Student Code of Conduct
Policy and Procedure

Effective Date: March 2013
Review Date: March 2014

Introduction

The following outlines the Student Code of Conduct, otherwise known as the rights and responsibilities for students attending Sage Institute of Education. The following information defines expectations for responsible behaviour for enrolled students. All students receive a copy of the Student Code of Conduct in their Student Handbook.

Purpose of Policy:

This policy and procedure supports:

- NVR Standards for Continuing Registration*
- VET Quality Framework

The purpose of this procedure is to outline the system used for ensuring students meet the behaviour requirements at Sage Institute of Education.

Relates to:

All students of Sage Institute of Education community, across all programs, sites, campuses and modes of delivery.

Responsibility of:

The General Manager and/or Academic Director shall be responsible for ensuring this policy and its process is followed.

All students are responsible for being aware of all rules concerning the terms and conditions of their enrolment and use of Sage facilities.

Monitoring by:

The Quality & Compliance Manager will conduct a yearly review of this policy and procedure as part of the continuous improvement cycle.

Guideline:

All students have the right to:

- Be treated fairly and with respect by college staff and other students and without discrimination, regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status
- Learn in a supportive and stimulating environment in which to pursue their goals
- Have access to counselling if desired or required
- Privacy concerning records that contain personal information, subject to statutory requirements
- Be given information about assessment procedures at the beginning of the subject/competency/module and progressive results as they occur
- Lodge a complaint without fear of retaliation or victimisation
- Have Principles of Natural Justice applied during any investigation process concerning a breach of the Student Code of Conduct
- The right to work and study in a safe, clean, smoke free, orderly and cooperative environment
- The right to express and share ideas and to ask questions

Policy:

1. Student Responsibilities

All students have a responsibility to:

- Treat other students and RTO staff with respect and fairness
- Follow any reasonable direction from a member of staff
- Supply accurate personal and other information to the RTO according to deadlines in place
• Refrain from indecent or abusive language, drinking and eating in classrooms whilst a Trainer is training, and other learning areas (water permitted).
• Behave responsibly by not littering, harassing fellow students or staff, damaging, stealing, modifying or misusing RTO or students’ property.
• Respect all Sage property and facilities including the classroom, kitchen, change room and clinic resources and to respect the rights of others to use these facilities.
• Behave responsibly by not possessing or being under the influence of drugs and alcohol.
• Refrain from using mobile phones or any other electronic devices that may disrupt a class.
• Attend scheduled classes and workplacements in a punctual manner and in uniform.
• Complete all assessment tasks honestly, and not engage in plagiarism, collusion or cheating.
• Follow RTO safety practices, including wearing approved clothing and protective equipment and following both written and verbal directions given by RTO staff.
• Not to behave in a way that would offend, embarrass or threaten others.
• Comply with all lawful regulations, rules or procedures of the RTO that pertain to them.
• Pay all fees and charges levied by the RTO within the required time frames.
• Attend all meetings called by the RTO to discuss course progress.
• Meet or carry out all activities agreed with the RTO in relation to maintaining course progress.
• To conduct themselves in a professional manner whilst undertaking professional clinic placement and respect the confidentiality of client or commercial information made available to them whilst on placement.
• To provide honest constructive feedback to the RTO and its staff on the quality of teaching and service.
• To respect the opinions of others and to engage in rational debate in areas of disagreement.

2. 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 RTO premises.
• Acts contrary to Equal Opportunity practices of the RTO which is committed to the prevention and elimination of discrimination on the grounds of:
  o Age
  o Impairment
  o Industrial activity
  o Lawful sexual activity
  o Marital status
  o Physical features
  o Political belief or activity
  o Pregnancy
  o Race
  o Religious belief or activity
  o Gender
  o Status as a parent or carer
  o Personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
• Disobeys or disregards any lawful direction given by a staff member of the RTO.
• Acts dishonestly or unfairly in connection with a test, assignment or other means of assessment conducted by the RTO.
• Engages in any conduct or activity prejudicial to the management and good governance of the campus/site.
• Deliberately obstructs or attempts to deter any employee of the RTO in the performance of their duties.
• Wilfully damages or wrongfully deals with any RTO property.
• Attends the RTO whilst under the influence of alcohol or affected by drugs or possesses, uses or traffics a drug of addiction or drug of dependence within the meaning of the Crimes Act 1958 or the Drugs Poisons and Controlled Substances Act 1981 or any Act in substitution thereof.
• 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 RTO.
• Fails to comply with workplace health and safety regulations or wilfully places another person in a position of risk or danger.
• Fails to consistently and regularly attend scheduled classes and workplacements on time and in uniform.
• Behaves in a way that impacts on class learning or the performance of a Trainer/s duties.
• Constantly interrupts class time through the use or presence of mobile phones or other electronic device.
• Uses abusive language.
• Fails to attend meetings called to discuss course progress.
• Fails to carry out actions or engage in activities agreed with the RTO to maintain course progress.
• Fails to formally notify the RTO of a withdrawal from enrolment.
Process:

3. 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 RTO community 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 advocate of that student who is involved in disciplinary procedures is not to be victimised or discriminated against because of that involvement.

1. Resolution of behavioural problems is in the first instance to be attempted through discussion and mediation involving the Trainer and Training Manager.

2. An Incident Report Form must be filled in by the Training Manager regarding the event and post-discussion and uploaded to Sharepoint where it is placed in the student's electronic file.

3. The student will be given a copy of the Incident Report Form.

4. The Complaints, Grievances and Appeals Log is also completed.

5. Trainer/s of the student will be notified via email by the Training Manager, who will attach a link to the student's file for their information.

For the first incident involving a student, the following steps will be taken:

1. The student will be required to speak to a nominated staff member regarding student rights and responsibilities and the process of the Student Code of Conduct Policy.

2. The Incident Report Form should be completed and given to the Compliance and Administration Department for uploading to the student's electronic file.

3. The student will be given a copy of the Incident Report Form.

Following this meeting:

4. A formal letter of warning may be sent to the student. This will be authorised by the General Manager or Academic Director. The student has 20 working days to appeal this decision. A copy of this letter is uploaded to Sharepoint and placed in the student's electronic file.

5. Conditions may be imposed on the student's attendance at the RTO, which will be confirmed by way of a written agreement signed by both parties.

6. The student may be required to pay recovery costs to the extent of any damage.

7. Where the breach of conduct is deemed to be of a serious nature, the General Manager or Academic Director has the discretionary power to refer the incident to the CEO.

For subsequent/serious instances involving a student the following steps will be taken:

8. The student will be required to speak to the General Manager or Academic Director regarding student rights and responsibilities and the process of the Student Code of Conduct Policy. This will be confirmed in writing to the student and either handed directly to the student as will be a formal letter of warning. This formal letter of warning will be uploaded to Sharepoint and placed in the student's electronic file.

9. Conditions may be imposed on the student's classroom and/or workplace attendance, which will be confirmed by way of a written agreement signed by both parties.

10. Students may be required to pay recovery costs to the extent of any damage.

11. The student may be notified in writing of the RTO's intent to cancel their enrolment.
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 wilful damage or wrongful dealings of RTO property, the police will be notified immediately.

In all other matters, RTO staff may use their own discretion as to when they deem it necessary to put the Student Code of Conduct in place.

Related Policies

Continuous Improvement Policy and Procedure
Student Complaints and Grievance Policy and Procedure
Student Appeals Policy and Procedure

Reference Documents and Forms

1. Student Grievance and Complaint Form
2. Incident Report Form
3. Complaints, Grievances and Appeals Log
4. NVR Standards for Continuing Registration
5. National Vocational Education and Training Reform Act 2011
7. Freedom of Information Act 1982

Policy & Procedure Directory:

Sage Institute of Education > Policies and Procedures

- AQTF 2010 & VRQA VET Guidelines when registered in Victoria.

Version Control and Change History

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<th>Approved by</th>
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<td>5</td>
<td>19th March 2013</td>
<td>Melissa Quinn</td>
<td>modification to</td>
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<td>Quality &amp; Compliance Manager</td>
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