



## CODE OF CONDUCT

**As a student, I will:**

### **Academic Attendance / Conduct**

- ✓ Attend scheduled training sessions at the required time at the start of each training day and after breaks
- ✓ Inform the RTO if I am unable to attend and provide appropriate evidence, eg. a medical certificate
- ✓ Inform my trainer if I am taking any medication that may affect my alertness
- ✓ Operate machinery and equipment in a safe manner
- ✓ Respond to any reasonable instructions from a member of staff
- ✓ Only use mobile phones during breaks and keep phones on silent mode in class
- ✓ Submit assessment work in a timely manner
- ✓ Only submit work that I have created and that is original (no cheating)
- ✓ Contribute positively in class and refrain from disrupting the class
- ✓ Use appropriate language and behaviour for a training environment
- ✓ Use RTO resources in a lawful and ethical manner and for RTO purposes only
- ✓ Respect the property and equipment provided by the RTO
- ✓ Respect my fellow students and RTO staff
- ✓ Help maintain a clean and safe learning environment
- ✓ Respect the rights of all students regardless of gender, race, culture, age, religion, sex
- ✓ Comply with Work Health and Safety requirements and report any safety issues or concerns

### **Personal presentation / hygiene.**

- ✓ Present myself at training dressed in an appropriate manner at all times, ie. neat casual clothing should be worn. Students should also be aware of their own personal hygiene
- ✓ Wear suitable PPE if my course requires me to

### **Loco Parentis**

Adult learners have legal responsibilities if there are minors (<18 years of age) in the training group. It is not the sole responsibility of the trainer to monitor your behaviour. You are responsible for regulating your own behaviour in relation to inappropriate communication, offensive language, sexual comments, sexual images, drugs and alcohol.

### **The student MUST NOT**

- ✗ Attend training under the influence of drugs or alcohol
- ✗ Offend, insult, abuse, discriminate or offend trainers or students
- ✗ Engage in physical violence or bring weapons of any description onto the campus
- ✗ Harass or intimidate trainers or other learners
- ✗ Eat or drink in the classroom without permission of the trainer
- ✗ Enter areas of the campus which are unauthorised
- ✗ Smoke on campus other than in designated smoking areas

### **Consequences**

Where a student breaches the Code of Conduct through their personal behaviour or academic progress/conduct, the RTO may take actions that result in a student being removed from a course or expelled from the RTO.

Where a student is from a job agency, the student's case manager will be provided with a report of the incident and reasons for the removal / expulsion.

**Student Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_