

# General Information for Participants Attending an Evening or Weekend course

## Arriving to class

There is car parking space available near the venues. Participants driving to evening and weekend classes are encouraged to park close to the venue or to be dropped off and picked up.

If the building is locked when you arrive, please ring the door bell near the main front door entrance.

## Leaving at the end of class

Evening weekday classes will conclude no later than 10:00pm and week end classes will conclude no later than 5:00pm.

At the end of class it is expected that all participants and staff will leave the building together and that no one is left alone at the end of class. If you need additional help from your teacher out of class hours please discuss directly with your teacher to arrange a suitable time.

## In an emergency

Emergency Action Cards are located in all classrooms however in an emergency requiring police, ambulance or fire brigade, dial 000.

## Safety Concerns

If you have any safety concerns please raise them immediately with your teacher, or during business hours with the relevant Coordinator or Manager.

## Public transport information

Information about public transport access is available at reception.  
Public transport is accessible less than 500 metres from all venues.

## Other safety considerations

All sites have alarm systems.

## Experiencing difficulties?

If you are requiring additional support and assistance to attend class and succeed in your course please contact the relevant Coordinator or Manager during business hours to discuss your concerns.

## **Further Information**

Further details can be obtained from the Information Pamphlets listed below which are provided at reception, phoning 8746 1000 during business hours or by visiting the website: [www.djerriwarrh.org.au](http://www.djerriwarrh.org.au)

Participant Conduct Information Pamphlet IP 007  
Privacy and You Information Pamphlet IP 006  
Complaints Appeals and You Information Pamphlet IP 003



[www.djerriwarrh.org.au](http://www.djerriwarrh.org.au)

Email: [info@djerriwarrh.org](mailto:info@djerriwarrh.org)  
ABN: 57 816 895 087

Aug 2018

IP 011  
TOID: 3771