

Compliance Focus

ASQA Standards, Clauses 1.7, 5.1,5.2,5.3, 5.4

National Code 2018, Standard 6

Policy Purpose

The purpose of this document is to provide all staff and students with the description of the behaviour expected from Students whilst undertaking education and training with the Registered Training Organisation (RTO).

Policy Scope

This policy applies to all enrolled students and relates to all educational contexts such as online, classroom, placement and any other authorised off campus activities.

Policy Statements

This policy and its associated procedures outline the actions taken in dealing with the requirements of Student Code of Conduct.

Policy Overview

We as an RTO are committed to providing training that gives all students the best chance to successfully complete their chosen studies. The aim of this code is to ensure that students understand their rights and responsibilities. It also ensures that the educational environment is safe, respectful and an enjoyable place to learn.

The Student Code of Conduct is in accordance with the policies and procedures outlined in the Student Handbook, which students have a responsibility to familiarise themselves with.

We as an RTO promote equal opportunity principles to enable students to fully participate in all aspects of their studies. Any breaches of the Code of Conduct will be addressed in accordance with the relevant policies and procedures.

The Policy Statements are an overarching view of the process that will be undertaken to ensure when dealing with misconduct, that obligations under relevant legislation, regulations, standards, and agreements are met. The statements are further supported by procedures to guide staff on maintaining compliance.

Policy

This policy applies to use of the organisation's resources, networks, education, and support services, whilst in class, undertaking on-line activities, vocational placement activities, traineeships, apprenticeships, or any other academic activity associated with the organisation.

Students' rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment which is free from harassment, discrimination, and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are minimised.
- Have their personal details and records kept private and secure according to our Information Privacy Policy.
- Access the information the RTO 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 the RTO on the client services, training, assessment, and support services they receive.

Students' responsibilities

All students, throughout their training and involvement with, our RTO, are expected to:

- Treat all people with fairness and respect and 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 safety policies /applicable facility policies and procedures as 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 RTO in a timely manner
- Approach their course with due personal commitment and integrity
- Complete all assessment tasks, learning activities and assignments (within agreed timeframes) honestly and without plagiarism or infringing on Copyright and on time as per the student assessment submission policy
- Attend classes , clinic and placement regularly as per the student attendance policy
- Notify the RTO if any difficulties arise as part of their involvement in their training
- Make payments for their training within agreed timeframes, where relevant
- Act lawfully at all times – illegal behavior of any kind is not tolerated, students who are found to have broken the law will automatically be withdrawn from their studies

Definitions

1. Commitment

To a safe learning environment where students can reach their potential. In doing this, we expect student to take personal responsibility for the choices they make in relation to their chosen field of study.

2. Student Code of Conduct

Set out in the Student Handbook, a clear and concise Code of Conduct for Students to follow. The Student Progression Policy and Procedure further supports this Code of Conduct and provides students will a clear understanding of their roles and responsibilities.

3. Serious Misconduct

Serious Misconduct is defined as the failure by a student to comply with the Student Code of Conduct. The following activities are plausible reasons to consider removal from class and where applicable cancellation of student enrolment:

- Bullying, assault or intimidation of any staff member or student
- Aggressive, disruptive, disrespectful, or ill-mannered behaviour and language or unwanted interaction towards other students or members of staff
- Causing wilful or negligent damage to, or theft of property not owed by the student
- Providing passwords or log on details to others, in order to provide them with dishonest access to student's online records
- Concealed weapons/and or threats of or items likely to cause harm or intimidation to students or staff at any time
- Inappropriate use of computers, social media, and the internet
- Smoking/Vaping, or under the influence or in possession of alcohol, drugs, or any other prohibited substance
- Discriminating against anyone on the grounds of sex, gender identity, sexual orientation, lawful sexual activity, marital status, parental or carer status, pregnancy, breastfeeding, age, physical features, disability, impairment, race, political or religious belief or activity

4. Academic Misconduct

Academic misconduct can be defined as any action undertaken by a student resulting in unfair advantage for the student in the Assessment Process. Under *no circumstances* will we *tolerate any form* of cheating or plagiarism. The Student Handbook clearly defines the terms plagiarism and cheating.

All students must submit work that is their own, and where applicable attribute ownership appropriately.

Plagiarism

- Copying large or paraphrasing sections of text from either a website or textbook and using it, without crediting the original author, as the student's own work
- Copying sections from multiple sources and remixing them to make the content of each source fit together

Cheating

- Buying exam answers or other items from a third party and submitting it for assessment as students work
- Using a mobile phone or fixed device to access information, support or text during a closed book examination or other regulated assessment setting
- Allowing other students to copy their assessment with the knowledge that they will submit the assessment as their own (**Collusion**)
- Providing passwords or log-on details to a friend or family member to complete any assessment task on their behalf (**Collusion**)
- Using AI such as paraphrasing bot services or programs similar to Chat GTP.

VFA describe the following levels or behavioural risk to ensure Students have clear understanding of what behaviours are not acceptable, either on Campus, on Placement or online.

Level 1- Minor misconduct

These behaviours are relevant to the First Breach of the Student Code of Conduct

Student Code of Conduct Policy

- Out of uniform
- Talking over others and disruptive behaviour
- Inappropriate dress etiquette and unacceptable hygiene standards
- Continual late arrival (including after breaks), or leaving early.
- Failing to follow instructions regarding mobile phones or personal devices.
- Whilst on Placement: Misleading the Placement Provider about start and finish times

Level 2 – Moderate misconduct

These behaviours are relevant to the Second Breach of the Student Code of Conduct. Any Student

- Continued Low risk behaviours are displayed.
- Failure to progress in studies
- Engaging in and spreading gossip or innuendo
- Talking dismissively or unfairly about other students, members of VFA Learning staff and staff while on Placement
- Abusive Language – including racial vilification and inappropriate sexist comments and remarks regardless of context.
- Bullying including false accusations of bullying.
- Cheating/Plagiarism
- In possession of/under the influence of prohibited drugs and alcohol
- Inappropriate posts/use of social media
- Damage to VFA or another Student's property
- Accessing or sharing of pornographic material
- Whilst on Placement: Rudeness to staff members, clients and family members
- Whilst on Placement: Repeatedly ignoring directives given by supervisor or management
- While on Placement: Non-adherence to VFA Learning's and the Placement Provider's placement policies and procedures

Level 3 – Severe misconduct

These behaviours are relevant to the Third and Fourth Breaches of the Student Code of Conduct

- Continued displaying of behaviours from Levels 1 and 2
- Failure to comply with an issued Student Code of Conduct Contract
- Harassment of another Student or member staff – please refer to section 8
- Threatening behaviour
- Physical or sexual assault
- Stalking
- Theft of VFA, staff or Students' property
- Wilful damage to VFA or Students' property
- While on Placement: Actions resulting in actual or potential harm to a patient / child / client / student / staff member / family member / carer.

The following is an extract from the Breaching Student Code of Conduct Policy, which clearly describes the process VFA Learning will follow when dealing with Student misconduct.

Consequences of Misconduct

Where a Student breaches VFA Learning's Student Code of Conduct the following describes the actions to be taken to address any breach. It should be noted that the following is **summative**

of behaviours displayed by a Student and not a description of each individual breach. Students may request that a support person is present at any meeting and can appeal the outcome by accessing the Complaints and Appeals Policy and Procedure.

Level 1- Minor misconduct

First Breach – Verbal Warning

The Students Homeroom trainer will discuss the alleged breach with the Student in an informal setting and determine with the Student the rectification of their behaviour. Where applicable the Homeroom trainer will issue the Student with a verbal warning and file notes will be added to the Student file.

Second Breach – Written Warning and Student Code of Conduct Contract

A second breach is more serious and entails the Homeroom trainer and Operations Manager or in the case of nursing Students – the Head of Nursing and Health – investigate the alleged breach and then meeting with the Student to discuss the breach and determine rectification. Students will be placed on a Student Code of Conduct Contract. Where applicable a written warning may be issued. ***Student Written Warning Template*** must be completed.

Third Breach – Final Written Warning

A third breach demonstrates that the Student is unwilling to follow the Student Code of Conduct. The Student ***must meet*** with the Operations Manager or in the case of nursing Students, The Head of Nursing and Health to discuss breach and determine rectification. Where applicable the Student will be issued a final written warning, explained that their enrolment is at jeopardy and placed on a final Student contract. ***Where a Student fails to comply with their Code of Conduct Contract – the General Manager will decide on the status of the Students' enrolment.***

Level 2 – Moderate misconduct

First Breach – Written Warning

A moderate misconduct breach is serious and entails the Homeroom trainer and Operations Manager or in the case of nursing Students – the Head of Nursing and Health – investigate the alleged breach and then meeting with the Student to discuss the breach and determine rectification. Where applicable a written warning may be issued. ***Student Written Warning Template*** must be completed.

Second Breach – Written Warning and Student Code of Conduct Contract

A second breach is more serious and entails the Homeroom trainer and Operations Manager or in the case of nursing Students – the Head of Nursing and Health – investigate the alleged breach and then meeting with the Student to discuss the breach and determine rectification. Students will be placed on a Student Code of Conduct Contract. A second written warning will be issued. ***Student Written Warning Template*** must be completed.

Third Breach – Final Written Warning

A third breach demonstrates that the Student is unwilling to follow the Student Code of Conduct. The Student ***must meet*** with the Operations Manager or in the case of nursing Students, The

Head of Nursing and Health to discuss breach and determine rectification. Where applicable the Student will be issued a final written warning, explained that their enrolment is at jeopardy and placed on a final Student contract. ***Where a Student fails to comply with their Code of Conduct Contract – the General Manager will decide on the status of the Students’ enrolment.***

Level 3 – Severe misconduct

Acute Breach

Sever misconduct is considered an acute breach. An acute breach is determined as involving dangerous or threatening behaviour by a Student; this can be either physical or verbal. Staff are delegated to take whatever reasonable action deemed necessary to ensure the safety of all Students and should seek immediate support of the Operations Manager. Students displaying dangerous or threatening behaviour will be asked to leave VFA Learning campus and if necessary, the Police is called to assist. The Operations Manager will investigate the breach and present outcomes to General Manager who will determine the status of a Student’s enrolment.

Breaching Placement Code of Conduct Consequences

When a Student is on Placement, they are representing VFA Learning, themselves and other VFA Students. VFA Learning take any breaches of behaviour during placement seriously. VFA Learning is in regular contact with placement providers and seeks continual feedback regarding student behaviours during placement. If a student jeopardises the relationship that VFA Learning has with a placement provider by displaying any of the above behaviours, their enrolment at VFA Learning may be suspended for a period of up to 4 weeks whilst the incident is investigated. Depending on the severity and outcome the student may be permanently removed from the course

Related Documents

- Student Progression Policy and Procedure
- Complaints and Appeals Policy and Procedure

Responsible Officer

The responsible officer for the implementation of this Policy is the General Manager

Publishing details

Document Name	Student Code of Conduct Policy
Approved by	General Manager
Date of Approval	21/5/2024
Version	3
Summary of content (new) or amendments (revised)	Updated policy, all changes will be captured in the Continuous improvement and Version Control Registers. Changed logo to remove CRICOS registration number. Updated the consequences of misconduct as per changes to the Student Handbook and Practical Placement Policy and Procedure. 21.5.2024
Next Review Date	21/5/2025