



Student Code of Conduct

United Institute strives to provide a supportive, inclusive, rich and positive experience to our learners. Learners who conduct themselves in a manner that contradicts the Student Code of Conduct may be liable for student misconduct and disciplinary action.

General Code of Conduct Principles

United Institute aim to be guided by the following:

- Provide adequate training to learners on the acceptable and unacceptable behaviours in the Induction Program;
- Hold a high standard of ethical behaviour;
- Build a culture of acceptance, honesty and respect amongst our learners and staff members; and
- Provide a safe and secure environment to all of our learners and staff members.

Responsibilities

All staff members are expected to:

- Model exemplary behaviour to act as a benchmark for learners and other staff
- Supervise learner behaviour and the behaviour of other staff
- Treat all learners and other staff with respect, dignity, impartially and fairly
- Maintain and respect the privacy of learners and other staff members
- Protect the rights of all individuals and groups
- Respect the cultural and individual needs of all learners and staff members
- Promote a positive and safe environment
- Implement a zero tolerance to the use of alcohol or drugs on premises at all times
- Reprimand a learner where they are smoking on premises
- Respond immediately to observed behaviour of misconduct to maintain a safe environment for learners and other staff, and where the behaviour is of a violent nature, immediately notify the CEO who will make a decision as to whether the police authorities are to be called for assistance in managing the matter
- Report any behaviour misconduct to the Student & Administration Support personnel and appropriate actions taken



Explanation of the Code

To ensure all learners receive equal opportunity to gain the maximum benefit from their training program, learners are expected to:

- Treat others with respect, dignity and fairly
- Respect the rights and privacy of other learners and staff members
- Accept cultural, gender, race, sexual preference, political affiliation, disability, religious belief and other individual differences of other learners and staff members
- Engage in practices that provide a positive, safe and secure environment for all
- Follow all reasonable instructions and directives provided by our staff members
- Attend classes punctually and be responsible for your own learning and development by ensuring that you maintain progress with your learning
- Participate in the training and assessment activities actively and positively
- Seek out help and assistance where required
- Not disrupt the class consistently and egregiously
- Not bring any dangerous items onto any training and/or assessment sites, such as lighters and knives
- Not smoke in or around the training and/or assessment sites
- Maintain the peace of the learning environment
- Act and present their work honestly and ethically, without plagiarism, cheating or collusion
- Be free from any prohibited drugs and substances, including alcohol
- Not be aggressive or behave in a violent manner towards any individual
- Not use or behave in an offensive, bullying, discriminatory or harassing manner
- Refrain from any activity that deliberately obstructs, offends, harms or injures others
- Make use of our facilities, equipment and resources responsibly and respectfully without intentionally destroying or damaging them
- Abide by all laws, regulations and terms of enrolment

Student Code of Conduct – Breach Procedure



- 1 **Breach occurs** – where a learner breaches the terms of the Student Code of Conduct, depending on the severity, one of the following may need to be implemented:
 - Immediately suspend the learner for a period not exceeding **10 business days** – this will depend on the severity of the misconduct
 - Contact the police to help control the situation – where the learner is displaying violent and aggressive behaviours, or where State or Commonwealth law appears to have been breached
- 2 **Inform the CEO** – the CEO is to be notified of the breach immediately.
- 3 **Meeting with the learner and any other witnesses** – a meeting will be organised with the learner to find out more about the misconduct – what might have caused it, why they believed that was their only course of action, and what they believe is appropriate action to be taken against them. Witnesses to the event should also be interviewed to get a complete picture of the breach that has occurred.
- 4 **Impose an appropriate behavioural management strategy** – the CEO is then to decide on a behavioural management strategy, which can include:
 - Issue the learner with a formal warning;
 - Suspend the learner from their enrolment for a period of time
 - Instigate a behavioural management contract with the learner, including agreed monitoring arrangements and consequences based on repetition of the misconduct
 - Cancel the learner's enrolment where serious misconduct involving violence and aggression to others, damage to property, or a breach of State, Territory or Commonwealth law
- 5 **Outcome in writing** – the learner will be advised of the action United Institute believes is appropriate and their rights to an appeal.
- 6 **Serial offender** – where the learner continually breaches the Student Code of Conduct and have been formally warned on at least two occasions, their enrolment will be cancelled.
- 7 **Record notes in student's file on RTO Manager** – the Student & Administration Support personnel is to record all notes and evidences on the student's file on RTO Manager.

Student Code of Conduct – Breach Process Flow-Chart

Breach occurs

Staff reports the breach to the CEO



N

Y

Meet with the learner and other witnesses

Serial offender?

Enrolment cancelled

Provide learner with outcome in writing

CEO to decide on a behavioural management strategy

Leave notes in the student's file on RTO Manager

Breach occurs

Staff reports the breach to the CEO

N

Y

Meet with the learner and other witnesses

Serial offender?

Enrolment cancelled

Provide learner with outcome in writing

CEO to decide on a behavioural management strategy

Leave notes in the student's file on RTO Manager