

Student Code of Conduct Policy

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Compliance Focus

ASQA Standards, Clauses 1.7 Supporting learners. 5.1,5.2,5.3, 5.4 informing learners

National Code, Standard 6

Policy Purpose

The purpose of this document is to provide all staff and students with the description of the behaviour expected from Students whilst undertaking education and training with the Registered Training Organisation (RTO).

Policy Scope

This policy applies to all enrolled students and relates to all educational contexts such as online, classroom, placement and any other authorised off campus activities.

Policy Statements

This policy and its associated procedures outline the actions taken in dealing with the requirements of Student Code of Conduct.

Policy Overview

We as an RTO are committed to providing training that gives all students the best chance to successfully complete their chosen studies. The aim of this code is to ensure that students understand their rights and responsibilities. It also ensures that the educational environment is safe, respectful and an enjoyable place to learn.

The Student Code of Conduct is in accordance with the policies and procedures outlined in the Student Handbook, which students have a responsibility to familiarise themselves with.

We as an RTO promote equal opportunity principles to enable students to fully participate in all aspects of their studies. Any breaches of the Code of Conduct will be addressed in accordance with the relevant policies and procedures.

The Policy Statements are an overarching view of the process that will be undertaken to ensure when dealing with misconduct, that obligations under relevant legislation, regulations, standards, and agreements are met. The statements are further supported by procedures to guide staff on maintaining compliance.

Policy

This policy applies to use of the organisation's resources, networks, education, and support services, whilst in class, undertaking on-line activities, vocational placement activities, traineeships, apprenticeships, or any other academic activity associated with the organisation.

Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination, and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Information Privacy Policy.
- Access the information the RTO holds about them.

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- Have their complaints and appeals dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Receive training, assessment and support services that meet their individual needs.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to the RTO on the client services, training, assessment, and support services they receive.

Students' responsibilities

All students, throughout their training and involvement with, our RTO, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others
- Not harass, victimise, discriminate against, or disrupt others
- Treat all others and their property with respect
- Respect the opinions and backgrounds of others
- Follow all safety policies and procedures as directed by staff
- Report any perceived safety risks as they become known
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others
- Notify us if any of their personal or contact details change
- Provide relevant and accurate information to the RTO in a timely manner
- Approach their course with due personal commitment and integrity
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on Copyright and on time as per the student assessment submission policy
- Attend classes regularly as per the student attendance policy
- Notify the RTO if any difficulties arise as part of their involvement in their training
- Make payments for their training within agreed timeframes, where relevant
- Act lawfully at all times – illegal behavior of any kind is not tolerated, students who are found to have broken the law will automatically be withdrawn from their studies

Definitions

1. Commitment

To a safe learning environment where students can reach their potential. In doing this, we expect student to take personal responsibility for the choices they make in relation to their chosen field of study.

2. Student Code of Conduct

Set out in the Student Handbook, a clear and concise Code of Conduct for Students to follow. The Student Progression Policy and Procedure further supports this Code of Conduct and provides students will a clear understanding of their roles and responsibilities.

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3. Serious Misconduct

Serious Misconduct is defined as the failure by a student to comply with the Student Code of Conduct. The following activities are plausible reasons to consider removal from class and where applicable cancellation of student enrolment:

- Bullying, assault or intimidation of any staff member or student
- Aggressive, disruptive, disrespectful, or ill-mannered behaviour and language or unwanted interaction towards other students or members of staff
- Causing wilful or negligent damage to, or theft of property not owed by the student
- Providing passwords or log on details to friends or family members to allow them to complete assessment tasks on students' behalf
- Concealed weapons or items likely to cause harm or intimidation to students or staff at any time
- Inappropriate use of computers, social media, and the internet
- Smoking, or under the influence or in possession of alcohol, drugs, or any other prohibited substance
- Discriminating against anyone on the grounds of sex, gender identity, sexual orientation, lawful sexual activity, marital status, parental or carer status, pregnancy, breastfeeding, age, physical features, disability, impairment, race, political or religious belief or activity

4. Academic Misconduct

Academic misconduct can be defined as any action undertaken by a student resulting in unfair advantage for the student in the Assessment Process. Under **no circumstances** will we **tolerate any form** of cheating or plagiarism. The Student Handbook clearly defines the terms plagiarism and cheating.

All students must submit work that is their own, and where applicable attribute ownership appropriately.

Definition of Plagiarism

- Copying large sections of text from either a website or textbook and using it, without crediting the original author, as the student's own work
- Copying sections from multiple sources and remixing them to make the content of each source fit together

Definition of Cheating

- Buying exam answers or other items from a third party and submitting it for assessment as students work
- Using a mobile phone or fixed device to access information, support or text during a closed book examination or other regulated assessment setting
- Allowing other students to copy their assessment with the knowledge that they will submit the assessment as their own (**Collusion**)
- Providing passwords or log-on details to a friend or family member to complete any assessment task on their behalf (**Collusion**)

5. Consequences of Misconduct

Where a student breaches the Student Code of Conduct, the following describes the actions to be taken. Students may request that a support person is present at any meeting and can appeal the outcome by accessing the Complaints and Appeals Policy and Procedure.

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First Breach – Verbal Warning

The students' trainer or assessor will discuss the alleged breach with the student in an informal setting and determine with the student the rectification of behaviour. Where applicable and approved by the General Manager, a verbal warning may be issued and note added to the student file.

Second Breach – Written Warning

A second breach is more serious and will include the Operations and General Manager to investigate the alleged breach and meet with the student to discuss the breach and determine rectification. Where applicable a written warning may be issued and note added to the student file and trainer to be advised.

Third Breach – Final Written Warning

A third breach demonstrates that the student is unwilling to follow the Student Code of Conduct. The student must meet with General Manager to discuss breach and determine rectification. Where applicable the student will be issued a final written warning, advised that their enrolment is in jeopardy and placed on a behavioural contract. Notes to be added to the student file and trainer to be advised.

Where a student fails to comply with their behavioural contract – the General Manager will decide on the status of the students' enrolment.

6. Acute Breach

An acute breach is determined as involving dangerous or threatening behaviour by a student whether physical or verbal. Affected staff are delegated to take whatever reasonable action is deemed necessary to ensure the safety of all students and should then seek immediate support of General Manager. Students displaying dangerous or threatening behaviour will be asked to leave the area and if necessary, the Police may be called to assist. The General Manager will investigate the breach and determine the status of a student's enrolment.

Related Procedures

- Breaching Student Code of Conduct Internal Procedure

Other Related Policies and Procedures

- Student Progression Policy and Procedure

Responsible Officer

The responsible officer for the implementation of this Policy is the General Manager

Publishing details

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