



## Student Code of Conduct

### Purpose:

The objective of this code of conduct is to promote an environment in which students develop a positive and responsible attitude towards the work environment, customers and colleagues, to set clear guidelines and to identify consequences that do not conform to the Code of Conduct.

In broad terms, it is expected that students will develop and maintain a positive and responsible attitude towards their studies and to show respect towards other students, trainers and staff members.

Where a student's behaviour is deemed to be improper or inappropriate, corrective steps will be taken. In the first instance, we will work with you to correct or modify behaviour through fair and objective means. If, however, the nature of the behaviour calls for more stringent measures, these will be applied in accordance with and as outlined in our policies.

Serious misconduct is deemed to be behaviour that is illegal, willful or premeditated. This behaviour can result in immediate suspension pending investigation, reporting of such behaviour to government agencies as required by law and possible expulsion from the training program.

Misconduct of a criminal nature will be reported to the appropriate authority.

### Scope:

All students of the RTO

### Policy Statement:

#### **Students MUST:**

- Treat each other with respect, fairness and consideration
- Attend a minimum of 80% of all classes and workplace training sessions as per the student

timetable

- Make every effort to progress through the enrolled course or program
- Use English only in the classroom for all training conversations unless supported by a language tutor as this is the language of delivery instruction and is the only common language for all students
- Meet the conditions and agreement of their enrolment, including the payment of fees and/or any other indicated costs, providing evidence and/or requested documents, attendance and/or any other specified special conditions of their enrolment

### Students MUST NOT:

- Engage in behaviour which might embarrass, offend or upset others
- Use audible obscenities and other disrespectful and offensive language
- Use verbally abusive, hostile or threatening behaviour towards fellow students or staff members
- Bully or intimidate other students
- Make judgmental statements about others, or express comments which are disrespectful, critical or dismissive
- Impose views upon others because of an ideological position
- Do or say anything that is discriminatory or insulting on the basis of religion, culture, race, ethnicity, sexual difference, age, disability or socio-economic status whether to other students, staff members or any other person
- Prevent any student from carrying out any intended course of action which is legitimate and freely chosen
- Physically assault another student or member of staff
- Prepare and/or present fraudulent documents for official purposes noting that submitting false documentation is a serious offence
- Carry, possess, display or use any weapon
- Smoke or drink alcohol on the premise
- Be under the influence of drugs or alcohol whilst attending programs
- Use or distribute illegal substances
- Plagiarize / cheat in any academic task
- Steal, damage, destroy or degrade any RTO property

Students will have a right of appeal, to be lodged with the Administration Manager within 20

working days of any disciplinary measure being imposed.

### Student Disciplinary Procedure:

In the case where a student's behaviour conflicts with this Code of Conduct, disciplinary action will be taken and the following will occur in a private and confidential manner.

- The CEO and/or nominee will investigate the complaint and if deemed necessary will interview and counsel the student and then issue the student with an official warning about his or her behaviour. One copy of this warning will go to the student and one copy will be recorded in the student's file
- The details of all disciplinary interviews and warnings will be recorded in writing and the student will be informed of the possible ramifications of a continued breach of the Code of Conduct
- Persistent disciplinary problems will result in a decision from the CEO and/or nominee that may lead to the suspension or expulsion of the student from their program
- If the student is on an international student visa the RTO will report to the Department Immigration and Border Protection (DIBP), any variation in relation to the student's enrolment including non-attendance and progress
- In cases of serious misconduct, the CEO and/or nominee will make an immediate decision on suspension or expulsion
- If the matter is criminal, then it will be reported immediately to the police