

# Academy New Zealand

## Student Information, Rules and Standards

### **Alcohol And Drugs**

Possession or drinking alcohol on the property is prohibited. Possession or taking non-prescribed drugs on the property is an offence. Students attending class under the influence of alcohol or drugs will be disciplined by immediate suspension and after investigation, may face immediate dismissal.

### **Criminal Charges**

If at any time you have to face a criminal charge, you must inform your Manager. If at any time we think an offence has been committed on campus or which involves students or staff, we will immediately contact the Police.

### **Disciplinary Procedures\***

Should you breach any of these Rules and Standards, disciplinary action may be taken. We will act fairly in all disciplinary dealings with you by investigating matters thoroughly and listening to all sides of the story before reaching a decision.

- You may receive up to three warnings, one of which will be a final warning.
- If there is one further incident you may be dismissed from the course.
- The warnings do not have to relate to the same problem.

### **Serious Offences**

Certain serious offences may result in your dismissal from the course without any warnings. Some examples are:

- fighting or physical violence
- sexual, racial or other harassment of any student or staff member
- use of abusive, obscene or threatening language
- damage to Academy property, unauthorised possession of property belonging to the Academy, another student or staff member
- any deliberate action or inaction which threatens the health and safety of any student or staff member
- possession or use of alcohol or non-prescription drugs.

\* **An asterisk indicates that a summary of this policy or procedure may be found on the student noticeboard. A full copy can be obtained from your Manager.**

### **Contact Information**

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#### **North Shore**

7 Argus Place, Northcote, Auckland. Ph (09) 443 7640. Manager:

#### **Otahuhu**

51 Huia Road, Otahuhu, Auckland. Ph (09) 276 0576. Manager: Lynn Leech

#### **Christchurch**

387 Manchester Street, Christchurch. Ph (03) 366 3489. Manager: Steven Mellis

#### **Academy Group**

387 Manchester Street, Christchurch. Ph (03) 366 3785. Manager: Andrew Murray

### **General Information**

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Welcome to the Academy. We believe that everyone has the potential to succeed, and we want to help you by providing quality training and support. We require a commitment from you that you will dedicate your time and energy into learning new skills and finding a job.

### **Innovative Programmes**

Our courses are designed to be challenging, fun and innovative, including both theory and practical hands-on learning. All our courses offer the opportunity for work experience which provides you with the chance to try out your new skills and initiate future employment.

### **Academy Tutors/Mentors**

All our tutors have recent industry knowledge and great teaching skills. They are absolutely focused on assisting you to get results, and achieve your goals. Our tutors can help you should you need extra assistance with literacy and numeracy - just ask. Through their time in the industry, tutors have built up extensive industry networks that ensures relevant course content and opportunities for work experience. Our tutors will also help you to find employment or decide on further training at the completion of your course.

### **Responsibility For Learning**

We expect you to be responsible for your own learning, and while during class time you will have the support of your tutor, you will be expected to complete tasks (including projects, assignments and research) independently both in and outside of class time.

### **Work Experience**

Work experience is an important part of Academy courses. While on work experience you must: work and behave in a manner which will bring credit to you as well as the Academy; follow instructions from your work supervisor, and colleagues; complete placement reports if required; wear an Academy Trainee badge if required.

### **Assessment\***

Assessment is an important measure of your progress, and you will be assessed regularly. You have the right to know when you will be assessed (or tested), how you will be assessed and what is expected of you during the assessment. If you need to re-sit an assessment, you will be told when this is to be, certainly after you have had time to practice or learn more. Should you disagree with any assessment result you receive during the course, you can see your tutor to discuss it, and then your Manager if necessary.

### **Questions, Concerns And Complaints\***

If you have a problem or a question, go to your tutor or a member of the support staff for help. If you're not satisfied with the response see your Manager.

### **Personal Details**

Should you change your address, bank account number or other personal details while you are at the Academy, please let reception or administration know immediately. It is important that our records are up to date. We treat all information as confidential and will not release it without your permission.

### **Course Completion**

When your course finishes or if you leave early because you have found a job, you must complete a 'Trainee Programme Withdrawal' form (your tutor will help you with this). Each student will leave the Academy with a current Curriculum Vitae. You will be given time and assistance to write your CV during the course.

### **Sexual Harassment\***

The Academy does not tolerate sexual harassment in any form. If you are a victim of sexual harassment approach your tutor or a member of the support staff for help.

### **Health And Safety\***

We can offer you a safe and healthy training and work environment by ensuring that health and safety risks are minimised or eliminated. We expect you to help us with this by telling us of any concerns or potential hazards.

### **Emergency Procedures\***

You should be familiar with the location of fire alarms and fire extinguishers and all the exits. In the event of an emergency you should follow the 'Emergency Evacuation Procedure' displayed in your particular work area.

### **Rules And Standards**

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As in the workplace, at the Academy there are rules and standards that need to be followed for safety, courtesy and for business efficiency. These rules and standards apply to Academy students and staff alike. By applying for your course you are agreeing to abide by these rules and standards. Not following them will result in disciplinary action being taken.

### **Behaviour**

You are expected to take responsibility for your own behaviour and act as a mature adult. Treat others, including other students, Academy staff and employers with honesty, respect, and courtesy. Respecting others individuality, especially their culture is of particular importance.

### **Personal Presentation**

Your presentation and dress standards are very important when seeking employment. At the Academy you are expected to dress in a manner appropriate

to the workplace and our training environment. While on work experience, you may be required to comply with a particular code of dress or uniform.

### **Attendance**

As in the workplace, attending the Academy every day, being on time and staying the required hours is expected. There may be occasions when you will be required to work outside the prescribed hours. Obviously if the industry you wish to enter works shifts, you will need to experience that.

### **Absence**

If you are unable to attend for any reason, you have a responsibility to notify us immediately. This is both basic workplace discipline and common courtesy.

- If you need to attend an appointment during class time, inform your tutor prior to the date of absence.
- If you are absent because of sickness, you must ring in by your normal start time.
- If you are absent because of sickness for more than two days, you will be asked to provide a medical certificate.
- If you are absent from the course for more than four consecutive days without notifying the Academy or without good reason for failing to do so, you may be dismissed from the course.

### **Respect For Academy Property**

Considerable pride is taken in the buildings and grounds that have been provided for your benefit. Please respect them as others wish to enjoy them.

- All Academy buildings, vehicles and grounds are smoke-free except for the designated smoking area. Users of this area are expected to keep it tidy and use the bins provided for cigarette butts.
- The cafeteria must be left as you found it – clean and tidy. Tea and coffee are supplied free. After use all cups are to be returned to the washing up area.
- No food or drink is to be consumed in the classrooms.
- Use of the provided student phones are limited to official breaks, and are for short calls and emergency use only.
- No posters or notices are to be affixed to buildings, walls, doors, windows etc. Only the notice boards provided are to be used for this purpose.
- When driving through the campus, reasonable speed must be shown.
- Student cars are restricted to the designated area for student parking.
- Running and shouting inside buildings is not allowed.
- No animals are allowed on the premises.
- No radios, personal music devices, etc are to be used during class time.
- Private use of cellphones during class time is not allowed - they must be switched OFF.