

Student Code of Conduct Policy & Procedure

1. POLICY PURPOSE AND SCOPE:

The South Australian Learning Centre (SALC) is committed to providing excellence in learning and teaching within the community services sector. The Code sets out SALC's expectations of the students with respect to their academic personal conduct

Student Obligations

Students have an obligation to inform themselves of the RTO's rules and policies affecting them.

Students must ensure their contact details with SALC are up to date and that they inform SALC of any changes as soon as possible.

Students must identify themselves truthfully when required to do so by Minda staff.

Integrity in academic behaviour

Students are expected to:

- Treat all staff, other students, clients and visitors to Minda and the SALC with courtesy, tolerance and respect. This extends to teaching staff in venues off site and online, and supervisors and others involved in work placements.
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination and harassment, including sexual harassment.
- Respect the rights of others to express political and religious views and not engage in behavior that is obscene, dangerous or could reasonably be considered to be offensive to others
- Not engage in behavior that is unlawful, discriminatory, harassing or bullying.
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for the personal safety or well being.

RTO's resources and reputation

Students are expected to:

- Use and care for all SALC resources, such as buildings, equipment and groups, information and technology resources, in a lawful and ethical manner, mindful of the need for resources to be shared by all members of the SALC community.
- Conduct themselves in an appropriate manner while on a student placement, including complying with relevant academic standards and protocols
- Ensure their actions or inactions as a student do not harm, or bring into disrepute SALC's reputation or good standing
- Not engage in behaviour that is detrimental to SALC's property
- Not participate in any learning activity, such as classes or placement while under the influence of alcohol or other drugs
- Not use, possess or supply any prohibited drug, substance or weapon on campus
- Not misuse any facilities in a manner which is unlawful or which will be detrimental to the rights and properties of others

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2. DEFINITIONS:

For the purpose of this procedure the following definitions apply:-

Word	Definitions
RTO	Registered Training Organisation
ASQA	Australian Skills Quality Authority
SALC	South Australian Learning Centre

3. PROCEDURE:

The student is informed of these obligations:

- during the orientation session and
- via the Student Handbook provided on enrolment.

A record is kept in the student on file acknowledging they have read and understood the handbook.

If a student breaches the Code of Practise the SALC staff member should:

- speak to the person in the first instance to determine any mitigating circumstance
- Advise the student the behaviour should NOT continue
- If it does continue
 - The student can be asked to leave the course
 - The enrolment can be cancelled and the student withdrawn.

4. LEGISLATIVE REQUIREMENTS:

Includes, but is not limited to:

ASQA Standards for Registered Training Organisations 2015 – Standard 5 (Clause 5.2) Inform and protect learners

5. SUPPORTING DOCUMENTATION AND ADDITIONAL INFORMATION:

- Nil

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6. ROLES AND RESPONSIBILITIES:

6.1 The Minda Board

Responsible for ensuring effective governance mechanisms are in place.

6.2 The Chief Executive Officer and Executive team

- Responsible for monitoring and ensuring adherence to this Policy and related procedures.
- Ensuring due diligence & take reasonable steps to ensure Minda is meeting its obligations.

6.3 Senior Managers and Managers

Responsible for ensuring adherence to this and the related policies, procedures and forms that support this Policy.

6.4 Employees, Contractors, Volunteers, and Students

Responsible for adherence to this and the related policies, procedures and forms that support this Policy.

7. KEY PERFORMANCE INDICATORS (KPI), RECORDS, AUDIT AND REVIEW:

This Policy has been rated as a Moderate risk and is subject an internal audit process as per the Internal Audit Schedule 2015/2016.

This Policy is audited by:

- Review of handbook annually
- Audit via random sample of student files to ensure handbook signoff is available

8. APPENDIX AND FLOWCHARTS:

Not applicable

9. POLICY & PROCEDURE APPROVAL:

Document Approved by:

Date: 1/3/2019

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