



RTO Number: 40732

Australian NIT College Pty Ltd t/as
trading as
Swan Institute Australia



CRICOS Provider Code: 03376K

HOUSEKEEPING RULES

- Smoking is not permitted within 10 metres of the building. Butts must be placed in the bin outside SIA. No butts in SIA bins or on the institute grounds.
- Use of mobiles is forbidden in classrooms and hallways during class time and at all times in toilets. Mobile phones must be off at all times during training. Breaks for morning, afternoon tea and lunch are to be used for making or receiving any calls. You are not permitted to leave the class to make or take a call
- Breaks: Please ensure you are back in class on time. Students later than 15 minutes will not be permitted to enter the training room until the next break and will be marked absent during the missed session.
- Eating or drinking in training rooms, including coffee is not permitted. Only “sports drink bottles” for water are allowable in the training rooms.
- Eating or drinking, including sports bottles are not permitted in computer rooms. You are also requested not to eat or drink in the library. Please ensure you eat or drink in the leisure area next to the kitchen on the 4th floor that is provided for your use.
- Chewing Gum is not permitted in the Institute.
- Please do not gather in the front reception, doorways or hall areas, as this restricts access for other students and visitors.
- Hygiene - Please treat the toilets and kitchens as if they were in your own home – remember to wash your hands.
- Toilets - Ensure that you use the full flush at all times and use the bins provided. **DO NOT PUT HANDTOWELS OR OTHER NON TOILET PAPER IN THE TOILETS.**
- KITCHEN: USE THE KITCHEN ON THE 4th FLOOR
- Kettle: students are requested not to use the kettle for anything other than water at any time.
- Cups, plates and utensils - used by you must be washed, dried and put away and not left to drain on the sink.
- Tables, chairs or floor - Any spillage on must be cleaned up immediately.
- Microwave: food must be covered at all times when using the microwave. Please clean up any spillage immediately.
- SIA is an English only zone however the student lounge area is an amnesty zone.
- **Refrigerator – Students are reminded to remove all food etc from the fridge by Friday as all items left will be thrown away during the cleaning.**
- Access to the training rooms is only allowed if a teacher is present in the room.

We ask that you please abide by the above rules to ensure the safety and comfort of all course participants. Should you have concerns, please speak with your teacher.