

STUDENT CODE OF CONDUCT

All students are expected to abide by this Code of Conduct during their participation in their course with Australasian College of Advanced Education. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures.

1. 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 minimized.
- Have their personal details and records kept private and secure according to our Privacy Policy.
- Access the information Australasian College of Advanced Education 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 Australasian College of Advanced Education on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

2. Students' Responsibilities

All students, throughout their training and involvement with Australasian College of Advanced Education are expected to:

- Treat all people with fairness and respect.
- Not engage in behaviour that could offend, embarrass, or threaten others.
- Not harass, victimize, discriminate against, or disrupt others.
- Maintain an attendance record of at least 80%.
- Respect others and their property.
- Respect the opinions and background of others.
- Follow all safety policies and procedures as directed by staff.

- Report any perceived safety risks as they become known.
- Not bring items or articles that may threaten the safety or self of others.
- Notify the college if any personal or contact details change.
- Provide relevant and accurate information to Australasian College of Advanced Education in a timely manner.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly any without plagiarism or infringing copy right laws.
- Hand in all assessment tasks, assignments and other work with a completed cover sheet.
- Keep copies of all assessment tasks, assignments and other work.
- Make regular contact with their trainer/assessor.
- Prepare appropriately for all assessment tasks and learning sessions.
- Notify Australasian College of Advanced Education of any difficulties relating to the course.
- Notify Australasian College of Advanced Education if you are unable to attend a training session for any reason at least 12 hours prior to scheduled start time.
- Make payment within agreed timeframes.
- Advise Australasian College of Advanced Education of change of address.
- Comply with their student visa requirements under the ESOS Act (International Students).

3. Work Placement Expectations

Work placement students are required to:

- Report Hazards/Incidents to your trainer/ assessor/ staff.
- Seek assistance from staff if you become ill or injured.
- Only assist another person who is ill or injured if it is safe to do so. If you're unsure, notify staff for assistance.
- Ensure you are familiar with the emergency evacuation procedures and in the case of an emergency, follow instructions given to you.
- Do not leave bags or personal belongings causing a trip hazard.
- Observe basic hygiene practices such as hand washing before handling and eating food and leaving toilets and sinks clean and tidy.