

Purpose

This Code of Conduct sets out the standards of behaviour expected of all students enrolled in VET programs at St Joseph's College. It always applies when students are attending a St Joseph's College training venue, participating in any off-site activity connected with their VET program (such as industry excursions or work experience), or representing the College in any capacity.

The Code exists to maintain a safe, respectful and productive learning environment for all members of the College community and reflects the College's obligations under the Victorian Child Safe Standards and the Standards for RTOs 2025.

Legislative Framework and Regulatory Compliance

This Code of Conduct is informed by and gives effect to the following:

- AQTF Essential Conditions and Standards for Continuing Registration – Standard 2, Element 2.6: Learners are informed of their obligations and rights, including the Code of Conduct
- Standards for Registered Training Organisations 2015 (Commonwealth) – the national standards framework governing RTO registration, quality of training and assessment, and client services
- VRQA Guidelines for VET Providers – Guideline 6: Child Safe Standards
- Child Wellbeing and Safety Act 2005 (Vic) – Victorian Child Safe Standards
- Equal Opportunity Act 2010 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Crimes Act 1958 (Vic) – relevant provisions regarding assault, theft, weapons and property damage

Scope

This Code applies to all students enrolled in VET programs at St Joseph's College, including internal students at the College and external students from other schools. It applies in all physical and online environments connected with VET program delivery.

Principles of Student Conduct

Students enrolled in VET programs at St Joseph's College are expected to:

- 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 harmoniously and respect the rights, opinions and cultural backgrounds of staff and other students
- Treat others as they themselves would like to be treated
- Contribute to a safe, inclusive and supportive learning environment for everyone

General Code of Behaviour

St Joseph's College seeks to create a physically and psychologically safe environment that is conducive to effective learning. To this end, students are required to:

- Always be punctual so that fellow students are not disadvantaged by lateness or early departure from scheduled classes
- Arrive at all scheduled classes with prescribed materials and equipment
- Wear clothing and footwear suitable for the training or assessment being undertaken, including any PPE specified by the trainer
- Not consume food or beverages in class, except for water
- Always use acceptable language
- Respect the rights of others to hold different positions and views
- Not discriminate against any person based on their beliefs, nationality, cultural background, religion, age, gender, sexuality, ability or disability

Use of Technology and Electronic Devices

St Joseph's College recognises that technology is an important part of learning; however, its use must not disrupt training or infringe on the rights of others. Students are required to:

- Use mobile phones, laptops and other personal devices only when expressly permitted by the trainer during a training or assessment session
- Not record, photograph or film other students, staff or any part of the training environment without the explicit permission of all persons involved and the trainer
- Not share, post or distribute images, video or audio recordings of other students or staff on any platform – including social media – without explicit written consent
- Use the College's technology resources and any online learning platforms only for purposes related to their VET program
- Not engage in cyberbullying, online harassment, or any behaviour online that would be considered unacceptable in person

Social Media

Students must ensure that their use of social media (including but not limited to Instagram, TikTok, Snapchat, Facebook, YouTube, X and any emerging platforms) does not:

- Bring St Joseph's College, its staff or other students into disrepute
- Constitute bullying, harassment, discrimination or victimisation of any person
- Share confidential, private or identifying information about staff, students or the College without consent
- Include images or recordings made at the College or on college activities without the consent of all persons involved

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Use of Artificial Intelligence

Students must use Artificial Intelligence (AI) tools responsibly and in accordance with the College's Academic Integrity Policy and Procedure. Submitting AI-generated content as your own original work or using AI tools to complete assessment tasks without explicit permission from your trainer, constitutes academic misconduct and will be dealt with under that policy.

Child Safe Environment

St Joseph's College maintains a Child Safety Code of Conduct that applies to all staff, volunteers, students and visitors in both physical and online environments. VET students are expected to read and abide by the College's Child Safety Code of Conduct, which is available on the St Joseph's College website at www.stjosephs.com.au.

All students have the right to feel safe, to be treated with respect, and to raise concerns without fear of disadvantage or victimisation. If you have a concern about the behaviour of a staff member or another student, you are encouraged to speak with the Director of RTO or to lodge a formal complaint in accordance with the College's Complaints and Appeals Policy and Procedure.

Safe and Inclusive Learning Environment

St Joseph's College is committed to fostering a safe, inclusive and culturally safe learning environment for all students, including First Nations students. All students are expected to:

- Acknowledge and respect the diverse cultural backgrounds and identities of their peers
- Embrace and value the perspectives and experiences that all students bring to the learning environment
- Avoid any language, behaviour or actions that could cause cultural offence or discomfort

Improper or Inappropriate Behaviour

The following behaviours are considered improper or inappropriate and will result in disciplinary action, up to and including suspension or termination of enrolment:

- Persistent disruptive behaviour that impacts the learning of others
- Verbally abusive, hostile or threatening behaviour towards staff, fellow students or members of the public
- Behaviour that constitutes discrimination, victimisation, harassment or bullying – whether in person or online
- Taking photographs, video or audio recordings of others without their permission, or posting such material on social media without consent
- Deliberate cheating, plagiarism, contract cheating or unauthorised use of AI in assessment (refer to the Academic Integrity Policy and Procedure)
- Attending the College or a VET-related activity while under the influence of alcohol or prohibited substances

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- Smoking, vaping, or using prohibited or illegal substances on college premises or at any VET-related activity
- Wilful or malicious damage to St Joseph's College's equipment, materials or facilities
- Physical assault of any staff member, student or member of the public
- Theft from the College, a staff member or a fellow student
- Possession, carriage or use of a weapon or dangerous article on College premises or at any VET-related activity
- Deliberately or recklessly activating fire or security alarms – the student may be held liable for any costs incurred by emergency service callouts resulting from such action

Consequences of Misconduct

Where student behaviour is deemed to be improper or inappropriate, the College will take disciplinary action appropriate to the severity and circumstances of the conduct. Disciplinary action may include one or more of the following:

- A formal verbal warning from the trainer
- A written warning from the Director of RTO, with a notation on the student's file
- Temporary suspension from VET program activities
- Notification to the student's parent or guardian and/or home school
- Referral to the College Principal
- Termination of enrolment

In cases involving potential criminal conduct (such as assault, theft or possession of a weapon), the matter may be referred to Victoria Police.

A student who believes they have been unjustly disciplined may lodge an appeal in accordance with the College's Complaints and Appeals Policy and Procedure.

Acknowledgement

Students will be asked to sign an acknowledgement that they have read, understood and agree to abide by this Code of Conduct at the time of enrolment. A signed copy will be retained on the student's file.

Policy Review

This Code of Conduct will be reviewed annually in February by the RTO Management Team to ensure ongoing compliance with the VRQA Guidelines for VET Providers, the Victorian Child Safe Standards, and the Standards for RTOs 2025. Reviews will also be triggered by a significant incident or change in regulatory requirements.

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Documentation Modification

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

Date	Version	Comment
January 2014	V1.0	Developed by the RTO Management Team.
February 2015	V1.1	Annual review by RTO Management Team – No Change.
February 2016	V1.2	Annual review by RTO Management Team – No Change.
February 2017	V1.3	Annual review by RTO Management Team – No Change.
February 2018	V1.4	Annual review by RTO Management Team – No Change.
February 2019	V1.5	Annual review by RTO Management Team – No Change.
February 2020	V1.6	Annual review by RTO Management Team – No Change.
February 2021	V1.7	Annual review by RTO Management Team – No Change.
February 2022	V1.8	Annual review by RTO Management Team – No Change.
February 2023	V1.9	Annual review by RTO Management Team – No Change.
February 2024	V1.10	Annual review by RTO Management Team – No Change.
February 2025	V1.11	Annual review by RTO Management Team – No Change.
February 2026	V2.0	Major review by RTO Management Team. Document substantially updated to align with Standards for RTOs 2025 (Outcome Standard 2.5) and Victorian Child Safe Standards (VRQA Guideline 6). Added: Legislative Framework; Scope; Technology and Electronic Devices section (updated from outdated iPod/CD player references); Social Media section (updated from Facebook-only reference to current platforms); Artificial Intelligence section (cross-referenced to Academic Integrity Policy); Child Safe Environment section; Safe and Inclusive Learning Environment section (including culturally safe environment for First Nations students); formal Consequences of Misconduct with escalation pathway and right of appeal; Acknowledgement section; and Policy Review section.