

STUDENTS CONDUCT

Policy

Students are expected to comply with the ACA Students Code of Conduct, the ACA Rules and Regulations and any other requirements as outlined in these Policies and Procedures. Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without barriers due to the misconduct of others. Students are informed of all expectations regarding their participation in RTO activities and appropriate behaviour prior to enrolment through the website and at Orientation. Students who attend the RTO or training environment at anytime must behave in a manner that is appropriate at all times.

Misconduct of a general or academic nature will be dealt with according to the nature and the extent of the misconduct under the ACA Disciplinary Procedures.

Students will have the opportunity to appeal suspensions, expulsions or penalties as a result of general or academic misconduct. For more information refer to Complaints and Appeals section of this document.

Whilst in the workplace, students are expected to comply with the company grooming and appearance standards.

Staff are expected to comply with the company grooming & appearance standards as well as to meet the general students responsibilities.

Students code of conduct

1. Students will be willing to maintain high standards of behaviour and appearance in all areas and strive to maintain the good reputation of the RTO.
2. Students will not engage in any form of physical or verbal abuse towards staff members, other students or members of the public.
3. Students will not engage in aggressive behaviour at any time, be it verbal, physical or via social media
4. Students will behave in a safe manner and comply with the ACA and workplace WHS standards.
5. Students will not practise any form of discrimination.
6. Students will not engage in bullying or harassment of another students either on either ACA or company premises, off premises or via social media
7. Students will not engage in disruptive behaviour that prevents other students from learning
8. Students will not cheat, plagiarise or engage in any form of academic misbehaviour.
9. Students will adhere to their own workplace standards and regulations.

Any breach of this Code may result in disciplinary action or dismissal.

Students may be asked to leave the room if a trainer feels the students has displayed inappropriate behaviour.

Any form of physical or verbal abuse towards staff members, other students or members of the public will result in immediate dismissal from the RTO.

If a student is found cheating, it will result in immediate termination of their contract and expulsion from the course. The agreement signed with the RTO specifies that no refunds will be issued.

ACA rules and regulations

General misconduct

ACA will not tolerate any general misconduct. General Misconduct is that which:

- Contravenes any legislation or regulations
- Prejudices the good name or reputation of ACA
- Acts dishonestly in relation to admissions to the RTO or fails to comply with conditions agreed to in the contract
- Fails to comply with any penalty imposed for breach of discipline
- Obstructs any member of staff in the performance of their duties
- Alters any documents or records
- Harasses or intimidates another students, a member of staff, a visitor to the rto or any other person while the students is engaged in study or other activity because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason
- Misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others including the misuse in any way, of any computing, communications or other RTO equipment
- Steals, destroys or damages a facility or property of ACA
- Is guilty of any improper conduct.

Academic dishonesty

All students are expected to maintain high standards of academic honesty and integrity.

Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so.

Students are considered guilty of cheating if they seek to gain advantage by unfair means or facilitate dishonesty such as:

- Cheating or intentionally using or attempting to use unauthorised materials, information or study aids
- Fabrication or intentional falsification or invention of any information or citation
- Plagiarism i.e. intentionally or knowingly representing the words or ideas of another as one's own.

ACA may impose serious academic sanctions as a result of academic dishonesty up to and including suspension and expulsion from the RTO.

Students must respect the copyrights of others. Plagiarism, copying, and cheating (including the taking of photos) of assessments will not be accepted and may lead to suspension. If you did not write it, you cannot copy it without giving recognition to the original writer. To learn more please refer to the *Copyright Act 1968*.

Mobile phones

- No mobile phones are allowed during training sessions at any time. These are to be switched off and placed in the student's bags.

- If students need to be contacted whilst on ACA premises, the Administration & Student Services Representative will pass on any important messages to students while in class

Taking photos

- Students are not permitted to take photos in ACA premises or training rooms or of fellow students without the permission of the person concerned.
- At no time are students allowed to publish any photos on web sites or social media pages as this may conflict with our privacy laws and those of our company and of fellow students.

Alcohol/drugs

Any students found under the influence of drugs or alcohol will be immediately expelled. Lunch time breaks are not the time to be drinking; no students will be allowed to attend training if it is detected that they have had an alcoholic drink with their lunch.

Drugs, Alcohol and Smoking

- Abbey college is a smoke, drug and alcohol-free zone.
- You are not permitted to smoke inside the buildings, including lifts and bathrooms.
- For students attending training at ACA premises, should any person choose to smoke during a break, must not exceed the break time allocated.
- Smoke must not be detected on any students at any time and suitable precautions must be taken e.g. oral hygiene to avoid the detection of cigarette smell. If a student comes to training session with the smell of cigarette on them, they may be asked to leave that lesson, and may even be asked to leave the RTO for that day.

Grooming & appearance standards

Students are expected to comply with the ACA grooming and appearance standards when on ACA premises or undertaking any mandatory work experience. High standards of grooming and appearance are considered important by ACA since students are working or intending to work in a health or hospitality environment. This includes:

- All students are required to dress in a non-offensive, neat and well-groomed manner and are always expected to present themselves in a professional and business-like image

- All staff shall present themselves in clothing that is in good repair, clean, pressed, and to a standard that is acceptable to ACA e.g. no T shirts or thongs. All students are expected to practise high standards of personal hygiene including:
 - clean, short or tied back hair
 - daily shower and use of deodorant
 - clean, short nails
 - clean teeth and fresh breath.
- Any cuts or open wounds must be covered.

EMAIL AND INTERNET

- Access to Abbey College Australia systems is a privilege, not a right. Access to any Abbey College Australia-provided IT resource may be denied or revoked at any time for any reason without notice.
- Unacceptable uses:
 - to use for illegal or malicious purposes;
 - to share data which is not authorised for distribution;
 - to use profane, obscene, offensive or inflammatory speech, or to personally attack any individual or entity;
 - to knowingly or inadvertently spread a computer virus - do not import files from unknown or questionable sources;
 - to deliberately attempt to degrade or disrupt the performance of Abbey College Australia computer systems or networks, or any other computer system;
 - to transmit confidential or "secret" information across the Internet without encryption;
 - to misrepresent oneself;
 - to send chain letters, etc;
 - To display or transmit sexually explicit or suggestive materials; and/or for personal and/or profit-making purposes.

STUDENTS ONLY AT COLLEGE CAMPUS

- Abbey College Australia has a policy, like most other colleges, that college, facilities and classrooms are for students only, nobody else. Therefore friends, relatives and the children (offspring) of our students are not permitted on college premises and classrooms. There are all kinds of complicated legal (e.g. Child Protection) and WH&S and National Code (for International Students) issues involved which compel the college to apply this 'students only' policy. Exception to Students Only at College: Students may bring an advocate to a formal appeal or complaint meeting.

MISBEHAVIOUR

- It is important you are aware that inappropriate conduct will not be tolerated. You must treat all other students, trainers and visitors with respect.
- Some examples of inappropriate conduct:

- aggressive or potentially dangerous behaviour.
- using offensive language.
- visiting offensive websites including, but not limited to, websites with explicit sexual content or racial intolerance.
- Misbehaviour, such as the above, but not limited to the above, is a ground for suspension.

SEXUAL HARASSMENT

- Sexual harassment is any verbal, visual or physical sexual conduct that is unwelcome, uninvited or intimidating. Sexual harassment is unlawful within the terms of the Federal and State Equal Opportunity Legislation and may result in the harasser being liable to significant penalties.
- Sexual harassment may include:
 - leering, patting, pinching, touching or unnecessary familiarity;
 - demands for sexual favours;
 - unwelcome comments about a person's sex life;
 - displays of offensive posters, pictures or graffiti; and/or
 - sexual jokes, suggestive behaviour, sexual innuendo, spoken comments, swearing, offensive telephone calls or obscene gestures.
- Sexual harassment is regarded as misconduct which may, after due investigation, result in expulsion of the offending student.
- To learn more please refer to the Sex Discrimination Act 1984 and the NSW Anti-Discrimination Act 1977.

If you experience sexual discrimination whilst on campus at Abbey College Australia, you should report this to the Campus Manager. All reports will be managed confidentially.

DISCRIMINATION

- You will not discriminate against any person because of their race, gender, sexual preference, background or religion. You are not to incite hatred, serious contempt, and severe ridicule of a person or group of persons based on their race, sex, sexual preference, marital status or disability.
- You should report any cases of discrimination towards yourself, or to another participant, to your Trainer immediately. Discrimination is a serious offence and appropriate steps will be taken to address any situations that might arise.
- To learn more please refer to the: *NSW Anti-discrimination Act 1977*.

ACCESS AND EQUITY

- Abbey College Australia will ensure:
 - all reasonable steps will be taken to ensure students are given an equal opportunity to undertake training and/or assessment.
 - while on the college campus, students will be treated equitably regardless of race, sex, marital status, age or sexual preference (actual or presumed).

- should students require special equipment due to a physical impairment, students should discuss this with one of the Trainers immediately. Every effort will be made to accommodate disabilities, however, where we are unable to assist you, we will endeavour to refer you to an alternative Registered Training Provider who would be able to provide training to meet your needs.

To learn more please refer to the: NSW Anti-discrimination Act 1977.