



STUDENT HANDBOOK

STAR AND GATEWAY COURSES

NAME:





Your vocational pathway and training with
Brittains Lifelong Choices can lead to a career in:

Hospitality **BARISTA**
COOKERY
CATERING **RETAIL**
Customer Service

www.lifelongchoices.co.nz



TRAINING PHILOSOPHY & VISION

Our vision is to contribute to our region by providing vocational tertiary training that will make a positive and practical difference to the lives of our students and the people around them.

Students will gain industry experience in a commercial kitchen environment with supported work experience in the service sector.

Secondary School students will achieve level 2 and 3 unit standards which can assist them when attending further full-time tertiary training, or prepare them for employment, while still attending secondary school.

Brittains Lifelong Choices works with Vocational Pathways Partners, who share our vision to support Taranaki Secondary students through vocational training, employment opportunities or higher education.

The courses offered are designed to complement our Regional Secondary Schools by offering:

- Small class sizes
- Experienced industry tutors
- Vibrant, workshop based training
- Industry required training
- Local Industry work placements

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CODE OF CONDUCT & EXPECTATIONS

Our Responsibilities

Brittains Lifelong Choices is committed to the well-being, welfare and achievement of their students.

We strive to create and maintain the best possible teaching and learning environment that we can.

All students are protected by basic rights and are expected to respect the rights and responsibilities of others.

We are committed to delivering what we promise to a recognised standard.

AS A STUDENT YOU CAN EXPECT:

- Open and accurate information
- Fair evaluation and assessment
- Problems handled promptly and with fairness and equity
- Support, representation, and a voice.
- Freedom from any form of harassment or discrimination
- Respect and understanding from personal, social and cultural differences
- To be represented in the development, implementation and review of our policies
- Programmes that meet internal and external standards of approval and registration
- Competent and effective teachers
- Appropriate support services delivered in a professional manner
- Facilities and resources that meet or exceed Health and Safety legislation



CODE OF CONDUCT & EXPECTATIONS

Your Responsibilities

As a Student of Brittain's Lifelong Choices we expect you to:.

Behave safely

- Take care when using our equipment and facilities
- Wear suitable clothing
- Follow all lawful and reasonable health and safety instructions
- Don't endanger yourself or others
- Respect people and property

Respect Others

- Be sensitive to personal, social and cultural differences

- Respect the needs, rights and freedoms of others
- Help to uphold the integrity of our courses by discouraging and reporting dishonest practices

Observe the rules:

- Know what is expected of you as an adult student
- Behave appropriately for a tertiary education environment
- Attempt to meet all course requirements
- Be honest when completing assignments and assessments

Classroom Expectations

No food or drink except a water bottle is permitted in all teaching areas.

Mobile devices must be on silent or switched off. Both staff and students have a responsibility to ensure this happens.

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Unacceptable Behaviour

The following are not acceptable behaviours for anyone (staff, students and visitors) at Brittain's Lifelong Choices:

- Any form of cheating (including plagiarism and other dishonest practices)
- Misuse of technology, software, hardware, or any communication systems
- Any form of harassment or unjust discrimination
- Unacceptable sexual behaviour (e.g. sexual harassment, accessing pornography/other restricted material)
- Misuse of alcohol, drugs or other substances
- Smoking at Brittain's Lifelong Choices – all premises and resources are deemed as smokefree
- Violence or threats of violence, possession of anything considered a weapon
- Vandalism or other abuse of facilities and buildings
- Breaking any New Zealand law (e.g. assault, theft)
- Disruptive behaviour in class (e.g. arriving late, use of cellphones, disrupting the learning of other individuals)

Brittain's Lifelong Choices takes this Code of Conduct seriously. Your marks, reports and references may include an assessment of your behaviour, as well as your educational achievement. Serious infringement may lead to probation, suspension, or cancellation of a current enrolment and/or refusal of a future enrolment (see relevant policies).

Our Complaints Procedure

These procedures relate to complaints and grievances arising from issues concerning classes.

For cases, where it is applicable, to approach the tutor concerned in the first instance the student shall write to the tutor within seven days of the cause of complaint or grievance stating fully the matter for concern.

The tutor shall reply formally in a written reply within seven days of the receipt of letter, with the decision.

For cases where complainant is not satisfied with the above, the student shall write within seven days of the receipt of written reply from tutor, to the Centre Manager enclosing both the original letter of complaint to the tutor and the latter's response.

The Centre Manager shall consult appropriately. Both parties shall be informed of the decision in writing within seven days.

FOR COMPLAINTS RELATING TO ASSESSMENTS:

For cases where it is applicable to firstly approach the tutor concerned, the student shall write to the tutor within seven days of receiving the marked assessment stating fully the matter of concern.

All complaints, matters of discipline and appeals, grievance over behaviour and personal conduct is regarded with highest priority, and integral to the reputation of Brittain's Lifelong Choices.

The full Policy and Procedures Manual is readily accessible and available upon request.

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Brittains
LIFELONG
CHOICES
training excellence

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