

## **Student Code of Conduct Policy**

### **Purpose**

Skillinvest aims to provide a safe, supportive and positive learning environment for all Students undertaking a Training Program on our scope of registration. This policy is designed to set out the expectations of Students and comply with the Standards for RTOs 2015.

### **Policy**

Skillinvest ensure all Students are informed of their rights and responsibilities as part of undertaking a Training Program through our organisation. During the enrolment process and prior to commencement into the Training Program, the Student is required to acknowledge that they have been informed on how to access the Student Handbook located on our website which includes all of the policies and procedures that relate to their enrolment.

### **Student Rights**

Students undertaking a Training Program through Skillinvest are entitled to:

- Expect the best quality training and education provided by Skillinvest
- Be provided with an innovative, equitable and supportive environment that challenges them to achieve their full potential
- Be provided with current and clear guidelines regarding training program content, time demands and assessment details, including assessment criteria and expected standards
- Expect impartial, constructive and prompt assessment of work and have access to Staff to whom questions and difficulties can be referred
- Have access to the facilities and resources needed for their academic goals to be achieved
- Be treated with respect by both Staff and fellow Students
- Expect that scheduled classes will take place, or to be informed of alternative arrangements.

### **Student Responsibilities**

Students undertaking a Training Program through Skillinvest are expected to:

- Meet the terms of enrolment – including paying all tuition and other fees when required
- Participate and follow all instructions during learning and assessment activities
- Approach learning and assessment activities in an ethical manner
- Be well informed about the requirements of the training program that is being undertaken
- Attend, contribute to, and participate in, all specified training and be punctual
- Notify your Trainer and Assessor if you are going to be absent from training
- Notify Skillinvest if any of your personal details (including address) change
- Discuss with Staff any problems that may be encountered
- Make the best possible use of the opportunities and facilities that Skillinvest provides, respect all Skillinvest property, and leave training venues clean and tidy
- Submit work, which is wholly your own, within the time frames negotiated
- Respect the rights and welfare of Skillinvest Staff and Students
- NOT attend training when under the influence of prohibited drugs or alcohol

- Comply with all Work Health & Safety requirements
- Arrive at training with all prescribed materials and equipment
- Comply with Skillinvest policies and procedures

### General Misconduct

All Students enrolled into a Skillinvest Training Program are required to maintain appropriate standards of conduct at all times. This applies whether attending a Skillinvest training venue, accessing Skillinvest training in the workplace or representing Skillinvest in any other capacity, such as a work placement. General misconduct includes, but is not limited to:

- Persistent disruptive behaviour
- Behaviour which is lewd or obscene
- Taking photographs or filming other Students or Staff without their permission (including posting on Facebook and other social media without permission)
- Use of mobile telephones and other electronic devices during classroom or workshop activities unless otherwise permitted
- Behaviour that constitutes discrimination, victimisation or harassment
- Attending Skillinvest's premises under the influence of prohibited drugs or alcohol
- Consuming prohibited drugs or alcohol at or on Skillinvest's premises
- Smoking on Skillinvest's premises outside of designated smoking areas
- For Students residing at Longerenong College, consuming alcohol outside of designated 'wet areas'
- Verbal abuse directed at a member of Skillinvest, fellow Students or members of the public
- Physical assault on a member of Skillinvest, fellow Students or members of the public
- Any behaviour that causes a person on or in the immediate vicinity of Skillinvest's premises to hold reasonable fears for their safety or physical or psychological wellbeing
- Any behaviour that causes a person on or in the immediate vicinity of Skillinvest premises to feel intimidated, threatened or in fear of being attacked
- Abuse and misuse of tools and equipment
- Wilful or malicious damage or destruction of facilities, equipment, materials or property on Skillinvest premises, regardless of whether it is Skillinvest property or private property
- Theft of property on Skillinvest premises, regardless of whether it is Skillinvest property or private property
- Carrying, using or being in possession of a prescribed or regulated weapon or dangerous article
- Wilfully activating fire or security alarms
- Engaging in behaviour, or failing to follow instructions, which results in themselves, or other persons being put at risk of harm
- Failing to follow the reasonable direction or instruction of Skillinvest Staff or another person in supervision.
- Failing to follow road traffic laws when on or leaving Skillinvest premises
- Encouraging, persuading or inciting another person to engage in improper or inappropriate conduct
- Failing to comply with Skillinvest's policies and procedures.

### Student Discipline

Skillinvest will treat all breaches of conduct seriously. Skillinvest will conduct a fair and equitable investigation, which will give the Student the right to be heard. The relevant Training Manager will determine whether the allegation has

been substantiated and apply an appropriate level of action or penalty.

**Immediate removal from training**

In the event that a Student is disrupting a class or is behaving in such a way as to pose a risk of injury to themselves or any other person, or a risk of damage to property, the Trainer and Assessor may immediately remove them from class for that day and must inform the relevant Training Manager as soon as possible.

**Appeals**

The Student has the right to appeal the outcome of a Student discipline decision in line with the Complaints and Appeals Policy & Procedure.

**References**

Standards for RTOs 2015 Plagiarism and Cheating Policy Academic Mis-Conduct Policy Complaints and Appeals Policy & Procedure

## Student Code of Conduct Procedure

Student Code of Conduct Procedure		
STEP 1 – Raising the breach of conduct		
No.	Who	Actions
1.1	Staff	<ul style="list-style-type: none"> <li>• Inform the Relevant Training Manager of the breach of conduct in writing via email</li> <li>• Provide details of the breach including but not limited to:               <ul style="list-style-type: none"> <li>○ Students Full Name</li> <li>○ Training Program</li> <li>○ Date and Time</li> <li>○ Location</li> <li>○ Details of the Breach</li> <li>○ Any witness/es</li> </ul> </li> </ul>
STEP 2 – Investigate		
No.	Who	Actions
2.1	Training Manager	<ul style="list-style-type: none"> <li>• Review the information provided and notify the Student that a breach of conduct has been raised and inform the Student this will be investigated further</li> <li>• Conduct an investigation of the reported breach of conduct, which will include an opportunity for the Student to be heard</li> <li>• Where the Student is a minor, their parent or guardian noted on file will be advised of the allegation and invited to attend an interview with the Student</li> </ul>
2.2	Training Manager	<ul style="list-style-type: none"> <li>• In the event that a Student is behaving in such a way as to pose a risk of injury to themselves or any other person, or at risk of damaging property, the Training Manager may immediately suspend the Student's enrolment</li> <li>• The Training Manager must inform the Student of the suspension in writing, including the reason/s for the decision</li> <li>• The Training Manager will investigate the matter and determine the outcome and provide this to the Student within twenty-one (21) days of the date of suspension</li> <li>• The Training Manager will inform the relevant General Manager of the matter.</li> </ul>
STEP 3 – Determine outcome		
No.	Who	Actions

<p>3.1</p>	<p>Relevant General Manager</p>	<ul style="list-style-type: none"> <li>• Based on the findings of the investigation, determine the outcome to manage the reported breach of conduct</li> <li>• Penalties may include:             <ul style="list-style-type: none"> <li>○ Official written warning</li> <li>○ Restitution – requiring the Student to pay an amount to cover the cost of repairing any damage caused by the Student to property and/or facilities</li> <li>○ Suspension from training and/or from Skillinvest premises for such a period and on such terms and conditions as is thought fit</li> <li>○ Discontinuation of enrolment</li> </ul> </li> </ul>
<p>3.2</p>	<p>Relevant General Manager</p>	<ul style="list-style-type: none"> <li>• Inform the Student and relevant parties such as the employer, parent/guardian or AASN within five (5) working days of the decision being made</li> <li>• Where the Student’s breach of conduct constitutes a criminal offence, the police or other relevant authority may be notified and a copy of all documentation and other records pertaining to the breach will be provided</li> </ul>