

POLICY & PROCEDURAL STATEMENTS

Topic: RTO- Student code of conduct

Outline: All students enrolled in courses or using the services of Avenue Neighbourhood @ Eley Inc (ANH@E). are required to maintain appropriate standards of conduct at all times.

Definitions:

Behaviour: the way in which one acts or conducts oneself, especially towards others.

Principles

Students are expected to adhere to the following principles:

- display a commitment to learning and achieving success;
- be responsible for their own learning, behaviour and decisions;
- actively participate in all activities and learning experiences;
- work in harmony and respect the rights and opinions of staff and other students; and
- treat others as they themselves would like to be treated.

Conduct

To ensure a safe environment conducive to effective learning, whilst at the ANH@E, students are expected to

- be punctual at all times so other students are not disadvantaged by lateness from scheduled classes.
- have all materials and equipment required for the class.
- wear clothing and shoes suitable to undertake the training or assessment.
- notify the House (answering machine message is ok) if you can't come to class for any reason.
- respect the privacy of others and treat others with respect.
- Make all attempts to control any frustration or anger in class and behave in a way that does not threaten the enjoyment or learning of others attending the House.
- use acceptable language at all times.
- switch off mobile phones and all unauthorised electronic equipment from use during class times.
- respect other person's rights to hold different positions and views.
- not discriminate against another person or persons for their beliefs, nationality, religions, age, gender, associations or physical/intellectual abilities.
- cooperate with tutors requests and take breaks only specified by their tutor. Some eating and drinking is permitted in the training rooms and this will be subject to tutor discretion.
- tell us if you have any special needs we should be aware of.
- lodge a complaint without fear of intimidation or victimisation.
- not be under the influence of alcohol or illegal drugs.
- ask for help if necessary and have their reasonable questions answered.
- provide feedback whenever they feel the need.
- not bring any weapons or dangerous objects onto the premises

- stay on the premises during class time unless authorised by the tutor.
- leave the classroom and the grounds neat and tidy. Litter is to be placed in the bins provided.

Improper or inappropriate behaviour

Where student behaviour is deemed to be improper or inappropriate as outlined below, ANH@E will commence action in accordance with the Student Attendance and Withdrawal Policy. Improper or inappropriate behaviour includes, but is not limited to:

- persistent disruptive behaviour;
- taking photographs or filming other students or staff without their permission. This also includes posts on Facebook and other social media platforms without permission;
- engaging in physical, verbal, abusive and hostile behaviour or behaviour which is perceived to be threatening towards fellow students, staff, tutors and/or members of the public at the ANH@E;
- behaviour which constitutes discrimination, victimisation or harassment;
- attending the ANH@E premises consuming or having consumed alcohol and/or illegal substances;
- deliberate cheating or plagiarism;
- smoking in non-designated areas;
- wilful or malicious damage of ANH@E equipment, materials or property;
- theft from ANH@E, including staff, fellow students or members of the public;
- carrying, use or being in possession of a weapon or dangerous object on the ANH@E premises;

Any student found to be wilfully or accidentally activating fire or security alarms which result in the call out of emergency services such as Police, Ambulance or Fire services will be liable for whatever costs are incurred by their actions.