

STUDENT CONDUCT POLICY

(IN ACCORDANCE WITH h&h REGULATIONS)

Scope:

This policy has been developed to protect the interests and reputation of h&h Accredited Training ('the business') and forms the basis of all relationships between the College and students. The college is committed to providing a fulfilling and rewarding learning environment. This commitment is reinforced by an expectation that all parties will conduct themselves in a manner consistent with the college values and guiding principles in learning, teaching and community and industry engagement.

Purpose:

The student conduct policy sets out what h&h expects from students within our college. All students engaged in studies at h&h must agree to undertake a shared obligation for maintaining a safe, agreeable and tolerant environment in which all people can study and develop work skills.

This policy details the responsibilities of h&h and what students can reasonably expect in terms of quality provision, a safe and fair learning environment and the h&h student experience.

Guidelines:

The policy provides a framework for the standard of conduct expected of students of the college with respect to their study integrity and behaviour. Where a student breaches the guidelines set out in this policy, the college may take corrective action. Any such actions will be handled in accordance with the Student Handbook and Complaints and Appeals Procedures.

Primary Student Responsibilities:

- A condition of enrolment is that students inform themselves of the college rules and policies, affecting them (through the student handbook and course induction), and then conduct themselves accordingly
- An obligation to act with integrity in studies, to ensure that all student works/activities are undertaken ethically and carefully
- An obligation to observe standards of equity and respect in dealing with all parties (clients, staff, fellow students) relating to the college
- An obligation to use and care for h&h College's resources, properties and facilities in a respectful, lawful and appropriate manner
- An obligation to not diminish the reputation built by h&h whilst completing work experience/placements, workplace assessments/visits.
- Ensure all student information given to h&h is current and correct and updated if required.

Integrity in Study:

Students are expected to:

- Not engage in plagiarism or other study misconduct (ie. cheating)
- Will follow directions and instructions from h&h trainers and staff
- Actively participate in the learning process
- Attend scheduled lessons and confirmed work experience placements
- Submit all assessments by the required dates, unless unanticipated or special circumstances arise

- Always behave in an ethical manner, avoiding the undertaking of any actions or behaviours that would advantage (or disadvantage) either the student themselves, or another student
- Ensure their study activities are conducted safely, not placing others at risk
- Not behave in any way which might impair the freedom of another person to pursue their studies
- Refrain from smoking in close proximity to the college; always using external designated smoking areas
- Refrain from using mobile telephones, or other devices, while attending class
- Complete any survey forms, providing feedback to the college on training and assessment and the support the individual student has received

Equity, respect and safety:

Students are expected to:

- Treat all college staff, other students, and visitors to h&h with courtesy, tolerance and respect; this also extends to when a student is attending a work experience placement, workplace assessments/visits.
- Respect others, treating them equitably, and free from all forms of discrimination, harassment or bullying
- Respect the rights of all people to express their political and religious views, as long as this is done in a lawful manner
- Not engage in behaviour that is threatening or intimidating, or a behaviour that causes a person to fear for their safety or well-being
- Not engage in unlawful behaviour
- Not use, possess or supply a prohibited weapon or any prohibited substance at the college
- Not have alcohol or non-prescription drugs on their person, while at the college

Roles, Responsibilities and Rights:

The responsibilities of the college and students are set out in this policy. The CEO and General Manager have overall responsibility for supervision of all disciplinary actions within the college, including breaches of discipline or misconduct.

All students and staff have the right to lodge any complaints with regards to actions taken or made. The complaints process is to be followed in these instances.

Learning, Teaching and Assessment:

h&h aims to provide students with the opportunity to:

- Study in an environment that fosters student participation and where students can express alternative points of view
- Be considered for selection into courses or programs based on criteria that is valid, explicit, fair and reliable
- Enrol in courses that are of a high standard and satisfy relevant industry requirements
- Have practical access to h&h qualified trainers, assessors and administration staff
- Have reasonable access to materials, equipment and other resources to enable completion of courses
- Receive timely and clear information in relation to courses and college administrative procedures
- Receive timely and clear feedback on assessment



h&h College Responsibilities:

The College will endeavour to ensure that each student:

- Is treated with courtesy, tolerance and respect, as valued members of the college
- Is treated fairly, impartially and consistently in all aspects of policies, procedures and practice
- Is treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment
- Has reasonable access to support services if experiencing personal, academic or disability related difficulties
- Has practical access to records that are being held on file about them
- Receives respect and protection of their privacy
- Can lodge a complaint or appeal without fear of victimisation; with assurance from h&h that the matter will be treated sensitively, having regard to confidentiality

College Reputation:

Students are expected to:

- Conduct themselves in an appropriate manner while on work experience placements, workplace assessments/visits.
- Ensure their actions, or inactions, as a student do not harm or discredit the reputation of the college, or its good name
- Not use the name or reputation of h&h for private gain, private business or commercial purposes, without prior permission from the management of h&h
- Not use the resources of h&h for private gain, or private business or commercial purposes, without prior permission

Legislations:

This policy operates within the context of, and subject to, State and Commonwealth anti-discrimination and harassment legislation and within the context of other h&h policies.

While h&h endeavours to abide by guidelines set out in policies, it is not possible to cover every circumstance and situation at all times. If a circumstance or situation arises which is not expressly covered by a policy, individuals are expected to act in accordance with the underlying principles of duty of care.

Student Complaints and/or Appeals:

The policy also provides a framework for the Student Complaints/Appeals Procedure which outline the guiding principles and processes in student complaint resolution.

This policy applies to:

- All enrolled students at h&h
- Students previously enrolled, but not currently enrolled, where the event forming the basis of the complaint/appeal occurred while they were enrolled or is directly related to their enrolment
- The College and its staff, in the context of:
 - All aspects of a student's experience at h&h
 - All activities on the college premises and all external activities related to courses, including work experience placement,
 - The activities of the college and its staff in relation to students

Related Legislation/Guidelines:

- Standards for Registered Training Organisations (RTOs) 2015
- VET Quality Framework – data provision requirements 2012,
- Smart and Skilled Operating Guidelines
- Smart and Skilled Contract terms and conditions
- VET Student Loans Rule 2016
- Age Discrimination Act 2004,
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984.

Version Dates	Policy Version 1 approved 9 November 2012 / Policy Version 2 approved 8 April 2018 Policy version 3 approved 28 July 2020
Review Date	Version 2 will be reviewed as policies are updated
Approved by	CEO: Susan Ellis Hill General Manager: Kate Lovett
Relevant to	All staff; trainers and assessors; students

Risk Rating (Please highlight the appropriate risk level):

5 = High Risk

4 = Medium Risk

3 = Medium to Low Risk

2 = Low Risk

1 = Very Low Risk or N/A