

# Student Code of Conduct Policy

## Policy

New Futures Training students have rights and responsibilities which they need to be aware of. When you begin a course you will be advised of these, and you will be provided with a student handbook that provides further information.

## Student Rights

All Students have the right to:

- Be treated fairly and with respect by all New Futures Training employees and other Students;
- Not be harassed, victimised or discriminated against on any basis;
- Learn in a supportive environment which is free from harassment, discrimination and victimization;
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimized;
- Receive adequate withdrawal from routine work duties to undertake structured training activities;
- Have their personal details and records kept private and secure according to New Futures Training's privacy policy;
- Access any information New Futures Training holds about them, including their records free of charge (provided that their relevant tuition fees for the records they wish to access have been paid);
- Have their complaints dealt with fairly, promptly, confidentially and without retribution;
- Make appeals about procedural and assessment decisions; all New Futures Training internal complaints and appeals processing is free of charge;
- 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 may need to effectively participate in their training program;
- Provide feedback to New Futures Training, on the client services, training, assessment and support services they received.

- To receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information.

## Student Responsibilities

All students, throughout their training and involvement with New Futures Training, are expected to:

- Treat all others with fairness and respect and to not do anything that could offend, embarrass or threaten others;
- Not harass, victimise, discriminate against or disrupt others;
- Treat all others and their property with respect;
- Respect the opinions and backgrounds of others;
- Follow all policies and procedures as directed by New Futures Training employees;
- Report any perceived safety risks as they become known;
- Not possess any articles or items that may threaten the safety of self or others during training delivery;
- Notify New Futures Training if any of their personal information or contact details change;
- Provide relevant and accurate information to New Futures Training in a timely manner;
- Apply themselves to their course with due personal commitment and integrity;
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or cheating;
- Hand in all assessment tasks, assignments and other evidence of their work on time;
- Participate in regular contact with their Trainer and Assessor where directed;
- Progress steadily through their course in line with their training plan;
- Prepare appropriately for all assessment tasks, visits and training/coaching sessions;
- Notify New Futures Training if any difficulties arise as part of their involvement in the program;
- Notify New Futures Training if they are unable to attend a workplace visit or training/coaching session for any reason at least twenty-four (24) hours prior to commencement of the activity;
- Refrain from smoking at training venues and on the premises of New Futures Training;
- Make agreed payments for their training within agreed timeframes.

## Occupational Health and Safety

All students must protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

- All student must ensure that they are not, by the consumption of drugs or alcohol, in such a state as to endanger your own health and safety or the health and safety of another person.

## Privacy and Personal Information

When you enrol at New Futures Training, the collection, storage, use and disclosure of any personal information you provide is protected under the Privacy and Data Protection Act 2014. Any health information you provided is protected under the The Health Records Act 2001 (Vic).

## Respect for Others

You will be expected to treat New Futures Training team members and fellow participants with respect and observe any particular conditions which may appear in this information booklet or be raised during the course by a New Futures Training team member.

- Inappropriate language and actions will not be tolerated.
- In keeping with equal opportunity and discrimination laws, no derogatory or prejudicial comments are acceptable with reference to a person's culture, disability, gender, disability, sexuality, religion or age.
- Harassment and intimidation of staff or fellow participants will not be tolerated.
- Treat facilities and equipment with due care and respect.
- Arrive on time to start all sessions. This includes after lunch and coffee breaks.

## Behaviour

Participants are expected to participate in all training activities and carry out any tasks within reason that may be requested by your trainer/assessor.

- You should complete these tasks to the best of your ability and in a timely manner.

- Repeated failure to complete set tasks or attend scheduled training may result in suspension of your training.
- Your trainer will then discuss an action plan with you to address the performance issue and provide you with opportunities to recommence training.
- Consumption or being under the influence of, alcohol or illicit substances during training hours is unacceptable and will result in training being terminated or you being asked to leave the premises.
- Continued abuse of this nature may result in your removal from the training program.
- Your behaviour must not disrupt or threaten others.
- Abusive behaviour or physical violence can result in instant withdrawal from the program. You should behave in a way that reflects workplace/classroom standards at all times.
- Participants should be punctual to all training sessions.

## Disciplinary Procedures

Where your behaviour is affecting the learning process, you will be asked to leave and be given a written warning.

- Re-entry to the training program will need to be negotiated with the trainer. Any misconduct (below) will result in a meeting followed by a written warning.
- Any further incidents will result in termination from the course without refund.
- Serious misconduct will result in immediate termination from your course. No refund will be given in this instance.

## Misconduct

Misconduct includes but is not limited to:

- Theft
- Fraud
- Violence/ assault
- Discrimination, harassment, intimidation or victimisation
- Serious negligence including OH&S non compliance
- Breaches of policy on staff/service users relationships
- Serious breach of confidentiality
- Refusing to carry out lawful and reasonable instructions

- Being affected by alcohol or drugs (both illegal and prescription) in that their faculties are so impaired that they are unfit to participate in activities.

## Dress and Hygiene

Neat, comfortable clothing is generally considered appropriate. Since you will be working in close proximity with others, care with your personal hygiene is required.

## Relevant Standards and Legislations:

- AQTF Standard 2 (2.3)
- Skills First VET Funding Contract
- Workplace Health & Safety Act 2011 (Commonwealth)
- Occupational Health & Safety Act 2004 (Victoria)
- Privacy and Data Protection Act 2014
- Information Privacy Act 2000 (Victoria)
- The Health Records Act 2001 (Vic).
- Racial Discrimination Act 1975 (Commonwealth)
- Age Discrimination Act 2004 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Equal Opportunity Act 2010 (Victoria)

## Related Documents:

- Student handbook
- Cheating and Plagiarism policy and Procedure
- Complaints & Appeals Policy and Procedure
- Privacy Policy