



## Central Regional TAFE Student Code of Conduct (OM018P)

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The purpose of this policy is to ensure that all students studying at Central Regional TAFE are aware of the standards and expectations of mutual understanding, respect and professionalism in relation to student behaviour. Central Regional TAFE is a supportive adult learning environment that celebrates diversity, embraces equal opportunity and is free from discrimination and harassment promoting an ethos allowing staff and students to perform to the best of their ability.

By enrolling with Central Regional TAFE (the College), a student agrees to comply with the [Central Regional TAFE By-Laws 2016](#). The Student Code of Conduct and related policies are an expansion of the College By-laws and provide further guidance as to acceptable behaviour within the College's environment. The Student Code of Conduct also applies to visitors to the campuses and students living in College accommodation where provided.

All members of the College community are responsible for ensuring students behave in accordance with the standards set out within the Student Code of Conduct. If a student is in breach of the Student Code of Conduct, staff and students have a responsibility to report this. Disciplinary procedures may occur as a result of a breach of the Student Code of Conduct, including sanctions set out within the College By-laws. If an act in breach of the Student Code of Conduct is also considered an illegal act, the relevant authorities will be contacted. Refer to Policy and Procedures for Managing Student Behaviour ([CF006P](#)).

The expectations of student behaviour are based upon students treating staff and fellow students with courtesy, respect and care. The Student Code of Conduct outlined below will assist students to meet these expectations whilst studying at the College.

### Commitment to Learning

Students attend the College to learn, therefore students must not act in a way that interferes directly or indirectly with the learning of others or that obstructs staff from carrying out their duties. Students are expected to develop and use adult learning skills and take responsibility for their own learning.

This includes:

- Attending classes and activities on time and suitably prepared (e.g. correctly attired)
- Meeting all learning and assessment expectations and due dates
- Acting honestly and fairly in undertaking an assessment, test, report or other work
- Discussing any questions or issues about their progress with their lecturer
- Providing constructive feedback about their experience at the College through the Learner Questionnaire or through a Quality Feedback Station situated throughout the College.

Fees apply to all training programs, they vary depending on the type of course and delivery mode. There is an expectation that students will pay all fees and purchase the textbooks or equipment required to complete their course. In cases of financial hardship, the Collage can make arrangements to structure repayments around an individual's financial situation or alter/extend payment of fees. If you would like to discuss this option, please contact a member of the Student Services team.

### Respect

The College aims to provide a learning environment that enables students to perform to the best of their ability. In order to achieve this aim, both staff and students within the College community are required to act respectfully toward others. This means:

- Being honest
- Treating people with courtesy, respect, consideration and sensitivity regardless of gender, sexual preference, ethnicity, disability, religious beliefs and social background

## Central Regional TAFE Student Code of Conduct (OM018P)

---

- Communicating openly and using appropriate language
- Following reasonable instructions of any College staff member
- Respect for the College physical environment

All students have a right to enjoy the facilities at the College. In order to protect this right all students are expected to have respect for College property. Any act of misuse, vandalism, theft, malicious or unwarranted damage, defacing, disfiguring or unsafe or unauthorised use of property is in violation of the Student Code of Conduct, the College By-laws, and may be against the law.

College property includes but is not limited to:

Buildings	Plant and Equipment	Telephones
Vehicles	Learning Materials	Library Materials
Computer Hardware, Software and other Technologies	Fire Alarms and Equipment	Safety and Security Devices

### **Bullying**

Bullying will not be tolerated on College grounds or within College programs conducted 'offsite'.

Types of bullying include:

- Loud and abusive language
- Yelling and screaming
- Unexplained rages
- Bribery or blackmail
- Unjustified criticism and insults
- Threats to students or College staff
- Cyber bullying i.e. humiliation, belittling or undermining of a person through use of social media.

Students should report any incidents of bullying to a College staff member (usually their lecturer or Student Services where available, but not confined to those staff).

### **Sex Based Harassment**

All people have the right to learn in an environment which is free from sex-based harassment. Harassment of a sexual nature is not tolerated at the College and is unlawful under the [Equal Opportunity Act 1984](#).

Sexual harassment is any unwelcome behaviour which is sexual in nature and which involves improper assumptions by one person in respect to another. Sexual harassment can take numerous forms including but not limited to:

- Unwelcome physical touching, hugging or kissing
- Staring or leering at someone, or at parts of their body
- Suggestive comments or jokes
- Insults or taunts based on sex
- Sexually explicit pictures, e-mails or text messages
- Intrusive questions or comments about a person's private life, body or sexuality

Students should report any incidents of bullying to a College staff member (usually their lecturer or Student Services where available, but not confined to those staff).

### **Use of Technology**

As a courtesy to staff and other students, students may be asked to turn off their mobile phones and iPods (or similar devices) during all lectures and practical sessions. Individual arrangements should be made with lecturers regarding use of these devices.

Students cannot use or attempt to use internet access at the College for inappropriate or unacceptable material. Students who use College computers, mobile devices, internet and network services must abide by the standards set out in the Policy and Procedure for Student/Third Party Computer Acceptable Use ([IS006P](#)). This policy is available to students via the Student Portal.

### **Social Media**

Social Media is a powerful tool which enables users to create and share content or to participate in social networking. It is expected that all students enrolled at the College would uphold the reputation of the College name as well as always show respect to each other and College staff.

### **Safety**

Students must take reasonable care for their own health and safety on campus and avoid harming the health or risking the safety of others. Staff, visitors and students all have a shared responsibility to ensure College safety procedures are adhered to.

Students should immediately advise a College staff member if they have concerns for their personal safety or that of others whilst participating in training or on College grounds.

### **Dress Standards**

All students at the College are to wear clothing and footwear appropriate to the course they are studying. Lecturers will inform students of specific requirements, including uniforms, personal protective clothing, footwear, securing of hair and name badges as required.

This includes:

- Wearing clothing in accordance with occupational health and safety requirements. Lecturers will inform students of specific occupational health and safety dress standards that apply to their industry area
- Wearing footwear within and around College campuses at all times
- Not wearing any clothing that is likely to offend others because of slogans, cartoons, or any symbol or graphic work to provoke, intimidate, condemn or ridicule others; or because of its lack of decency, modesty or cleanliness.

### **Personal Protective Clothing and Equipment**

In the interests of health and safety, and by law, you are required to observe standard safety practices, including wearing appropriate clothing and using personal protective clothing and equipment when required. This includes wearing of appropriate protective footwear as necessary.

Access to workshops, commercial kitchens and other high-risk areas will be denied if appropriate personal protective clothing and equipment is not worn.

Some examples that may apply to your course include:

- **Clothing:** The minimum workshop dress standard is appropriate work clothing i.e.: King Gee, Hard Yakka or similar protective clothing. Clothing must provide adequate cover and be reasonably close fitting with no torn parts that can be caught. Loose clothing in a practical activity could become a hazard.
- **Hair:** Long hair must be restrained with heavy-duty safety hair net or a hat/cap that fully encloses the hair. Beanies, elastic bands, hats/caps, etc are acceptable (except in Hospitality where hair nets must be worn at all times in the Kitchen).

**Central Regional TAFE Student Code of Conduct (OM018P)**

---

- **Footwear:** Steel capped shoes or boots that comply with the Australian Safety Standards criteria are mandatory in all workshops. Covered shoes are mandatory in all areas and art rooms.
- **Glasses:** Safety glasses must be worn by every person working in or entering designated areas or as directed by lecturers or other College staff.
- **Ear Protection:** Ear protection must also be worn in designated areas or as required by lecturers.

Students are expected to observe the above standards from the first day of attendance at the College. Students who are not able to comply, will need to discuss with their lecturer or they will not be permitted to enter workshops.

Lecturers are authorised to deny students access to any class if the standards are not observed. In such cases lecturers then:

- a) Send student to an appropriate area on campus for quiet study
- b) If an apprentice, notify the Apprenticeship Officer in Client Services who will advise the employer
- c) If under 18, notify parent/guardian that the student did not participate in that class for failing to wear adequate safe clothing
- d) If a VET delivered to secondary students student, notify the Education and Training Programs Coordinator who will advise the school.

**Medical Conditions**

Students must report any injury sustained whilst on campus to their lecturer or nearest staff member. The College have a number of staff who are first aid trained. First Aid Officers provide first aid only and do not administer medication.

Students with a medical condition that requires them to take over the counter medication /prescription drugs that may affect the safety of themselves or others, must notify their lecturer before commencing class. College staff will provide appropriate and timely assistance and enable the College to fulfil our duty of care responsibilities. All information provided will be treated confidentially.

If a student is ill:

- Prior to classes commencing, students (or parents/guardians) are to contact the College and advise they (or their son/daughter) will not be attending class. If known, state the period of time the student is expected to be away.
- If illness develops during the day, the lecturer may recognise this has occurred or the student may ask to leave class
  - If student is under 18, parents/guardians are contacted to advise them of the situation.
  - If no contact can be made, the student must be assessed and appropriate action taken which may include medical attention or being send to the First Aid Room (if applicable) until the normal finish time of the class.

In cases where students are participating in class and they are suspected to have a contagious illness, such as head lice, flu, etc. the student will be asked to leave class so that other students are not at risk of developing the same illness/disorder. If the student is under 18, parents/guardians will be contacted to collect the student from the campus.

If a student is suspected as having a contagious illness prior to going on work placement, they may be advised they cannot participate in this activity.

**College Policies**

Policies have been developed to assist students to successfully participate in the College environment. All students are required to comply with the following College policies which are available from the Student Portal:

- Alcohol and Drugs Policy ([CF001P](#))
- Smoking Restriction Policy ([OS004P](#))
- Student/Third Party Computer Acceptable Use Policy ([IS006P](#))
- Managing Student Behaviour Policy ([CF006P](#))
- Responsibility to Learners ([CF003P](#))

**Staff Code of Conduct**

The College Staff Code of Conduct outlines the principles of behaviour that is expected of all College staff. The level of client service that can be expected from College staff is based on the six principles. College staff will:

- Value the College's reputation and act in the best interest of both the public and the College
- Act with honesty and integrity
- Act in an open, transparent and accountable manner and commit to using public resources responsibly
- Commitment to ensuring a health and safe workplace
- Act professionally and treat others with respect, courtesy and fairness
- Respect and maintain privacy and confidentiality

**Under the Age of 18**

The College has an extra duty of care for students under the age of 18, including:

- Reporting all absences to the student's parent/guardian
- Apprentice absences are also reported to their employer
- Lecturers must obtain permission from parent/guardian for student participation in off campus activities.
- Parent/guardian will be contacted for students who are ill during class and/or need to leave before the scheduled class finish time.

**Further Information**

If you have questions about the Student Code of Conduct please discuss these with the relevant lecturer, Program/Portfolio Manager or Student Services.

All incidents of bullying or sexual harassment should be reported immediately to a College staff member, lecturer or Student Services (Student Services: 9956 2894).

Additional general information about Central Regional TAFE can be found on the website [www.crtafe.wa.edu.au](http://www.crtafe.wa.edu.au) or in the Student Fact Pack.