



**PORT + CRANE
ACADEMY**
OF NEW ZEALAND

LEARNER CONDUCT

POLICY

Every learner enrolled in a PCANZ training course is required to meet behavioral expectations and conduct themselves in a professional manner, ensuring the safety, welfare and progress of all training attendees in a fair and safe learning environment.

Behavioral expectations align with PCANZ values of respect, manaakitanga and safety, and are informed by Te Tiriri O Waitangi principles and the Education Code of Practice. At orientation learners will complete the learner conduct form agreeing to meet the behavioral expectations. The learner conduct form is recorded in the learner profile.

PROCEDURE

1. During the orientation procedure, Learning & Assessment Partners verbally highlight behavioral requirements while enrolled in training
2. All learners are requested to sign a learner conduct form confirming they understand the expectations regarding behavior
3. The learner conduct form is stored within the physical and individual learner file and acknowledged on their online learner profile.

RESPONSIBILITIES

Learning & Assessment Partners

- Ensure learners comprehend behavioral requirements and learner conduct forms are collated and provided to PCANZ.

General Manager

Ensure learner conduct forms are filed securely.

ATTENDANCE AND ACHIEVEMENT MONITORING

POLICY

PCANZ communicates clear attendance and achievement expectations in the enrolment procedure. All learner attendance documentation is kept for the duration of the learner's enrolment.

PROCEDURE



1. All learners are required to attend 100% of their scheduled training and assessments
Attendance requirements are outlined in the course prospectus
2. Reasonable flexibility is applied for absence due to illness, family circumstances or other compassionate grounds, in consultation with the employer
3. Learners must achieve competency in their assessments to progress through their programme to completion
4. Any learners who are not yet competent in assessments will be given opportunities for re-assessment.
5. Attendance and assessment progress is recorded using a standardised template and uploaded into Selma monthly.

RESPONSIBILITIES

Learning & Assessment Partners

- Monitor attendance of learners in training and assessment
- Monitor assessments and ensure re-assessment is scheduled for learners deemed 'not yet competent.

Repercussions of non-attendance

POLICY

PCANZ acknowledges the correlation between course attendance and achievement. All learners are required to attend 100% of their scheduled training and assessments. Non-attendance by a learner may result in enrolment termination.

PROCEDURE

1. Trainers monitor learners attendance at training/assessment
2. Where a learner does not attend training/assessment, PCANZ will contact the learner and their employer to clarify reasons for non-attendance
3. In the instance of continued non-attendance, a meeting is arranged by PCANZ with the learner and employer to determine the preference for continuing on the programme. This meeting includes discussion of support options, alternative schedules, or other solutions before withdrawal is confirmed
4. Where a decision is made not to continue, the learner is withdrawn from the programme and the appropriate refund procedures take place
5. In the case of withdrawal of the learner profile in Selma, the Student Management System and relevant documentation are updated.

RESPONSIBILITIES

General Manager

- Arrange meeting with learner and employer in instances of continued non-attendance and document outcomes.
- Process withdrawals and update systems and documentation.

Learning & Assessment Partners

- Monitor attendance of learners and update General Manager
- Contact learner and employer in instances of non-attendance.