



## Student Code of Conduct

Date Approved/Endorsed: 07/01/2026

Next Review: 12/09/2028

### Overview

Central Regional TAFE (CR TAFE) is committed to providing students with a safe and supportive learning environment that celebrates diversity, embraces equal opportunity and is free from discrimination and harassment.

All students, staff, contractors, and visitors whilst on any campus or engaged in a CR TAFE sponsored activity, are expected to behave in a respectful manner that contributes to a safe, healthy, positive and productive teaching and learning environment.

### Expectations for Student Conduct

This code of conduct is an expansion of the Central Regional TAFE By-laws (No.2) 2016 (Bylaws) and provides guidance to students and staff on the expected standards of behaviour.

The principles underpinning the Student Code of Conduct are a commitment to learning; respect for others; respect for CR TAFE and its learning environment; and respect for the requirements of the academic process and commitment to health, safety and wellbeing.

All members of the CR TAFE community are responsible for ensuring students behave in accordance with the standards set out within the Student Code of Conduct. This includes taking reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others, and complying with CR TAFE's health and safety requirements, procedures and directions. 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 because of a breach of the Student Code of Conduct, including penalties set out within the By-laws. If a breach of the Student Code of Conduct is also considered an illegal act, the relevant authorities will be contacted.

### Commitment to Learning

Students are encouraged and supported to develop and use learning skills, taking responsibility for their own learning.

Students are expected to:

- Familiarise themselves with information about their course and assessment requirements and actively participate in their training.
- Take responsibility for their support needs by communicating with lecturing or student support staff. (For under 18 students also refer to the Duty of Care for Minors).
- Provide constructive feedback about their CR TAFE experience through CR TAFE's Learner Questionnaire, Quality Feedback Stations, and/or the annual Student Satisfaction Survey.
- Pay all fees and purchase the textbooks or equipment required to complete their course.

In cases of financial hardship, CR TAFE provides a variety of payment options. These options can be discussed with a member of the Student Support Services team or Student Business Systems team.

- Conduct themselves in a professional manner while undertaking industry and work placements or other practice-based experience and respect the confidentiality of any information made available to them as part of their practical learning activities.

### Respect for Others

All students have a right to a safe and enjoyable learning environment that allows them to perform to the best of their ability. To achieve this aim, both staff and students are required to act respectfully

toward others. This applies whether on CR TAFE grounds or with CR TAFE programs and activities conducted off campus.

Students are expected to:

- Be honest.
- Treat every person with courtesy, respect, consideration, and sensitivity regardless of gender, age, sexual orientation, disability, ethnicity, religious beliefs and customs; or social and cultural background.
- Communicate openly using appropriate language.
- Not smoke/vape (including the use of e-cigarettes) consume alcohol or use illicit substances on campus and not attend campus or training if impaired.
- Follow reasonable instructions from any CR TAFE staff member, including safety directions and emergency procedures.
- Follow government directed public health advice as communicated by CR TAFE.
- Wear clothing and footwear in accordance with the legislated work health and safety requirements that apply to their industry area as specified by their lecturer or signage.
- Wear appropriate footwear at all times within and around CR TAFE campuses including offsite activities.
- Take reasonable care of their own health and safety, ensuring their actions do not adversely affect others, and complying with CR TAFE's health and safety procedures.
- Truthfully and promptly reporting hazards, incidents, and near misses immediately to their lecturer or other CR TAFE staff member.
- Not wear 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.
- Not engage in behaviour that threatens the wellbeing of another member of the CR TAFE community. No form of violence is accepted.
- Not engage in bullying (including cyber bullying) or any kind of harassment of students or staff.

### Personal Protective Clothing and Equipment

Students are required to comply with all PPE requirements as outlined by CR TAFE procedures, safety signage, and lecturer instructions.

Some examples that may apply include:

**Clothing:** The minimum workshop dress standard is appropriate protective clothing. Clothing must provide adequate coverage and be reasonably close fitting with no torn parts that can be caught. Loose jewellery or accessories must not be worn where they present a snagging or entanglement risk.

**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 kitchen training 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 CR TAFE staff. Where prescription glasses are worn, compliant safety over-specs or prescription safety glasses must be used as directed.

**Hearing Protection:** Hearing protection must be worn in designated areas or as required by lecturers. Hearing protection must comply with Australian Standards (AS/NZS 1270).

**Hair Nets:** Long hair must be contained with heavy-duty safety hair net or a hat/cap that fully encloses the hair. Beanies, elastic bands, hats/caps, are acceptable (except in Hospitality where hair nets must be worn at all times in the Kitchen).

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

- a) Send students to an appropriate area on campus for quiet study.
- b) If an apprentice, notify the relevant Employment Based Training Officer in Student Business Systems who will advise the employer.
- c) If under 18, notify parent/guardian that their child did not participate in that class for failing to wear adequate safety clothing.
- d) If a VET delivered to secondary students (VETDSS) student, notify the Coordinator Education and Training who will then advise the school.

### Respect for CR TAFE and its learning environment

All students have a right to a safe and secure physical and online environment whilst studying with CR TAFE. Students are expected to:

- Follow safety guidelines when using CR TAFE facilities and equipment.
- Report incidents or potential hazards to any staff member.
- Comply with CR TAFE policies as directed by any staff member.
- Not participate in any activity (including online) that may be detrimental to CR TAFE's reputation.

CR TAFE property includes but is not limited to:

Buildings	Computer Hardware, Software and other Technologies	Fire Alarms and Equipment
Landscaping and water features	Learning Materials	Library Resources
Plant and Equipment	Residential areas	Safety and Security Devices
Vehicles		

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.

### Related CR TAFE Policies

Policies have been developed to assist students to successfully participate in the CR TAFE environment. All students are required to comply with the following policies which if not already available in the Student Portal or CR TAFE website may be supplied in print:

- Central Regional TAFE By-laws 2016 (No.2)
- Policy and Procedure for Acceptable Computer and Internet Use
- Policy and Procedure for Alcohol and Drugs - Students
- Policy and Procedure for Hazard Identification and Reporting
- Policy and Procedure for Library Membership and Lending
- Policy and Procedure for Smoking Restriction
- Policy and Procedure for Management of Bring Your Own Device
- Policy and Procedure for Client Complaints
- Policy for Complaints for Under 18 Clients
- Student Online Safety Guidelines (in development)

- Policy and Procedure for Workplace Health and Safety
- Workplace Health and Safety Policy Statement

## Social Media

It is expected that all students will uphold the reputation of the CR TAFE name as well as show respect to each other and CR TAFE staff when posting to social media.

## Respect for the academic program and its requirements

Students must not act in a way that interferes directly or indirectly with their own learning, or that of others, or that obstructs lecturing staff from performing their duties.

Students are expected to:

- Behave appropriately in the learning environment (including online), considering others by not disrupting the learning/training environment.
- Attend all lectures, classes, workshops, and activities on time, as detailed in class timetables.
- Be suitably prepared to participate in classes and training, with the appropriate clothing, equipment, and other required materials. This includes online learning.
- Advise CR TAFE if unable to attend classes due to illness or injury.
- Submit assessments within the required timeframes.
- Act honestly and fairly when undertaking an assessment.
- Avoid plagiarism and only copy materials in accordance with the Copyright Act 1968.
- Not use or attempt to use CR TAFE provided internet access to access inappropriate or unacceptable material.

## Using Artificial Intelligence (AI) tools to complete assessments

CR TAFE strongly advises all students against using artificial intelligence (AI) tools to complete their assessments, unless directly instructed by their lecturer.

Whilst it may seem like a convenient shortcut, using AI tools to complete assessments is a form of academic dishonesty that can have serious consequences. Using AI to complete assessments may violate academic integrity and potentially deprive students of the opportunity to develop critical thinking, problem-solving, and analytical skills which are crucial abilities necessary for success in both academic and professional settings.

Using AI to complete assessments can result in inaccurate or incomplete work, as well as misunderstandings or misinterpretations of the assignment instructions. This can impact on competency, missed learning opportunities, and possibly weaker academic performance.

CR TAFE has a Verification of Authenticity process within assessments to confirm students have the required knowledge.

## Medical Conditions

Students must report any injury sustained whilst on campus to their lecturer or nearest staff member. Designated First Aid Officers provide first aid only and do not administer medication.

Students with a medical condition that requires them to take medication or prescription drugs that may affect the safety of themselves or others, must notify their lecturer before commencing class. Students are responsible for their own medication. All information provided will be treated confidentially.

If a student is ill:

- Prior to classes commencing, students (or parents/guardians/responsible adult) are to contact CR TAFE and advise they (or the student) 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 the student is under 18:

- Parents/guardians/responsible adult 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 sent to the First Aid Room (if applicable) until the normal finish time of the class.

- 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/responsible adult will be contacted to collect the student from the campus.

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

## Further Information

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

All incidents of bullying or sexual harassment should be reported immediately to a CR TAFE staff member, lecturer or Student Support Services (1800 672 700).

Additional general information about Central Regional TAFE can be found on the website <https://www.centralregionaltafe.wa.edu.au/> or in the Student Handbook.

## References

[Equal Opportunity Act 1984 \(WA\)](#)

[Work Health and Safety Act 2020 \(WA\)](#)

[Copyright Act 1968 \(Commonwealth\)](#)

[Duty of Care for Minors](#)

[Central Regional TAFE By-laws \(No.2\) 2016](#)

## Documentation

Nil.

## Responsibilities

<b>Responsible Director</b>	Director Client Experience
<b>Responsible Officer for implementation and monitoring</b>	Manager Student Support Services
<b>Approved by</b>	Director Client Experience
<b>Endorsed by</b>	N/A

## Revision History

Review date	Amendment details
16/09/2025	<p>Included:</p> <ul style="list-style-type: none"> <li>- behaviour online</li> <li>- AI use</li> <li>- Additional related CR TAFE policies</li> </ul>

