

The following guidelines are designed to ensure a positive and effective learning experience for all learners

These guidelines apply to all learners enrolled in the Skills Hub

- Learners are encouraged to invest additional effort, allocate dedicated time for skills development, and actively engage in all assignments. Outstanding performers will be rewarded with job opportunities, acknowledging their exceptional dedication and remarkable performance in skill development.
- Attendance is mandatory for all scheduled sessions. Learners are expected to be punctual. Late arrivals and absences will be documented, and repeated violations may result in potential dismissal from the program.
- Learners are required to maintain a respectful and professional attitude at all times. Disruptive behavior will not be tolerated, and consequences may include removal from the training program. The training is coeducational, involving both male and female students together.
- Cheating, and any form of dishonesty are strictly prohibited. Violations will result in disciplinary actions, including potential dismissal from the program.
- Active participation in discussions, group activities, and other interactive elements is expected. Engagement contributes to the overall learning experience and is reflected in assessments.
- Assessment criteria, grading methods, and evaluation are detailed in the training materials. Learners are encouraged to seek clarification on any aspect of assessment.
- Official communication will be through Skills Hub portal. You should regularly check for announcements, updates, and important information.
- Required reading materials, resources, and tools for the training are listed in the course outline. It is the learners' responsibility to acquire and use these materials as directed.
- Learners are expected to adhere to all training regulations. Non-compliance may result in warnings, probation, or dismissal from the program.
- If learners wish to appeal assessment results or disciplinary actions, they may submit a written appeal within 7 days from the date of the assessment result or disciplinary action. The appeal should clearly state the grounds for appeal, providing supporting documentation or evidence where applicable. The Appeal Coordinator will review the appeal and respond within 14 days of receiving the appeal. The decision of the Appeals Coordinator is final.
- Learners must display a high level of responsibility and consideration and must comply with health and safety guidelines when training on/operating the different tools and equipment's as part of the training program.
- All accidents or injuries occurring in the training location must be reported immediately to the attending trainer. The trainer shall complete the online incident form accordingly.