



Student Code of Conduct Policy and Procedure

AUSTRALIAN INSTITUTE OF WORKPLACE TRAINING

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1. Introduction

AIWT is committed to providing students with a safe, supportive and rewarding learning environment enabling students to achieve their full academic potential.

This commitment is underpinned by an expectation that all members of the college will conduct themselves in a manner consistent with AIWT values and guiding principles.

AIWT Vision: To be a genuine provider, delivering skilled and confident human resources to the workforce.

AIWT Values: Genuine, Passionate and Progressive

These values are underpinned by professional behaviours like honesty and respect.

This policy promotes integrity and ethical behaviour and guides students' studying at any AIWT campus on expected standards when interacting with AIWT staff, fellow students and/or members of the public.

This policy applies to students at any AIWT campus and/or if they engage in any activity relating to their course (work placement, excursions or public representation).

Alignment with the Standards for RTO's 2015

Clause 1.7 Supporting students

Clause 5.4 Keeping students informed

Clauses 6.1 to 6.6 Managing complaints and appeals

Alignment to the Standards for Providers of Education and Training to Overseas

Students National Code 2018 Part B

Standard 6: Student Support Services

Standard 9: Deferring, suspending or cancelling the overseas student's enrolment

Standard 10 Complaints and Appeals

2. Policy Statement (Student Code of Conduct)

2.1 Respect for each other

AIWT students and staff show respect between each other and act courteous and professionally at all times

- Behaviour – Conduct yourself appropriately in the classroom, online and on social media using respectful language, considering the needs of others without discrimination.
- Dress Code – dress comfortably but respectfully
- Confidentiality – respecting information relating to your peers and/or confidential information at your work placement
- Punctuality – arrive on time for class and for appointments – latecomers will be locked out
- Policies and Procedures – all students and staff must follow AIWT policies and procedures as published on the AIWT website and MOODLE

2.2 A healthy and safe environment

Contribute to a healthy safe and secure learning environment

- OHS – AIWT is committed to providing a safe and healthy work and study environment and regularly checking premises for hazards and removing them as far as practical. AIWT student are required to take responsibility for contributing to their own safety and wellbeing.
- AIWT campuses are smoke, alcohol and drug free learning environments
- Bullying or Harassment is not tolerated at AIWT
- Keep valuable belongings at home – it is your responsibility to keep valuables safe
- If you have a contagious illness please see your doctor and stay home (email your medical certificate to your trainer)
- Weapons or look alike are prohibited at AIWT
- Students and visitors must sign in at reception on arrival
- In case of an emergency, all staff and students must follow the instructions of the warden and follow evacuation procedures

2.3 Diversity

AIWT embraces individuality and multicultural diversity

- Treat everyone with courtesy and respect regardless of gender, age, ethnicity, social background, disability, sexual preference, or religious beliefs and customs
- Participate and engage in campus cultural events

2.4 Premises & Resources

Respect AIWT's premises and resources and other staff and student's property

- No littering, graffitiing or destruction of AIWT premises and resources
- Use AIWT IT resources with respect and integrity
- Respect AIWT's intellectual property

2.5 Academic Integrity and misconduct

Respect for academic integrity

- Full attendance unless a compassionate and/or compelling circumstance has happened and evidence can be supplied
- Respecting assessment due dates
- Copyright - You must obey the Copyright Act 1968 including software licences
- Cheating
- Plagiarism and forms of plagiarism?
- Quoting word for word from another person's work without clear acknowledgment.
- Paraphrasing the work of others by altering a few words, changing their order or closely following their structure without acknowledgement.
- Cutting and pasting directly from the Internet.
- Failing to acknowledge the sources you use to produce your work.
- Inaccurate referencing/citation of another's work.
- Unauthorised collaborating and colluding with other students.
- Using a professional agency in the production of your work.

2.6 Be Responsible for your actions

AIWT students and staff must take responsibility for their actions

Misbehaviour: The following actions are not tolerated – consistent misbehaviour can result in being put on a student behaviour management plan or if very serious a suspension of study

- Disruptive behaviour
- Disrespectful behaviour
- Late arrival with no valid reason
- Leaving class early with no valid reason
- Use of mobile phone interrupting a training and/or assessment session
- Plagiarism
- Any form of Harassment and/or Bullying
- Repeated incidents
- Failure to attend scheduled meetings
- Failure to pay tuition fees as and when required
- Unauthorised used of AIWT property for private use
- IT – Misuse and/or misconduct
 - i. Unauthorised use of AIWT IT facilities & networks for private use
 - ii. Excessive downloading of materials not related to the course
 - iii. Downloading of explicit materials
 - iv. Email spamming
 - v. Hacking of AIWT server
 - vi. Inappropriate comments on social media – any misleading and/or inappropriate information posted by students on social media sites will not be permitted or tolerated by AIWT. All posted information must be professional, non-discriminatory and truthful. Defamatory and misleading information posted is considered misconduct.

Serious Misconduct:

If appropriate, this type of behaviour will be reported to the police and can result that a student being suspended and/or cancelled

- Physical or verbal aggression
- Assault
- Theft
- Fraud
- Defamation of other students or staff
- Serious form of plagiarism

3.Procedure

3.1 Investigating the misbehaviour

Depending on the situation and the severity, AIWT trainers/ assessors, Course Coordinators or administrative staff will investigate incidents following policy and procedures. During this time, all parties involved will be informed to ensure transparent communication and to ensure that all parties are heard and understood.

3.2 Responding to minor misbehaviour offences:

When an offence is deemed as minor, the following disciplinary action may take place:

- Verbal warning documented on SMS
- Repeat offence – a meeting to be called and situation to be documented on meeting form
- No improvement or repeat offence: Meeting with Course Coordinator and written warning issued by Student Services
- No Improvement – Intervention meeting and student can be suspended for the term

3.3 Responding to a serious misbehaviour or offence

If a student has committed a serious misbehaviour offence the following triggers will apply:

- Immediate investigation of the offence (*within 24 hours*) by Student Services and the support of relevant staff and the RTO Director.
- Recording of an Incident report form and involving external parties where required e.g. police, emergency, GP
- Meeting with the offender to be attended by Student Services and relevant staff
- Issuing of a first and final warning by Student Services
- If the situation is clearly identified as a danger to other students and/or staff, the student can be immediately suspended until the situation is resolved
- Depending on the severity of the case and if AIWT has taken all necessary steps, a NOITR may be issued to cancel the student enrolment by AIWT.

Right of Appeal

AIWT acknowledges the student's right to challenge a formal decision which may affect their enrolment. All students have the right, to access within 20 working days on receipt of a NOITR/NOITC being sent, AIWT's internal complaints and appeal process following the AIWT complaints and appeals policy and procedure.

Support and Advice

If an individual is unsure about their obligations in any circumstance or situation, they should seek guidance from the Student Services Department prior to taking any action and ask to see what type of counselling services are available.

Version Control

Policy Owner	Director, Training and Assessment
Policy Number	0601
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Version History	
Version 001	Original creation
Version 002	Update reflects improved AIWT processes under new management Improved lay out Applied plain use of language
Version 003	Incorporating domestic and international students Update address on cover page