McGibbon Institute of Trade and Business

Student Code of Conduct Policy and Procedures

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Purpose of the policy

The purpose of this code is to outline the way in which McGibbon Institute of Trade and Business are expected to conduct themselves during their participation in training and assessment, outline students' rights and responsibilities, and enhance their learning experience.

Policy statements

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 Privacy Policy.
- Access the information McGibbon Institute of Trade and Business 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 participate in their training program effectively.
- Provide feedback to McGibbon Institute of Trade and Business on the client services, training, assessment and support services they receive.

Students' responsibilities

All students throughout their training and involvement with McGibbon Institute of Trade and Business are expected to:

- Treat all people with fairness and respect and do 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 and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Do not bring into any premises being used for training purposes any articles or items that may threaten the safety of oneself or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to McGibbon Institute of Trade and Business on time.
- Approach their course with due personal commitment and integrity.
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism or infringing on Copyright.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Attend classes regularly and make contact with their Trainer/Assessor on an ongoing basis.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify McGibbon Institute of Trade and Business if any difficulties arise as part of their involvement in the training program.
- Notify McGibbon Institute of Trade and Business if they are unable to attend a training session for any reason at least 12 hours before the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.
- Demonstrate honest, responsible, courteous and ethical behaviour
- Use all equipment and resources safely, appropriately and legitimately
- Use recognised McGibbon Institute of Trade and Business Policy and procedures for complaints, appeals, redress and resolutions.
- Follow all occupational health and safety requirements.

Applicable legislation

This Student Code of Conduct is informed by the following pieces of legislation, with which all students must comply:

Commonwealth

- Age Discrimination Act 2004
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Copyright Act 1968
- Age Discrimination Act 2004
- Disability Discrimination Act 1992 – Education Standards 2005
- Sex Discrimination Act 1984
- Australian Human Rights Commission Act 1986
- Student Identifiers Act 2014

Victoria

- Equal Opportunity Act 2010
- Information Privacy Act 2000
- Occupational Health and Safety Act 2004
- Working with Children Act 2005
- Racial and Religious Tolerance Act 2001
- Charter of Human Rights and Responsibilities

Procedures

Procedure	Person Responsible
• An McGibbon Institute of Trade and Business staff member will contact the student in the first instance to discuss the issue or behaviour and to determine how the issue might be rectified. This meeting and its outcomes will be documented, signed by all parties and included in the student's file. • Where the issue or behaviour continues, students will be invited for a personal interview/intervention strategy meeting to discuss the issue. A warning will be issued indicating that if the issue persists, McGibbon Institute of Trade and Business will consider suspending or cancelling the student's enrolment. This meeting and its outcomes will be documented, signed by all parties and included in the student's file. • After the above two steps have been followed, if the issue or behaviour persists, the student will be informed that McGibbon Institute of Trade and Business intends to suspend or cancel the student's enrolment and that the student has 20 working days to access McGibbon Institute of Trade and Business's Complaints and Appeals policy and procedure. The students' enrolment will be maintained during this 20-working-day period. • Any suspension or cancellation will be undertaken per McGibbon Institute of Trade and Business's deferral, suspension and cancellation policy and procedure.. • McGibbon Institute of Trade and Business will not suspend or cancel a student's enrolment while an internal appeal is in progress. • If the student is unsuccessful in their internal appeal, they may access the external appeals process. • In cases where McGibbon Institute of Trade and Business has initiated a suspension or cancellation of a student's enrolment due to misconduct, the reasons for the suspension or cancellation will be documented. A copy of these reasons will be given to the student, and the original copy will be placed in the student's file.	CEO Compliance and Academic Manager Compliance and QA Coordinator Student Support/ Administration Department

Document Control

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