

Designer Life will:

- Provide training that will equip you with basic skills needed for a particular industry as well as providing you with training in general work skills.
- Provide you with support while you are looking for work during this course, such as job search skills information on local jobs and employment opportunities and career counselling.
- Help keep you on track with your goals through encouraging you to maintain your motivation and confidence while you are looking for work.

As a program participant, you will be expected to:

- Specify your training needs and goals.
- Outline any previous work, training or study undertaken by you.
- Outline the pre-vocational training to be provided.
- Detail the job search and post-placement support that will be provided.
- Identify any obstacles to your participation in and completion of the program, and work with Designer Life to outline the agreed strategies needed to overcome these obstacles.
- Actively participate in training and other services provided by Designer Life.
- Be respectful, fair and courteous to other Designer Life participants and staff.
- Ensure you arrive on time to training.
- Take advantage of learning opportunities and other forms of assistance provided to you.
- Be actively engaged in training, assessment and job activities.
- Comply with all reasonable workplace requirements and directions, if undertaking work experience.
- Inform Designer Life as soon as possible of any problems or issues you encounter during your participation in your training program.
- Attend all training or employment placements, and
 - a. If you are sick or cannot attend, inform Designer Life in advance or as soon as possible.
 - b. If you are sick, provide a medical certificate, as required to Designer Life or host employer.

Poor behaviour

Failure to meet the expectations detailed in this code of conduct may result in you being withdrawn from Designer Life and/or your Workforce Australia Services Provider being notified of the circumstances.

Withdraw from the training or termination

If you withdraw from training, or discontinue training, or your employment placement is terminated, Designer Life is required to advise your Workforce Australia Services Provider.

Designer Life is here to help you gain valuable skills, employment, further training, or education. You should talk to Designer Life straight away if you are having any problems that may affect your participation.

PARTICIPANT

By signing this form, I agree to abide by the Code of Conduct.

Print name: _____

Signature: _____

Date: ____ / ____ / ____