



## Macleay Valley Community College Inc.

# MISSION STATEMENT

**Macleay Valley Community College Inc. aims to provide a diverse range of structured skills training and personal enrichment events and activities which address the professional and personal needs of individuals and organisations across all sectors of our community.**

# CODE OF PRACTICE

## For the Purpose of Provision of Education and Training

### **Preamble**

Macleay Valley Community College recognise the provision of education brings with it the ethical commitment that quality education be provided and that value be given for the investment made by students.

This policy sets out the responsibilities and expectations students can have legitimately and fairly of Macleay Valley Community College to ensure a high quality learning environment that supports the diverse range of students within the context of the constraints imposed by limitations in funding.

### **Educational Standards**

- Macleay Valley Community College will have clear, consistent, rational and understandable policies and procedures underpinning the provision of all courses regardless of the base on which those courses are funded or delivered.
- Macleay Valley Community College will adopt policies and management practices which maintain high professional standards in the delivery and marketing of education and training services, and which safeguard the interests and welfare of students.
- Macleay Valley Community College will only deliver training in a learning environment that is conducive to the success of students. Students will have access to support and/or referral services to assist them to achieve the outcomes of education and training.
- Macleay Valley Community College will ensure all tutors/trainers are appropriately qualified in accordance with the Australian Quality Training Framework.
- Education and training will be delivered using facilities and resources, both human and physical, appropriate to the level and type of training.

### **Management and Administration**

- Macleay Valley Community College will have management strategies, policies and procedures which ensure sound financial and administrative practices. Macleay Valley Community College guarantees student course fees in accordance with our policies and procedures.

- Education and training will be promoted and marketed accurately and honestly in terms of quality, standing and availability. Qualitative and subjective judgments about other training providers will be avoided and no false or misleading comparisons will be drawn with any other training providers.
- Potential students will have reasonable access to current and accurate information about available education and training, enrolment procedures, recognition of current competency policies, course fees (including course fee refunds) prior to enrolment.
- At all times students can expect Macleay Valley Community College to hold confidential all personal information, use it internally in ways that are consistent with the organisation's privacy policy and release it outside the organisation only with the consent and knowledge of the student when legally required to do so.

### **Student Expectations**

- Macleay Valley Community College will ensure that all courses are developed and approved to fulfil the organisation's mission and objectives for student learning. The organisation will have mechanisms to approve and review existing courses on a regular basis.
- Macleay Valley Community College will have policies and procedures to ensure that courses are relevant and of a high quality.
- Macleay Valley Community College will select students by fair and open procedures. The principles upon which selection decisions are made will be clearly stated and adhered to by the organisation.
- Macleay Valley Community College will provide suitable learning experience and opportunities. The learning environment will take account of the different characteristics of students and their varying cultural and educational backgrounds.
- The teaching and learning environment will be a positive and co-operative one where students have reasonable access to staff to discuss issues and problems and can expect fair, critical and helpful assessment and feedback on their work in a timely manner.
- Macleay Valley Community College will provide opportunities for students to participate in the functioning of the organisation at various levels and to provide feedback on the teaching and learning environment.
- Macleay Valley Community College will ensure that quality control mechanisms apply to all courses.
- Macleay Valley Community College will encourage the development of a network of support for all students.
- Macleay Valley Community College will ensure that appeal procedures apply to all courses.
- All students will have ready access to Macleay Valley Community College's Student Handbook which will contain a clear, consistent, rational and understandable summary of the organisation's policies and procedures.