

## Student Code of Conduct and Discipline Policy

### 1. Policy

To provide safe, supportive, positive and collaborative learning environment, Vocational Training Institute (VTI) has designed and implemented Student Code of Conduct and Discipline Policy and Procedure within the scope of compliance requirement adhering to the Standards of RTO (SRTO) 2015 Standard 5 clause 5.2 and Standard 4 clause 4.1; ESOS Framework (ESOS Act 2000) National Code 2018 Standard 8.

### 2. Purpose

The purpose of this code is to set out the expectations of students with respect to their academic and personal conduct and outlines VTI's responsibilities towards students.

### 3. Scope

This code applies to all the current and prospective student of VTI.

### 4. Definitions

**Academic misconduct:** Academic misconduct includes but is not restricted to: cheating, plagiarism, collusion and improper collaboration during the preparation of any prescribed assessment tasks.

**Breach:** An act of breaking or failing to observe a law, agreement, or code of conduct.

**Bullying:** Includes but is not limited to

- Physical harm, emotional stress
- Threat, intimidation
- Derogatory remarks and comments regarding age, gender, sex, race, religion or sexual orientation
- Causing emotional hurt to another person verbally, phone call, email, text messages
- Deliberately isolating someone from a group, information and opportunities
- Failure to acknowledge good work.

**Code:** Student code of conduct.

**Plagiarism:** is the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons. Plagiarism is a form of cheating and is a very serious academic offence that may lead to cancellation of Enrolment. Plagiarised material can be drawn from, and presented in, written, graphic, auditory and visual form, including electronic data, and oral presentations. Plagiarism occurs when the origin of the material used is not appropriately cited.

**Rights:** Rights are legal, social, or ethical principles of freedom or entitlement.

**Responsibilities:** The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management.

## 5. Policy Statement

- Ensure to provide an atmosphere of respect, understanding and equal opportunity for all the learners and staff.
- Ensure that students are aware of and abide by the code of conduct and with applicable policies and procedures at all times.
- Students are required to adhere by the academic rules and regulations.
- Where a student is found to have acted in a way that VTI deems to be a misconduct, disciplinary actions are to be implemented.
- Where there has been a breach VTI may elect to report the incident to the appropriate authorities.
- Students are required to be informed about code of conduct, their rights and responsibilities prior to commencement.

## 6. Students Rights and Responsibilities

### 6.1 Student Rights

- Learn in an appropriately appointed, safe and clean learning environment, free of all forms of harassment and discrimination.
- Be treated with respect, dignity and fairness from VTI's staff and other students regardless of religious, cultural, racial and sexual differences, age, disability or socio-economic status etc.
- Have access to all VTI'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 etc.
- Have their prior learning, acquired competencies, and experience appropriately recognised in determining their requirements for training and assessment.
- 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 or decisions made by VTI as per VTI's compliant and appeal policy.
- 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.
- Expect VTI to be ethical and open in their dealings, their communications and their advertising.
- Efficient handling of administrative matters including the processing of fees, scholarships, refunds etc.
- Privacy and confidentiality, and secure storage of student records in accordance with VTI's policies, to the extent permitted by law.
- Lodge a complaint without fear of retaliation or victimisation.

### 6.2 Student Responsibilities

- Understand the VTI's rules and policies affecting them and comply with this Code of Conduct at all times.
- Treat all VTI staff, other students, and visitors to VTI with courtesy, tolerance and respect.
- Ensure their contact details are up to date and that they regularly read all the communications and emails sent to their provided email.
- Identify themselves when required to do so by a VTI staff member and produce their student card on request to a VTI staff member fulfilling the requirements of their duties.

- Treat other students and staff with respect so as not to compromise their health, safety, privacy and welfare.
- Abstain from bullying, harassing, and any other unlawful activity or Unacceptable Student Behaviour whilst on campus or when representing VTI in an activity or an event, including the online environment.
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being.
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.
- Timely payment of all fees and charges or penalty imposed by VTI.
- Adhere to course requirements and classroom norms established in class.
- Regular and punctual attendance.
- Ensuring they attend classes sober and drug free, and smoke in designated areas.
- Promptly reporting all incidents of harassment or injury to the Operations Manager/CEO (Ref: Critical Incident Policy and Procedure).
- Respond of communications made by VTI in timely manner.
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, VTI's reputation.
- Ensure to use VTI's resources, facilities and equipment's appropriately.
- Ensure to respond to and invitations to attend meetings and the requirement to attend meeting when contacted (including Intervention meetings).
- Abide by the conditions of the Enrolment Agreement.
- Seeking clarification of their rights and responsibilities when in doubt.
- Asking for assistance and / or support when needed.

### 6.3 Unacceptable Student Behaviour

Unacceptable behaviour may include but is not limited to:

- Endangering the safety of self or others
- Inappropriate physical contact and/or physical violence
- Bullying and intimidation of any other person
- Being affected by drugs and/or alcohol
- Consistently disrupting the work of learning in the classroom
- Inappropriate isolation of a group member from group activities
- Putting at risk the good reputation of any other person
- Making racist or sexist comments to any other person
- Demeaning another in any way
- Constantly and inappropriately seeking attention
- Behaving in a disruptive manner such as swearing, yelling, using offensive/abusive/threatening language
- Inappropriate invasion of another's personal space
- Stealing
- Disobeying any reasonable direction by a staff member
- Viewing or distributing offensive material via the internet, e-mail or any other means
- Use of mobile phones in the classroom environment.
- No audio/video recording unless authorised

If your behaviour is disruptive or unacceptable, disciplinary action may be taken against you. A trainer/assessor can ask you to leave the classroom or refuse entry to a classroom if your behaviour is disruptive or dangerous. If your behaviour threatens the safety of others, interferes with the duties of staff or other students' study or damages or threatens college property, you may be suspended.

#### **6.4 Integrity in Academic Works**

Students are expected to:

- Not engage in plagiarism or other academic misconduct (Ref: Plagiarism and Cheating Policy)
- Actively participate in the learning process
- Attend scheduled course training activities and submit assessment tasks on time, unless unforeseen or exceptional circumstances arise;
- Behave ethically, avoiding any action or behaviour that would unfairly disadvantage or advantage either themselves or another student;
- Comply with the assessment conditions, trainer/assessor instructions, and ensure the proper use of copyright material;
- Not behave in a way that disrupts or interferes with any training or academic activity of VTI.

#### **7. Procedure Disciplinary Action for Breach**

When a student breach of conduct occurs, the following procedure for discipline will be followed:

- a. Step 1: A VTI staff will contact students in the first instance to discuss the issue or behaviour & to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- b. Step 2: Where the issue or behaviour continues, students will be invited for a meeting with the Student Administration Staff/ Operations Manager to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's personal file.
- c. Step 3: If the issue or behaviour continues, the student will be provided with a final warning in writing & a time frame in which to rectify the issue. A copy of this letter will be included on the student's personal file.
- d. After the three steps in the discipline procedure have been followed, if the issue or behaviour still continues, training services to the student will be withdrawn and the student will be notified in writing that their enrolment has been suspended or cancelled.
- e. Any suspension or cancellation will be undertaken in accordance with VTI's deferral, suspension and cancellation of enrolment procedure and this may affect the status of a student's visa and enrolment.
- f. At any stage of this procedure students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise.

#### **8. Relevant Documents**

- Complaints and Appeals Policy and Procedure
- Complaints and Appeal Form
- Deferring, Suspending or Cancelling Student Enrolment Policy and Procedure
- Deferment or Suspension Request Form
- Enrolment Cancellation Form
- Plagiarism and Cheating Policy
- Critical Incident Policy and Procedure
- Student Enrolment Agreement