Student Code of Conduct

Overview

All students are expected to abide by this Code of Conduct during their participation in their course with Project Controls Institute. As a student, you are expected to behave in a professional manner and contribute positively to the learning environment.

Students who do not abide by this Code of Conduct will be followed up through the disciplinary procedures.

1. Expected Behaviour

Students are expected to:

- Treat all staff and fellow students with respect and courtesy
- Participate in learning activities in a constructive and cooperative manner
- Follow all instructions provided by trainers and staff
- Respect the rights, safety, and wellbeing of others
- Use facilities, equipment, and resources responsibly
- Comply with all policies and procedures of Project Controls Institute Australia

2. Student's Rights

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Learn in a supportive environment that 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 Project Controls Institute, Australia 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 Project Controls Institute, Australia 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.

3. Student's Responsibilities

- 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 Project Controls Institute, Australia 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.
- Hand in all assessment tasks, assignments, and other evidence of their work with a completed and signed cover sheet.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks and training sessions.
- Notify Project Controls Institute, Australia if any difficulties arise as part of their involvement in the program.
- Notify Project Controls Institute, Australia if they are unable to attend a training session for any reason at least 12 hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes, where relevant.

4. Academic Integrity

Students must ensure that all assessment work submitted is their own.

Academic misconduct is not permitted and includes:

- Plagiarism (copying or using another person's work without acknowledgment)
- Cheating during assessments
- Collusion with other students where individual work is required

Failure to maintain academic integrity may result in a **Not Yet Competent (NYC)** outcome and/or further disciplinary action.

5. Unacceptable Behaviour

The following behaviours are not acceptable:

- Disrupting classes or interfering with the learning of others
- Verbal or physical abuse, harassment, or threatening behaviour
- Discrimination of any kind
- Damage to property or theft
- Use of alcohol or drugs on campus
- Failure to follow safety requirements
- Any behaviour that may place others at risk

6. Outcomes of Misconduct

Where a student is found to have engaged in misconduct, <RTO> may take appropriate disciplinary action depending on the severity of the behaviour. Outcomes may include:

- Verbal or written warning
- Requirement to attend a meeting with relevant staff
- Suspension from classes or activities
- Cancellation of enrolment in serious cases

All actions will be managed in accordance with Project Controls Institute's policies and procedures and principles of fairness. Students have the right to appeal any decision. Please refer to the Complaints and Appeals section of this handbook.

7. Misconduct

Misconduct includes any behaviour that:

- Disrupts training or assessment
- Affects the safety or wellbeing of others
- Interferes with the operations of Project Controls Institute Australia
- Breaches policies or lawful directions

Serious misconduct may result in immediate action.

8. Disciplinary Action

Where a breach of the Code of Conduct occurs, Project Controls Institute may take appropriate action, which may include:

- Verbal or written warning
- Suspension from classes
- Cancellation of enrolment

All actions will be managed in accordance with Project Controls Institute policies and principles of fairness.

9. Right to Appeal

Students have the right to appeal any disciplinary decision.

Please refer to the Complaints and Appeals section of this handbook for further information.

10. Legislation

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

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

11. Privacy Notice

This notice is provided to a learner so that they are fully aware of what information will provide to external agencies as per our reporting requirements.

This document is to be read in conjunction with our privacy policy.
Under the Data Provision Requirements 2012 Project Controls Institute, Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

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Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Project Controls Institute, Australia for statistical, regulatory and research purposes.

Project Controls Institute, Australia may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school–based apprenticeship or traineeship.
- Employer – if you are enrolled in training paid by your employer.
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification and populating Authenticated VET Transcripts.
- facilitating statistics and research relating to education, including surveys.
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

Student Declaration and Consent		
I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.		
STUDENT SIGNATURE *(or electronic acknowledgement)*		**DATE:**