

## SC6.12: Student Code of Conduct

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All students are expected to abide by this Code of Conduct during their participation in their course with Choice Academic College. Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures

### 1. 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 Choice Academic College 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 effectively participate in their training program.
- Provide feedback to Choice Academic College on the client services, training, assessment and support services they receive.
- Be informed of any changes to agreed services, and how it affects them as soon as practicable.

### 2. Students' responsibilities

All students, throughout their training and involvement with Choice Academic College, are expected to:

- Treat all people with fairness and respect and 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.
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Choice Academic College in a timely manner.
- 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 laws.
- Make regular contact with their Trainer/Assessor and attend all classes.
- Notify Choice Academic College if any difficulties arise as part of their involvement in the program.
- Make payments for their course as per the agreed payment schedule (included in the written agreement) otherwise risk cancellation of enrolment.

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### 3. 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 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Fair Work Act 2009 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Work Health and Safety Act 2011 (Cth)
- Workplace Gender Equality Act 2012 (Cth)
- Privacy Act 1988 (Cth)
- Disability Standards for Education 2005
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisation 2015
- Vocational Education and Training Act 1996
- Education Services for Overseas Students Act 2000
- Privacy Act 1988
- Copyright Act 1968

#### New South Wales

- Anti-Discrimination Act 1991
- Fair Trading Act 1987
- Fair Trading Regulation 2019
- Industrial Relations Act 1999
- Industrial Relations Amendment Act 2009
- Information Privacy Act 2009
- Right to Information Act 2009
- Work Health & Safety Act 2011