

## Student Declaration and Student Code of Conduct

### Policy and Procedure

**Date of Implementation** – 7 January 2026

**Authorisation** - Chief Executive Officer

#### Purpose

This policy affirms Rise Education and Training's belief in responsible social and ethical behaviour from all students. This policy clarifies the standards of behaviour that Rise Education and Training expects of all students.

#### Principles

Our students contribute to the success of our organisation. Rise Education and Training fully endorse that all students are not deprived of their basic human rights. Furthermore, our students have an obligation to the Business, our Stakeholders and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine business and student trust.

#### Policy

Our Student Declaration and Student Code of Conduct Policy and Procedure applies to all students. The Student Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence.

All students are expected to abide by this Code of Conduct during their participation in their course with Rise Education and Training. Students who do not abide by this Code of Conduct may be subject to disciplinary procedures.

#### 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 Rise Education and Training 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 Rise Education and Training on the student 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.

## **Students' Responsibilities**

All students, throughout their training and involvement with Rise Education and Training, are expected to:

- Treat all staff, students and children with courtesy, respect and dignity 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.
- Read and comply with Rise Education and Training Policies and Procedures
- 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.
- Use all learning and support resources and facilities, including IT resources in a manner that does not impede learning, or the learning of other students
- Avoid interfering, or disrupting any training, teaching, learning, assessment, or any other academic activity of Rise Education and Training
  
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Rise Education and Training in a timely manner.
- Approach their course with due personal commitment and integrity.
- Meet all course requirements to the best of their abilities relevant to the education and training undertaken with Rise Education and Training, which includes regular attendance and engagement in learning, academic activities, and meeting the course assessment timelines
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism, sole use of artificial intelligence or infringing on copyright laws.
- Make regular contact with their Trainer/Assessor.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Conduct themselves in a professional manner whilst undertaking vocational placement or other forms of industry related training and assessment activities
- Notify Rise Education and Training if any difficulties arise as part of their involvement in the program.
- Ensure that Rise Education and Training's reputation is not adversely affected
- Comply with all reasonable directions given by Rise Education and Training staff and trainers/assessors
- Make payments for their training within agreed timeframes, where relevant.

Any student, who in good faith, raises a complaint or discloses an alleged breach of the Student Code of Conduct Policy and Procedure, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

Rise Education and Training expects co-operation from all students in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any student in breach of this policy may be subject to disciplinary action, including withdrawal from course of study.

Should a student have doubts about any aspect of the Student Code of Conduct, they must seek clarification from their Trainer/Assessor.

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## **Student Code of Conduct and Legislation**

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

### **Commonwealth**

- 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

### **Queensland**

- Anti-Discrimination Act 1991
- Education and Training Legislation Amendment Act 2009
- Fair Trading Act 1989
- Information Privacy Act 2009
- Right to Information Act 2009
- Work Health and Safety Act 2011

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### **Publication**

This policy is available through publication on the website, [www.riseeducation.com.au](http://www.riseeducation.com.au) and in summary within the Student Handbook.

### **Government Related Documents**

Skills Assure Program Schedule 2 – School Based Apprenticeships and Traineeships (SATs)

Skills Assure Program Schedule 3 – Career Start

Skills Assure Program Schedule 4 – Career Boost

Skills Assure Program Schedule 5 – Continuing Students

Skills Assure Program Schedule 7 – Free Apprenticeships for Under 25s

Skills Assure Supplier Policy 2025-2028

Skills Assure Supplier Audit Evidence Requirements 2023-2025

### **Related Documents**

SUPPORTING DOCUMENT Student Handbook

### **Associated Policies and Procedures**

POLICY AND PROCEDURE Commitment to All Legislative and Regulatory Requirements

POLICY AND PROCEDURE Access and Equity

### **Responsible Officer**

The responsible officer for the implementation and training for this Policy and Procedure is the Chief Executive Officer.

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**Document History and Version Control**

Version	Date Approved	Approved By	Brief Description
1.0	19 September 2019	CEO	New Policy
2.0	19 September 2020	CEO	Annual Review
3.0	16 September 2023	CEO	Annual Review
4.0	5 January 2026	CEO	Updated policy to include VET Investment Clauses