Your Rights and Responsibilities

When you sign your agreement form and begin your *Vocational Education* program you make an agreement with Calen District State College’s that you will follow policies and procedures. The following information outlines your rights and responsibilities.

**You Must:**

* Treat all staff, students and general public with respect, fairness and courtesy
* Be punctual and regular in your attendance
* Submit your assessments **by the due date**
* Ensure your assessments meet CDSC’s assessment guidelines
* Contribute equally to any group assessments which receive a group mark
* Use personal protective equipment (PPE) where required and follow all WH&S instructions

**You Must NOT:**

* Plagiarise, collude or cheat in any assessment or examination

**You are Entitled too:**

* Have your CDSC and personal information stored and maintained in a confidential, secure and professional manner
* Receive information about assessment procedures and your progress in the course in a timely and professional manner
* Make complaints: on your results and receive written feedback

**Assessment** will take place through Projects, observation and questioning.

**What happens when you complete a Training Program**

Students who successfully complete accredited training will receive a “Statement of Attainment” or a “full Certificate”, which records the units that the student has successfully completed. Statements of Attainment and Full Qualifications issued by CDSC are nationally accredited.

A Statement of Attainment is issued when part of a qualification has been achieved. Students may then wish to complete the full qualification.

I have read and discussed this document with Mrs Pinkney (trainer) and agree with the policies and procedures.

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: