

Submit this document with your eta Registration Form.

Distance learning operates differently to the regional campuses; therefore some conditions relating to campuses may not be applicable

DECLARATION

I.....as an **eta** student, I shall abide by the **eta** code of conduct and uphold all the rules and regulations of the **eta** and the **eta** campus.

PURPOSE

1. The Code of Conduct is meant to convey the expected conduct of all students and to manage the relationship between **eta** and its students.
2. Signed acceptance of the Code of Conduct by a parent/ guardian and the student is a prerequisite for admission to the **eta**.
3. Students are allowed to appeal disciplinary measures, and may do so in writing. However insolent or insulting behaviour towards facilitators, **eta** staff and fellow students is not acceptable.
4. Students should continually refer to the Code of Conduct to guide choices and determine consequences.

GENERAL

1. Students' represent the **eta** at all times whilst studying with **eta**. Students are expected to demonstrate well-mannered and polite behaviour on and off campus.
2. Unlawful behavior will not be tolerated.
3. Students are encouraged to uphold the **eta** health and safety principles at all times.
4. Littering and endangering the health and hygiene of others is unacceptable.
5. All staff and faculty, including visiting lecturers should always be treated with courtesy and respect.
6. Students must always treat each other, their lecturer and other **eta** staff with dignity and respect.
7. Students are responsible for their personal belongings and valuables. These should never be left unattended.

CODE OF CONDUCT**1. CLASS ATTENDANCE AND ACADEMIC CONDUCT**

- a) 100% attendance is expected but 80% attendance is compulsory.
- b) In case of nonattendance, students should always report to the manager and give detailed account of the reasons for their absence. Failing to abide with this condition will be deemed as unauthorised absence.
- c) Students must always be punctual for lessons as no disruption of classroom routine will be tolerated.
- d) Poor time keeping and non-attendance will be addressed seriously with the student and thereafter in discussion with parents/ guardians.
- e) Students must complete all tasks given, deadlines must be met and thorough preparation for assessments and examinations is required.
- f) Cheating in tests and examinations is a serious offence.
- g) Plagiarism, whether from the internet or any other source, will be regarded as cheating.
- h) Using cellular telephones during class, assessments, or examinations is forbidden.
- i) **eta** has the right to monitor materials accessed by students on the internet, or any other resources present on the campuses.

2. SUBSTANCE ABUSE

- a) The use and sale of drugs and alcohol is strictly forbidden. Any student found to be in possession or under the influence of, or selling, drugs or alcohol within the premises of **eta** campus or during any outing or event organized by **eta**, will face a disciplinary action.
- b) If there is reasonable suspicion that a student is under the influence of illegal substances or alcohol, the student may be sent for testing.
- c) **eta** qualifications embody health and wellness as such smoking is not authorized within or around the premises of the **eta**.

3. VIOLATION OF HUMAN RIGHTS

- a) Violation of human rights by ill-treatment, bullying, fighting, intimidation and any display of racism, or religious intolerance, are strictly forbidden.
- b) Sexual harassment is unacceptable and strictly forbidden.

4. WEAPONS

- a) Weapons of any type are not allowed on **eta** premises. These may include but are not limited to knives of any sort, firearms and/or facsimiles, martial arts weaponry etc.

5. VANDALISM

- a) Making any marks or signs on desks, chairs or other classroom equipment is strictly forbidden.
- b) Any damage of property belonging to the **eta** and/ or any other person associated with the **eta** is strictly forbidden.

6. THEFT

- a) Theft is a criminal offence thus criminal charges may be laid if a student is found stealing.
- b) The **eta** manager or any staff member has the right, where an incident of theft is suspected, to open and inspect student lockers, suitcases and bags.
- c) Removal of any equipment without authorization will be regarded as theft.

7. DRESS AND APPEARANCE

- a) All students registering with **eta** are given a student pack inclusive of **eta** branded clothing. Students are required to wear the **eta** clothing at all times when they attend classes or any event organized by **eta**.
- b) Hair must be clean and its style should not draw unnecessary attention.

REGULATIONS

1. Any Student found guilty of a transgression of any rule(s) or guilty of misconduct may be subject to disciplinary measures to be determined by the Principal, as a result of which a Student may be suspended. In the event of such suspension the Student will not be released from his/her commitment to **eta** as laid down in the Registration contract.
2. Attendance of the learning programmes, field work, assessment preparation and assessment feedback sessions are to be regarded as compulsory. Should a Student be unable to attend such, the Student is unlikely to achieve the criteria required for competence. In the event of illness the Student must notify the **eta** on their return.
3. Any appointment required with any of the **eta** management is to be booked at a mutually agreed time, with the **eta** reception.

4. Students who have outstanding fees must ensure that they keep up to date with course fees in terms of the Registration contract. Please note the Long Distance students are required to pay full tuition before course commences.

STUDENTS ACADEMIC CONDUCT

1. Students are not allowed to sit for an examination without producing their student card or they must request letter of admission from the **eta** official administrator
2. Students must not carry any other material except the writing pen and the exam paper issued by the examiner when busy with test or examination, i.e. unauthorised written or printed document or memorandum, notes, sketch, map or diagram, or inadmissible equipment or articles, after the examination paper has been distributed.
3. All students must make sure they have signed the register before they leave the examination room.
4. Students must refrain from trying to help one another while writing the examination or test.
5. If a student finishes writing before other students or the duration of the paper they must wait silently because it might disturb other students' concentration.

STUDENTS UNDERTAKING ON CHEATING AND PLAGIARISM

I acknowledge that PLAGIARISM IS A SERIOUS OFFENCE and I declare that:-

1. Any work produced will be my own and will not be copied from another's assignment.
2. The learning tasks, assessments tasks and assignments will be my own authentic work.
3. I will not allow anyone to copy my work with the intention of passing it off as his or her own work.

IN CASE OF CRIMINAL CONDUCT

Students must refrain from committing any act deemed unlawful according to the criminal law of South Africa; eta will apply a strict disciplinary action against such a conduct.

STUDENTS UNDERTAKING EXPERIENTIAL LEARNING IN A WORKPLACE

1. A Student who is in breach of the codes of conduct will be subject to the disciplinary procedures of the workplace provider and of **eta**. As a result the Student may be refused access to the workplace facilities without prejudice.
2. All **eta** Students in a workplace doing their workplace experience are *perceived* by the public as employees of that workplace. As such Students must conform to the following requirements:
 - a. Expressing a friendly and helpful attitude in the workplace
 - b. Upholding the company dress code
 - c. Maintaining neat and clean personal grooming and hygiene
 - d. Using appropriate language
 - e. Following the codes of conduct of **eta** and the workplace provider
 - f. Implementing the service ethic of the workplace provider
 - g. Adhering to the time keeping requirements of the workplace provider
 - h. Continuously seeking to add value for the workplace provider
3. Students will wear their **eta** T-shirts (clean) and a pair of black shorts or tracksuit pants with white trainer shoes.
4. Student shall not commit acts of forgery, falsification of the **eta** documents for any other use or their own personal use.

FIELD WORK

The following rules are important and necessary when working in any club or facility, to maintain their required standards of conduct at the workplace. This list is not intended to be exhaustive but is meant to act as a guideline and assist students in field work in knowing and understanding what is regarded as unacceptable conduct at the workplace. If you are ever in a position where you are asked to perform an activity about which you are uncertain you must ask your supervisor.

1. Rolling of cash, i.e. holding onto cash or receipts therefore money not banked.
2. Undercutting of approved prices; i.e. allowing discounts/ other rates where not authorized.
3. Waiving of any fees without authority.
4. Rendering personal training services without payment.
5. Receiving cash and not receipting it.
6. Unauthorized use of receipt books.
7. The Onus is on PT to sign and check for commissions based on sessions completed.
8. Claiming for session when not yet paid or not yet completed.
9. Partner sessions are not more than two at a time.
10. Entering different amounts on the receipt copies linked to the payment for sessions.
11. Signing on behalf of a member.
12. Training a member prior to payment.
13. Non-compliance whereby you need to ensure a PT contract is signed by the member before training sessions commence.
14. Rendering PT services outside of facility premises.
15. Privately selling PT services in or outside of premises.
16. Selling of and/or use of unauthorized supplements on the premises or any other venue
17. Removal of equipment from facility premises for any reason
18. Polling members for training outside of the club
19. Training material is reserved for facility staff use only
20. Misrepresenting the company by providing incorrect or unsafe information to members
21. Inappropriate behaviour and/or unprofessional conduct with a facility member or prospective member
22. Accepting of cash/cheques for personal training sessions and not following the procedure of payment through reception
23. Entering false or late signatures on receipt to allow session payments
24. Conduct unauthorised PT sessions in a non facility premises
25. Conduct personal training sessions at another facility where not employed as a PT.
26. Swapping member's cash for personal cheques
27. Not securing member signature on receipt after each session

This document is understood and agreed by:

Student's full names**Region**

Student's signature**Date**
