

Student Code of Conduct and Student Declaration

Policy and Procedure

Date of Implementation – 16 September 2022

Authorisation - Chief Executive Officer

Procedure

All students are required to acknowledge a Student Code of Conduct and take responsibility of the student Code of Conduct in Rise Education and Training. The Student Code of Conduct requires the following conditions and rules to be adhered to at all times.

Policy

Relationships

The quality of relationships is crucial to successful learning. At Rise Education and Training you are expected to foster harmonious interpersonal relationships by:

- being courteous and considerate to others at all times
- co-operating and complying with reasonable requests from others; students, staff and other authorised people
- positively contributing to the diverse culture of the RTO, through co-operative actions, understanding, tolerance and empathy
- communicating with students, staff and visitors in a respectful manner, using polite language and tone
- keeping our RTO community free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable

Learning and Maintaining Satisfactory Course Progress

Students must demonstrate their intention to learn through their attitude and approach to their studies. They are required to:

- accept responsibility for their personal learning, seeking help when needed.
- work efficiently in the classroom and complete assessments on time
- all individual assessment work must be the student's own work (unless it is part of a group project), not copied or plagiarised
- attend classes on time, with all materials and equipment
- respect the rights of other students to learn and trainers to train
- use computers responsibly for learning purposes
- Non-progression of study may result in or will result in additional support, releasable adjustments and friendly reminders to stay on the track aligning with the training plan.

RTO ID 91823

Environment

Students are expected to be environmentally responsible by respecting the RTO's environment and seeking to improve it through:

- respecting property belonging to themselves, others, or Rise Education and Training, including all teaching and learning materials and resources
- conserving energy, materials and resources by switching off appliances when not in use, not wasting materials, and re-cycling materials as often as possible
- preventing all forms of pollution and property damage by caring for property and the environment and preventing and reporting: stealing, littering, acts of vandalism, consumption of alcohol or illicit drugs within the Institute's campus

Safety

All students have the right to learn in a safe, caring and orderly environment. Students are expected to accept responsibility for the safety of themselves and others at all times by:

- following safety regulations as per applicable legislation in each area of Rise
- familiarising themselves with fire and emergency evacuation regulations and procedures
- using all equipment in a responsible manner
- avoiding and preventing violence and threats of violence, bullying and fighting
- not possessing potentially dangerous items such as; knives, guns, sling shots or any other potentially dangerous items

Fee Payments

All students have to adhere to the fee payment plan as per their signed written acceptance agreement. Nil payment of fees is a breach of the RTO's student code of conduct and may result in the student being cancelled, legal proceedings and/or debt collection initiated against them.

Dress and Hygiene

Neat, comfortable clothing is generally considered appropriate. Since students will be working in close proximity with others, care with personal hygiene (clothing, hair, deodorant etc.) is required. For any COVID-19 health concerns please refer to the workplace and the state and Federal governments' directives.

Drugs and Alcohol

Rise Education and Training is a drug and alcohol free zone. All students are expected to take positive action to prevent and avoid any illicit drug or alcohol consumption at Rise Education and Training. Students must not ingest, smoke, consume or inject any illicit drugs, or alcohol. Students must not have any illicit drugs or alcohol in their possession while studying at any Rise Education and Training campus, or while participating in any Rise related activity. Students must not offer to sell any illicit drug to other students at Rise Education and Training. Students must not be in the

RTO ID 91823

company of other students who are involved with any activity related to drugs or alcohol as indicated above.

Student Code of Conduct declaration

Student Name: _____ ID: _____

I, Have read and understood the Rise Code of Conduct. I agree to uphold the reputation of Rise by abiding by the code of conduct in all activities related to the college.

By signing this declaration, I acknowledge that I have understood my obligations and have received a copy of the Student Code of Conduct in Rise Education and Training

Student signature _____ Date _____

For Rise:

Name/Title: _____

Signature: _____ Date _____

