



Candidate Name	
Candidate Ref. No.	
Trainer Name	
Qualification Title	

Now that you have enrolled as a Candidate, we expect you to abide by PSA-International's Code of Conduct;

- Punctually attend all timetabled sessions and reviews.
- Bring all basic resources you need to class, e.g. Pens, paper, etc.
- Comply with Health and Safety rules.
- Always inform your Trainer if you are going to be absent, providing a medical certificate, or other evidence if you are asked to do so.
- Complete all our work on time and to the best of your ability.
- Do nothing that could adversely affect the learning of others.
- Respect the interests, well being and property of the others and treat all fellow candidates and staff with respect.
- Respect Centre/Organisation property, buildings and environment.
- Not use personal stereo equipment or mobile phones during sessions.
- Abide by the awarding body regulations and examination code of conduct when taking an exam.
- Abide by the Centre/Organisation policy on IT/Internet use.
- Smoke in designated areas only.
- Not bring alcohol or any drugs onto the premises or attend if you are under the influence of drugs or alcohol.

You are reminded that the possession of any offensive weapon and the possession or sale of certain drugs is a criminal offence. Any learner involved will be reported to the Police and will be excluded from the course.

In return we promise to offer you:

- An induction to your course and service PSA-International has to offer.
- A trainer who will deliver session on time; prepare your lessons; mark work promptly; and provide support where needed.
- Fair and reliable assessment of your work.
- Staff to assist with your career plans and give confidential advice.
- PSA-International's commitment to Equal Opportunities.
- The right to invoke PSA-International's complaints procedure.

- ◆ **I have received advice and guidance appropriate to my study needs.**
- ◆ **I believe I am enrolled in the right programme and understand what is expected of me.**
- ◆ **I understand that PSA-International, will take appropriate action as outlined in the Student Disciplinary Policy, if I do not comply with the above.**

NOTE: Copies of Student Disciplinary are available from your Trainer or the Organisation Manager.

Student Signature		Date	
Trainer Signature		Date	