



In-Service Training

Participant Code of Conduct

We ask that all training participants attending training sessions either at our offices in Surry Hills or at an external venue abide by the following guidelines.

- It is appreciated that participants arrive at least 15 minutes prior to the session commencing. Late arriving participants may not be allowed to stay if the session is already underway.
- It is expected that participants will attend the whole of the session, leaving before the scheduled end of session will result in the participant not receiving their certificate of attendance.
- Please listen carefully to the health and safety instructions of the presenter/facilitator, in the case of an emergency they are responsible for the safety of the whole group.
- We ask that all mobile phones be switched off during sessions. If there is a situation where it needs to be on, please switch it to silent and inform your presenter. If calls are taken please leave the training room to talk.
- Network trainers do not generally have information on fees or payment of courses. They can accept payment but will not issue receipts on the day of training. Fees will be given to office staff and receipts issued at a later date.
- We ask that all participants show respect to other group members. Group discussions may lead to differences of opinions, we ask that participants can 'agree to disagree'.
- Please take the time to complete the evaluation form at the end of the session, this is a valuable way we can gauge the effectiveness of the session and plan for the future.
- If you have concerns regarding the session, information presented, the presenter or any other aspect please refer to our Appeals and Complaints Policy or speak to the Adult Education Coordinator.
- Network retains the right to exclude training participants for inappropriate behaviour and/or a failure to adhere to the Code of Conduct.
- Please inform the trainer of any medical or language or literacy issues at the beginning of the session if not already noted on your enrolment form.