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STUDENT BEHAVIOUR AND DRESS CODE.

This policy is designed to inform students undertaking training at First Aid Certification and Training. This policy outlines the rights of the students and the duties of the Staff at First Aid Certification and Training.

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FACT Policy 5.0

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Dress Code

All students and staff that attended training at First Aid Certification and Training are required to be dressed accordingly.

- Enclosed footwear (open foot or thongs are not permitted)
- High Viz clothing (can be provided on the day of training if needed)
- Hard Hat (can be provided on the day if you have your own you may use it)
- Hearing Protection (will be provided on the day)
- Long Pants (preferred but not required)
- Long Shirt (preferred but not required)

Using a Smart Device to Cheat or as a Translator

FACT Adelaide (First Aid Certification and Training) provide both Nationally Recognised Training and Recreational Training. We provide an easy stress-free learning environment however students are not permitted to use smart devices as a translator.

Any person caught using a smart device to cheat will be deemed as Not Yet Competent and asked to retake the training at full fee. Any student that relies on the smart device to translate for them will be asked to retake the course at a later date.

There will be no fee for the student that requires a translator if the training takes place within 2 working weeks of the original booking. Any rescheduling after the 2 working weeks will incur full fees.

Translator

Translators are the sole responsibility of the student undertaking the training. All fees for translator are at the expense of the student undertaking training at FACT Adelaide (first Aid Certification and Training). The management of FACT (First Aid Certification and Training) takes no responsibility for the translator or the fees payable to the translating service.

All translators are required to provide proof of the qualification they hold, if they are unable to provide the proof they will not be permitted to translate on that day.

Late Arrivals

Failure to turn up to your nominated course on time NO REFUNDS.

**ANY STUDENTS ARRIVING MORE THAN 15 MINUTES AFTER NOMINATED COURSE START TIME WILL NOT BE ALLOWED TO ENTER.
FULL COURSE COST WILL APPLY.**

- Monday, Wednesday and Friday white card course start promptly at 08.30am. Arrival is between 08:00 and 08:15am sharp
- Saturday and public holiday courses start promptly at 07.45am.
- Tuesday and Thursday First Aid Courses start promptly at 08.45am.
- **All students are required to arrive at least 15 mins early to allow for check in. Failure to arrive within these times will prevent the student from been able to take part in the training that day.**

We require all students to arrive at least 15mins prior to start time to have photo ID (Student Card with date of birth, Driver's License, Proof of age or Passports) and enrolment scanned and checked. Photos or scanned copies of ID will not be accepted.

Students may reschedule at no fee if they are able to supply a doctor's certificate via email on the day of training by 4pm. All transfers must be made in writing to info@factadelaide.com. NO REFUNDS only transfers Text messages or voice messages will not be accepted.

Online Enrolment and Booking System

When enrolling on to a First Aid Certification and Training course you will receive an email from our online booking system after your booking has been completed and paid for. This email confirms you have successfully booked on and gives you access to the Student Management System.

Read entire email to ensure you don't miss any important information.

All emails will be sent automatically however we at First Aid Certification cannot control the filters on your email so if you have not received the email contact us immediately.

Failure to complete the enrolment process prior to starting the course will not stop you from completing the program but will prevent you from receiving the certification or White Card. We are happy to complete the process for you on the day for a \$25 fees.

Damage to Company Property

Any student that is found damaging company property will be removed from the premise and will not be permitted to return, no Statement of Attainment will be provided. No Refund will be given.

Disruptions in Class:

Any student found to be disruptive, abusive or aggressive to either staff or another student will be asked to leave. If the student refuses to leave in a timely manner FACT Adelaide (First Aid Certification and Training) may call the authorities.