



[RTO National Provider No: 32145]  
[ABN: 13 138 320 662 ACN: 138 320 662]

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## **STUDENT CODE OF CONDUCT**

### **PRINCIPLES**

The Student Code of Conduct has been developed to provide a clear statement of Health Industry Training's expectations of students in respect to behaviour and academic matters.

By studying at Health Industry Training students are given the opportunities for interacting with other students and staff members. This organisation recognises the values the diversity of student expectations and experience and is committed to treating students with respect and fairness. In return, all students are expected to comply with the rules set out in the Student Code of Conduct.

### **COVERAGE**

This Student Code of Conduct applies to all students of Health Industry Training, in respect to all actions and activities undertaken on Health Industry Training premises and all other facilities and buildings utilised by Health Industry Training for the benefit of student learning. The code of conduct should be read in conjunction with the policies and procedures set down by Health Industry Training.

### **STUDENT BEHAVIOUR**

All students must:

- Behave in a courteous way treating all fellow students, Health Industry Training staff and other personnel associated with Health Industry Training with respect, openness, impartiality and dignity.
- Ensure they do not act in a manner that unnecessarily impedes the ability of Health Industry Training staff, fellow students and other personnel associated with Health Industry Training to carry out their study or work at Health Industry Training including external facilities utilised during the duration of training.
- Respect the privacy of staff, fellow students and other personnel associated with Health Industry Training and must protect the privacy of others and maintain appropriate confidentiality regarding personnel matters.
- Ensure they do not become involved in or encourage discrimination, bullying or harassment against Health Industry Training staff, fellow students and other personnel associated with Health Industry Training.

- Ensure they abide by Health Industry Training's policy of a smoke free environment. This policy applies in any areas where staff train or supervise students including all buildings and grounds of Health Industry Training and other facilities utilised by Health Industry Training.
- Not attend any training, functions or activities held by Health Industry Training if under the influence of drugs or alcohol. It is a breach of the code of conduct for any student, regardless of age, to consume or have alcohol in their possession.
- Not permit any person to enter the areas of training, functions or activities without the permission of the General Manager Health Industry Training.

## **ACADEMIC CONDUCT**

All students must:

- Ensure their personal and enrolment details are correct and must inform Health Industry Training of any changes to these details which may occur during the time of the course.
- Act ethically and honestly in the preparation, conduct and submission of academic work including all forms of assessment, informal tests, learning activities and formal examinations.
- Not take part in any behaviour or activity that could unfairly advantage or disadvantage another student academically.
- Ensure they have full knowledge of all activities, assessments and other requirements necessary to receive competency.
- Ensure all work submitted for marking is their own work and not the work of others.
- Ensure they are aware of and comply with Health Industry Training policies and rules including information contained in the course profile and student guide.

## **DRESS CODE**

Dress must be always neat and appropriate and must not be offensive to others. Student clothing should reflect the adult work or learning environment. Suitable footwear must be worn at all times. No thongs are allowed. Covered footwear must be worn in practical classes.

## **ATTENDANCE**

Students are expected to maintain a satisfactory commitment to all units in which they are enrolled. If a student is unable to attend class they are required to contact Health Industry Training with an estimated date of return. Any student who will be late for class is required to contact Health Industry Training with an estimate time of arrival. Failure to attend a percentage of class time can result in a not competent result.

## **FACILITIES AND RESOURCES**

All students are required to assist in maintaining serviceable facilities, resources and equipment by:

- Reporting any breakage and/or faults with equipment to the trainer or administration.
- Leaving all rooms utilised either on Health Industry Training premises or externally neat and tidy after lectures and ensure equipment and tools are cleaned and correctly stored.
- Using access to the computer network and equipment only for instructional purposes, not allowing others access through your username and password, not using or installing software on company computers and checking all external storage devices for viruses before use on company computers.

## **OCCUPATIONAL HEALTH AND SAFETY**

Students must adhere to occupational health and safety regulations by:

- Always complying with health and safety instructions from Health Industry Training staff.
- Informing staff immediately of any equipment or environment deemed unsafe or faulty and which can cause a health and safety hazard.
- Notify appropriate staff of any medical condition you have and how it may impair your safety or academic performance. All information will be treated with strict confidentiality.
- Ensuring all equipment is used appropriately and as instructed by Health Industry Training staff.
- Wearing appropriate protective clothing and securing hair, jewellery and clothing to avoid accidents.
- Engaging in cooperative and safe behaviour in classrooms and in other parts of all premises.
- Keep food and drinks out of classrooms and all other work areas.
- Abstaining from the use of drugs, alcohol and other substances that may affect coordination and/or judgement to the extent that the safety of the learning environment and/or other persons is compromised.

## **PENALTIES FOR MISCONDUCT**

Students found to be in violation of the Student Code of Conduct will be subject to misconduct penalties. Penalties will be imposed according to the severity of the misconduct.

1. Where Commonwealth or State laws have been breached, the matter will be referred to the appropriate authority.

2. If a student has been involved in academic misconduct
  - i. they will be instantly informed of such;
  - ii. the relevant staff member will prepare a written report on the alleged academic misconduct
  - iii. the matter will be referred to the delegated officer for appropriate action
3. Where a trainer or a senior staff member observes misconduct committed in a class, facility or premises under their management or control, the student will be immediately suspended from attendance for a period not exceeding 24 hours in the first instance.
4. If a suspension action is taken, the relevant staff member will immediately provide a written report to the delegated officer which details the circumstances of the suspension.
5. Serious misconduct or repeated instances of misconduct may incur in a longer or indefinite period of suspension.

## **PUBLICATION**

This Student Code of Conduct will be made available to students and potential students through publication on the website ([www.healthindustrytraining.org](http://www.healthindustrytraining.org))

This Student Code of Conduct was agreed to and ratified by the General Manager, Health Industry Training on 4 January 2013.