

Student Responsibilities and Code of Conduct

Purpose

This policy outlines the rights, responsibilities and expected standard of behaviour for Rose Training Australia students.

In general, it is expected that as students of Rose Training Australia will:

- Be responsible for your learning program to achieve satisfactory progress
- 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 Rose Training Australia property, equipment, and facilities
- Give accurate enrolment details
- Notify of any change in contact details
- Advise Rose Training Australia of any difficulties in enrolment and/or training
- Submit their own work
- Keep a copy of all work submitted

If you are unsure about the right thing to do in a given situation it is encouraged to seek advice from a staff member.

Penalties such as expulsion from the training course may be applied where students fail to conduct themselves in an appropriate manner. Further information on what is expected of students is listed below.

Students' Rights

The RTO recognise that students have the right to:

- Expect the RTO to provide training of a high quality that recognises and appreciates their individual learning styles and needs Behave in an ethical and honest manner and not engage in any form of cheating
- Have access to all the RTO's services regardless of educational background, gender, marital status, sexual preference, race, colour, pregnancy, national origin, ethnic or socio-economic background, physical or intellectual impairment, and religious or political affiliation; Behave in a way that does not impact on the ability of others to learn or feel safe in their learning environment or workplace
- Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment; Behave in a way that maintains a clean and attractive environment for other students, staff, and visitors
- Be advised of the learning outcomes and prescribed assessment tasks for the training program of their choice prior to its commencement;
- Appeal for a review of the results of an assessment;
- Expect to achieve the published learning outcomes from their training program, if they, in turn, devote the necessary time and diligence to it;

- Learn from fully qualified, competent and diligent trainers who observe their responsibility to address students' learning needs, assist them to achieve the course outcomes, and assess their students' work fairly;
- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination;
- Be treated with dignity and fairness;
- Expect the RTO to be ethical and open in their dealings, their communications and their advertising;
- Expect the RTO to observe their duty of care to them;
- Efficient handling of administrative matters including the processing of fees, concessions, refunds etc;
- Privacy and confidentiality, and secure storage of student records in accordance with the RTO's policies, to the extent permitted by law.

Student Responsibilities

- Be respectful, courteous, honest, cooperative and prompt in your dealings with us. Use respectful language (for those students we've had in the past who swear constantly (not in an abusive way, they just use it as part of their everyday language)
- Behave in an ethical and honest manner and not engage in any form of cheating
- Work with us to maintain an atmosphere and physical environment that encourages learning by treating other students, staff and the facilities with respect and consideration
- Behave in a way that does not impact on the ability of others to learn or feel safe in their learning environment or workplace
- Not smoke or be under the influence of alcohol or illegal drugs when on campus or when undertaking any learning related activities
- Behave in a way that maintains a clean and attractive environment for other students, staff, and visitors
- Be proactive in sourcing and reading the learning information available
- Respect the privacy of others
- Treat workplace learning opportunities and employers with respect, complying with all workplace requirements
- Take your learning seriously and strive to fulfill all course requirements
- Respect the intellectual property associated with learning materials and comply with all copyright requirements
- Pay all fees within the required timeframe
- Refrain from using mobile phones and other electronic devices that may disrupt a class
- Regularly attend all scheduled sessions as required

Breach of Conduct

A student breach of conduct occurs when a student behaves in a manner described below:

- Assaults, attempts to assault or threatens a person on the institute's premises

- Acts contrary to equal opportunity practices of the institute which is committed to the prevention and elimination of discrimination
- Disobeys or disregards any lawful direction given by a staff member of the institute
- Acts dishonestly or unfairly in connection with an examination, test, assignment or other means of assessment conducted by the institute
- Engages in any conduct or activity prejudicial to the management and good governance of the Institute
- Deliberately obstructs or attempts to deter any officer or employee of the institute in the performance of their duties
- Willfully damages or wrongfully deals with any institute property
- Attends the institute whilst under the influence of alcohol or affected by drugs or possesses, uses or traffics a drug of addiction or dependence
- Carries or uses items such as firearms, knives, syringes etc. as a weapon
- Fails by or within the agreed required date or period to pay any fee or charge payable to the institute
- Fails to comply with OH and S regulations or willfully places another person in a position of risk or danger
- Fails to consistently and regularly attend scheduled classes and activities
- Constantly interrupts class time through the use or presence of mobile phones and pagers or other electronic devices
- Uses abusive language
- Fails to attend meetings called to discuss academic or course progress
- Fails to carry out actions or engage in activities agreed with the institute to maintain course or academic progress
- Fails to formally notify the institute of any absence of greater than two consecutive study days

Principles to Be Applied in Dealing with Breaches of Conduct

The following Principles of Natural Justice will apply:

- All parties to a grievance should have the opportunity to put their case forward and have it considered
- Any allegation made against a student of the Institute should be made known to the individual concerned
- All investigations and decisions should be made impartially
- Confidentiality is to be strictly maintained
- A student or friend/advocate of that student who is involved in disciplinary procedures is not to be victimised or discriminated against because of that involvement
- Resolution of behavioural problems is in the first instance to be attempted through discussion and mediation

Procedures Applied to A Breach of Conduct

If the matter is of a criminal nature or the conduct places the personal safety of other students or staff in a position of risk or danger or there is a real concern regarding willful damage or wrongful dealings of institute property, the police will be notified immediately.

In all other matters:

- Institute staff may use their own discretion as to when they deem it necessary to put the Student Code of Conduct in place
- Institute staff may direct a student to leave a classroom, activity or area of the institute for a breach of discipline which impacts on class learning or the performance of their duties
- An incident report must be written regarding the event, forwarded to the Chief Executive Officer, and placed on the student's file
- The student will be given a copy of the Student Code of Conduct

Disciplinary Procedures

Behaviour contrary to the student code of conduct may result in a number of sanctions (penalties) that can be imposed on students including suspension, expulsion or other exclusions, and withholding results.

Record Management	Ammonite Dropbox	
Reference Documents	Staff Induction Checklist Student Handbook Staff Handbook Enrolment Application Form Incident Report	
Link to SRTO 2015	x	Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and Student needs and meet the requirements of training packages and VET accredited courses
		Standard 2. The operations of the RTO are quality assured
		Standard 3. The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to Student records.
		Standard 4. Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current Students and clients.
		Standard 5. Each Student is properly informed and protected.
		Standard 6. Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.
		Standard 7. The RTO has effective governance and administration arrangements in place.
		Standard 8. The RTO cooperates with the VET Regulator and is legally compliant at all times.
Developed By	Compliance Manager	
Approved by	Directors	