

SC6.12: Student Code of Conduct

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All students are expected to abide by this Code of Conduct during their participation in their course with Australian Institute of Entrepreneurship. This outlines the expected standard of behavior for college students.

Students' Obligations

In general, it is expected that as a student you will:

- 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 Australian Institute of Entrepreneurship in a timely manner.
- Approach their course with due personal commitment and integrity.

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- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on copyright laws.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Australian Institute of Entrepreneurship if any difficulties arise as part of their involvement in the program.
- Notify Australian Institute of Entrepreneurship if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

Students' rights

As a student you 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 Privacy Policy.
- Access the information Australian Institute of Entrepreneurship 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 their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Australian Institute of Entrepreneurship on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

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 College 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.

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NO Smoking on college premises

Smoking is forbidden throughout college premises and facilities, including all outdoor areas and taking in the areas immediately outside entrances to college 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 college is committed to promoting a safe and healthy work and study environment and recognizes its obligation under the Occupational Safety and Health Act 1984 (OS&H Act) 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, were it behaviour related or because of a problem with any aspect of the facility that you immediately notify the Administrative staff of the College for early rectification.

Conduct dangers 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 College 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 if 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.

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- 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-enroll in the unit in question and pay the appropriate re-enrolment fee.

Copyright

You may only copy College 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 college staff

Confidentiality

As an enrolled student at the College, 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 because 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, willful 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.

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Managing Misconduct Process

If a student or group of students are identified as breaching the code above, then 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. Where there is a threat of danger to the individual then help should be enlisted.

As soon as the situation allows, the person carrying out the action will report the action verbally to the Training Manager (or in their absence 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 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 college reserves the right to cancel the student's enrolment with no refunds being available.

Legislation

This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply.

Commonwealth

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

Victoria

- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health And Safety Act 2004
- Working With Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities

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