

## Student Code of Conduct

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This document outlines the expected standard of behaviour for institute students. In general it is expected that as a student you will:

- be responsible for your study program
- treat staff and fellow students courteously and with consideration at all times
- maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing
- take reasonable care of Institute property, equipment, and facilities
- not become involved in or encourage discrimination against or harassment or bullying of RTO staff, consultants, contractors, and volunteers, any members of the public or other students
- maintain fee payments as set out in the payment schedule
- act ethically and honestly in the preparation, conduct, submission and publication of course work, and during all forms of assessment, including formal examinations and informal tests
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student's course of study

### Dress standards

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace.

### Alcohol and drugs on institute premises

Students are not allowed on Institute premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on Institute premises is forbidden.

### NO Smoking on institute premises

Smoking is forbidden throughout institute premises and facilities, including all outdoor areas and taking in the areas immediately outside entrances to institute buildings.

### Eating and drinking on Institute premises

Eating is not permitted in classrooms or the libraries, but should be undertaken in the room provided.

### Work Health and Safety

The institute is committed to promoting a safe and healthy work and study environment and recognizes its obligation under the Occupational Safety and Health Act 2004 (Vic) to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards.

Please help us to keep everyone safe by acting responsibly and if you become aware of an issue be it behaviour related or as a result of a problem with any aspect of the facility that you immediately notify the Administrative staff of the institute for early rectification.

### Conduct dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

### Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner will not be allowed. This applies not only in classrooms, but in all parts of the institute and on work placements. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, and offensive or which unreasonably disturbs other groups or individuals is prohibited and the offenders will be asked to leave. Repeat offenders may have their enrolment cancelled and their fees forfeited.

### Misuse of Institute property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorized use of property is forbidden. Offenders may be removed from campus and may have their enrolment cancelled and their fees forfeited. In addition they may become liable for the restitution costs.

### Academic misconduct

Academic misconduct includes:

- Regular lateness in attending classes and lateness in submitting assignments and assessable work.
- Failure to attend classes or other contact sessions and failure to submit assessable work according to deadlines.
- Using mobile phones or other electronic devices in classrooms. Mobile phones must be turned off before entering classrooms or Libraries. iPod or similar devices, and earphones are not allowed to be used in class, other than by students with hearing impairment.

### Cheating & Plagiarism

Cheating means gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.

The term plagiarism refers to taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable.

Both Cheating and Plagiarism are unacceptable. If either is confirmed, those involved will automatically be assessed as "Not Yet Competent". Further they will lose their right to be re-

assessed. To sit the assessment again the individual will have to re-enrol in the unit in question and pay the appropriate re-enrolment fee.

### Copyright

You may only copy institute materials in accordance with the Copyright Act and you must comply with licenses for the use of intellectual property, including software. If you are not sure – ASK the institute staff

### Confidentiality

As an enrolled student at the institute, you may be required to attend practical work experience placements as part of your studies. In the course of these placements, you may become familiar with information that is confidential to that workplace. You must not divulge any information that you may become aware of as a result of a placement.

### Sanctions

There are a number of sanctions (penalties) that can be imposed on people who breach the code of conduct including fines, suspension, expulsion or other exclusions, and withholding results.

You should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion.

For a serious offence, suspension may be applied immediately, obviously impacting on your ability to continue or complete your studies.

For minor breaches of the code of conduct you will receive a warning asking you to rectify your behaviour. This may be a verbal reminder of the expected behaviour or an official written warning.

Sanctions may be applied, including suspension, for consistent minor breaches of the code of conduct.

You should be aware that external authorities, such as the police, may be involved, in addition to any action taken under the “managing misconduct” below, where a student’s conduct breaks the law.

### Further assistance

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a complaint and suggestion form at Student Services at the Campus.

We are here to help you and further your training and aim to help you reach your goals, please do not hesitate to ask for help and we will make all reasonable efforts to accommodate your request.

### Managing Misconduct Process

If a student or group of students are identified as breaching the code above, they may be liable one of the actions below. The level of severity of the misconduct will identify which is to be chosen:

- Request to stop the behaviour with an explanation as to why it is inappropriate
- Order to stop with the threat of removal from the class, the group activity, or in extreme case immediate removal from the campus
- Immediate removal from class
- Call to the police for illegal activities

The immediate decision will be made by the Trainer/Assessor or other staff member. As soon as possible, the person facing a threat or anticipating a danger will report verbally to the Training Manager (or the CEO). The Training manager may escalate the issue as appropriate.

Following verbal reporting, a full written report must be made and placed on the student file. Where appropriate, statements from interested parties and or observers should be collected.

The student must be notified in writing within 3 working days of the incident, why the sanction has been applied (and for how long) and also their right to appeal the decision following the Complaints and Appeals policy.

Where students are convicted of an offence in a court of law, the institute reserves the right to cancel the student's enrolment with no refunds being available.

## Revision History

Version No.	Creation/ Revision Date	Comment	Created/ Revised by
1.0	01/10/2017	Policy and procedure created	CEO
1.1	23/03/2019	Yearly review and minor updates	CEO