

In assisting with the provision of a conducive learning environment for all course participants, the following responsibilities and rights should be observed. All students shall:

- Participants have the responsibility to arrive on time for any face-to-face training, to return by the stated times after breaks and not to leave early without prior notice and good reason. Participants are expected to leave the training room clean and tidy.
- Enrol before the prescribed closing date and pay applicable fees before the commencement of the training.
- Understand the requirements for the assessment of the course or units of competency.
- Notify Gold Coast Cabs of any change in address or personal details.
- Maintain a high standard of behaviour whilst undertaking training activities and refrain from any activities that may result in damage to property or unduly interfere with the comfort or convenience of other course participants.
- Refrain from behaviour that may disrupt or interfere with the teaching or learning of others.
- Observe at all times all safety, health and hygiene requirements, including appropriate dress, footwear and personal protective equipment.
- Take responsibility to identify and tell staff about any individual learning needs they have.
- Keep the trainer and coordinators informed of any difficulties that may be interfering with their learning or where they may need some extra assistance.
- Check the assessment requirements for each subject i.e. due dates, number of assignments etc.
- Be aware of and meet the trainers' individual expectations in relation to submitting assessment, attendance, communication and problem solving strategies.
- Be aware of and comply with the RTO's policies that may affect students.
- Conduct themselves appropriately at all times whilst enrolled as a student or trainee with the RTO.