

Registered Training Organisation VET Programs - Student Code of Conduct

All students enrolled in programs or using the services of St Joseph's College are required to maintain appropriate standards of conduct at all times, whether attending a St Joseph's College training venue or representing St Joseph's College in any capacity, such as a vocational excursion or experience program.

Principles of Student Conduct

Students enrolled or using the services of St Joseph's College should adhere to the following principles:

- display a commitment to learning and to achieving success
- be responsible and accountable 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

General Code of Behaviour

St Joseph's College seeks to create a physically and psychologically safe environment conducive to effective learning. To this end,

- students are required to be punctual at all times so that fellow students are not disadvantaged by lateness or early departure from scheduled classes
- students are required to arrive at all scheduled classes with prescribed materials and equipment
- students are required to wear clothing and shoes suitable to undertake training or assessment
- food or beverages are not to be consumed in class, except for bottled water
- the use of electronic equipment including mobile phones, iPods, CD players and the like are not permitted during training or assessment
- students are expected to use acceptable language at all times
- students should respect the rights of others to hold different positions and views, and
- students should not discriminate against another person(s) for their beliefs, nationality, religion, age, gender or associations.

Improper or Inappropriate Behaviour

Where student behaviour is deemed to be improper or inappropriate as outlined below, St Joseph's College will take appropriate disciplinary action including but not limited to discontinuation of enrolment.

Improper or inappropriate behaviour includes but is not limited to:

- Persistent disruptive behaviour.

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- Taking photographs or filming other participants or staff without their permission. This also includes posting on Face Book and other social media without permission.
- Engaging in verbally abusive or hostile behaviour which affects a staff member, or fellow student/s.
- Behaviour which constitutes discrimination, victimisation or harassment.
- Attending St Joseph's College or a vocational excursion consuming or having consumed alcohol.
- Deliberate cheating or plagiarism.
- Smoking and/or using prohibited or illegal substances within College grounds.
- Wilful or malicious damage of St Joseph's College's equipment, materials or facilities.
- Physical assault of a member of College staff, fellow students or members of the public or behaviour which is perceived to be threatening.
- Theft from St Joseph College or a fellow student/s.
- Carriage, use or being in possession of a prescribed or regulated weapon or dangerous article on St Joseph's College 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 such action/s.

Documentation Modification

The College will maintain a history of updates to this policy.

Date		Comment
January, 2014	V1.0	Developed by the RTO Management Team.
February, 2018	V1.0	Reviewed by RTO Management Team - No Change.
February, 2020	V1.0	Reviewed by RTO Management Team - No Change.