deliver some of our courses in different geographical location to cater for our clientele and ensure we deliver close to where they need the training. These premises are mostly hired in different location around NSW.

Policies you should be aware of

- Access and equity policy
- payment of fees
- Student complaints and appeals policy
- Attendance policy
- Privacy information
- Recognition of prior learning (RPL)/Credit transfer
- Refund policy
- Student Assessment policy

Legislations you should be aware of

- Occupational Health and Safety
[ComLaw Act Compilations - Occupational Health and Safety \(Commonwealth Employment\) Act 1991 \(30\)](#)
- NSW Work Health Act
<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+10+2011+cd+0+N>
- Anti-discrimination <http://www.unisa.edu.au/hrm/equity/information/legislation.asp>
- Privacy <http://www.privacy.gov.au/act/index.html>
- VET <http://www.training.com.au/>
- Apprenticeships & traineeships
<http://www.apprenticeships.training.wa.gov.au/FAQ/employers/>

Student Code of Conduct

- An obligation to act with integrity in their work, to ensure that all activities is conducted ethically and safely
- An obligation to observe standards of equity and respect in dealing with every student
- An obligation to use and care for Advance OHS resources in a lawful and appropriate manner.
- Students not to interrupt any course proceeding under any circumstances

Students Expectations

- Feel safe
- Enjoy clean surrounding
- Should not be bullied
- Treated fairly
- Have consideration from others

Student Responsibilities

- Consider the safety of others
- Put litter in the bin
- Do not bully others
- Treat others fairly
- Have considerations to others.
- Complete my work as per instructions by trainer.
- Be on time from breaks

Good Manners

Please be polite to trainers and students and the other staff. Swearing and insulting language (including threats, racist language and sexist language) are not welcome at the Advance OHS.

Noise

It is courteous and considerate not to make excessive noise at the training facility

Lateness

Being late can affect the performance of a whole class. It is annoying and inconvenient. Trainers can refuse entry to late student if more than 10 minutes late.

Smoking

Smoking is not allowed at any of our facilities as they are closed and office environment. Smokers will have an access where they can smoke.

Class Rules

Students are to be seated and ready to commence classes no later than 10 minutes after scheduled times.

- The only language to be spoken within the classroom at ANY time is English.
- Trainers are to be shown and given RESPECT at all times.
- Discussions between students are not to be conducted whilst the trainer is instructing the class.
- There is to be NO EATING / DRINKING in class at any time.
- Other students are to be shown respect.
- Students are required to leave the premises in an orderly manner and not to loiter in corridors or at the front of the building(s)
- MOBILE PHONES: ALL mobile phones must be switched off while you are in classroom.

It is very rude to your fellow students and your trainer to accept calls in class. Many of your fellow students may not say anything, but will still feel that it is rude. If you need to be contacted urgently while you are attending class, you can take the call outside the classroom.