

CENTRE AND COURSE EXPECTATIONS

<p>Uniform</p> <ul style="list-style-type: none"> Construction / Engineering / Auto / Logistics / Plumbing / Electrotech / Manufacturing– Steel capped boots, Safety Glasses, Industrial quality shorts/pants, WestTEC shirt (provided) Health Support / Salon & Barbering / Aviation / Retail Cosmetics / Crime and Justice / Childcare – WestTEC Shirt (provided), Business standard pants/skirt, closed in shoes. <p>Daily Procedures:</p> <ul style="list-style-type: none"> Students will be provided with a card, this will be used to sign in and out each day. Attendance is tracked by WestTEC and sent to schools daily. Students are expected to be onsite every day of their course and arrive at least 5 mins prior to class start times and be in the classroom on time. 100% attendance is the expectation. Bags will be stored in lockers along with switched off mobile phones, phones are not permitted in class. Locks are provided and no external locks will be permitted. Students need to bring their own lunch each day. Fridges, microwave, hot and cold water is available in the lunch room. Students cannot leave site or order food for delivery. Each individual course will have allocated break times set by the teacher. All absences must be reported to WestTEC (3280 2427) and to the students’ school. Late arrival also needs to be reported. Students are expected to bring any items specified by their teachers (e.g. notebook, pen, safety equipment and laptop) <p>Behaviour (as per worksite):</p> <ul style="list-style-type: none"> Students are not permitted in any workspace that they have not had a safety induction 	<ul style="list-style-type: none"> No chewing gum on WestTEC campus Appropriate workplace behaviour and language is expected at all times No games inside or outside the Trade Centre, the centre is to be kept clean at all times Food and drink only permitted in the lunchroom or outside area, absolutely no food in classrooms or practical areas Any breakages deemed deliberate or due to negligence by the student will need to be paid for by the student before they will be allowed to continue the course and re-enter the centre <p>Illicit Substances (first offence will be dealt with as per the Students Code of Conduct at the student’s school)</p> <ul style="list-style-type: none"> No vaping or smoking or other illicit substances onsite. Vaping sensors are installed at WestTEC <p>Workplace Health and Safety Breaches (permanent withdrawal from WestTEC)</p> <ul style="list-style-type: none"> Mobile phones are not permitted in classrooms or practical areas (mobiles phones are to be left in locker as previously stated in attendance) Students cannot leave site without written/verbal permission from parent/caregiver WestTEC is a workplace, there is zero tolerance for Workplace Health and Safety breaches. If a student is found to have breached safety and placed themselves, another student or staff in any danger/harm they will be immediately withdrawn. 2nd offence for vaping or smoking or other illicit substances onsite will result in permanent withdrawal of the student from WestTEC. Vaping sensors are installed at WestTEC.
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Student Full Name		Student signature		Parent/Carer Signature	
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