

Version:	1.0	Approval Authority	CEO
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Statutory and regulatory compliance

Standards for Registered Training Organisations (RTOs) 2015 (Amended 2017)

- Standard 1 - Clause 1.7

Related Policies/Documents

- Academic Misconduct Policy
- Non-Academic Misconduct Policy
- Student Support Policy
- Student Experience and Support Policy

Purpose

The Student Code of Conduct is to ensure that all students at Australian Health and Management Institute behave in a mature manner and with respect for all other students, trainers, assessors and staff during theory and practical classes, mandatory work placement (where required), industry visits, communicating with staff, social activities, etc.

Australian Health and Management Institute identifies harassment as any form of behaviour which is unwelcome, unreciprocated, and usually possibly repeated, which makes the situation unpleasant, humiliating or, intimidating for the person who is the target of that behaviour. Harassment can be sexual or may arise from discrimination on the basis of gender, race, disability, sexual preference or other unwelcome behaviour.

Discrimination is identified as the act of treating a person unfairly possibly based on race, colour, nationality, descent, ethnicity, ethno-religious background, sexual preference, socio- economic background, disability, or other personal characteristics.

Any breaches to the Student Code of Conduct will be dealt with as per Academic Misconduct Policy and/or Non- Academic Misconduct Policy. Students who breach the Student Code of Conduct may have their course cancelled on PRISMS

Applications/Scope

This policy applies to:

- All students
- All staff

Students Rights and Responsibilities

All students have the right to:

- be treated fairly with respect from others and without discrimination or harassment, regardless of religious, cultural, racial and sexual difference, age, disability or socio- economic status
- be free from all forms of intimidation;
- study in a safe, clean, orderly and cooperative face to face environment;
- during classes have personal property (including computer files and your work) and Australian Health and Management Institute property protected from damage or other misuse;

- have any disputes settled in a fair and rational manner;
- learn in a face to face environment that is conducive to success;
- learn in a supportive environment without interference from others
- privacy concerning records containing personal information, (subject to other statutory requirements and other agreed uses);
- lodge a complaint and have it investigated effectively without fear of retaliation or victimisation;
- express and share ideas and to ask questions

All Students have a responsibility to:

- Treat staff and fellow students with respect and fairness following reasonable directions from a member of staff;
- not behave in any way that may offend, embarrass or threaten others;
- not harassing fellow students or staff;
- take care of facilities provided by not damaging, stealing, modifying or misusing property;
- acting in a safe manner that does not place you or others at risk
- ensure personal details are current and correct
- participate in all assessment tasks as scheduled, honestly and to the best of your ability
- not smoke in non-smoking areas
- not be under the influence of alcohol or illegal drugs; and
- follow normal safety practices

Classroom rules for theory classes on all AHMI campuses

Australian Health and Management Institute has adopted a range of requirements to promote an ideal face to face learning environment for students

- Ensure that the noise level is respectful to consider other classes when leaving face to face classes
- Ensure that all mobile phones are ***turned off*** at the beginning of each class and not turned back on until the class has finished.
- Do not take pictures of the notes, the lecturer or other students in the classroom with mobile phones with cameras/cameras
- Do not use iPods or any other MP3 players or personal sound systems during classes
- Do not eat or drink during classes – only bottled water
- Arrive on time for the start of class and after class breaks- students who arrive late may not be eligible for practical assessment
- Leave the room quietly and not interrupt the other students if it is essential WITH the approval of the trainer
- Communicate in English only

- Tidy classrooms before leaving
- Keep student facilities such as common areas, kitchens and bathrooms clean
- Do not smoke on campus - students who smoke must do so outside the building

Practical Class Rules for Automotive

Australian Health and Management Institute provides a simulated industry environment for practical application of automotive and the rules during practical classes are as follows:

- Students must wear safety boots
- XXXXX
- XXXXX

Practical Class Rules for Carpentry

Australian Health and Management Institute provides a simulated industry environment for practical application of carpentry and the rules during practical classes are as follows:

- Students must wear safety boots
- XXXXX
- XXXXX

Practical Class Rules for Painting and Decorating

Australian Health and Management Institute provides a simulated industry environment for practical application of painting and decorating and the rules during practical classes are as follows:

- Students must wear safety boots
- XXXXX
- XXXXX

Practical Class Rules for Commercial Cookery

Australian Health and Management Institute provides a simulated industry environment for practical application of commercial cookery and the rules during practical classes are as follows:

- Students must wear safety boots
- Students must wear their full chef uniform
- XXXXX
- XXXXX

Practical Class Rules for Health and Community

Australian Health and Management Institute provides a simulated industry environment for practical application of ageing support and health and the rules during practical classes are as follows:

- XXXXX
- XXXXX
- XXXX

Alleged illegal activities

If a student is to have engaged in illegal activity under the laws of any State, Territory or Commonwealth jurisdiction, the matter shall be reported to the police of that jurisdiction for investigation by the Chief Executive Officer

- Alleged Illegal Activity includes but is not limited to possession of:
 - drugs
 - firearms
 - dangerous weapons such as knives, etc
- Students will have their enrolment immediately cancelled on PRISMS and not allowed access to any AHMI campus

Version control

Review Date	Approval Authority	Reviewed Sections/Items	Version
28/02/2020	CEO	Revised format	1.0