

# **SEWING TRAINING PROGRAM**

## **Rules and Regulations for trainees**

These rules and regulations are designed to ensure smooth training sessions, protect equipment, promote safety, and encourage mutual respect among trainees and instructors. All sewing trainees are expected to read, understand, and follow these guidelines throughout their training period.

### **1. Attendance and Punctuality**

All sewing trainees must attend classes regularly and arrive on time.

Late arrival beyond 15 minutes without a valid reason may result in being marked absent.

Sewing trainees who miss more than 3 consecutive classes without communication may be suspended from the program.

Any absence must be explained to the instructor in advance, if possible.

### **2. Dress Code and Personal Appearance**

Trainees must dress decently and safely for practical sewing work.

Loose clothing, long hair, or accessories that may get caught in machines must be secured.

Closed shoes are recommended during practical sessions to prevent injuries.

### **3. Respect and Discipline**

All sewing trainees must show respect to instructors, staff, and fellow trainees at all times.

Insulting language, fighting, bullying, or harassment will not be tolerated.

Disruptive behavior during lessons may lead to warnings or removal from class.

### **4. Equipment and Materials**

Sewing machines, scissors, needles, irons, and other tools must be handled with care.

Trainees are responsible for any damage caused by negligence or misuse.

No equipment should be removed from the training premises without permission.

Workstations must be kept clean before and after use.

## **5. Safety Rules**

Sewing trainees must follow all safety instructions given by instructors.

Running, playing, or distracting others in the sewing area is strictly prohibited.

Any injury, no matter how small, must be reported immediately.

Irons and electrical equipment must be switched off after use.

## **6. Assignments and Practical Work**

Trainees must complete all assigned projects and practical tasks on time.

Personal sewing projects should only be done with instructor approval.

Work submitted must be the trainee's own effort.

## **7. Fees and Materials**

Registration fees must be paid according to the agreed schedule.

Trainees may be required to provide their own fabrics and personal sewing kits unless otherwise stated.

The institution is not responsible for lost personal materials.

## **8. Mobile Phones and Distractions**

Mobile phones must be on silent during class.

Calls should only be taken outside the classroom during breaks or emergencies.

Use of phones during practical training without permission is not allowed.

## **9. Cleanliness and Environment**

Trainees must maintain cleanliness in the classroom and sewing area.

Waste materials, thread pieces, and fabric scraps must be disposed of properly.

Food and drinks should not be placed near sewing machines.

## **10. Examinations and Certification**

Sewing trainees must meet attendance and performance requirements to qualify for assessment.

Certificates will only be issued to sewing trainees who successfully complete the trainings.

## **11. Termination of Training**

A trainee may be dismissed from the program for:

Repeated indiscipline

Damage to equipment intentionally

Unsafe behavior that endangers others

## **12. Agreement**

All sewing trainees are required to read and agree to these rules before beginning training. Failure to follow them may lead to disciplinary action.

## **13. Trainee Acknowledgment and Agreement**

I, \_\_\_\_\_ confirm that I have read, understood, and agreed to abide by all the rules and regulations of the Sewing Training Program. I understand that failure to follow these guidelines may result in disciplinary action, including suspension or dismissal from the program.

I also confirm that I take full responsibility for my personal materials and agree to follow all safety instructions during training.

Trainee Signature

Date

Phone Number: \_\_\_\_\_

Next of Kin Name: \_\_\_\_\_

Next of Kin Contact: \_\_\_\_\_