



## Participant Rights and Responsibilities



## Hard Words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we will write what the word means.

## You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- find more information.



## About this book



This book is written by South West TAFE Institute.

This book is about our student **rights** and **responsibilities**.



A right is a rule about what a person is allowed to do or have.

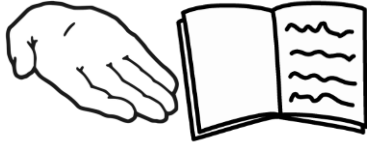
A responsibility is something you are expected to do.



Rights and responsibilities make sure everyone at TAFE is safe and healthy.

Images in this publication are sourced from Boardmaker and clip art

## Your Rights as a participant



- Be given the information you need to choose what you would like to do with



- Be treated fairly and with kindness.



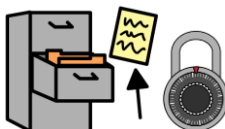
- Not be made to feel upset and annoyed by other people's behavior.



- Be helped to follow your goals.



- Be able to get help if you have concerns.



- Have your privacy and confidentiality maintained



- Have a representative or **advocate**
- included in decisions about how you want to be supported

An Advocate is someone who helps you get the support you need



- Get a timely response to your feedback



- Your feedback will not have a bad effect on future supports



- Freedom from **discrimination**, abuse, harm or neglect

Discrimination is when someone is treated unfairly or differently.

- We will support and help you to deal with any discrimination or harassment.

## Your Responsibilities as a participant



### Be **respectful** to others

Being respectful is when you act in a way that shows you care about someone else's feelings.



- Treat other people fairly and with respect.



- Behave in a way that is safe, fair, respectful and **lawful**.

Lawful means you are following the law.



- Treat South West TAFE property and facilities with care and respect



- Do not do or say things to others that are aggressive, threatening, **discriminatory** or offensive

Being discriminatory is treating someone unfairly or differently because of their age, gender, sexual preference, race, religion or disability.



- Do not act in a way that is dangerous or is a risk to the safety or wellbeing of others



- Help keep a safe working environment by following the guidelines



- Dress to make sure you can stay healthy and hygienic



- Come to meetings that have been organized and participate in the agreed plans