



## **Pol-023 Student Code of Conduct**

### **Purpose of the policy:**

Canberra Valley Institute is committed to providing a safe, supportive, collaborative, and positive learning environment for all the students. This Code sets out Canberra Valley Institute expectations of students concerning their academic and personal conduct and outlines Canberra Valley Institute's responsibilities to students.

Clause 5.2 (e) of Standards and Standard 3 of the National Code of Practice complies with this policy

### **Scope**

This policy applies to:

- Canberra Valley Institute Campuses
- Students
- Management Staff

### **Definitions**

**Complainant:** Staff, contractor or consultant who has lodged a complaint, grievance or an appeal

**Formal complaint:** Made in writing by email to the CEO

**Informal complaint:** Made verbally to the appropriate staff member, normally the Human Resources Manager

### **Responsibilities**

- Student Support Officer
- Chief Executive officer (CEO)

### **Policy Statement:**

Canberra Valley Institute expect the students to follow the Code of Conduct and we apply these values to all our actions, decision-making and conduct and to demonstrate these values, Students must act respectfully towards others within their training environment as they are responsible and accountable for their actions and are required to be proactive in seeking information and assistance as required

### **Policy**

Compliance with all Canberra Valley Institute policies, procedures, and quality initiatives  
All students are required to observe and comply with all college policies, procedures, guidelines, directives, and quality initiatives during their enrolment at Canberra Valley Institute.

### **Students' rights:**

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment that is free from harassment, discrimination, and

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victimization.

- Learn in a healthy and safe environment where the risks to personal health and safety are minimized.
- Have their details and records kept private and secure according to our Privacy Policy
- Access the information Canberra Valley Institute 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 Canberra Valley Institute on the client services, training, assessment, and support services they receive.
- Be informed of any changes to the services agreed, and how they affect them as soon as practicable.

### **Student Obligations**

Canberra Valley Institute expects its students to.

- Treat all people with fairness and respect and not do anything that could offend, embarrass, or threaten others.
- Not harass, victimize, discriminate against, or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures 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.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to the Canberra Valley Institute promptly.
- 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 laws.
- Hand in all assessment tasks, assignments, and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits, and training sessions.
- Notify Canberra Valley Institute if any difficulties arise as part of their involvement in the program.
- Notify Canberra Valley Institute 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 timeframes, where relevant.

### **Unacceptable Student Behavior:**

Unacceptable behavior may include but is not limited to.

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- 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 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 mobile phones in the classroom environment.

If your behavior 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 behavior is disruptive or dangerous. If your behavior 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.

### **Integrity in Academic Works**

Students are expected to.

- Not engage in plagiarism or other academic misconduct (Ref: *Plagiarism 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 behavior 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 at Canberra Valley Institute.

### **RTO Resources**

Students have a general responsibility to safeguard, properly use and care for college resources. Fraud or theft by a student may result in dismissal or legal action.

### **Students are expected to:**

- Use and care for all college resources, such as buildings, equipment, library, information, and communication technology resources, lawfully and ethically, mindful of the need for resources to be shared by all college members.
- Not engage in behavior that is detrimental to college property, including Canberra Valley Institute library sources, and course materials.
- Not misuse library, computing or communications facilities in a manner that is unlawful, or

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which will be detrimental to the rights and properties of others.

- Students must use college resources only for purposes related to their studies. RTO facilities and resources are necessarily provided in an accessible manner on trust to staff and students. RTO information systems, including software and computer equipment, may be used only by staff or students.

**Canberra Valley Institute has responsibilities to ensure that students:**

- Study in an academic environment which fosters student participation in active and collaborative learning activities that contribute towards development to knowledge, skills, and graduate attributes.
- Are considered for selection into courses or programs based on criteria that are valid, explicit, fair, and reliable.
- Enroll in courses and programs of study that are of a high standard, satisfy relevant professional requirements, are up-to-date and based on training packages and industry expectations.
- Have access to appropriately qualified academic staff and academic and learning support services.
- Have access to materials, equipment, and other resources to enable completion of their course.

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### Development & Approval Information

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