

The aim of AD1 College is to not only provide each Learner with a quality education, but to provide a pathway into your future career by instilling the standards and work ethics that are essential to succeed in today's competitive job market.

AD1 College trains in professional environments to reflect a corporate office environment and we require our Learners to act in a professional businesslike manner at all times including:

Dress, Personal Hygiene and Behaviour

The minimum dress standards expected are those of clean, pressed smart casual attire. This includes no thongs, singlets, hats, offensive slogans and revealing attire. The preference is for collared shirts/blouses where possible.

High standards of personal hygiene are expected. Learners are to attend having showered and with no offensive odours and neat tidy hair, appropriate for the corporate environment.

AD1 College will not tolerate inappropriate comments, bad language or general disruptive behaviour. Learners are here to study, and you need to be aware of interrupting the learning environment of those around you.

Attendance and Absences

Learners are to ensure they are present at the daily attendance call after first break, and to advise the Trainer of a need to leave earlier than class schedule. Additionally, Learners are expected to attend and be ready to commence their activities at least 10 minutes prior to the scheduled lesson times.

If you are running late or unable to attend, you are to contact AD1 College as soon as possible to inform of the reason for your absence and your expected arrival time.

If you are sick or unwell you are required to call and inform reception. Medical certificates are required for any absences. If attending other appointments, documentation is required to confirm your attendance.

House Keeping

Mobile telephones are to be switched to silent or vibrate whilst in lesson and study areas to minimise interruptions to other Learners.

Please return promptly from scheduled breaks and remember that Learners are here to study and learn and that your actions may interrupt their efforts.

No food or drink, unless a sealed top water bottle is permitted in the Computer Rooms.

Respect for Our Neighbourhood

Learners are to be aware of their behaviour around the training rooms precinct including surrounding businesses, residential accommodation, and the immediate footpaths and community accessways. Please leave these areas neat and tidy and take all rubbish with you. Smoking is banned from within 10 metres of the front doors of the Campus and remember your behaviour is being watched.

Learner Records

AD1 College maintains records of attendance, progress and course work and these may be supplied to Centrelink and your Job Services Provider on request as evidence of your participation and compliance.

Independent Study

The Computers are available for Learner's to complete independent course work by booking with the Administration Officer. There are computers provided or you can bring in your own computer and access the wi-fi where needed. Generally, there will be limited trainer.

Additional Learner support is available by:

- Making an appointment with your Trainer
- Emailing or telephoning your Trainer
- Discussing your needs and your Trainer can tailor a solution to your needs

Timetables and Due Dates

Each Learner has been issued with a course timetable which includes your units of study and due dates for each assessment. Learners are to discuss with their Trainer options if they are unable to meet their timetable. Learners may work ahead at any time to complete their course earlier.