

# Student Code of Conduct Policy

## Compliance Focus

**ASQA Standards**, Clauses 1.7, 5.1,5.2,5.3, 5.4

## Policy

This document provides all staff and learners with the behaviour expected from enrolled learners whilst undertaking study with Learning Sphere. It applies to all contexts including online learning, classroom and any other authorised off campus activities.

The aim of this code is to ensure that learners understand their rights and responsibilities and that the educational environment is safe, respectful and an enjoyable place to learn. Learning Sphere promotes equal opportunity principles and any breaches of the Code of Conduct will be addressed in accordance with the relevant policies and procedures, legislation and standards.

This information is provided as part of the Learner Handbook which learners are expected to read prior to and during their enrolment.

## Learner's rights

All learners have the right to:

- Be treated fairly and with respect by all learners and staff.
- Learn in a supportive environment 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/records kept private and secure in line with our Information Privacy Policy.
- Access the information Learning Sphere holds about them.
- 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 progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback on services provided, training, assessment, and support services they receive.

## Learner's responsibilities

All learners during their training 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 the property of others 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 classes 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.

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- Complete all assessment tasks and other activities honestly (own work) and in line with agreed timelines.
- Notify Learning Sphere if any difficulties arise as part of their involvement in their training.
- Make payments for their training within agreed timeframes, where relevant
- Always act lawfully – illegal behavior of any kind is not tolerated, learners who are found to have broken the law in a way that affects their training will automatically be withdrawn from their studies.

## **Serious Misconduct**

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

- Bullying, assault or intimidation of any staff member or learner
- Aggressive, disruptive, disrespectful, or ill-mannered behaviour and language or unwanted interaction towards other learners or members of staff
- Causing wilful or negligent damage to, or theft of property not owned by the learner
- 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 any person at any time
- Inappropriate use of computers, social media, and the internet
- 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

## **Academic Misconduct**

Academic misconduct can be defined as any action undertaken by a learner resulting in unfair advantage during the assessment process. Under no circumstances will we tolerate any form of cheating or plagiarism. The Learner Handbook clearly defines the terms plagiarism and cheating. It is expected that all learners submit work that is their own, and where applicable attribute ownership appropriately.

### **Definition of Plagiarism**

- Copying large sections of text from a website/textbook etc and presenting it as learners own work.
- Copying sections from multiple sources and remixing them and presenting as learners own work.

### **Definition of Cheating and Collusion**

- Buying exam answers etc from a third party and submitting it as own work
- Using a device to access information during a closed book examination or other assessment setting.
- Allowing other learners to copy assessments knowing that it will be submitted as the copiers own work (Collusion)
- Providing passwords or log-on details to a friend or family member to complete assessment tasks on their behalf (Collusion)

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## Consequences of Misconduct

Where a learner breaches the Code of Conduct, the following describes the actions that may be taken. Learners 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.

### First Breach – Verbal Warning

Trainer/assessor will discuss the alleged breach in an informal setting and determine rectification of behaviour. If applicable and approved by the General Manager, a verbal warning may be issued and note added to the learner file.

### Second Breach – Written Warning

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

### Third Breach – Final Written Warning

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

Where a learner fails to comply with the behavioural contract, the General Manager will decide on the status of the enrolment.

### Acute Breach

An acute breach is dangerous or threatening behaviour by a learner (physical or verbal). Affected staff are delegated to take whatever reasonable action is deemed necessary to ensure the safety of all parties and should then seek immediate support of General Manager. Learners displaying dangerous or threatening behaviour will be asked to leave the area and if necessary, Police may be called to assist. The General Manager will investigate the breach and determine the status of a learner's enrolment which may include immediate termination from their course of study.

## Responsible Officer

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

## Publishing details

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