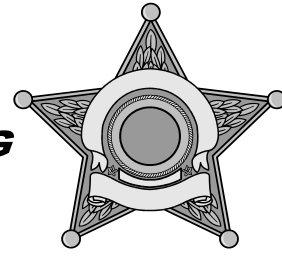




***FIVE STAR
SECURITY TRAINING***



STUDENT HANDBOOK



PROVIDER DETAILS

NAME

FIVE STAR SECURITY TRAINING

RTO number

31996

Phone number

0435547139

Web site

www.FIVESTARSECURITYTRAINING.COM.AU

Registration details

Our full scope of training is listed on the training National Register, available at training.gov.au.

MISSION STATEMENT

The mission of Five Star Security Training is to provide our students with success in their studies. The learning will be provided in an atmosphere of mutual respect and trust. Every student will be inspired and challenged to learn, grow and accomplish their vocational goals. Students will be provided with a variety of educational opportunities that will develop their attitudes, behaviours, skills, and knowledge that will enable them to become confident, responsible, and economically productive security personnel.



Purpose of this document

Five Star Security Training has developed and compiled these documents to assist learners who are considering undertaking a training course with us. Its purpose is to ensure that learners fully understand what their rights and responsibilities are.

It is important that prior to undertaking any type of training the learners are fully informed of all information in order for them to make informed decisions on their training. If there is an aspect or details that you as a learner require clarification on you can contact the administration office who will assist.

Before you complete and sign the enrolment form, please be sure that you have read this handbook and understand its contents. By filling in and submitting the enrolment form, you are acknowledging that you have read the student handbook and will abide by the information it contains.



Course Information

Learners are able to find out information on the courses we offer by accessing our web site

Choosing a Training or Education Provider

It is important that when choosing a training or education provider that you consider whether the provider and the course will meet your needs and expectations.

To assist you with this there are two documents that are on our web site.

1. FAQ, on selecting a RTO
2. ASQA fact sheet on choosing a Training or Education provider.



Course Fees

The specific fees and charges for each course are available on request. The details will be provided prior to enrolling into this course.

The course fees charged are the total cost of the course and contain no hidden fees or additions. The course fee includes all material that a student will require to complete the unit or units. The fee however does not include costs such as return postage, photocopying or travel. These costs are the responsibility of the student.



FEES, CHARGES AND REFUNDS

Five Star Security Training has in place systems that will safeguard funds paid by students. Any money paid to Five Star Security Training by students in advance of a course will be kept in a separate account. Refund money where applicable will be accessed from this account. Five Star Security Training will access deposit money only when the student commences the course.

Five Star Security Training has a refund policy that guarantees students will get a full refund of fees or deposits paid should a course be cancelled or discontinued for any reason by Five Star Security Training.

Refunds will also be provided to students who withdraw from a course for a good reason and after having giving reasonable notice.

Five Star Security Training has a policy of 100% refund of any money paid prior to commencement of any course or training less a non-refundable \$100.00 administration fee, provided a request is received in writing on Form (Fees Charges Refund Request) 14 working days prior to the course start date. If a student withdraws Between 13 days and 7 days prior to the course or training there is a 75% refund, and if it between 6 days and the course commencement there is a 50% refund at the discretion of Five Star Security Training. This form needs to be accompanied by supporting documentation where applicable.

If a student withdraws during a course, no refund is available but there will apply a pro-rata credit to the student's account that can be used if the student completes the course at a later date.

If a student's enrolment has been terminated due to disciplinary action, fees will not be refunded.

Certificate Reprint Request

Where a certificate reprint is requested a service fee will be charged. The administration officer should be contacted to establish the current charge, there will also be a charge to cover postage should the certificate have to be sent by mail.

Payment Terms

All student fees are payable at time of enrolment.



TRAINING GUARANTEE

The aim of the policy is to ensure that students who enrol with Five Star Security Training are confident that they will

- Receive the complete training for the course that they are enrolled in.
- That they will be fully informed of the length of the course and its requirements including the assessment process.
- That at the conclusion of all the requirements of the training such as being found competent in all assessments that they will receive the documentation that shows they have completed the training.
 - This sub section of the guarantee policy will be by issuing the following documents.
 - A Statement of Attainment. - Statements of Attainment are issued for each Unit of Competency successfully completed.
 - A Certificates of Qualification these are issued where a participant has completed all the requirements for a particular qualification. This document will include an academic record showing which units of competency have been completed.

When the assessment process is completed and the student is assessed as being competent a certificate will be supplied to the student within 48 hours.

In accordance with The NVR standard 22.2 for registered training organisations. Five Star Security training will provide the following information prior to enrolment.

1. The total amount of all fees including course fees, administration fees, materials fees and any other charges
2. Payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee
3. The nature of the guarantee given by NVR registered training organisation to complete the training and/or assessment once the student has commenced study in their chosen qualification or course.
4. The fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment and
5. Our organisation's refund policy



Specific details of these requirements are included in the following documents

- Five Star Security Training Policy and Procedure Manual
- Five Star Security Training Code of Practice.
- The document “*INFORMATION FOR STUDENTS PRIOR TO ENROLMENT*”

Details of course fees and the training process will also be explained to prospective students at the time an initial enquiry is made. This will enable a person to make an informed decision about undertaking training. Prospective students are informed that the cost of obtaining a security licence, (if applicable) is not included in the course costs.

Five Star Security Training guarantees that once enrolled the student will be able to undertake the training at the time and date specified in the training agreement unless there are exceptional circumstances or events that prevent the training starting or continuing.

The following list of exceptional circumstance or events that could prevent training starting or continuing, it is indicative.

- Flood of the training facilities
- Sever storm such a cyclone
- Fire
- Earthquake
- Tsunami
- Burglary
- Riot, civil commotion or public disturbance
- Malicious acts and vandalism
- Act of terrorism
- Criminal activity that requires road closures by law enforcement authorities and which prevent access to the training facilities.
- Criminal offence against a staff member such as assault.
- Arrest of the student for a serious criminal which requires them to be detained in custody.
- The student enrolls in the training using false or fraudulently obtained personal details.

Details of the refunds policy are contained in the code of practice which is on the website.



WORK PLACE HEALTH AND SAFETY POLICY

Five Star Security Training aims to provide a safe and secure working environment and is committed to achieving and maintaining the highest practicable standards of Work Health and Safety for its staff and students.

Five Star Security Training accepts its responsibility relating to the Work Health and Safety Act 2011 (Qld).

Under the civil law responsibilities of “Duty of Care” Five Star Security Training have the responsibility to provide as far as is practicable:

- Safe, positive supervision at all levels.
- Inspection of all Five Star Security Training physical assets and activities.
- The investigation of all accidents and incidents, including “near misses”.
- A system of reporting all hazards and the implementation of all practicable control measures to protect students and staff.
- Systems that will encourage staff and students to implement sound health and safety practices.
- A safe place to train and work.
- Safe systems of training.
- Safe equipment.
- Provide training in safety at work.

Obligations of visiting tutors or lecturers, students, visitors and/or contractors

Visiting tutors or lecturers, students, visitors and/or contractors to Five Star Security Training must:

- Comply with any instructions given to them by the staff that relates to health and safety.
- Use any personal protective equipment (PPE) supplied.
- Only use training equipment when under the supervision of a tutor or instructor.
- Not participate in activities in a wilful or recklessly manner which may cause injuries.
- Not act in a way which will place at risk the health and safety of anyone at Five Star Security Training.
- Not to wilfully or intentionally injure themselves or another person.



ACCESS, EQUALITY, EQUITY AND PARTICIPATION POLICY

Five Star Security Training recognises the importance of providing quality facilities and services to assist people from all sectors of the community to achieve their training goals.

To ensure that Five Star Security Training provides the level of service expected from its students and stakeholders this access and equity policy has been developed.

Five Star Security Training will ensure that the policy respects society's diverse social and cultural make up. It will develop an education culture that will ensure all students receive equal treatment in their studies.

The policy not only sets out the access and equity position of Five Star Security Training, it ensures that the principles will be incorporated in future planning.

IN RELATION TO THIS POLICY ACCESS, EQUALITY, EQUITY AND PARTICIPATION SHALL HAVE THE FOLLOWING MEANINGS

Equity

All resources will be made available to all students, not just certain groups.

Equality

All students will have the right to receive appropriate quality services from staff and tutors. All students have the right not to be discriminated against for unlawful reasons.

Access

All training is planned, managed, delivered and promoted in a way that will ensure all students are able to find the information and use it to meet their needs.

Participation

Students will be encouraged to participate in the training because of the services and support available. Students will also have the opportunity to comment on the training they receive. Training will be provided in ways that meet the needs of all students who require it.



The Access and Equity Operating Principles

1. Five Star Security Training will provide training delivered in a non discriminatory, open and respectful manner.
2. Five Star Security Training will ensure all staff is appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of students with special needs.
3. Any facilities that Five Star Security Training provides or uses will have access for students of all levels of mobility, and physical and intellectual capacity.
4. Student selection for training will be conducted in a manner that includes and reflects the diverse student population. Five Star Security Training actively encourages the participation of students to undertake training who are from groups traditionally disadvantaged in the labour market and, indeed, specifically offers services to those most in need of assistance.
5. Five Star Security Training provides training that assists students in meeting training goals.
6. Five Star Security Training is accountable for its performance in adhering to the principles of this policy, and welcomes feedback as part of its quality improvement system.

Relevant Legislation

It is the policy of Five Star Security Training that no student shall, on the basis of race, colour, religion, national origin or ancestry, age, gender, marital status, sexual orientation, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in their training and/or activities.



It is also the policy of Five Star Security Training that there will be no forms of discrimination to or by the staff.

The following Commonwealth legislation reinforces the importance of having this policy.

- The Racial Discrimination Act, 1975 (Commonwealth);
- The Sex Discrimination Act, 1984 (Commonwealth);
- The Disability Discrimination Act, 1992 (Commonwealth);
- The Work Health and Safety 2011 (Commonwealth).

RECOGNITION OF PRIOR LEARNING (RPL) AND

RECOGNITION OF CURRENT COMPETENCY (RCC)

Students can apply to Five Star Security Training for exemptions from some or all of the units of a particular course when they can demonstrate that they already have the skills or knowledge covered in the unit or course. These exceptions are known as Recognition of Prior learning (RPL).

If a student believes that they already possess some or all of the learning outcomes contained in their chosen course and they are able to demonstrate this competency, then they can apply for RPL.

This assessment will be carried out prior to commencing the course and if accepted it will allow the students the ability to fast track through the chosen course.

Credit Transfers

Five Star Security Training will provide a Credit Transfer under the following circumstances:

1. When there is a direct correlation in the documentation on the Unit of Competency recorded in the Training Package and the Unit of Competency that is being claimed by the student.

Or

2. By comparing against each other the individual competencies of the Unit of Competency in the Training Package with the ones being claimed by the student.



ACCESS TO STUDENT RECORDS POLICY

The objective of this policy is to ensure the safeguarding of confidential information concerning students from unauthorised disclosure. All students are entitled to freedom from unauthorised interference with, or use of their personal information and be free from any practice that is unreasonably embarrassing, intrusive or prejudicial.

Disclosure of Student Record Information is expressly forbidden. This includes information requested by students' relatives, police, solicitors, financial agencies or any other person or body.

Note

A Police request is to be distinguished from a Police legal demand to release information pursuant to a search warrant. A police request is to be referred to the C.E.O. of Five Star Security Training, who will, if appropriate, take the matter up with the Police concerned.

Emergencies

There may be occasions when a student is unable to manage his/her own affairs, for example when they have been involved in an accident and are unconscious. In these situations this policy would not prevent the release of the Student's Information. The information may be released to a relevant emergency service, the student's legal representative or other relevant person. It is very important to establish the bona fides of the person requesting the information but unnecessary delays must be avoided.

Note: Authority to release information in an emergency should be obtained from the C.E.O. unless to do so would cause unreasonable delay or could further endanger the student.

Student Information to Prospective Employers

Five Star Security Training is committed to ensuring the privacy of all of its students. Information about students will not be passed to any prospective employers without the express permission of the student.

Student Access and Authorisation

A student may apply and gain access to his/her Student Record Information. A copy of information held may be given out on the authorisation of the student.



Students can have access to their personal records whenever required. Before accessing the personal information a student must first provide photo proof of identity. If a student wishes to access their own file they must give 10 working days notice. Any request must be in writing and this request will remain with the file.

If a request is made in person identification will be required. If a request is made from a remote location a statutory declaration will be required to confirm the person making the request is the person to whom the file relates.

When a student accesses their file they must not at any stage remove, alter, amend or mark any of the documents that are contained in the file. If necessary a student can be provided with a copy of the document.

SCOPE

This policy applies to all student data held within Five Star Security Training subject to any special arrangements agreed by the student or Five Star School Training.

DEFINITIONS

Student Records - Student Records comprise all information relating to individual students, whether past or present, created, received or held by an employee of Five Star Security Training as part of the normal business processes.

Documents include, databases, photographs, graphic or photographic image linked to a student's identity, or records held in any other form.

A Student Record(s) does not include a Public Record or Public Record Information or statistical information that has been based on or compiled from data that does not disclose the identity of a student.

Public Record – A Public Record, means information other than information required to be released by law, such as names and awards in graduation lists, lists of prize winners and information published in the official publications.

When students supply documents such as birth certificates to Five Star Security Training a copy will be made and retained on the students file. Under no circumstances will the originals be held on file.

This policy must be read in conjunction with Five Star Security Training policies on

1. Computer security



2. Confidentiality
3. Privacy

As well as the relevant Legislation such as: Privacy Act 1988 (Commonwealth)

Diverse Student Learning Needs

At the commencement of Training Five Star Security Training aims to identify and respond to the learning needs of all students. It is our intention that all trainers are to identify, at the start of training, the learning and assessment needs of the learners.

This may be accomplished informally through class discussion and by asking questions that reveal the general English comprehension level of the students, understanding of subject concepts and technical skills, previous experience and considerations regarding possible assessment formats.

LANGUAGE, LITERACY AND NUMERACY POLICY

Language, Literacy and Numeracy testing will be conducted to an appropriate level prior to the commencement of a course. This is necessary to identify the level of Language, Literacy and Numeracy that a student possesses. If a student is identified at that point to lack the necessary Language, Literacy and Numeracy skills that would be required to complete the course then Five Star Security Training will refer the student to a suitable Registered Training Organisation who can provide Language, Literacy and Numeracy training for the student. It will be the student's responsibility to enroll in and pay for their literacy course through the Registered Training Organisation. Five Star Security Training is not resourced and is not qualified to deal with major Language, Literacy or Numeracy issues that a student may have.

PROCESS FOR TESTING

Language, Literacy and Numeracy testing will be conducted to an appropriate level prior to the commencement of a course or at the initial enquiry stage. This will ensure that a student has the best possible opportunity to succeed on the chosen course.



The methods used to assess a student's Language, Literacy and Numeracy ability will be by one or more of the following methods.

1. Completion of the course application form along with a semi-formal Language, Literacy and Numeracy checklist.

If a student is having difficulty with these forms it may indicate difficulty with Language, Literacy and Numeracy.

2. A verbal assessment is made of the student when they make the initial enquiry with a staff member about a course.

During this conversation the following may indicate that the student has Language, Literacy and Numeracy difficulties and may require extra attention.

- Persons who do not have English as their first language.
- Aboriginal and Torres Strait Islanders.
- The student is asking if there is need for reading, writing or spelling on the course.

3. At the commencement of the course the instructor may conduct an informal assessment by requiring the students to introduce themselves.

During this informal assessment the instructor may realise that the student is having Language, Literacy and Numeracy difficulties.

If it appears at any point that the student has or may have Language, Literacy and Numeracy difficulties a more formal assessment will be undertaken. If at the completion of this assessment it appears that the student will have difficulties understanding or completing the course the matter will be discussed with the student and a suitable course of action to improve the situation will be decided on. This may include referring the student to a Registered Training Organisation who can provide Language, Literacy and Numeracy training. When a student attends a Registered Training Organisation and undertakes Language, Literacy and Numeracy training the student will be reassessed on their return.



LEARNERS INFORMATION ON ASSESSMENTS

Assessments and their purpose

Assessment is the process of gathering and interpreting evidence to make judgements about what you have learnt. It is the crucial link between learning outcomes, content and learning activities. Assessment are used by tutors to gauge what your level and knowledge is in relation to the subject you are learning, and to enable them to make judgments on whether the competency has been achieved, to confirm that an individual can perform to the standard expected in the workplace, as expressed by the relevant qualification/course documentation.

The training you are undertaking is known as competency based training.

Definition of Competency-based training and assessment

Competency-based training provides learners with the skills, knowledge and understanding to demonstrate competence against standards and performance criteria in the unit they are studying.

To ensure that you have a full understanding of what the unit comprises of you will be required to provide information to us about your understanding of the unit. We use several methods to assess your knowledge and skills.

THE RESULT OF YOUR ASSESSMENTS.

You will be assessed as C (competent) or NYC (not yet competent) after your assessment.

If you are assessed as “not yet competent” the workbook will be returned to you or if it is a practical assessment the tutor will advise you of what was not undertaken correctly. You will then be given the opportunity to undertake the assessment again.

In the event that the workbook is returned to you the guidance notes should be read and the relevant questions should be re answered.

COPIES OF THE RELEVANT UNIT(S) OF COMPETENCY

You must ensure that you have read the details of each unit of competency. Copies of the relevant unit of competence can be accessed via the internet or your tutor can provide a copy for you to read.

This RTO uses a number of assessment methods that support the collection of evidence

These include the following. It should be noted that not all the methods of assessment will be used for each unit of competency.



PORTFOLIOS OF EVIDENCE – This assessment method requires that you provide samples of your work, which includes specific evidence relating to prior qualifications, or various other supporting documents

This can include

- Workbooks or projects based on work related issues.
- Photographic evidence of work completed,
- Other evidence that indicates that you have completed the task required

WRITTEN TEST/ QUESTIONS AND ANSWERS

The question can be written or verbal

Question and answer sheets may contain multiple choice questions.

WRITTEN TEST

You may be required to undertake a written test of your knowledge. This test would normally be done at a suitable location under the control of a tutor from this RTO. However in some cases due to difficult of getting to a particular location it may be undertaken at a remote location such as your workplace under the control of a supervisor or similar person.

WORKBOOK

The purpose of the workbook is to test and check your underpinning knowledge and understanding of the unit of competency.

Questions in the workbook are structured in several ways. This is to ensure that you have a full and broad understanding of the unit of competency.

The workbook questions structure is as follows.

1. A yes or no answer to the question.
 - You are required to read the question and state if it is correct or not.
2. A yes or no answer to the question along with an explanation of your answer.
 - This type of question requires that you explain why you have answered yes or no.
3. A cluster question.
 - This type of question will consist of a scenario or situation written in the workbook.
 - You will be required to answer a number of questions about the scenario which may include how to deal with the situation.
4. Completion of a report or form.



- In this type of question you will be required to complete a form which is provided in the workbook from facts that are contained in the question.
5. A question that requires you to find the answer in a piece of legislation.
 6. A question where you are given a legal statement and you are required to explain the statement in your own words.

Your work book will be checked by the tutor. If you are found to be “not yet competent” your workbook will be returned to you with the accompanying document which will provide guidance on what needs to be done to correct the workbook.

Below is an example of the student assessment information sheet

STUDENTS ASSESSMENT INFORMATION

Your work book has been returned to you and marked as “not yet competent”. This does not mean that you have failed the module. It means that some of your answers are not correct or that they need more content.

The guide below provides information on what you need to do or study to ensure that your answer(s) are correct and that you have the required knowledge of the module.

QUESTION NUMBER	

HISTORICAL EVIDENCE

This can include previous work history, previous learning and general experience



DOCUMENTS

You may be required to produce a document to show you have completed a particular aspect of the unit competency.

DEMONSTRATION

You will attend at a training venue. There you will be given a work related scenario. You will resolve the scenario by using knowledge learnt from the resource manual. The demonstration may be completed with the use of other students

PRACTICAL ASSESSMENT

The object of the practical assessments is to test your knowledge and understanding of the unit of competency.

Before each practical assessment you will be given a scenario that relates to the unit of competency. You will be advised which unit of competency you are being assessed on and what evidence is to be collected.

You will then undertake your actions for the scenario given.

You are able to explain to the assessor what you are doing during the assessment.

PROJECTS

This will require you to complete a work-based or other projects that relate to the assessment process and will be submitted in support of their assessment.

THIRD PARTY REPORTS

These can be from supervisors, managers where you work

DIRECT OBSERVATION

The trainer or assessor will watch you work and verify that you can complete the required tasks.

SPECIAL NEEDS.

If you have any special needs which may need to be considered whilst undertaking the assessment you are to advise the assessor before undertaking the assessment.

Such needs could include:



A physical disability which could prevent you from undertaking an activity such as walking or climbing stairs.

ASSESSMENT RESULTS

At the completion of the assessment you will be assessed as Competent or Not Yet Competent. If you are assessed as Not Yet Competent the assessor will provide you with information that will assist you. The process for appealing against the result of your assessment is fully covered in the student handbook.

ASSESSMENT COMPLAINT AND APPEAL PROCEDURE

You have the right to challenge the assessment. The following procedure should be followed if you wish to challenge the assessment.

1. Discuss the matter with the assessor. If mutual agreement cannot be reached you have the right to appeal. You must inform the assessor that you intent to appeal.
2. The appeal process is covered in the student handbook. You may also contact the support officer for assistance if you are unsure of what to do.
3. A record of the appeal and any subsequent actions and findings will be made.

Prior to undertaking the assessment you will be required to read and sign the following document shown below.



By signing this form you acknowledge that you are ready to be assessed and that the assessment process has been fully explained to you. The information that is gathered during the assessment will be used for no other purpose than for your training records

My signature on this form confirms that I understand the agreement and the assessment process.

Candidate name:		
Assessor name:		
<ul style="list-style-type: none"> • Has the purpose and the consequences of the assessment been explained? • Have you been advised on how to obtain copies of the relevant unit(s) of competency? • Do you understand what evidence is to be collected? • Have your rights and the appeal system been fully explained? • Have you discussed any special needs which to be considered during assessment? 		
Candidate signature:		Date:
Assessor signature:		Date:



STUDENT CODE OF BEHAVIOUR



POLICY

The following outlines the code of conduct for students undertaking training at Five Star Security Training. This code of conduct provides information and defines the expectations for responsible behaviour for students.

SCOPE

All Students enrolled at Five Star Security Training.

PROCEDURE

Students will receive the Code of Conduct as part of their orientation and enrolment materials.

RESPONSIBILITY

The CEO is responsible for reviewing Five Star Security Training student Code of Conduct as part of the annual business plan review.

The administration staff is to ensure a copy of the student Code of Conduct is supplied to each enrolling student.

A copy of the student Code of Conduct will be accessible in the administration area.

STUDENT CODE OF CONDUCT

1. STUDENTS WILL:

- 1.1. Demonstrate commitment to Five Star Security Training values through their professional behaviour.
- 1.2. Be aware of and observe Five Star Security Training policies and procedures at all times.
- 1.3. Be familiar with and uphold Five Star Security Training obligations under State and Federal legislation on equal opportunity, anti discrimination so as to ensure all persons be they staff or other students are treated in a fair and equitable manner in all matters.
- 1.4. Not engage in any illegal or corrupt practices or conduct themselves in a way that might discredit or damage the reputation of Five Star Security Training.
- 1.5. Promptly report any suspected instances of fraud, corrupt or improper conduct.



- 1.6. Not engage in conduct which amounts to or may be perceived as discriminatory or harassment nor behaving towards other persons in a manner which may reasonably be perceived as bullying or intimidating.
- 1.7. Take pride in their appearance.
- 1.8. Be familiar with the Code of Conduct and endeavor to ensure it is observed at all times.

1. COMPLIANCE WITH THE LEGISLATION

- 1.1. Students must follow all Australian Federal Government and Queensland State Government laws, rules and regulations.

2. ATTENDANCE

- 2.1. Students are to attend and remain for the total period of all training classes.

3. GENERAL CONDUCT

1. Students are to be courteous and polite to all other students and to all staff.
2. Students must not engage in conduct that is disorderly, disruptive, lewd or indecent.
3. Students must behave in a manner that is not discriminatory towards any other student or staff member because of that person's race, colour, religion, ancestry, national origin, gender, marital status, sexual orientation, age, or disability.
4. Students are to respect the differences of other students and staff.
5. Students must not exhibit behaviour that may be interpreted as being abusive. This includes the wearing of any type of clothing that has offensive or racial words printed on it.
6. Students must not behave in a manner that disrupts other students during classroom sessions.
7. Students must complete all class and home assignments set by their tutors in the time allocated.
8. Students must follow instructions regarding the proper use of copyright.
9. Students must not provide false information relating to their identification.
10. Students must not cheat or plagiarise assignments.



4. DRUGS ALCOHOL AND OTHER ILLEGAL SUBSTANCES

Alcohol is not permitted on Five Star Security Training premises without prior approval from the CEO.

Students are not to use, possess, sell or distribute any alcohol or illegal substances on the RTO property. Any student doing so will be reported to the Police and be dismissed from the training.

5. USE OF FACILITIES AND EQUIPMENT

5.1. All students must take care of Five Star Security Training facilities and equipment.

5.2. Equipment and facilities are only to be used for the purpose for which they were built.

5.3. Damaged, defective equipment and facilities must be reported to The Administration Officer

6. WORKPLACE HEALTH AND SAFETY

6.1. Students are to conduct themselves in a safe and competent manner.

6.2. The policies and procedures instructions relating to health and safety are to be complied with at all times.

6.3. Five Star Security Training is committed to ensuring that all students are, as far as reasonably practicable, protected from risk to their health and safety whilst at the training facilities provided by Five Star Security Training.

6.4. Students must advise the administration of any reportable or potential infectious diseases to assist in the management of health issues.



7. PROCEDURE WHERE BREACHES OF THE CODE OF CONDUCT OCCUR

When a student puts the safety and security of any staff or student of Five Star Security Training at risk as a result of the breach of the Code of Conduct, immediate steps will be taken to remove the student from the premises.

When a student is deemed to be in breach of the Code the student will be interviewed by the CEO. At that point a determination will be made as to the severity of the breach and the penalty if any that will apply.

When the breach is one that impacts on the safety and security of staff or other students the student may have their enrolment cancelled.

