



STUDENT CODE OF CONDUCT

Responsibilities

<p>Policies and procedures</p> <ul style="list-style-type: none"> • read and follow our policies as documented in the student handbook • respond to our communications promptly • advise us within 7 days of any change of contact details including current residential address, mobile number, email address and who to contact in the event of an emergency. 	<p>Learning and assessment</p> <p>You are expected to:</p> <ul style="list-style-type: none"> • attend scheduled classes • actively participate in learning • complete all homework given to you • complete and submit all assessments ontime • refrain from plagiarism, cheating and collusion • pay all fees due • ask for support if needed.
<p>Classroom conduct</p> <p>You are expected to:</p> <ul style="list-style-type: none"> • arrive on time for your class • be prepared for class • dress appropriately • only use handheld devices in class when relevant to the activity • communicate in English. 	<p>Respect and ethics</p> <p>Students are expected to:</p> <ul style="list-style-type: none"> • respect others' values and beliefs • interact with others in a collaborative, professional manner • use our resources for the purpose for which they are intended • refrain from harassment and discrimination of any kind • resolve any conflicts calmly • respect ours and other people's property.

Rights

<p>Policies and procedures</p> <p>You can expect to:</p> <ul style="list-style-type: none"> • be informed of our policies and associated procedures • receive regular and relevant communications • learn in a safe environment • have your personal details kept confidential and secure • access the information that we hold about you. • have the opportunity to provide feedback on services received. 	<p>Learning and assessment</p> <p>You can expect to:</p> <ul style="list-style-type: none"> • be provided with high quality training, assessment and support services • receive the support you need • have your assessments marked and returned within 10 working days of submission. • receive feedback on assessments where the result is not satisfactory.
<p>Classroom conduct</p> <p>You can expect your trainer and assessor to:</p> <ul style="list-style-type: none"> • be on time for classes • be prepared for class • be knowledgeable and engaging • dress appropriately • only use handheld devices in class when they are relevant to the activity • communicate in English. 	<p>Respect and ethics</p> <p>You can expect:</p> <ul style="list-style-type: none"> • to have your values and beliefs respected • to be treated fairly and equitably by staff and students • interact with others in a collaborative, professional manner respect for yourself and your property.