

ELICOS STUDENT RIGHTS AND RESPONSIBILITIES

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ELICOS STUDENT RIGHTS AND RESPONSIBILITIES

PURPOSE

The purpose of this policy is to define the rights and responsibilities of all the students enrolled in General English course of the Focus Language School.

SCOPE

The policy applies to all the students with a current enrollment status in Focus Language School's ELICOS program.

OWNER

Chief Executive Officer (CEO)

POLICY

STUDENT RIGHTS

- Expect to be provided with training of a high quality that recognises and appreciates your individual learning styles and needs.
- Have access to all of the services offered by the Focus Language School regardless of your educational background, gender, marital status, sexual preference, race, color, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation.
- Be advised of all learning outcomes and prescribed assessment tasks prior to its commencement.
- Be treated fairly and with respect
- Learn in an appropriately appointed, safe, orderly, cooperative and clean learning environment,
- Free of all forms of harassment, intimidation and discrimination.
- Make a complaint to any staff member without fear of victimization
- Receive feedback on progress
- Learn from fully qualified, competent and experienced trainers who are charged with the
- Responsibility of addressing your learning needs, assisting you to achieve the course outcomes, and to assess your work fairly.
express and share ideas and to ask questions
- Expect that the Focus Language School will observe its duty of care towards you.
- Expect the efficient handling of administrative matters and processing of fees, concessions, refunds etc.



- Privacy and confidentiality, and secure storage of your records in accordance with the policies and procedures, to the extent permitted by law
- Access to student support services provided by Focus Language School internally or externally
- Access any extra amenities and facilities provided by Focus Language School to assist with your studies
- Access to current information about your course and college

STUDENT RESPONSIBILITIES

- Understanding and accepting the enrolment conditions for the training programs undertaken.
- Providing Focus Language School with accurate information at the time of enrolment, and advise of any changes to your address, email address or phone numbers promptly.
- Paying all fees and charges associated with your training program and providing your own course requirements where notified.
- Recognizing the rights of all staff and fellow students to be treated with respect, dignity, fairness and behaving in an appropriate and acceptable manner towards them.
- regular and punctual attendance
- Ensuring that you attend classes sober and drug free, and only smoke in open, designated smoking areas
- The security of your personal possessions on campus
- Promptly reporting all incidents of harassment or injury to a staff member
- Respecting the property of Focus Language School and other parties and observing policy guidelines and instructions for the use of equipment
- Seeking clarification of your rights and responsibilities when in doubt
- Comply with all the visa and legislative requirements applicable
- Treat other people with respect and fairness;
- Do all assessment tasks and examinations honestly, without any form of cheating;
- Return or renew library resources on time;
- Follow normal safety practices, eg wear approved clothing and protective equipment and follow directions both written and verbal given by TAFE NSW staff;
- Not disrupt classes or use mobile phones in the classroom
- Report any hazardous situation to a Focus Language School staff member as soon as possible



FOR MORE INFORMATION ABOUT THE ABOVE, PLEASE REFER TO THE FOLLOWING POLICIES:

- P&P-002 COMPLAINTS AND APPEAL POLICY AND PROCEDURE
- P&P-005 PRIVACY AND PERSONAL INFORMATION POLICY
- P&P-008 HEALTH AND SAFETY POLICY AND PROCEDURE
- P&P-014 QUALITY TRAINING POLICY
- P&P-018 STUDENT SUPPORT SERVICES
- P&P-031 INTERNATIONAL STUDENTS FEES AND CHARGES POLICY
- P&P-038 STUDENT PLAGIARISM, CHEATING AND COLLUSION POLICY
- P&P-040 STUDENT CODE OF CONDUCT
- P&P-041 USE OF COMPUTERS AND ACCESS TO ONLINE MATERIALS
- P&P-042 BULLYING AND CYBERBULLYING
- P&P-E-013 ATTENDANCE POLICY

VERSION CONTROL TABLE

The following table is NOT a part of the policy and can be updated from time to time without affecting the version of the document.

Related Documents		Version Control			
<ul style="list-style-type: none"> • P&P-002 COMPLAINTS AND APPEAL POLICY AND PROCEDURE • P&P-005 PRIVACY AND PERSONAL INFORMATION POLICY • P&P-008 HEALTH AND SAFETY POLICY AND PROCEDURE • P&P-014 QUALITY TRAINING POLICY • P&P-018 STUDENT SUPPORT SERVICES • P&P-031 INTERNATIONAL STUDENTS FEES AND CHARGES POLICY • P&P-038 STUDENT PLAGIARISM, CHEATING AND COLLUSION POLICY • P&P-040 STUDENT CODE OF CONDUCT • P&P-041 USE OF COMPUTERS AND ACCESS TO ONLINE MATERIALS • P&P-042 BULLYING AND CYBERBULLYING • P&P-E-013 ATTENDANCE POLICY 		<ul style="list-style-type: none"> • V1.0 Policy created 			
Teamwork PM Task List					
Task#	Task Name	Task List	Project	Frequency	Task Description



Document Location					

