

Student Code of Conduct

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Policy

1. This describes the student Code of Conduct for Australian Centre of Further Education. This policy details the expected student behaviour/conduct as well as the possible consequences to students if they misconduct (breach of the Code of Conduct). All the prospective, enrolled and previously enrolled students at Australian Centre of Further Education must follow the Code of Conduct as per this policy.
2. Australian Centre of Further Education may suspend or cancel a student's enrolment on the basis of misbehaviour by the student according to ESOS National Code Standard 9.
3. Students are required to adhere to Student Code of Conduct at all times.
4. Students will be informed of Code of Conduct via Australian Centre of Further Education website.
5. The CEO, prior to implementation, approves any disciplinary actions arising from breaches of the Student Code of Conduct.
6. Any decision by the CEO in relation to student discipline can be appealed by following Complaints and Appeals Policy and Procedures.
7. Definitions
 - 'Misconduct (breach of the Code of Conduct)': refers to student conduct that intentionally disrupts or interferes with the educational, administrative and/or operational activities of Australian Centre of Further Education, its staff and students
 - 'Behaviour' means Conduct
 - 'Breach' an act of breaking or failing to observe a law, agreement, or code of conduct
 - 'Appeal' means a request for a decision made by Australian Centre of Further Education to be reviewed
 - 'Complaint' means a person's formal expression of dissatisfaction with any product or service provided by Australian Centre of Further Education
 - 'Services' means training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling and mediation
8. Student Rights
All students, throughout their training and involvement with Australian Centre of Further Education, 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 and Procedure.
 - Access the information Australian Centre of Further Education 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 Centre of Further Education on the training, assessment and support services they receive.

9. Student Responsibilities

All students, throughout their training and involvement with Australian Centre of Further Education, are expected to:

- 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.
- Not engage in any form of sexual harassment.
- Not exhibit behaviour that may be interpreted as being abusive. This includes the wearing of any type of clothing that has offensive or racial words printed on it.
- Not behave in a manner that disrupts other students during classroom sessions.
- 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.
- Not provide false information relating to their identification.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Australian Centre of Further Education in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on Copyright.
- Hand in all assessment tasks, assignments and other evidence of their work.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Australian Centre of Further Education if any difficulties arise as part of their involvement in the program.
- Notify Australian Centre of Further Education 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 time frames, where relevant.
- Respect Copyright and Intellectual Property. All resources and materials given to the student are copyrighted material and cannot be duplicated, distributed or published without permission from the copyright holder. Publishing includes posting of the material online, including posting on social media. The materials covered by copyright include, but are not limited to, electronic journal articles, books including eBooks, course materials such as learner guides, videos, images and eLearning content. Where no citation information is given, students should assume that copyright holder is Australian Centre of Further Education. Copyright licensing arrangements do allow students to print or photocopy 10% or one chapter of copyrighted works such as books or eBooks for use in the course of their studies.
- Smoke only in the designated areas.
- Not use, possess, sell or distribute any alcohol or illegal substances but not limited to on Australian Centre of Further Education property. Any student doing so will be reported to the Police and dismissed from the training.

10. Applicable legislation

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

- The Education Services for Overseas Students Act 2000 (ESOS Act)
- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Disability Discrimination Act 1992 – Education Standards 2005

- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986

Procedure

For non-compliance with the Student Code of Conduct the following procedure for discipline will be followed:

1. A member of Australian Centre of Further Education 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.
2. Where the issue or behaviour continues, students will be invited for a personal interview with the CEO to discuss this issue further. This meeting and its outcomes will be documented, signed by all parties and included on the student's profile.
3. Should the issue or behaviour continue, the student will be provided with a final warning in writing and a time frame in which to rectify the issue. A copy of this letter will be included on the student's profile.
4. After the three steps in the discipline procedure have been followed, should the issue or behaviour still continue, training services will be withdrawn and the student will be notified in writing that their enrolment has been terminated.
5. At any stage of this procedure students are able to access the Complaints and Appeals Procedure to settle any disputes that may arise.
6. If a student puts the safety and security of any staff or student of Australian Centre of Further Education at risk as a result of the breach of the Student Code of Conduct, immediate steps will be taken to remove the student from the premises.

Document Control

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